

Welcome

To the new Version 7.0

This training module deals with the setting-up  
of Invoices



On this screen the invoice **format** can be setup as follows:

1. MS Word (template 1 or 2)
2. HTML
3. PDF

Each document can have its own **customized heading**: Invoice, pro-forma, deposit invoice, waitlist and quotation.

The screenshot shows the 'Venue Info' window with the 'Invoices' tab selected. The 'Invoices' sub-tab is active, showing various settings for document generation. Red arrows point from the text boxes on the left to specific fields in the interface: one points to the 'Invoices' sub-tab, another to the 'Invoice Format' dropdown (set to 'MS Word'), and a third to the 'Invoice Message' text area.

**Venue Info**

Venue Details | Company & Bank Details | **Invoices** | Images | Enforced Fields | Custom Fields | Deposits & Accounting | System

Show subtotals on PDF  Show custom header on PDF Invoice Format: MS Word

Invoice Heading: TAX INVOICE Word Template: Template2

Pro forma Heading: PRO-FORMA INVOICE Waitlist Heading: WAITLIST

Deposit Heading: DEPOSIT INVOICE Quotation Heading: QUOTATION

Deposit Message ( enter #amount# for amount - #date# for date ) Invoice Message

To secure your reservation, please ensure your deposit of #amount# is paid by #date#

Waitlist Message

Your reservation has been waitlisted. We will contact you when space becomes available

Pro forma Message

Quotation Message

Cancellation Policy

Cancellation Policy  
In the event of cancellation, the following rules shall apply:  
More than 30 days prior to arrival : 0% cancellation fee

Insert banking details on the following

Invoice  Waitlist

Pro forma  Quotation

Deposit

Insert cancellation policy on the following

Invoice  Waitlist

Pro forma  Quotation

Deposit

OK Cancel

Each document can also have its own customized **message**, that will only show on that document.

Your **banking details** and **cancellation policy** can be imported from the system to the documents that you have selected here.

Venue Info

Venue Details | Company & Bank Details | **Invoices** | Images | Enforced Fields | Custom Fields | Deposits & Accounting | System

Show subtotals on PDF  Show custom header on PDF Invoice Format MS Word

Invoice Heading TAX INVOICE Word Template Template2

Pro forma Heading PRO-FORMA INVOICE Waitlist Heading WAITLIST

Deposit Heading DEPOSIT INVOICE Quotation Heading QUOTATION

Deposit Message ( enter #amount# for amount - #date# for date ) Invoice Message

To secure your reservation, please ensure your deposit of #amount# is paid by #date#

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Insert banking details on the following

Invoice  Waitlist

Pro forma  Quotation

Deposit

Insert cancellation policy on the following

Invoice  Waitlist

Pro forma  Quotation

Deposit

OK Cancel

Venue Info

Venue Details Company & Bank Details Invoices Images Enforced Fields Custom Fields Deposits & Accounting System

**Company Details**

Company Name :  Tax Reg No. :   
Company Reg. No. :  Merchant No. :   
Account No. :

**Banking Details**

Bank Name :  Bank Name  
Branch Name :  Branch  
Account Holder :  Ilona Test Lodge  
Account No. :  0  
Account Type :  Other  
Branch Code :  0  
Swift Code :  SwiftCode

**Credit Card Details**

Card Holder :  Ilona Test Lodge  
Card Number :  0  
Card Type :  Unknown  
Expiry Month :  1  
Year :  2004  cvv  0

The **bank details** must be added under Venue Settings, **Company & Bank details** screen under Setup & Admin.

If the PDF documents are used, a **subtotal** can be shown by selecting “Show subtotals on PDF”.

Venue Info

Venue Details Company & Bank Details **Invoices** Images Enforced Fields Custom Fields Deposits & Accounting System

Show subtotals on PDF  Show custom header on PDF Invoice Format PDF

Invoice Heading TAX INVOICE Word Template Template2

Pro forma Heading PRO-FORMA INVOICE Waitlist Heading WAITLIST

Deposit Heading DEPOSIT INVOICE Quotation Heading QUOTATION

Deposit Message ( enter #amount# for amount - #date# for date) Invoice Message

To secure your reservation, please ensure your deposit of #amount# is paid by #date#

Waitlist Message

Your reservation has been waitlisted. We will contact you when space becomes available

Quotation Message

Cancellation Policy

Cancellation Policy  
In the event of cancellation, the following rules shall apply:  
More than 30 days prior to arrival : 0% cancellation fee

Insert banking details on the following

Invoice  Waitlist

Pro forma  Quotation

Deposit

Insert cancellation policy on the following

Invoice  Waitlist

Pro forma  Quotation

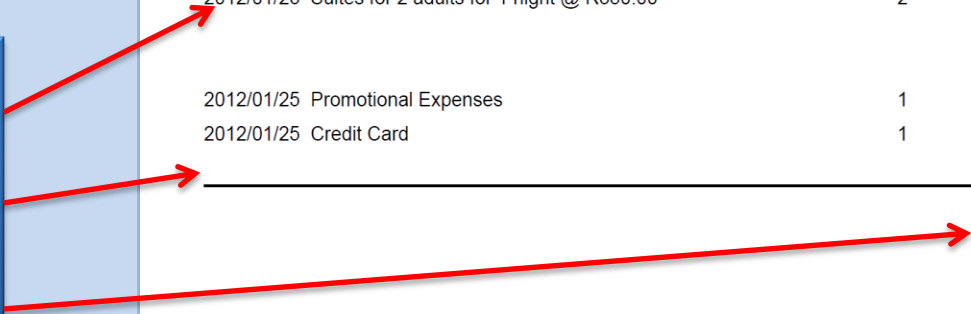
Deposit

OK Cancel

**Arrival Date :** Tuesday 24 January 2012      **No of Rooms :** 1      **No of Adults :** 2  
**Departure Date :** Friday 27 January 2012      **No of Children :** 0

Date	Description	Qty	Unit Price	VAT	Amount
2012/01/24	Suites for 2 adults for 1 night @ R350.00	2	350.00	85.96	700.00
2012/01/25	Suites for 2 adults for 1 night @ R350.00	2	350.00	85.96	700.00
2012/01/26	Suites for 2 adults for 1 night @ R350.00	2	350.00	85.96	700.00
			<b>Sub-total</b>	<b>257.88</b>	<b>2 100.00</b>
2012/01/25	Promotional Expenses	1	- 100.00	- 12.28	- 100.00
2012/01/25	Credit Card	1	-2 000.00	0.00	-2 000.00
			<b>Sub-total</b>	<b>- 12.28</b>	<b>-2 100.00</b>
			<b>Total</b>	<b>245.60</b>	<b>0.00</b>

It will show the charges with a subtotal, the payments and expenses with a subtotal and then the total of the booking.



A **customized header** can also be added on the PDF document by selecting "Show custom header on PDF".

The custom header must be loaded under **Images**, in the **Venue settings**.

Venue Info

Venue Details Company & Bank Details **Invoices** Images Enforced Fields Custom Fields Deposits & Accounting System

Show subtotals on PDF  Show custom header on PDF Invoice Format PDF

Invoice Heading TAX INVOICE Word Template Template2

Pro forma Heading PRO FORMA INVOICE Waitlist Heading WAITLIST

Deposit Heading DEPOSIT INVOICE Quotation Heading QUOTATION

Deposit Message ( enter #amount# for amount - #date# for date) Invoice Message

To secure your reservation, please ensure your deposit of #amount# is paid by #date#

Waitlist Message Pro forma Message

Your reservation has been waitlisted. We will contact you when space becomes available

Quotation Message

Insert Image

Remove Image

In the event of cancellation, the following rules shall apply:  
More than 30 days prior to arrival : 0% cancellation fee

Insert cancellation policy on the following

Insert banking details on the following

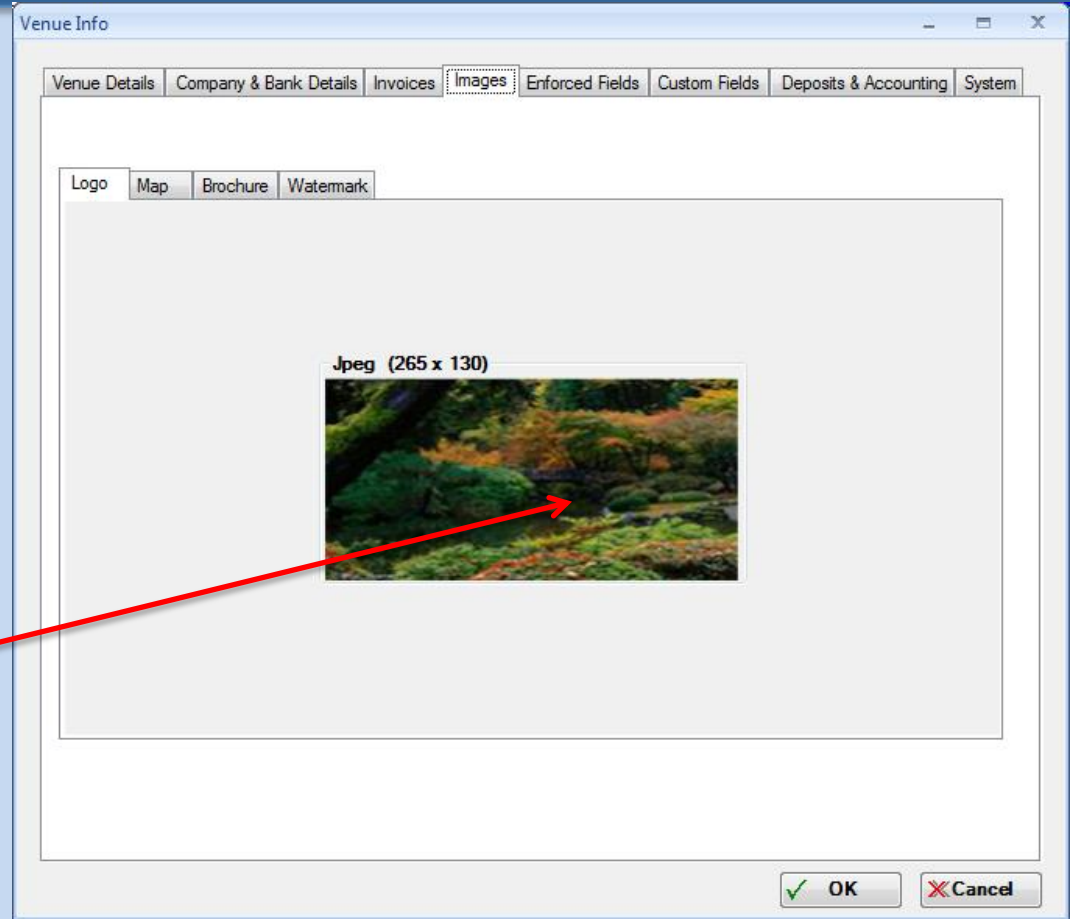
Invoice  Waitlist  Invoice  Waitlist

Pro forma  Quotation  Pro forma  Quotation

Deposit  Deposit

OK Cancel





Right click and click on **Insert** Image and select the logo.

# Invoicing and Set-up

To change the **display** of the invoice, go to a reservation. Go to the transaction screen.

Reservation Details - Folio #31 - Billy Bob

Transactions | Group Reservations | Group Transactions | Rooming List

Employee: Name Surname | Tentative ?

Folio No.: 31 | Web Ref.: | Created By: Name Surname on 24 January 12

Room/Product: 16 - Suites | Suites - Suites | Special Colour: F [Redacted] B [Reset]

Arrival Date: 24 January 2012 | ETA: 12:00 | Nights: 3 | Balances - Guest: 0.00 | Company: 0.00

Departure Date: 27 January 2012 | ETD: 10:30 | CRS Folio: 7970 | Type: Normal Reservat | Reason: | Business Source: <Unspecified>

Adults: 2 | Child2: 0 | Voucher No.: | Child1: 0 | Child3: 0

**Guest(s)**

	Main	Acc	Title	First Name	Last Name	Email	Tel No (w)	Mobile No	Visits	Fax 1	Email
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mr	Billy	Bob			0823379885	2		<input type="button" value="Move"/>

Date of Birth: 25 January 2012 | Nationality: <Unspecified> | Hobbies: | Anniversary: 25 January 2012 | Car Reg1. No.: | Intrests: |

Booked By: <Guest> | Change | More | New | Pay Responsibility: <Guest> | Change | More

Contact: | Change | More | New | Contact: | Change | More

Rate: Default Rate | Change | Custom | Email: | Send

Email: | Send | Tel No (w): | Pay Responsibility (2): | Change | More

Tel No (w): | Rangers: Ranger 1 | Transport: | Int. Tour Operator: <Unspecified>

Notes | Activity Log | Docs | Copy

Cancel | Split | Can't move | POS Block | **Confirmed** | No Show | Save | Save & Close | Close

The transactions can be displayed as summarized or as detailed.

To see how the invoice will look if you print it, click on "As Invoice". If you want to change how it is displayed, click on "Setup Invoices".

Transaction Details - Folio #31 - Billy Bob

Reservation | Group Reservations | Group Transactions | Rooming List

**Display Transactions**

Summary  Detailed

As Invoice

Entire Group  All Accounts

**Billing Accounts**

Billy Bob

**Deposit Details**

Due Date : 26 January 12

Deposit Due : 1050.00 Perc. : 50.00

Received : -2000.00 Owing : -950.00

Email  Display

Effective Date	Room	Product	Description	Invoice	Folio #	Allocated to	Qty	Unit Price	Tax	Amount	Use
24 January 2...	16	16	Suites for 2 adult...	Not Inv...	31	Billy Bob	2	350.00	85.96	700.00	Na
25 January 2...	16	16	Suites for 2 adult...	Not Inv...	31	Billy Bob	2	350.00	85.96	700.00	Na
26 January 2...	16	16	Suites for 2 adult...	Not Inv...	31	Billy Bob	2	350.00	85.96	700.00	Na
25 January 2...	16	Promotions	Promotional Exp...	Not Inv...	31	Billy Bob	1	-100.00	-12.28	-100.00	Na
25 January 2...	16	Credit Card	Credit Card	Not Inv...	31	Billy Bob	1	-2000.00	0.00	-2000.00	Na
			Charges			Guest				2100.00	
			Payments			Guest				-2000.00	
			Expenses			Guest				-100.00	
			Invoiced			Guest				0.00	

**Billy Bob**

**Pro-formas**

Email  Display

**Invoices**

Email  Display

Correspondence Documents

Invoices: Guest=0 Company=0

**Generate Room Charges**

**Balances**

Guest/s : 0.00

Company/s : 0.00

Total Due : 0.00

**Total Accom Due - As per Rate Table Selected**

Mr Billy Bob 2100.00

Confirmed









End of training module