



# HLS Holiday Manager Software Help sheet

## Maintenance Invoicing

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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

## 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.

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

**Monies Held:** 8405.21

Category	Count	Amount	Action
Owner Monies	(7)	4320.48	<a href="#">View</a>
Maintenance Monies	(1)	100.00	<a href="#">View</a>
Holidaymaker Monies	(3)	599.19	<a href="#">View</a>
Agent Monies		3185.53	<a href="#">View</a>
Additional Monies		313.31	<a href="#">View</a>

**Due:** 28715.95

Category	Count	Amount	Action
Current Invoices	95	27481.20	<a href="#">View</a>
Future Invoices	2	1234.75	<a href="#">View</a>

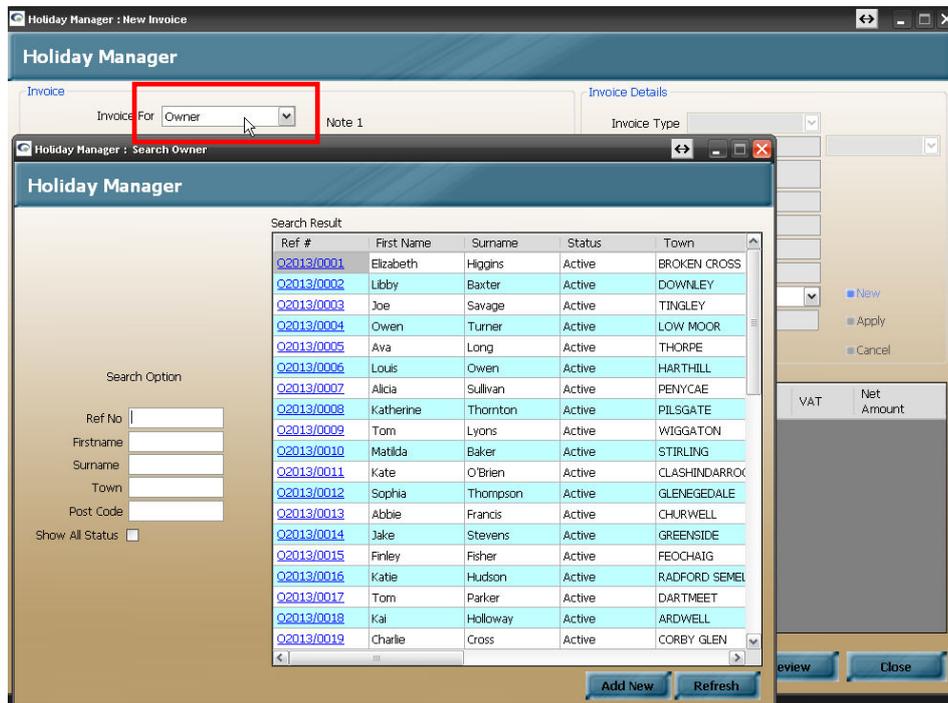
**Current Client Account Balance:** 898.00 [Reconcile Account](#)

Category	Action
Invoices	<a href="#">View/Amend Invoices</a> <a href="#">Raise new Invoices</a>
Receipts	<a href="#">View All Receipts</a> <a href="#">Receive in Payment</a>
Payments	<a href="#">View Statements</a> <a href="#">Make New Payment</a>

[Refresh](#) [Cancel](#)

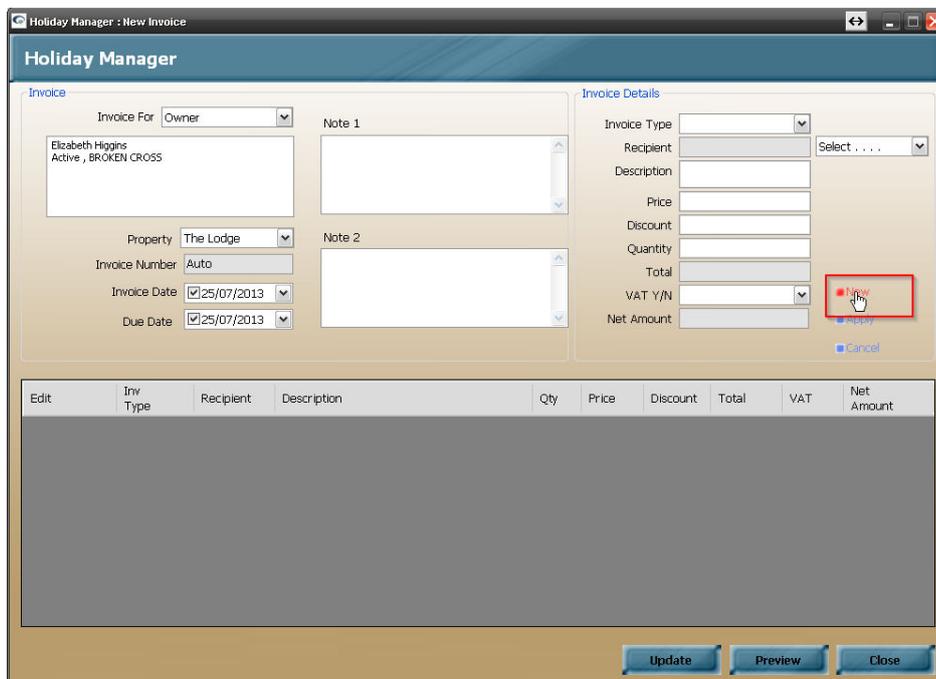
Select the Raise new Invoices button from the bottom left

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.



The invoice and Due dates will normally be today's date.

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



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.

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.

Date	Description	Qty	Price	Discount	Total	VAT
25/07/2013	Gardening Services	1.00	50.00	0.00	50.00	0.00

**Invoice Notes 1:**

<b>Total:</b>	50.00
<b>Discount:</b>	0.00
<b>New Total:</b>	50.00
<b>VAT:</b>	0.00
<b>Total Due:</b>	50.00

**Invoice Notes 2:**