[FO] Receipts / Split bill

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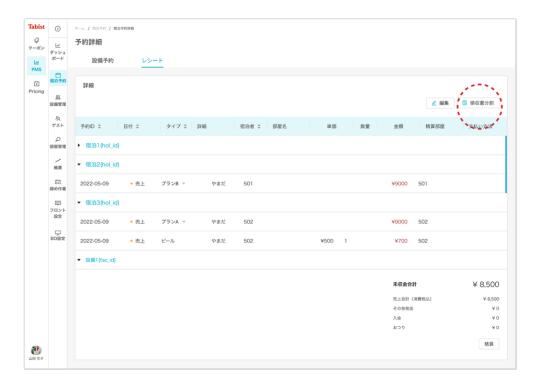   - Charge based on group
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Objectives

This feature is part of the Receipt feature. It allows hotel front office users to split bill and divide items to bill.
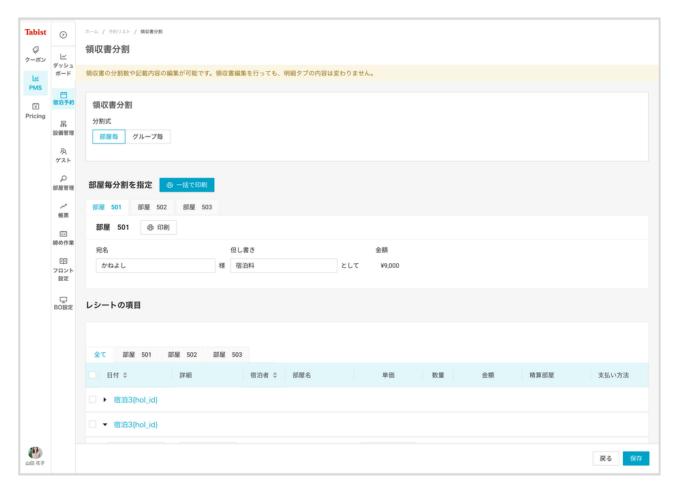
Description

Access

Split bill screen can be accessed from the Split bill (Ryoshusho Bunkatsu/領収書分割) button on the receipt home. page

Once the button is clicked, it will show the screen below.

Split Bill Screen (initial state)

The initial state shows the 部屋毎 (Charge based on room) type screen.

Split Bill home (Charge based to rooms)
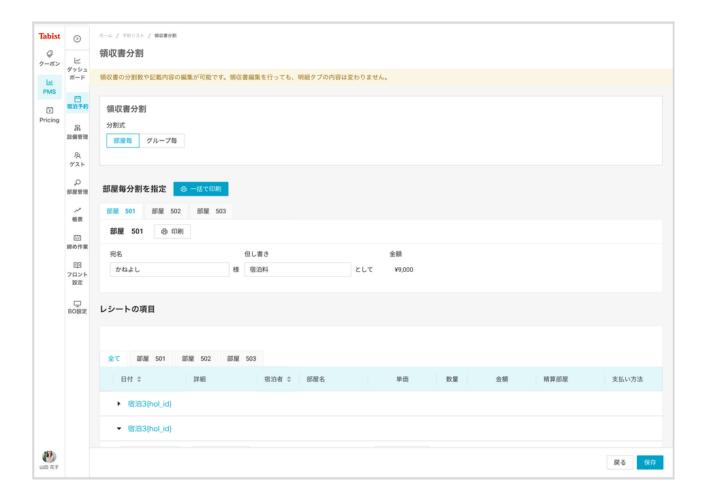
Since the feature entails to two types of split bill feature, **charge based on room** and **charge based on group**, this document will explain the details of both features and the existing differences.

Charge based on room

The screen layout consists of

- **Notification alert, fixed**
- **Select Split bill type panel**
- **Bill-to (entity receiving the bill)**
- **Receipt details**

- A notification alert is fixed on scroll, containing the text below

> ⓘ 領収書の分割数や記載内容の編集が可能です。領収書編集を行っても、明細タブの内容は変わりません。
>
> *You can edit the number of divisions and the description of the receipt.*
> *Editing receipts does not change the contents of the Details tab.*

- So whenever the receipt contents in the split bill page is modified, **it will not modify the actual receipts details located on the receipt tab**.

The bill-to section contains a the components below

- The print all button will print all receipt details from each room
- The rooms tab to navigate between rooms (because the split bill feature
- Users can modify the bill-to name on the bill-to (宛名) input, text input, limit to 120 characters
- Users can modify the proviso/written agreement (但し書き) to state what kind of bill is this e.g. **Stay** or **Meal. ,** text input
- Total bill （金額）, uneditable text, shows total bill of group/room.

As for the receipt details,

シートの項目

全て	部屋 501	部屋 502	部屋 503

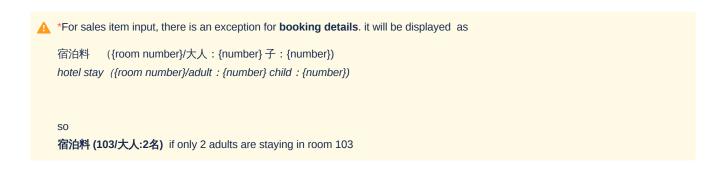| 日付 ⇕	詳細	宿泊者 ⇕	部屋名	単価	数量	金額	精算部屋	支払い方法
▶ 宿泊3{hol_id}								
▼ 宿泊3{hol_id}								
2022-05-09 ⌄	宿泊料 (103/大人)	やまだ	501	9000	1	¥9000	501	
▼ 宿泊3{hol_id}								
2022-05-09 ⌄	宿泊料 (104/大人)	やまだ	501	9000	1	¥9000	501	
2022-05-09 ⌄	ビール	やまだ	501	500	1	¥500	501	
2022-05-09 ⌄	コーヒー	やまだ	501	500	1	¥500	501	
▼ 設備1{fac_id}								
2022-05-09 ⌄	GYM 2 (1時間)	やまだ	501	1000	1	¥1000	501	

Since the receipt will be billed to each rooms, users can switch tabs between ALL and other individual rooms (if booking is a group booking).

In the receipt details, users are able to edit the contents below

- Date (日付), dropdown, when clicked will show calendar
- Sales item (詳細), input text, will show text of the sales item, editable*
- Unit price (単価), number input
- Amount (数量), number input

> ⚠ *For sales item input, there is an exception for **booking details**. it will be displayed as
>
> 宿泊料　 ({room number}/大人：{number} 子：{number})
> *hotel stay ({room number}/adult：{number} child：{number})*
>
>
> so
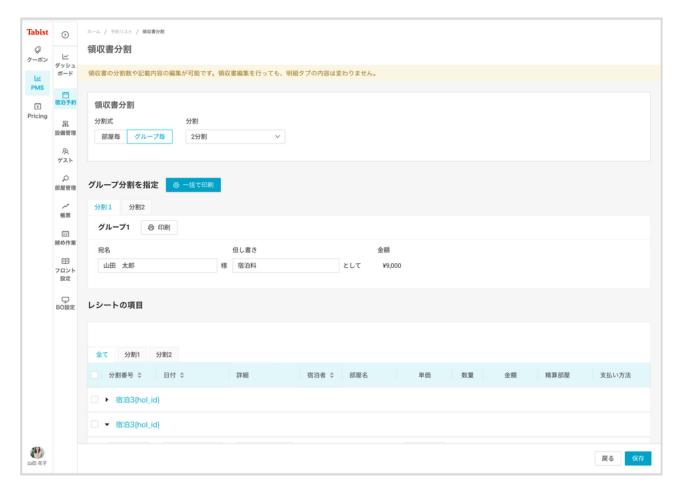> **宿泊料 (103/大人:2名)** if only 2 adults are staying in room 103

Charge based on group

The initial state of the screen is shown in the image below.

Users can choose to charge based on group in the **Select Split bill type panel** by selecting グループ毎 on the division type (分割式) buttons.

A dropdown will appear, where users can select how many groups they want to split it to.

Bill to Groups

The selected number will affect the number of groups shown in the **Bill-to** tab.

In the case above, 2分割 (2 division) is selected, hence 2 groups are shown (分割1 and 分割2).

The bill-to components are the same as **Charge based on rooms,** displaying name (宛名）and provision 　（但し書き）.

The receipt details is shown below, showing displayed All, Group 1, and Group 2 (based on the example).

Users are able to group the items from the Division Group number (分割番号) column.

	全て	分割1	分割2								
分割番号 ⇕	日付 ⇕	詳細	宿泊者 ⇕	部屋名	単価	数量	金額	精算部屋	支払い方法

	分割番号 ⇕	日付 ⇕	詳細	宿泊者 ⇕	部屋名	単価	数量	金額	精算部屋	支払い方法
▶ 宿泊3{hol_id}										
▼ 宿泊3{hol_id}										
	1 ∨	2022-05-09 ∨	宿泊料 (103/大人	やまだ	501	9000	1	¥9000	501	
▼ 宿泊3{hol_id}										
	1 ∨	2022-05-09 ∨	宿泊料 (104/大人	やまだ	501	9000	1	¥9000	501	
	2 ∨	2022-05-09 ∨	ビール	やまだ	501	500	1	¥500	501	
	2 ∨	2022-05-09 ∨	コーヒー	やまだ	501	500	1	¥500	501	
▼ 設備1{fac_id}										
	2 ∨	2022-05-09 ∨	GYM 2 (1時間)	やまだ	501	1000	1	¥1000	501	

When items are checked, it will show the dropdown below

分割番号を変更: 番号を選択 ∨

Change group number (in bulk)

Dropdown will show available groups to choose. With this feature, users are able to change group numbers in bulk. After selecting a particular group, a warning popover will show. Users can click Yes はい to change and いいえ to cancel.

分割番号を変更: 2 ∨

⚠ 選択済み項目をグループ「2」に変更します。よろしいでしょうか？

いいえ　はい

Viewing items from a particular group

In the receipt details, If one of group tab is selected, it will only show items belonging to that group.

With the example above, we can conclude group one contains the items below. Users can change the group dropdown even if they are viewing a particular group. However, if changed the item will disappear from the current list.

	全て	分割1	分割2								

全て	分割1	分割2								
分割番号 ⇕	日付 ⇕		詳細	宿泊者 ⇕	部屋名	単価	数量	金額	精算部屋	支払い方法
▼ 宿泊3{hol_id}										
1 ⌄	2022-05-09 ⌄		宿泊料 (103/大人	やまだ	501	9000	1	¥9000	501	
▼ 宿泊3{hol_id}										
1 ⌄	2022-05-09 ⌄		宿泊料 (104/大人	やまだ	501	9000	1	¥9000	501	

List of Items contained in Group 1

Bottom toolbar

The bottom toolbar shows a save button and return button.

As previously mentioned, Save button will NOT change the content of the actual receipt page (image below). It will only save for the Split bill 領収書分割 screen.