



## HLS Holiday Manager Software Help sheet

# **Inclusive Holiday costs**

Last Updated: 3<sup>rd</sup> July 2012

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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.

	Owner Property	Holiday Mal	ker   Mainten	ance Company	Price Bands B	ooking Int	formatior	Extras Invo	oice Type	System Eve
Extra	De el la como			Money	То					
ivame	Booking Income			O	wner Commissio	on	0 🔘	wner No Com	mission	
Description	Booking income diffe	rence		^	jent		© M	aintenance Pr	ovider	
				© н′	maker Deposit					
Set Amount	50	Per Night	0.00	Note	S					
Default	VAT	Per Week	0.00						*	
	% of the	holiday cost	0.00							
Exc	ude from surcharge	e calculation							Ψ.	
	Inclusive of	holiday cost								
				Add						
<u></u>										
Name	Desc	Set Amount	Per Night	Per WK	% of hol fee	VAT	Default	Surcharge	Include Rent	Â
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	Ν	Ν	
Bedding	Bedding Pack	25.00	0.00	0.00	0.00	N	N		Ν	
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		Ν	
	Welcome Ham	35.00	0.00	0.00	0.00	N	N		N	-
Small hamper	welcome marinin									

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.

Name         Provider         Owner Commission         Agent           rescription         000         Per Night         0.00         Owner No Commission         Maintenance Provider           Quantity         0.00         Per Night         0.00         Owner No Commission         Maintenance Provider           Default         VAT         % of hol Cost         0.00         Per Night         0.00         Maintenance Provider           Notes         Notes         Notes         Maintenance Provider         Maintenance Provider           Default         VAT         % of hol Cost         0.00         0.00         Per Night         Per Night <td< th=""><th>and Made</th><th>tion Information</th><th>Dhataaraa</th><th>ha Maia</th><th>tennes</th><th>Management</th><th>Desumentation</th><th>Kaus</th><th>Transa</th><th>tione Libeter</th><th></th><th></th></td<>	and Made	tion Information	Dhataaraa	ha Maia	tennes	Management	Desumentation	Kaus	Transa	tione Libeter		
Name       Provider       Agent         escription       Owner No Commission       Agent         Quantity       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       -         Add       -       -       -         Add       -       -       -         Charge       Socking charge       20.00       0.00       0.00       1.00       N       Y         Prev       Welcome Ham       75.00       0.00       0.00       1.00       N       N       N         mper       Welcome Ham       35.00       0.00       0.00       1.00       N       N       N       N         mper       Welcome Ham       35.00       0.00       0.00       1.00       N       Y       N       N       N         mper       Welcome Ham       10.00       0.00       0.00       1.00       N       N       N       N       N       N       N       N       N       N       N       N       N       N	ierai Marke	ung information	Photograp	ins Main	tenance	Management	Documentation	Keys	Transac	tions Histor	Extras	
Name       Image: Commission       Agent         escription       Owner Commission       Maintenance Provider         Charge       Notes       Notes         Exclude from surcharge calculation Inclusive of holiday cost       Notes         Maintenance Provider       Maintenance Provider         Add       Notes         Maintenance Provider       Notes         Name       Notes         Name       Notes         Notes       Notes         Name       Notes         Name       Notes         Name       Notes         Name       Notes         Name       Name         Name <td< td=""><td>Extra</td><td></td><td></td><td></td><td></td><td></td><td>Provider</td><td></td><td></td><td></td><td></td><td></td></td<>	Extra						Provider					
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	eposit	Refundable re	100.00	0.00	0.00	0.00	1.00	Ν	Y		N	Ν
	ancellation In eposit	Cancellation In Refundable re	10.00 100.00	0.00	0.00	0.00	1.00 1.00	N N	Y Y	N	Y N	

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 Mar	nager	: New Booki	ng											X
Holiday	M	anager					2				Statu	<b>is</b> Provisi	ional Book	ing 👻
Booking Info		Booking Sum	nmary											
Booking								Property						
Booking Re	f No	Auto						Ref No p2010/0	0004		Title E	Eco Retreat	t	
Booking Fr	m	15/09/201	2 🔻	Booking	To 22/09/201	2 - Nights	7							
Holiday Co	Holiday Cost 505.00 Chost Brook Available							Notes						
Troituay Co.			505.00		SHOLE DIE	ak Avalidule								+
Holiday Ma	ker							Extra						
Ref No	H20	011/0005			Source a	lewspaper Adverti	Ţ							
Name	Mr	lackie Stew	art	- 1		Add Now Source		Extra s available						
	45,	HIGH STREET	Υ,			Add New Source		Name	Desc	Price	Include	Include Rent	Num Avail	Num Reg
Address	Glo	ucester - GL8	/IR,					Booking Charge	Booking charge	20.00	<b>V</b>	N	1.00	1.00
Address	-							Large Hamper	Welcome Hampe			N	1.00	
Telephone	123	3456		_				Small hamper	Welcome Hampe			N	1.00	
E-mail	jwo	oolley@yahoo	o.co.uk		Car Reg			Cancellation Ins	Cancellation Ins	10.00	<b>V</b>	Y	1.00	1.00
Party							Г	Deposit	Refundable rece	100.00		N	1.00	1.00
Total in Pa	rty	4	Adults	3	2			Booking income	Booking income	50.00	1	Y	1.00	1.00
			Children	2	2		-							
			Infants	(		Guest Information		•	m					F
							-	Total Rent						505.00
Agent Not	es (	Guest Notes	Owner No	tes Ma	aintenance Note	3		Total Extra						180.00
								Inclusive Extra						60.00
								Rent showed to	Holiday Maker					505.00
								Extra showed to	Holiday Maker					120.00
								-	-		1 -	-	1	
								P	review	Next		Close	B	ook

Holiday Manager : New Booking	2		
Holiday Manager			Status Provisional Booking 👻
Booking Info Booking Summary	1		
Booking Ref No Booking From 15/09/2012 Holidaymaker Holiday rental cost Discount Code 0.00 % + Fixed 0 Extra Price Booking Charge 20.00 Cancellation Ins 10.00 Deprest (Defined 100.00	Booking To 22/09/2012 Mr Jackie Stewart	Override Override elect	Deposit Payment Due by       10/07/2012         30% of Holiday Cost       Override         30% of Holiday Cost       0.00         Selected Extra's       0.00         Card Surcharge       0.00         VAT       0.00         Total Deposit Due       151.50         Balance Payment Due by       18/08/2012         Balance of Holiday Cost       353.50         Selected Extra's       120.00
Booking income 50.00	1.00 0.00 0.00	Due With	Card Surcharge 0.00 VAT 0.00
		Deposit	t Total Balance Due 473.50
Card Surcharge VAT Total Holiday Agent Notes Guest Notes Owner	Clear     0.00     0.00     Cost     625.00     Notes Maintenance Notes	Î.	Booking Summary Total Holiday Cost Owner Income Agency Income - Owner Agency Income - Holidaymaker Holidaymaker deposit Other Extras
			iend 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	
Cancellation Ins	10.00	1.00	0.00	0.00	
Deposit (Refund	100.00	1.00	0.00	0.00	
Booking income	75.00	1.00	0.00	0.00	

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.