

# **Amadeus Hospitality GmbH**

## **Correction and Credit Note Invoices in the Amadeus Hotel Front Office (Hogatex) V6.4.2**



## **Quick Setup Guide**

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Amadeus Hospitality GmbH

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Quick Setup Guide [First issued 18 May 2006; revised 15 November 2007]

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## **1 Target group and general information**

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The present guide is dedicated to our customers and business partners as well as system administrators at the customer that are responsible for setting up the correction invoice and credit note invoice feature available in our Amadeus Hotel Front Office (Hogatex) as of version 6.4.2.

In order to change the invoice address of a closed guest folio or add further turnover articles to this invoice, it is possible to activate parameter 3121 and create a correction invoice and at the same time a credit note invoice associated with the closed guest folio. The changes are made on the correction invoice which can then be closed and printed as usual.

In some countries, an invoice number is only assigned when the invoice is closed. Depending on the setting of parameter 292, it is therefore possible to create an additional folio number when closing the invoice, which will then appear on the folio as well as in various browsers.

Please refer to the following pages to learn about the necessary settings in the Amadeus Hotel Front Office (Hogatex) und about the way of creating a correction invoice.

## **2 Settings in Amadeus Hotel Front Office (Hogatex)**

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### **2.1 6.4.2 load files**

Make sure you run a complete load with the latest 6.4.2 load files!

### **2.2 Relevant system parameters**

#### **2.2.1 System parameter 3121**

**Make sure you enable system parameter 3121 “Activate Correction Invoice” to activate the special correction invoice (Setup → System Settings → System Settings → System Parameters).**

## 2.2.2 Parameter dependencies

If parameter 3121 is activated, the following parameter dependencies will have to be considered:

PM-No.	Description	Value
49	Print Folio Printout Counter?	Yes (if counter is to be printed on folio), otherwise No
238	Change inactive Folios retroactive "X" Days	No longer relevant
292	Additional Folio No. for Check-out	Yes (for countries that require an additional folio number to be assigned when the invoice is closed)
565	Print Property No. in front of Folio No.?	Yes (if property number is to be printed on folio), otherwise No
1264	Inact. Folio Address "X" Days back changeable	No longer relevant
1770	Folio Copies for inactive Folios only?	Yes (in order to print the "copy" texts from the invoice texts 3171 and 3172, respectively)
1843	Correction Folio	No
2106	Close Invoices according to Hungarian Law	No
2320	Activate the Italian Invoice Layout	No
2133	VAT from Accom. = Pkg-VAT minus Pkg-Lines-VAT	No
2242	Sales Tax Russia	No
3008	Guest Folio Layout required in Croatia	No
3090	Default Subfolio when Departure unequal Today	Yes
3124	Show Folio Address from Reservation Line also on old Guest Folios	No

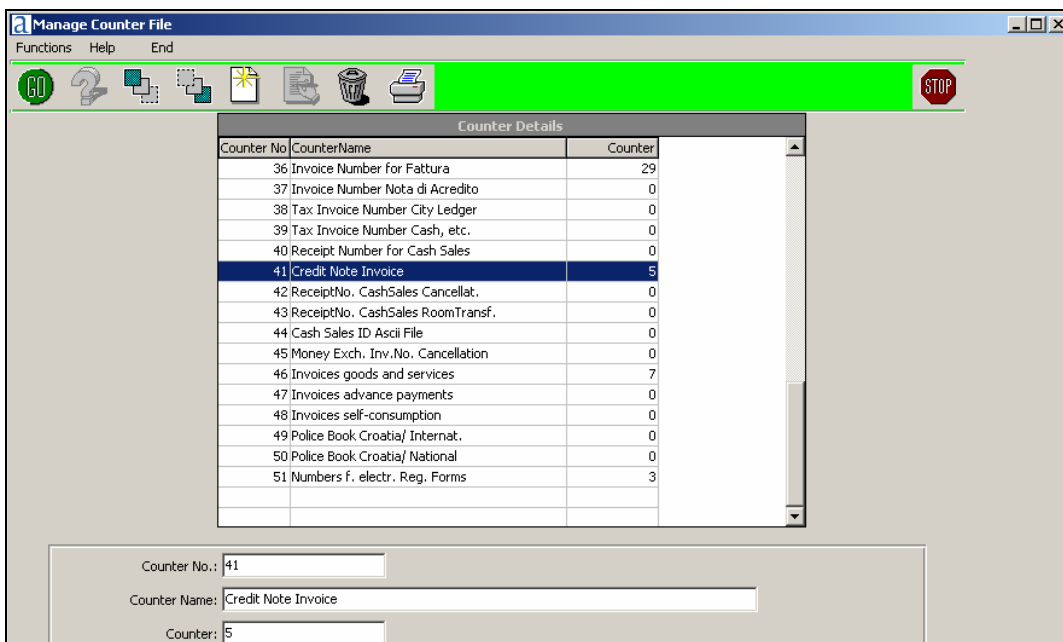
## 2.3 Relevant counter

Once you have loaded the latest 6.4.2 load files in your Amadeus Hotel Front Office (Hogatex), the counter 41 “Credit Note Invoice” is available in addition to counter 1 “Correction Invoice”. This counter is needed to define a separate range of numbers for credit note invoices, which are created automatically each time you create a new correction invoice.

**Note:**

A correction invoice is created if an already closed folio has to be corrected.

A credit note invoice is created with each correction invoice, cancelling the original invoice.





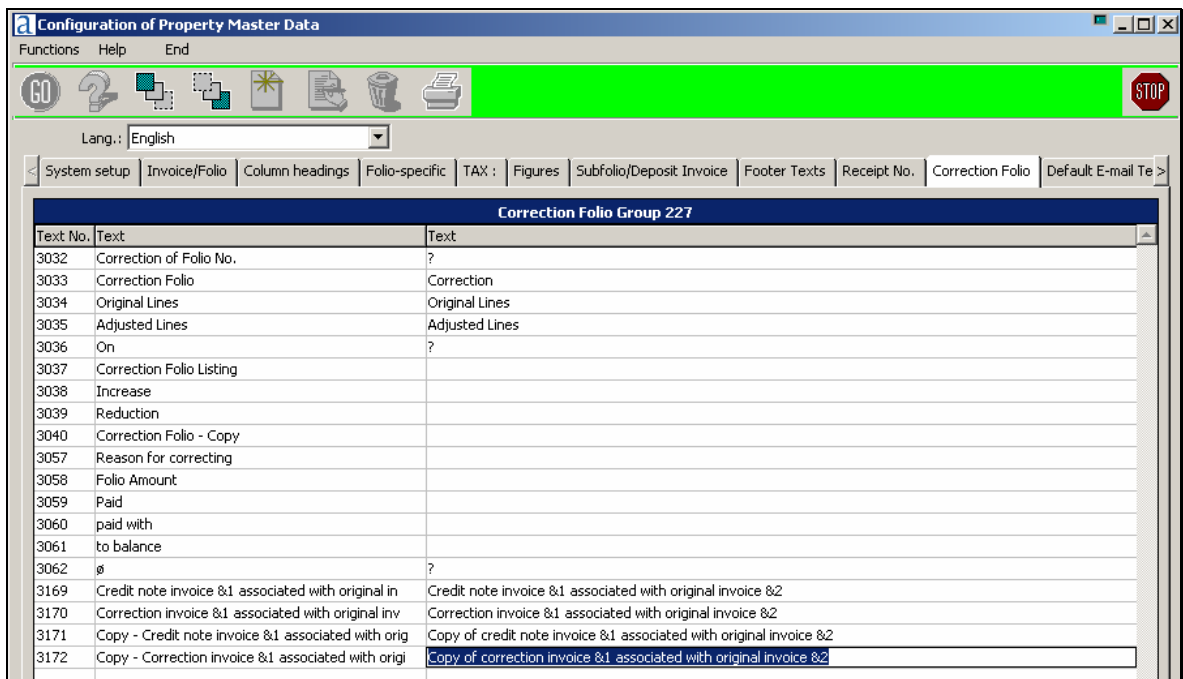
## 2.4 Relevant invoice texts

Once you have loaded the latest 6.4.2 load files in your Amadeus Hotel Front Office (Hogatex), the following relevant invoice texts are loaded into your [Property Master Data]:

- 3169 “Credit note invoice &1 associated with original invoice &2”
- 3170 “Correction invoice &1 associated with original invoice &2”
- 3171 “Copy - Credit note invoice &1 associated with original invoice &2”
- 3172 “Copy - Correction invoice &1 associated with original invoice &2”

To overwrite the default invoice texts with your own customised invoice texts to be printed on your correction and credit note invoices, proceed as follows:

1. From the menu bar, choose [Setup → System Settings → System → Property Master Data]:



2. Click the [Correction Folio] tab and adjust the invoice texts 3169, 3170, 3171 and 3172 as desired.

**Important:** We strongly advise you NOT to remove the variables &1 and &2 from your customised texts as they represent the invoice number of the original and correction / credit note invoice!

3. Once you have typed your own invoice texts, quit the property master data.

### 3 Adjusting closed guest folios by means of correction invoices

If you need to change a closed guest folio because you have to change the invoice address, add further turnover articles or cancel certain invoice items, please proceed as follows:

- From the main menu bar, either choose **[Accounting → Inactive Folios]** or simply **press [F4]** and **disable the check box [Active Folios]** at the bottom right of the window to view inactive invoices:

Fol.No.	Substitute FoNo	Invoice Recipient	Group Name	Fo. Bal.	Print	Date	No	FolioName
1.171	1	Amadeus Hospitality GmbH		0,00	Yes	02/08/07	1	
1.174	4	Amadeus Hospitality GmbH		0,00	Yes	02/08/07	1	
1.177	2	A&R Moden GmbH		0,00	Yes	02/08/07	1	
1.180	29	Sample, Peter, Mr.		0,00	Yes	02/08/07	1	
1.210	3	Amadeus Hospitality GmbH		0,00	Yes	02/08/07	1	
1.218	5	Amadeus Hospitality GmbH		0,00	Yes	02/08/07	1	
1.220	7	Amadeus Hospitality GmbH		0,00	Yes	02/08/07	1	
1.221	6	Amadeus Hospitality GmbH		0,00	Yes	02/08/07	1	

This invoice has been corrected and thus, cannot be displayed anymore.  
Credit Note Invoice No. 1 (Ref. 1206) Correction Invoice No. 0 (Ref. 1207)

Find: Folio No.:  RoNo:  Name:  Res. No.:  Addition. FoNo:

Sorting:  Folio No.  RoNo  Name  GuestFolio / Invoice Receiver  Group Name  Res. No.  Addition. FoNo

Select: Folio Type:   Active Folios  All inactive Folios

OK Print Cancel

- Folios for which a correction invoice has already been created are highlighted with a black background.
- The **[Substitute FoNo]** column in the browser as well as the field at the left bottom of the screen will only be displayed if parameter 292 is activated. If parameter 292 is inactive, only the normal folio number will be shown.
- Double-click the desired closed guest folio that you like to adjust. Confirm the message *"The inactive guest folio cannot be changed any longer!"*. The following screen opens:

**Invoicing In-house Guests (Closed Guest Folios)**

Name: Amadeus Hospitality GmbH RmNo.: 139

Art	Amt	DESCRIPTION	Price	Amount	RmNo	Date	Time	ID	VAT
301	1	Accommodation	175,00	175,00	139	02/08/07	15:09	HX	16
60	1	Airport shuttle	20,00	20,00	139	02/08/07	15:09	HX	16
80	1	Minibar beverages	15,00	15,00	139	02/08/07	15:09	HX	16
1	1	Cash payment	0,00	-210,00	139	02/08/07	15:09	HX	

T/A (Rooms)

- 12 Exchange fees
- 20 Paid out
- 30 Postcards
- 31 Postage stamps
- 32 Photocopies
- 33 Transparent copies
- 34 Laundry
- 35 Dry cleaning
- 36 Cloakroom
- 37 Postcard tax-exempt
- 40 Parking
- 60 Airport shuttle

BALANCE: 0,00 EUR

Fo. Addr. | Comment | Address | MastFile | Text | Details

Amadeus Hospitality GmbH  
Company management  
Mr. Richard Kürzl  
Baldhamer Strasse 39

Find TA Co.: 0 Descr.:  
Sorting:  I/A Code  Descript.  
Tpe:  Service  Discount  Payment

Folio No.: 1221 Printed: Yes

5. The screen title shows the text “...(Closed Guest Folios)”. To open a correction invoice for the chosen closed guest folio either
  - a. Choose the menu [Folio Options → Correction Invoice] or
  - b. Press the right mouse button and choose [Correction Invoice] from the context menu:

**Invoicing In-house Guests (Closed Guest Folios)**

Name: Amadeus Hospitality GmbH RmNo.: 139

Art	Amt	DESCRIPTION	Price	Amount	RmNo	Date	Time	ID	VAT
301	1	Accommodation	175,00	175,00	139	02/08/07	15:09	HX	16
60	1	Airport shuttle	20,00	20,00	139	02/08/07	15:09	HX	16
80	1	Minibar beverages	15,00	15,00	139	02/08/07	15:09	HX	16
1	1	Cash payment	0,00	-210,00	139	02/08/07	15:09	HX	

T/A (Rooms)

- 12 Exchange fees
- 20 Paid out
- 30 Postcards
- 31 Postage stamps
- 32 Photocopies
- 33 Transparent copies
- 34 Laundry
- 35 Dry cleaning
- 36 Cloakroom
- 37 Postcard tax-exempt
- 40 Parking
- 60 Airport shuttle

BALANCE: 0,00 EUR

Fo. Addr. | Comment | Address | MastFile | Text | Details

Amadeus Hospitality GmbH  
Company management  
Mr. Richard Kürzl  
Baldhamer Strasse 39

Find TA Co.: 0 Descr.:  
Sorting:  I/A Code  Descript.  
Tpe:  Service  Discount  Payment

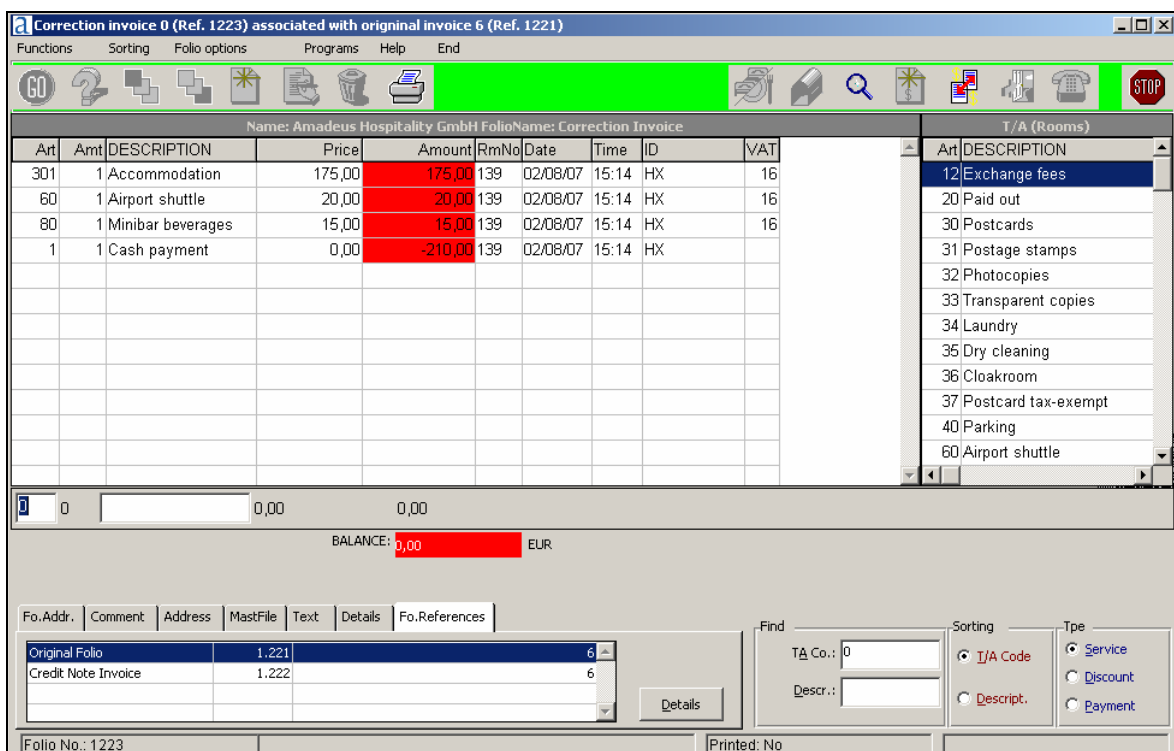
Folio No.: 1221 Printed: Yes

Context Menu:

- Folio-line Splitting
- Discount Calculation...
- Cancel Selected Lines...
- Select all
- Deselect all
- Save Column Settings
- DEFAULT Column Settings
- Correction Invoice

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6. Answer the message “A correction invoice is now created. Would you like to continue?” with [Yes]. The system generates a new correction invoice. Once it is finished, the following message pops up: “Correction invoice no. [number] (Ref. [number]) and credit note invoice no. [number] (Ref. [number]) have been created. Would you like to print the credit note invoice?”
7. Please note that for each new correction invoice a “counterpart” – the so-called credit note invoice – is created automatically. At this point, you can print the associated credit note immediately by clicking [OK]. If you like to print it later, click [Cancel].
8. Regardless of which option you choose, the new correction invoice opens in the [Invoicing] module:



9. This correction invoice by default contains all items like its associated original guest folio. You can now add and/or cancel items, as well as change the folio address as usual.
10. Once you have made your changes to the correction invoice, you can print and – if the invoice has been balanced – close it like a “normal” guest folio.

### 3.1 Printing a correction invoice

The printout will show the corresponding correction invoice text as defined in your property master data (see [chapter 2.4](#)).

Amadeus Hospitality GmbH  
Company management  
Mr. Richard Kürzl  
Baldhamer Strasse 39  
D-85591 Vaterstetten

Correction invoice No. 1 8 / 1 (Ref. 1223) associated with original invoice No. 1 6 (Ref. 1221)

---

Room Number: 139 / 1  
Arrival : 02/08/07  
Departure : 03/08/07  
Room rate : 175,00  
Persons : 2

Vaterstetten, 03.08.2007  
Page 1

Date	Amt	Art description	Rate	Amount	Balance
02/08/07	1	Accommodation	175,00	175,00	175,00
02/08/07	1	Airport shuttle	20,00	20,00	195,00
02/08/07	1	Minibar beverages	15,00	15,00	210,00
02/08/07	2	Dry cleaning	10,00	20,00	230,00
TOTAL EUR				230,00	230,00

---

Date	Amt	Art description	Rate	Amount	Balance
02/08/07	1	Cash payment		-210,00	20,00
Remaining balance					20,00

---

02/08/07	1	Cash payment		-20,00	0,00
----------	---	--------------	--	--------	------

If PM 292 is active, both the normal invoice numbers as well as the substitute invoice numbers will be indicated. If PM 292 is deactivated, only the respective normal invoice number will appear.

### 3.2 Calling and printing a credit note invoice

1. From the main menu bar, choose **[Accounting → Inactive Folios]**.
2. From the drop-down list, select **[Credit Note Invoice]**.
3. Open the desired credit note invoice by double-clicking on it in the browser and confirm the system message.

**Credit note invoice 6 (Ref. 1222) associated with original invoice 6 (Ref. 1221) (Closed Guest Folios)**

Functions    Sorting    Folio options    Programs    Help    End

Name: Amadeus Hospitality GmbH FolioName: Credit Note Invoice

Art	Amt	DESCRIPTION	Price	Amount	RmNo	Date	Time	ID	VAT
301	-1	Accommodation	175,00	-175,00	139	02/08/07	15:14	HX	16
60	-1	Airport shuttle	20,00	-20,00	139	02/08/07	15:14	HX	16
80	-1	Minibar beverages	15,00	-15,00	139	02/08/07	15:14	HX	16
1	-1	Cash payment	0,00	210,00	139	02/08/07	15:14	HX	

T/A (Rooms)

Art	DESCRIPTION
12	Exchange fees
20	Paid out
30	Postcards
31	Postage stamps
32	Photocopies
33	Transparent copies
34	Laundry
35	Dry cleaning
36	Cloakroom
37	Postcard tax-exempt
40	Parking
60	Airport shuttle

0    0    0,00    0,00

BALANCE: 0,00 EUR

Fo. Addr.    Comment    Address    MastFile    Text    Details    Fo.References

Fo.	Original Folio	Correction Invoice
6	1.221	
8		1.223

Find    TA Co.: 0    Descr.:    Sorting    Tpe

T/A Code     Service

Descript.     Discount

Payment

Folio No.: 1222    Printed: Yes

4. After opening the **[Fo.References]** tab, the browser on the lower left edge of the screen shows the associated original folio and the correction invoice. If PM 292 is activated, both the normal folio number as well as the substitute folio number will be displayed. If PM 292 is deactivated, only the respective normal folio numbers appear.



5. Click the printer icon and choose your printer. You will obtain the following printout:

Amadeus Hospitality GmbH  
Company management  
Mr. Richard Kürzl  
Baldhamer Strasse 39  
D-85591 Vaterstetten

Copy of credit note invoice No. 1 6 / 1 (Ref. 1222) associated with original invoice No. 1 6 (Ref. 1221)

Room Number: 139 / 1  
Arrival : 02/08/07  
Departure : 03/08/07  
Room rate : 175,00  
Persons : 2

Vaterstetten, 02.08.2007  
Page 1

Date	Amt	Art description	Rate	Amount	Balance
02/08/07	-1	Accommodation	175,00	-175,00	-175,00
02/08/07	-1	Airport shuttle	20,00	-20,00	-195,00
02/08/07	-1	Minibar beverages	15,00	-15,00	-210,00
			TOTAL EUR	-210,00	-210,00

Date	Amt	Art description	Rate	Amount	Balance
02/08/07	-1	Cash payment		210,00	0,00

V.A.T. incl.:                    19,00% EUR        -33,53        Net: EUR        -176,47

If PM 292 is active, both the normal invoice numbers as well as the substitute invoice numbers will be indicated. If PM 292 is deactivated, only the normal invoice number will appear.

## 4 Adjusting closed correction invoices

As a matter of principle, you can adjust each closed correction invoice as many times as you like, a further correction invoice and a credit note invoice being created at the same time. The number of “corrected” correction invoices only depends on the storage capacity of your storage medium. **However, for reasons of clear data management, we strongly advise you not to change an existing correction invoice too often!** To change a closed correction invoice another time, proceed as follows:

1. From the main menu, choose **[Accounting → Inactive Folios]**.
2. Choose **[Correction Folio]** from the drop-down list at the bottom right of the window.

Fol.No.	Substitute FoNo	GName	Group Name	Fo. Bal.	Print	Date	No	FolioName
1.209	0	A&R Moden GmbH		0,00	Yes	02/08/07	0	Correction Invoice
1.215	0	Sample, Peter, Mr.		0,00	Yes	02/08/07	0	Correction Invoice
1.223	8	Amadeus Hospitality GmbH		0,00	Yes	02/08/07	0	Correction Invoice

Original Guest Folio No. 6 (Ref. 1221) Credit Note Invoice No. 6 (Ref. 1222)

Find: Folio No.: 1, Name:

Sorting:  Folio No.,  Name

Select: Folio Type: Correction Invoice,  Active Folios,  All inactive Folios

Buttons: OK, Print, Cancel

3. In the browser, double-click the desired closed correction invoice you like to adjust another time. Confirm the message *“The inactive guest folio cannot be changed any longer”*. The following screen opens:



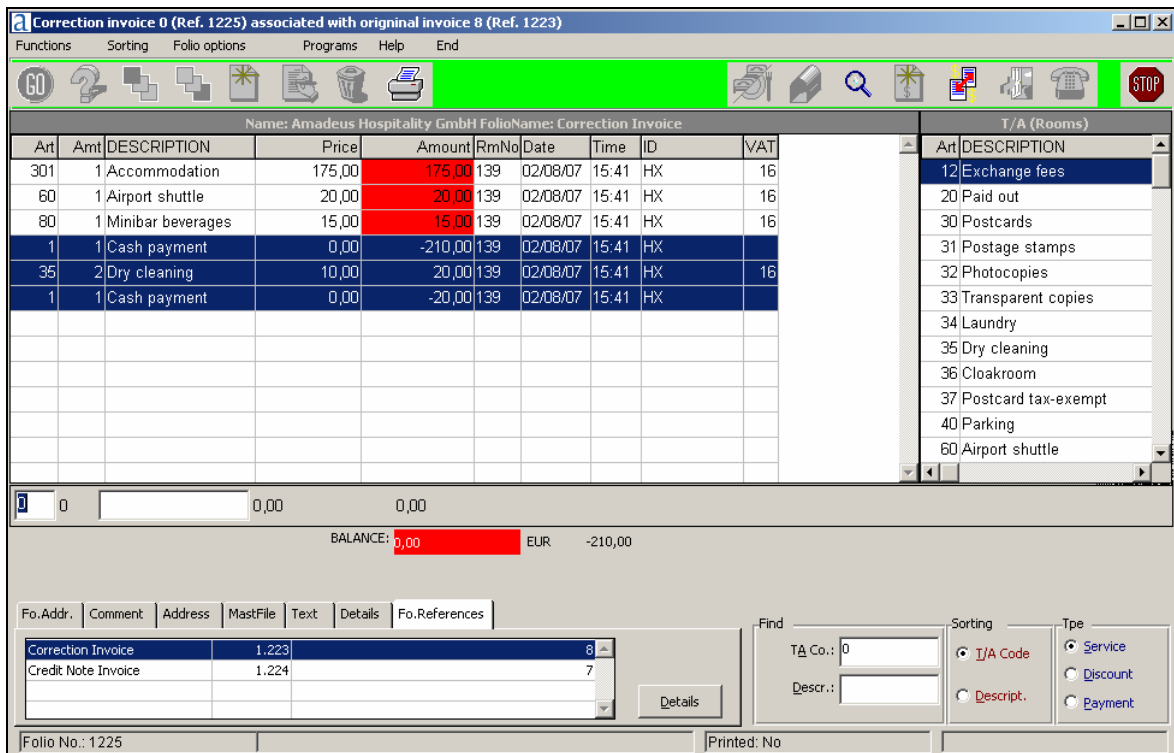
Art	Amt	DESCRIPTION	Price	Amount	RmNo	Date	Time	ID	VAT
301	1	Accommodation	175,00	175,00	139	02/08/07	15:14	HX	16
60	1	Airport shuttle	20,00	20,00	139	02/08/07	15:14	HX	16
80	1	Minibar beverages	15,00	15,00	139	02/08/07	15:14	HX	16
1	1	Cash payment	0,00	-210,00	139	02/08/07	15:14	HX	
35	2	Dry cleaning	10,00	20,00	139	02/08/07	15:21	HX	16
1	1	Cash payment	0,00	-20,00	139	02/08/07	15:21	HX	

BALANCE: 0,00 EUR

Fo. Addr.	Comment	Address	MastFile	Text	Details	Fo. References
	Original Folio		1.221			6
	Credit Note Invoice		1.222			6

4. The screen title shows the text “*Correction Invoice [Number] associated with original invoice [Number] (Closed Guest Folios)*”. To open another correction invoice for the chosen closed correction invoice either
  - a. Choose the menu **[Folio Options → Correction Invoice]** or
  - b. Press the right mouse button and choose **[Correction Invoice]** from the context menu.
5. Answer the message “*A correction invoice is now created. Would you like to continue?*” with **[Yes]**. The system generates another correction invoice. Once it is finished, the following message pops up: “*Correction invoice no. [number] (Ref. [number]) and credit note invoice no. [number] (Ref. [number]) have been created. Would you like to print the credit note invoice?*”
6. At this point, you can print the associated credit note immediately by clicking **[OK]**. If you like to print later, click **[Cancel]**.
7. Regardless of which option you choose, a new correction invoice for the chosen closed correction invoice opens in the **[Invoicing]** module:

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- This correction invoice by default contains all items like its associated original guest folio as well as all changes that were made to its previous correction invoice (see blue marking in screen shot). You can now add and/or cancel items, as well as change the folio address as usual.
- Once you have made your changes to the “second” correction invoice, you can print and – if the invoice has been balanced – close it like a “normal” guest folio.
- In the **[Fo References]** tab on the lower edge of the screen, the original invoice associated with the open correction invoice (in our example correction invoice 1223) as well as the associated credit note invoice are displayed. If PM 292 is enabled, the normal folio number as well as the substitute folio number are indicated.
- The printout will then show the corresponding correction invoice text as defined in your property master data (see [chapter 2.4](#), page 9).

## **5 Archiving original, correction and credit note invoices**

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**Important:**

Please note that an original invoice and all its correction and credit note invoices are generally treated like one complete „invoice block“. This means that all invoices within such a block can only be archived together.

During the midnight program, such an invoice block will only be archived once the number of days of storage time defined in parameter 160 has expired for all invoices!

## 6 Printing archived correction and credit note invoices

Please note that this function requires special settings. For more details, please refer to the Front Office manual!

- From the main menu, choose [**Accounting → Print archived Guest Folios**]:

Fol.No.	Substitute FoNo	Folio Name	Folio	Archived	RoNo.	GName	Location
138	85	Sample Company	23/05/06	01/06/06	105	Sample Company	2006\06\01-138.txt
104	80	Sample, Angelica, Ms	01/03/06	10/04/06	146	Sample, Angelica, Ms	2006\04\01-104.txt
133	83	Sample, Angelica, Ms	02/05/06	01/06/06	201	Sample, Angelica, Ms	2006\06\01-133.txt
145	1	Sample, Angelica, Ms	23/05/06	01/06/06	201	Sample, Angelica, Ms	2006\06\01-145.txt
146	84	Sample, Angelica, Ms	23/05/06	01/06/06	201	Sample, Angelica, Ms	2006\06\01-146.txt
147	2	Sample, Angelica, Ms	23/05/06	01/06/06	201	Sample, Angelica, Ms	2006\06\01-147.txt
148	86	Sample, Angelica, Ms	01/06/06	01/06/06	201	Sample, Angelica, Ms	2006\06\01-148.txt
19	14	Sample Company	08/06/05	14/07/05	202	Sample, Pete, Mr	2005\07\01-19.txt
21	15	Sample, Pete, Mr	08/06/05	14/07/05	149	Sample, Pete, Mr	2005\07\01-21.txt
23	17	Sample, Pete, Mr	20/06/05	02/08/05	144	Sample, Pete, Mr	2005\08\01-23.txt
39	27	Sample Company	22/06/05	02/08/05	142	Sample, Pete, Mr	2005\08\01-39.txt
92	54	Sample, Pete, Mr	12/12/05	17/01/06	110	Sample, Pete, Mr	2006\01\01-92.txt
100	61	Sample, Pete, Mr	12/12/05	17/01/06	210	Sample, Pete, Mr	2006\01\01-100.txt
103	63	Sample, Pete, Mr	16/01/06	21/02/06	201	Sample, Pete, Mr	2006\02\01-103.txt

This invoice has been corrected and thus, cannot be displayed anymore.  
Original Guest Folio No. 133/83 Credit Note Invoice No. 145/1

Search for  
Folio No.: 0  
FoDate:   
Folio Name:   
RoNo:   
GName:   
Substitute FoNo: 0

Sorting  
 Folio No.  
 FoDate  
 Folio Name  
 RoNo.  
 GName  
 Substitute FoNo

Select

- Any original invoice that you corrected in the past and that has therefore at least one correction invoice and one credit note invoice, is highlighted with a black background (like in the “Inactive Folios” module). If you left-click such a “corrected” original invoice, its details will appear in the information window at the bottom of the browser.

Please note that you can neither view nor print the original invoice directly from this screen!


- Associated correction invoice(s) and credit note invoice(s) appear below their original invoice. You may also click them to show their details in the mentioned information window.
- To print an archived correction and/or credit note invoice directly from the screen, double-click the corresponding invoice and choose a printer.
- If **parameter 292 is activated**, the browser will contain the [**Substitute FoNo**] column, where the additional folio numbers are displayed. It is also possible to search for a particular folio by entering its substitute folio number in the [**Substitute FoNo**] field on the lower edge of the screen. If parameter 292 is deactivated, the [**Substitute FoNo**] column and field will not be displayed.

## 7 Correction and credit note invoices in the guest history

Of course, each correction and credit note invoice of an original guest folio will be tracked in the corresponding guest history:

1. From the main menu bar, choose **[File → Guest File]** and left-click the desired guest file.



2. Open the history of the selected guest file by clicking .
3. Double-click the desired entry in order to show the history details.

**History Details**

From	Time	to	Activity	RmNo.	RoRate	Cur	Pkg	Rate Code	Adl	K1	K2	G	Segme
03/08/07	15:08	03/08/07	Check-In Main guest	139	175,00	EUR	HB	BAR	2				
03/08/07	15:08	03/08/07	Extra Folio	139	0,00	EUR	HB						

**History Turnover Details**

flag	Fol.No.	Type	to	TotalTurnover	Room Sales	Pkg. Sales	F&B Turnover	Miscell. Turnover	Ev
+	1.225	Correction I	02/08/07	240,50	100,94	175,00	89,06	50,50	
+	1.224	Credit Note	02/08/07	-230,00	-100,94	-175,00	-89,06	-40,00	
+	1.223	Correction I	02/08/07	230,00	100,94	175,00	89,06	40,00	
+	1.222	Credit Note	02/08/07	-210,00	-100,94	-175,00	-89,06	-20,00	
+	1.221	GuestFolio	02/08/07	210,00	100,94	175,00	89,06	20,00	

4. The **[History Turnover Details]** browser shows any correction and credit note invoice together with their associated “corrected” original invoice.
5. To view the contents of correction and credit note invoice, simply double-click the desired invoice. **Please note that you cannot view the contents of the “corrected” original invoice” (highlighted in light grey)!**

## 8 Reports concerned

### 8.1 Folio Balances by Folio Number

The report contains a new section “Correction Invoices” with a subtotal and grand total.

### 8.2 Folio Balances by Room Number

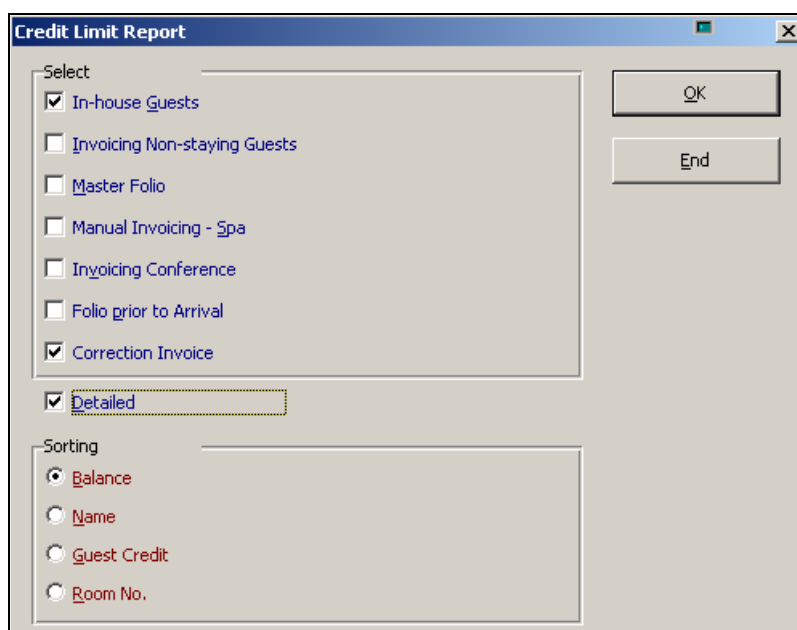
The report contains a new section “Correction Invoices” with a subtotal and grand total.

### 8.3 Credits limit report

If, in your Front Office system settings, you defined a default credit limit for your guests or typed a personal credit limit into the guest files (guest credit), the credit limits report will show all invoices with invoice amounts equal to or greater than the corresponding limit.

Additionally, the report shows all credit limits you defined directly on your guests’ folios. The system compares the guest folio’s credit limit with the actual invoice total, but does not consider any guest credit and/or hotel credit limit defined in your system. Guest folios that exceeded their credit limits are marked using the \* character (see [Std] column] on the report). This also applies to credit limits on correction invoices:

1. From the main menu bar, choose **[Accounting → Reports → Credit Limits]**:



2. To view/print credit limits on correction invoices choose **[Correction Invoices]**.

3. Additionally, you may define whether the credit limit report is to be printed as a standard report or detailed report: **Enable the check box [Detailed]**. In addition to the credit limit, room and invoice number as well as the individual invoice amount of a guest are printed.
4. Finally, choose the desired sorting of data on the printout:
  - a. Sorting of data by invoice amounts (ascending: the smallest amount appears on top of the report)
  - b. Sorting of data by guest names
  - c. Sorting of data by guest credits (ascending: the smallest credit limit appears on top of the report)
  - d. Sorting of data by room numbers
5. Once you defined the desired print options, click [OK].