

**MINOR**  
HOTELS

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

  
**ANANTARA**  
HOTELS & RESORTS

**AVANI**  
Hotels & Resorts

*elewana*  
— COLLECTION —

**OAKS**  
HOTELS • RESORTS • SUITES

**nh**  
HOTELS &  
RESORTS

  
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HOTELS & RESORTS

**nhow**  
HOTELS & RESORTS

**TIVOLI**  
HOTELS & RESORTS

# 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.



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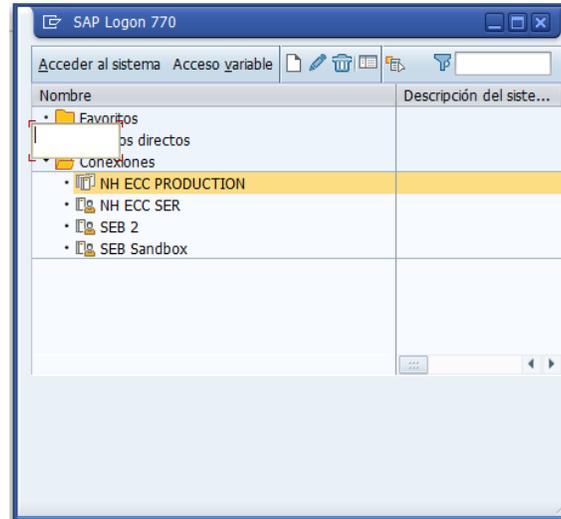
[Price Calendar](#)

**MINOR**  
HOTELS

**First steps**

# 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/>

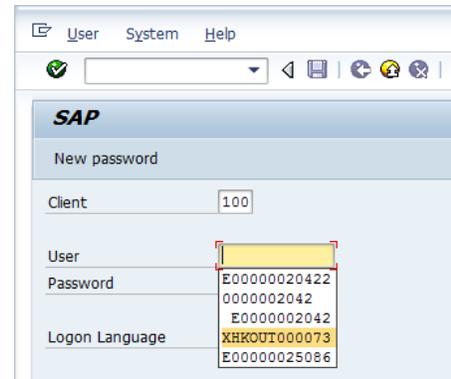
Mnemonic (short code):

E.g., PT11.LIBER

PT = Country

11 = Region

LIBER = Hotel name



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

Generic SAP user example: HFRTOUAIREC1

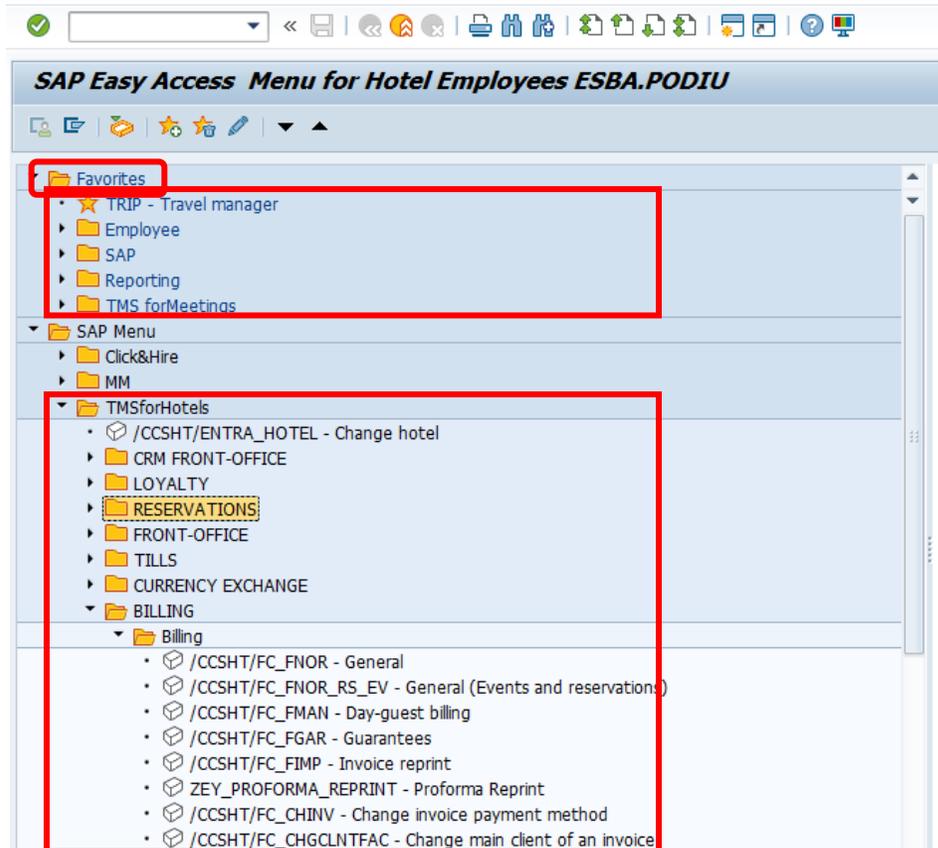
Personal SAP user example: E00000103222

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:

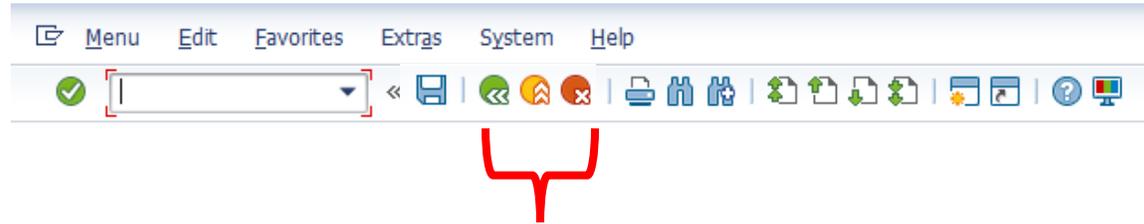
/CCSHT/ → Product transactions.

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

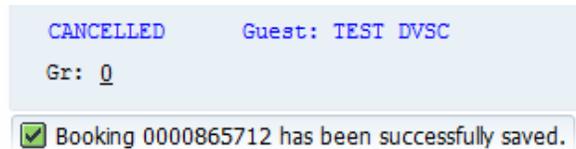
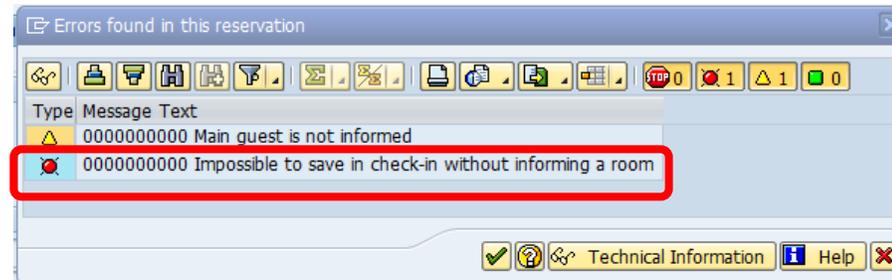
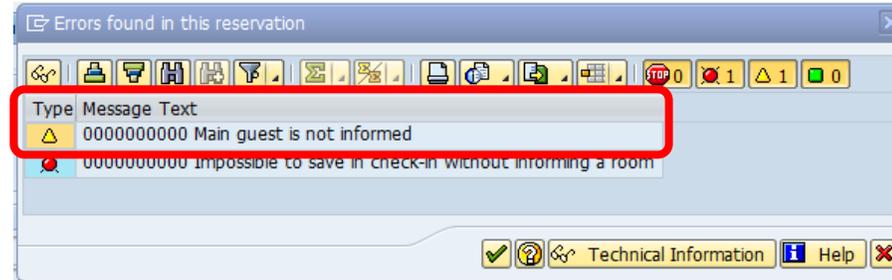
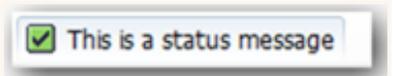
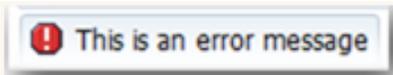
Attached File:  SAP basics.pdf



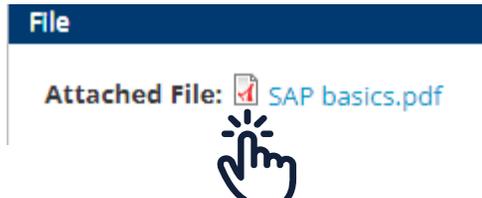
# First steps

## System Messages

- Status Bar
- Pop-ups



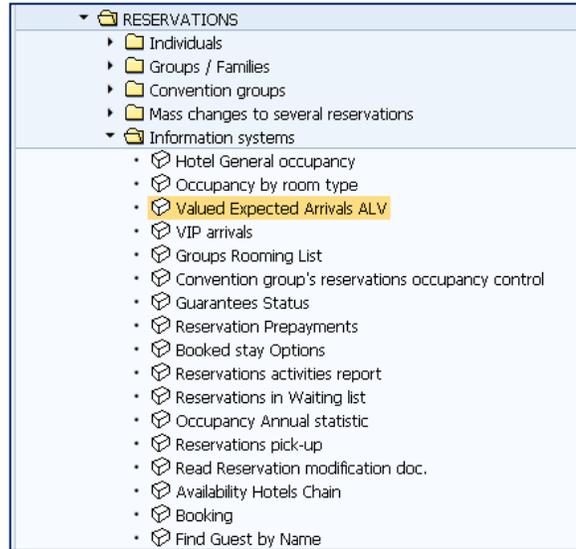
[More information in this link](#)





# **Meeting Structure & Concepts: Layout in the reports**

# 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*  
 E00000000039 - 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
			STDBL	00:00:00	1	0	0	0	1	2935449		
			STDBLT		2	0	0	0	2	1050415		270382022
			STDBLT		1	0	0	0	1	2853406		279312502
			STDBLT		2	0	0	0	2	2755053		278880182
			STDBLT		2	0	0	0	2	2579937		1NBL268T12MK22
			STDBLT		2	0	0	0	2	2931894		3028930
			STDBLT		1	0	0	0	1	2649679		278451342
			STDBLT		2	0	0	0	2	2289196		276886092
		101	STDBLT		2	0	0	0	2	2737748		278784462



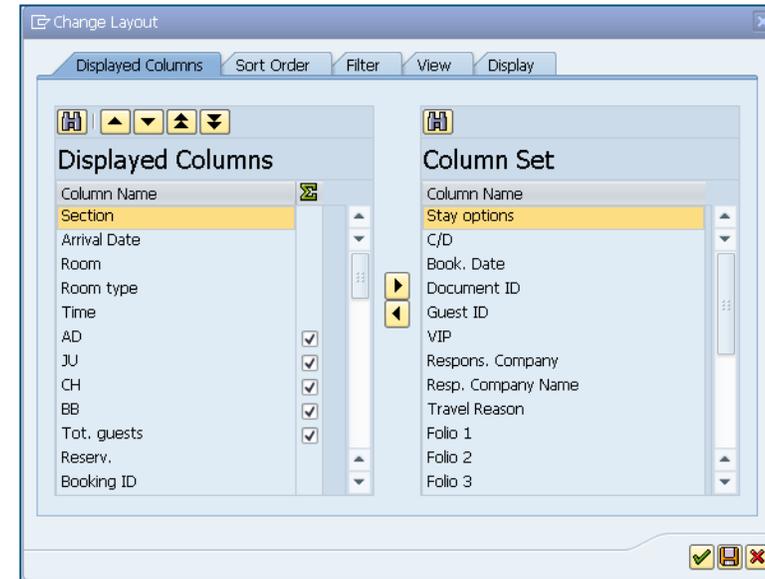
Play with the columns as needed! TMS is like an Excel file.

# Layout reports



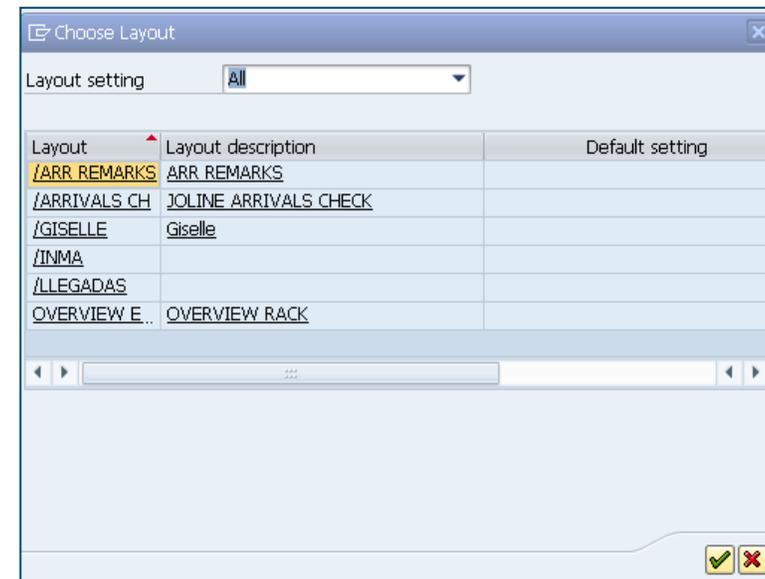
## Change layout

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



## Select layout

Or select a layout which has been created by others

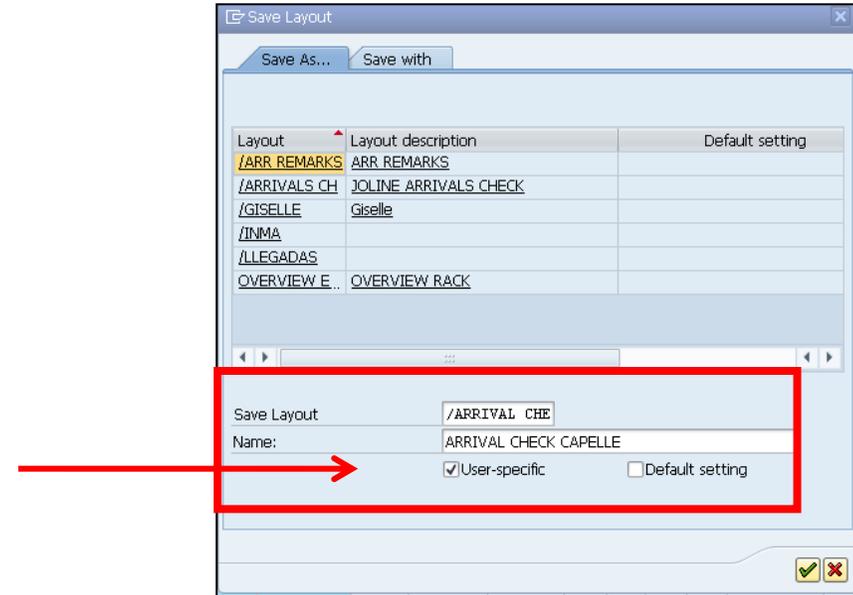


# Layout reports



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.



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
		4045104814	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
		4045104815	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
		4045104816	02:34:27		<u>50048056</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					
		4045104818	02:36:04		<u>61265830</u>	Credit	1000061542	VIAJES EL CORTE INGLES SA	98,87					
		4045104819	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

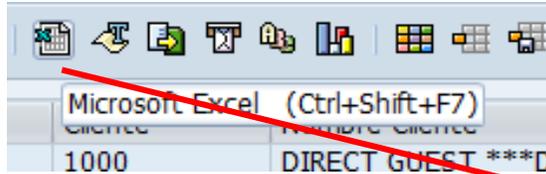
Arrival: 15.11.2018 Thursday RoomType: Standard Double Show Subtypes  
Nights: 1 Guests: AD 1 JU 0 CH 0 BB 0 Cur  
Depart.: 16.11.2018 Friday Room: 119 No move

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
	Código evento	Descripción	Versión	Tipo de ev	Importanc	Comercial	Cliente	Nombre 1	Fecha alta	Código d	Fecha Tope	Fecha de la	SAC Des	Check
2	EV00020116	GUSTAVO Y SILVIA	1	BANQT			1000	DIRECT GUEST ***DO NOT MODIFY	25/09/2015	CONFI	02/10/2015	14/05/2016		
3	EV00020119	MARIA Y FERNANDO	1	CONGS			1000	DIRECT GUEST ***DO NOT MODIFY	28/09/2015	CONFI	05/10/2015	14/05/2016		
4	EV00067904	CENA PROOCION NOTARIOS	1	BANQT		0000000715	1000	DIRECT GUEST ***DO NOT MODIFY	27/07/2016	CONFI	03/08/2016	04/08/2016		

## Filters

Show what you need accordingly.

Select a column and filter the results

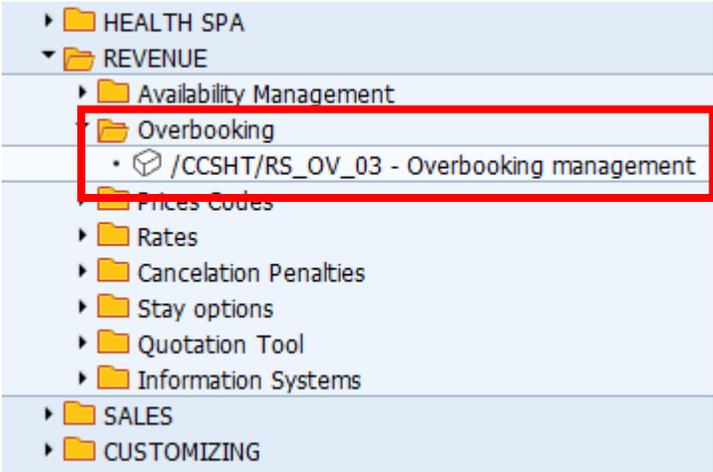
Ascending /  
descending order

Código evento	Descripción	Versión	Tipo ev	Importa...	Comercial	Cliente Com.	Nombre 1	Fe
EV00013774	HALCON - C	1	CONGS			1000032086	HALCON VIAJES	29
EV00013779	CONGRESO S	1	CONGS			1000091602	ORZAN CONGRES SL	23
EV00013787	ANGULAS AG	1	CONGS			1000085848	EROSKI BIDAIAK 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



# **Overbooking and restrictions management**

# 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:     % Value:     Default values:  % Min.Over 100,00     % Max.Over 100,00   

Dates: 01.01.2024 to 15.01.2024

	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
<b>Daily</b>	284	284	284	284	284	284	284	284	284	284	284	284
<b>Room type Description</b>												
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
PREDBL 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

- ▼ REVENUE
  - ▼ Availability Management
    - /CCSHT/CC\_SHOW\_CAL - Restriction Management
    - ZEY\_RESTRICTION\_MASS - Restriction Management Massive
    - /CCSHT/CC\_MODIFS - Restriction History Modifications
  - ▶ Overbooking
  - ▶ Prices Codes

**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	+ <b>C</b>															
RL01	+ <b>C</b>															
RL02	+ <b>C</b>															
RL03	+ <b>C</b>															
RL04	+ <b>C</b>															
RL05	+ <b>C</b>															
RL06	+ <b>C</b>															
RL06B	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+ m2
RL07	+ <b>C</b>															
RL08	+ <b>C</b>															
RL09	+ <b>C</b>															
RL10	+ <b>C</b>															
RL11	+ <b>C</b>															
RL12	+ <b>C</b>															
RL12D	+ <b>C</b>															
RL13	+ <b>C</b>															
RL14	+ <b>C</b>															
RL15	+ <b>C</b>															

# 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
<b>GROUPS</b>	Tu 08.03.16	We 09.03.16	Th 10.03.16	Fr 11.03.16	Sa 12.03.16					
<b>RL12</b>	+ C	+ C	+ C	+ R60	+ C					
<b>RATES</b>	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					

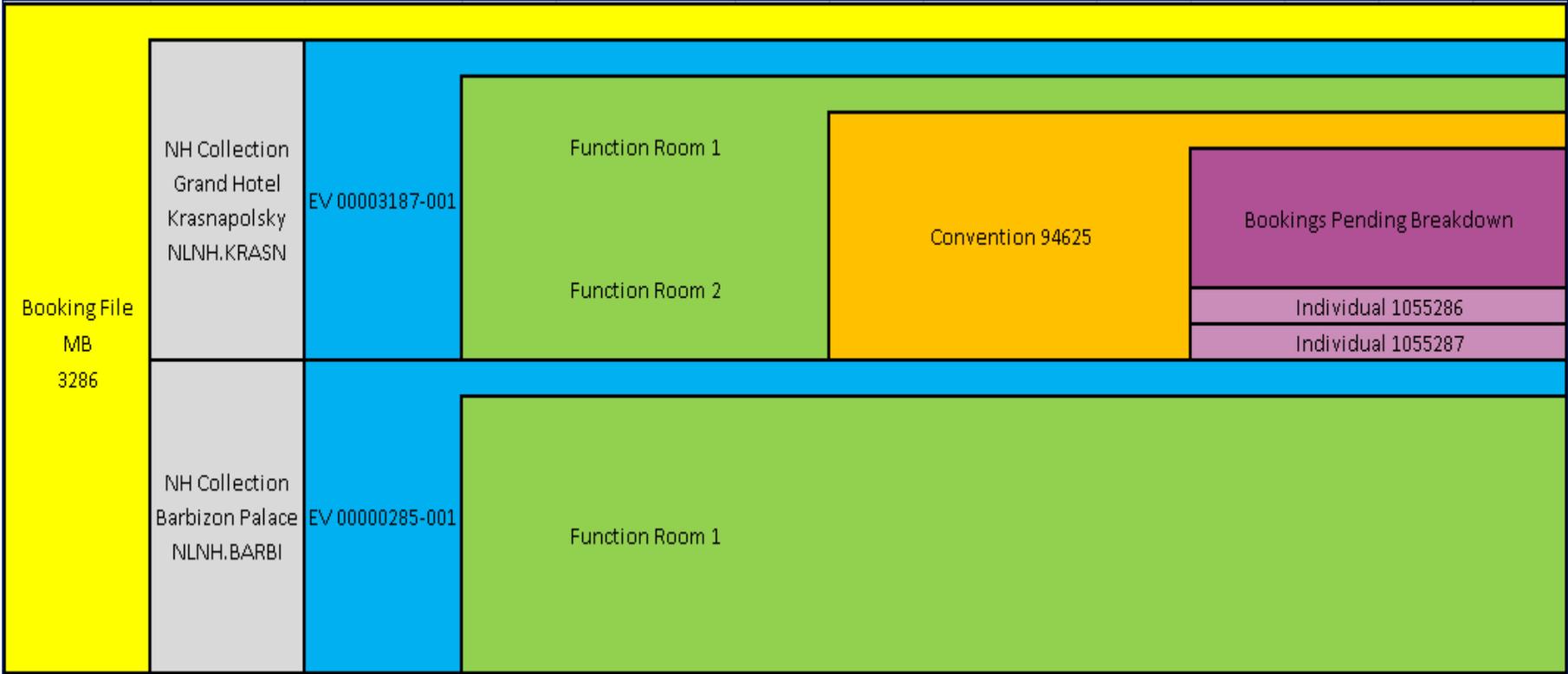
- C:** All RL rates are closed
- ... in red:** Any of the rates is closed
- R.. :** The total of rooms we can offer under this RL
- ... in yellow:** Different number of rooms per rate
- Minimum length of stay in blue
- Clicking on “+” will show the group ceiling stated for this RL

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

**MINOR**  
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**Structure meetings**

# Structure meetings



**MINOR**  
HOTELS

**Search reservations**

# 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 → 000014 5366

*Booking File Management*

Direct search   Individuals   Groups   Convention   Events

Booking file

Multihotel  Objects

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:   Cancelled  Rejected  Lost

Group name:

Main client:

CRS:

Company:

Start date: 10.05.2025  to:

CUT-OFF date:  to:

Departure date:  to:

Follow up Date:  to:

Deadline:  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

**MINOR**  
HOTELS

**Occupancy & availability**

# 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
    - ZEY\_RS\_06\_011\_ALV\_EX - Expected Arrivals Extended

- 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

Don't forget to review these options



### Ocupación general

Sel. Hoteles por jerarquía

Hotel: ESZZ.CIUZA to [ ]

Date: 25.03.2025 to [ ]

Only types of pax that occupy

#### Comparative

Compared to previous period

Period: [ ] to [ ]

Date Forecast: 26.03.2023

#### 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

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

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      - /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: ESMDS\* 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

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			
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
		<b>4.946</b>	<b>4.944</b>

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      - 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	PRXDBV	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

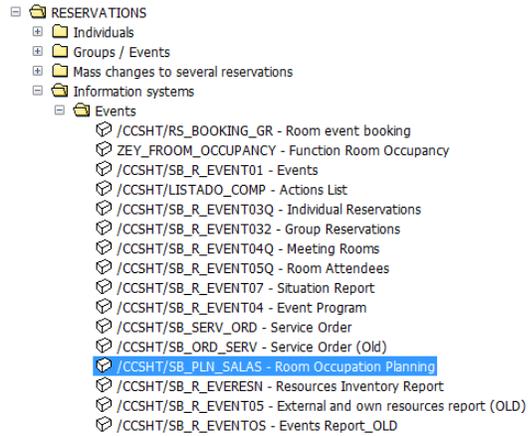


From an operational point of view, we will deal with room subtypes only if it is requested by the guest



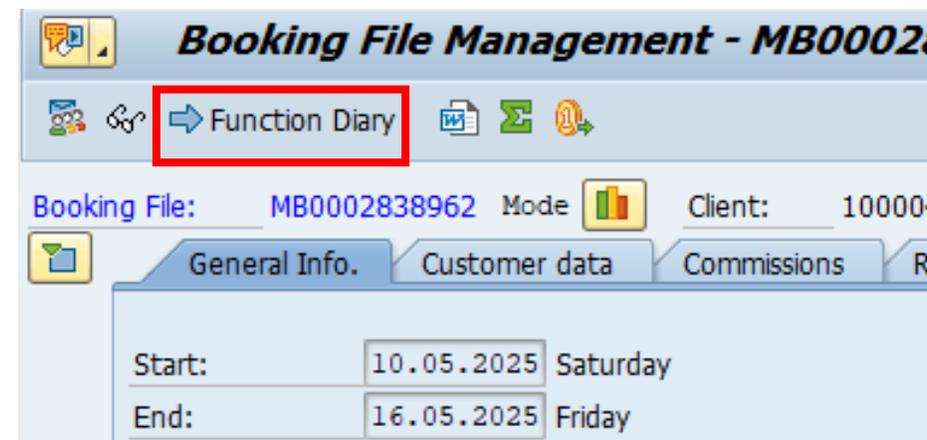
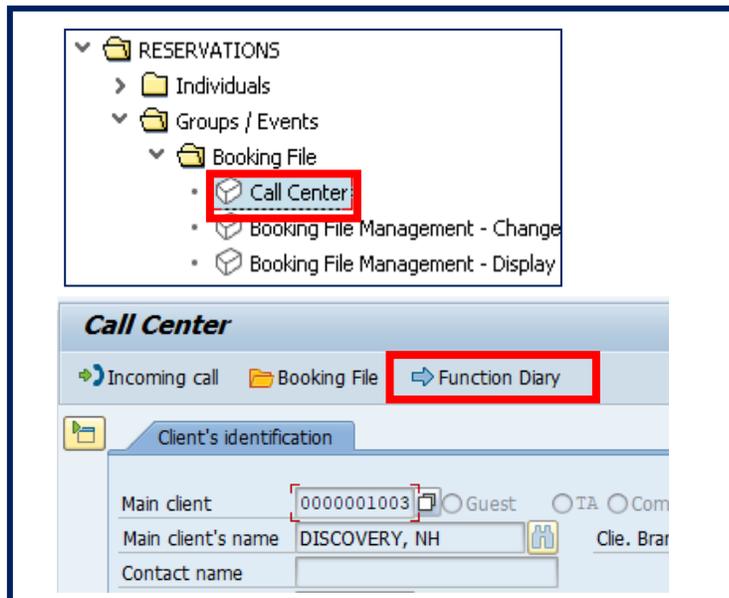
**Check availability (function rooms):  
Planning**

# Planning



Several options to enter the planning

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



# Planning

Events

**ESZZ.CIUZA. Function room's occupancy planning**



Hotel	ESZZ.CIUZA	<input type="checkbox"/>			
Events	<input type="text"/>		to	<input type="text"/>	
Booking File	<input type="text"/>				
Event's type	<input type="text"/>		to	<input type="text"/>	
Event's status	<input type="text"/>		to	<input type="text"/>	
Function rooms	<input type="text"/>		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"/>			<input checked="" type="checkbox"/> Show descriptive hours
Event's display	Description			<input checked="" type="checkbox"/> Show icons
Function Room's disp	Code			<input checked="" type="checkbox"/> Show stripe

Period displayed

**Planning Period**

31 days

Initial Date

7 days  With time detail

Initial Date

1 day

Date

Starting time

Planning structure

**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

Hotel: ESZZ.CIUZA

Room t...	Description
JSTDBV	Jr. Suite Double View
JSTDBVK	Jr. Suite Double View King
STDBL	Standard Double
STDBLD	Standard Double Double
STDBV	Standard Double View
STDBVD	Standard Double View Double
STDBVT	Standard Double View Twin
STDGL	Standard Single
STNDBL	Standard New Style
STNDBLT	Standard New Style Twin
<b>XVIRTUA</b>	<b>Virtual room</b>

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

1 day

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	
<b>Features</b>	
Event's display	Description
Function Room's disp	Description

F.RoomF...	Description
AIRCO	AIR CONDITIONING
<b>BAESP</b>	<b>BASE SPACE</b>
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'	
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)

# 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							
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. capac.: 0080  
Room area: 40.00  
Area unit: M2  
Room width: 4.50 /M MaxHei Roo: 2.86 /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**

	Min / Max
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	



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

<b>Icons</b>	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			
<b>Status:</b>	CONFI  Confirmed	OFFER Offer	OPTIO  Optional	SCOPT  SecondOption	TENTA  Tentative	
<b>Setups:</b>	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

The screenshot displays a software interface for room planning. At the top, there is a navigation bar with icons for 'Display room availability', 'Update', 'Previous', 'Next', 'Select date', 'Days detail', 'Month detail', 'Key', 'Block/Maintenance' (highlighted with a red box), 'Color setup', and a search icon. Below this is a sub-menu with options: 'Event -> Selected cells', 'Event -> Select. cells. Line room by day', 'Time Detail', and 'Add room to existing event'. The main area is a calendar grid for the week of July 22-28, 2016. The 'Tuinzaal' row is highlighted with a red box, showing red diagonal lines indicating a block from Friday to Tuesday. A modal window is open over the calendar, containing a form for creating a maintenance record. The form has several sections: 'Incident status' (Reported), 'Function Rooms' (Tuinzaal), 'Reservation' (0), 'Maintenance record' (Incident type: 00004, Priority: BLOCKED ROOMS), 'Fault description' (Gebloekt ivm gootwerkzaamheden), and 'Blocking data' (Blocked: checked, with start/end dates and times). A legend on the right side of the modal lists six steps for creating a block.

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	////	////	////	////	////		
Gelderlandfoyer							
Flevolandfoyer							
Frieslandfoyer							
Groningenfoyer	ASML-LSSGB					ASML-PR	

**1** Function Rooms: Tuinzaal

**2** Incident type: 00004, Priority: BLOCKED ROOMS

**3** Fault description: Gebloekt ivm gootwerkzaamheden

**4** Block/Out of service start date: 18.07.2016, Start time: 08:00:00

**5** Availability Start date: 26.07.2016, Start Time: 08:00:00

**6** Blocked:

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 Montaje

Function rooms: JARD PETRA, PAT MUDEJAR, AMIS+MEZ, AMISTAD, GSALA, MAI+MZ+AM, TIB+AM+MZ, TIB+AMIS, TIBERIADES, AM+M7+P4S

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

Hotel - NH Collection Amistad | ESCO, AMICO

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

Filters | Planning Period | Sort Orders | Detail availability Room

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
J5NDBL	0	0	0	1	1	1	1
J5TDBL	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
SUPSGL	5	3	6	7	7	8	8
SUXDBL	2	5	9	13	9	16	16
<b>TOTAL</b>	<b>32</b>	<b>23</b>	<b>34</b>	<b>50</b>	<b>15</b>	<b>80</b>	<b>71</b>

!!! 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

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
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			

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	Description	HATTON EVENTS			Status	Confirmed
Booking File	MB0000146017/HATTON E...	Event type	MEETS	Meetings		Event's status	
Start	09.03.2016	09:00	Wednesday	Deadline	28.02.2016	Sunday	
End	10.03.2016	20:00	Thursday	Follow up			

Client

Client	1019982879	HATTON EVENTS SLL	Fax	
Contact person	JOSE LUIS JIMENEZ	E-mail	miguelangel.jimenez@hattoneven	
Telephone 1	91 000 60 10	Telephone 2	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

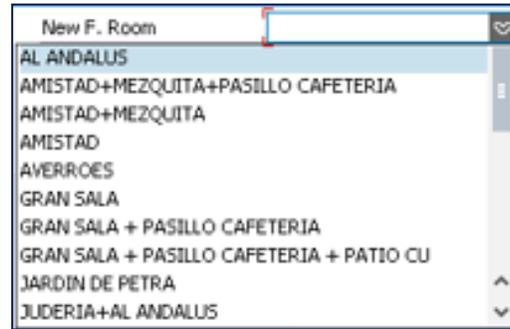
Room	MAIMONIDES	MAIMONIDES	New F. Room	<input type="text" value=""/>	<input checked="" type="checkbox"/> Keep pricing	<input type="button" value="Change"/>
Start	09.03.2016	15:30	End	09.03.2016	18:00	
Status						
Guests	28	Area	60	M2		

Resource

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)



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
Start	09.03.2016	15:30	End	09.03.2016 18:00
Status				
Guests	28	Area	60	M2

Resource: 2200 lumens LCD Projector Screen 2.00x2.00  
Setup: U-Shape  
Menu: No menus  
Tasks: 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     Active

Start: 07.03.2016 09:00        Pending Budget

End: 09.03.2016 11:06     Pending Contract

Voucher:      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:     End date: 09.03.2016    End time: 11:06

View guest rooms:  Individ.     Groups     Conf.

D...	*	Res.type	Reservation	PM5 status	No Ac...	Group	Name/Group descri	Groom ...	Guests	Arrival	Departure	Room Typ	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	
<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)

The image shows a screenshot of the SAP Planning tool bar with several components highlighted by red boxes and arrows:

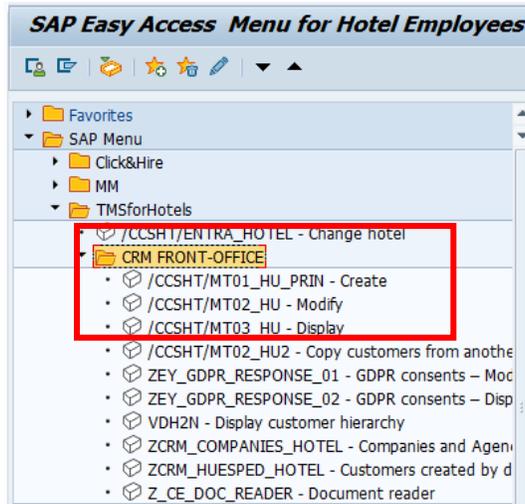
- Top Left Menu:** A vertical menu with options: Create Session (Ctrl+N), End Session, User Profile, Services, Utilities, List, Services for Object, My Objects, Own Spool Requests, Own Jobs, Short Message, Status..., and Log off.
- Top Right Menu:** A vertical menu with options: Application Help, SAP Library, Glossary, Release Notes, SAP Service Marketplace, Create Support Message, and Settings...
- Toolbar:** A horizontal toolbar with tabs: Miscelaneous, Reporting, System, and Help. Below the tabs is a search field and a series of icons including a checkmark, a dropdown arrow, a left arrow, a refresh icon, a warning icon, a delete icon, a print icon, a group icon, a refresh icon, a left arrow, a right arrow, a search icon, a refresh icon, a help icon, and a monitor icon.
- Event Display Menu (Top):** A menu with options: Event Display, F. Room Display, and Show/Hide keys. It also lists: Status, Event ID (Ctrl+Shift+F1), and Short description.
- Event Display Menu (Middle):** A menu with options: Event Display, F. Room Display, Show/Hide keys, and Display room availability. It also lists: Code, Description, Code + Pax, and Description + Pax.
- Event Display Menu (Bottom):** A menu with options: Event Display, F. Room Display, and Show/Hide keys.
- Confirmation Buttons:** A vertical stack of three green buttons: Confirmed, EV00003749, and GRUPO FOR.
- Room Availability Buttons:** A vertical stack of four blue buttons: AMIS+MEZ, AMISTAD+MEZQUITA, AMIS+MEZ (95 Pax), and AMISTAD+MEZQUITA (95 Pax).
- GRUPO FOR Button:** A single green button labeled GRUPO FOR.
- Right Panel:** A vertical list of options: Chain Status, Occupancy Forecast, Level Position, Restriction Management, and Overbooking Management.
- Bottom Right Icons:** A horizontal row of three icons: a green left arrow, a yellow up arrow, and a red X icon.

Red arrows point from the search field in the toolbar to the Event Display menu (Top), and from the Event Display menu (Top) to the Event Display menu (Middle).

**MINOR**  
HOTELS

**CRM/PID** (Creation and management)

# 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

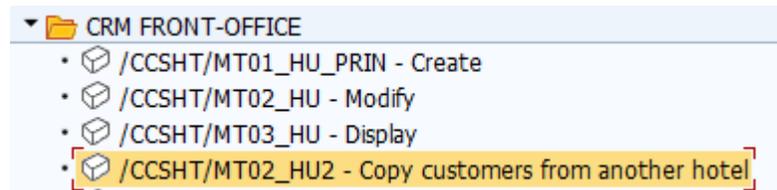
(91xxxxxxx are fictitious; finance use only)

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

Customer Data Management

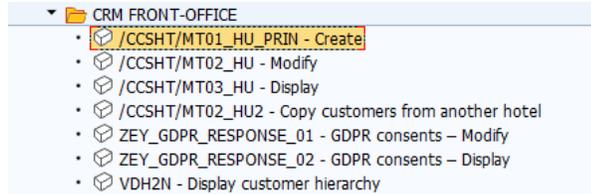
2 different environments:

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



# CRM/PID (Creation)

Just new guest nor travel agencies nor companies



**ESMA.MALAG Guests - New**

Delete

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 Eurobuildi Client

NHREW CREDIT NHR

General data Additional data Special requests Hobbies Statistics

Salutation

First name

Surname

Street

City

ZIP code  Country

Region

Language  International V.

Nationality  Gender unknown

Date of birth  Search term

Mobile/Phone

Company ID/Name

Email No

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  Father's Name

Place of birth  Mother's Name

Client ID

Client

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


Create Branch
←

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)



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"/>	.	Crm.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"/>	.	Crm.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

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

# 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

ESCO.AMICO NH Collection Amistad Córdoba COLLECTION

Direct search | Guests | **Agencies** | Companies | Others

Tax Number

Name

Phone

Email

Search term

Country

Branch

Main Branch

Restrict Number To

ESCO.AMICO NH Collection Amistad Córdoba COLLECTION

Search filters

Customer	Name	Tax Number 1	Ctr	Street and n°	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	BULEVARD 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)

**ESTF.CALET Travel Agencies - Display**

ESTF.CALET Tivoli La Caleta Tenerif Client 1000061542 VIAJES EL CORTE INGLES SA Ext. Client number 61542 CREDIT

General data Hotel parameters Statistics Branches Sales and Agents

Name VIAJES EL CORTE INGLES SA Guarantee type TOTAL ...  
Street AVENIDA DE CANTABRIA Phone nº +34912038000  
Nº 51 Tax Number 1 A28229813  Natural person  
City MADRID Search term ECI\_  
ZIP code 28042 Email No  accounts-receivable.co@nh-hotels.com  
Country ES Spain URL www.viajeselcorteingles.es  
Region 28 Madrid Industry C057 Travel  
Language ES Spanish

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 VIAJES EL CORTE INGLES SA Rating: 2 Customer Type 1  
Credit Manager 004 RAQUEL VILLALBA RODRIGUEZ - r.villalba@nh-hotels.com  
Collector Manager 002 BU southern europe

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](#)

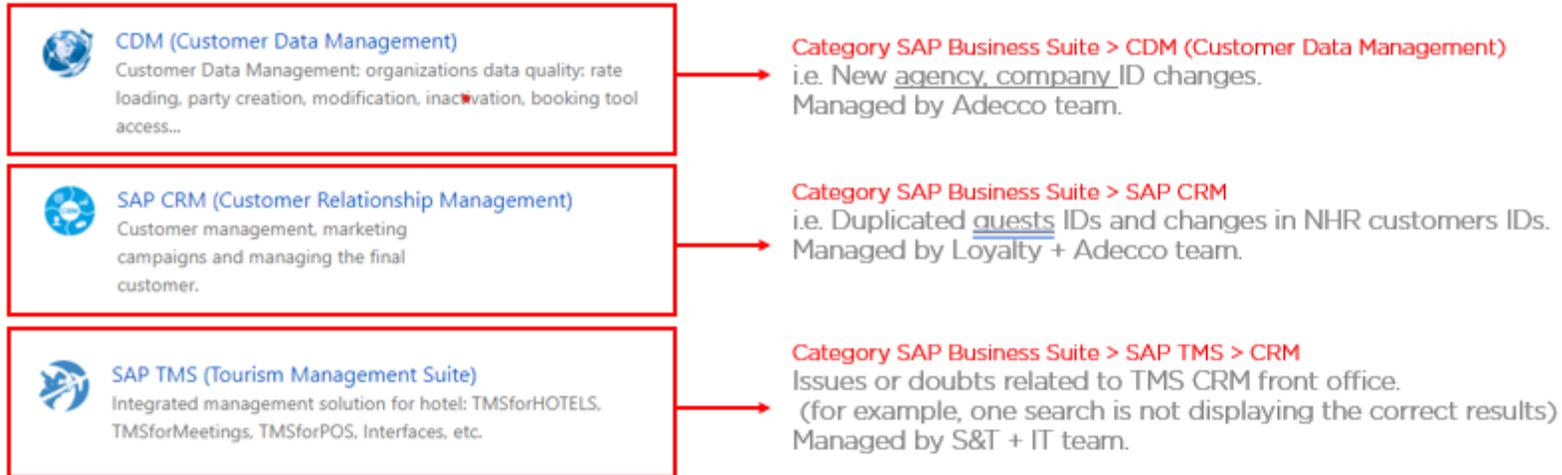


These are the categories where you can open the Jira Ticket, depending what you need...

## 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

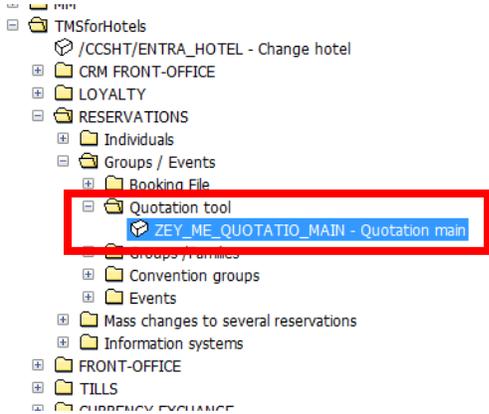




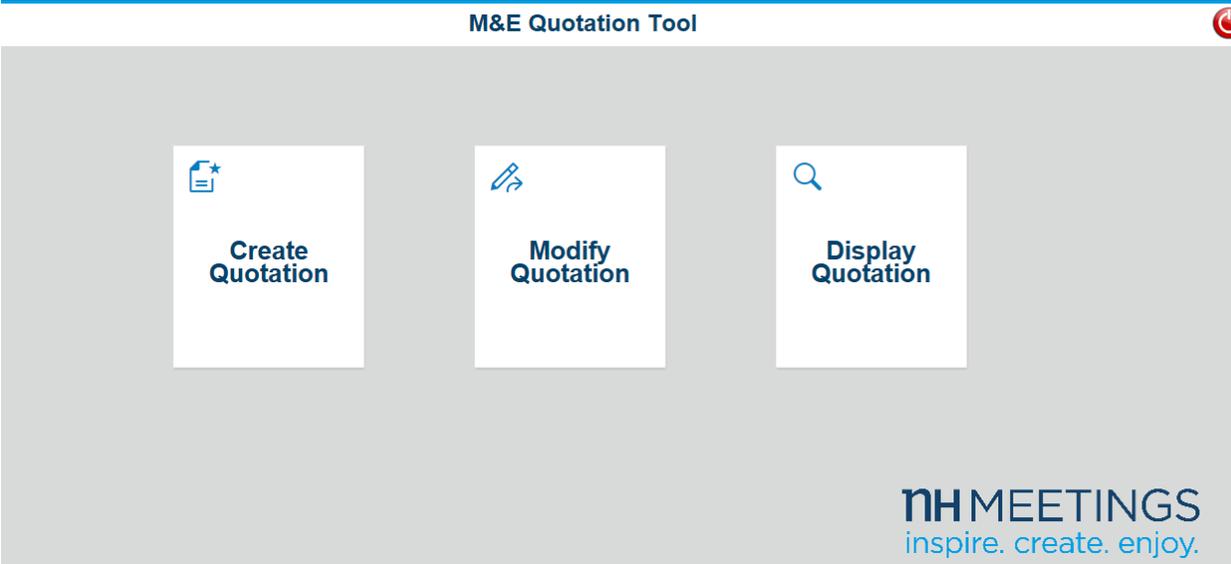
# Booking File Creation: Group Quotation tool

# 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  Only rooms  Only Function rooms  Rooms & Function rooms  Call-in allotment  Serie  Tax Inclusive

Group type  Leisure  Business

Destination Insert PO'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 | 0 | 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	<input checked="" type="checkbox"/> ESMD.EUROB <input type="checkbox"/>	<input checked="" type="checkbox"/> ESMD.PARAV <input type="checkbox"/>
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.	€1,880.00	€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:

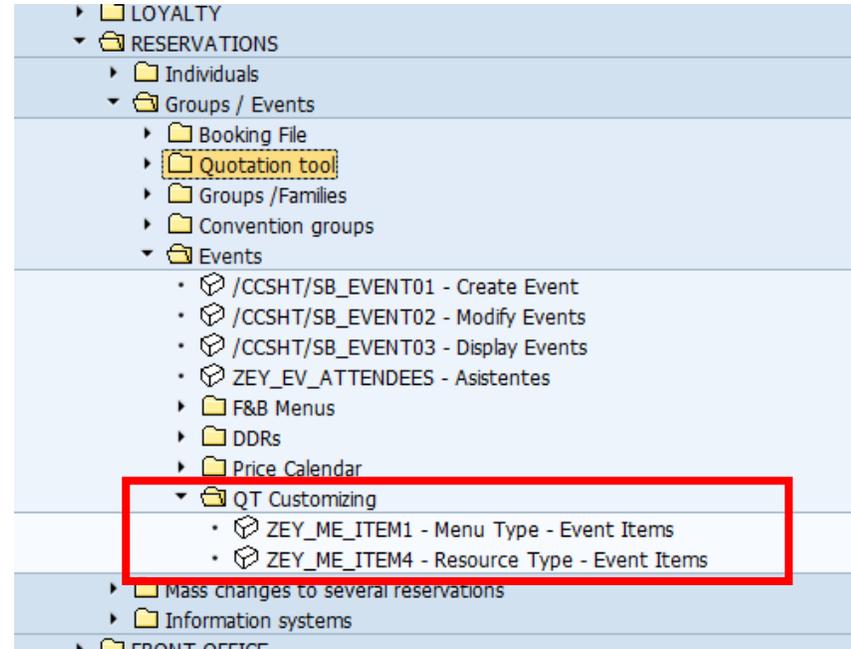
Customer data | Statistics | Remarks

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



# Booking File Creation: Call Center

**MINOR**  
HOTELS

**Client's identification**

# Client's identification

The screenshot shows the 'Client's identification' form in the TMS forMeetings software. The 'Main client' field is highlighted with a red box and contains the value '0000001000'. A red arrow points from this field to a dropdown menu that lists several management options: Restriction Management, Overbooking Management, Rate Level Position, Allotment Control, and General Occupancy. The form also includes fields for 'Main client's name' (GUEST (DON'T TOUCH/N...)), 'Contact name', 'Company', 'CRS', 'Arrival date', 'Depart. date', 'Rooms', 'Guests AD', 'Room type', and 'Meal Plan'. There are also tabs for 'Hotel parameters' and 'Event parameters'.

- ▼ 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:

Company:  Comp. Branch:

CRS:  CRS Branch:

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



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:   Guest  TA  Company  All

Main client's name:   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:

Maximum No. of Hits:

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

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

Series Add

Hotel parameters Event parameters

Arrival date: 130915 Th Nights: 1

Depart. date: [ ] Fr

Rooms: 2

Guests: AD 2

Room type: JST

Meal Plan: RO

Only groups' rates

Display full occupancy

Series Add

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-JSTDB	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** Hotel parameters Event parameters

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:   
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

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   
Series Add

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)

**MINOR**  
HOTELS

**Parameters**

# 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"/>

# Booking file creation: Parameters

The screenshot displays a software interface for booking file creation. At the top, there is a tab labeled 'Client's identification' with a folder icon. Below this tab are several input fields: 'Main client' (0000001000), 'Main client's name' (GUEST (DON'T TOUCH/N)), 'Contact name', 'Company', and 'CRS'. There are also radio buttons for 'Guest', 'T.A', 'Company', and 'All'. To the right, there are fields for 'Clie. Branch', 'Comp. Branch', and 'CRS Branch'. A red arrow points to the 'Client's identification' tab.

Below the client identification section, there are two tabs: 'Hotel parameters (6)' and 'Event parameters (6)'. The 'Hotel parameters (6)' tab is active, showing a table with columns: Arrival date, Depart. date, Rooms, A, Targ room, Meal Pl, Contract, Versi, Ra, Only group rates, and Full Availability. The table contains five rows of data, with the first row highlighted by a red box.

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"/>

At the bottom of the interface, there are two more tabs: 'Selection criteria' and '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

The screenshot displays a software interface for creating a booking file. At the top, a 'Call Center' header includes buttons for 'Availability' (highlighted with a red box), 'Finish Call', and 'Quick'. Below this is the 'Client's Identification' section with fields for 'Main client' (1000061342), 'Main client's name' (VIAJES EL CORTE INGL), 'Contact name' (MATTHIAS DOORN), 'Company', and 'CRS'. There are also fields for 'Clie. Branch', 'Comp. Branch', and 'CRS Branch'. A 'TOTAL GUARANTY' field is visible. To the right, there are date fields for 'Start date' and 'End date' (14), a 'PAX' field, and radio buttons for 'Day' (selected) and 'Morning'. A 'Full range' checkbox is checked.

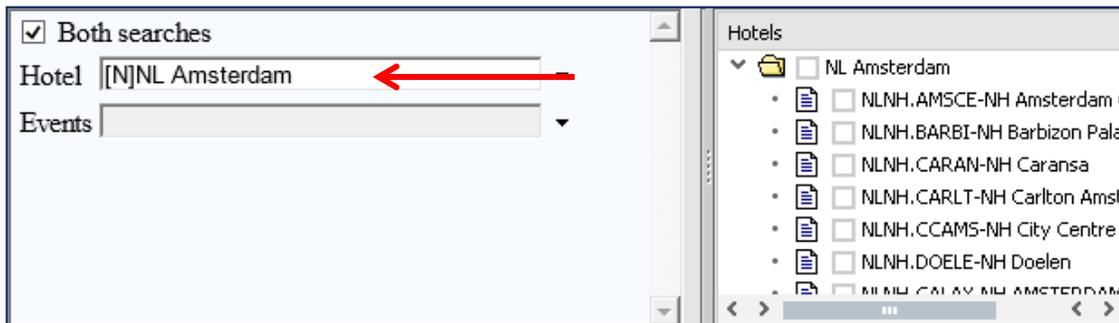
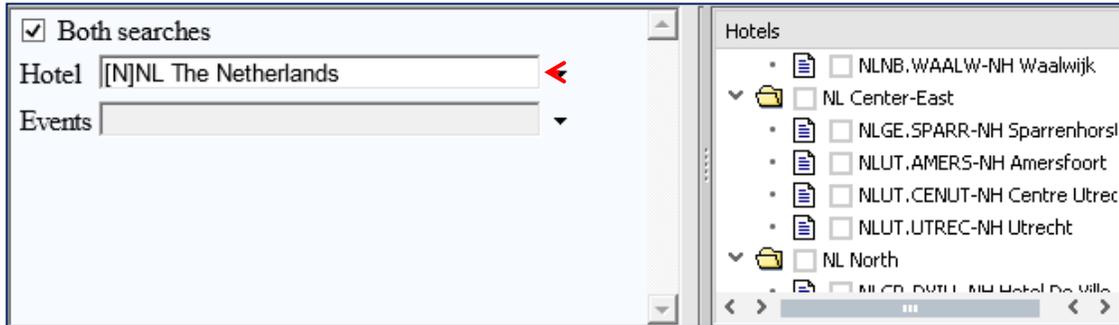
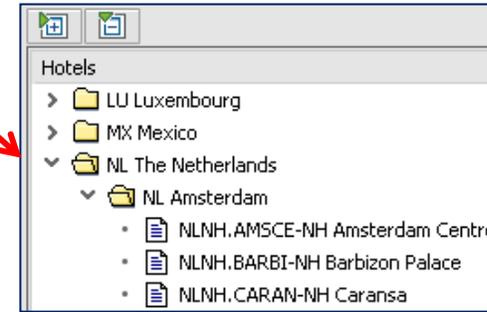
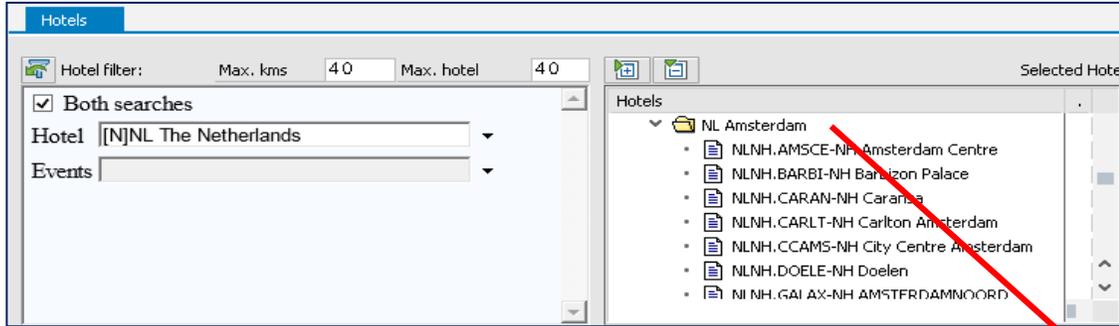
Below the client information, there are tabs for 'Hotel parameters (2)' and 'Event parameters (1)'. A table shows search criteria: 'Start date' (14.09.2015), 'End date' (14.09.2015), 'Start time' (09:00:00), 'End time' (20:00:00), and 'PAX' (20). A dropdown menu is open, listing various points of interest in Amsterdam: 'NLNH.CARLT-NH Carlon Amsterdam', 'NLNH.CCAMS-NH City Centre Amsterdam', 'NLNH.GALAX-NH AMSTERDAMNOORD', 'NLNH.MUSIC-NH AMSTERDAMZUID', 'Amsterdam Central Station', 'Amsterdam Schiphol Airport', 'Amsterdam RAI', and 'Royal Amsterdam Zoo'. A red arrow points from this list to the 'Hotels' section below.

The 'Hotels' section features a 'Hotel filter' with 'Max. kms' (40) and 'Max. hotel' (40). A checkbox for 'Both searches' is checked. The 'Hotel' field contains '[N]ESZZ.CIUZA-NH Ciudad de Zaragoza', and the 'Events' field is empty. To the right, a 'Selected Hotels (1 hotel)' list shows 'ES North' and 'ESZZ.CIUZA-NH Ciudad de Za' with a '\*\*\*' rating. An 'Expand features' button is also present.

**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

# Booking file creation: Parameters



# 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	Avail	Amo...	C...	Dist...	W	Cond.	A.	Hotel	R	Targ room	R	Rate
ESTO.TOLED-Hesperia T	48	51.76	EUR	0.00			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**

# 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 ||

WJESCO.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	Avail	Amount	C...	D...	W	Cond.	A...	Hotel	R	Targ room	R	Rate	Contract	Mea...	Price w/...	Speci...	Guarantee	Curr.
> ESCO.CORDO-Hesperia Corc	832	0.00	EUR	0.00		11	1	ESCO.CORE	?	Standard Doubl...	5	COMPLIMENT		RO	0,00	0,00	18H	EUR
							2	ESCO.CORE	?	Standard Triple	5	COMPLIMENT		BB	0,00	0,00	18H	EUR
							2	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
							2	ESCO.CORE	?	Standard Triple	5	LGR_OT0		BB	35,66	0,00	18H	EUR
							2	ESCO.CORE	?	Standard Triple	5	LGR_OT0		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_OT0		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

Chain room type

- JUNIOR SUITE
- STANDARD

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

Hotels

Hotels	Avail	Amount	C...
ESSE.CECON-NH Collection S	155	112.64	EUR 0
BGR_MEET	31	128.00	EUR 0
Jr Suite Double	1	177.99	EUR 0
Premium Double	23	143.00	EUR 0
Superior Double	7	128.00	EUR 0
BGR_MUS&TH	31	115.19	EUR 0
Jr Suite Double	1	160.19	EUR 0
Premium Double	23	128.70	EUR 0
Superior Double	7	115.19	EUR 0
BGR_SPORT	31	128.00	EUR 0
Jr Suite Double	1	177.99	EUR 0
Premium Double	23	143.00	EUR 0
Superior Double	7	128.00	EUR 0
BGR_MICE	31	112.64	EUR 0
BGR_RO	31	115.19	EUR 0
	0	0.00	EUR 0
	0	0.00	EUR 0

Chain room type

- JUNIOR SUITE
- PREMIUM



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

- 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

	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



Indicates you that there is a restriction on the rate

Alert you that there is not sufficient availability for your search

**Conditions messages**

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

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

# 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.CORE	5	Standard Double	5	BGR_MUS&TH		RO	57,60	0,00	TOTAL	EUR
> Jr Suite Double	1	0.00	EUR 0		☉☉	41	ESCO.CORE	5	Standard Double	5	BGR_MICE		RO	57,60	0,00	TOTAL	EUR
> Standard Double	41	0.00	EUR 0		☉☉	41	ESCO.CORE	5	Standard Double	5	BGR_RO		RO	60,80	0,00	TOTAL	EUR
• LGR_SMERF	41	64.00	EUR 0		☉☉	41	ESCO.CORE	5	Standard Double	5	BGR_SPORT		RO	64,00	0,00	TOTAL	EUR
• BGR_SPORT	41	64.00	EUR 0		☉☉	41	ESCO.CORE	5	Standard Double	5	BGR_MEET		RO	64,00	0,00	TOTAL	EUR
• BGR_GOV_2	41	77.97	EUR 0		☉☉	11	ESCO.CORE	5	Standard Doubl...	5	BGR_MUS&TH		RO	75,59	0,00	TOTAL	EUR
• BGR_GOV_1	41	112.56	EUR 0		☉☉	11	ESCO.CORE	5	Standard Doubl...	5	BGR_MICE		RO	75,59	0,00	TOTAL	EUR
• BGR_MEET	41	64.00	EUR 0		☉☉	9	ESCO.CORE	5	Standard Triple	5	BGR_MUS&TH		RO	75,59	0,00	TOTAL	EUR
• BGR_MUS&TH	41	57.60	EUR 0		☉☉	9	ESCO.CORE	5	Standard Triple	5	BGR_MICE		RO	75,59	0,00	TOTAL	EUR
• LGR_O_ADHO	41	60.80	EUR 0		☉☉	41	ESCO.CORE	5	Standard Double	5	BGR_GOV_2		BB	77,97	0,00	18H	EUR
• LGR_OTO	41	75.00	EUR 0		☉☉	11	ESCO.CORE	5	Standard Doubl...	5	BGR_RO		RO	79,79	0,00	TOTAL	EUR
• COMPLIMENT	41	0.00	EUR 0		☉☉	9	ESCO.CORE	5	Standard Triple	5	BGR_RO		RO	79,79	0,00	TOTAL	EUR
• CREW	41	64.00	EUR 0		☉☉	11	ESCO.CORE	5	Standard Doubl...	5	BGR_SPORT		RO	84,00	0,00	TOTAL	EUR
• BGR_MICE	41	57.60	EUR 0		☉☉	11	ESCO.CORE	5	Standard Doubl...	5	BGR_MEET		RO	84,00	0,00	TOTAL	EUR
• BGR_RO	41	60.80	EUR 0		☉☉	9	ESCO.CORE	5	Standard Triple	5	BGR_SPORT		RO	84,00	0,00	TOTAL	EUR
• LGR_I_ADHO	41	60.80	EUR 0		☉☉	9	ESCO.CORE	5	Standard Triple	5	BGR_MEET		RO	84,00	0,00	TOTAL	EUR
> Standard Double View	11	0.00	EUR 0		☉☉	41	ESCO.CORE	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.CORE	5	Standard Double	5	BGR_MEET		RO	64,00	0,00	TOTAL	EUR
	☉☉	9	ESCO.CORE	1	Standard Triple	1	LGR_OTO		BB	71,32	0,00	18H	EUR
	☉☉	40	ESCO.CORE	4	Standard Double	4	LGR_OTO		BB	75,00	0,00	18H	EUR
	☉☉	11	ESCO.CORE	5	Standard Doubl...	5	BGR_MUS&TH		RO	75,59	0,00	TOTAL	EUR
	☉☉	9	ESCO.CORE	5	Standard Triple	5	BGR_MUS&TH		RO	75,59	0,00	TOTAL	EUR
	☉☉	11	ESCO.CORE	5	Standard Doubl...	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_OT0		BB	71,32	0,00	18H	EUR
	○○○	40	ESCO.CORC	?	Standard Double	4	LGR_OT0		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

**Charges by day**

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***			<b>82,37</b>	<b>8,25</b>	<b>90,62</b>
			<b>82,37</b>	<b>8,25</b>	<b>90,62</b>

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

**MINOR**  
HOTELS

**Availability function rooms**

# 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 ||

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	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		✓	150.00	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
										<b>1.600.00</b>	EUR		
										<b>1.600.00</b>	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 150.00 EUR
  - RESTAU 150.00 EUR

# Booking file creation: Availability function rooms

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	ESZZ.CIUZA	RESTAU	RESTAU	21.09.2015	09:00:00	21.09.2015	20:00:00	15	<input type="checkbox"/>	✓	150,00	EUR	70	REST	
		CANFRA	CANFRA	21.09.2015	09:00:00	21.09.2015	20:00:00	15	<input type="checkbox"/>	✓	200,00	EUR	30	MEE	
		HALL	HALL	21.09.2015	09:00:00	21.09.2015	20:00:00	15	<input type="checkbox"/>	✓	200,00	EUR	150	PUBA	
		SOMPOR	SOMPOR	21.09.2015	09:00:00	21.09.2015	20:00:00	15	<input type="checkbox"/>	✓	250,00	EUR	90	MEE	
		PIRINE	PIRINE	21.09.2015	09:00:00	21.09.2015	20:00:00	15	<input type="checkbox"/>	⚠	350,00	EUR	170	MEE	
		SOMPIR	SOMPIR	21.09.2015	09:00:00	21.09.2015	20:00:00	15	<input type="checkbox"/>	✓	450,00	EUR	250	MEE	
ESZZ.CIUZA											1.600,00	EUR			
											1.600,00	EUR			

**Function room** Pirineos More Info

Hotel: ESZZ.CIUZA - NH Ciudad de Zaragoza  
 Rooms: PIRINE - Pirineos  
 Room Min capacity: 0001 - Desv.: 0.00 %  
 F.Room Max. capac.: 0170  
 Room area: 170.00  
 Area unit: M2  
 Room width: 5.50 /M2 MaxHei Roo: 2.45 /M  
 Room length: 25.00 /M Room weigh: 0.00 /KG  
 Shareable: X  
 Room:

**Price**

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

**Features**

Setup	Min / Max
BANQU: BANQUET	0005 / 0165
BOARD: BOARDROOM	0005 / 0070
CABAR: CABARET	0005 / 0060
CHAIR: CHAIRS	0005 / 0080
CLASSR: CLASSROOM	0005 / 0088
COCKT: COCKTAIL	0005 / 0150
COFRK: COFFEE BREAK	0005 / 0100



PIRINEOS 1

< > 1 / 2

These prices come from Price Calendar Transaction

**Room status**

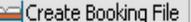
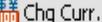
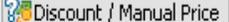
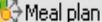
Status	Description	Events	Event Description	Version	F.Rooms	Function Room Descri	Start date	Start time	End date	End time	PAX	Price	Curr.	No shareable	Do not move Function
⚠	OFFER	EV00004616	TRAINING SERIES NO1	1	PIRINE	Pirineos	21.09.2015	09:00:00	21.09.2015	20:00:00	15	350,00	EUR		

# Booking file creation: Availability function rooms

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

 Add to shopping cart														
	Hotel	Hotel	F.Rooms	Rooms	Start date	Start time	End date	End time	N.pax	Full range	Status	Σ	Sale Price	Cur.
		ESZZ.CIUZA		RESTAU	21.09.2015	09:00:00	21.09.2015	20:00:00	15	<input type="checkbox"/>	✓		150,00	EUR
				CANFRA	21.09.2015	09:00:00	21.09.2015	20:00:00	15	<input type="checkbox"/>	✓		200,00	EUR
				HALL	21.09.2015	09:00:00	21.09.2015	20:00:00	15	<input type="checkbox"/>	✓		200,00	EUR
				SOMPOR	21.09.2015	09:00:00	21.09.2015	20:00:00	15	<input type="checkbox"/>	✓		250,00	EUR
				PIRINE	21.09.2015	09:00:00	21.09.2015	20:00:00	15	<input type="checkbox"/>	⚠		350,00	EUR
				SOMPIR	21.09.2015	09:00:00	21.09.2015	20:00:00	15	<input type="checkbox"/>			450,00	EUR
												■	<b>1.600,00</b>	EUR
												■ ■	<b>1.600,00</b>	EUR

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
		<b>1</b>		<b>15</b>						<b>250,00</b>	<b>302,50</b>	<b>250,00</b>	<b>302,50</b>
		<b>1</b>		<b>15</b>						<b>250,00</b>	<b>302,50</b>	<b>250,00</b>	<b>302,50</b>

**MINOR**  
HOTELS

**Modification shopping cart**

# Booking file creation: Modification shopping cart

Hotel	Hotel name	Room/FRoom ty	Stat...	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	STDDBY		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    75,59 EUR    W/Tax

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**

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**

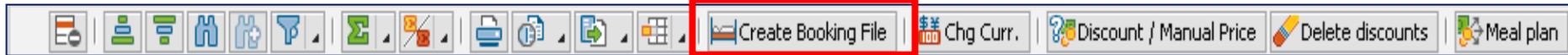
	Initial amount	Amount without tax	Total Importe	%
Room	141,51	141,51	141,51 EUR	82,51
Meal Plan	2 A 15,00	2 × 15,00	30,00 EUR	17,49
Total	171,51	171,51	171,51 EUR	

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

**MINOR**  
HOTELS

**Creation**

# Booking file creation



**A**

General info

Booking File: [ ]

Client: 1000061542 VIAJES EL CORTE INGL

Group's name: [ ]

Short description: [ ]

Start date: 13.09.2015 CUT-OFF date: [ ]

End date: 14.09.2015 Deadline: [ ]

Registration date: 11.03.2016 Follow up date: 14.09.2015

Status: Offer Follow up level: [ ]

Event type: [ ]

External Ref.: [ ]

Voucher: [ ]

Multi hotel:

Retrieve changes:

Serie:

Concurrente:

Main Hotel: NH Ciudad de Zarag...  
 BF unreleased:   
 Rooming: Allowed

Contract: [ ]  
 Rate: BGR\_GOV\_1

**B**

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	JSTDBV	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		20		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		<b>16</b>		<b>26</b>						<b>574,54</b>	<b>659,50</b>	<b>1.745,44</b>	<b>1.947,50</b>		
		<b>16</b>		<b>26</b>						<b>574,54</b>	<b>659,50</b>	<b>1.745,44</b>	<b>1.947,50</b>		

# Booking file creation

**General info**

Booking File:

Client: 0000001000

DIRECT, GUEST

BF Status by default

Multi hotel

Retrieve changes

Serie

Recurrent

Main Hotel: NH Ciudad de Z...

BF unreleased

Rooming: Allowed

Contract:

Rate: LGR\_ITO

Group's name:

Short description:

Start date: 30.08.2023

End date: 31.08.2023

Registration date: 17.08.2023

Status: Offer

Event type:

External Ref.:

Voucher:

CUT-OFF date:

Deadline:

Follow up date: 18.08.2023

Follow up level:

'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	U
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:

Event:

Version:

Start date:

Registration:

Follow up Date:

Follow Up priority:

Deadline date:

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 91 33 00 563	
Fax		
E-mail	corporativo@viajeseeci.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	SCHOENEBECKER SPORTCLUB A	Branch company	→	0004 02 524 6	SCHOENEBECKER 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	Created by
Region	Madrid	2nd Agent
Market segment	CONTRACTED BUSINESS GROUPS	Organizer
Market subsegment	CNRO	Ambassador
Source of business	BUSINESS MICE	Fair
Channel		Sub-Fair
SubChannel ID		Promotion
Request Origin		
Travel reason	BUSINESS MICE	

- 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)

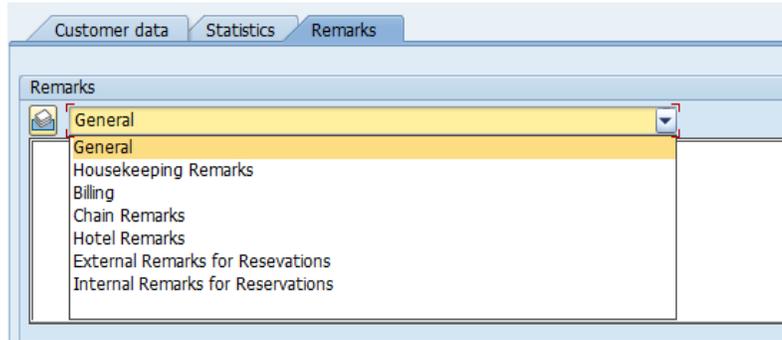
1. If BF contains rooms, it will take the statistics from the most used rate.

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

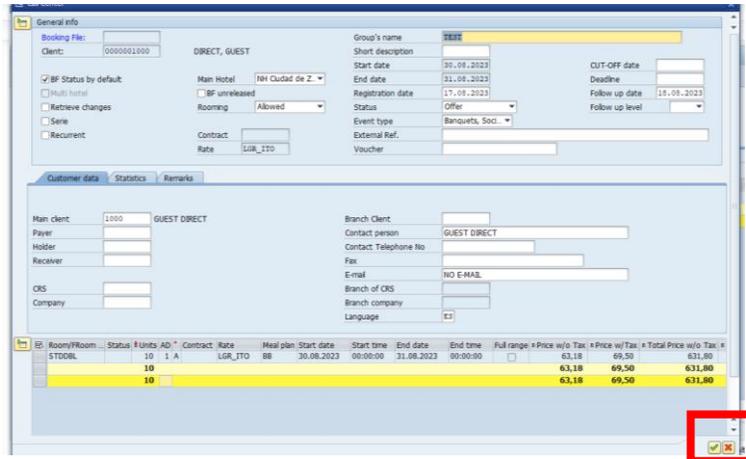
Customer data	Statistics	Remarks
Country	Spain	ACT. Name and surname
Region	Madrid	Workplace
Market segment	BUSINESS GROUPS	Segment
Market subsegment	BGRRO	Business Unit
Source of business	BUSINESS MICE	Created by
Channel	HOTEL	2nd Agent
SubChannel ID		Organizer
Request Origin		Ambassador
Travel reason	BUSINESS MICE	Fair
		Sub-Fair
		Promotion

**Mandatory fields**

# Booking file creation



To create the MB click on the green icon

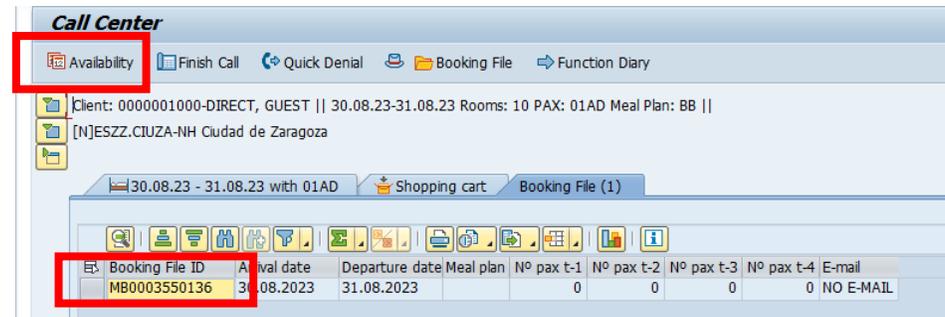


## Remarks

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

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



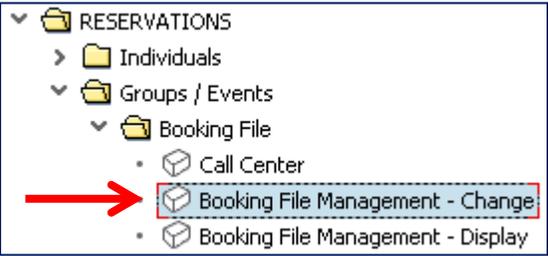
**MINOR**  
HOTELS

**Booking File management**

**MINOR**  
HOTELS

**Search Booking Files**

# Search Booking File

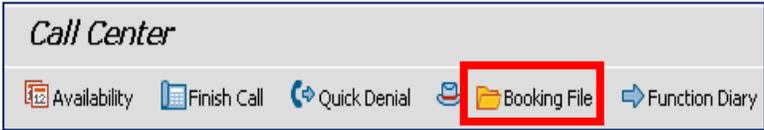
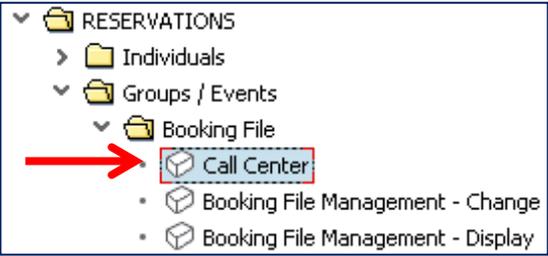


You can search BF in two different ways:

- 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"/>	Objects	<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	
Group name	<input type="text"/>			Creator	<input type="text"/>
Main client	<input type="text"/>			Hotels	<input type="text"/>
CRS	<input type="text"/>			Main Client Branch	<input type="text"/>
Company	<input type="text"/>			CRS Branch	<input type="text"/>
Start date	<input type="text"/>	to	<input type="text"/>	Company Branch	<input type="text"/>
CUT-OFF date	<input type="text"/>	to	<input type="text"/>	2nd. Agent	<input type="text"/>
Departure date	<input type="text"/>	to	<input type="text"/>	Organizer	<input type="text"/>
Follow up Date	<input type="text"/>	to	<input type="text"/>	Ambassador	<input type="text"/>
Deadline	<input type="text"/>	to	<input type="text"/>	Voucher	<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
MB0000028500		Confirmed	1000022988	CYEX VIAJES SA		03.11.2016	CYEX - CONG SEC 27-29OCT	IDBKFILE: 9040681
MB0000028500		Rejected	1000032086	HALCON VIAJES	17.06.2016	26.06.2016	VECI - CONG FED DE PEÑAS	IDBKFILE: 9668031
MB0000028500		Lost	1000032086	HALCON VIAJES		26.06.2016	VECI - CONG FED DE PEÑAS	IDBKFILE: 9668031
MB0000028500		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 Martinez	IDBKFILE: 9040611
MB0000028558	DRESSSELREI	Tentative	1004794458	DRESSSEL 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	End
1000022	Find Next
1000022	Set Filter...
1000022	Spreadsheet...
1004794	

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

**MINOR**  
HOTELS

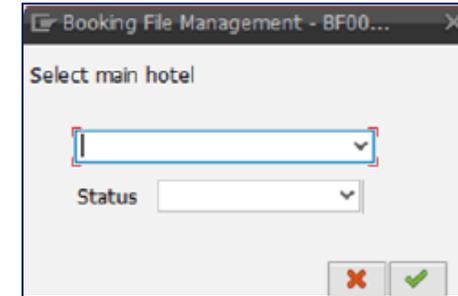
**Edit tab in booking file**

# Edit tab in Booking File



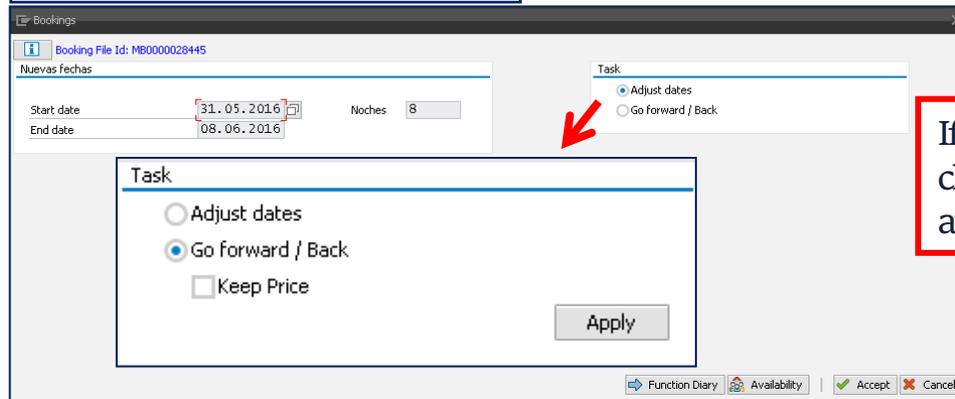
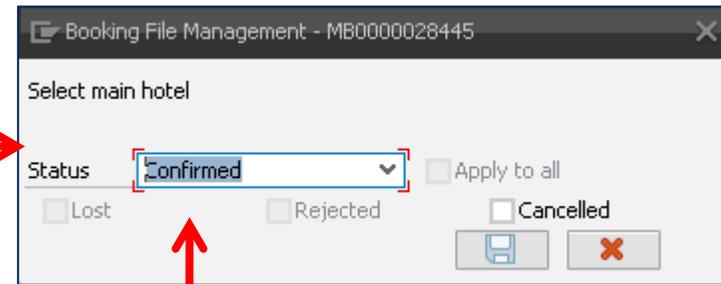
- Change Main Hotel
- Change BF status
- Change Booking File date
- Duplicate
- Multihotel management

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



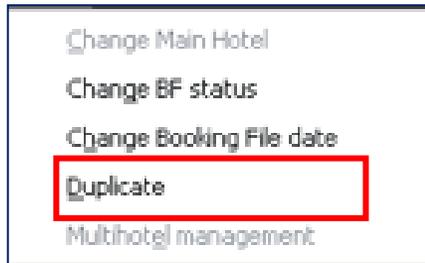
Change Booking File date  
Allows defining a new BF starting/Ending date

Change BF status:  
to change the general status and apply to all hotels with the same status



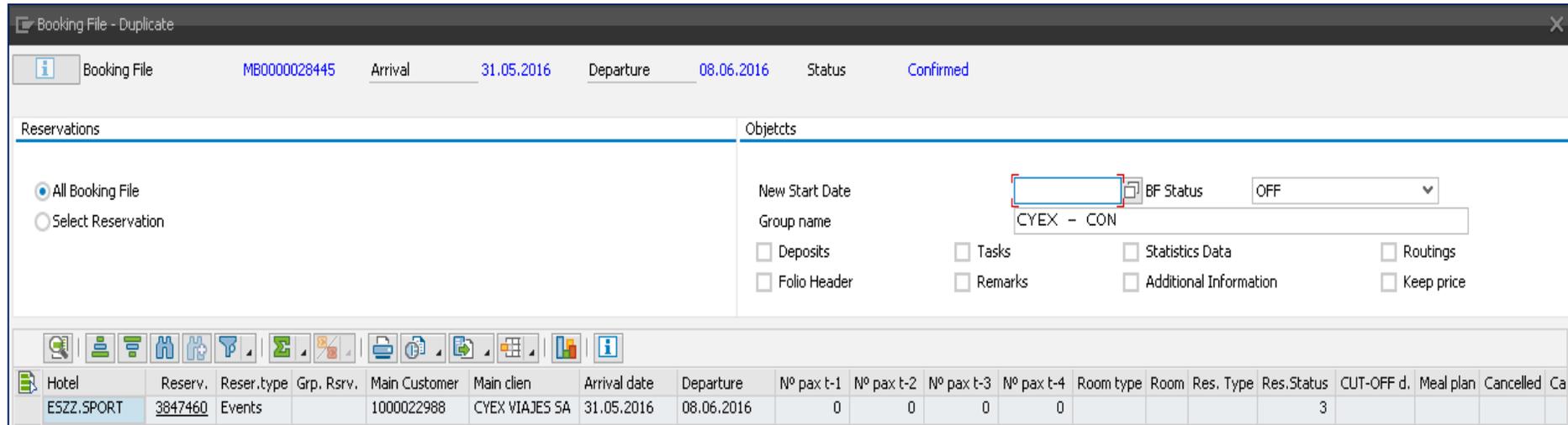
If you have modified the status manually at hotel level and you change the general status, that hotel status will not be changed and will remain with the manually changed status

# Edit tab in Booking File



## Duplicate

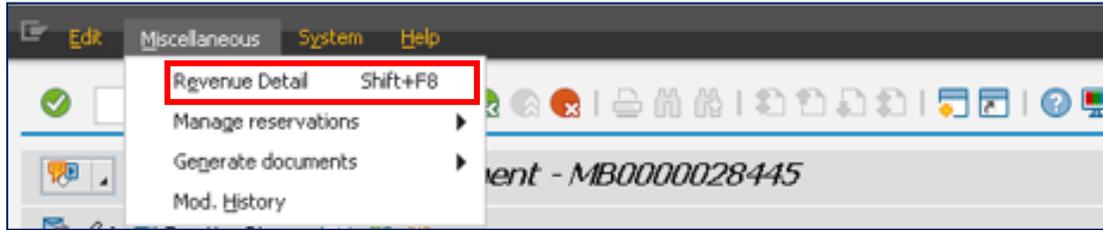
Functionality that duplicates an existing BF, as well as the event reservations included within.





**Miscellaneous tab in booking file**

# Miscellaneous tab in Booking File



## *Revenue Detail*

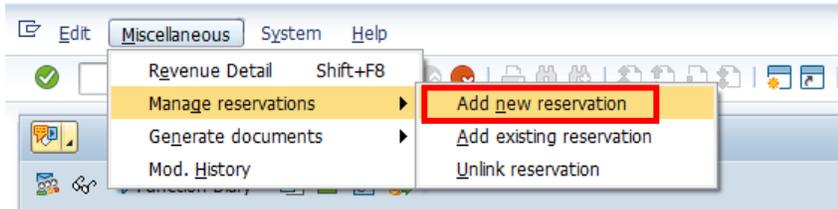
Direct access to the report of items with revenue that will be invoiced

E0000093733 - 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
<a href="#">MB0000192271</a>	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
<a href="#">MB0000192271</a>	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
<a href="#">MB0000192271</a>	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
<a href="#">MB0000192271</a>	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
<a href="#">MB0000192271</a>	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
<a href="#">MB0000192271</a>	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
<a href="#">MB0000192271</a>	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
<a href="#">MB0000192271</a>	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
<a href="#">MB0000192271</a>	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
<a href="#">MB0000192271</a>	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
<a href="#">MB0000192271</a>	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
<a href="#">MB0000192271</a>	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

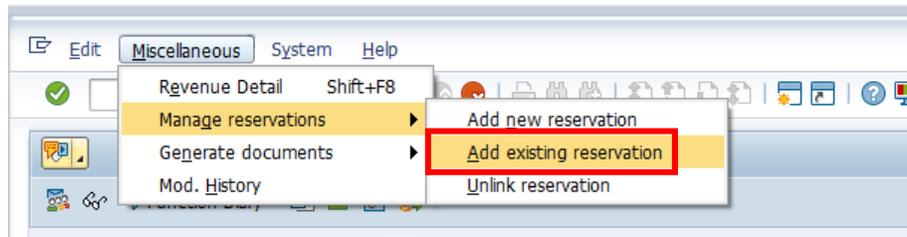
# Miscellaneous tab in Booking File



## Add event reservation

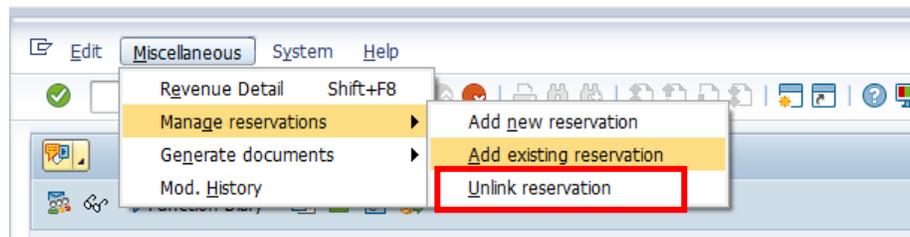
Allowing to add reservations in the same BF because you create a new event and/or convention group.

**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 template: 04

Template: [ ]

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			
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

Miscellaneous System Help

- Revenue Detail Shift+F8
- Manage reservations
- Generate documents
  - Estimate
  - Contract
  - Program
  - Prforma
  - Confirmation
  - Miscellaneous
- Mod. History
- Function Diary

e: MB0000028448 MOD

General Info. Customer data

*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.

The screenshot displays the 'Miscellaneous' tab in the Booking File interface. At the top left, there are icons for a document and a printer, both highlighted with a red box. Below this is the 'Template selection' section, which includes fields for 'Type of template' (Quotation), 'Template' (NH (Q)), 'Booking File' (MB0000028448), 'Main Client' (1000061542 VIAJES EL CORTE INGLES SA), 'Receiver' (VECI - CONG HIDROGENO 12-), 'Delivered by:', 'Remarks', and 'Language' (ES). The 'Receiver' field is also highlighted with a red box.

Below the template selection is a 'Blocks' section with a table listing various text blocks. The 'Footer Text' block is highlighted with a red box, and a red arrow points to its 'Document' column icon. The 'Document' column contains icons for each block: 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 preview window for the 'Footer Text FOOTSP' block. The preview shows a Microsoft Word-style ribbon with tabs for File, HOME, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, and VIEW. The text in the preview reads: '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.

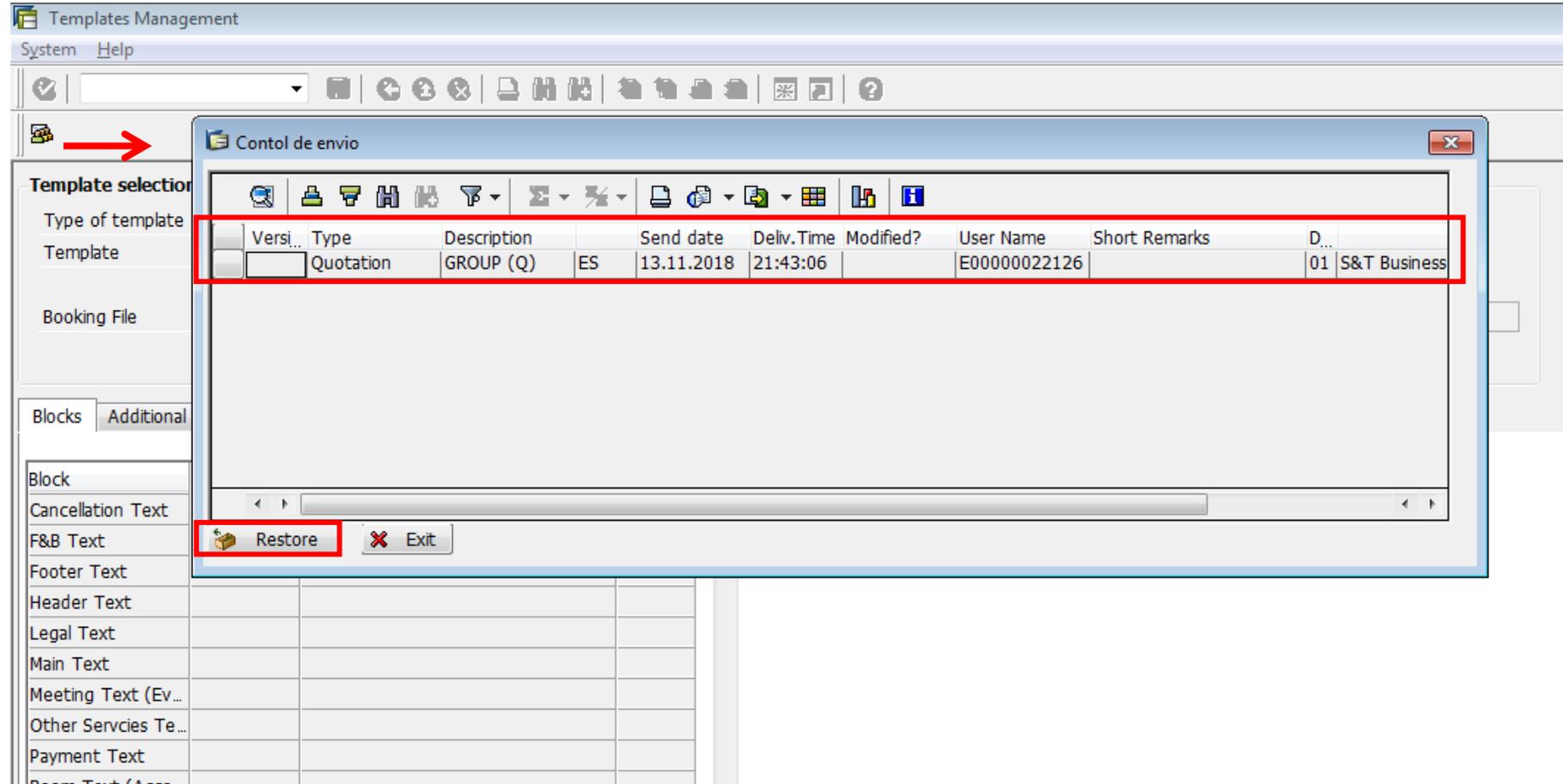
The screenshot shows the 'Templates Management' application window. The main area is titled 'Template selection' and contains several input fields and dropdown menus. The 'Type of template' is set to 'Quotation'. The 'Template' is 'NH (Q)'. The 'Booking File' is 'MB0000415251' with the description 'TEST JIRA QUOTATION'. The 'Main Client' is '0000001000 DIRECT GUEST'. The 'Receiver' is 'DIRECT GUEST \*\*\*DO NOT MODIFY\*\*\*'. The 'Delivered by:' is 'S&T Business Transformation'. The 'Language' is 'ES'. Below the 'Template selection' section, there is a 'Blocks' section with a tab labeled 'Additional info.' which is highlighted with a red box. This tab contains a table of options with checkboxes:

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

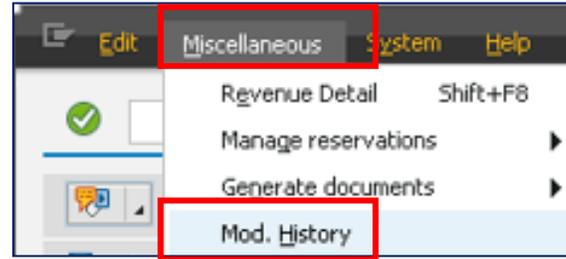
# Miscellaneous tab in Booking File

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

**MINOR**  
HOTELS

**Create note/attachment**

# Create note/attachment

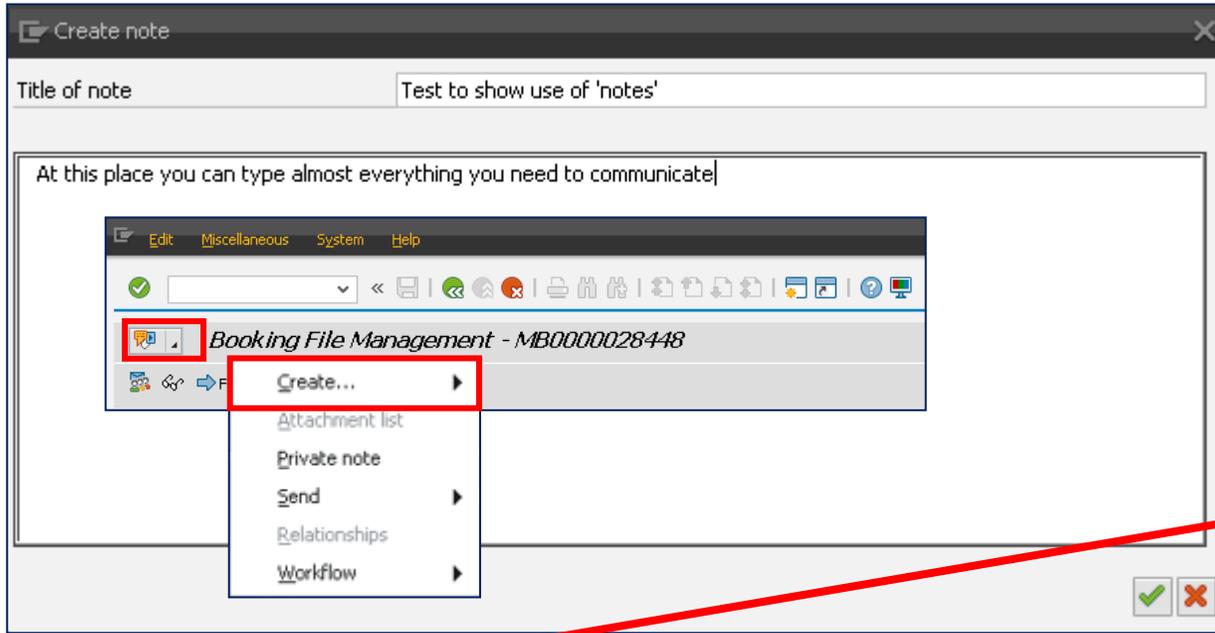
The image illustrates the workflow for creating a note or attachment in the Booking File Management system. It begins with the main application window, where the 'Create...' icon in the toolbar is highlighted with a red box and an arrow. This icon opens a dropdown menu with the following options: 'Create...', 'Attachment list', 'Private note', 'Send', 'Relationships', and 'Workflow'. A red arrow points from the 'Create...' option to a secondary dialog box containing: 'Create note', 'Create external document (URL)', and 'Store business document'. From this dialog, a red arrow points to the 'Create note' dialog box, which has a 'Title of note' field and a large text area. Another red arrow points from the 'Create external document (URL)' option to the 'Create link to web page' dialog box, which has 'Title' and 'Address' fields. A final red arrow points from the 'Store business document' option to the 'Archive from Frontend' dialog box. This dialog shows a 'Scenario' of 'Assign then store' and a 'File Storage System' with a file list containing 'C:\Users\NH\Pictures\Anton.jpg' and 'Number of Files: 1'. A red arrow also points from the 'Remarks' field in the bottom-left screenshot to the 'Create note' dialog box.

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'

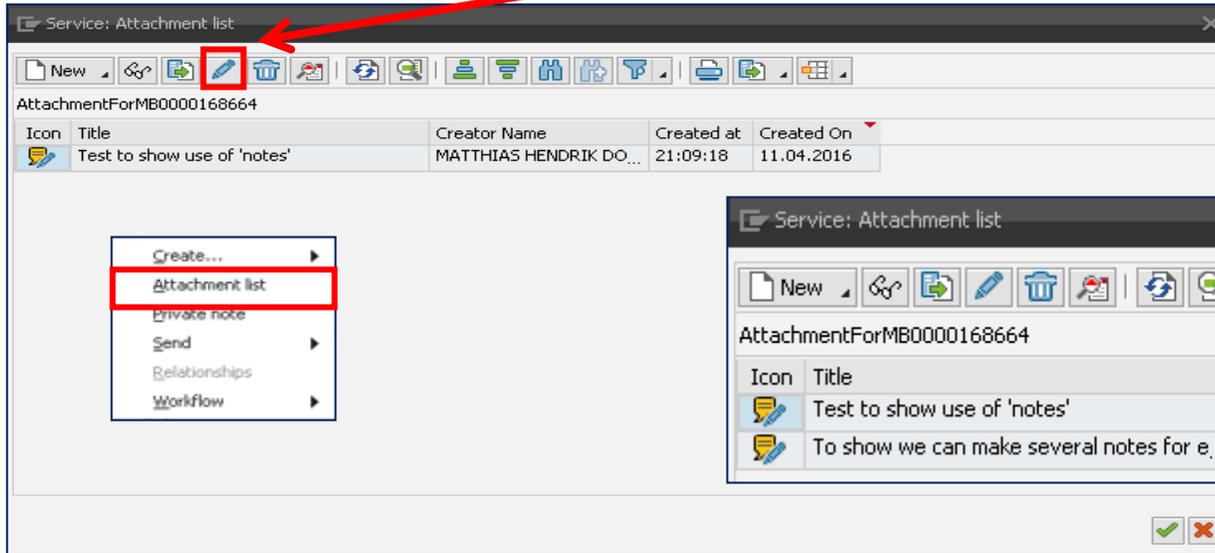
Remarks

Main

# Create note/attachment



Use this button to modify the created notes

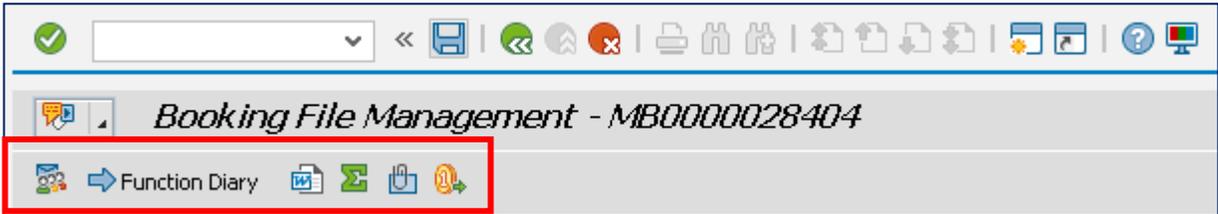


Icon	Title	Creator Name	Created at	Created On
	Test to show use of 'notes'	MATTHIAS HENDRIK DO...	21:09:18	11.04.2016
	To show we can make several notes for e...	MATTHIAS HENDRIK DO...	21:17:29	



# Shortcuts in booking file

# 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



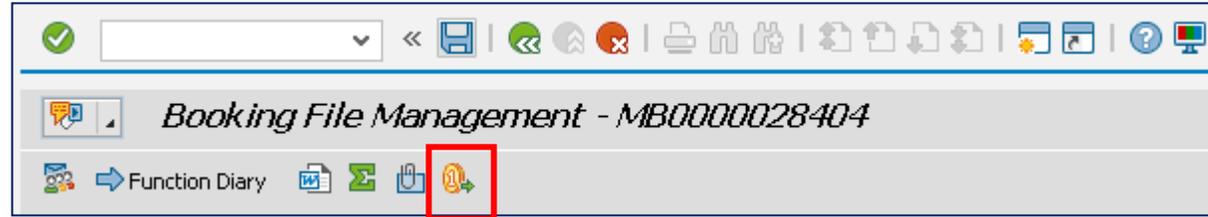
Attachments List

Service: Attachment list

AttachmentForMB0000028404

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

# Shortcuts

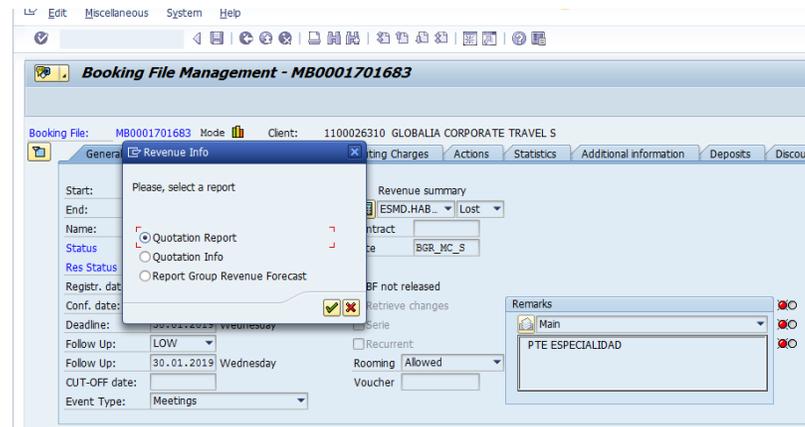


## Value booking file

Booking File Id: MB0000028448  
Hotel: ---NH Sport - \*\*\*  
Groups: -----307868 - VECI - CON

Status	Res. type	Date	Room Type	Concept	Concept de	Original Price	Original D	Amount	Price tax	Commission	D/C	Taxes not incl.	With taxes	Cur	Reserv.	arrival d.
Confirmed	Group line	10.06.2016	STDDBL	BB	Bed & Breakfast	45,00	0,00	5	9,00	0,00		45,00	49,50	EUR	307868	10.06.2016
			STDDBL			45,00	0,00	5	9,00	0,00		45,00	49,50	EUR	307868	10.06.2016
			STDDBL	ROOM	Room		211,60	0,00	5	42,32	0,00		211,60	232,76	EUR	307868
						<b>301,60</b>	<b>0,00</b>	<b>15</b>	<b>60,32</b>	<b>0,00</b>		<b>301,60</b>	<b>331,76</b>			
		11.06.2016	STDDBL	BB	Bed & Breakfast	45,00	0,00	5	9,00	0,00		45,00	49,50	EUR	307868	10.06.2016
			STDDBL			45,00	0,00	5	9,00	0,00		45,00	49,50	EUR	307868	10.06.2016
			STDDBL	ROOM	Room		211,60	0,00	5	42,32	0,00		211,60	232,76	EUR	307868
						<b>301,60</b>	<b>0,00</b>	<b>15</b>	<b>60,32</b>	<b>0,00</b>		<b>301,60</b>	<b>331,76</b>			

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





# Booking File status functionality

# Booking File Status Functionality

Booking File: MB0003550136 Mode: [Mode] Cent: 1000 GUEST DIRECT Currency: EUR

Start: 30.08.2023 Wednesday  
End: 31.08.2023 Thursday  
Name: TEST  
Status: Offer [BF Status] [by default]  
Res Status: [by default]  
Registr. date: 17.08.2023 Thursday  
Conf. date: [ ]  
Deadline: [ ]  
Follow Up: [ ]  
Follow Up: 18.08.2023 Friday  
CUT-OFF date: [ ]  
Event Type: Banquets, Social Party, Cele...

Revenue summary  
ESZZ.CIUZ... Offer  
Contract: [ ]  
Rate: LGR ITO  
Pax BF: 10  
Mutual Offers [ ]  
BF not released [ ]  
Retrieve changes [ ]  
Serie [ ]  
Recurrent [ ]  
Rooming: Allowed  
Voucher: [ ]

Remarks  
Main  
Main  
Housekeeping Remarks  
Billing  
Chain Remarks  
Hotel Remarks  
External Remarks for Reservations  
Internal Remarks for Reservations

Reserv.	Description	Code	Occupancy	Meal Plan	Arrival	Departure	Status	Rate	Contract	Quantity	Remarks
ESZZ.CIUZA-NH Ciudad de Za			1AD							10	
30.08.2023											
ROOMS			1AD							10	
CONVENTION	120794682 TEST	EV 2596553	2AD		30.08.2023	31.08.2023	Offer	LGR...		10	
PENDINGS			1AD							10	

Pax in the Booking File



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

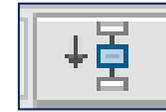
Different option or remarks until 250 characters. Use notes for longer ones

# 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:   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

# 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   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”.

The screenshot shows the 'Booking File Status' window for a MultiHotel. At the top, the 'Booking File' is identified as MB0000212106. Below this, there is a control panel with a 'Status' dropdown menu set to 'Tentative'. A red box highlights the checked 'BFile default status' checkbox. Other options include 'Lost', 'Rejected', 'Cancelled', and 'Show breakdown'. Below the control panel is a toolbar with various icons. The main area contains a table with the following data:

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.

The screenshot shows the 'General Info' tab of the 'Booking File Status' window. The 'Status' is set to 'Tentative'. A red box highlights the checked 'BF Status by default' checkbox. The 'Res Status' is also visible. The 'Start' date is 26.08.2016 (Friday) and the 'End' date is 28.08.2016 (Sunday). The 'Name' is 'TEST ROOMS TO EVENT'. The 'Registr. date' is 26.04.2016 (Tuesday).

General Info.	Customer data	Commissions	Routing Char
Start:	26.08.2016	Friday	
End:	28.08.2016	Sunday	
Name:	TEST ROOMS TO EVENT		
Status	Tentative	↓	✓ BF Status
Res Status		↓	by default
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		<input checked="" type="checkbox"/> 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 [Icon] 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 (highlighted)  
Res Status: Manual  
Registr. date: 26.10.2016 Wednesday  
Conf. date:  
Deadline:  
Follow Up:

Revenue summary  
ESZZ.CIUZA- Offer  
Contract:  
Rate: BGR\_RO

BF Status  
 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 (highlighted)  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

**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: MB0000212106 MultiHotel

Status: Manual  BFile default status  Show breakdown  Apply to breakdown

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

Status	Description
CONFI	Confirmed
OFFER	Offer
OPTIO	Optional
SCOPT	Second Option
TENTA	Tentative
LOST	LOST
REJ	REJECTED
CANC	CANCELLED

Booking File Management

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

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

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

# 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.

**MINOR**  
HOTELS

**Booking File options**

# Booking File

- The screen of the Booking File is divided in 3 main parts:
- Main menu
  - Booking File Options
  - Tree view

The screenshot displays the 'Booking File Management' interface for booking file MB0000212106. The interface is divided into three main sections:

- Top Menu:** Includes 'Edit', 'Miscellaneous', 'System', and 'Help'.
- Central Form Area:** Contains fields for booking details such as Start/End dates, Name, Status, Registr. date, Conf. date, Deadline, Follow Up, and CUT-OFF date. It also includes a 'Revenue summary' section with a dropdown menu and a 'Remarks' section with a text area.
- Bottom Tree View Area:** Shows a hierarchical structure of booking details, including reservations, rooms, and specific booking entries with their respective dates and statuses.

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									1												
CONVENT	15856424 CAMPU...	EV00...		10.07.2016		17.07.2016		Tenta...	35	MAP...				EUR	BB				✓	Ok Jose...	
Pendir									30												
15856424 Stander...	EV00...	3AD		10.07.2016		17.07.2016		Tenta...	15	MAP...				EUR	BB				✓	Ok Jose...	
15856424 Stander...	EV00...	2AD		10.07.2016		17.07.2016		Tenta...	15	MAP...				EUR	BB				✓	Ok Jose...	
5									5												
15856424 Stander...	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  
Res Status: Manual  
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.H.BARB... Conf...

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
<b>Total</b>	<b>179.413,14</b>	<b>0,00</b>	<b>179.413,14</b>	<b>0,00</b>	<b>179.413,14</b>	<b>16.136,23</b>	<b>195.549,37</b>	<b>20.372,50</b>

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

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

Booking File Management - MB0002446336

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  
Res Status:   
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.NAIDI... 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  
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

The screenshot shows the 'General Info' tab of a booking system. The 'Rooming' dropdown menu is highlighted with a red box and shows 'Not allowed for ...' selected. Other fields include Start: 25.09.2023 Monday, End: 29.09.2023 Friday, Name: EVENT SUCCESS - 1124314, Status: Confirmed, Res Status: Manual, Registr. date: 14.02.2023 Tuesday, Conf. date: 13.03.2023 Monday, Follow Up: LOW, CUT-OFF date: (empty), Event Type: Meetings. The Revenue summary section includes Contract, Rate: BGR\_MC\_XXL, Pax BF: 150, and options for Mutual Offers, BF not released, Retrieve changes, Serie, and Recurrent. The Remarks section has a dropdown menu with 'Main \*' selected. There are also checkboxes for Quotation Sent, Contract Sent, and Proforma Sent, and a C4C button.

The close-up shows the 'Rooming' dropdown menu with the following options: Allowed, Not allowed for Group res., Not allowed for CRS (highlighted), and 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

Branch Client: 0000349663 CORTE INGLES V (21 - M - PRINCESA 47 - C.C.I)

Payer:

Holder:

Bill-to part:

CRS:

Company:

Branch account owner:

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

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: 0,00 Commission CRS: 0,00

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

Commissions detail Different commission 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: 10 Commission CRS: 0,00

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	

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

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	<input type="text" value="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  
Comission Client: 0,00 Comission CRS: 0,00

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

Commissions detail: Different comission 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: 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

AGE CRO Agents  
HUN Hunters  
ORG Organizers  
RSC CRO Responsible  
RSG GSO Responsible

Replicar por tipo    Replicar a todas



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

The screenshot shows a software interface with a 'Booking File' table. The 'Actions' tab is highlighted in red. A 'Tasks' dialog box is open, displaying a list of predefined actions. A red arrow points from the 'Actions' column in the table to the 'Tasks' dialog.

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
✓			Booking File	HUN	✓	03.09.2016	00:00:00							✓				Pending	GET CONFIRMATION			

Tasks dialog box content:

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

6. 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.
7. Remarks: Task text (max 250 characters).
8. Actions: select a predefined action.
9. Status: Completed / Pending / Cancelled. If the task in pending, will be shown in the task report.
10. Action: text of the action, a 'personal' task can be described if no predefined action is chosen from the action list
11. 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	<input type="button" value="📄"/>	
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.		<input type="button" value="📄"/>	
Event Venue Rep		to	<input type="text"/>
Event Hotel Rooms		to	<input type="text"/>
Event task owner		<input type="button" value="📄"/>	

# Booking File: Actions

**Task list**

Reserv / Event / B.File

Show reservation tasks  
 Show event tasks  
 Show Booking File tasks  
 Show all

Hotel

Booking File MB...  
Department  
Date 03.09.2016  
Booking File Owner Task  
Center  
Center Group  
Business Unit  
Reservation 0  
Event  
Event sales rep.  
Event Venue Rep  
Event Hotel Rooms  
Event task owner

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	<b>Statistics</b>	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	<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	<b>Additional information</b>	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	<input type="checkbox"/>	0,00								

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.

Request: 6.000,00    Received: 0,00    Pending: 6.000,00    EUR

Hotel	Reserv.	Reserv. Type	Deposit requested	Currency	F...	Request Date	Due Date	Recei...	Amount received	Received Date							
ESZZ.SPORT	2622472	Conference Group hea...		EUR	1	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	Received Date							
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

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

Discount applies over revenue concept's net amount

Discount type	Group/concept	Description	Amount	% DTO	Amount	Reason	Description	C	Cadence id	D	Start date
Concept			<input type="checkbox"/>	<input checked="" type="checkbox"/>	0,00	<input checked="" type="checkbox"/>		<input checked="" type="radio"/>	Everyday includin...	<input type="radio"/>	29.05.2016

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



# Tree view of the booking file

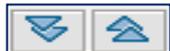
# Tree view

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																					
307868	VECI - ...	EV00...		10.06.2016	15:00	20.06.2016	12:00	Confir...	1		BGR...			EUR	BB				✓	Text: r...	
Meetings																					
3847493	VECI - ...	EV00...		12.06.2016	9:00	20.06.2016	23:00	Optional	1		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				
	EV0115774-001	...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	Version	1 <input checked="" type="checkbox"/> Active													
<ul style="list-style-type: none"> <li>ESSE.SEVIL-Hesperia S           <ul style="list-style-type: none"> <li>Wednesday 30.03               <ul style="list-style-type: none"> <li>Rooms                   <ul style="list-style-type: none"> <li>CONVENT 6001532 ES-212: EV00...</li> <li>Break</li> <li>St                       <ul style="list-style-type: none"> <li>13459357 Standar... EV00... 2AD</li> <li>13459358 Standar... EV00... 2AD</li> <li>13459359 Standar... EV00... 2AD</li> <li>13459435 Standar... EV00... 3AD</li> <li>13459436 Standar... EV00... 3AD</li> </ul> </li> <li>Meetings                   <ul style="list-style-type: none"> <li>EV000054 13194700 SERIES ... EV00...</li> </ul> </li> <li>Thursday 31.03.20               <ul style="list-style-type: none"> <li>Rooms                   <ul style="list-style-type: none"> <li>CONVENT 6001532 ES-212: EV00...</li> <li>Break</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul> </li></ul>	Reserv.	Descrip.	Code	Occ	Arrival	S. ...	Departure	En...	Status	Quantity	Rate	Contract	Amount	Total Pric	Currency
					30.03.2016	15:00	01.04.2016	12:00	Confir...	1	LGR...				EUR
										24					
										24					
					30.03.2016	15:00	01.04.2016	12:00	Confir...	1	LGR...				EUR
					30.03.2016	15:00	01.04.2016	12:00	Confir...	1	LGR...				EUR
					30.03.2016	15:00	01.04.2016	12:00	Confir...	1	LGR...				EUR
					30.03.2016	15:00	01.04.2016	12:00	Confir...	1	LGR...				EUR
					30.03.2016	15:00	01.04.2016	12:00	Confir...	1	LGR...				EUR
					30.03.2016	9:00	01.04.2016	23:00	Confir...	1	BGR...				EUR
					30.03.2016	15:00	01.04.2016	12:00	Confir...	1	LGR...				EUR
										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**

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

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 ① 4.860,00 EUR HANS JUERGEN KAE STL-0006077701 F2 ① 0,00 EUR HANS JUERGEN KAE STL-0006077701  
 (tax incl.) F3 ① 0,00 EUR HANS JUERGEN KAE STL-0006077701 F4 ① 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						

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

**NLZH.DHAAG, Events data**

Revenue detail Event revenue Function Diary

NLZH.DHAAG NH Den Haag \*\*\*\*\* Reservat.: 16437689 Client:

Id	EV00024577	Version	1	<input checked="" type="checkbox"/> Active
Start	30.12.2017 19:00			<input checked="" type="checkbox"/> Pending Budget
End	02.01.2018 00:00			<input checked="" type="checkbox"/> Pending Contract
Voucher	<input type="text"/>			<input checked="" type="checkbox"/> Pending BEO

The screenshot displays the Proforma software interface. At the top, there are tabs for 'Folio 1', 'Folio 2', 'Folio 3', and 'Folio 4', along with a 'Folios header' window. The 'Folios header' window contains a table with the following columns: R..., Folio, Payment method, Pay..., Tax incl., Responsible Folio, Format identif., Holder, Name, and Bran. The table lists four folios with payment methods 'Credit' and 'On-desk payme...'. A red box highlights the 'Format identif.' column, and a red arrow points to the 'IND' format selected in the first row. Below the table, there are four panels for 'Folio 1', 'Folio 2', 'Folio 3', and 'Folio 4'. A red arrow points to the 'Folio 2' panel. At the bottom, a table shows invoice details with columns for Stat..., Invoice nu, Revenue date, Folio, and various financial fields.

R...	Folio	Payment method	Pay...	Tax incl.	Responsible Folio	Format identif.	Holder	Name	Bran
1		Credit	C030		Main Guest	IND	1.000061542	VIAJES EL CORTE INGLES SA	000C
2		Credit	C030		Main client	DAILY	1.000061542	VIAJES EL CORTE INGLES SA	
3		On-desk payme...			Main Guest	IND	1.000061542	VIAJES EL CORTE INGLES SA	
4		On-desk payme...			Main Guest	IND	1.000061542	VIAJES EL CORTE INGLES SA	

Stat...	Invoice nu	Revenue date	Folio							
00		30.12.2017	1							
00		30.12.2017	1							
00		30.12.2017	1							
00		31.12.2017	1							
00		31.12.2017	1							
00		31.12.2017	1	GASTROEV	Dinner buffet	130	10,00	0,00	1.300,0...	31.12.2017
00		31.12.2017	1	GASTROEV	Cava (glas)	130	7,00	0,00	910,00	31.12.2017
00		31.12.2017	1	GASTROEV	Warm snacks	130	5,00	0,00	650,00	31.12.2017
00		31.12.2017	1	SETUP	RESTAURANT	1	0,00	0,00	0,00	31.12.2017

Select the invoice layout.  
Depend on the country there are different formats.

The screenshot displays the Proforma software interface. At the top, there is a navigation bar with tabs for 'Folio 1', 'Folio 2', 'Folio 3', 'Folio 4', and 'All folios'. A red box highlights the 'Folio 1' tab, and a red arrow points to a printer icon in the toolbar. Below the navigation bar, reservation details are shown: Reservation number 16437689, Status Confirmed, Arrival date 30.12.2017, Main Client HANS JUERGEN KAESTL-0006077701, and Event KAESTL WORLD / SILVESTER 2017/18. A 'Voucher' field is empty. Below this, a table lists folios with their respective amounts and currencies.

FOLIOS:	Folio	Amount	Currency	Client
	F1	4.860,00	EUR	HANS JUERGEN KAESTL-0006077701
(tax incl.)	F3	0,00	EUR	HANS JUERGEN KAESTL-0006077701
	F2	0,00	EUR	HANS JUERGEN KAESTL-0006077701
	F4	0,00	EUR	HANS JUERGEN KAESTL-0006077701

Below the table is a toolbar with various icons and an 'Arrangement code' field. A table of charges is displayed below the toolbar:

Stat...	Invoice nu	Revenue date	Folio	Concept ID	Description	Quanti...	Price	Disc.(net)	Amount	Tax incl.	Service date
OO		30.12.2017	1	FRNT	Nhube Restaurant	1	0,00	0,00	0,00	✓	30.12.2017
OO		30.12.2017	1	GASTROEV	Tourbuffet	130	0,00	0,00	0,00	✓	30.12.2017
OO		30.12.2017	1	SETUP	RESTAURANT	1	0,00	0,00	0,00	✓	30.12.2017
OO		31.12.2017	1	AUDV	Entertainment live muziek	1	2.000,0...	0,00	2.000,0...	✓	31.12.2017
OO		31.12.2017	1	FRNT	Nhube Restaurant	1	0,00				
OO		31.12.2017	1	GASTROEV	Dinner buffet	130	10,00				
OO		31.12.2017	1	GASTROEV	Cava (glas)	130	7,00				
OO		31.12.2017	1	GASTROEV	Warm snacks	130	5,00				
OO		31.12.2017	1	SETUP	RESTAURANT	1	0,00				

A 'Billing' dialog box is open, titled 'Printing - View proforma invoices'. It contains four radio button options: 'Display proforma' (selected), 'Print proforma', 'Display and print', and 'Print with printer selection'. There are green checkmark and red X buttons at the bottom right of the dialog.

Select the folio with all charges to activate the 'Create Proforma' button.  
From here you can select several options.  
(Hotels with tablets have the option to display proforma, invoice and POS ticket on the tablet)

## 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

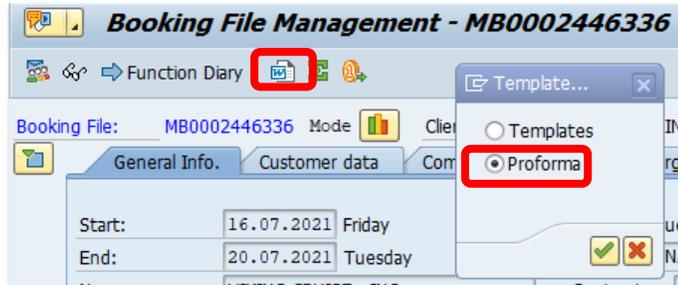
	<u>Perc.</u>	<u>Net.</u>	<u>VAT</u>	<u>Total</u>	
F&B	6,00%	2.698,11	161,89	2.860,00	
OTHER	21,00%	1.652,89	347,11	2.000,00	
<b>TOTAL</b>		<b>4.351,00</b>	<b>509,00</b>	<b>4.860,00</b>	<b>EUR</b>

Lindburg B.V. VAT/BTW: NL00638654891, Ch. of Comm./Kvk: 14624851

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

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  Hierarchy Hotel Selection

Hotel

Reservation Filter

Booking File ID  to

Event  to

Reservation  to

Start date Booking File  to

Print Parameters

Template

Printing format

Language

- Billing Remarks
- Remarks(250 char)

Hide Tax Total Summary



By clicking on the link, you will have a video in different languages explaining the options and a quick guide.

Title	Tags	Area
<a href="#">Proforma M&amp;E Quick Guide</a>	Meetings, M&E	> RESERVATION > MANUAL & GI
<a href="#">KP-Proforma Template (Services &amp; Payments Summary) for TMS4H English</a>	M&E, video, proforma	> RESERVATION > MANUAL & GI
<a href="#">KP-Proforma Template (Services &amp; Payments Summary) for TMS4H Italian</a>	M&E, video, proforma	> RESERVATION > MANUAL & GI
<a href="#">KP-Proforma Template (Services &amp; Payments Summary) for TMS4H Spanish</a>	M&E, video, proforma	> RESERVATION > MANUAL & GI
<a href="#">KP-Proforma Template (Services &amp; Payments Summary) for TMS4H Portuguese</a>	M&E, video, proforma	> RESERVATION > MANUAL & GI
<a href="#">KP-Proforma Template (Services &amp; Payments Summary) for TMS4H French</a>	M&E, video, proforma	> RESERVATION > MANUAL & GI
<a href="#">KP-Proforma Template (Services &amp; Payments Summary) for TMS4H Dutch</a>	M&E, video, proforma	> RESERVATION > MANUAL & GI
<a href="#">KP-Proforma Template (Services &amp; Payments Summary) for TMS4H German</a>	M&E, video, proforma	> RESERVATION > MANUAL & GI

**MINOR**  
HOTELS

**Search and management an event**

# Search and management an event

- TMSforHotels
  - /CCSHT/ENTRA\_HOTEL - Change hotel
  - CRM FRONT-OFFICE
  - LOYALTY
  - 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

## General menu

**Modify Events**

ESMD.PRIVE NH Principe de Vergara \*\*\*\*

Event

Version

Reservation

## Planning

- Information systems
  - Events
    - /CCSHT/RS\_BOOKING\_GR - Room event booking
    - ZEY\_ROOM\_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**



## Booking file

**Display - Booking File - MB0001377008**

Booking File: MB0001377008 Mode Client: 2000081816 CANTABRIA LABS BF autocreated by: Event

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

Start: 24.07.2018 Tuesday End: 31.08.2018 Friday

Name: CANTABRIA LABS Contract ESMD.PRIV... Conf...

Status Confirmed Rate BGR\_MEET Pax BF: 0

Res Status Manual by default

Registr. date 18.06.2018 Monday Conf. date: 22.06.2018 Friday Deadline: 21.06.2018 Thursday

Follow Up: Thursday

CUT-OFF date: Rooming Allowed Voucher

Event Type: Training

Reserv.	Descrp.	Code	Occupancy	Meal Plan	Arrival	S...	Departure	En...	Status	Rate	Contract
ESMD.PRIVE-NH Principe de	24.07.2018										
ROOMS											
CONVENTION	...8 CANT	EV00870273	2AD		24.07.2018		25.07.2018		Conf...	BGR...	
BREAKDOWNS											
Standard C			2AD								

**ESMD.PRIVE. Function rooms occupancy planning 26.07.2018-01.08.2018**

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

Event -> Selected cells

Event ID	Description	Event type	Status
EV00870273	CANTABRIA LABS PATCH 7 2018	TRAIN	Confirmed
MB0001377008/CA...			

Start: 24.07.2018 07:00 Tuesday Deadline: 21.06.2018 Thursday End: 31.08.2018 22:00 Friday Follow up

Client: 2000081816 CANTABRIA LABS Contact person: MANOLI CALDERÓN Telephone 1: 913824021 Telephone 2: Fax: E-mail: manuela.calderon@cantabrialabs.es Language: ES Spanish

Managers: Sales Lorena Figueroa Gutierrez Owners: Created by Lorena Figueroa Gutierrez F. Room 2nd Agent Organizer Ambassador

Function room: Room PRINEOS PINEOS Start 29.07.2018 09:00 End 29.07.2018 20:00 Status OPTIO Guests 10 Area 38 M2

Resource: Flip, screen,beamer U-SHAPE Menu: test paquete 6 test paquete 6 Tasks: No tasks

Modify Display GuestRoom Continue

# Search and management an event

General information

Tabs with details

**MXYN.MERID. Events data**

Revenue detail | Event revenue | Function Diary

MXYN.MERID NH Collection Me   Reservat.: 120725581   Client: 2019334476 PUBLICO GENERAL EXTRANJERA   Amounts   Curr. United States Dollar

Id: EV02594933   Version: 1   Active

Description: ANNUAL ICD TRENDS #1622582   ANNUAL ICD

Start: 04.10.2023 12:59   Pending Budget

End: 06.10.2023 13:09   Pending Contract

Voucher:   Pending BEO

Event type: MEETS Meetings

Status: Offer   Deadline: 22.08.2023

Follow Up: LOW   Tax incl.   Follow up d: 17.08.2023

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

Managers: Sales, Venue Rep, Hotel rooms, Lim.bill.day: 7 Day 13.10.2023

Remarks: Main

\*Function rooms | \*Hotel Reservations | \*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"/>	LAS HACIEND...	<input type="checkbox"/>	05.10.2023	07:03	05.10.2023	16:30	30	0,00	308,13							

Management:

Order:

Price Calculation by:  Price day    Price time    Price per Period

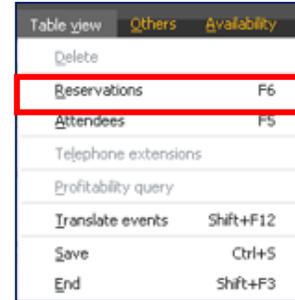
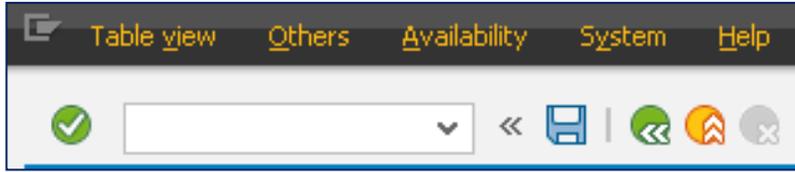
F. Rooms amounts		F. Rooms extras amounts	
Cost Amount	0,00 USD	Cost Amount	0,00 USD
Sale w/o discount	308,13 USD	Sale w/o discount	905,43 USD
Sale w discount	308,13 USD	Sale w discount	905,43 USD
Tax included	357,43 USD	Tax included	1.037,24 USD

Actions:

**MINOR**  
HOTELS

**Tablet view tab in an event**

# 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    Start date: 15.11.2015    Start time: 09:00  
 Status: Confirmed    End date: 16.11.2015    End time: 16:07

View guest rooms:  
 Individ.     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			151562	TEST MULTIHOTEL 2		3	15.11.2015	16.11.2015		
<input type="checkbox"/>		Line	151563	Confirmed			151562	TEST MULTIHOTEL 1		1	15.11.2015	16.11.2015	STDDBL	
<input type="checkbox"/>		Line	151594	Confirmed			151562	TEST MULTIHOTEL 1		2	15.11.2015	16.11.2015	STDDBL	
<input type="checkbox"/>		Indiv...	151595	Confirmed			151562	TEST MULTIHOTEL 1		1	15.11.2015	16.11.2015	STDDBL	
<input type="checkbox"/>		Indiv...	151596	Confirmed			151562	TEST MULTIHOTEL 1		2	15.11.2015	16.11.2015	STDDBL	

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

NLZH.DHAAG, Create Conv. Group Res. - WM - 1077689

NLZH.DHAAG NH Den Haag \*\*\*\*\* Reserv. 0 Client 40523937

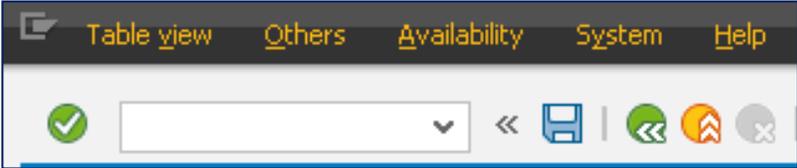
Arrival date: 20.06.2016 Monday  
Nights:   
Departure date: 20.06.2016 Monday  
Group Name: WM - 1077689  
Registration date: 20.05.2016  
E-Mail: NO E-MAIL  
CUT-OFF date:   
Contract: 0  
Rate:   
Allotment:   
Manual price:   
Retrieve changes:   
Voucher:   
Reservat. method:   
Rooming:   
Cost code:   
Meal Plan:   
Reserv. 0

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

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.

# Tablet view



ESZZ.CIUZA NH Ciudad de Zaragoza \*\*\*

Id EV0000005... Version 2 Start date 15.12.2015 Start time 09:00  
End date: 16.12.2015 End time 12:28

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					

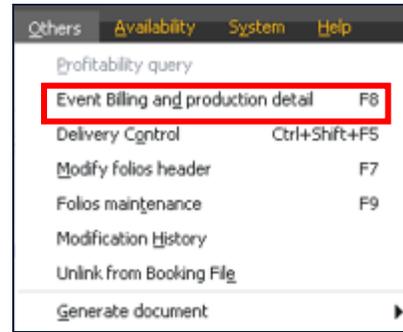
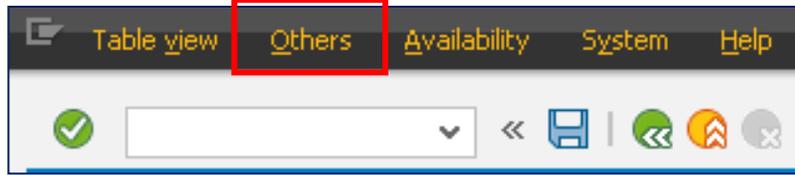
To include the attendees and their data. This is not the distribution list.

Indiv. Group Conf.

**MINOR**  
HOTELS

**“Others” tab in an event**

# Others



Event EV00006174. 13196326  
Status Confirmed

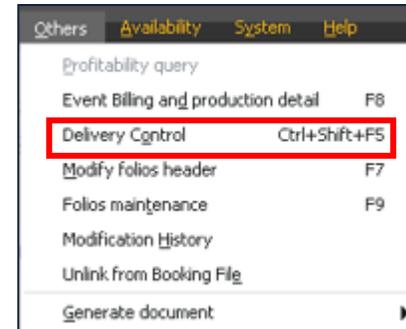
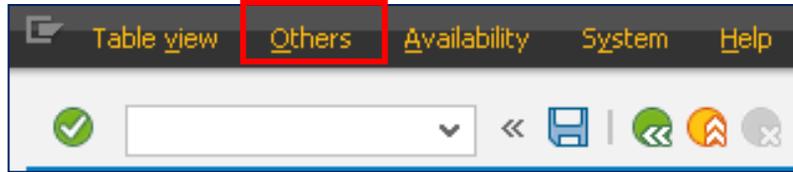
Charge loc	Reserv. ty	Folio	Room order	Concept	Concept description	Revenue date	Amount	Σ	Amount	Σ	Tax amount	Σ	Total item	Cur	I	D/C	% Com	Σ	Commission	Σ	Commission	CRS %	Σ	CRS bas.	Σ	CRS am	Serv. date
13196326	Events	2	1	FRNT	Murillo+Terraza+Hall	14.05.2016	1							EUR													14.05.2016
13196326	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  
Status Confirmed

[Show revenues items](#)

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		145,45		145,45		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		24,00		24,00		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	■	1.694,50		1.69	
							■	1.694,50	■	1.694,50	■	152,51	■	1.677,56					■	1.694,50	■	169,45	■	1.694,50		1.69		

# Others



**Delivery Control**

Estimates & contracts

Ve...	Document type	Remarks	Delivery status	Send date	Send time	User	Delivered by:	Delivered to
1	Quotation Contract Proforma Program Confirmation Others		Pending Sent Received		00:00:00	E00000093733		

Estimate :  Sent  Received  
Contract:  Sent  Received

Banquet event orders

BE...	Date	Time	Department	Remarks	Delivery status	Deliv. date	Deliv. Time	User	Delivered by
	18.03.2016	11:08:43					00:00:00	E00000093733	

Estimate :  Sent  Received Post date: 18.03.2016  
Contract:  Sent  Received Post date: 22.03.2016

Id: E00000051 Version: 2  Active Room re

Start: 15.12.2015 09:00  
End: 16.12.2015 12:28

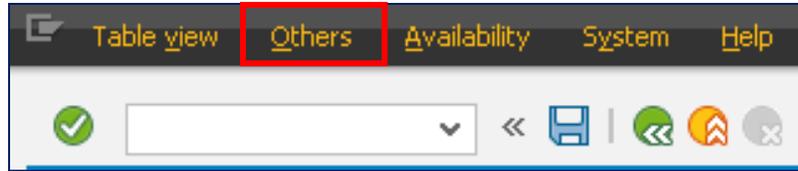
Voucher:

Estimate sent  
 Contract sent  
 Pending BEO

Accept

Don't forget to ENTER!  
before pressing accept

# Others



ESZZ.CIUZA NH Ciudad de Zaragoza \*\*\*

R...	Folio	Payment method	Pay...	Tax incl.	Responsible Folio	Format identif.	Holder	Name	Bran
1		Credit	C030	<input type="checkbox"/>	Main Guest	IND	1000061542	VIAJES EL CORTE INGLES SA	000C
2		Credit	C030	<input type="checkbox"/>	Main client	DAILY	1000061542	VIAJES EL CORTE INGLES SA	
3		On-desk payme...		<input type="checkbox"/>	Main Guest	IND	1000061542	VIAJES EL CORTE INGLES SA	
4		On-desk payme...		<input type="checkbox"/>	Main Guest	IND	1000061542	VIAJES EL CORTE INGLES SA	

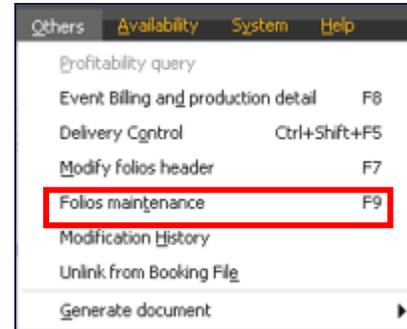
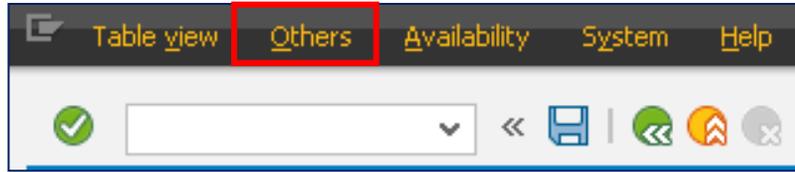
Folio 1: Change method of payment

Folio 2: Change holder of folio

Folio 3: Leave comments for colleagues

Folio 4: [Empty box]

# Others



**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: 13195435 Status: Confirmed Arrival: 30.03.2016  
 Main Client: VIAJES EL CORTE INGLES SA-100006154 Voucher:   
 Event: BOOTS LABORATORIES CORTE INGLES

FOLIOS: F1 0,00 EUR Main Guest F2 1.398,10 EUR VIAJES EL CORTE INGLES SA-100006154  
 (tax incl.) F3 0,00 EUR Main Guest F4 0,00 EUR Main Guest

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

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

# Others

The image shows a sequence of steps in a software application:

- Top Left:** A menu bar with 'Others' highlighted in a red box.
- Top Right:** A dropdown menu from 'Others' with 'Modification history' and 'Unlink from Booking File' highlighted in a red box.
- Bottom Left:** A table titled 'Change Documents for Object Class /CCSHT/CR\_BFILE'. The first row is highlighted in red.
- Bottom Right:** A dialog box titled 'Unlink the event from the Booking File' with the question 'Do you wish to unlink the event from the B. File?' and 'Yes' and 'No' buttons.

**Change Documents Table:**

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 Management' application window. The 'Others' menu is open, showing various options. The 'Generate document' option is highlighted with a red box. The main interface shows the 'Template selection' section with a dropdown menu set to '04'. The 'Booking File' field contains 'MB0000028448' and 'VECI - CON'. The 'Language' field is set to 'ES'. A table with columns 'Block', 'Title', 'Description', and 'Document' is visible at the bottom. A red box highlights the text: '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 (Accomodati...			
Special Conditions Text			

## 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.

The screenshot displays a software interface for template management. At the top left, there are icons for a document and a printer, both highlighted with a red box. Below this is the 'Template selection' section, which includes a dropdown menu for 'Type of template' (set to 'Quotation'), a text field for 'Template' (set to 'NH (Q)'), and a 'Booking File' field (set to 'MB0000028448'). To the right, there are fields for 'Main Client' (1000061542), 'Receiver' (VECI - CONG HIDROGENO 12-), 'Delivered by:', 'Remarks', and 'Language' (ES). Below the template selection is a 'Blocks' section with a table listing various text blocks. The 'Footer Text' block is highlighted with a red box, and a red arrow points to its 'Document' icon. To the right of the table is a preview window titled 'Footer Text FOOTSP' showing the content of the selected block in a Microsoft Word-style editor. The preview text reads: '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:'.

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 Services Text			
Payment Text			
Room Text (Accomodati...			
Special Conditions Text			

Footer Text FOOTSP

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:

# Others

## Additional info:

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

**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

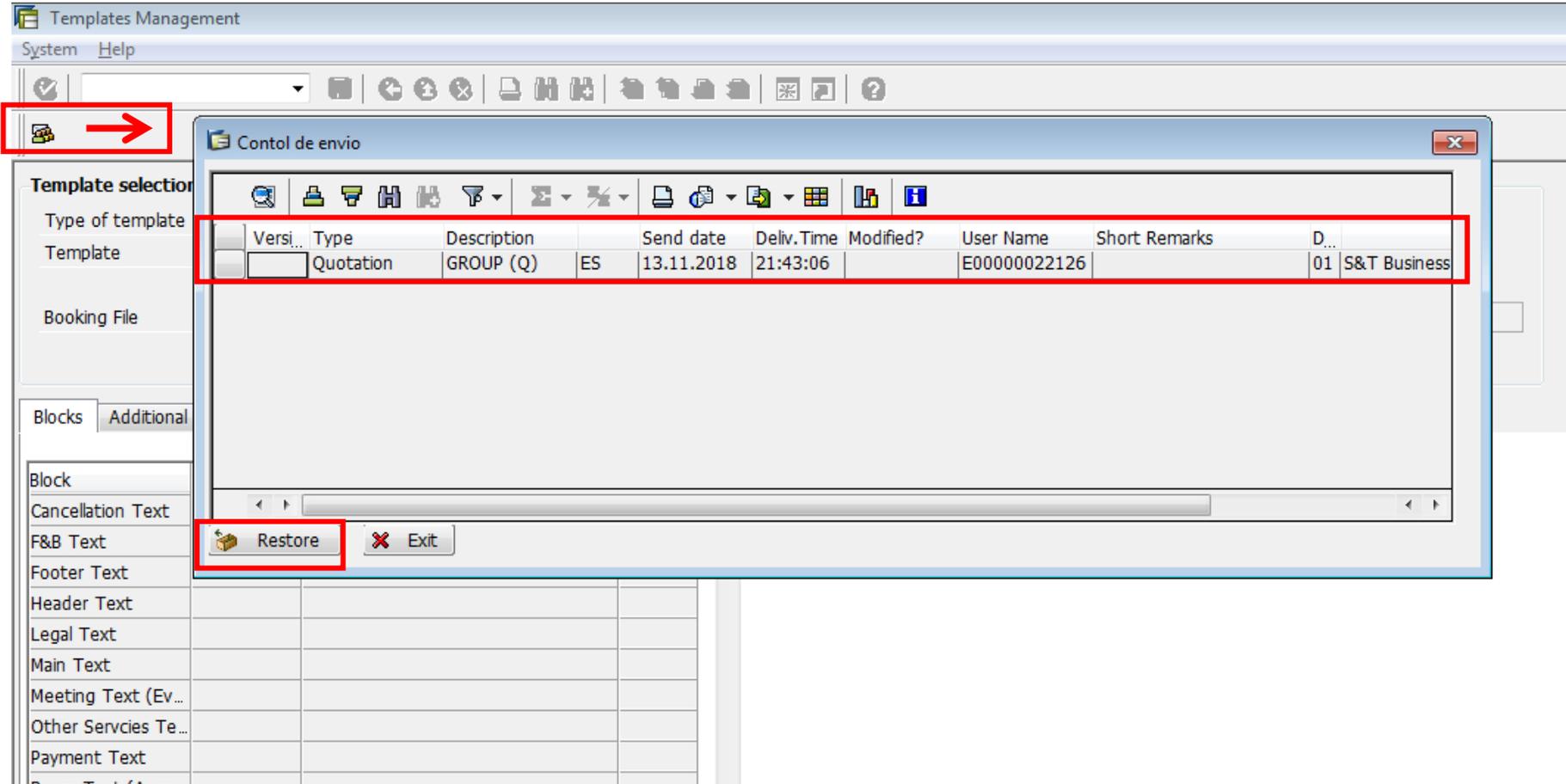
**Blocks** | **Additional info.**

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

# Others

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

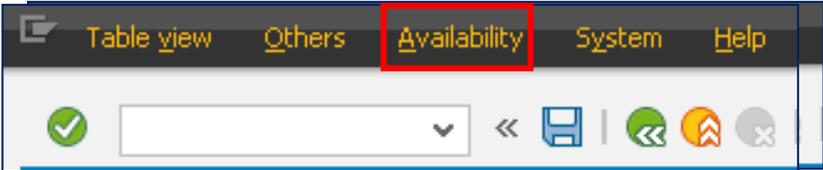
An icon is activated, and you can use the other version of the templates which you have already used.



**MINOR**  
HOTELS

**Availability tab in an event**

# Availability



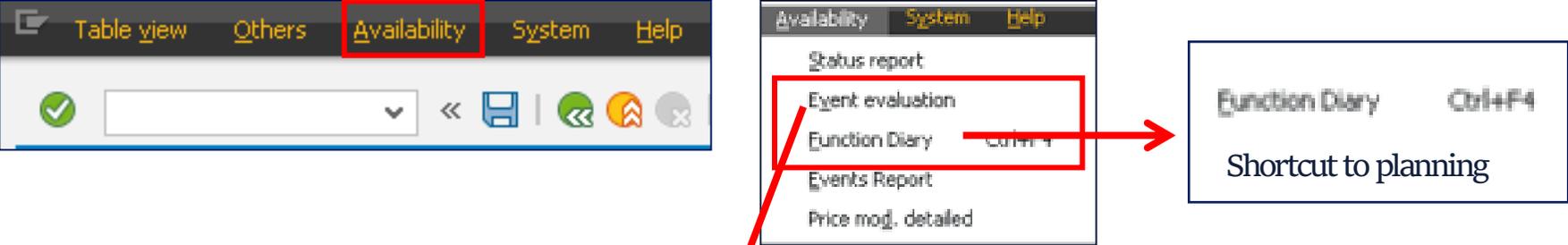
Summary of event type, main customer, creation date, deadline and when last event modifications are done

*Event -> Situation Report*

Usuario : E00000093733

Hotel	Event code	Description	Version	Event	Follow Up	Sales rep	Main Customer	Creation date	Deadline	Last chang
ESSE.CECON	EV00005750	BOOTS LABORATORIES CORTE INGLES	1	TRAIN			1000061542	21.01.2016		17.03.2016

# Availability



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. ESSE.CECON NH Collection Sevilla \*\*\*\*\* COLLECTION Time 13:15:01 Date 18.03.2016  
MADRID Event valuation SB\_R\_EVENT03\_2/E00000093733 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

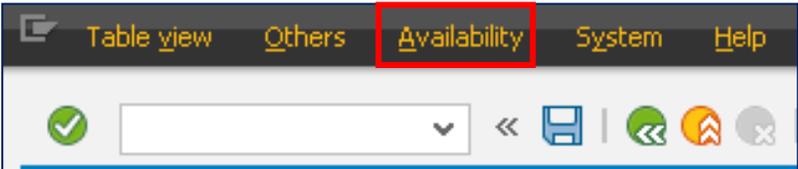
---

SUBTOTAL: 400,00 EUR

---

TOTAL: 400,00 EUR

# Availability



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

*Events Report*

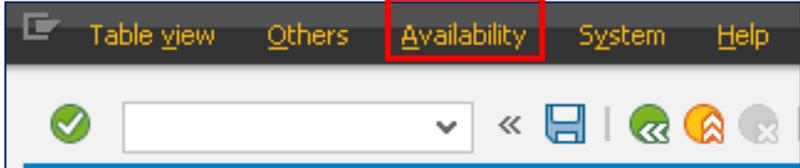
A screenshot of the 'Events Report' window. The window title is 'Events Report'. Below the title bar is a toolbar with various icons, including a grid icon which is highlighted with a red box. The main content area displays the report title 'ESSE.CECON NH Collection Sevilla \*\*\*\* COLLECTION', the user 'Usuario : E00000093733', and the date 'Fecha Hotel : 18. March 2016 - 13:36:06'. Below this is a table with the following data:

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		CONFI	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 modificiation 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**  
HOTELS

**Shortcuts in an event**

# Shortcuts

**ESMD.NACIO. Events data**

Revenue detail | Event revenue

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

Amounts Curr. European Euro

Id: EV02185890 Version: 1 Active

Start: 11.11.2022 11:19

End: 13.11.2022 11:29

Voucher: [ ]

Description: VIATRIS

Event type: MEETS Meetings

Status: Confirmed

Deadline: 06.11.2022

Follow Up: LOW

Follow up d: 24.09.2022

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

Managers: Sales: 0000001747 Macarena IZARD Ruiberriz De Torres

Remarks: Main \*  
TICKET 801505  
VIATRIS DUBLIN  
ANUNCIO: Gastroenterology Advisory Board  
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

 Documents delivery

 Revenue detail Total Billing and production detail

 Attendees

 Folios header

 Event revenue Event Billing and production detail

 Go to folios

 Generate Templates

 Service order

 Move Event

 Adjust dates

**MINOR**  
HOTELS

**Header in an event**

# Header

The screenshot shows a software interface for event management. At the top, there are navigation icons and tabs for 'Revenue detail' and 'Event revenue'. Below this, the header information includes 'ESMD.NACIO NH Nacional \*\*\*\*', 'Reservat.: 107242759', and 'Client: 1100038368 VIATRIS'. The currency is set to 'European Euro'. A table lists event details: Id (EV02185890), Version (1), and Active status. The start date is 11.11.2022 and the end date is 13.11.2022. There are status indicators for 'Pending Budget', 'Pending Contract', and 'Pending BEO'. To the right, the event description is 'VIATRIS', event type is 'MEEIS Meetings', status is 'Confirmed', and deadline is 06.11.2022. Below the table, there are sections for 'Event's status' (Lost, Rejected, Cancelled, Check in, Check out), 'Managers' (Sales: 0000001747, Macarena Izard Ruiberriz De Torres), and 'Remarks' (Main \*, TICKET 801505, VIATRIS DUBLIN, ANUNCIO: Gastroenterology Advisory Board, PAX CONTACTO: Amelie Fassbender).



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

The screenshot shows a dialog box titled 'DEBE.KUFUR. Events data' with a 'Move Event' section. The 'Start date' field is set to '14.03.2019'. Below the date field, there is a note: 'Room rsrv. within Event dates will be updated in save process'. At the bottom, there are three buttons: 'Recalculate prices', 'Keep current Prices', and 'Cancel'.



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

# 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

**Event Details:**  
Id: EV02364166 | Version: 1 | Active  
Start: 25.09.2023 08:00 | End: 29.09.2023 18:00  
Event type: MEETS Meetings  
Status: Confirmed  
Follow Up: LOW  
Tax incl.

**Event's status:**  
 Lost |  Check in  
 Rejected |  Check out  
 Cancelled

**Managers:**  
Sales: | Venue Rep: | Hotel room:

**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'

**Event Details:**  
Description: VIA TRIS  
Event type: MEETS Meetings  
Status: Confirmed  
Follow Up: LOW  
Deadline: 06.11.2022  
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 holder	Channel identifier	Description	Remarks	Created On	Tr
✓	MC	*****6359	AMELIE FA...				03.11.2022 19:	

**Cards in TMS4Pay**

Status	Mask/Credit card numb.	Expiry MMY	CVV	Card Reference	Expiry Reg	Register/Unregister	Card holder	Remarks
✓	553422xxxxx6359			5513430257856359	0483	Unregister	Register/Unregister	autom... Registrada automsticam

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

<b>Id</b>	EV02364166	<b>Version</b>	1	<input checked="" type="checkbox"/> Active	<b>Description</b>	EVENT SUCCESS - 1124314	EVENT SUCC	
<b>Start</b>	25.09.2023 08:00	<input type="checkbox"/> Pending Budget	<b>Event type</b>				MEETS Meetings	
<b>End</b>	29.09.2023 18:00	<input type="checkbox"/> Pending Contract	<b>Status</b>				Confirmed	
<b>Voucher</b>		<input type="checkbox"/> Pending BEO	<b>Follow Up</b>				LOW <input checked="" type="checkbox"/> Tax incl.	
<b>Event's status</b>					<b>Deadline</b>			
<input type="checkbox"/> Lost	<input type="checkbox"/> Check in	<b>Managers</b>		<b>Follow up d</b>				
<input type="checkbox"/> Rejected	<input type="checkbox"/> Check out	<b>Sales</b>		<b>Remarks</b>				
<input type="checkbox"/> Cancelled		<b>Venue Rep</b>		Main *				
		<b>Hotel rooms</b>		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/KS\_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)



**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

Description INFORSALUD INFORSALUD

Start 31.03.2025 07:00 Pending Budget

Event type MEETS Meetings

End 03.04.2025 21:00 Pending Contract

Status Tentative Deadline

Voucher Pending BEO

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**

Main

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

Description VIATRIS VIATRIS

Event type MEETS Meetings

Status Confirmed

Follow Up LOW

Start 11.11.2022 11:19  Pending Budget

End 13.11.2022 11:29  Pending Contract

Voucher   Pending BEO

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

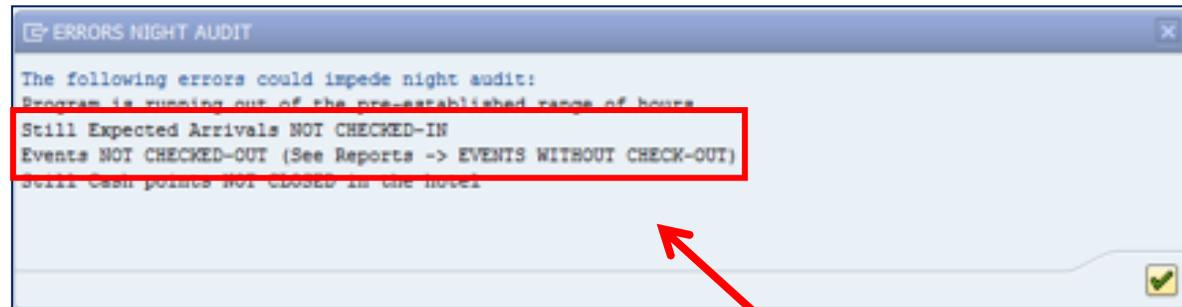
ANUNCIO: Gastroenterology Advisory Board

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



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		
<b>Departures not billed</b>		
<b>Events not checked-in</b>		
<b>Events not checked-out</b>		
Cancel with charges		

Evento	Descripción	F. Inicial	F. Final	Tipo Evento	Estado del evento	Reserva	Booking File
EV00012067	ALLIANCE	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

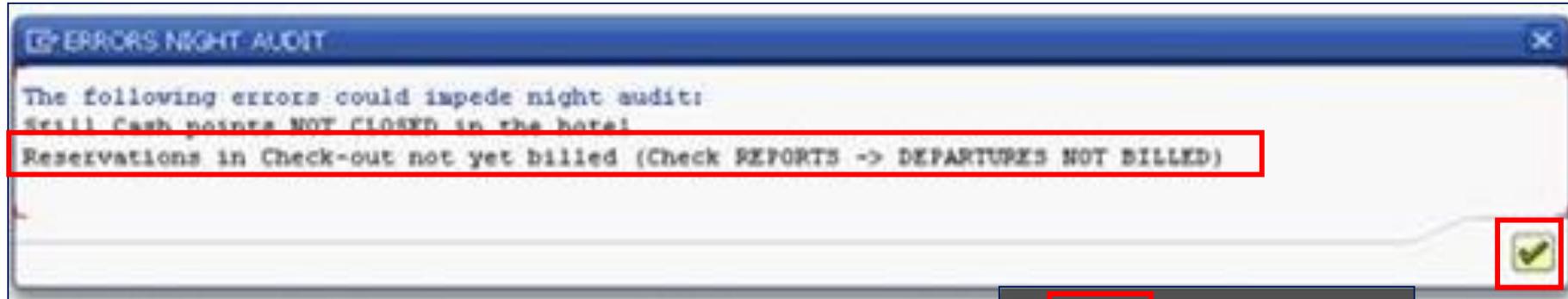
Id	EV00010900	Version	1	<input checked="" type="checkbox"/> Active
Start	25.04.2016	11:00	<input type="checkbox"/>	<input type="checkbox"/> Pending Budget
End	25.04.2016	14:30	<input type="checkbox"/>	<input type="checkbox"/> Pending Contract
Voucher			<input type="checkbox"/>	<input type="checkbox"/>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

---

Event's status		Managers	
<input type="checkbox"/> Lost	<input checked="" type="checkbox"/> Check in	Sales	
<input type="checkbox"/> Rejected	<input type="checkbox"/> Check out	Venue Rep	
<input type="checkbox"/> Cancelled		Hotel rooms	
		Lim.bill.day	10 Day 05.05.2016

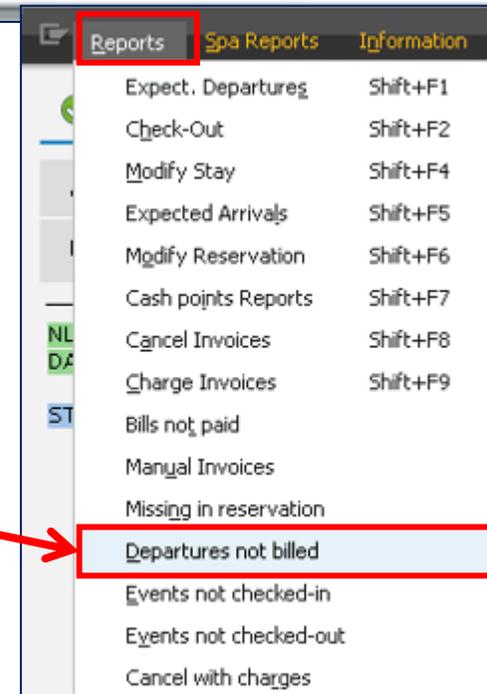
# Header

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'



# Header

**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	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	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	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	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	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	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	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	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	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	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	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	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	20.04.2016	21.04.2016	23.05.2016		0,00		911,0
								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	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	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	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    Active

**Start** 23.03.2024 07:00    Pending Budget

**End** 23.03.2024 15:00    Pending Contract

**Voucher**    Pending BEO

**Description** ENTREGA DE ENTRADAS CLASSICO 23 MAR

**Event type** HOUEV House Use Event

**Status** Confirmed   **Deadline** 28.02.2024

**Follow Up**    Tax incl.   **Follow up d**

Event's status	Managers	Remarks
<input type="checkbox"/> Lost <input type="checkbox"/> Rejected <input type="checkbox"/> Cancelled <input checked="" type="checkbox"/> Check in <input checked="" type="checkbox"/> Check out	<b>Sales</b> 0000001185 Susana Vega <b>Venue Rep</b> <b>Hotel rooms</b> <b>Lim.bill.day</b> 7 Day 30.03.2024	<b>Main *</b> 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 0,0  
(tax incl.) F3 0,00 EUR NO MAPPING \*DO NOT TOUCH\* DO NOT TO-0040... F4 0,0

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 Active  
Start: 13.05.2016 09:00 Pending Budget  
End: 13.05.2016 17:00 Pending Contract  
Voucher: Pending BEO

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

Managers: Sales, Venue Rep, 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**

# 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"/>					

<b>Management</b> 	<b>Price Calculation by:</b> <input type="radio"/> Price day <input type="radio"/> Price time <input checked="" type="radio"/> Price per Period	<b>F. Rooms amounts</b> Cost Amount: 0,00 EUR Sale w/o discount: 395,00 EUR Sale w discount: 395,00 EUR Tax included: 477,95 EUR	<b>F. Rooms extras amounts</b> 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	<b>Actions</b> 
-----------------------	--	--	---	--------------------

**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

<input type="checkbox"/> Copy Actions	Start date	<input type="text"/>
<input type="checkbox"/> Copy attendees	Repetitions	<input type="text"/>
<input checked="" type="checkbox"/> Copy Setups	Room Status	<input type="text"/>
<input type="checkbox"/> Copy Resources		
<input type="checkbox"/> Copy Menus		
<input type="checkbox"/> Copy commensals	<input type="checkbox"/> Copy Remarks	
<input type="checkbox"/> Copy template menu	<input type="checkbox"/> Copy Free room	
<input type="checkbox"/> Copy no Share	<input type="checkbox"/> Copy Text for an event	
<input type="checkbox"/> Copy no Move		

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 room price calendar*

NLZH.DHAAG NH Den Haag \*\*\*\*\*

Function Rooms

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 \*\*\*\*\*

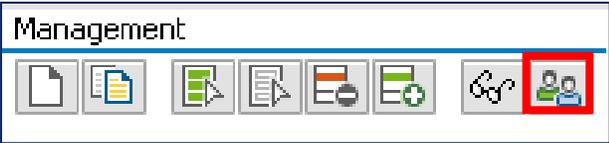
Function Rooms    ATRIUM            Atrium

Tax included

Price calendar

Start date	End date	Mo	Tu	We	Th	Fr	Sa	Su	Morn.Cost	Morn.Sal	After.Cost	Afte.Sale	Night cos	NightSale	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



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	EV00002319	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

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

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

# 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

Price Calculation by:

- Price day
- Price time
- Price per Period

Order

F. Rooms amounts		F. Rooms extras amounts	
Cost Amount	0,00 EUR	Cost Amount	0,00 EUR
Sale w/o discount	395,00 EUR	Sale w/o discount	1.694,50 EUR
Sale w discount	395,00 EUR	Sale w discount	1.525,05 EUR
Tax included	477,95 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 calendar transaction. Explained at the end of this manual

**Function room price calendar**

ESZZ.SPORT NH Sport \*\*\*

Rooms BENASQ Benasque  Tax included

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"/>	0,00	120,00	0,00	120,00	0,00	120,00	0,00						
01.01.2016	31.12.2016	<input checked="" type="checkbox"/>	0,00	120,00	0,00	120,00	0,00	120,00	0,00						

# Screen body

<b>Management</b> 	<b>Price Calculation by:</b> <input checked="" type="radio"/> Price day <input type="radio"/> Price time <input type="radio"/> Price per Period	<b>F. Rooms amounts</b> 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	<b>F. Rooms extras amounts</b> Cost Amount 0,00 EUR Sale w/o discount 0,00 EUR Sale w discount 0,00 EUR Tax included 0,00 EUR	<b>Actions</b> 
-----------------------	--	--	---	--------------------

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



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				
			MEZQUITA+MA...		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

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

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



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

# Modify an event

**Function room data**

ESCO.AMICO NH Collection Amistad Córdoba COLLECTION 22.03.2016

<b>Id</b>	EV00002943	<b>Version</b>	1	<b>Description</b>	GRUPO IMPRESIONES	GRUPO IMPR
<b>Start date</b>	01.06.2016	<b>Start time</b>	20:00	<b>Function room</b>	MEZ+MAI	
<b>End date</b>	01.06.2016	<b>End time</b>	22:00	<b>F.Room start date</b>	01.06.2016	<b>Start time</b> 20:00
<b>Service</b>				<b>F.Room end date</b>	01.06.2016	<b>End time</b> 22:00

**\*Setup** | Tasks | Resources | \*Menus

Paquete	Setup	Description	Pax	Starting	Str T	Ending day	End T	Setup	dismo...	Cost price	Sale price	Department	Description	Rmk
0000	RESTA	RESTAURANT	26	01.06.2016	20:00	01.06.2016	22:00	00:30	00:30		0,00			

**\*Setup** | Tasks | Resources | \*Menus

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

# Modify an event

\*Setup Tasks Resources **\*Menu**

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

Menu 147 Leisure Menu 3

Start date 01.01.2016 End date 31.12.2020

Cost price

Sales price

Tax included

Menu standard description

Menu data

ESCO,AMICO NH Collection Amistad Córdoba COLLECTION

Menu LGR\_0003 Leisure Menu 3

Start date 01.01.2016 End date 31.12.2020

Cost price 0,00 Min. Pax 10 Concept GASTR

Sales price 22,00 Curr. EUR Service Type

Tax included  Do not use  Specific menu

Menu standard description

Sales description

All comments in this box are shown on the confirmation

Li 1, Co 1 Ln 1 - Ln 1 of 1 lines

Composition

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	<input type="checkbox"/>	
0005	Beverage	2	02020190		GENERIC DISH BEVERAGE NO-A...	Bebidas	3,30	<input type="checkbox"/>	
0003	Main courses	3	01070925		GENERIC DISH FOOD	Segundo Plato	9,00	<input type="checkbox"/>	
0004	Desserts	4	01070925		GENERIC DISH FOOD	Postres	2,70	<input type="checkbox"/>	

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 an event

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 maanduur				

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.

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

# Modify an 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 \*Resources \*Resources Menu

\*Resources Resource associated to setups

Pac.Ord	Resource	Description	Edit	Department	Descripción	Availa...	Re...	Date	Time	Date	Time	Sen
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
1000LC	10.000 lumens LCD Projector	1.950,00	EUR	
220LCD	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



## **Modify an event: tabs**

# 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								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

ESVA.VALLA NH Ciudad de Valladolid \*\*\*\*

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

Status Confirmed

View guest rooms:  Indiv.  Groups  Conf.

D...	* Res.type	Reservation	PMS status	Status	No Ac...	Group	Name/group descri	Groom...	al plan
	Confe...	11356159	Confirmed			11356159	TRIPULACION FERROVI...	2	
	Line	11356160	Confirmed			11356159	TRIPULACION FERROVI...	2	
	Indiv...	11390266	Confirmed			11356159	TRIPULACION FERROVI...	1	01.04.2016 02.04.2016 BASSGL RO
	Indiv...	11390267	Confirmed			11356159	TRIPULACION FERROVI...	1	01.04.2016 02.04.2016 BASSGL RO
	Indiv...	11392280	Confirmed			11356159	TRIPULACION FERROVI...	1	02.04.2016 03.04.2016 BASSGL RO
	Indiv...	11392441	Confirmed			11356159	TRIPULACION FERROVI...	1	02.04.2016 03.04.2016 BASSGL RO
	Indiv...	11392444	Confirmed			11356159	TRIPULACION FERROVI...	1	03.04.2016 04.04.2016 BASSGL RO
								1	03.04.2016 04.04.2016 BASSGL RO
								1	04.04.2016 05.04.2016 BASSGL RO
								1	04.04.2016 05.04.2016 BASSGL RO
								1	04.04.2016 05.04.2016 BASSGL RO
								1	05.04.2016 06.04.2016 BASSGL RO

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

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

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

# Modify an event – Additional Info

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

**Extra credit**  
Limit   Full credit  Cancelled  POS Cancelled Extern Ref. MQ0000440280

Signage information  
Description

Cancellation/Rejection/Lost data  
Reason  Value

Miscellaneous contracts  
Remarks about the contract

**Extra credit**  
Limit   Full credit  Cancelled  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.

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	<input type="text"/>	<input type="checkbox"/>				
Region	28			2nd. Agent	<input type="text"/>	<input type="checkbox"/>				
Market segment	TRANSIENT			Organizer	<input type="text"/>	<input type="checkbox"/>				
Market subsegment	BAR			Ambassador	<input type="text"/>	<input type="checkbox"/>				
Source of business	LEISURE INDIVIDUAL									
Channel	<input checked="" type="checkbox"/>									
SubChannel ID	<input type="text"/>									
Customer's industry	<input type="text"/>									
Travel Reason	LEISURE INDIVIDUAL									

Most data is already defined in master data

It is mandatory to fill in the segmentation fields:

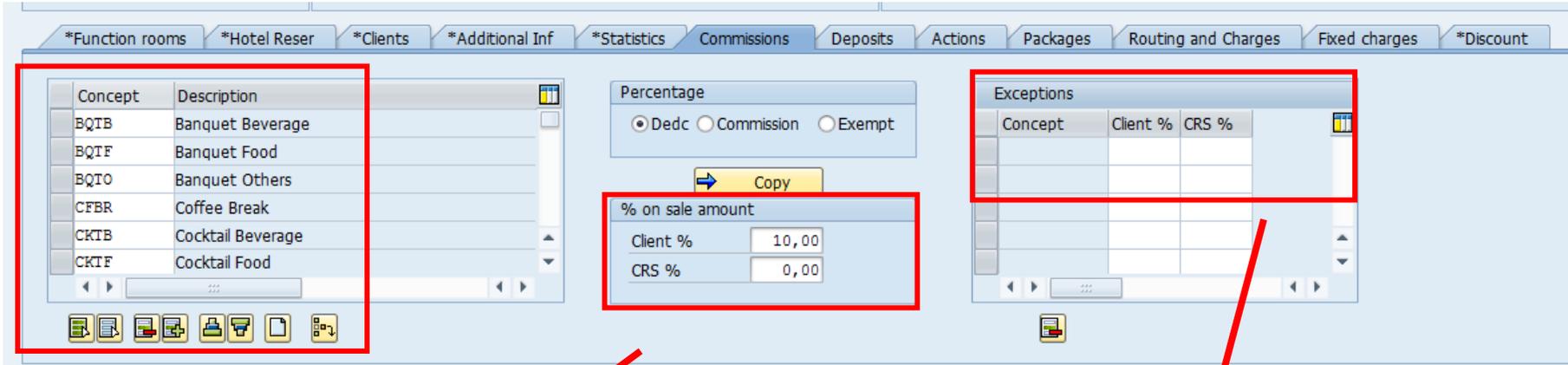
- Market segment
- Sub segment
- Channel
- Created by

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



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?

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 classificat. 2

Paym. Method CASH

Remarks Pre-payment

Voucher

Notes detail

# 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	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

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.Req.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\_LETTTRA\_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

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



# Modify an event – Deposits

- 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 opt
      - /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
      - /CCSHT/RS\_06\_35\_ALV - Pending reservations by status
      - /CCSHT/RS\_06\_60\_ALV - Guarantees Status
      - /CCSHT/RS\_DEPOSITOS - Reservation Prepayments**

### 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 ()

All  
 Individuals  
 Groups  
 Events

### Reservation deposit

Hotel	Reservation	Event	Group / Event	Main Client	Name							
ESSE.CECON	13195376	EV00005697	INCENTIVO ZURICH	1009496958	CREATIVANDO S							
		EV00005697	INCENTIVO ZURICH	1009496958	CREATIVANDO S							
		EV00005697	INCENTIVO ZURICH	1009496958	CREATIVANDO S							
	13195376											
	13195387	EV00005708	SEBIME	2000041386	SEBIME	06.10.2016	08.10.2016	1	EUR	08.10.2015		484,00
EV00005708		SEBIME	2000041386	SEBIME	06.10.2016	08.10.2016	2	EUR	08.10.2015		968,00	
EV00005708		SEBIME	2000041386	SEBIME	06.10.2016	08.10.2016	3	EUR	08.10.2015		968,00	
	13195387								<b>EUR</b>			<b>2.420,00</b>
	13195389	EV00005710	COMUNIÓN MANUEL ALVAREZ	0044621319	MANUEL F ALVAREZ GONZALEZ	14.05.2016	14.05.2016	1	EUR	18.03.2016		330,00
	13195389								<b>EUR</b>			<b>330,00</b>
	13195395	EV00005715	CONFERENCIA VAT ACADEMY	2200283789	MD&D SERVICES	30.03.2016	03.04.2016	3	EUR	22.10.2015		3.302,64
	13195395								<b>EUR</b>			<b>3.302,64</b>

# Modify an event – Actions

The screenshot shows a software interface with a top navigation bar containing tabs: \*Function rooms, \*Hotel Reser, \*Clients, Additional Info, \*Statistics, Commissions, Deposits, \*Actions (highlighted with a red box), Packages, Routing and Charges, Fixed charges, and \*Discount. Below the navigation bar is a table with columns: Intern, Action Class, Action Type, Department, Comp..., On BEO, Owner, Nombre, and Busine. The 'On BEO' column has a checkbox that is highlighted with a red arrow. A text box with a blue border points to this checkbox, containing the text: "If ticked, the task will be displayed on the service order". A dropdown menu is open for the 'Action Type' column, showing a list of tasks: Ask for Rooming List, Call Client for the Last Detail Check, Deposit, End of 100% Free Cancellation, Follow Up Call in Allotment, Follow Up Contract Received, Follow Up Offer, Follow Up Rooming Received, Follow Up on Option, and Follow Up on Second Option. The 'Billing' category is selected in the dropdown. At the bottom of the interface, there are several icons and a button labeled "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	<input type="text" value="ESSE.CECON"/>		
Booking File	<input type="text"/>	to	<input type="text"/>
Department	<input type="text"/>	to	<input type="text"/>
Date	<input type="text" value="17.03.2016"/>	to	<input type="text"/>
Booking File Owner Task	<input type="text"/>	to	<input type="text"/>
Center	<input type="text"/>	to	<input type="text"/>
Center Group	<input type="text"/>	to	<input type="text"/>
Business Unit	<input type="text"/>	to	<input type="text"/>
Reservation	<input type="text"/>	to	<input type="text"/>
Event	<input type="text"/>	to	<input type="text"/>
Event sales rep.	<input type="text"/>		
Event Venue Rep	<input type="text"/>	to	<input type="text"/>
Event Hotel Rooms	<input type="text"/>	to	<input type="text"/>
Event task owner	<input type="text"/>		

---

**Actions**

Non completion tasks

Completion tasks

Show check-in only

---

**Task type**

Show incomplete

Show complete

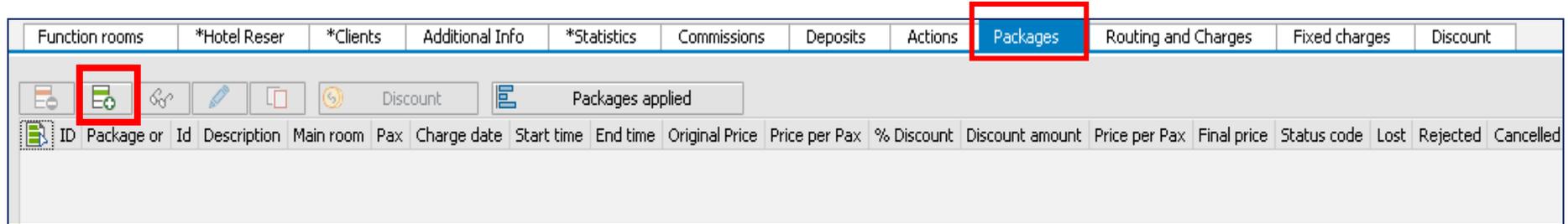
Show all

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 dx		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: NHWHO123 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

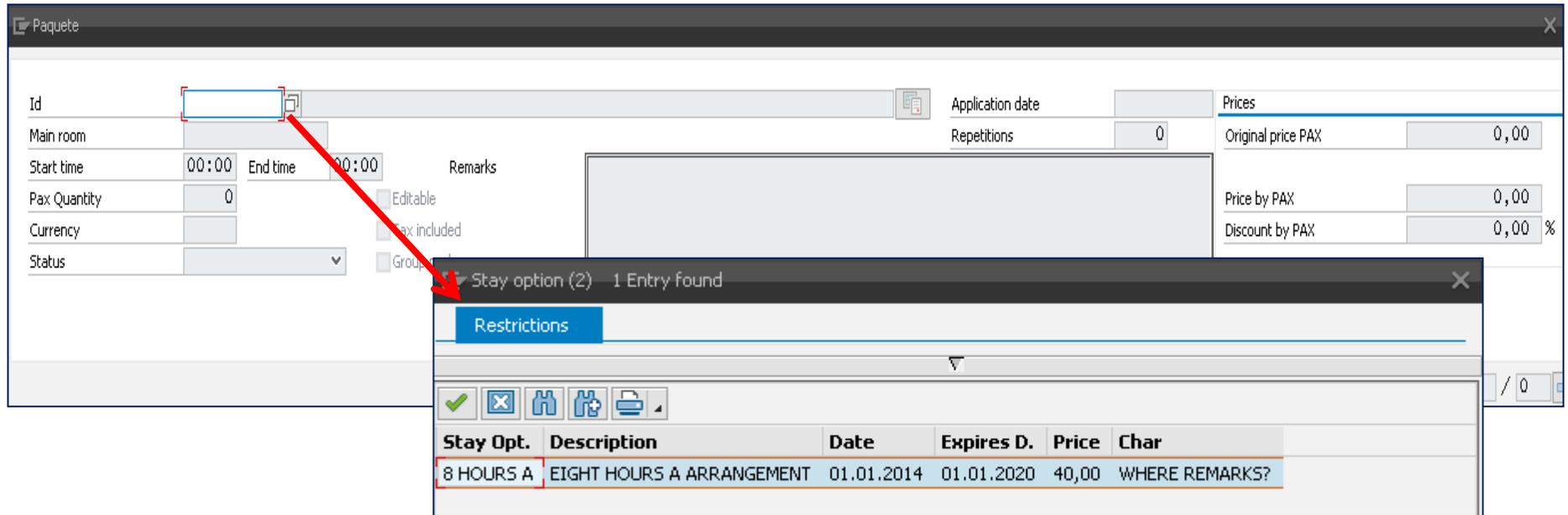
Discount Packages applied

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 [ ] Application date [ ] Repetitions 0

Main room [ ]

Start time 00:00 End time 00:00 Remarks [ ]

Pax Quantity 0 Editable [ ]

Currency [ ] Tax included [ ]

Status [ ] Group [ ]

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?

Prices

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

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

# Modify an event – Routing charges

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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>					<input type="checkbox"/>	0						

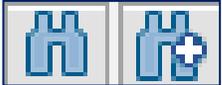
Concept identifier (1) 122 Entries found

Restrictions

Hotel: ESSE.CECON

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.

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

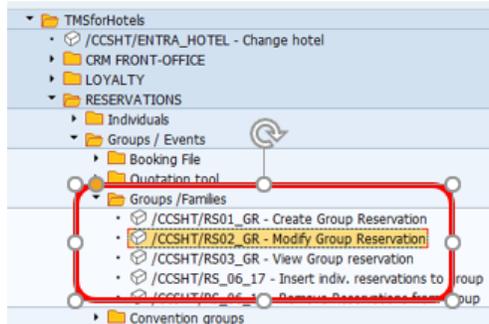
Concept ...	Description
2PAX	Room discount 2nd pax
3PAX	Room discount 3rd pax
4PAX	Room discount 4th pax
5PAX	Room discount 5th pax
AUDV	Audiovisual Services
BARB	Bar Beverage
BARF	Bar Food
BCEN	Business Center
BCXL	Banqueting cancellation fee
BKFS	Breakfast
BKFSN	Non Comisionable Breakfast
BKOU	Book 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&R

101 Entries found

**MINOR**  
HOTELS

**Modify family group**

# 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

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:  
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%ava 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 1...	Regs.Date	Reservation	Status
	Standard Double	1				5	BB			20.02.2019	65841264	Confirmed

Pending

CONFIRMED Rooms to breakdown 5 Guests 5 Created: E00000026126 20.02.2019 18:16 Currency EDR  
CUT-OFF date Indv. bookings 0 Guests 0 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 S

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"

**MINOR**  
HOTELS

**Management convention group**

**MINOR**  
HOTELS

**Search convention group**

# Modify family 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 status

Reservation group

Arrival date  to

Creation date  to

Departure date  to

Reservation No.

Modified by

Main Customer

Rate

Contract

Voucher

Created by

External Referenc

Restrict Number To

Reservation No. External Reference Main Customer Arrival date Departure

Reserv.	Descrip.	Code	Occ	Arrival	S. ...	Departure	En...	Status	Quantity	Rate	Contract	Amount
63276	CYEX	EV00000036		31.05.2016	15:00	08.06.2016			2			
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			

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

**MINOR**  
HOTELS

**Management of convention group**

**MINOR**  
HOTELS

**Edit tab in convention group**

# Edit tab in convention group

Process Items

- Rooming list F6
- 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

Observaciones GENERAL Only 250 character

To go the Rooming list / breakdown

ESSE.CECON. Modif. Conv. Group Res.

Reservation status 1

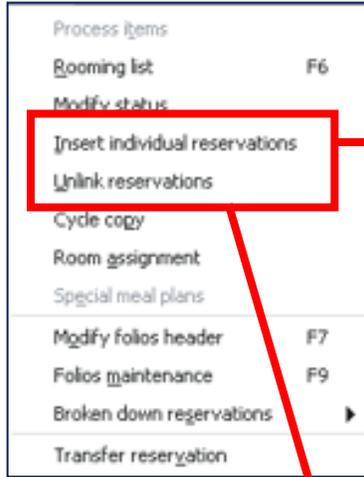
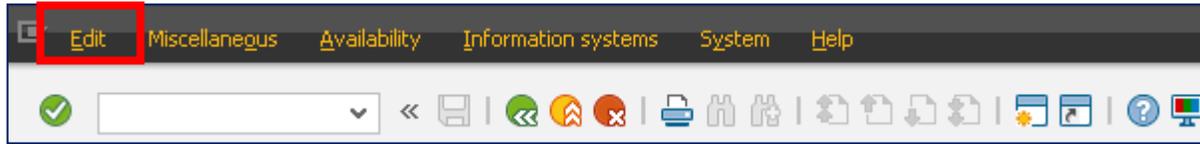
Res.Sta...	Descrip...
01	Offer
02	Tentative
03	Confirmed
04	Rejected
05	No show
06	Cancelled
09	Option



**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

Sel	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	GHOEBANIAN 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

*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

Sel	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

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

# Edit tab in convention group

ESSE.CECON. Modif. Conv. Group Res. - CIRCUIT ANDALOUSIE

Days from departure date

Days from arrival date

Number of copies

Deadline

Caution: Broken down reservations will not be used. Only reserv. pending breakdown will be copied

ESSE.CECON. Assign rooms to bookings.

Delete assignments Room assignment Refresh Room rack

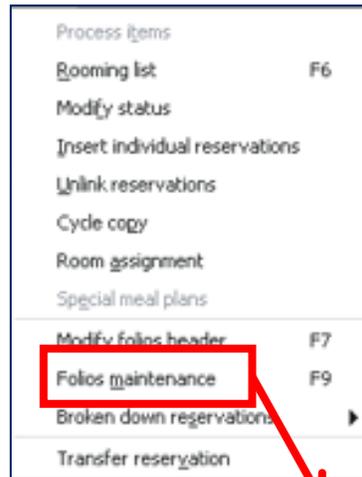
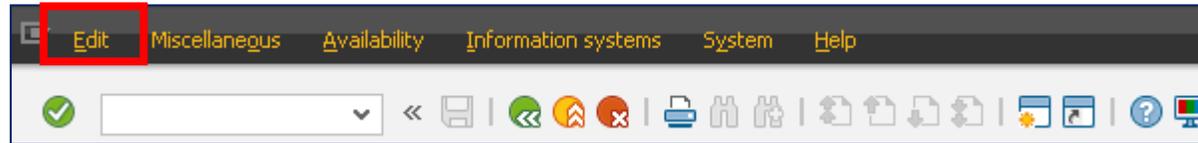
Arrival from Thursday 24.03.2016 E00000093733 23.03.2016

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		

Create new reservations from a certain period of time

# Edit tab in convention group



*ESSE.CECON. Modify items of all folios*

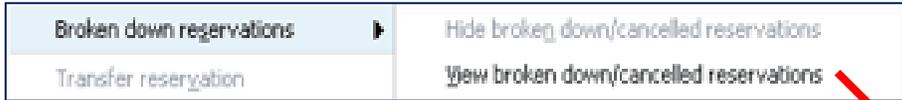
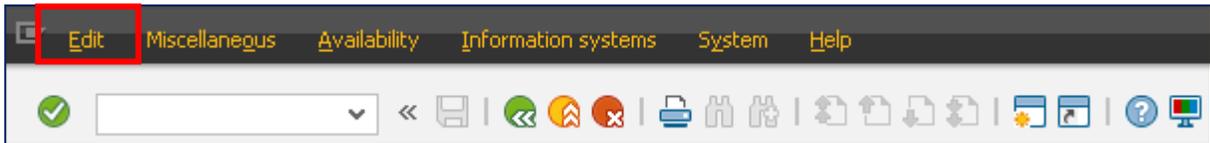
Folio 1 Folio 2 Folio 3 Folio 4 | All folios Current date Charges until today | Cancelled Revenue

Reservation: 88731.89 Status: Confirmed Arrival: 24.03.2016 Departur: 28.03.2016  
Main Client: CLICK ON LINE RESERVATION SYSTEM SA Voucher:   
Group: IMAGINE-AB

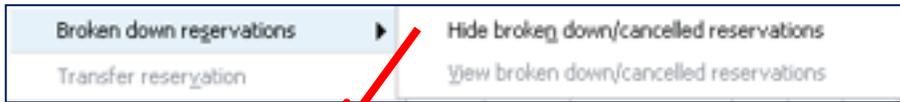
FOLIOS: F1 0,00 EUR Main Guest F2 2.755,92 EUR CLICK ON LINE RESERVATION SYSTEM SA-100002...  
(tax incl.) F3 0,00 EUR Main Guest F4 0,00 EUR Main Guest

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	

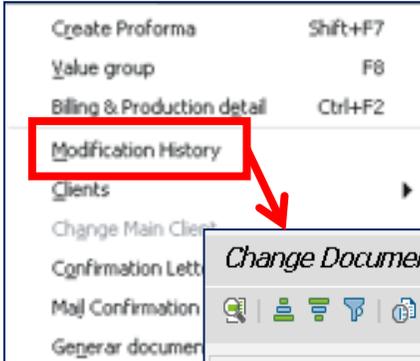
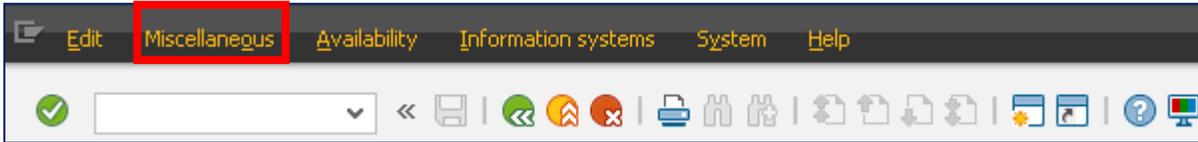
**MINOR**  
HOTELS

**Miscellaneous tab in convention group**





# Miscellaneous

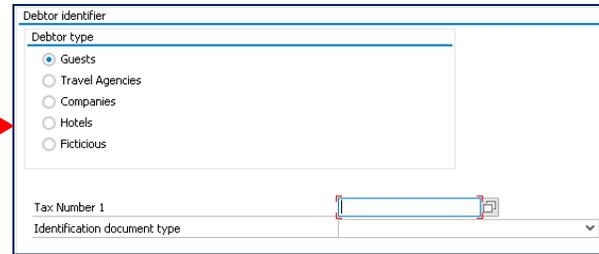
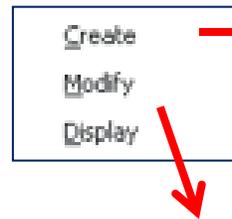
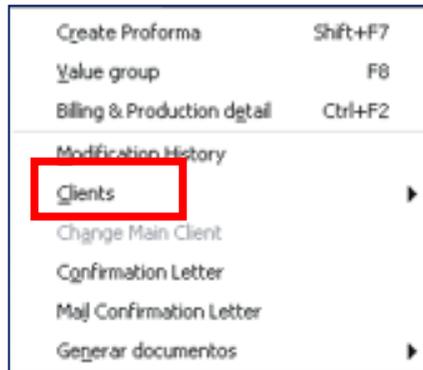
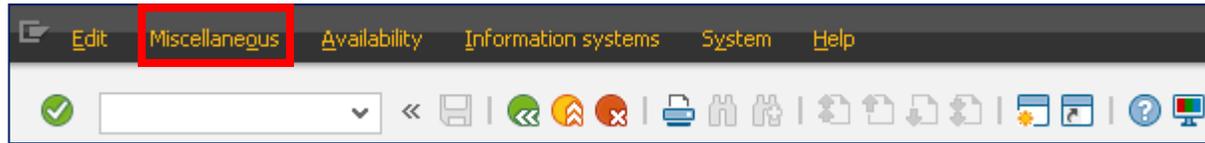


## Change Documents for Object Class /CCSHT/CR\_BFILE

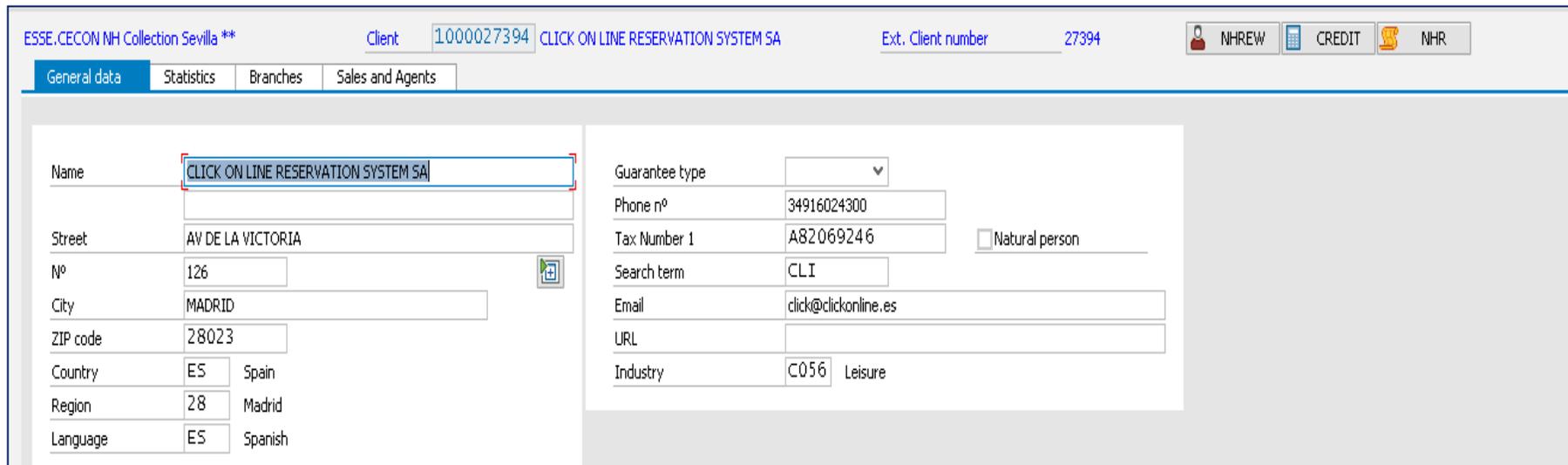
### Change Documents

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

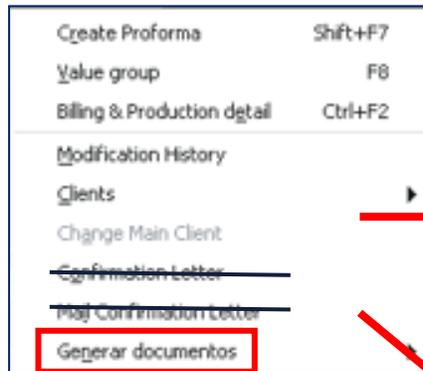
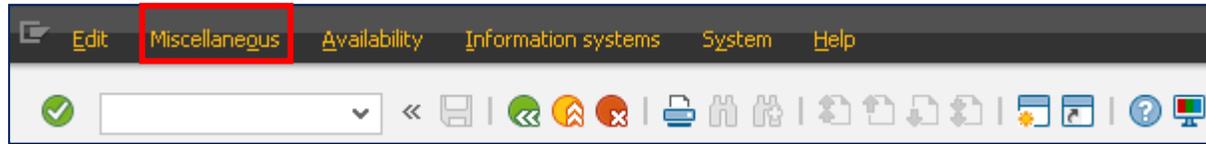
# Miscellaneous



Shortcut to the CRM module



# Miscellaneous



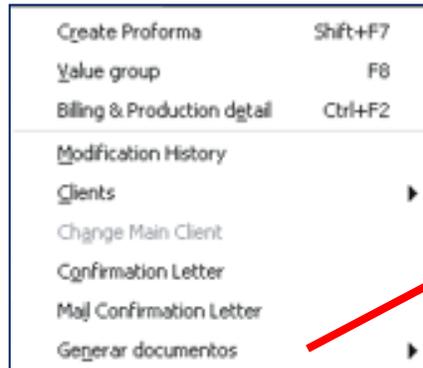
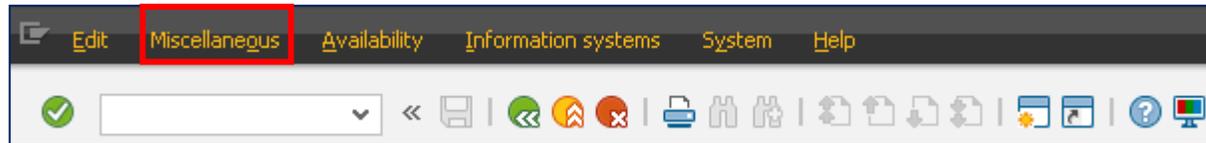
When a convention group is linked to a BF you always have to change the main client on Booking File level

The options: - Confirmation Letter

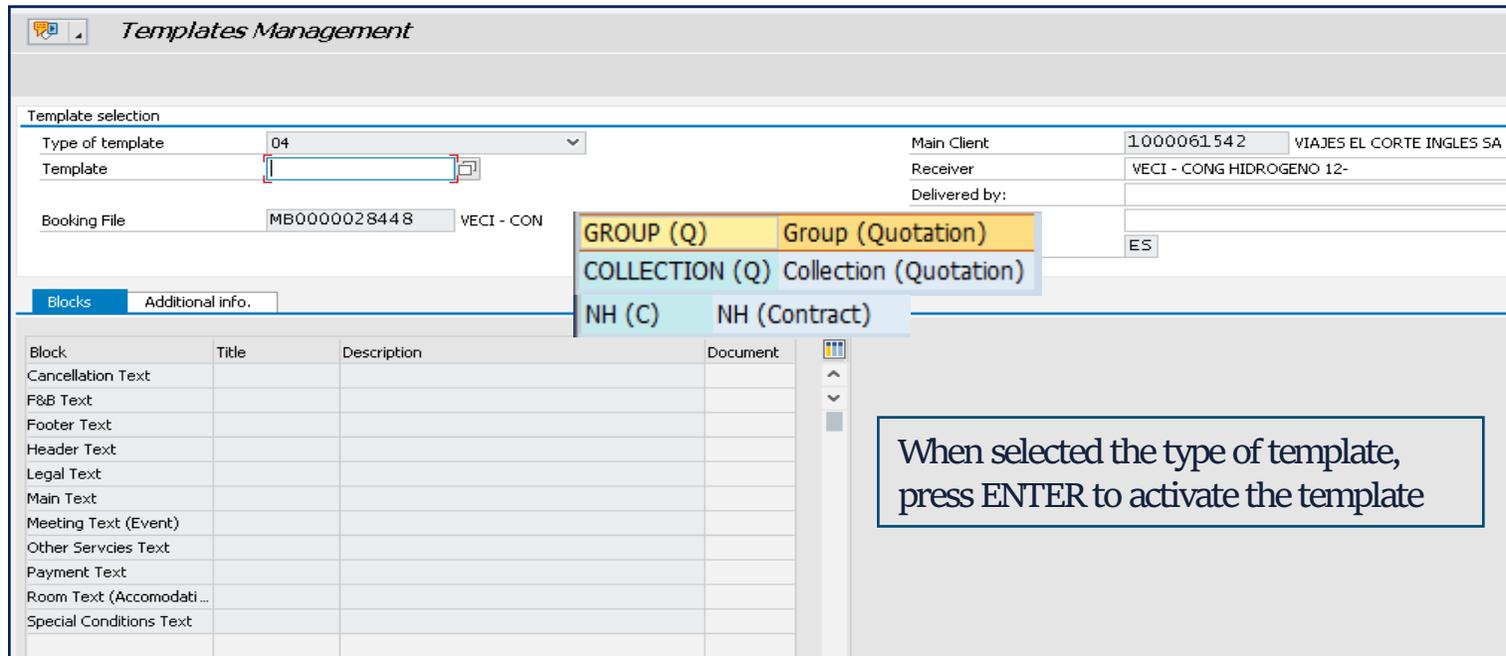
- Mail Confirmation Letter

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

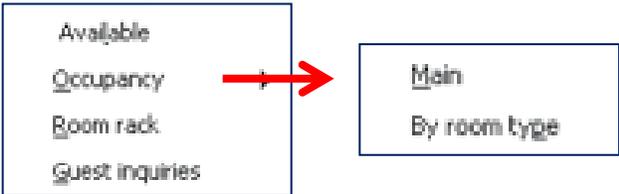
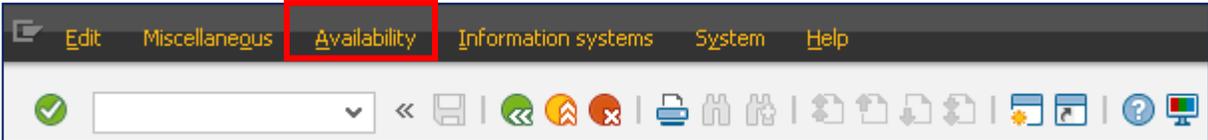


**MINOR**  
HOTELS

**Availability tab in convention group**



# 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 Avai.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

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

- Available
- Occupancy
- Room rack
- Guest inquiries

**CECON, Room Rack.**

Start 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

The screenshot shows a software interface with a menu bar at the top containing 'Edit', 'Miscellaneous', 'Availability', 'Information systems', 'System', and 'Help'. The 'Availability' menu item is highlighted with a red box. Below the menu bar is a toolbar with various icons. On the left, a dropdown menu is open, listing 'Available', 'Occupancy', 'Room rack', and 'Guest inquiries'. A red arrow points from 'Guest inquiries' to the right. The main content area is titled 'Find Guest by Name' and contains a search form. The form has a header with a green checkmark icon and the text 'ESSE.CECON NH Collection Sevilla \*\*\*\*\* COLLECTION'. Below this is a text input field labeled 'Guest Name to search'. At the bottom of the form, there are four fields: 'Check-in' with a checked checkbox, 'Reserv.' with a checked checkbox, 'Date until' with a date input field containing '22.04.2016', and 'Depart.' with a checked checkbox and 'Date from' with a date input field containing '22.02.2016'.

**MINOR**  
HOTELS

**Information Systems tab in convention  
group**

# Information systems

[Edit](#)   [Miscellaneous](#)   [Availability](#)   **[Information systems](#)**   [System](#)   [Help](#)

  <<                    

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

### Allotment control

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

Start date:

Target days:

Main Client:  to

Room type:  to

Target allotments:  to

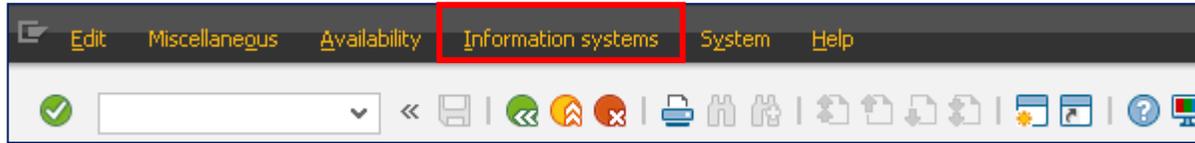
Detailed  
 Sum up by allotment  
 General Total  
 Release control  
 Only allot with room to sell 0  
 Offer  
 Option

### Allotment control

Occupancy forecast    Occupancy forecast by room type

Customer	Allotment	Allotment	Room type	Description	Th 24.03.1	Fr 25.03.1	Sa 26.03.1	Su 27.03.1	Mo 28.03.1	Tu 29.03.1	We 30.03.1	Th 31.03.1	Fr 01.04.1	Sa 02.04.1	Su 03.04.1	Mo 04.04.1
1000027394	CLICK_FIT	Control share	SUPDBL	Allo CLICK_FIT	0	0	0	0	0	0	0	0	5	5	5	5
				Reserv.	0	0	0	0	0	0	0	0	0	0	0	0
				Free sale	0	0	0	0	0	0	0	0	0	0	0	0
				Pending allot.	0	0	0	0	0	0	0	0	5	5	5	5
				Rooms for sale	0	0	0	0	0	0	0	0	5	5	5	5
				Ext.-All.	0	0	0	0	0	0	0	0	0	0	0	0
				Release	21	21	21	21	2	2	2	2	2	2	2	2

# Information systems



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

**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

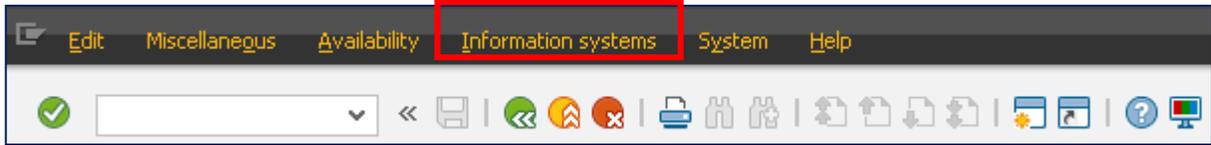
Occupancy Annual statistic

Start  Including bookings:  ,

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							
June	168	149	214	194	122	91	144	72	271	171	30	78	62							
July	118	60	9	53	63	11	17	20	17	44	9	7	38							
August	16	18	18	22	25	16	50	15	12	14	13	14	13							

Totals	Rooms	% Occupancy
March	5009	64,12
April	4557	60,28
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: \_\_\_\_\_ to \_\_\_\_\_

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

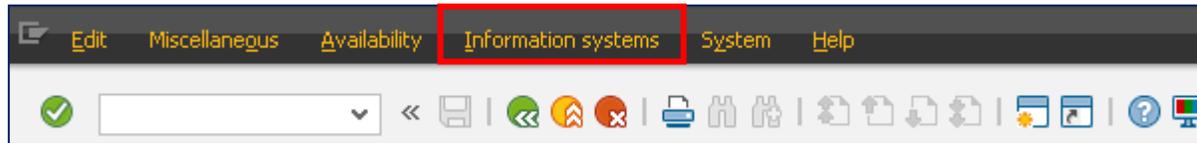
*Expected Arrivals with Rooming list*

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 CHOFE FREE.											
836	13482259	1	0	0	0		HAZARD			2	25.03.16
Remarks: PREPAGO PDTE. GUIA Y CHOFE 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



- Booking Position
  - Forecast X room
  - Arrivals expected
  - Print Rooming List
  - Monitor occupancy
- Shift+F1 (with red arrow pointing to 'Print Rooming List')

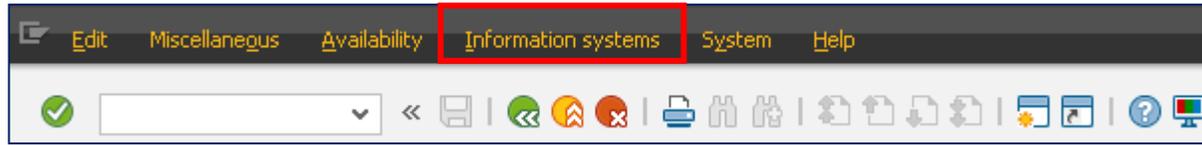
**Groups Rooming List**

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	Confirmed			SUPDBL	24.03.2016	2	26.03.2016	MARCHETTO LUCIA...	BB	1	2	0	0	0	LGR_SMERF	IMAGINESS		214,00
13764591	Confirmed			SUPDBL	24.03.2016	2	26.03.2016	CLARK GIOVANNA ...	BB	1	2	0	0	0	LGR_SMERF	IMAGINESS		214,00
13764592	Confirmed			SUPDBL	24.03.2016	2	26.03.2016	MAZZAROTTO GIO...	BB	1	2	0	0	0	LGR_SMERF	IMAGINESS		214,00
13764593	Confirmed			SUPDBL	24.03.2016	2	26.03.2016	TREVISIN FIORENZ...	BB	1	2	0	0	0	LGR_SMERF	IMAGINESS		214,00
13764594	Confirmed			SUPDBL	24.03.2016	2	26.03.2016	SARTOR VALENTIN...	BB	1	2	0	0	0	LGR_SMERF	IMAGINESS		214,00
13764595	Confirmed			SUPDBL	24.03.2016	2	26.03.2016	REVOLFATO LUCIA...	BB	1	2	0	0	0	LGR_SMERF	IMAGINESS		214,00
13764596	Confirmed			SUPDBL	24.03.2016	2	26.03.2016	ARGENTIN OTTORI...	BB	1	2	0	0	0	LGR_SMERF	IMAGINESS		214,00
13764597	Confirmed			SUPDBL	24.03.2016	2	26.03.2016	PORCELLATO GIUS...	BB	1	2	0	0	0	LGR_SMERF	IMAGINESS		214,00
13764598	Confirmed			SUPDBL	24.03.2016	2	26.03.2016	BONSANGUE RENAT...	BB	1	2	0	0	0	LGR_SMERF	IMAGINESS		214,00
13764600	Confirmed			SUPDBL	24.03.2016	2	26.03.2016	GOLOVKINA ALEKS...	BB	1	2	0	0	0	LGR_SMERF	IMAGINESS		214,00
13764611	Confirmed			SUPDBL	24.03.2016	2	26.03.2016	REVOLFATO GIULIA...	BB	1	2	0	0	0	LGR_SMERF	IMAGINESS		214,00
13764612	Confirmed			SUPDBL	24.03.2016	2	26.03.2016	DAL FABBRO ANNA...	BB	1	1	0	0	0	LGR_SMERF	IMAGINESS		188,00
13764614	Confirmed			SUPDBL	24.03.2016	2	26.03.2016	GUJA IMAGINE : PA...	BB	1	1	0	0	0	LGR_SMERF	IMAGINESS	X	0,00
										14	26	0	0	0			2.756,00	
										1	2	0	0	0			2.756,00	
										15	28	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**

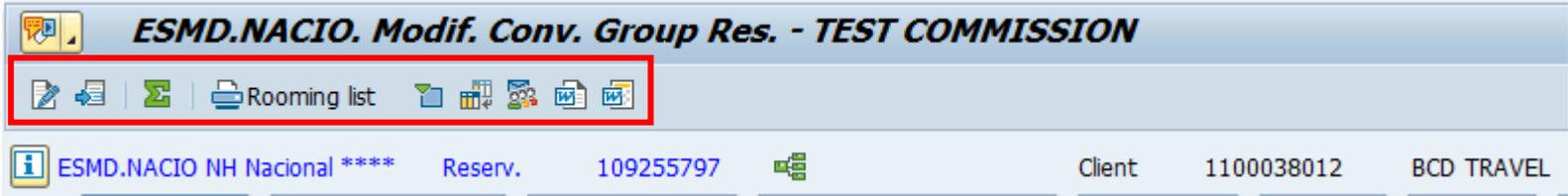
**Reservation**0008873189 - IMAGINE-AB  
**Room types\***  
**View** All

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			<b>14</b>		<b>14</b>		<b>0</b>		<b>0</b>
	Break+Outst	OCUP 1		2		2		0		0
		OCUP 2		12		12		0		0
	Break+Outst			<b>14</b>		<b>14</b>		<b>0</b>		<b>0</b>
TOTAL	Breakdowns	OCUP 1		2		2		0		0
		OCUP 2		12		12		0		0
	Breakdowns			<b>14</b>		<b>14</b>		<b>0</b>		<b>0</b>
	Outstanding	OCUP 1		0		0		0		0
		OCUP 2		0		0		0		0
	Outstanding			<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>
	Break+Outst	OCUP 1		2		2		0		0
		OCUP 2		12		12		0		0
	Break+Outst			<b>14</b>		<b>14</b>		<b>0</b>		<b>0</b>

**MINOR**  
HOTELS

**Shortcuts in convention group**

# Information systems



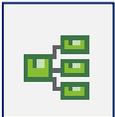
Modify folio's header (F7)



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



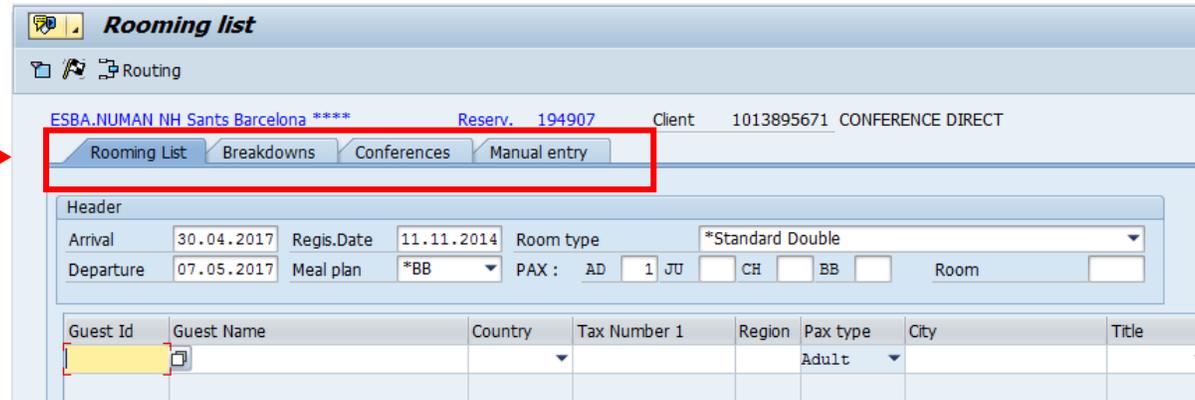
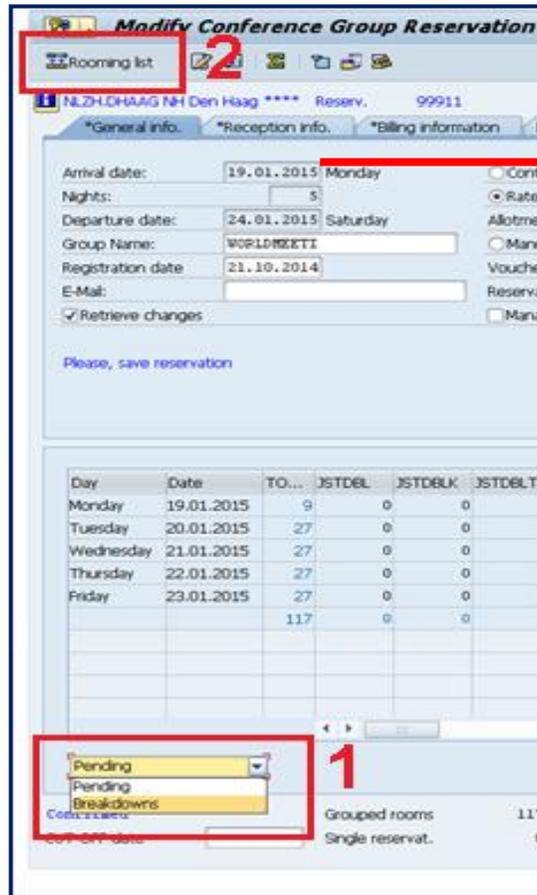
Document delivery

**MINOR**  
HOTELS

**Rooming list (breakdowns)**

# Rooming list

1. Select status pending
2. Open “Rooming list”



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

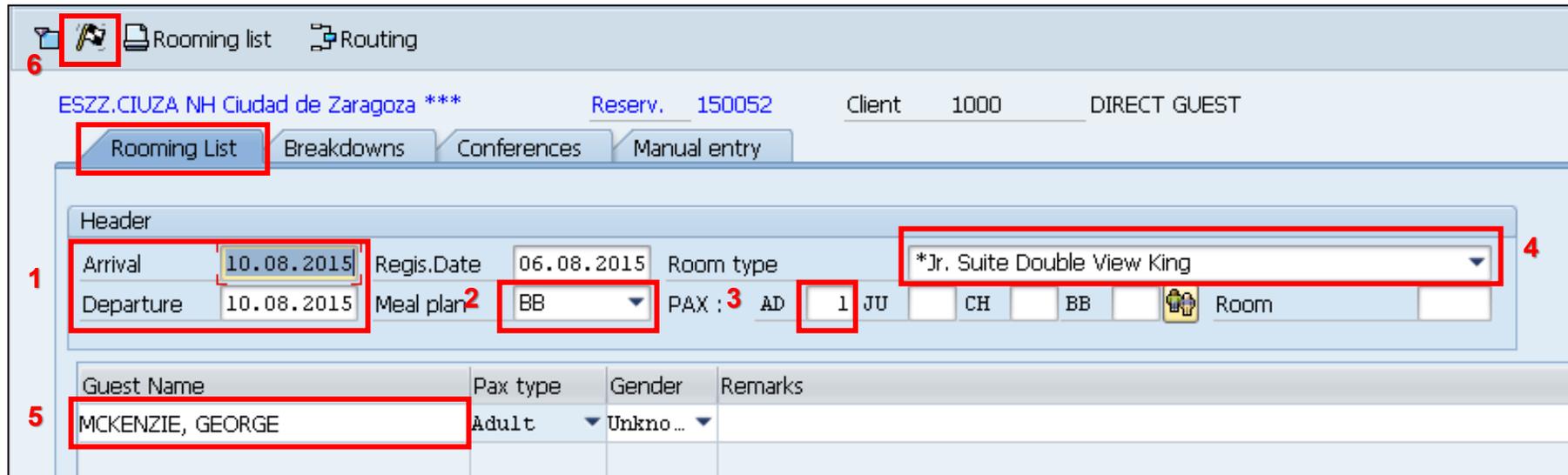
Conferences → Use this option to break down all the group at the same time.

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. At the top, there are navigation icons and the text 'Rooming list' and 'Routing'. Below this, the header information includes 'ESZZ.CIUZA NH Ciudad de Zaragoza \*\*\*', 'Reserv. 150052', 'Client 1000', and 'DIRECT GUEST'. There are four tabs: 'Rooming List', 'Breakdowns', 'Conferences', and 'Manual entry'. The 'Rooming List' tab is selected. The main form has a 'Header' section with the following fields: 'Arrival' (10.08.2015), 'Regis.Date' (06.08.2015), 'Room type' (\*Jr. Suite Double View King), 'Departure' (10.08.2015), 'Meal plan' (BB), 'PAX : 3', 'AD', '1', 'JU', 'CH', 'BB', and 'Room'. Below the header is a table with columns: 'Guest Name', 'Pax type', 'Gender', and 'Remarks'. The table contains one row with the guest name 'MCKENZIE, GEORGE', 'Pax type' 'Adult', and 'Gender' 'Unkno...'. Red boxes and numbers 1 through 6 highlight specific elements: 1 points to the arrival and departure date fields; 2 points to the meal plan dropdown; 3 points to the PAX field; 4 points to the room type dropdown; 5 points to the guest name field; and 6 points to the save icon in the top left.

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' software interface. At the top, there are navigation icons and the title 'Rooming list'. Below that, there are tabs for 'Rooming List', 'Breakdowns', 'Conferences', and 'Manual entry', with 'Manual entry' selected and marked with a red box and the number '1'. The main area displays reservation details: 'Reserv. 99911' and 'Client 1000152612 WORLDMEETINGS'. Below this, there are input fields for 'Arrival' (19.01.2015) and 'Departure' (24.01.2015), marked with a red box and the number '2'. To the right of these fields is a dropdown menu for 'Room type', with '\*Standard Double' selected and marked with a red box and the number '3'. Further right, there are input fields for 'PAX : AD' and 'rows', with an 'Add' button, marked with a red box and the number '4'. At the bottom, there is a 'Guests' table with columns for 'Reserv.', 'Arrival', 'Depart', 'Type', 'Meal pl...', and 'AD'.

# Rooming list

6. Fill in the names of the guests

7. Select all

8. Flag off →



8

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

7

Guests

Reserv.	Arrival	Depart	Type	Meal pl...	AD	JU	CH	BB	Code	Name	R...
0	10.08.2015	10.08.2015	STDDB...	BB	1						
0	10.08.2015	10.08.2015	STDDB...	BB	1						
0	10.08.2015	10.08.2015	STDDB...	BB	1						
0	10.08.2015	10.08.2015	STDDB...	BB	1						
0	10.08.2015	10.08.2015	STDDB...	BB	1						
0	10.08.2015	10.08.2015	STDDB...	BB	1						

6

# Rooming list

The screenshot displays the 'Rooming list' application interface. At the top, the title 'Rooming list' is visible. Below it, there are navigation tabs: 'Rooming list', 'Breakdowns', 'Conferences', and 'Manual entry'. The 'Manual entry' tab is currently selected. The main area shows 'New data' with fields for 'Arrival' (29.09.2015), 'Departure' (02.10.2015), 'Room type' (\*Standard Double), and 'Meal plan' (\*BB). There are also fields for 'PAX' (AD, 2) and an 'Add' button with '5 rows'.

A 'Routing' dialog box is open in the foreground. It has a title bar 'Routing' and an 'Apply' button. Below the title bar is a table with the following columns: 'Routing', 'Routing type', 'Group/Conc', 'Description', 'C Cadence', 'F Start date', 'End date', 'Ext.', and 'Folio'. The table contains one row with the following data: 'Concept ...', 'F&B MEALP', 'F&B Mealplan', 'Everyday includ...', and 'Group...'. A text box with the text 'You have the option to select a routing for the rooms you breakdown' is overlaid on the table.

At the bottom of the dialog box, there are several icons and a 'View Routing' button. A note at the bottom right of the dialog box states: 'Routings will not be updated in breakdown reservations. Use specific button in Breakdowns re'.

# Rooming list

Before breakdown reservations

The screenshot shows the ESBA.NUMAN system interface for a reservation. The title bar reads "ESBA.NUMAN. Modif. Conv. Group Res. - CVENT -EPO". The main menu includes "Rooming list" and several tabs: "\*General info.", "\*Reception info.", "\*Billing information", "Deposits", "Guarantee", "\*Additional info.", "Breakdowns", "\*Routing Charges" (highlighted in red), "Fixed charge", "Actions", and "Loan Items". Below the tabs, there is a "Routing" section with an "Apply" button and a table with columns: Routing, Routing type, Group/Conc, Description, C Cadence, F Start date, End date, Ext., Folio, Reserv., Room, and Percentage. The table contains two rows: one for "Bed & Breakfast" and one for "Room", both with a 100,00 percentage. At the bottom, there is a "View Routing" button and a note: "Routings will not be updated in breakdown reservations. Use specific button in Breakdowns reservation tab".

After breakdown reservations

The screenshot shows the ESBA.NUMAN system interface with the "Breakdowns" tab highlighted in red. The main menu includes "\*General info.", "\*Reception info.", "Billing information", "Deposits", "Guarantee", "\*Additional info.", "\*Breakdowns" (highlighted in red), "\*Routing Charges", "Fixed charge", and "Actions". Below the tabs, there is a table with columns: Reservation, Status, Room, Type, AD, JU, C, BB, Board, Main Guest name, Arrival date, Departure..., Updated r..., Upg. meal..., and Sp. Me. The table contains four rows of reservation data. At the bottom, there is a "Routing" button highlighted in red, along with other buttons: "Tasks", "Notice", "Special requests", "Modify reservat", "Bring header remarks", and "Modify Guests".

Reservation	Status	Room	Type	AD	JU	C	BB	Board	Main Guest name	Arrival date	Departure...	Updated r...	Upg. meal...	Sp. Me
154826	CONFIRMED	524	STDSGL	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	STDSGL	1	0	0	0	BB	gonzalo	02.01.2015	03.01.2015			

We recommend routing after breakdown

# Rooming list

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

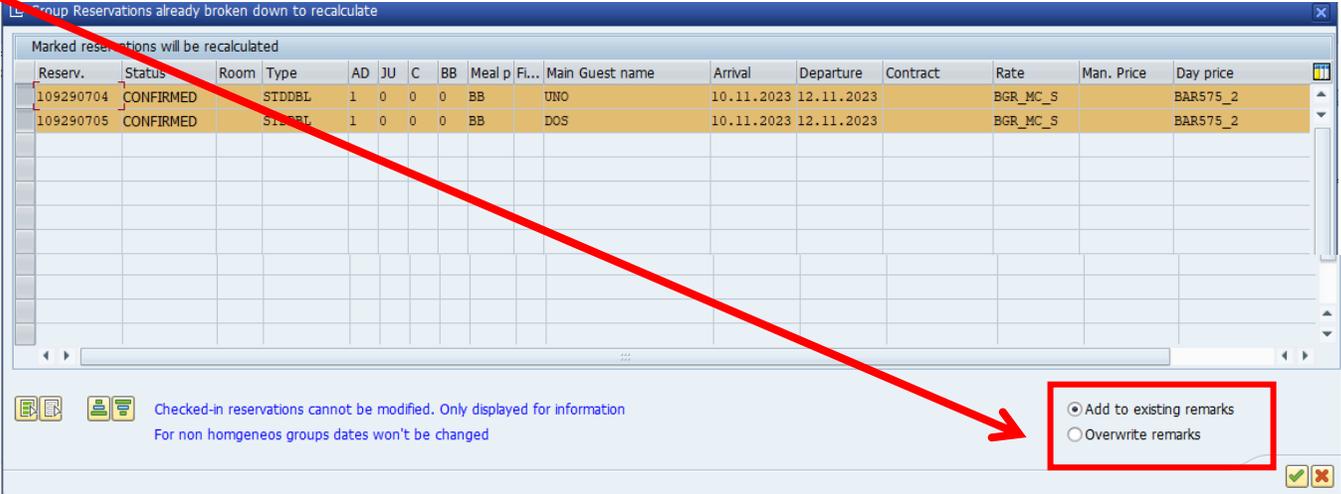
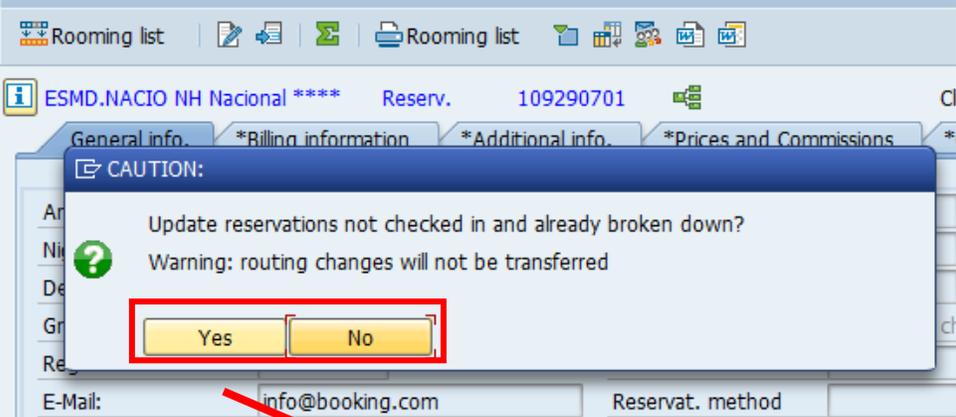
# Rooming list

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

The screenshot shows a software interface for managing rooming lists. At the top, there is a title bar with a folder icon and the text "Rooming list". Below this, there are navigation icons for "Rooming list" and "Routing". The main header area displays the reservation details: "ESMA.MALAG NH Málaga \*\*\*\*", "Reserv. 64427175", and "Client 1000074839 VIAJES TRANSVIA TOURS SL". Below the header, there are four tabs: "Rooming List", "Breakdowns", "Conferences", and "Manual entry". The "Conferences" tab is highlighted with a red rectangle. Below the tabs, there is a toolbar with various icons for actions like save, print, and delete. The main area contains a table with the following columns: "S...", "Reserv.", "Type", "M...", "AD", "JU", "CH", "BB", "Code", "Name", "R...", "Code", "Name", "Bill", and "Depar.". The table is currently empty, with a yellow highlight on the first row under the "R..." column.

# 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

**MINOR**  
HOTELS

**Tabs in convention group**

# Screen body

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

Rooming list

ESMD NACIO NH Nacional \*\*\*\* Reserv 109755797 Client 1100038012 BCD TRAVEL

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

Arrival date: 10.11.2022 Thursday  
Nights: 1  
Departure date: 11.11.2022 Friday  
Group Name: TEST COMMISSION  
Registration date: 10.11.2022  
E-Mail: NO E-MAIL  
CUT-OFF date:

Contract: 0  
Rate: BGR\_MC\_M BGR with Meeting R...  
Allotment: ~~Manual price~~  
Voucher:  Cost code:   
Reservat. method:  Meal Plan: BB  
Rooming:

Observaciones  
GENERAL Only 250 chara

Retrieve changes

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  
Nights: 1  
Departure date: 31.08.2023 Thursday  
Group Name: TEST  
Registration date: 17.08.2023  
E-Mail: NO E-MAIL  
CUT-OFF date:

Contract: 0  
Rate: LGR\_ITO LGR ITO Groups  
Allotment:   
Manual price  Retrieve changes   
Voucher:   
Reservat. method:   
Rooming: Allowed

Cost code:   
Meal Plan: BB

Observaciones GENERAL Only 250 character  
Billing

Chain Remarks  
Chain Remarks \*  
Housekeeping Remarks  
Hotel Remarks  
External Remarks for Reservations  
Internal Remarks for Reservations  
Rate Remarks \*  
TMS forConnectivity

Cancel Cod Description  
CXL\_100% Total of Stay  
CXL\_15TNT First Night  
CXL\_24HOUR CXL 24 HOURS 100%  
CXL\_48\_1D CXL 48HOURS 1 DAY PENALTY  
CXL\_48\_50% CXL 48 HOURS 50%  
CXL\_48HRS CXL 48HRS  
CXL\_50% 50% of Stay  
CXL\_70% 70% of Stay  
CXL\_72HRS CXL 72hrs  
CXL\_7D\_50% CXL 7DAYS 50 %  
CXL\_7DAYS CXL 7DAYS  
CXL\_90% 90% of Stay  
CXL\_BAR BAR CXL  
CXL\_BPC BPC for Web  
CXL\_CAL Call in Allotments CXL  
CXL\_COR CXL Corporate Rates  
CXL\_FIT FIT CXL  
CXL\_NHR CXL NHR Rates (Internal Channels)  
CXL\_NHR1 CXL Rewards Flex  
CXL\_PUBLIC CXL Public Rates

Day	Date	TO...	FAMADJ	FAMDBV	FAMDBVK	JSTDBV	JSTDBVK	STDDBL	STDDBLD	STDDB
Wednesday	30.08.2023	10						10		
		10	0	0	0	0	0	10	0	

Pending

Cost code and two blocks of remarks

NLNH.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  
Reservation type:

Confirmation

Confirmation:   
Sent to:

Waiting list

Top date:   
Reason:

Estimated arrival and departure time



# 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:

CVV:  

Class:

Type:

Pay cond.:

Extra credit

Limit:

Full credit

Canceled

POS canceled

Telephone credit

Unlimited

Telephone credit:

Client information

Receiver:  

Holder:

Payer:

CRS:

CRS Reservation:

Resp. Company:

Concept grouping:

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

Extra credit	
Limit	<input type="text"/>
<input type="checkbox"/> Full credit	
<input type="checkbox"/> Canceled	
<input type="checkbox"/> 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	
<input checked="" type="checkbox"/> Unlimited	
Telephone credit	<input type="text" value="0,00"/>

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	

Request: 2.736,05 Received: 2.736,05 Pending: 0,00 EUR

Regenerate deposits

**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

Prepayment type

Prepayment with Invoice?

With bill

Without bill

Till operations

Till identifier:

Type:  Prepayment w/o bill  Prepayment with bill

Reservation: 13376287

Amount:

Movement currency: EUR

Folio:  Swap currency:  VIAJES EL CORTE INGLES SA

Holder:  Folio's holder  Main client  Main guest  Other holder

Concept: PPWI Hotel & Restaurant Prepayments 10%

Tax classificat.: 2

Paym. Method: CASH

Remarks: Pre-payment

# 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    Pending: 500,00    EUR

Cancelled deposits

Reason for cancelling prepayments

Make sure to fill in a reason, not only a ? (dot)

*Pre-payments cancellation*

Reservation	Reserv. ty	Event code	Version	Req.depos.	Rec.depos.	Currency	Payment re	De.Req.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

# Deposits

- 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**

*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 ( )

All  
 Individuals  
 Groups  
 Events

*Reservation deposit*

Hotel	Reservation	Event	Group / Event	Main Client	Name							
ESSE.CECON	13195376	EV00005697	INCENTIVO ZURICH	1009496958	CREATIVANDO S							
		EV00005697	INCENTIVO ZURICH	1009496958	CREATIVANDO S							
		EV00005697	INCENTIVO ZURICH	1009496958	CREATIVANDO S							
	13195376									<b>EUR</b>	<b>9.000,00</b>	
	13195387	EV00005708	SEBIME	2000041386	SEBIME	06.10.2016	08.10.2016	1	EUR	08.10.2015		484,00
		EV00005708	SEBIME	2000041386	SEBIME	06.10.2016	08.10.2016	2	EUR	08.10.2015		968,00
		EV00005708	SEBIME	2000041386	SEBIME	06.10.2016	08.10.2016	3	EUR	08.10.2015		968,00
	13195387									<b>EUR</b>	<b>2.420,00</b>	
	13195389	EV00005710	COMUNIÓN MANUEL ALVAREZ	0044621319	MANUEL F ALVAREZ GONZALEZ	14.05.2016	14.05.2016	1	EUR	18.03.2016		330,00
	13195389									<b>EUR</b>	<b>330,00</b>	
	13195395	EV00005715	CONFERENCIA VAT ACADEMY	2200283789	MD&D SERVICES	30.03.2016	03.04.2016	3	EUR	22.10.2015		3.302,64
	13195395									<b>EUR</b>	<b>3.302,64</b>	

# Guarantee and additional info

\*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

- 15. 16 Hours - Guaranteed - CXL&Mod Cost 100%\*
- 34. TMS4Connectivity - Credit Card
- a.48 Hours
- 17. 24Hours - Guaranteed - CXL&Mod Cost 1st nt
- 30. Prepayment - Guaranteed - CXL&Mod Cost 100%\*
- 14. 18 Hours - Guaranteed
- 21. 14 Days - Guaranteed - CXL&Mod Cost 1st nt
- 24. 48 Hours - Guaranteed - CXL&Mod Cost 100%\*
- 25. 72 Hours - Guaranteed - CXL&Mod Cost 100%\*
- 27. 14 Days - Guaranteed - CXL&Mod Cost 100%\*
- 28. Guaranteed - CXL&Mod Cost 1st nt
- 32. Voucher - CXL&Mod Cost lost of voucher
- 35. 20 Hours
- 36. 20 Hours - Guaranteed

Guarantee status of the convention group, this travels to the individual reservations (after breakdown)

Don't use the ones starting by "a"

\*Billing information \*Additional info. \*Prices and Commissions \*Conditions Deposits Discount Breakdowns Routing Charges

Contact person

Name: Bleuenn Colas

Tel. no: 33 6 11 28 78 84

Confirmation Date

Deadline

Follow up Date

Follow Up LOW

Branch and agents management

Branch CC 0001622146 EVENT SUCCESS

Branch CRS

Branch Company

Agent

External Reference MQ0000529850

Language FR

To fill in (when it is necessary) the Branch CC, Branch CRS Branch Company or the Agent

# Breakdowns

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  
 Single reservat 21 Pax 24 Modif ZJOBS\_PO 08.07.2015 23:56

# Breakdowns - 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	GRUPO MARR	3	28.03.2016	30.03.2016	SUPDBL	2	0	0	0	1	ENCADRANT	MB0000164931	
13782585	127789										1	Hind Elmouchtaaray	MB0000164931	
13782586	127789										1	Majdi Abdelghani	MB0000164931	
13782587	127789										1	ALAMI Mohamed	MB0000164931	
13782589	127789										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

# Breakdowns - 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

Navigation: < > ...

Buttons: Tasks, Notice (highlighted), Special requests, Routing, Modify reservat, Bring header remarks, Modify Guests

*ESSE.CECON.Create front office Notices*

Icons: [Icons] Notice (highlighted)

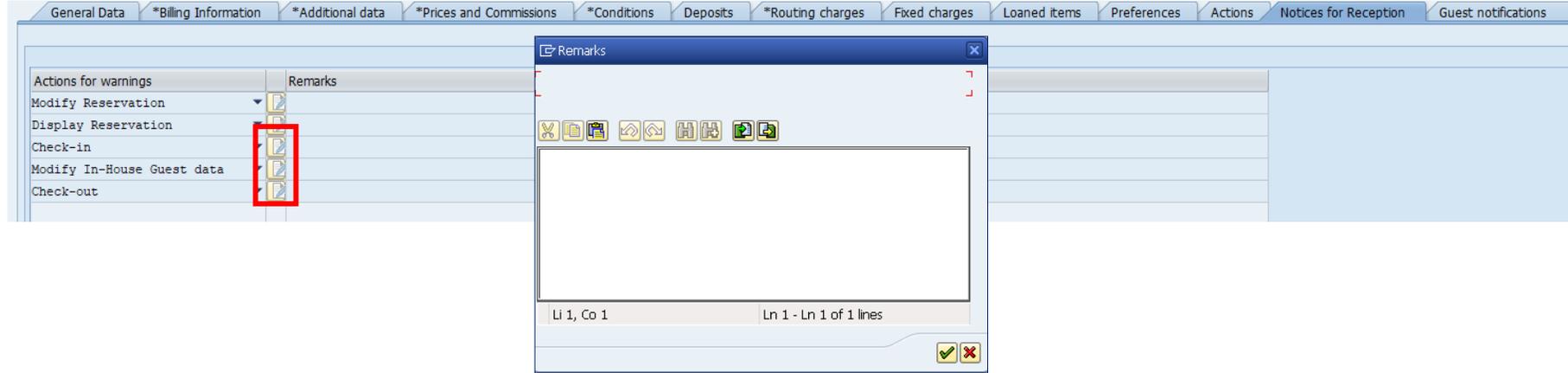
**NOTE:** New notices will be added

Reserv.	Grp. Rsrv.	Arrival date	Departure	AD	JU	CH	BB	Room Type	Room	Meal plan	Name of group	Guest Name
13782623	12778959	28.03.2016	30.03.2016	2	0	0	0	SUPDBL		BB	GRUPO MARR	ENCADRANT
13782624	1											tegragui Mohammed Kamal
13782625	1											AD BOUIH
13782626	1											aguid Soukaina

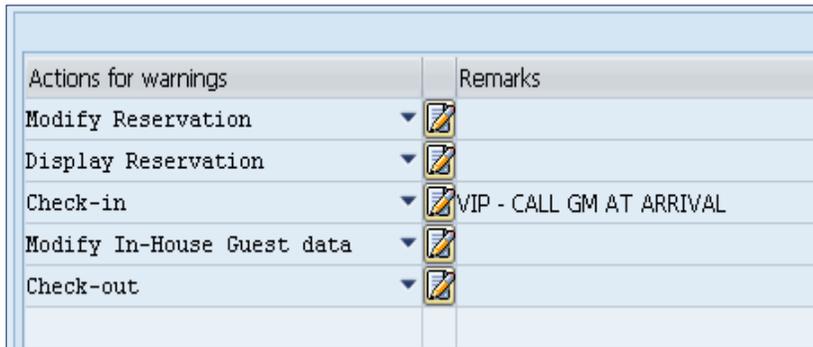
Massive warning to insert:

Actions for warnings	Remarks
Modify Reservation	
Display Reservation	
Check-in	
Modify In-House Guest data	
Check-out	

# Breakdowns - Notice



Double click on the sign to write the 'notice'



What we will see as a 'pop-up' on the screen



# Breakdowns - 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

*ESSE.CECON.Create preferences*

**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 

# 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

Select the break down reservations you need to route and press the routing button

←

**NOTE:** New routings will be overwritten to reservations

There are routings informed

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	STDBL		3	BB			DIDASKALION VECI	nacho	!
156977	157023	30.04.2016	01.05.2016	2	0	0	0	STDBL		3	BB			DIDASKALION VECI	caro	!
156978	157023	30.04.2016	01.05.2016	2	0	0	0	STDBL		3	BB			DIDASKALION VECI	maribel	!
156979	157023	30.04.2016	01.05.2016	1	0	0	0	STDBL		3	BB			DIDASKALION VECI	emma	!
156980	157023	30.04.2016	01.05.2016	1	0	0	0	STDBL		3	BB			DIDASKALION VECI	guia	!

Routing

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

Reservation	Status	Room	Type	AD	JU	C	BB	Board	Main Guest name	Arrival date	Departure...	Updated r...	Upg. meal...	Sp. Meal p...
109290704	CONFIRMED		STDDBL	1	0	0	0	BB	DMO	10.11.2023	12.11.2023			
109290705	CONFIRMED		STDDBL	1	0	0	0	BB	DOS	10.11.2023	12.11.2023			

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

The 'Modify reservation' can be used to make all changes for broken down reservations without any problem

**Current data**

From Arrival date

Up to Arrival date

Group Reservation No.

Individual Reservation No.

Booking File ID

Reservation type identifier

Registration date

Voucher

Modification date  to

Modified by

Main Client

Room type

Include related reservations

Selec. booking breakdown

→

**Data to change**

Arrival date

Departure date

Arrival time

Departure time

Contract identifier

Rate

Allocation Id

Reservation status

Reservation type

Main Client

Manual price

Manual price currency

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

*Bring header remarks to broken-down reservations*

→

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.
<a href="#">13782585</a>	SUPDBL		28.03.2016	30.03.2016	Hind Elmouchtaaray		
<a href="#">13782586</a>	SUPDBL		28.03.2016	30.03.2016	Majdi Abdelghani		
<a href="#">13782587</a>	SUPDBL		28.03.2016	30.03.2016	ALAMI Mohamed		
<a href="#">13782589</a>	SUPDBL		28.03.2016	30.03.2016	Cherkaoui chama		

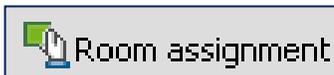
# Breakdowns - Modify guests

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

Break down selected item in individual reservation

Guests		1	2	3	4						
G..	Reservation	Type	Code	Name	Voucher	Meal plan	P.	Gender	Arrival	Departure	Remarks
1	13782585	SUPDBL	<input style="border: 1px solid red;" type="text"/>	<input style="border: 1px solid red;" type="text"/> 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

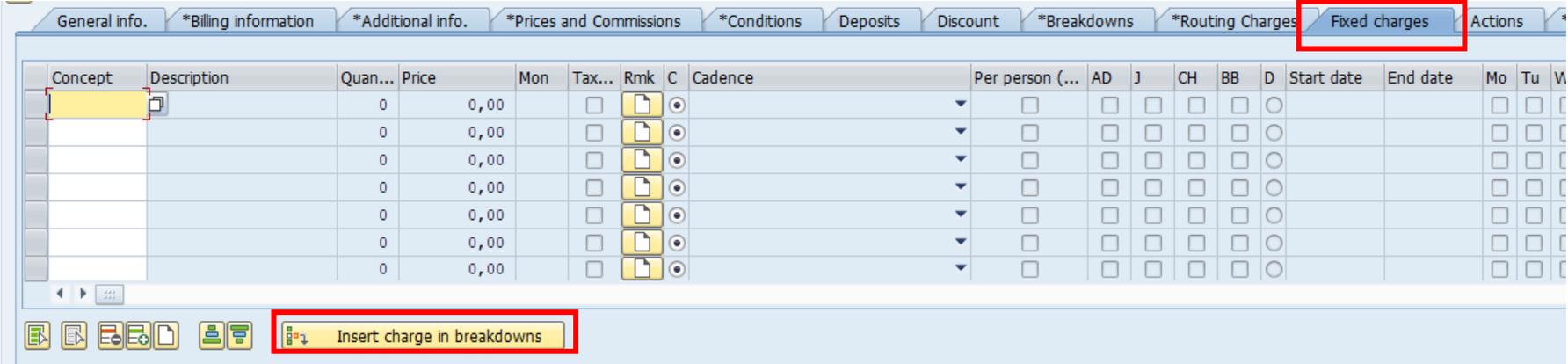
# Routing charges

Concept	Description	Conc. Fa...	Do not...	
2PAX	Room discount 2nd pax	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			
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

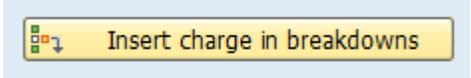
Create a line and select 'Concept' or 'Concept group'. Cadence is used if the routing needs to be applied for several dates, use date (F) to select a certain date.

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



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

The screenshot shows a software interface for managing tasks. At the top, a navigation bar includes tabs for various data views, with the 'Actions' tab highlighted in red. Below this is a main data table with columns for Department, Comp..., C, Cadence, Status, D, Start date, End date, Group, Mo, Tu, We, Th, Fr, Sa, Su, R..., Ta..., Status, and Task. A red box highlights the 'R...' icon in the 'R...' column, which opens a dropdown menu with options: 'Remark' (with a blue pencil icon) and 'No remark' (with a white document icon). A red arrow points from the 'Remark' option to the 'R...' icon.

On the left side, a tree view shows a folder structure. The 'FRONT-OFFICE' folder is highlighted with a red box. Under it, several sub-items are listed, including 'Tasks to complete', which is also highlighted with a red box.

In the center, a 'Task list' dialog box is open, showing details for a task. The 'Hotel' field is set to 'ESSE.CECON'. The 'Date' is '17.03.2016'. The 'Task' field contains the text '2 sg si no dx'. Other fields include Booking File, Department, Center, Center Group, Business Unit, Reservation, Event, Event sales rep., Event Venue Rep., Event Hotel Rooms, and Event task owner.

At the bottom, a detailed task list table is shown with columns: Comp, Section, Reserv/Eve, Hotel, Status, Room, Department, Room, Date, Task, Completion, and Completed. The 'Department' and 'Task' columns are highlighted with red boxes. The table contains several rows of task data, including reservation offers, cancellations, and confirmed tasks with specific remarks.

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 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: NHWH0123 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 **Loan Items**

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

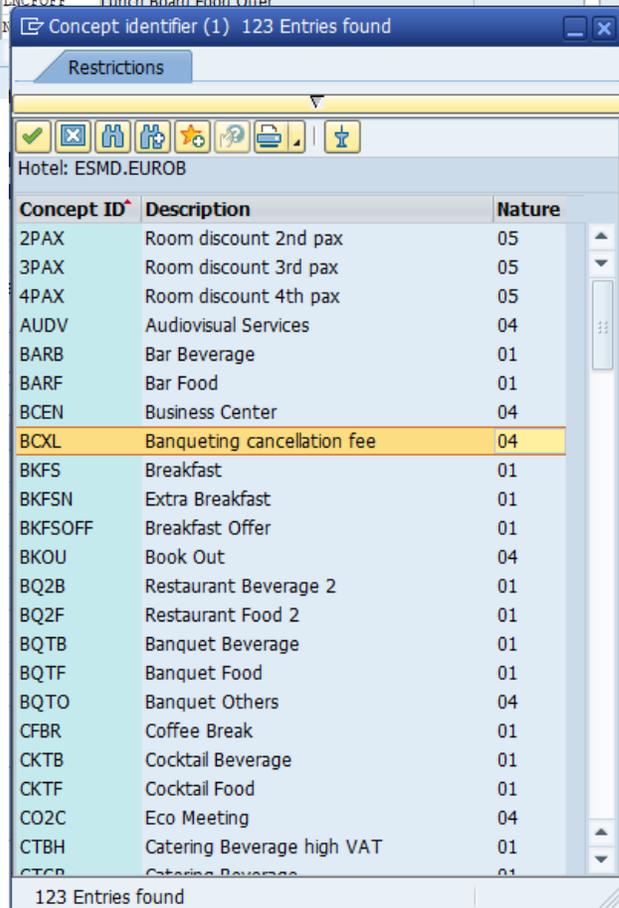
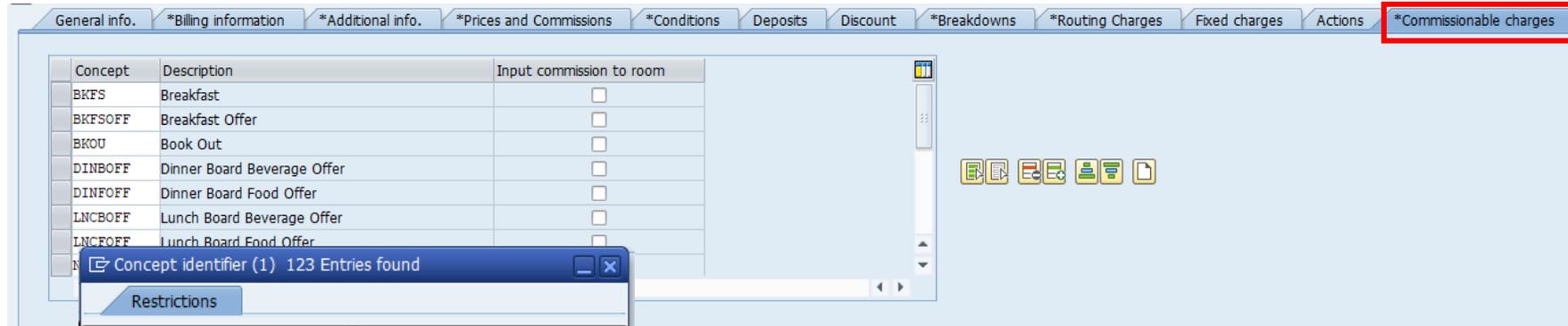
Do not apply conditions/restrictions User: Reason:

No validate defined overbooking User: Reason:

Date	Closed To ...	Min Lengt...	Max Lengt...	Closed	Min Lengt...	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



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, BKFST, 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** \*Conditions Deposits Discount Breakdowns Routing Charges Fixed charges Actions \*Commission...

GO TO ..... Price Code

Percentage by Manual price  
Client % 12,00 CRS % 0,00

Percentage  
 Dedc  Commiss.  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	

Add dates

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



€ 100



€ 90



*Commission:*

Foreseen commission. Not in Front office invoice



€ 100



€ 100



€ 10

# Prices and commissions

\*Additional info. \*Breakdowns Routing Charges Fixed charge Actions Loan Items Packages \*Statistics Commissionable charges \*Conditions **\*Prices and Commission** Discount

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 %

Percentage

Dedc  Commiss.  Exempt

Commission / Deduct. by day

Date	Concept	Client %	% CRS

Exceptions

Price code	Concept	Client %	% CRS

Commissions could be informed in this table.

Scroll down to find the percentages by Price code

Percentages by Price code

Price code	Client %	% CRS
GROUP7604	10,00	

**View Price codes**

Sim. price Modified docum. Specific Price Code

MINH KRASN.MH Collection.Grand Hotel Krasnapolsky COLLECTION

Code **GROUP7604** GROUP7604-Price generated automaticly Description Expires 05.05.2016 Price

Currency European Euro Tax included Special Tax included Creation date 29.04.2015 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
Superior Double	1	340,00	Adult	Bed & Breakfast	24,00
Superior Double	2	340,00			

# Prices and commissions

The screenshot shows a reservation system interface for reservation number 156134. The 'Price details' table is visible, with the price code 'GROUP197' highlighted in red for the dates 29.09.2015 and 30.09.2015. The table has the following columns: Date, Price code, Amount, %, +/- Amount, %board, +/-board, and Manu.

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'.

The screenshot shows the 'View Price codes' interface. The 'Specific Price Code' button is highlighted in red. The interface displays details for price code GROUP197, including its description, creation date, and expiration date. Below this, there are tabs for '\*Prices per room', 'Price exceptions', and '\*Meals'. The '\*Prices per room' tab is active, showing a table with room types and amounts.

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 automaticly 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		50,45	Adult	Bed & Breakfast	15,00
Standard Double		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

Date	Price code	Amount	%	+/- Amount	%boar	+/-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	

# 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"/>		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"/>		

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
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

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**

# 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	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
STDBBW	Standard Double View ...
STDBBWD	Standard Double View ...

# Status bar in the grid of convention group



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	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	11	0	0

In the white fields rooms can be added after checking availability

Pending

- 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

Date	Room type
Sun 11.09.2016	SUPDBL

Number of pax	Reservations number
1	5
2	6

Double click to see/change the number single, double or triple rooms



---

# Creation and modification F&B Menus

# 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\_MENUS01 - Create Menu
      - /CCSHT/SB\_MENUS02 - Modify Menu**
      - /CCSHT/SB\_MENUS03 - View Menu
    - DDRs
    - Price Calendar
    - QT Customizing

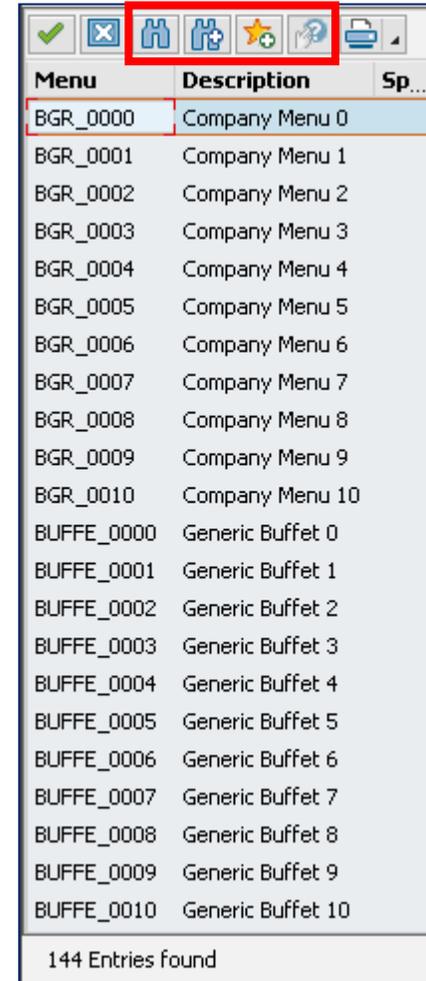
*Modify Menus*

📄 ⚙️ 🗑️

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

Menu  

Display also specific menus



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	

# 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 Menu
        - /CCSHT/SB\_MENU01 - Create Menus
        - /CCSHT/SB\_MENU02 - Modify Menus**
        - /CCSHT/SB\_MENU03 - View Menus
    - DDRs
    - Price Calendar
    - QT Customizing

**Modify Menu**

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**

1 ESOU.OUREN NH Ourense \*\*\*\*

Menu     

Start date  End date

Cost price  Min. Pax  Concept   Editable

Sales price  Curr.   Service Type  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

The screenshot shows a menu creation form with the following fields and values:

Menu	BGR_0000	Company Menu 0	Description
Start date	01.01.2016	End date	31.12.2020
Cost price		Min. Pax	1
Sales price	100,00	Curr.	EUR Europ...
<input type="checkbox"/> Tax included	<input type="checkbox"/> Do not use	<input type="checkbox"/> Specific menu	
Concept	GASTROEV	<input checked="" type="checkbox"/> Editable	
Service Type	BSLNCH	Department	

The 'Menu descriptions' dialog box shows the following details:

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  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

The screenshot shows a software interface for creating or modifying a menu. The form is titled 'Menu' and contains the following fields and options:

- Menu:** BGR\_0000
- Company Menu 0**
- Description** (with a search icon)
- Start date:** 01.01.2016
- End date:** 31.12.2020
- Cost price:** (empty field)
- Min. Pax:** 1
- Concept:** GASTROEV
- Editable:**
- Sales price:** 100,00
- Curr.:** EUR Europ...
- Service Type:** BSLNCH
- Department:** (dropdown menu)
- Tax included:**
- Do not use:**
- Specific menu:**

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"> <li>Menus with low VAT items only</li> <li>Menus with combined VAT items</li> </ul>	<ul style="list-style-type: none"> <li>Food + Beverage non-alcohol</li> <li>Food + Beverage non-alcohol + Beverage alcohol / Food + Beverage alcohol</li> </ul>
GASTROEVH	<ul style="list-style-type: none"> <li>Menus with High VAT items only</li> </ul>	<ul style="list-style-type: none"> <li>Beverage alcohol</li> </ul>

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

Group	Group description	Dish order	Dish	Rem.	Dish description	Wildcard description	Sales price	Tax incl.	Cost price
0001	Appetizers	1	01070925	[icon]	GENERIC DISH FOOD		2,00	<input checked="" type="checkbox"/>	
0002	Starters	2	01070925	[icon]	GENERIC DISH FOOD		2,00	<input checked="" type="checkbox"/>	
0003	Main courses	3	01070925	[icon]	GENERIC DISH FOOD		2,00	<input checked="" type="checkbox"/>	
0004	Desserts	4	01070925	[icon]	GENERIC DISH FOOD		2,00	<input checked="" type="checkbox"/>	
0005	Beverage	5	02020190	[icon]	GENERIC DISH BEVERAGE NO-ALCO		2,00	<input checked="" type="checkbox"/>	



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)

Select the type of dish for each line created.

These are the options you have:

It is very important for the split of VAT.

Group	Description
0001	Appetizers
0002	Starters
0003	Main courses
0004	Desserts
0005	Beverage

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

# Creation and modification F&B menus

3

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"/>	

*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



**Link F&B menus to an event**

# Link F&B menus to an event

The screenshot shows a software interface with several tabs at the top: \*Function rooms (highlighted with a red box), \*Hotel Reser, \*Clients, Additional Info, \*Statistics, Commissions, Deposits, Actions, Packages, Routing and Charges, Fixed charges, and Discount. Below the tabs is a table with columns: 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, and Service. The 'Res M...' column contains a yellow arrow icon, which is highlighted with a red box. Below the table are sections for Management, Price Calculation by (Price day, Price time, Price per Period), F. Rooms amounts (Cost Amount, Sale w/o discount, Sale w discount, Tax included), F. Rooms extras amounts (Cost Amount, Sale w/o discount, Sale w discount, Tax included), and 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:

The screenshot shows a software interface with tabs: \*Setup, Tasks, Resources, and Menu (highlighted with a red box). The main area displays event details for 'ESOU.OUREN NH Ourense \*\*\*\*' on '23.07.2018'. The details include: Id (EV0090145...), Version (1), Description (REUNION 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), F.Room end date (03.10.2018), End time (23:00), and Service (S&T). Below the details is a table with columns: Pac.Ord, Menu, Menu description, Edit, Department, Description, Service Ty..., Date, Time, End date, End..., Serv..., E.Pax, and G. The 'Menu' column contains a yellow arrow icon, which is highlighted with a red box.

# 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...	E.Pax	G.
0000								
0000								
0000								

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.



Pac.Ord	Menu	Menu description	Edit	Department	Description	Service Ty...	Date	Time	End date	End...	Serv....	E.Pax
0000	BGR_0001	TEMPTING LUNCH				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
BSCOCT	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	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

# 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: [dropdown]

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"/>	



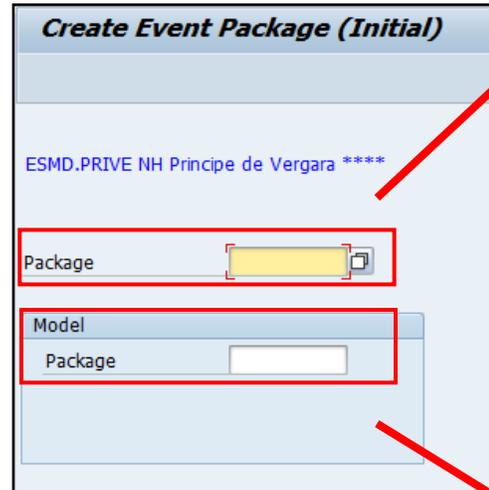
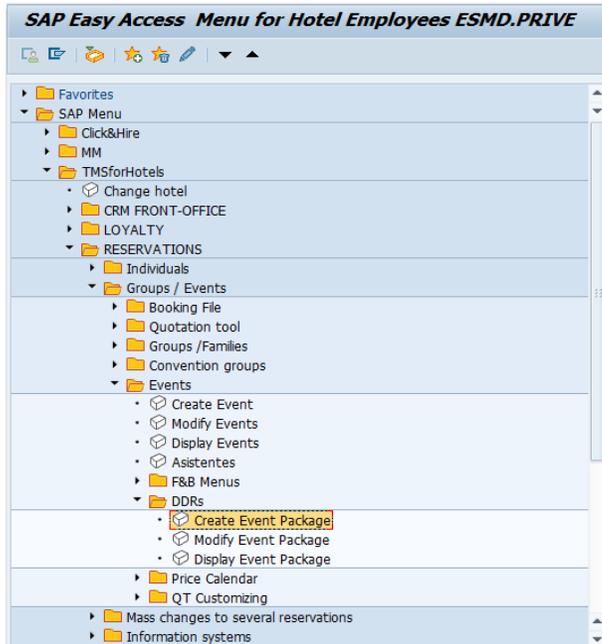
Use this button to 'Copy menu to event' so that it can be modified with the exact details requested by the client and confirm with the save button. The master data of the menu will not be modified. The system will automatically apply the menu that we have created.

**REMEMBER:** all dishes must have a price!

**MINOR**  
HOTELS

**Creation of Packages**

# First steps



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
HSPD	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 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

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

Pax Min/Max:  Until:   Editable  Group package

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 - *Please note that the package can only be booked within the time range you enter*
- **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 than the required number of pax, inform the supplements in the remarks field. (See example)

# 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

Remarks

Service Group ID F.Room Function Room use Function Rooms Service ID Service Department D



**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

Remarks

Service Group ID F.Room Function Room use Function Rooms Service ID Service Department D



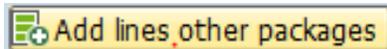
Activate the package by using this button



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

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



# 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.

The screenshot shows the 'Event Package Management' window. At the top, there are fields for 'Code' (12 HOURS ARRANGEMENT A), 'Currency' (European Euro), 'Start date' (25.02.2019), 'Expire' (25.02.2019), and 'Price 1 PAX' (0,00). Below these are fields for 'Start Time' (09:00), 'Until' (20:00), 'Pax Min/Max' (10), and 'Tax included' (checked). A 'Remarks' field is also present. A 'Simulation' dialog box is open, showing 'Pax' (0), 'PAX price' (0,00), 'Total package' (0,00), 'Total exclude' (0,00), and 'Total' (0,00) in EUR. At the bottom, a table lists service items:

EP	Service	Service Group	ID F.Room	Descr.	Rooms	Service ID	Service Dept.	Description	Edt.	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					
	SETUP		1	Main		BANQU	C&B	BANQUET			1	09:00	20:00	0,00	0,00	0,00	0,00					
	F&B MENU							GUEST			1	09:00	20:00	0,00	0,00	0,00	0,00					
	RESOURCE							TOTAL			1	09:00	20:00	0,00	0,00	0,00	0,00					
														0,00	0,00	0,00	0,00					

The screenshot shows the 'Restrictions' dialog box with 5 entries found. The list includes:

Fixed Val.	Short Descrpt.
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

The screenshot shows the 'Menu (1) 80 Entries found' dialog box. The list includes:

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

The screenshot shows the 'Resource identifier (1) 215 Entries found' dialog box. The list includes:

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	350HCH	3.500 lumens Hinte rlight Back Projector	EN	0,00

# Creation of Packages

Example:

Event Package Management

ESMD.PRIVE NH Principe de Vergara \*\*\*\*\*  
 Code: 12 BOORS 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 | Tax included:  | Pax Min/Max: 10 | 500 | Editable:  | Group package:

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		
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				MTN			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		F&B	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	Cocktail 1		TOTAL	1	09:00	20:00	0,00	0,00	0,00		
FUNCTION ROOM		4	Shared 2		RESTAURANT		F&B	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		MTN	THEATRE		TOTAL	1	09:00	20:00	0,00	0,00	0,00		
															<b>100,00</b>	<b>215,50</b>	<b>100,00</b>	<b>2</b>

Once 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

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
0,00	0,00
19,02	16,17
0,00	0,00
<b>100,00</b>	<b>85,00</b>

The manual is available in BP web



# Creation of Packages

*Event Package Management*

ESZZ.CIUZA NH Ciudad de Zaragoza \*\*\*

Code    Active

Currency

Start Time  Until   Tax included

Pax Min/Max  Until   Editable

Group package

Remarks

The box 'Active' is ticked now

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 | Pax Min/Max: 1

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

Expire: 01.01.2020 | Creation date: 14.04.2016

Simulation Summary:

- Pax: 0,00
- 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	Σ Percenta...	Σ Unit price	Σ % Total	Total price	Exclude	No move	No share	Remarks		
	FUNCTION ROOM	1	MAIN					TOTAL		TOTAL	1	09:00	20:00	3,00	3,00	3,00	3,00						
	F&B MENU	1	MAIN		MINER...			MINERAL ...		GUEST	1	09:00	20:00	6,00	6,00	6,00	6,00						
	RESOURCE	1	MAIN		FLSCBE			Flip, scre...		TOTAL	1	09:00	20:00	2,00	2,00	2,00	2,00						
	RESOURCE	1	MAIN		LAPTOP			Laptop		TOTAL	1	09:00	20:00	1,00	1,00	1,00	1,00						
	FUNCTION ROOM	2	SECON...					TOTAL		TOTAL	1	09:00	20:00	0,00	0,00	0,00	0,00						
	F&B MENU	2	SECON...		TEST D...			COFFEE - ...		GUEST	1	09:00	20:00	14,00	14,00	14,00	14,00						
	F&B MENU	2	SECON...		TEST D...			TEMPTIN...		GUEST	1	09:00	20:00	5,00	5,00	5,00	5,00						
	F&B MENU	2	SECON...		CFBRK...			Coffee Br...		GUEST	1	10:30	11:00	9,00	9,00	9,00	9,00						
	FUNCTION ROOM	3	SHARE... REST...					Restaura...		TOTAL	1	12:30	13:30	0,00	0,00	0,00	0,00						
	F&B MENU	3	SHARE... REST...		TEMPT...			TEMPTIN...		GUEST	1	12:30	13:30	35,00	35,00	35,00	35,00						
	RESOURCE	3	SHARE... REST...		DJHR4			DJ 4hrs		TOTAL	1	12:30	13:30	25,00	25,00	25,00	25,00						
																100,00	100,00	100,00	100,00				

Once 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 date: 01.04.2016 Price 1 PAX: 85 EUR

Expire: 01.01.2020 Simulation

Creation date: 14.04.2016

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

Pax Min/Max: 1 Until: 500  Editable

Group package

Remarks:

PaX: 0,00

PAX price: 0,00

Total package: 0,00

Total exclude: 0,00

manual adjust

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

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

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

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:

Σ Percentage	Σ 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
<b>100,00</b>	<b>100,00</b>



Σ Percentage	Σ 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
<b>100,00</b>	<b>53,50</b>

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

Currency: European Euro

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

Expire: 01.01.2020 Simulation

Creation date: 14.04.2016

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

Pax Min/Max: 1 Until: 500  Editable

Group package

Remarks: [Empty box]

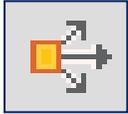
Pax	
PAX price	0,00
Total package	0,00
Total exclude	0,00
Total	0,00 EUR



To view the modification history of the package



To activate or deactivate the package



Identifies all the events that include the package



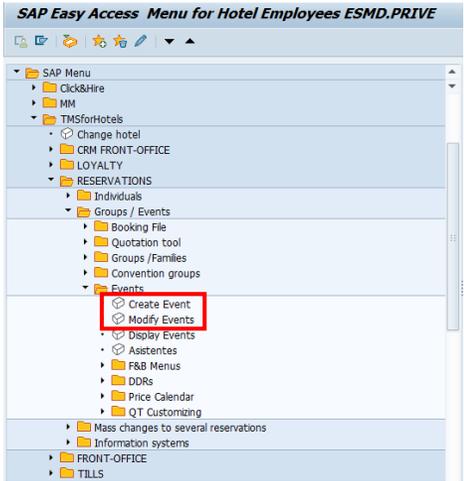
To modify the grid of the package

**MINOR**  
HOTELS

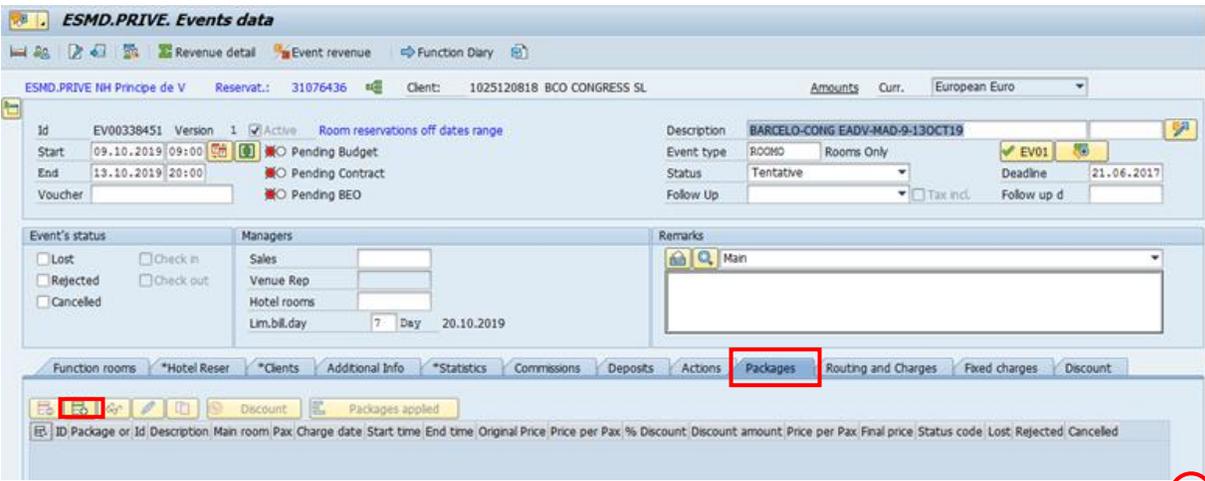
**Link packages to an event**

# Link packages an event

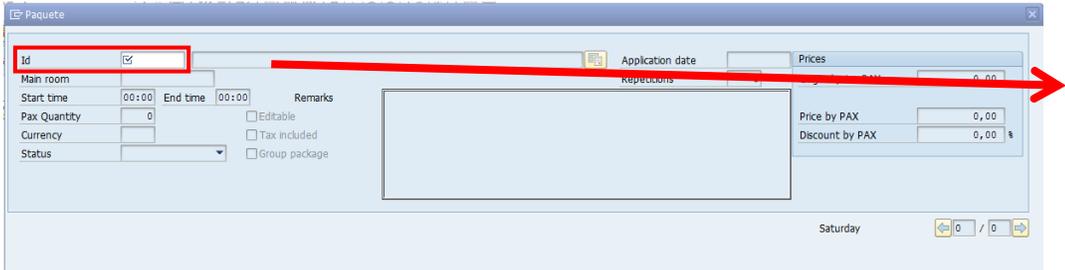
In order to link the package, search the event and click on the package tab. Then, click the icon to insert row and select the id package required.



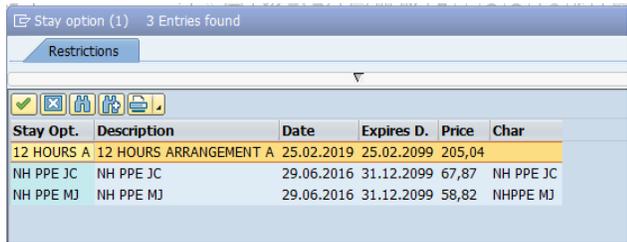
1



2

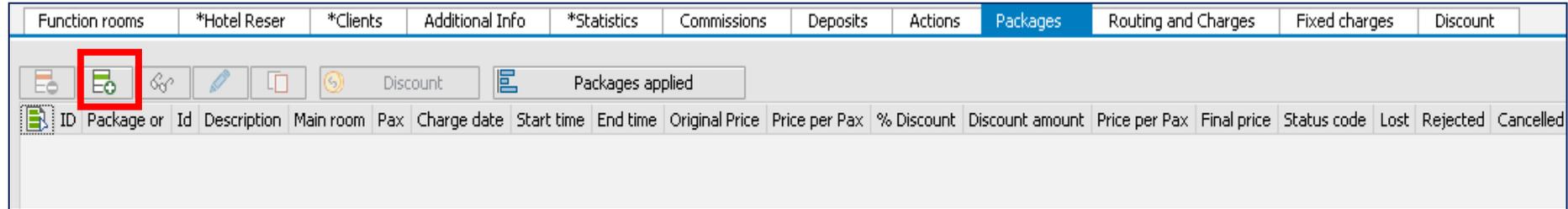


3

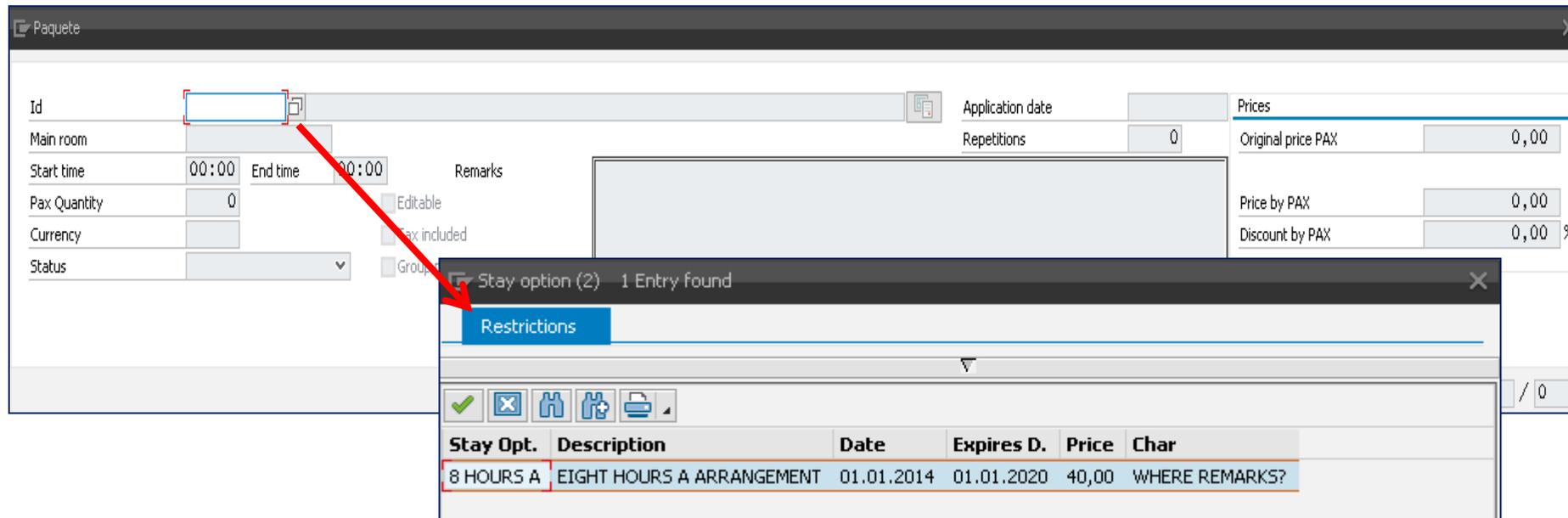


4

# Link packages an event



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



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

# Link packages an event

The screenshot displays the 'ESMD.PRIVE. Events data' interface. At the top, there are navigation tabs for 'Revenue detail', 'Event revenue', and 'Function Diary'. Below this, the event details are shown for 'ESMD.PRIVE NH Principe de V' with reservation number '31076436' and client '1025120818 BCO CONGRESS SL'. The event ID is 'EV00338451', version '1', and it is 'Active'. The description is 'BARCELO-CONG EADV-MAD-9-13OCT19'. The start date is '09.10.2019 09:00' and the end date is '13.10.2019 20:00'. The event type is 'ROOMS Rooms Only' and the status is 'Tentative'. The deadline is '21.06.2017'. There are also fields for 'Voucher', 'Pending Budget', 'Pending Contract', and 'Pending BEO'. Below the event details, there are sections for 'Event's status' (Lost, Rejected, Cancelled), 'Managers' (Sales, Venue Rep, Hotel rooms, Lim.bill.day), and 'Remarks' (Main). At the bottom, there is a table of packages applied, which is highlighted with a red border. The table has columns for 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, and Cancelled. The first row shows a package with Id '1', Description '12 HOUR...', Main room 'PEDRALB...', and a price of 105,28.

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	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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

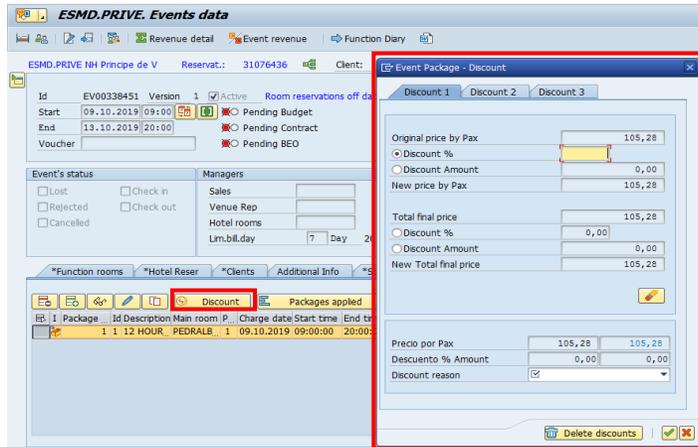
Once all the concepts are filled (Room, Service and Department) you have the option to modify all white fields (like description, quantity and start/end time).

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.



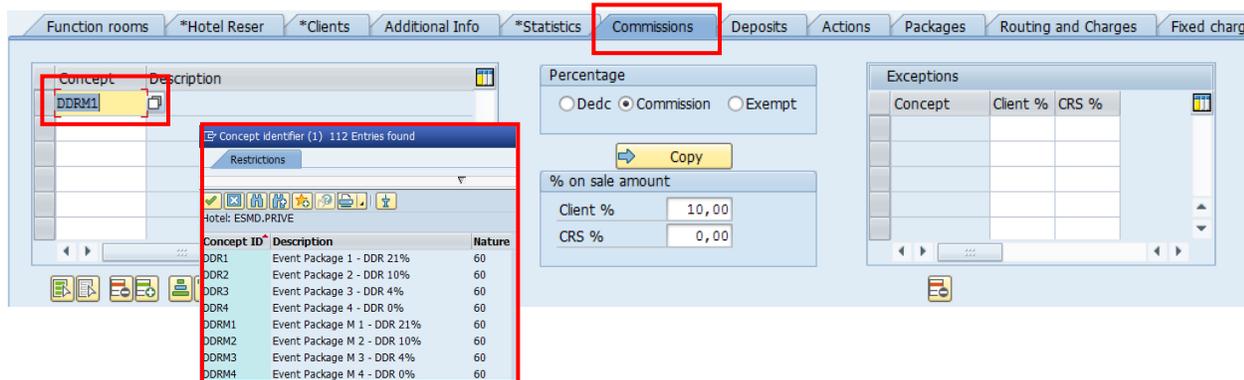
# Link packages an event



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'



# Link packages an event

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
				Somport		13.04.2016	09:00	13.04.2016	20:00	15	0,00	250,00	0,00	250,00		

Management | Price Calculation by: Price day | F. Rooms amounts: Cost Amount 0,00 EUR | F. Rooms extras amounts: Cost Amount 0,00 EUR | Actions

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

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

Paquete

Id:  Application date:  Repetitions: 0

Main room:  Start time: 00:00 End time: 00:00 Remarks:

Pax Quantity: 0 Currency:  Status:

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 [ ] IGH T HOURS A ARRANGEMENT Application date: 14.10.2014 Prices

Main room: [ ] Repetitions: 1 Original price PAX: 40,00

Start time: 09:00 End time: 17:00 Remarks: [ ] Price by PAX: 40,00

Pax Quantity: 1 [ ] Editable Tax included: [ ] Discount by PAX: 0,00

Currency: EUR Euro Tax included: [ ] Group package: [ ]

Status: [ ]

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 M		Id	TEST MAT		Test To Show In TMS 4 Meeting Training									5,25	2,10	5,25	2,10	5,25	2,10	5,25	2,10
F&B M		Main room	HALL	Hall										5,25	2,10	5,25	2,10	5,25	2,10	5,25	2,10
F&B M		Start time	09:00	End time	17:00									0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
F&B M		Pax Quantity	1											0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
F&B M		Currency	EUR	Euro										43,00	17,20	43,00	17,20	43,00	17,20	43,00	17,20
F&B M		Status												100,00	40,00	100,00	40,00	100,00	40,00	100,00	40,00

Id: [ ] Test To Show In TMS 4 Meeting Training

Main room: HALL Hall

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

Pax Quantity: 1 [ ] Editable Tax included: [ ]

Currency: EUR Euro Tax included: [ ] Group package: [ ]

Status: [ ]

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 DENNIS5			TEMPTING BREAK AFTERNOON
F&B MENU		2	SECONDARY 1		CFBRK_0003			Coffee Break 3

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

# 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
BSBKFS	BUSINESS BREAKFAST	CFBR
BSCOCT	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	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

							WELCOME SWEET SNACK		GUEST	1	09:00	09:15
							COFFEE - TEA FULL DAY		GUEST	1	09:00	17:00
							TEMPTING BREAK MORNING		GUEST	1	10:00	11:00
							TEMPTING BREAK AFTERNOON		GUEST	1	15:00	16:00
									TOTAL	1	12:00	15:00
							TEMPTING LUNCH		GUEST	1	12:00	15:00

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

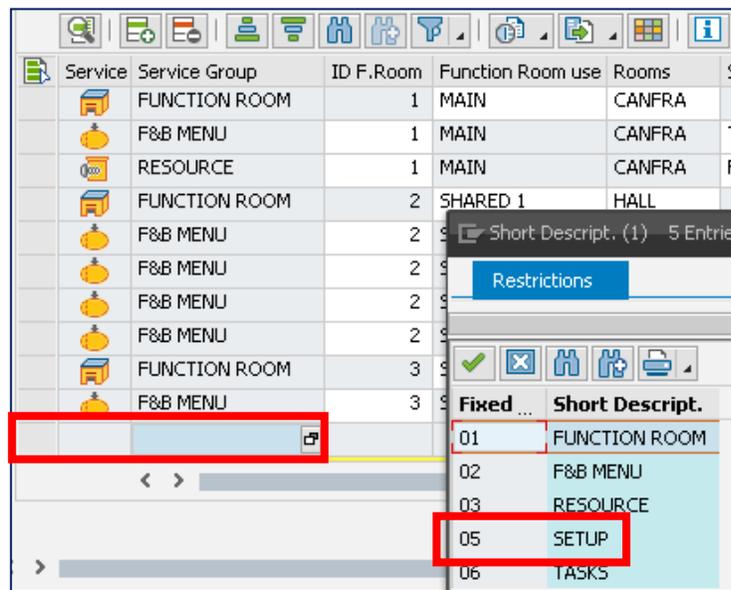


Service	Service Group	ID F.Room	Function Room use	Rooms	Service ID	Service	Dept.	Description	Edit	Calculation Unit	Quantity	Start time	End time
	FUNCTION ROOM	1	MAIN	CANFRA				Canfranc		TOTAL	1	09:00	17:00
	F&B MENU	1	MAIN	CANFRA	TEST DENNIS6	BSLNCH	F&B	MINERAL WATER		GUEST	1	09:00	17:00
	RESOURCE	1	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
	FUNCTION ROOM	1	MAIN	CANFRA
	F&B MENU	1	MAIN	CANFRA
	RESOURCE	1	MAIN	CANFRA
	FUNCTION ROOM	2	SHARED 1	HALL
	F&B MENU	2		
	F&B MENU	2		
	F&B MENU	2		
	FUNCTION ROOM	3		
	F&B MENU	3		

Short Descript. (1) 5 Entries

Restrictions

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

# 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

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	EXIHIBITION	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	EXIHIBITION	0,00	EN
ESZZ.CIUZA	PIRINE	THEAT	THEATRE	0,00	EN
ESZZ.CIUZA	PIRINE	USHAP	U-SHAPE	0,00	EN
ESZZ.CIUZA	PIRINE	WCHTB	WITHOUT CHAIRS AND TABLES	0,00	EN
ESZZ.CIUZA	RESTAU	BANQU	BANQUET	0,00	EN

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

# 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 Tot:
	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

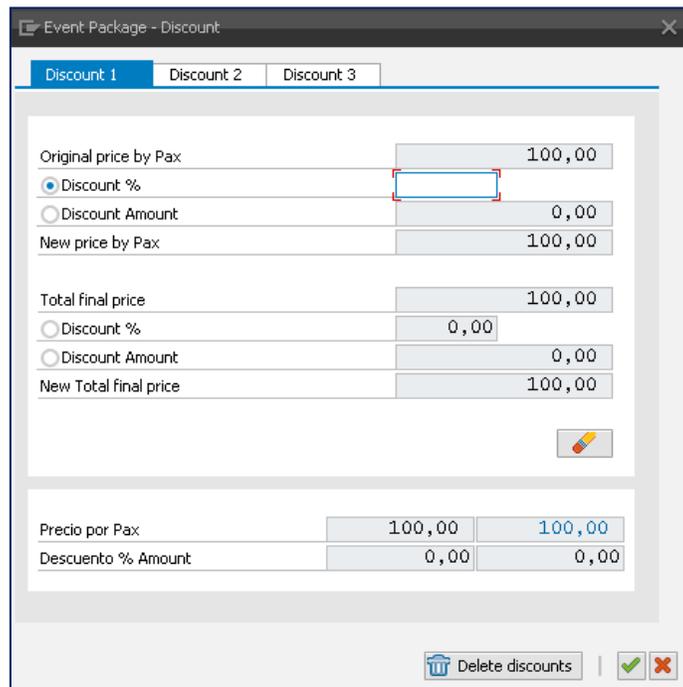
If saving the package, the system will give you warnings if Events are overlapping

# Link packages an event

*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"/>

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 



The dialog box 'Event Package - Discount' has three tabs: 'Discount 1', 'Discount 2', and 'Discount 3'. The 'Discount 1' tab is active. It contains two sections. The first section shows 'Original price by Pax' as 100,00. Below it, 'Discount %' is selected with a radio button, and its input field is highlighted with a red box. 'Discount Amount' is 0,00. 'New price by Pax' is 100,00. The second section shows 'Total final price' as 100,00. Below it, 'Discount %' is 0,00, 'Discount Amount' is 0,00, and 'New Total final price' is 100,00. At the bottom, there is a 'Delete discounts' button and a green checkmark icon.

When applying discount:

1. Select the package involved
2. Click on 
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,-
- 2- 10% of €9,-
- 3- 10% of €8,10

package price: €9,-  
package price: €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'

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

Percentage options:  Disc,  Commission,  Exempt

Copy button

Client %: 10,00  
CRS %: 0,00

# 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...	GST
1				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				Bilbao		25.08.2016	09:00	25.08.2016	13:00	
2				Plaza		25.08.2016	10:30	25.08.2016	11:00	
2				Nhube Resta...		25.08.2016	12:00	25.08.2016	13:00	

**MINOR**  
HOTELS

**Events invoicing**

# 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="checkbox"/> Pending Budget
End	12.09.2016	20:00		<input type="checkbox"/> Pending Contract
Voucher	TO SHOW ON SERVICE ...			<input type="checkbox"/> Pending BEO

**Event's status**

Lost     Check in  
 Rejected     Check out  
 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 1 Folio 2 Folio 3 Folio 4 All folios Current date Charges until today Canceled Revenue

Reservation: 54461273 Status: Tentative Arrival: 17.09.2018  
 Main Client: VIAJES EL CORTE INGLES SA Voucher: TO SHOW ON SERVICE ORDER  
 Event: VECL\_BIODERMA

FOLIOS: F1 ⓘ 0,00 EUR VIAJES EL CORTE INGLES SA-10000... F2 1.314,50 EUR VIAJES EL CORTE INGLES SA-100006...  
 (tax incl.) F3 ⓘ 0,00 EUR VIAJES EL CORTE INGLES SA-10000... F4 ⓘ 0,00 EUR VIAJES EL CORTE INGLES SA-100006...

Arrangement code

St	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	<input type="checkbox"/>	
			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	<input type="checkbox"/>	
			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	<input type="checkbox"/>	
			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	<input type="checkbox"/>	
			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	<input type="checkbox"/>	
			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	<input type="checkbox"/>	
											<b>1.149,00</b>	<b>EUR</b>							



Charges already billed

Charged pending to assign (prepayments,..)

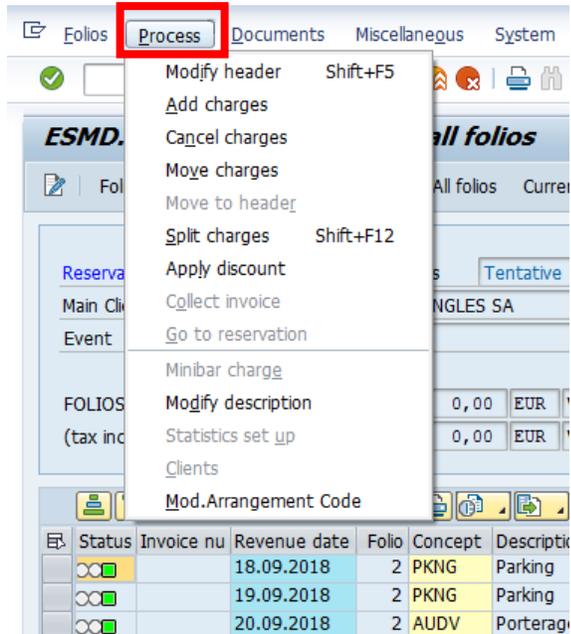
Charges pending to be invoiced



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

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	0060	<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

Not available in all countries.

To change:

- METHOD OF PAYMENT: Select POA or DUE
- FORMAT: Invoice format
- HOLDER: Select the invoice/folio holder
- FIS. CLASS: Invoice exemption of VAT

# 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**

NLGR.GRON NH Groningen \*\*\*\* Client 2004102767 FERRERO BV

General data | Statistics | Sales and Agents

Name	FERRERO BV	Guarantee type	
Street	KONINGSSTRAAT	Phone n°	31356254300
N°	53	Tax Number 1	32060408 <input type="checkbox"/> Natural person
City	HILVERSUM	Search term	FERRERO BV
ZIP code	1211 NK	Email	NO E-MAIL
Country	NL Netherlands	URL	www.ferrero.nl
Region		Industry	C016 F&B Industry
Language	NL Dutch		

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

# Events Invoicing

Enter charges in a reservation

**Insert item**

ESSE.CECON NH Collection Sevilla \*\*\*\* CO

Reservation : 13195435 Room Main guest

Concept  Service date 29.03.2016

Quantity 1 Price EUR Target folio   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

Price Currency Folio Amount Service Tax inc.

By default, extras are going to folio number 1

# Events Invoicing

**ESMD.NACIO. Modify items of all folios**

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

Reservation: 108126232 Status: Check in Arrival: 10.11.2022  
Main Client: AVORIS RETAIL DIVISION SL Voucher: E00/1935/45  
Main guest: SIMON LOBERA, ANA BELEN Type: STDDBL

FOLIOS: F1 0,00 EUR SIMON LOBERA, ANA BELEN-0023... F2  
(tax incl.) F3 0,00 EUR SIMON LOBERA, ANA BELEN-0023... F4

Status	Revenue date	Folio	Concept ID	Description	Quantity	Price	Disc. (net)	Amount	Tax incl.	Service date	Sou...	Client %	Comm.
○	10.11.2022	2	ROOM	Habitación	1	78,00	0,00	78,00		10.11.2022	330	0,00	0
○	10.11.2022	2	RO	Sólo habitación	1	0,00	0,00	0,00		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 (i) 0,00 EUR Main Guest  
(tax incl.) F3 (i) 0,00 EUR Main Guest

ESSE.CECON. Change folio of selected items

ESSE.CECON NH Collection Sevilla \*\*\*\* C...  
Target folio: 1  
Room:   
Reserv.:

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	Megafofia, 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
		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

# Events Invoicing

**We cannot move “future charges” in the folios**  
**Use “Routing charges” in the reservation**



We are not allowed to use the move option before check out because it affects the revenue of that day! This causes a lot of differences in the daily; negative ADR etc.

*Function rooms	Hotel Reserv	*Clients	*Additional Inf	*Statistics	Commissions	Deposits	*Actions	Packages	<b>Routing and Charges</b>	Fixed charges	Discount
Routing <input type="text"/> <input type="button" value="Apply"/>											
Routing	Routing type	Group/Conc	Description	C	Cadence	F	Start date	End date	Ext.	Folio	Reserv.
	▼			<input type="radio"/>		▼			NO	▼	▼
	▼			<input type="radio"/>		▼			NO	▼	▼
	▼			<input type="radio"/>		▼			NO	▼	▼
	▼			<input type="radio"/>		▼			NO	▼	▼
	▼			<input type="radio"/>		▼			NO	▼	▼
	▼			<input type="radio"/>		▼			NO	▼	▼
< > ...											
Display routing											

# 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 ID	Description	Quantity	Price	Disc. (net)	Amount	Tax incl.	Service date	Discount %	% Main client
OO	31.03.2016	2		FRNT	Restaurante	1	0,00	0,00	0,00	<input type="checkbox"/>	31.03.2016	0,00	0,00
OO	31.03.2016	2		GASTROEV	MENU GRUPOS	33	15,00	0,00	495,00	<input type="checkbox"/>	31.03.2016	0,00	0,00
OO	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. <input type="text" value="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

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..)



**Events invoicing: Arrangement code**

# Events Invoicing - Arrangement Code

Reservation  Status  Arrival  Departur  Upgrade

Main Client  Voucher  Room

Main guest  Type  Standard Double Twin GST AD  JU  CH  BB

FOLIOS: F1  EUR  F2  EUR   
(tax incl... F3  EUR  F4  EUR

Status	Revenue date	Folio	Concept	Description	Quantity	Price	Disc. (net)	Amount	Tax in...	Service date
<input type="checkbox"/>	03.12.2014	1	MBAR	Minibar	1	12,35	0,00	12,35	<input checked="" type="checkbox"/>	03.12.2014
<input type="checkbox"/>	07.12.2014	1	MBAR	Minibar	1	19,45	0,00	19,45	<input checked="" type="checkbox"/>	07.12.2014
<input type="checkbox"/>	08.12.2014	1	MBAR	Minibar	1	4,00	0,00	4,00	<input checked="" type="checkbox"/>	08.12.2014
<input type="checkbox"/>	10.12.2014	1	MBAR	Minibar	1	9,75	0,00	9,75	<input checked="" type="checkbox"/>	10.12.2014
<input type="checkbox"/>	12.12.2014	1	LNDR	Laundry	1	10,00	0,00	10,00	<input checked="" type="checkbox"/>	12.12.2014
<input type="checkbox"/>	13.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	<input checked="" type="checkbox"/>	13.12.2014
<input type="checkbox"/>	13.12.2014	1	TTAX	City tax	1	3,81	0,00	3,81	<input checked="" type="checkbox"/>	13.12.2014
<input type="checkbox"/>	14.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	<input checked="" type="checkbox"/>	14.12.2014
<input type="checkbox"/>	15.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	<input checked="" type="checkbox"/>	15.12.2014
<input type="checkbox"/>	16.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	<input checked="" type="checkbox"/>	16.12.2014
<input type="checkbox"/>	17.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	<input checked="" type="checkbox"/>	17.12.2014

To arrange charges on the same line (the former 'join') we have to use the button

# Events 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

Status	Revenue date	Folio	Concept	Description	Quantity	Price	Disc.(net)	Amount	Tax in...	Service date	Arrang.cod	Arrangement Code Descripción
OO	03.12.2014	1	MBAR	Minibar	1	12,35	0,00	12,35	✓	03.12.2014		
OO	07.12.2014	1	MBAR	Minibar	1	19,45	0,00	19,45	✓	07.12.2014		
OO	08.12.2014	1	MBAR	Minibar	1	4,00	0,00	4,00	✓	08.12.2014		
OO	10.12.2014	1	MBAR	Minibar	1	9,75	0,00	9,75	✓	10.12.2014		
OO	12.12.2014	1	LNDR	Laundry	1	10,00	0,00	10,00	✓	12.12.2014		
OO	13.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	✓	13.12.2014		
OO	13.12.2014	1	TTAX	City tax	1	3,81	0,00	3,81	✓	13.12.2014		
OO	14.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	✓	14.12.2014		
OO	15.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	✓	15.12.2014		
OO	16.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	✓	16.12.2014		
OO	17.12.2014	1	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

# Events Invoicing - Arrangement Code

00	07.12.2014	1	MBAR	Minibar	1	19,45	0,00	19,45	<input checked="" type="checkbox"/>	07.12.2014		
00	08.12.2014	1	MBAR	Minibar	1	4,00	0,00	4,00	<input checked="" type="checkbox"/>	08.12.2014		
00	10.12.2014	1	MBAR	Minibar	1	9,75	0,00	9,75	<input checked="" type="checkbox"/>	10.12.2014		
00	12.12.2014	1	LNDR	Laundry	1	10,00	0,00	10,00	<input checked="" type="checkbox"/>	12.12.2014		
00	13.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	<input checked="" type="checkbox"/>	13.12.2014	ACCO	Room Charge
00	13.12.2014	1	TTAX	City tax	1	3,81	0,00	3,81	<input checked="" type="checkbox"/>	13.12.2014	ACCO	Room Charge
00	14.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	<input checked="" type="checkbox"/>	14.12.2014		
00	15.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	<input checked="" type="checkbox"/>	15.12.2014		
00	16.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	<input checked="" type="checkbox"/>	16.12.2014		
00	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**  
HOTELS

**Payments & Billing**

# Events Invoicing - Payments & Billing

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).

# Events 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: STDDBLT 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)

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	

# Events 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

Payment method dropdown menu:

- 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.

# Events Invoicing - Payments & Billing

*Invoice payment movements*

ESZZ.CIUZA NH Ciudad de Zaragoza \*\*\*

Till identifier: RECEPCION  
Operation Type: Invoice payment

Net Value: 25,00  
Document currency: EUR

Reservation: 143578  
Folio: 1  
Customer: 1000 GUEST (DON'T TOUCH/NO TOC)

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

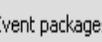
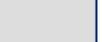
EUR		
15,00	0,00	0,00

The system is automatically making a new payment line with the left amount of the reservation

# Events 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 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 

Reservation: 143578 Status: Cancelled Arrival: 27.05.2015  
 Main Client: VIAJES COSMELLI SA-1000001823 Voucher: 4245  
 Event: DSSFGSFG

FOLIOS: F1 509,00 EUR GUEST (DO NOT 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 type="checkbox"/>	4002006274	01	01.01.2015
<input checked="" type="checkbox"/>	4002005816	01	06.08.2015

Reason for cancelation

Test to show how to Cancel invoices - TMS4Meetings

Li 1, Co 51 Ln 1 - Ln 1 of 1 lines

# Events 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 |  Canceled 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 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	Prineos	1	400,00	0,00	400,00		27.05.2015		18:33:27	E00000022126	0,00	0,00

Select invoices

Invoice No	Folio	Invoice date
4002800918	01	01.01.2015
4002005816	01	06.08.2015

Payment method	Gateway	Curre...	Amount
MASTER CARD	▼	EUR	25,00
	▼		
	▼		
	▼		

# Events 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



# Events Invoicing - Payments & Billing



Invoice 900000372 of folio 01 not payed. 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

**MINOR**  
HOTELS

**Package/DDR invoicing**

# 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:  Lost  Check in  Rejected  Check out  Cancelled

Managers: Sales  Venue Rep  Hotel rooms  Lim.bill.day 10 Day 05.11.2016

Remarks: Main

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

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

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

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

# Package Invoicing

FOLIOS: F1 ①	579,97	EUR	DIRECT GUEST ****DO NOT MODIFY*...	F2 ①	0,00	EUR	DIRECT GUEST ****DO NOT MODIFY*...
(tax incl.) F3 ①	0,00	EUR	DIRECT GUEST ****DO NOT MODIFY*...	F4 ①	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
OO		21.12.2016	1		AUDV	Free hands telephone (spider)	1	30,00	0,00	30,00	☑	21.12.2016
OO		21.12.2016	1		DDR1	4H AM Meeting package: Sandwich buffet	2	6,21	0,00	12,42	☑	21.12.2016
OO		21.12.2016	1		DDR2	4H AM Meeting package: Sandwich buffet	2	53,79	0,00	107,58	☑	21.12.2016
OO		21.12.2016	1		PRNT	Only 1	1	350,00	0,00	350,00	☑	21.12.2016
OO		21.12.2016	1		GASTROEV	Afternoon break	10	8,00	0,00	80,00	☑	21.12.2016
OO		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.

TOTAL 491,77 88,20 579,97 EUR

# 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
1	8H DDR	8h Forfait JE Business	26.10.2016	10	10	10	0	0

26.10.2016 1 DDR2 8h Forfait JE Busi... 10 154,82 0,00 1.548,2... 26.10.2016 15:49:08 TEST\_RCPMNG2 0,00 0,00

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

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

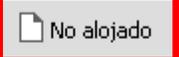
FOLIOS: F1 @ 1.790,00 EUR MATTHIAS HENDRIK DOORN-0001831827 F2 @ 0,00 EUR MATTHIAS HENDRIK DOORN-0001831827  
(tax incl.) F3 @ 0,00 EUR MATTHIAS HENDRIK DOORN-0001831827 F4 @ 0,00 EUR MATTHIAS HENDRIK DOORN-0001831827

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	<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

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

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

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

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



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

# 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

Arrangement code

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

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

**Cancel charg.**

Move charges

Split charges

Apply discount

**Unlink DDR**

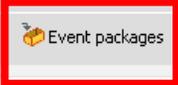
1) The package is canceled and doesn't 'return' to the event reservation

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  Event packages applied

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

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

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

**NLZH.DHAAG. Generate Packages**

No alojado Event packages applied Packages charges applied

EV00005484

Reserv.	Grp. Rsrv.	Main Cl	Arrival date	Departure	A	Room ty...	Room	Check-in	Check-out	Reservation group name	Status	Type	Guest	
159608		1831827	26.10.2016	26.10.2016	0			X		TEST INVOICING PACKAGES	Confirmed	Non-Guest Account		Unlinked packages
159609		1831827	26.10.2016	26.10.2016	0			X		TEST INVOICING PACKAGES	Confirmed	Non-Guest Account		Cancelled 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: 159606 Status: Confirmed Arrival: 26.10.2016  
 Main Client: MATTHIAS HENDRIK DOORN-0001831827 Voucher:   
 Event: Test invoicing packages

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

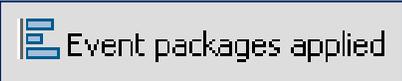
Status	Revenue date	Folio	Source Room	P...	Concept	Description	Quantity	Price	Disc. (net)	Amount	Tax incl.	Service date	Produced	Charge time	User Name	% DTO	Orig.amount without tax
	26.10.2016	1			DDR1	8h Forfait JE Busi...	10	24,18	0,00	241,80	✓	26.10.2016		18:04:28	TEST_RCPMNG2	0,00	0,00
	26.10.2016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

Event Packaged applied

Code: EV00005484 Test invoicing packages

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

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



# 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.

The screenshot shows the 'Paquete' application window. The top section contains form fields for package details:
 

- Id:** 8 HOURS A (highlighted with a red box)
- Application date:** 14.10.2014
- Repetitions:** 1
- Start time:** 09:00, **End time:** 17:00
- Pax Quantity:** 1 (highlighted with a red box)
- Currency:** EUR
- Status:** (dropdown menu)

Below the form is a table of services. The table has columns for 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.

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...		TEMPT...		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...		TEMPT...		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...		TEMPT...		GUEST	1	12:00	15:00	43,00	17,20	43,00	17,20	43,00	17,20	43,00	17,20		
													<b>100,00</b>	<b>40,00</b>	<b>100,00</b>	<b>40,00</b>	<b>100,00</b>	<b>40,00</b>	<b>100,00</b>	<b>40,00</b>	<b>100,00</b>	<b>40,00</b>

# 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																																							
<div style="display: flex; justify-content: space-between; align-items: center;"> <div>      </div> <div>  Discount            Packages applied         </div> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Package or</th> <th>Id</th> <th>Description</th> <th>Main room</th> <th>Pax</th> <th>Charge date</th> <th>Start time</th> <th>End time</th> <th>Original P</th> <th>Price per</th> <th>% Discou...</th> <th>Discount amount</th> <th>Price per</th> <th>Final pric</th> <th>Status code</th> <th>Lost</th> <th>Rejected</th> <th>Cancelled</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>T...</td> <td>Test DDR ...</td> <td>BILBAO</td> <td>1</td> <td>18.04.2016</td> <td>09:00:00</td> <td>17:00:...</td> <td>100,00</td> <td>100,00</td> <td>0,00</td> <td>0,00</td> <td>100,00</td> <td>100,00</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>																								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"/>
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 %

Discount Amount: 0,00

New Total final price: 100,00



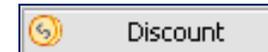
---

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**

# 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 charges
    - /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\_CFJ - Cancelled fixed charges
    - /CCSHT/FC\_FACT\_ANUL - Invoice List and cancellation reasons
    - 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*

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

Departures not billed

Hotel date NLZH.DHAAG NH Den Haag  
User: E00000093733 · User 29.04.16 / 11:01

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,	
											<b>0,00</b>	<b>11.526,37</b>	<b>0,</b>	<b>0,</b>	
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,	
											<b>0,00</b>	<b>292,07</b>	<b>0,</b>	<b>0,</b>	
Event	1003205006 KJONI GLOBAL TRAVEL	14905978	EV00010883	GTA TTAO168617	1	On-desk payment	26.04.2016	27.04.2016	07.05.2016	0,00		800,85	0,	0,	
											<b>0,00</b>	<b>800,85</b>	<b>0,</b>	<b>0,</b>	
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,	
											<b>0,00</b>	<b>829,40</b>	<b>0,</b>	<b>0,</b>	
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,	
											<b>0,00</b>	<b>484,10</b>	<b>0,</b>	<b>0,</b>	

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**

# 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  
 Exclude taxes  Others  

**Events Details**

Miscellaneous contract  
 F. Room details  Tasks  Remarks  
 Hide prices  Extern  Main  
 Exclude taxes  Intern  Others    
 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  Menu  
 Attendees  Resources remarks  Menu 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

*Service Order*

  Print

---

**ESSE.CECON NH Collection Sevilla \*\*\*\* COLLECTION**
**001/002**

**Service Order / 001**

**29.03.2016 11:14**

---

<b>Description :</b> TEST TMS SUPPORT BLX <b>Main client :</b> VIAJES EL CORTE INGLES SA <b>Company :</b> MINISTERIE VAN VOLKSGEZONDHEID WELZ <b>CRS :</b> <b>Organizer :</b> Tabea Wedelkind <b>Starting date:</b> SU 11.09.2016 14:59 <b>Ending date :</b> MO 12.09.2016 20:00 <b>Event type :</b> Training <b>Event Status :</b> OFFER	<b>Booking File</b> MB0000168664 <b>Event Id/version :</b> EV00006802 / 001 <b>Event booking :</b> 0013376287 <b>Group booking :</b> 0013376284  <b>Sales agent :</b> Ana Torres <b>F.Room Venue :</b> <b>R. Room :</b>
---	--

---

**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	
<b>Total</b>	<b>500,00</b>			<b>0,00</b>		

**MINOR**  
HOTELS

**Service order: General Information**

# Service order - Folio holder

General Information

Folio Header
  Comissions
  Voucher

Billing & Invoicing Detail
  Fixed Charges
  Deposit

Hide Contact Info
  Show Remarks
  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 paymer		<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

Concept	Client %	CRS %

# Service order - Fixed charges

General Information

Folio Header
  Comissions
  Voucher

Billing & Invoicing Detail
  Fixed Charges
  Deposit

Hide Contact Info
  Show Remarks
  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
Event : 13376287	TO SHOW ON SERVICE ORDER

**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="checkbox"/> Pending Budget
End	12.09.2016	20:00		<input type="checkbox"/> Pending Contract
Voucher	HOW ON SERVICE ORDER			<input 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 – 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	Revenue summary
End: 12.09.2016 Monday	ESSE.CECON-N... Offer
Name: TEST TMS SUPPORT BLX	Contract
Status: Offer	Rate: BGR_MUS&TH
Registr. date: 11.03.2016 Friday	<input type="checkbox"/> BF not released
Conf. date:	<input type="checkbox"/> Retrieve changes
Deadline:	<input type="checkbox"/> Serie
Follow Up:	<input type="checkbox"/> Concurrent
Follow Up: 12.03.2016 Saturday	Rooming: Allowed
CUT-OFF date:	
Event Type: Training	

Remarks

Main

Test TMS Support Benelux - Matthias Doorn

**MINOR**  
HOTELS

**Service order: Conventions & Groups**

# 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
<b>NH Collection Sevilla *****</b>					
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*

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						

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:

# 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"/>	<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 checked="" type="checkbox"/>	<input 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
  Main

Exclude taxes
  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
  Contract: 0

Nights: 2
  Rate: BGR\_MC\_S BGR with Meeting R...

Departure date: 12.11.2023 Sunday
 Allotment:

Group Name: TEST NHRFC\_2364
  Manual price
  Retrieve changes

Registration date: 10.11.2022
 Voucher:
 Cost code:

E-Mail: info@booking.com
 Reservat. method:
 Meal Plan: BB

CUT-OFF date:
 Rooming:

Observaciones

GENERAL Only 250 character
  Billing \*

TEST REMARKS

TEST BILLING

**MINOR**  
HOTELS

**Service order: Event details**

# Service order – Event details

**Events Details**

Miscellaneous contract

F. Room details       Tasks       Remarks

Hide prices       Extern       Main

Exclude taxes       Intern       Others     

Event Package Summary       Tasks Remarks      

Print only pending

**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

→ [Dropdown]

**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

Menu 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 Preferable red chairs :-)	0,00	21,00%	0,00

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
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 artesanias 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	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	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  Description

Start date 18.04.2016 End date 31.12.2017

Cost price 0,00 Min. Pax 1 Concept GASTROEV  Editable

Sales price 19,50 Curr. EUR Service Type Department C&B Conference & Banqueting

Tax included  Do not use  Specific menu

---

Menu standard description

Sales description

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 descrpt.	Sale price	Tax incl.	Cost price
0003	Main courses		101070925		GENERIC DISH FOOD		15,60	<input checked="" type="checkbox"/>	
0005	Beverage		202020190		GENERIC DISH BEVERAGE NO-A...		3,90	<input checked="" type="checkbox"/>	

**MINOR**  
HOTELS

**Reports**

**MINOR**  
HOTELS

**Booking File Report**

# 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\_EVENTOS - 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.

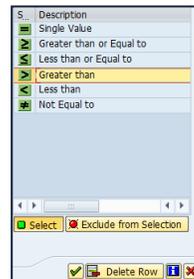


Mandatory fields: one of below fields must be filled

- 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

Hierarchy Hotel Selection

Booking File ID

Revenue Date

Group name BF

Event Type

User

Creation date

Hotel group

Hierarchy	Incl...	Excl...
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 Crillón	<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 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)

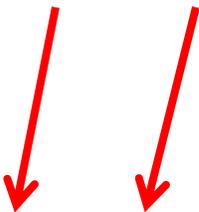
Show revenue by

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**

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

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	Comissions	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	1.309,40	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	<input type="text"/>	➔	Center	<input type="text"/>	➔
Center Group	<input type="text"/>	➔	Business Unit	<input type="text"/>	➔
2nd. Agent	<input type="text"/>	➔	Center	<input type="text"/>	➔
Center Group	<input type="text"/>	➔	Business Unit	<input type="text"/>	➔
Organizer	<input type="text"/>	➔	Center	<input type="text"/>	➔
Center Group	<input type="text"/>	➔	Business Unit	<input type="text"/>	➔
Ambassador	<input type="text"/>	➔	Center	<input type="text"/>	➔
Center Group	<input type="text"/>	➔	Business Unit	<input type="text"/>	➔

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	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
Region	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
Market Segment identifier	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
Market subsegment identifier	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
Source of business	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
Channel identifier	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
SubChannel identifier	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
Reason for travelling	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
Request Origin	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
PAX	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
Fair	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
Sub-Fair	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
Promotion / Program	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>

General Info. Customer data Commissions Routing Charges Action **Statistics** Additional information

Statistical information

Country	ES Spain	Act.	Name and surnames
Region	07 Baleares	Creator	<input checked="" type="checkbox"/> Eva Rodriguez
Market segment	LEGR LEISURE GROUPS	2nd. Agent	<input type="checkbox"/>
Market subsegment	LGITO WHOLESALER GROUPS	Organizer	<input type="checkbox"/>
Source of business	LEG LEISURE GROUP	Ambassador	<input type="checkbox"/>
Channel	GDSEVI GSO SEVILLE	Fair	<input type="text"/>
SubChannel ID	01EMAIL 1. Email	Sub-Fair	<input type="text"/>
Travel reason	LEG LEISURE GROUPS	Promotion	<input type="text"/>
Request Origin	CLDIR		
Nº de pax	<input type="text"/>		

Owners

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
GDBLXV	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

UBICATION

Creation date: 30.05.2016 to 05.06.2016

Status groups: All

Channel identifier: GDSEVI

Main Hotel	Creator name	Booking File ID	Taxes	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 GERENGTES	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
			<b>46.799,03</b>			<b>0,00</b>	<b>42.544,54</b>			

# 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

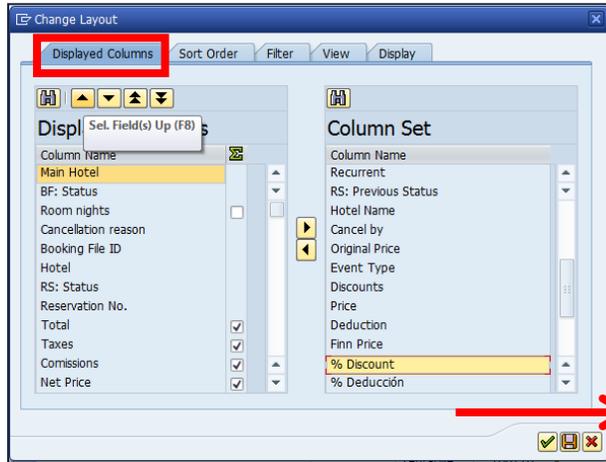
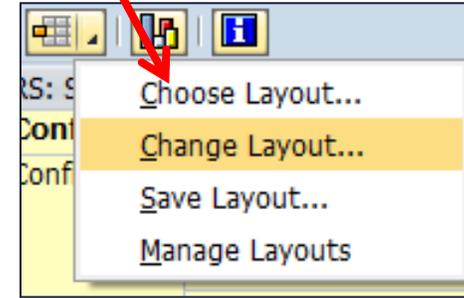
Main Hot...	BF: Status	R.nights	Cancellati	BF ID	Hotel	RS: Status	Reserv. Σ	Total Σ	Taxes Σ	Comissions Σ	Net Price
					NLZH.ZOETE	Confirmed	17158533	55,00	2,76	0,00	52,24
					NLZH.ZOETE	Confirmed	171585	55,00	2,76	0,00	52,24
							171585	55,00	2,76	0,00	52,24
							171585	55,00	2,76	0,00	52,24
							171585	55,00	2,76	0,00	52,24
							171585	55,00	2,76	0,00	52,24
							171585	55,00	2,76	0,00	52,24
							171585	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)

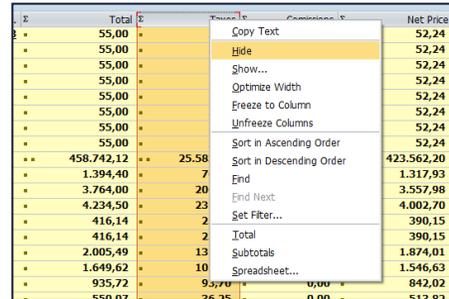


In the Task bar you can choose different selections; like in Excel

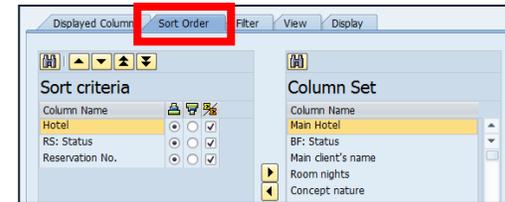
Clicking on “Layout”  you can change the displayed column a set up the order



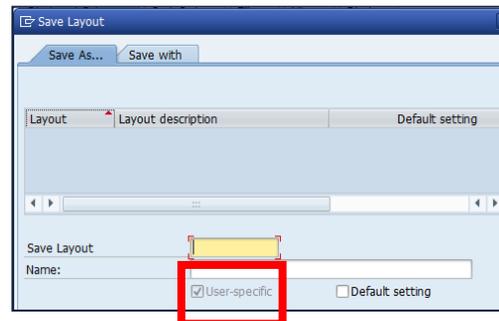
Also possible to mark a column and choose “Hide”



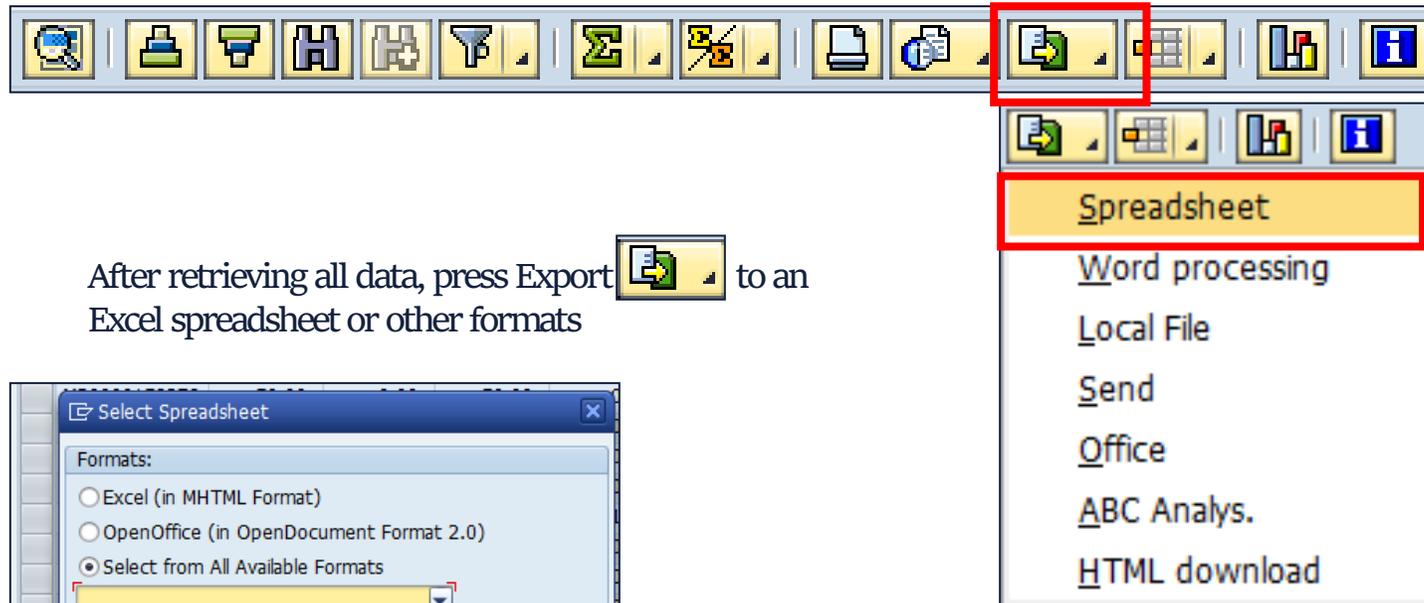
Other option: Sort Order, Filter, View and Display



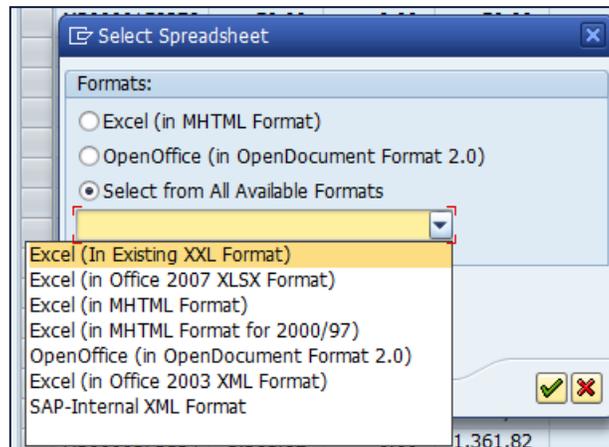
If you choose a Layout; save it for the next time, always as “user specific”. Never as default setting



# Booking File report



After retrieving all data, press Export  to an Excel spreadsheet or other formats



Choose as much data as possible and select afterwards in your excel spreadsheet what you really need for your report

**MINOR**  
HOTELS

**Other reports**

# 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*

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
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	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	0	0	0	0
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

*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												
<a href="#">EV00005556</a>	VODAFONE-S		Confirmed	91	0	0	0	0	0	0	0	MECO	MEET
<a href="#">EV00005569</a>	REPSOL	0000006387		0	0	0	0	0	14	0	0	MECO	MEET
<a href="#">EV00005629</a>	TELEFONICA			2	1	1	1	1	1	1	1	MECO	MEET
<a href="#">EV00005684</a>	REPSOL			0	0	0	0	0	0	24	24	LEGR	LGITO
<a href="#">EV00005693</a>	TELEFONICA			18	0	0	0	0	0	0	0	LEGR	LGITO
<a href="#">EV00005730</a>	TELEFONICA	0000006388		0	0	0	0	0	0	0	0	MECO	MEET
<a href="#">EV00005740</a>	ALTADIS	0000006387		0	0	0	0	18	8	0	0	MECO	BGRMT
<a href="#">EV00006368</a>		0000006387		0	0	25	0	0	0	0	0	BUGR	SPORT
<a href="#">EV00006376</a>	TELEFONICA	0000006387		0	0	11	0	0	0	0	0	BUGR	SPORT
<a href="#">EV00006384</a>				0	0	0	47	0	0	0	0	LEGR	LGITO
<a href="#">EV00007389</a>	PEOPLE MAT	0000006388		0	0	0	0	3	3	0	0	MECO	BGRMT
<a href="#">EV00007587</a>	PEOPLE MAT			0	0	0	0	0	0	43	43	MECO	MEET
<a href="#">EV00007783</a>	UEFA			0	0	0	0	1	6	6	10	BUGR	BGRRO
<a href="#">EV00006986</a>			Lost	40	0	0	0	0	0	0	0	MECO	BGRMT

# 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**

It's a summary of the (in-house) event, defined by date.  
Can be useful to do follow-up. Telephone, mail and remarks are shown in this report.

*General event data*

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

User E00000093733  
Hotel date 07.04.16 / 12:53

Hotel	Event code	Version	Lang.	Description	Active	Creation date	Registr.time	Event	Sales rep.	Main Customer	Payer	Organiz.	Status ID	Date	Deadline	Lost	Rejected
ESSE.CECON	EV00007711	1	ES	ESTEVE	X	01.04.2016	10:21:48	MEETS		1000061542			OPTIO	01.04.2016	08.04.2016		
ESSE.CECON	EV00007714	1	ES	SEMINARIO MONTESSORI	X	01.04.2016	10:42:44	MEETS		1000			OFFER	01.04.2016			X
ESSE.CECON	EV00007720	1	ES	GRUPO RAFF_KLIKON SPAIN	X	01.04.2016	11:13:19	OTHEV		1000			OFFER	01.04.2016			
ESSE.CECON	EV00007723	1	ES	LABORATORIOS FERRING	X	01.04.2016	12:33:25	MEETS		2005507104			OFFER	01.04.2016			
ESSE.CECON	EV00007734	1	ES	COMUNIÓN MARÍA SÁNCHEZ DURÁN	X	01.04.2016	13:15:21	BANQT		1000			TENTA	01.04.2016			
ESSE.CECON	EV00007735	1	ES	IMAGINE-SEVILLA-38	X	01.04.2016	13:30:51	LEISU		1000027394			OPTIO	01.04.2016	07.04.2016		
ESSE.CECON	EV00007736	1	ES	COMUNIÓN MARÍA SÁNCHEZ DURÁN	X	01.04.2016	13:34:24	BANQT		46183995			CONFI	06.04.2016	08.04.2016		
ESSE.CECON	EV00007724	1	ES	NORGINE	X	01.04.2016	13:58:21	MEETS		2000040648			OFFER	01.04.2016			X
ESSE.CECON	EV00007744	1	ES	CENA CECOFAR	X	01.04.2016	17:20:37	BANQT	0000006388	2000049145			CONFI	04.04.2016	06.04.2016		
ESSE.CECON	EV00007759	1	ES	EUROGINE	X	01.04.2016	18:10:11	MEETS		2000046672			OFFER	01.04.2016			
ESSE.CECON	EV00007746	1	ES	TEZUTLAN FILMS	X	04.04.2016	08:31:15	OTHEV		1000			OPTIO	04.04.2016	11.04.2016		X
ESSE.CECON	EV00007775	1	ES	GRUPO 70PAX_DESTINATION ESPAÑA MEETING	X	04.04.2016	09:19:09	MEETS		1000			OFFER	04.04.2016			
ESSE.CECON	EV00007783	1	EN	UEFA	X	04.04.2016	10:31:00	SPORT		1003561388			CONFI	04.04.2016			
ESSE.CECON	EV00007789	1	ES	PATRONATO DE TURISMO DE CADIZ	X	04.04.2016	12:35:55	ROASH		1000088421			OFFER	04.04.2016			
ESSE.CECON	EV00007790	1	ES	GRUPO EMPRESA 16PAX	X	04.04.2016	12:52:12	MEETS		1016660768			OFFER	04.04.2016			
ESSE.CECON	EV00008112	1	ES	Lefebvre	X	04.04.2016	13:13:22	MEETS		1000061542			CONFI	04.04.2016	06.04.2016		
ESSE.CECON	EV00008131	1	ES	REUNION PARTIDO POPULAR 10 ABRIL	X	04.04.2016	14:24:32	GOVER		1000061542			OFFER	04.04.2016			X
ESSE.CECON	EV00008134	1	ES	REUNION PARTIDO POPULAR 10 ABRIL	X	04.04.2016	14:51:02	GOVER	0000006388	1000061542			TENTA	05.04.2016	12.04.2016		
ESSE.CECON	EV00008421	1	ES	ETOILE	X	04.04.2016	15:39:55	LEISU		1019497590			TENTA	04.04.2016	11.04.2016		
ESSE.CECON	EV00008123	1	ES	TEST_GD LGR	X	04.04.2016	16:36:26	LEISU		1000027394			OFFER	04.04.2016			

# 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	V	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
  - 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 Reservations

*Event -> Situation Report*

Active switch X = active

Hotel	<input type="text" value="ESSE.CECON"/>	<input type="button" value="→"/>	
Booking File	<input type="text"/>	to	<input type="text"/>
Event	<input type="text"/>	to	<input type="text"/>
Version	<input type="text"/>	to	<input type="text"/>
Start date	<input type="text"/>	to	<input type="text"/>
Registration	<input type="text"/>	to	<input type="text"/>
Follow up Date	<input type="text"/>	to	<input type="text"/>
Follow Up priority	<input type="text"/>	<input type="button" value="→"/>	
Deadline date	<input type="text"/>	to	<input type="text"/>
Event status	<input type="text"/>	<input type="button" value="→"/>	

Event

Pending  
 In check-in  
 In check-out

Cancelled Event

Canceled  
 Lost  
 Rejected

Client

Main client	<input type="text"/>	Branch CC	<input type="text"/>
Payer	<input type="text"/>		
Fiscal	<input type="text"/>		
BillParty	<input type="text"/>		
Organizer	<input type="text"/>		

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
EV00009715	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
  - 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**



### Event Program

ESSE.CECON NH Collection Sevilla \*\*\*\* COLLECTION 07.04.2016

Event:  to

Date:

Event

Room details  Room text  Reserved rooms  Tasks remarks

Rooms:  to

Rooms

Details of:	Remarks of:	Tasks:
<input checked="" type="checkbox"/> Attending	<input checked="" type="checkbox"/> Setup remarks	<input type="checkbox"/> Administrative tasks
<input checked="" type="checkbox"/> Setup details	<input checked="" type="checkbox"/> Tasks remarks	
<input checked="" type="checkbox"/> Task details	<input checked="" type="checkbox"/> Resources remarks	
<input checked="" type="checkbox"/> Resource details	<input checked="" type="checkbox"/> Menus remarks	
<input checked="" type="checkbox"/> Menu details		
<input checked="" type="checkbox"/> 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	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Narrowed header

# Other reports

Event Program							
NH HOTELES ESPAÑA, S.A. MADRID		ESSE.CECON NH Collection Sevilla **** COLLECTION Event Program		Time 13:42:32	Date 07.04.2016	Page 1	
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					

# 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 report (OLD)

*Resources Inventory Report*

Hotel

Booking File  to

Resource ID  to

Resources Date  to

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*

The screenshot shows a 'Resources Inventory Report' interface. A red box highlights the 'St 07-04-16' column header, and a red arrow points from it to a popup window titled 'Resource's reservations'. The popup window displays a table of reservations for the selected resource (220LCD).

Hotel	Resource I	description	Function Room Status	Σ St 07-04-16	Rq 07-04-16	Σ Av 07-04-16	Σ St 08-04-16	Rq 08-04-16	Σ Av 08-04-16	Σ St 09-04-16	Rq 09-04-16	Σ Av 09-04-16	Σ St 10-04-16
ESSE.CECON	220LCD	2200 lumens LCD	Check-in	5	1	3-	0	0	0	0	0	0	0
ESSE.CECON	220LCD	2200 lumens LCD	Check-in	5	1	3-	0	0	0	0	0	0	0
ESSE.CECON	220LCD	2200 lumens LCD	Check-in	5	1	3-	0	0	0	0	0	0	0
ESSE.CECON	220LCD	2200 lumens LCD	Check-in	5	1	3-	0	0	0	0	0	0	0
ESSE.CECON	220LCD	2200 lumens LCD	Check-in	5	1	3-	0	0	0	0	0	0	0
ESSE.CECON	220LCD	2200 lumens LCD	Check-in	5	1	3-	0	0	0	0	0	0	0
ESSE.CECON	220LCD	2200 lumens LCD	Check-in	5	1	3-	0	0	0	0	0	0	0
		Check-in		40	8	24-	0	0	0	0	0	0	0
ESSE.CECON	220LCD	2200 lumens LCD	Confirmed	0	0	0	0	0	0	0	0	0	0
ESSE.CECON	220LCD	2200 lumens LCD	Confirmed										
ESSE.CECON	220LCD	2200 lumens LCD	Lost										
ESSE.CECON	220LCD	2200 lumens LCD	Lost										
	220LCD												
ESSE.CECON	300LCD	3.000 lumens LC	Confirmed										
ESSE.CECON	300LCD	3.000 lumens LC	Confirmed										
ESSE.CECON	300LCD	3.000 lumens LC	Confirmed										
	300LCD												
ESSE.CECON	AUDTE8	Audiovisual Tec	Check-in										
ESSE.CECON	AUDTE8	Audiovisual Tec	Check-in										
ESSE.CECON	AUDTE8	Audiovisual Tec	Lost										
ESSE.CECON	AUDTE8	Audiovisual Tec	Lost										
	AUDTE8												
ESSE.CECON	AUMX12	Audio Mixer 12	Check-in		1	1-	0	0	0	0	0	0	0

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	X

# 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 report (OLD)
      - /CCSHT/SB\_R\_EVENT06 - Events Report (OLD)
      - ZEY\_TMS\_EVENT\_REPORT - Events report**

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.

ESMD.ABASC NH Collection Abascal COLLECTION

Booking File ID	<input type="text"/>	to	<input type="text"/>	
Event ID	<input type="text"/>	to	<input type="text"/>	
Event Start Date	<input type="text"/>	to	<input type="text"/>	
Event End Date	<input type="text"/>	to	<input type="text"/>	
Revenue Date	<input type="text"/>	to	<input type="text"/>	
Group name BF	<input type="text"/>			
Event Type	<input type="text"/>	to	<input type="text"/>	
User	<input type="text"/>			
Status groups	Alive			
Event Status	CONFI			
Function Room Status	<input type="text"/>			

Show revenue by

Totals  Item Type  Item Detail

DDR  Function Room  Setup  F&B  Resource  Task

DDR Id	<input type="text"/>	
Function Room	<input type="text"/>	
Setup	<input type="text"/>	
Resource	<input type="text"/>	
Menu F&B	<input type="text"/>	

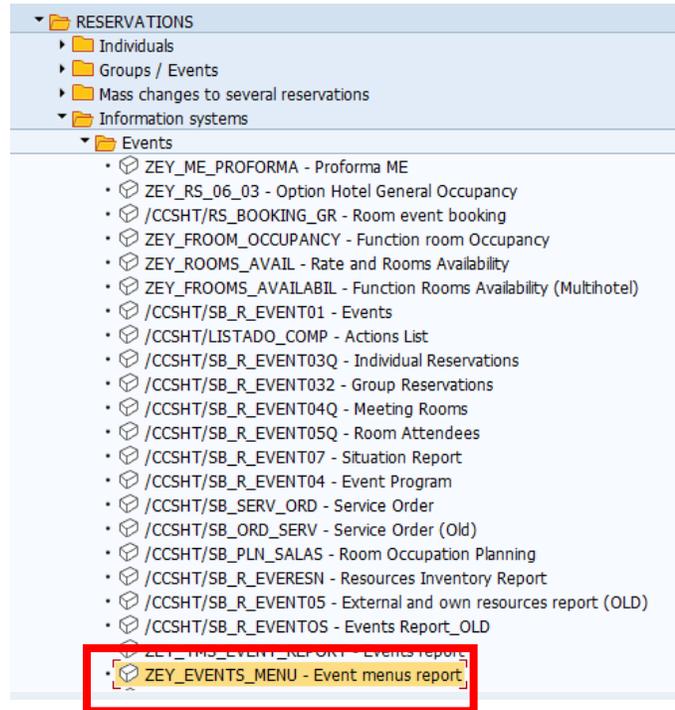
Creation date	<input type="text"/>	to	<input type="text"/>	
Deadline	<input type="text"/>	to	<input type="text"/>	
Follow up date	<input type="text"/>	to	<input type="text"/>	

File

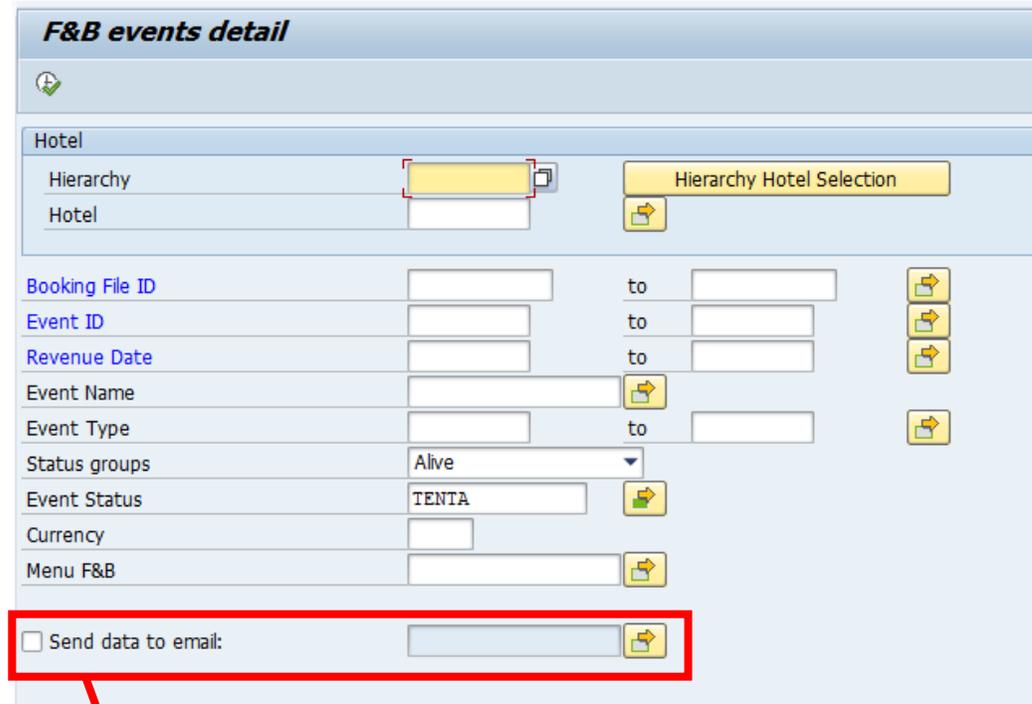
Attached File: TMS4M\_Event Report.j



# Other reports



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
  - 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\_EVENTOS - Events Report\_OLD
      - ZEY\_TMS\_EVENT\_REPORT - Events report
      - /CCSHT/SB\_R\_PLAN\_SEM - Event weekly planning**
      - /CCSHT/SB\_R\_EVENT06 - Events Report

*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
ALANDA	*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						
ALMEN+ALAN			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				
ALMENARA	*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

- [-] 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\_EVENTOS - 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. ESSE.CECON NH Collection Sevilla **** COLLECTION Time 16:59:35 Date 07.04.2016						
MADRID		Events not checked-out		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 report
      - /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

# Other reports

*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	000001000	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	000001000	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		NDN37WCLSZD-REXGENERO INVESTIGATOR MEETI			OPTIO	Optional	15.04.2016	1024213359	INC RESEARCH	Alkeda Mamica
14438337	EV00009847		MNWGWK4FFR- 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	000001000	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	<input type="text" value="ESSE.CECON"/>		
Booking File	<input type="text"/>	to	
Reservation	<input type="text"/>	to	
Arrival date	<input type="text"/>	to	
Departure Date	<input type="text"/>	to	
Reservation's status	<input type="text"/>		
Deposit request date	<input type="text"/>	to	
Due Date	<input type="text"/>	to	

Status

- Requested deposits
- Deposits received
- Request. and received deposits
- Check-out with deposit

Dismiss deposits with bill (PPWT) Is clicked by default

Display bill No with deposit ()

All

- Individuals
- Groups
- Events

# Other reports

*Reservation deposit*

Hotel	Event	Group / Event	Main Client	Name	Arrival date	Departure	L	Cur	Request da	Σ	Deposit re	D	Received d	Reception due date	
ESSE.CECON	<u>EV00005697</u>	INCENTIVO ZURICH	1009496958	CREATIVANDO SL	15.04.2016	15.04.2016	1	EUR	28.08.2015		1.000,00			06.11.2015	
	<u>EV00005697</u>	INCENTIVO ZURICH	1009496958	CREATIVANDO SL	15.04.2016	15.04.2016	2	EUR	28.08.2015		4.000,00			25.01.2016	
	<u>EV00005697</u>	INCENTIVO ZURICH	1009496958	CREATIVANDO SL	15.04.2016	15.04.2016	3	EUR	28.08.2015		4.000,00			28.03.2016	
								EU			■			<b>9.000,00</b>	
ESSE.CEC...								EU			■				<b>9.000,00</b>
								EU			■				<b>9.000,00</b>

# 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~~

Hotel: [ ] Hierarchy Hotel Selection

Function Room: [ ]

F. Room Type: [ ]

F. Room Start Date: 13.11.2018 to 20.11.2018

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

**FRONT OFFICE BASICS**  
QUICK GUIDES, CHECKLISTS, INFOGRAPHICS...



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**Power BI reports**

# Other reports

More reports in Power BI

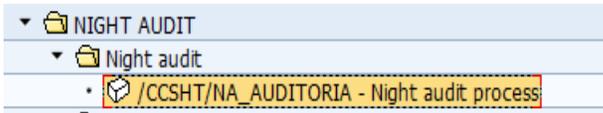
The screenshot displays a Power BI dashboard interface. At the top, a navigation bar contains several menu items: 'Home', 'Favorites', 'BI for Commercial', 'BI for Marketing', 'BI for Operations' (highlighted with a red box), 'BI for Revenue Strategy', and 'Trainings & Other'. Below the navigation bar, the main content area is titled 'Key reports' and features a grid of six report thumbnails. Each thumbnail includes a title, a list of report sections, and a link icon. The reports shown are: 'MICE-LGR Monthly Performance Report', 'MICE-LGR Weekly Evolution Report - Demand Distribution', 'MICE-LGR Weekly Evolution Report - On Action Date', 'MICE-LGR Weekly Evolution Report - On Production Date', 'QUEST for Excellence Excellence Dashboard', and 'Quality Overall Score Predictors Importance.xlsm'. A 'Title' dropdown menu is visible in the top right corner of the report grid.



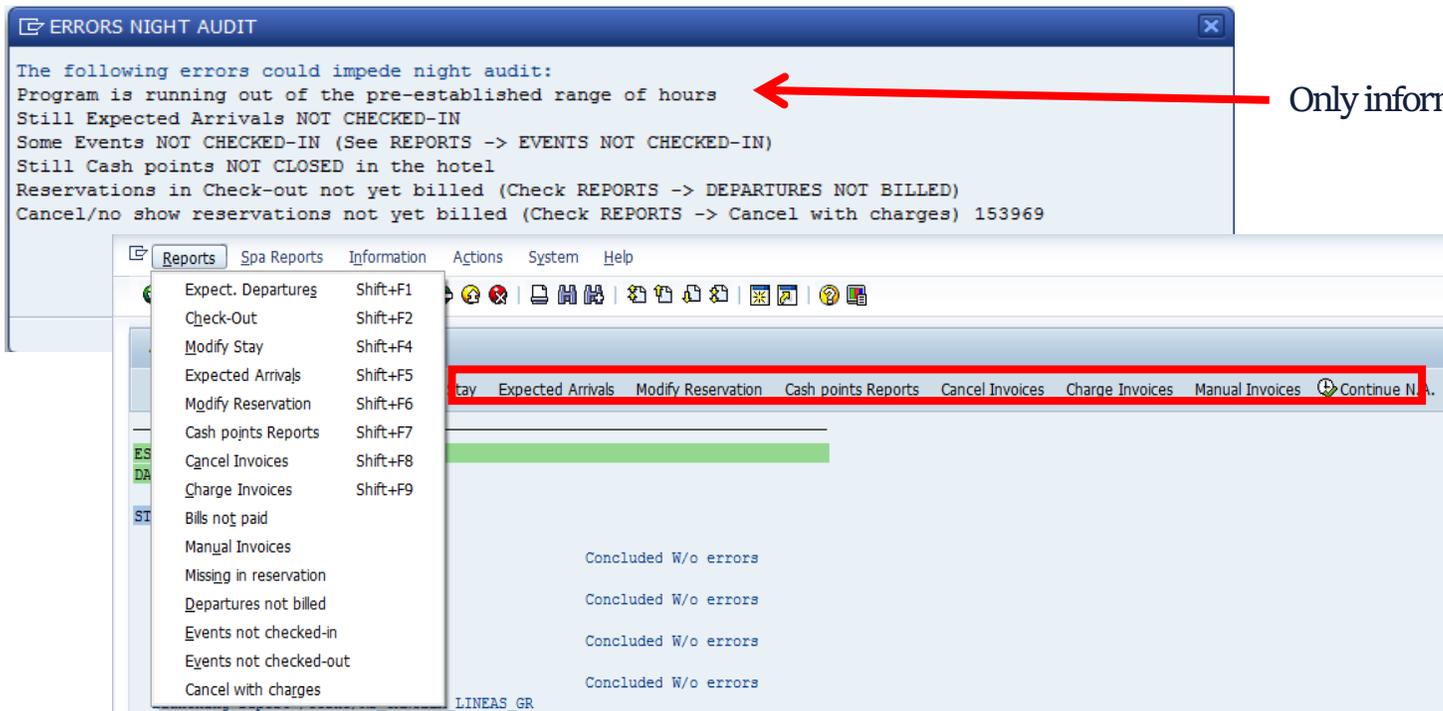
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**Night Audit process**

# Night Audit process



MANDATORY: Perform a pre-night audit at least once during the afternoon.



Only informative

What should you do if you don't find the solution?



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**Price Calendar**

# Price Calendar

You must inform the price of the meeting room from this transaction

- 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
  - Mass changes to several reservations

**Function room price calendar**

ITRM.NAIDI Anantara Palazzo Naiadi Rome Hotel \*\*\*\*\*

Function Rooms CLEMENTINO CLEMENTINO Currency EUR European Euro  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	F.Day Sale	Mo-Af.
	01.01.2021	31.12.2022	<input checked="" type="checkbox"/>		100,00		100,00		100,00		100,00							
	01.01.2023	31.12.2099	<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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# Processes & Procedures

# Processes & Procedures

Where can you find all the processes and procedures of our Company?

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## Digital Knowledge Workplace

by Business Processes - Operations  
MINOR HOTELS EUROPE & AMERICAS

**BLOG POSTS**

### NEW BUSINESS PROCESSES TRAINING FOR GMS

Submitted by: Algora on 22-5-2024

### 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 your position.

**FRONT OFFICE BASICS**  
QUICK GUIDES, CHECKLISTS, INFOGRAPHICS

**BRING VALUE TO YOUR WORK**  
OUR VIDEOS/LETTERS

**ABOUT US**  
ALL ABOUT US - WHO WE ARE

**SURVEYS**  
YOUR FEEDBACK & FEEDBACK MATTERS

**ARCHIVE**  
May 2024 (1)  
April 2024 (1)

**BUSINESS PROCESSES**

**KEY DOCUMENTS CENTER**  
ACCESS ALL INTERNAL DOCUMENTS IN ONE PLACE

**KNOWLEDGE PILLS & VIDEOS**

**CRISIS CENTER**  
EMERGENCY PROCEDURES AND SYSTEMS CHECKS

Intro Video! 

# Processes & Procedures

For any specific topic you can write it on “title” or “tags” field.

## MINOR HOTELS

### 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:  Language:   
Tags:   
Area + Sub-Area + Document Type:

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

OUR NEWSLETTER

### ABOUT US

ALL ABOUT US - WHO WE ARE

### 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.

The screenshot shows the 'KEY DOCUMENTS CENTER' interface. On the left, a blue box contains a document icon and the text 'KEY DOCUMENTS CENTER' and 'ACCESS ALL ESSENTIAL DOCUMENTS IN ONE PLACE'. A red arrow points from this box to a vertical menu on the right. The menu has a blue header 'KEY DOCUMENTS CENTER' and lists categories: CREDIT CARD PAYMENTS, BUSINESS PROCESSES ONLINE COURSES, CASH HANDLING (highlighted with a red line), DISCOVERY, QUOTATION TOOL DOCUMENTATION, ONLINE CHECK OUT (OCO), ONLINE CHECK IN (OCI), and GDPR. To the right of the menu is a table of documents.

Title
Cash count
Cash handling Cash advances to crew members
F&B Cash template
Petty cash report
Hotel Cash handling procedure
01 KP - Cash handling: Cash withdraw
02 KP - Cash handling: Paid out
03 KP - Cash handling: Controls and cash reconciliation
Petty Cash Management in Central Services and Headquarters
F&B Cash handling procedure
Cash handling FO Cash Reconciliation
Cash handling Paid out
Cash handling Foreign currency
Cash handling Cash consolidation and bank deposit
Cash handling Cash float management

The screenshot shows the 'CRISIS CENTER' interface. On the left, a blue box contains a monitor icon with a shield and the text 'CRISIS CENTER' and 'HANDLING CRITICAL INCIDENTS AND SYSTEM OUTAGES'. A red arrow points from this box to a vertical menu on the right. The menu has three sections: 'INCIDENCES MANAGEMENT' (with a lightbulb icon), 'CRISIS MANAGEMENT' (with a bell icon), and 'SYSTEMS OUTAGE' (with a laptop icon). Each section has a red arrow pointing to a detailed list of documents.

INCIDENCES MANAGEMENT
Incidences management procedure
Night Audit Notifications Management

CRISIS MANAGEMENT
Communication protocol for crisis situations EN
Crisis management Checklist
Crisis management Communication protocol for crisis situations
Crisis management procedure

SYSTEMS OUTAGE
Emergency Reports
Systems Outage Operations back-up Procedure
Systems Outage Quick Guide

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**Thank You**

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