



## HLS Holiday Manager Software Help sheet

## Maintenance Invoicing

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## **New Maintenance Invoice**

As detailed in our other manuals, there is a full property maintenance section that will allow you to raise job sheets to instruct maintenance contractors to provide you with quotes or carry out work on your properties. However, in a lot of instances where you have invoices for cleaning or general on-going maintenance, you will simply have a regular invoice you need to post against a property.

Ionies Held:		8405.21						
wner Monies	(7)	4320.48	View	Invoice No	Booking No.	RefNo	Name	Date
laintenance Monies	(1)	100.00	View					
Iolidaymaker Monies	(3)	599.19	View					
gent Monies		3185.53	View					
dditional Monies		313.31	View					
ue:		28715.95						
Current Invoices	95	27481.20	View					
uture Invoices	2	1234.75	View					
urrent Client Account E	Balance:	898.00	Reconcile					
Invoices		Receipts	Payments					
View/Amend Invoices		View All Receipts	View Statements					
Raise new		Receive in	Make New Payment					

This can be done very simply and quickly via the Daily Accounts screen.

Select the Raise new Invoices button from the bottom left

Select who the invoice is going to be raised against, which would be the owner in this case, and also check and select the relevant property from the drop down list.

oliday Manager								
voice				Invoice	Details			
Invoice For Owner	Note	1		Inv	nice Tyne			
loliday Manager : Search Owner	14	-	_	211	↔ _ C	- X		
loliday Manager		11/						
	Search Result							
	Ref #	First Name	Surname	Status	Town	^		
	02013/0001	Elizabeth	Higgins	Active	BROKEN CROSS	5		
	02013/0002	Libby	Baxter	Active	DOWNLEY			- Mena
	02013/0003	Joe	Savage	Active	TINGLEY		×	TVE W
	02013/0004	Owen	Turner	Active	LOW MOOR	-		Apply
	02013/0005	Ava	Long	Active	THORPE			Cancel
Coverb Option	02013/0006	Louis	Owen	Active	HARTHILL			
Search Option	02013/0007	Alicia	Sullivan	Active	PENYCAE			Net
Defilie	02013/0008	Katherine	Thornton	Active	PILSGATE		VAT	Amount
Renito I	02013/0009	Tom	Lyons	Active	WIGGATON			
Hirstname	02013/0010	Matilda	Baker	Active	STIRLING			
Surname	02013/0011	Kate	O'Brien	Active	CLASHINDARRO	x		
Town	02013/0012	Sophia	Thompson	Active	GLENEGEDALE			
Post Code	02013/0013	Abbie	Francis	Active	CHURWELL			
Show All Status 📃	02013/0014	Jake	Stevens	Active	GREENSIDE			
	02013/0015	Finley	Fisher	Active	FEOCHAIG			
	02013/0016	Katie	Hudson	Active	RADFORD SEME	EL		
	02013/0017	Tom	Parker	Active	DARTMEET			
	02013/0018	Kai	Holloway	Active	ARDWELL			
	02013/0019	Charlie	Cross	Active	CORBY GLEN	~		
	<				2		autour 1	Close

The invoice and Due dates will normally be todays date.

In the Invoice Details on the right hand side, click New to add a new blank line to your invoice.

				Invoice Details		
Invoice For Ow	vner	Note 1		Invoice Type		~
zabeth Higgins tive , BROKEN CROSS			1	Recipient		Select
				Description		
				Price		
Droportu	The Lodge	Note 2		Discount		
Property	Auto		2	Quantity		
Invoice Number	Auto			Total		
Invoice Date	125/07/2013			VAT Y/N	E	<b></b>
Dura Data	25/0//2013	$\sim$		Net Amount		- Minima
Due Date						
Due Date						Cancel
Inv Type	Recipient	Description	Qty	Price Disc	ount Total	Cancel VAT Net Amou
Due Date Inv Type	Recipient	Description	Qty	Price Disc	ount Total	VAT Net Amou
Inw Type	Recipient	Description	Qty	Price Disc	ount Total	Cancel
Inv Type	Recipient	Description	Qty	Price Disc	ount Total	VAT Net Amou
Inv Type	Recipient	Description	Qty	Price Disc	ount Total	VAT Net Amou
Inv Type	Recipient	Description	Qty	Price Disc	ount Total	VAT Net Amou
Inv Type	Recipient	Description	Qty	Price Disc	ount Total	VAT Net Amou

Select an appropriate Invoice Type, which is user definable via the System Settings section. Select the Recipient, which would be a maintenance company and choose the relevant company from the list that

will appear. Add an appropriate description and pricing information. Once you are happy with this click the Apply button to add your completed information to the invoice.

	ter <b>B</b> atata				1					
voice	_ [********					Invoice Deta	ails			
Invoice	For Own	ər	~	Note 1		Invoice	Туре 🚺	Aaintenance	¥	
Elizabeth Higgins Active , BROKEN C	ROSS				~	Reci	pient 占	LS Estate Agents	5 /	Agent
						Descri	ption	Gardening Service	IS	
					-		Price		50.00	
				Note 2		Disc	ount 🗍		0.00	
Pi	roperty T	ne Lodge	×	NULE 2	~	Qua	antity		1.00	
Invoice	Number 4	uto			(1997)		Total		50.00	
Invoi	ice Date	25/07/2013	~			VAT	Y/N	Vo	<b>Y</b>	New
Du	ie Date	25/07/2013	~		~	Net Am	iount		50.00	Apply
									1	Cancel
						5				
dit In Ty	v /pe	Recipient	Descrip	otion	Qty	Price	Discou	nt Total	VAT	Net Amount
t Ma	intenance	HLS Estate	Gardeni	ng Services	1.00	50.00	C	0.00 50.00	0.	.00 50.00

Once you are happy with the information added, click on Update to raise the invoice. This will raise the invoice against this owner/property and will now appear on their statement as an expense.

0	Holi	day Manage	er : Invoice Repo	rt	-	-		-	-	-	↔	
$[\![ 4]$	4	1 of	$1 \hspace{0.1cm} \models \hspace{0.1cm} \Downarrow \hspace{0.1cm} \parallel \hspace{0.1cm} \mid \hspace{0.1cm} \Downarrow \hspace{0.1cm} \parallel \hspace{0.1cm} \mid \hspace{0.1cm} \Downarrow$	🛞 🚯	🖨 🔲 ն 🗟	<b>↓</b> •   100%	•		Find   Next			
	To:							Invoice	e			
		Mrs. Higgin 93 Park En BROKEN (	is Elizabeth d St CROSS					Invoice Invo	Number: pice Date:	Auto 25/07/2013		
		SK11 7HT						I	Due Date:	25/07/2013		
Γ	Date 25/0	; 7/2013	Description Gardening Servi	ces	<b>Qt</b> 1.0	<b>y Pric</b> 0 50.0	e Di	scount 0.00	<b>Total</b> 50.00	<b>VAT</b> 0.00		=
L												
	Invo	ice Notes 1	:					Total:		50.00		
								Discount:		0.00		
								New Total:		50.00		
								VAT:		0.00		
								Total Due:		50.00		
	Invo	ice Notes 2	:									~