



HLS Holiday Manager Software Help sheet

Viewing/Amending Invoices

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Specialists in software,
website and design solutions
for the holiday letting industry
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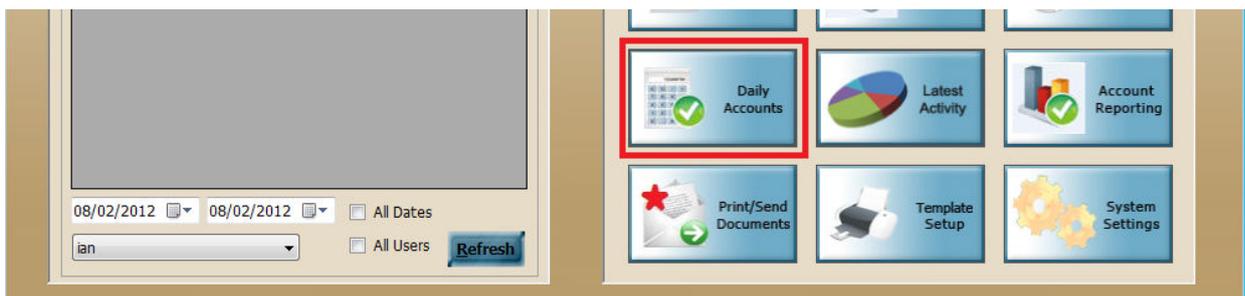
HLS Solutions Limited
Registered in England and Wales
No. 07104476

Viewing/Amending Raised Invoices

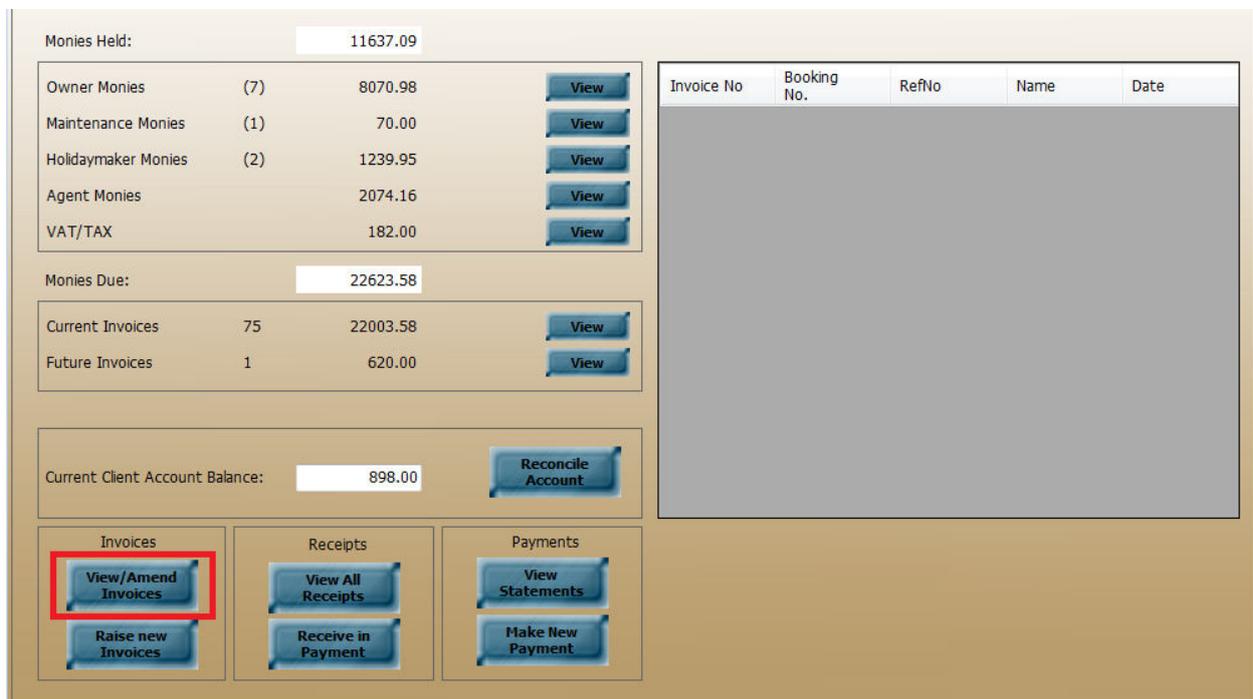
Once you have raised an invoice for a holiday, or indeed any other purpose, it is possible to go back into the program and make amendments to this.

For example if a customer has decided to pay by a different method, you may wish to amend the surcharge amount.

To do this click on the Daily Accounts button from the main Holiday Manager screen.



At the bottom of the screen you will see a number of options for Invoices, Receipts and Payments. Select the View/Amend Invoices options to bring up a list of all of your raised invoices.



Use the search or scroll bars to find the invoice required and select from the list the invoice you want to amend.

This will bring your invoice details up in a new screen.

Holiday Manager: Invoice View/Edit

Holiday Manager

New Invoice

Invoice For: Note 1:

Janet Heather
89, BOLTON WAY, Birmingham, B18 6TR

Property: Note 2:

Invoice Number:

Invoice Date:

Due Date: 08/02/2012

Invoice Details

Invoice Type:

Recipient:

Description:

Price:

Discount:

Quantity:

Total:

VAT Y/N:

Net Amount:

Invoice No	Recipient	Inv Type	Description	Price	Quantity	Discount	Total	VAT	Net Amount
INV00120	HLS Holiday H...		70% of Holid...	263.40	1.00	0.00	263.40	0.00	263.40
INV00120	HLS Holiday H...		Deposit (Refu...	100.00	1.00	0.00	100.00	0.00	100.00
INV00120	HLS Holiday H...		Small hamper	35.00	1.00	0.00	35.00	0.00	35.00
INV00120	HLS Holiday H...		Card Surcharge	13.96	1.00	0.00	13.96	0.00	13.96

To make a change to any of the items, click on the relevant transaction in the table at the lower part of the screen. This will open the transaction details in the top right of your screen.

From here you can make the appropriate amendments to the Description, Price, Discount and Quantity fields as appropriate.

To remove the entry completely from this invoice, simply change the price to be zero and click on update. When you go into this invoice, you will see that the item does not now show on the monies owed.

When you are finished, click the Update button to update the changes you have made.