



HLS Holiday Manager Software Help sheet

Viewing/Amending Invoices

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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.

Monies Held:		11637.09						
Owner Monies	(7)	8070.98	View	Invoice No	Booking No.	RefNo	Name	Date
Maintenance Monies	(1)	70.00	View					
Holidaymaker Monies	(2)	1239.95	View					
Agent Monies		2074.16	View					
VAT/TAX		182.00	View					
Monies Due:		22623.58						
Current Invoices	75	22003.58	View					
Future Invoices	1	620.00	View					
Current Client Account E	Balance:	898.00	Reconcile					
Invoices		Receipts	Payments					
View/Amend	G	View All	View					
Invoices		Receipts	Statements					
Raise new Invoices	0	Receive in Payment	Make New Payment					

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 : Invoi	ce View/E	dit							
Holiday Manag	ger				1/1				
New Invoice						Invoice Details			
Invoice Fe	or Holi	day Maker 👻	Note 1			Invoice Type		•	
Janet Heather					*	Recipient	HLS Holiday H	lomes	•
89, BOLTON WAY, Birmingham, B18 61R						Description	70% of Holid	ay Cost	
					-	Price	1	263.40	
						Discount	:	0.00	
Propert	ty Roc	k Cottage 🛛 👻	Note 2			Quantity	(1.00	
Invoice Numb	er INV	00120			*	Tota	I	263.40	
Invoice Dat	e 19/1	10/2011 💷 🗸				VAT Y/N	No		
Due Date 🗹 08/02/2012 🔍 🗸		-			Net Amount	263.40			
							■ Ne	w	
Invoice No Recipie	ent	Inv Type	Description	Price	Quantity	Discount T	otal	VAT	Net Amount
INV00120 HLS Ho	liday H		70% of Holida	263.40	1.00	0.00	263.40	0.00	263.40
INV00120 HLS Ho	liday H		Deposit (Refu	100.00	1.00	0.00	100.00	0.00	100.00
INV00120 HLS Ho	liday H		Small hamper	35.00	1.00	0.00	35.00	0.00	35.00
INV00120 HLS Ho	liday H		Card Surcharge	13.96	1.00	0.00	13.96	0.00	13.96
					Send	Mail	ate	Preview	Close

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.