WWW.HOTUSAHOTELS.COM HOTUSA'S NEW BILLING PORTAL

- Log in with your passwords
- Go to The Accountig Menu and choose option: Hotels's Billing

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HOTUSA	21 932 939 906						Do we call you?	
hotels.	Accounting -	Pororisting	-			-Welcome	- Change User	
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MAY /JU	N Hotusa's Billin	g			2014			
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	iss to the screen "situat	tion of the day"	100	- 45				

The portal show different tabs:

1- START

Acces to the invoicing area . Just go to Create invoice Manualy

individuales@hotusa.es CALL CENTE	R 24hs 902 270 127 / 932 959 908	Español <mark>English</mark> Français Deutsch
	HOTUSA hotels	
	Planning - Accounting - Reservations -	
	Nednesday, 28 de May de 2014	Mr.Ms.
		Disconnect
	Start Documentation Invoices Files Options	
	Welcome to the BS Factura service, Mr./Ms.	Last connection:
_	Wekome to Hotusa electronic invoicing area.	
	<u>Create Invoice Manualy</u>	
	> Import Fle	
	See invoices downloaded	
	<u>Change setup</u>	

Insert Hotusa's Booking Reference Number and automatically the system will show: *the booking, the client name, and the dates.*

Then the hotel just need to fill up the rest of the information to create its invoice: *invoice number, date of invoice, services, rates, and % tax.* With all its information introduced, by clicking on "*Add services*" the invoice would be created.

Once the hotels is finished introducing and adding all services, by clicking on "send invoice" the invoice would be sent to Hotusa

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www.hotusahotels.com/ha/v	web/facturacionEmision.xhtml						
	Create Invoice Manualy Issued Pending signature Business Rules rejected						
	Reservation selection						
	The required fields are marked with an *						
	Issuer Dushness						
	Holusa Reference * 19524404 Search Please confirm and/or correct if you have an agency voucher						
	Invoice Date * 28/05/2014 1						
	Invoice type * Original Invoice						
	Courterplanters and the Payer Tax						
	Code/Business name						
	Currency * EUR						
	Services Details						
	Service Jenson * Delete						
	Client Name *						
	Room *						
	Check-in Date						
	Ending Services Date						
	Number of nights						
	Price * Amount Wout taxes						
	Tax type * VAT •						
	% Tax *%						
L	Add service						
	Invoice Total Amount						
	Total gross amount 0.00 Total taxes quota 0.00 Total Invoice: (Base + VAT) 0.00						
	Total Commission 0.00 Taxes 0.00 Total Comissiones 0.00 TOTAL PAYABLE 0.00						
	Send jamina						
	© hotusa accommodation & destination services, 2014						
	Effectively manage your inquiries and requests through ticksing application purchase on our Complex Extransit						

2- DOCUMENTATION

In this section you will find useful information that will helps you to optimize portal, including the User's guide

3 INVOICES

Allows to view and managed the invoices incorporated by the hotel into the portal :

Issued: allows to view the invoices issued by the hotel and signed by the platform Pending signature : allows to view all invoices in process to be issued Rejected: Displays the list of invoices that are rejected

FILES MANAGEMENT 4

Enables uploading a file with a list of invoices to be introduced into the system. To use this option please get in contact with Hotusa in order to inform us about your PMS

5 OPTIONS

Allows the user to configure different parameters.

The Basic requirements for navigation:

Windows 2000 / Me / XP

Internet Explorer 5 or superior