



# HLS Holiday Manager Software Help sheet

## Inclusive Holiday costs

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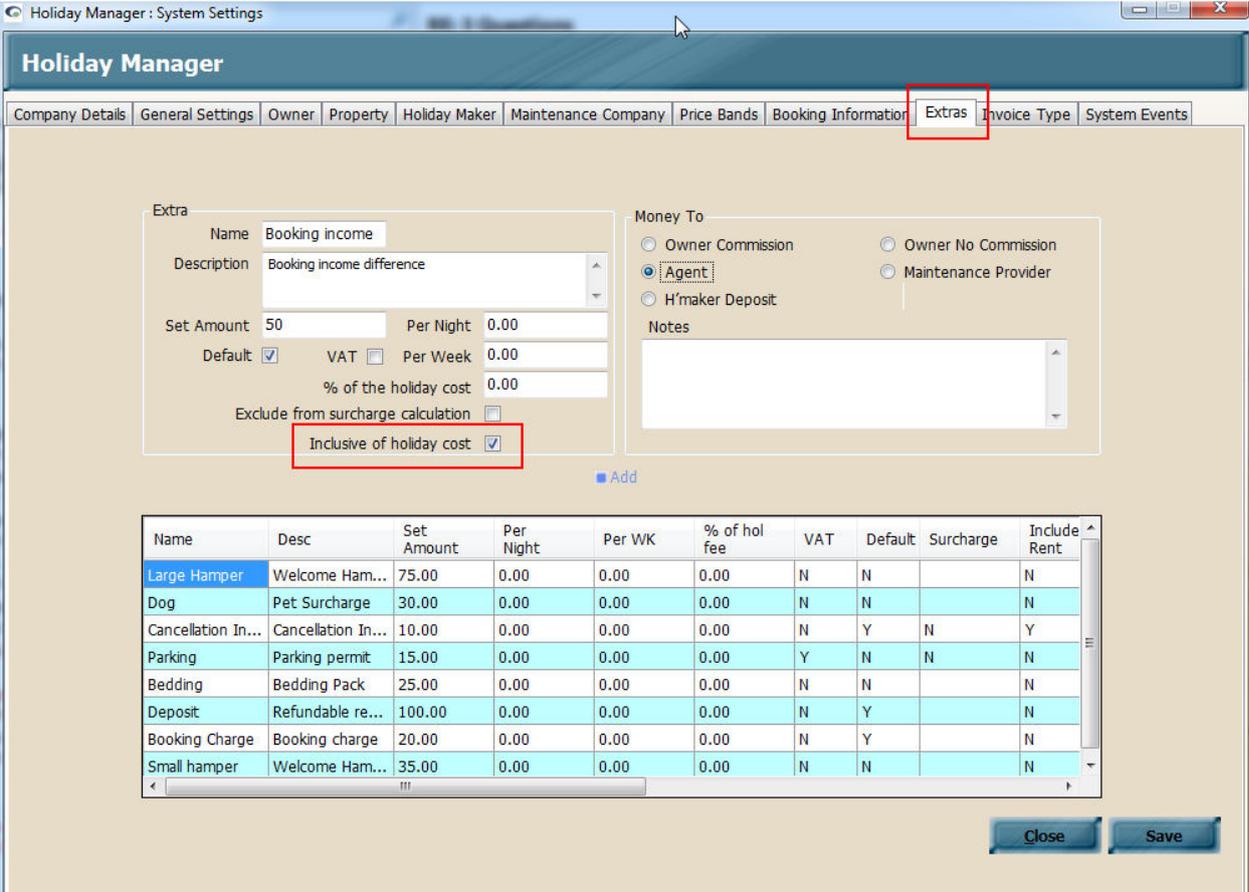
## Inclusive holiday costs

There are often situations where the holiday cost charged may include additional costs that need to be deducted before the money is paid to the owner. This help sheet runs through an example of how this can be configured.

### Configuring Extras

Your first step will be to set up a new extra for the item. This can be done via the System Settings section in the program and select the Extras tab.

Add the name and description for the new extra, along with the relevant charge. At this point we need to also ensure that we tick the Inclusive of holiday cost option. This will mean that it will not show on the guest invoice, but will be deducted from the money received and allocated accordingly. Lastly you will need to select who the money is going to be allocated to, which in the example below is the Agent.



The screenshot shows the 'Holiday Manager : System Settings' window with the 'Extras' tab selected. The 'Extra' form contains the following details:

- Name: Booking income
- Description: Booking income difference
- Set Amount: 50, Per Night: 0.00
- Default: , VAT: , Per Week: 0.00
- % of the holiday cost: 0.00
- Exclude from surcharge calculation:
- Inclusive of holiday cost:

The 'Money To' section has the following options:

- Owner Commission
- Agent
- H'maker Deposit
- Owner No Commission
- Maintenance Provider

Notes: (Empty text area)

Below the form is a table of existing extras:

Name	Desc	Set Amount	Per Night	Per WK	% of hol fee	VAT	Default	Surcharge	Include Rent
Large Hamper	Welcome Ham...	75.00	0.00	0.00	0.00	N	N		N
Dog	Pet Surcharge	30.00	0.00	0.00	0.00	N	N		N
Cancellation In...	Cancellation In...	10.00	0.00	0.00	0.00	N	Y	N	Y
Parking	Parking permit	15.00	0.00	0.00	0.00	Y	N	N	N
Bedding	Bedding Pack	25.00	0.00	0.00	0.00	N	N		N
Deposit	Refundable re...	100.00	0.00	0.00	0.00	N	Y		N
Booking Charge	Booking charge	20.00	0.00	0.00	0.00	N	Y		N
Small hamper	Welcome Ham...	35.00	0.00	0.00	0.00	N	N		N

Buttons for 'Close' and 'Save' are visible at the bottom right.

Once this is complete, you will need to ensure the extra is made available to all properties that this affects. This can be done on the property screen, via the extras tab.

Click the blue locate button indicated below, and select the relevant extra from the list. Choose the amount available and click on Add to make this extra available for this property.

Holiday Manager : Property View/Edit

**Holiday Manager** Property Name: Eco Retreat Status: LIVE

General Marketing Information Photographs Maintenance Management Documentation Keys Transactions History **Extras**

Extra

Name

Description

Set Amount: 0.00 Per Night: 0.00

Quantity: 0.00 Per WK: 0.00

Default:  VAT:  % of hol Cost: 0.00

Exclude from surcharge calculation

Inclusive of holiday cost

Provider

Owner Commission  Agent

Owner No Commission  Maintenance Provider

H'maker Deposit

Notes

Name	Desc	Set Amount	Per Night	Per WK	% of Holi fee	Quantity	VAT	Default	Surcharge	Include Rent	Owner Comm
Booking Charge	Booking charge	20.00	0.00	0.00	0.00	1.00	N	Y		N	N
Large Hamper	Welcome Ham...	75.00	0.00	0.00	0.00	1.00	N	N		N	N
Small hamper	Welcome Ham...	35.00	0.00	0.00	0.00	1.00	N	N		N	N
Cancellation In...	Cancellation In...	10.00	0.00	0.00	0.00	1.00	N	Y	N	Y	N
Deposit	Refundable re...	100.00	0.00	0.00	0.00	1.00	N	Y		N	N

Date Added 02/12/2010

Click on Save to store the changed information.

Now this extra is available to this property, when you next make a booking this will appear in the list of available extras. If you have selected the Default tick box, the extra will appear already selected; alternatively simply tick this to add to the holiday booking.

### New booking

When you make a new booking for this property, you will now see the extra appear on your list of extras available.

Make sure this is selected before clicking "Next" to go to the final stage of the booking. As you will see from the example below the summary in the bottom right hand corner of the screen will provide you with a full breakdown of the extras for this booking, with details of what is being displayed to the guest.

**Holiday Manager** Status: Provisional Booking

**Booking Info** | Booking Summary

Booking Ref No: Auto  
 Booking From: 15/09/2012 Booking To: 22/09/2012 Nights: 7  
 Holiday Cost: 505.00 Short Break Available

Property Ref No: P2010/0004 Title: Eco Retreat

Notes:

Holiday Maker Ref No: H2011/0005 Source: Newspaper Advert  
 Name: Mr Jackie Stewart  
 Address: 45, HIGH STREETY, Gloucester - GL8 7TR  
 Telephone: 123456 E-mail: jwoolley@yahoo.co.uk Car Reg:

Party: Total in Party: 4 Adults: 2 Children: 2 Infants: 0

Agent Notes | Guest Notes | Owner Notes | Maintenance Notes

Name	Desc	Price	Include	Include Rent	Num Avail	Num Req
Booking Charge	Booking charge	20.00	<input checked="" type="checkbox"/>	N	1.00	1.00
Large Hamper	Welcome Hampe...		<input type="checkbox"/>	N	1.00	
Small hamper	Welcome Hampe...		<input type="checkbox"/>	N	1.00	
Cancellation Ins...	Cancellation Ins...	10.00	<input checked="" type="checkbox"/>	Y	1.00	1.00
Deposit	Refundable rese...	100.00	<input checked="" type="checkbox"/>	N	1.00	1.00
Booking income	Booking income ...	50.00	<input checked="" type="checkbox"/>	Y	1.00	1.00

Total Rent	505.00
Total Extra	180.00
Inclusive Extra	60.00
Rent showed to Holiday Maker	505.00
Extra showed to Holiday Maker	120.00

Buttons: Preview, Next, Close, Book

**Holiday Manager** Status: Provisional Booking

**Booking Info** | Booking Summary

Booking Ref No:   
 Booking From: 15/09/2012 Booking To: 22/09/2012  
 Holidaymaker: Mr Jackie Stewart  
 Holiday rental cost: 505.00  Override  
 Discount Code:  0.00  Override  
 0.00 % + Fixed 0.00 Clear

Extra	Price	Quantity	Discount	VAT	Select
Booking Charge	20.00	1.00	0.00	0.00	<input type="checkbox"/>
Cancellation Ins...	10.00	1.00	0.00	0.00	<input type="checkbox"/>
Deposit (Refund...	100.00	1.00	0.00	0.00	<input type="checkbox"/>
Booking income	50.00	1.00	0.00	0.00	<input type="checkbox"/>

Due With Deposit

Card Surcharge:  Clear 0.00  
 VAT: 0.00  
**Total Holiday Cost: 625.00**

Agent Notes | Guest Notes | Owner Notes | Maintenance Notes

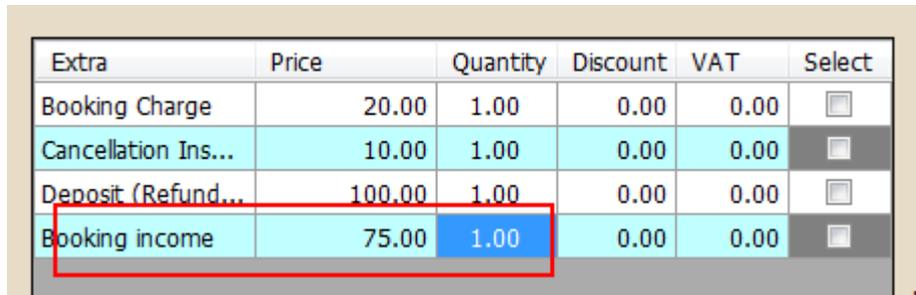
Deposit Payment Due by	10/07/2012
30% of Holiday Cost	151.50
Selected Extra's	0.00
Card Surcharge	0.00
VAT	0.00
<b>Total Deposit Due</b>	<b>151.50</b>
Balance Payment Due by	18/08/2012
Balance of Holiday Cost	353.50
Selected Extra's	120.00
Card Surcharge	0.00
VAT	0.00
<b>Total Balance Due</b>	<b>473.50</b>

Booking Summary

Total Holiday Cost	
Owner Income	
Agency Income - Owner	
Agency Income - Holidaymaker	
Holidaymaker deposit	
Other Extras	

Buttons: Send Mail, Preview, Back, Close, Book

On the Booking Summary screen you will see the full list of extras that have been specified for this booking. If there are any amendments to this extra, you do have the option of amending this here, before the booking is finalised. This will allow you to make any last minute adjustments, for example adjusting the amount due.



Extra	Price	Quantity	Discount	VAT	Select
Booking Charge	20.00	1.00	0.00	0.00	<input type="checkbox"/>
Cancellation Ins...	10.00	1.00	0.00	0.00	<input type="checkbox"/>
Deposit (Refund...	100.00	1.00	0.00	0.00	<input type="checkbox"/>
Booking income	75.00	1.00	0.00	0.00	<input type="checkbox"/>

As this is an inclusive extra, the guest will only ever see the full amount of the holiday cost. This deduction would then be made automatically when received, prior to the money being paid to the owner.