



# HLS Solutions Ltd Update Notes

## Version 1.12.3.30866

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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

## Summary

Below you will find brief information on the changes that have been introduced for the latest version of the software 1.12.3.30866.

These changes have been introduced as the 2<sup>nd</sup> part of a two stage release to implement major changes to the way the bookings process is carried out. The system will now be calculating the % of the booking cost that is due, and will also provide you with the option to charge a booking fee direct to the owner for each booking taken. Please refer to the notes for version 1.0.3.20584 for the initial information regarding the included features.

Also introduced in this version is the addition of four further property management dates, and the ability to assign unlimited letters and SMS messages to the automated system events.

## System Settings

There is now an additional option on the Extra screen, to allow Extras to be excluded from credit card surcharge calculations. This is useful where security/cautionary deposits are taken for a booking and refunded after the holiday. If payment for this is taken by a credit card, the normal card surcharges will not be calculated in this instance.

Please be aware that any existing extras on a property will need to be updated with this information. To do this, simply add a Y or N into the Surcharge column on the property extras screen, or delete the relevant extra and add the extra again.

Name	Desc	Set Amount	Per Night	Per WK	% of Holi fee	Quantity	VAT	Default	Surcharge	Owner Comm	Owner No Comm
Booking Charge	Booking charge	20.00	0.00	0.00	0.00	1.00	N	Y		N	N
Bedding	Bedding Pack	25.00	0.00	0.00	0.00	1.00	N	N		N	N
Large Hamper	Welcome Ham...	75.00	0.00	0.00	0.00	1.00	N	N		N	N
Dog	Pet Surcharge	30.00	0.00	0.00	0.00	3.00	N	N		Y	N
Deposit	Refundable re...	100.00	0.00	0.00	0.00	1.00	N	Y		N	N

## Booking Process

In this version we have made some major changes to the way the booking process takes place. Below are some of the key features of the new version changes.

If you now book the property out for an owner booking the system will automatically assign this to the owner of the property, you no longer have to specify which owner is making the booking.

When you click to book in a holiday, the process is now split onto two screens:

**Holiday Manager** Status: Provisional Booking

**Booking Info**

Property  
Ref No: P2010/0001  
Notes

**Holiday Maker**

Ref No: H2010/0002  
Name: Ms Zoe Baker  
Address: 123, PARK ROAD, Glasgow - G29 6GT,  
Telephone:  
E-mail: jwoolley@yahoo.co.uk Car Reg: T56 WET

**Additional Guest Information**

Name	Date of Birth	Name	Date of Birth
	26/04/2011		26/04/2011
	26/04/2011		26/04/2011
	26/04/2011		26/04/2011
	26/04/2011		26/04/2011

**Extra's available**

Name	Desc	Price	Include	Num Avail	Num Req	Total
Booking Charge	Booking charge	20.00	<input checked="" type="checkbox"/>	1.00	1.00	20.00
Bedding	Bedding Pack		<input type="checkbox"/>	1.00		
Large Hamper	Welcome Hampe...	75.00	<input checked="" type="checkbox"/>	1.00	1.00	75.00
Dog	Pet Surcharge	30.00	<input checked="" type="checkbox"/>	3.00	1.00	30.00
Deposit	Refundable rese...	100.00	<input checked="" type="checkbox"/>	1.00	1.00	100.00

Total Extra: £225.00

Notes

**New H Maker** **Close** **Next**

The 1<sup>st</sup> screen is very similar to previous versions whereby you specify the date of the booking, the holidaymaker details, any additional guests and the dates they are staying. Included on the new version is a Nights button, which displays the total number of nights this booking is for.

There is now more space allocated for the extras that you wish to allocate for this booking and the system will calculate the total cost of the extras in the Total box below.

You also have the option to add any notes that you wish to make for this holiday booking.

When you have finished, simply click next and the system will book the holiday and take you into the financial information for this booking.

On the following new screen, we have a great deal more financial information available now for your convenience:

**Holiday Manager: New Booking** Status: Provisional Booking

**Booking Info**

Booking Ref No: B2011/0035  
 Booking From: 30/07/2011 Booking To: 06/08/2011  
 Holidaymaker: Ms Zoe Baker  
 Holiday rental cost: 417.00  Override  
 Discount Code: 0.00  Override  
 0.00 % + Fixed 0.00 [Clear](#)

Extra Name	Price	Quantity	Discount	VAT	Select	Exclude Surcharge
Bookin...	20.00	1.00	0.00	0.00	<input type="checkbox"/>	N
Large ...	75.00	1.00	0.00	0.00	<input type="checkbox"/>	N
Dog	30.00	1.00	0.00	0.00	<input type="checkbox"/>	N
Deposit...	100.00	1.00	0.00	0.00	<input type="checkbox"/>	Y

Due With Deposit

Payment Method: Credit Card 27.10  
 VAT: 0.00  
**Total Holiday Cost: 669.10**

Booking Notes

**Deposit Payment Due by:** 03/05/2011

30% of Holiday Cost	125.10
Selected Extra's	0.00
Card Surcharge	6.26
VAT	0.00
<b>Total Deposit Due</b>	<b>131.36</b>

**Balance Payment Due by:** 15/06/2011

Balance of Holiday Cost	291.90
Selected Extra's	225.00
Card Surcharge	20.85
VAT	0.00
<b>Total Balance Due</b>	<b>537.75</b>

**Booking Summary**

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

Buttons: [Receive Monies](#) [Preview](#) [Close](#) [Book](#)

The right hand side of the screen provides you with all of the booking information for this holiday booking, including the booking reference number, booking dates and holidaymaker details.

Following this we have the basic cost of the holiday with an override option to allow amendments to be made to this amount. We also have a standard discount code that allows automatic discounts to be allocated to the booking, or again an override button to allow manual discounts to be made at this point.

Below you will find details of the extras you specified on the previous page. There is one major change to this version with regards to the extras, and this is the option to assign any extras that you wish to be charged at the deposit stage. To do this, click in the Select column tick box, and the relevant deposit will be added to the invoice that is raised for the deposit.

Below the extras box is the option to specify a payment method and apply any card surcharges applicable for this. There is also a summary of any VAT charges due and finally the total holiday cost due for payment.

On the right hand side of the screen we have a full breakdown of the holiday costs split into the relevant invoices that are due for this holiday. If there is a deposit due for the booking the details of such are provided in the top section. This contains the date the deposit payment is due, along with the % of the

holiday cost (as specified in the relevant system settings section), any extras due with deposit, card surcharges, VAT and the total amount owed for the deposit.

In the second section we have the details of the balance of the holiday costs, including the date this invoice is due, the balance due, any extras, along with a surcharge and VAT where applicable and the Total balance due.

When the booking has been completed the bottom section will be populated with the summary of this booking, showing a full breakdown of how the money for this booking is allocated.

**Holiday Manager: New Booking** Status: Provisional Booking

**Booking Info**

Booking Ref No: B2011/0035  
 Booking From: 30/07/2011 Booking To: 06/08/2011  
 Holidaymaker: Ms Zoe Baker  
 Holiday rental cost: 417.00  Override  
 Discount Code: 0.00  Override  
 0.00 % + Fixed 0.00 [Clear](#)

Extra Name	Price	Quantity	Discount	VAT	Select	Exclude Surcharge
Bookin...	20.00	1.00	0.00	0.00	<input type="checkbox"/>	N
Large ...	75.00	1.00	0.00	0.00	<input type="checkbox"/>	N
Dog	30.00	1.00	0.00	0.00	<input type="checkbox"/>	N
Deposit...	100.00	1.00	0.00	0.00	<input type="checkbox"/>	Y

Due With Deposit

Deposit Payment Due by: 03/05/2011

30% of Holiday Cost	125.10
Selected Extra's	0.00
Card Surcharge	6.26
VAT	0.00
<b>Total Deposit Due</b>	<b>131.36</b>

Balance Payment Due by: 15/06/2011

Balance of Holiday Cost	291.90
Selected Extra's	225.00
Card Surcharge	20.85
VAT	0.00
<b>Total Balance Due</b>	<b>537.75</b>

Payment Method: Credit Card 27.10  
 VAT: 0.00  
**Total Holiday Cost: 669.10**

Booking Notes

**Booking Summary**

Total Holiday Cost	669.10
Owner Income	379.95
Agency Income - Owner	67.05
Agency Income - Holidaymaker	95.00
Holidaymaker deposit	100.00
Other Extras	0.00

[Receive Monies](#) [Preview](#) [Close](#) [Book](#)

At this point we have also added a new feature, which is the ability to receive monies in direct from the holiday booking. At the bottom of the screen we now have a Receive Monies button, which when clicked will open the relevant invoices for you to receipt monies against immediately, if required.

Another new feature in the latest version is the automatic updating of the booking status when monies are received. I.e. when the monies are received in for the deposit invoice the booking status will automatically change to Deposit Received, likewise, when the full balance is received the booking status will automatically update to Full Paid.

## Booking Confirmation/Invoice

Changes to the booking confirmation/Invoice have been implemented in this version to make more user friendly for sending to customers.

These changes include:

- The formatting of the address to ensure there are no gaps in the address if there is no line 2 on the holidaymaker record.
- The formatting of the Invoice title
- The order of the transactions that appear on the invoice with the booking amount now appearing top
- The description of the payment due dates are now different where a deposit and full balance are due separately, compared with one full payment due.
- Removal of the word Extra from extra descriptions