HLS Holiday Manager
Software Help sheet

Maintenance Invoicing

Last Updated: 23rd July 2013

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.

Select the Raise new Invoices button from the bottom left

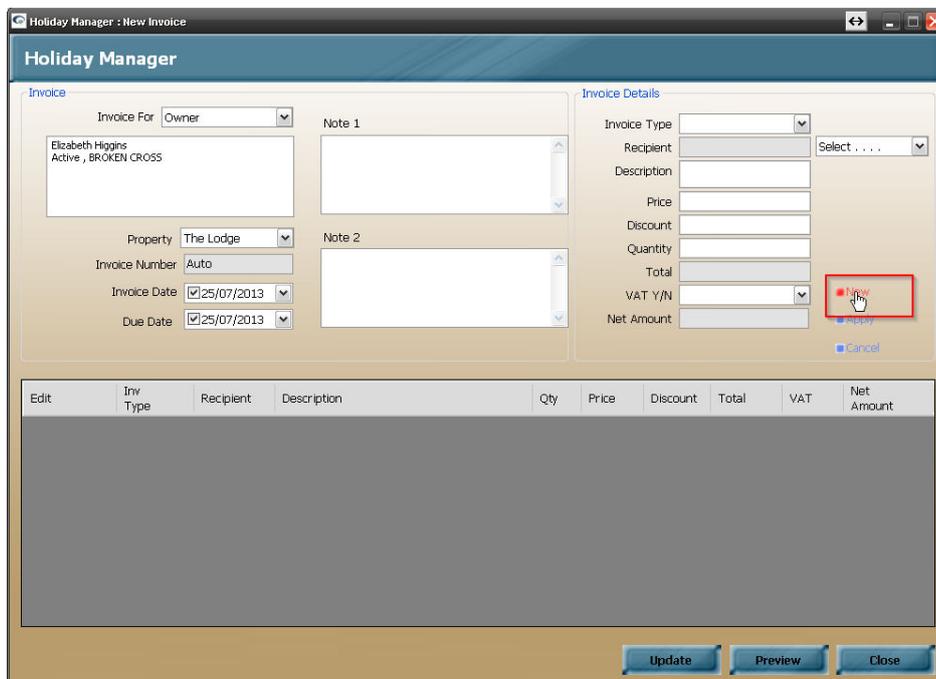Select who the invoice is going to be raised against, which would be the owner in this case, and also check and select the relevant property from the drop down list.
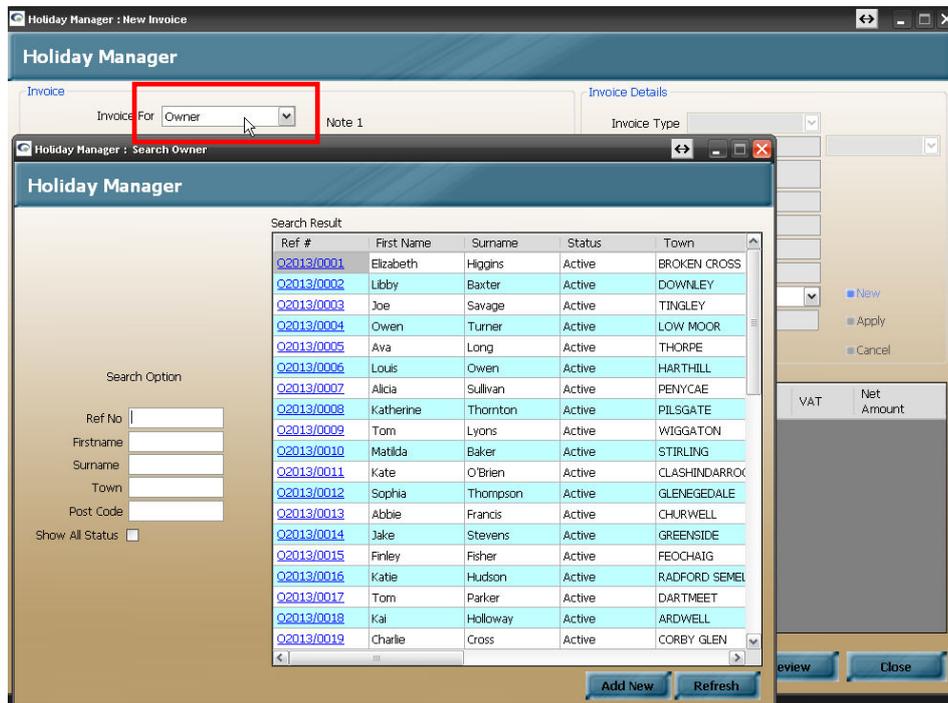
The invoice and Due dates will normally be todays date.

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.