[FO] Receipts (WIP)

Objectives

This feature allows hotel front office users to handle guest payments, add payment items, and add sales items. Aside from the main actions, it also allows to edit

Description

Access

Receipt screen can be accessed from the Receipt tab on booking details.

ホーム / 宿泊予約 / 予約詳細

予約詳細

予約一覧 1   レシート

RES ID: 202205   ✎ 🆔 🗑

代表ゲスト情報   ファイル 0

宿泊者	予約者	販売チャネル	メモ
やなぎだ　かなこ	(宿泊者と同じ)	ウォークイン	ゲストはエビのアレルギー
Yanagida Kanako			

📞 07043120987

yngexample@example.com

予約一覧   ☰

🖨

Yanagida Kanako
ヤナギダ　かなこ

📅 2022/05/16 - 2022/05/18

シングル / 103

● 未到着

素泊まり

大人: 1　　子: 1

Viewing receipt

サイドメニュー:
- クーポン
- PMS
- Pricing

- ダッシュボード
- 宿泊予約 ∧
  - 予約一覧
  - スケジュール
- 設備予約
- ゲスト
- 部屋管理
- 帳票
- 締め作業
- フロント設定 ∨
- BO設定 ∨

From top to bottom, the view mode consists of **top toolbar, receipt items, total payment amount, and bottom toolbar.**

Top Toolbar

The top toolbar consists of

- Edit button
- Split receipt button (Ryoshuusho Bunkatsu 領収書分割) (more details on this later)

Receipt items

The receipt details consist of

- No checkbox
- No action buttons available (No edit/delete)

Bottom toolbar

The bottom toolbar consists settle payment button (精算）

When clicked, the settle payment button will show a side modal **Payment check（精算確認）** with the details as follows:

精算確認 ✕

入金科目

クレジットカード ⌄

金額

￥6,900

売上合計（消費税込）	￥7,400
その他税金	￥0
入金	￥500
	+ ￥6900

未収金合計	￥0
おつり	￥0

キャンセル	精算

Payment method入金科目

Payment method, dropdown will fetch data from the payment settings FOS. Search bar will be included.

入金科目を検索
00124250　PayPay
00124250　クレジットカード
00123980　現金
00123999　Rpay
00123456　LinePay

- Fee 金額
  Will show the total unpaid amount (未収金合計) automatically. Users can adjust the fee number.
- Payment details
  - 売上合計 (total sales item fee)
  - その他税金 (other tax)
  - 入金 (total payment fee)
  - 未収金合計 (total unsettled pay after fee is inputted 金額)
    For unsettled pay detail, if the fee (金額) input is changed, it will modify the numbers displayed on the unsettled pay (未収金合計). If total payment fee is over the total unsettled pay, instead of showing negative values it will show the change amount (おつり).

Edit mode

While view mode is static, the edit mode contains actionable buttons.

詳細

支払い設定変更 ⌄

☐	予約ID ⇕	日付 ⇕	タイプ ⇕	詳細	宿泊者 ⇕	部屋名	単価	数量	金額	精算部屋	支払い方法
☐ ▼ {fac_id}	＋ 入金	＋ 売上									
☐	{fac_id}	2022-05-09	● 売上	ジム ⌄	やまだ	502	500	1	¥5000	502 ⌄	
☐	{fac_id}	2022-05-09	● 売上	ジム ⌄	やまだ	502	500	1	¥700	502 ⌄	
☐ ▼ {hol_id}	＋ 入金	＋ 売上									
☐	{hol_id}	2022-05-09	● 売上	プランA ▲	やまだ	502			¥9000	502 ⌄	
☐	{hol_id}	2022-05-09	● 売上	科目を選択 ⌄	やまだ	502		1	¥0	502 ⌄	

未収金合計	¥ 8,500
売上合計（消費税込）	¥ 8,500
その他税金	¥ 0
入金	¥ 0

キャンセル　リセット　保存

From top to bottom, the view mode consists **of top toolbar, receipt details (詳細）, total unpaid details (未収金合計), and bottom toolbar.**

Top toolbar

The top toolbar consists of

- Change payment method button
  The change payment method is a way to change multiple or all 精算部屋 dropdown at once.
  The dropdown contains two options, which are:

精算部屋

502 ⌄

502 ⌄

502 ⌄

502 ⌄

Payment settlement column

- Charge all payment to representative　（全てを代表部屋に支払い設定）
  This means all contents of the 精算部屋 column will change to the representative's room

- Charge only ROOM FEE to representative　（室料を代表部屋に支払い設定）
  Only room fee will be charged, however other sales items are not charged to representative but with respect to each guest room

  When changing the payment settings above, it will throw a confirmation popup above the dropdown.

⚠ **全ての詳細**は代表部屋の支払いに設定しますが、よろしいでしょうか？

いいえ　はい

支払い設定変更 ⌄

室料を代表部屋に支払い設定
全てを代表部屋に支払い設定

If confirmed, it will change and if cancelled it will not proceed with the action.

- When multiple bookings are available in the receipt, it will be displayed in groups. ID will be shown in accordion

予約ID ⇕

▼ 宿泊{hol_id}

{hol_id}

{hol_id}

▼ 設備{fac_id}

{fac_id}

{hol_id}

Receipt details (詳細)

Receipt details contains the columns below:

- Booking ID (予約ID)
- Date and time of the input 　（日付）
- Type (adding payment or adding sales item) 　（タイプ）
- Details (name of the sales item) 　（詳細）
- Staying guest name in yomigana 　（宿泊者）
- Staying guest room 　（部屋名）
- Price 　（単価）
- Quantity 　（数量）
- Total price (Price x Quantity) 　（金額）
- Charged room 　（精算部屋）
- Payment details 　（支払い方法）

詳細

支払い設定変更 ∨   🗑

	予約ID ⇕	日付 ⇕	タイプ ⇕	詳細	宿泊者 ⇕	部屋名	単価	数量	金額	精算部屋	支払い方法
☐ ▶	{fac_id}	＋ 入金	＋ 売上								
☐ ▼	{fac_id}	＋ 入金	＋ 売上								
☑	{fac_id}	2022-05-09	● 売上	ジム ∨	やまだ	502	¥500	1	¥5000	502 ∨	
☑	{fac_id}	2022-05-09	● 売上	ジム ∨	やまだ	502	¥500	1	¥700	502 ∨	
☐ ▼	{hol_id}	＋ 入金	＋ 売上								
☐	{hol_id}	2022-05-09	● 売上	プランA ▲	やまだ	502			¥9000	502 ∨	

未収金合計　　　　　¥ 8,500

売上合計（消費税込）　　　¥ 8,500
その他税金　　　　　¥ 0
入金　　　　　¥ 0

キャンセル　リセット　保存

Each booking (hotel or facility) is represented in accordion. Booking receipt details can be collapsible or not. By default, everything is expanded with a down arrow. When collapsed, it shows right arrow.

Each booking ID contains 2 buttons, adding payment (入金)　and adding sales item (売上)．. When adding an item, it will go to the bottom of the booking ID

For the hotel bookings, by default it will show the plan name by default with an accordion.

予約ID ⇕	日付 ⇕	タイプ ⇕	詳細	宿泊者 ⇕	部屋名	単価	数量	金額	精算部屋	支払い方法
{hol_id}	2022-05-09	● 売上	プランA ▼	やまだ	502			¥9000	502	

When expanded, it will show **Stay** (宿泊) and **sales item(s) included on the plan name configured on Plan settings**.

However, Plan and *Stay as a detail* is NOT EDITABLE and NOT DELETABLE. Only other Sales item(s) included in the plan are editable and deletable.

- **Payment (入金)**

  When 入金 button is clicked, as pictured below it will add a payment row on the bottom of the ID.

  Payment row consists of
    - Contains a free editable input
    - Contains room payee, but it is editable
    - Contains payment method that is fetched from the payment method database on FOS

Adding a payment row on facility ID

Ways

- Add free input by clicking 入金 button on a single ID without checking a box will show 0 on the price input
- Click on checkbox (single or multiple) and when clicking 入金 button it will display the total fee of the sales items (e.g. the screenshot above)

- **Sales items (売上)**
  When 売上 button is clicked, as pictured below it will add an add sales item row on the bottom of the ID.

	予約ID ⇕	日付 ⇕	タイプ ⇕	詳細	宿泊者 ⇕	部屋名	単価	数量	金額	精算部屋	支払い方法
☐ ▼	{fac_id}	＋ 入金	＋ 売上								
☑	{fac_id}	2022-05-09	● 売上	ジム ∨	やまだ	502	¥500	1	¥5000	502 ∨	
☑	{fac_id}	2022-05-09	● 売上	ジム ∨	やまだ	502	¥500	1	¥700	502 ∨	
☐	{fac_id}	2022-05-09	● 売上	科目を選択 ∨	やまだ	502		1		502 ∨	
☐ ▼	{hol_id}	＋ 入金	＋ 売上								
☐	{hol_id}	2022-05-09	● 売上	プランA ▲	やまだ	502			¥9000	502 ∨	

未収金合計		**￥ 8,500**
売上合計（消費税込）		¥ 8,500
その他税金		¥ 0
入金		¥ 0

キャンセル　リセット　保存

支払い設定変更 ∨　🗑

Add sales item row consists of

- Sales item dropdown → Fetches data from sales item setting FOS
    - Editable amount (free input)
    - Editable quantity (free input)
    - Editable dropdown for Room payee
- If quantity is not filled → Input will turn red (error)

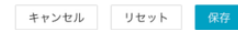|	
未収金合計	**￥ 8,500**
売上合計（消費税込）	¥ 8,500
その他税金	¥ 0
入金	¥ 0

Total Unsettled Payment (未収金合計)

Total unsettled payment consists of the properties below

- 売上合計　（消費税込）Total sales item fee with tax

- その他税金 Other tax
- 入金 Total payment fee

Bottom toolbar

Bottom toolbar consists of

- Save (保存)

  Save changes made during edit mode.

  Cannot proceed if sales item and payment input fee （単価） is 0 or empty.

- Reset （リセット）

  Reset all changes made before saving. All inputs will be discarded.

- Cancel （キャンセル)

  Go back to view mode