HLS Solutions Ltd
Update Notes

Version 2.0.21

Last Updated – 18th May 2012

Version Summary

Below you will find brief information on the changes that have been introduced for the latest release of the software, version **2.0.21**.

This version has been released with a particular focus on in-depth accounting transactions.

The main features included in this version are:

- Amend invoice option from receipt screen
- Receipt reversal option
- Statement reversal
- Card surcharges automatically applied/removed
- Cancelled bookings – Monies made available against future invoices
- Additional Booking merge code

Amend Invoice Option

There has always had the option to amend an open and outstanding invoice, however in this version we have simplified this process significantly by adding this option to the standard receipt screen.

The amend invoice button will now appear at the bottom of the Receipt screen to allow you to easily access the invoice screen and make changes if required to a raised invoice.

From this screen, clicking on an invoice line will bring the information up in the top right hand corner, where it can be edited as required.

Additional lines can also be added by clicking on the "New" button, which will put an additional blank line at the bottom of the grid, ready to add the relevant invoice information.

Once you are happy with the changes that have been made, click on the update button at the bottom of the screen to save these changes.

Two points to note with this new functionality, the "Due date" will need to be either todays date or a date in the future, as you cannot backdate the date due. If you click update with the original date in the past, a prompt will appear asking you to amend the date. Secondly, this functionality is only available when no money has been applied against an invoice. Once you have received monies against the invoice, the amend option is disabled.

Receipt reversal option

If a receipt is entered incorrectly, we have now created a facility to be able to reverse this.

At the bottom of the Daily Accounts screen, you have the option to View All Receipts, which when clicked will bring you up a list of all of the receipts you have made on the system.
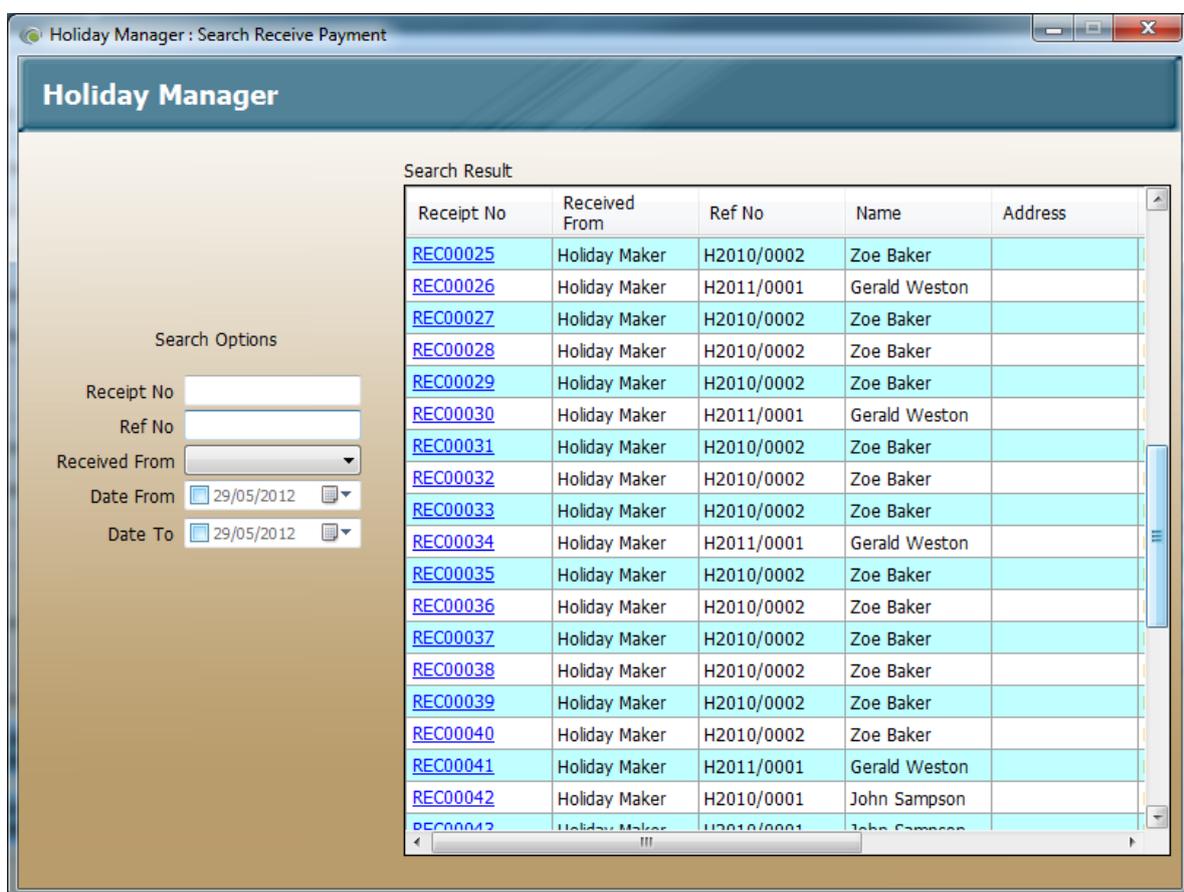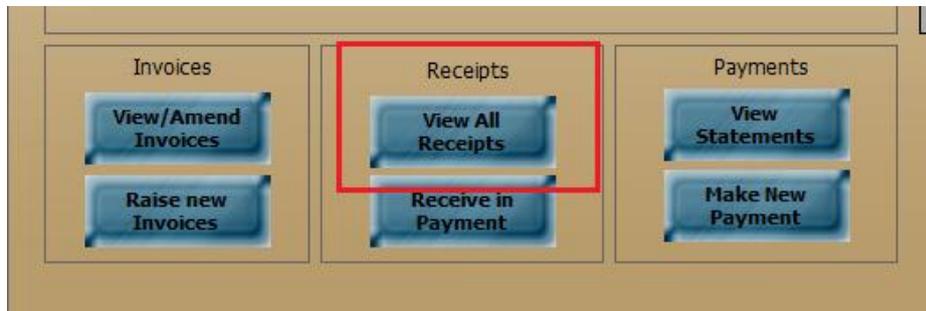
Select the receipt that you wish to open and click on the blue underlined link. This will open a copy of the receipt screen with the new "Reverse" option available.

Once reversed the invoice will reappear as outstanding on the Current invoices section, and any monies received in will be removed from the relevant statement of account.
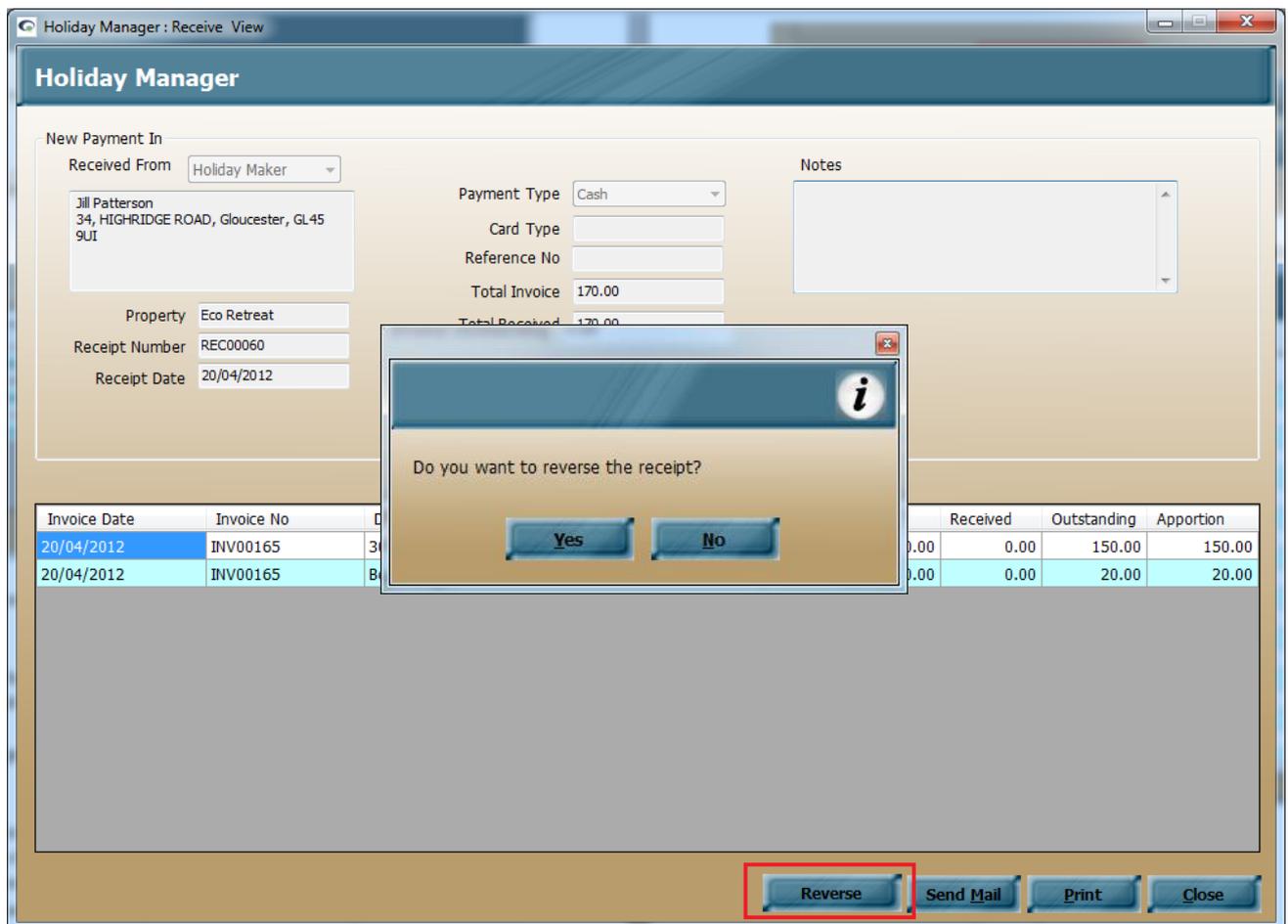
Statement reversal

Similarly to the Receipt reversal above, there may be situations where a statement has been produced with the incorrect information. We have therefore introduced functionality that allows the statement to be reversed and the monies added back to the relevant account.

To access this option, click on the View Statements option on the Daily Accounts screen, and select the statement that you are interested in.

At the bottom of the statement you now have a new "Reverse" option, which will reverse the payment that you have made through the system.

Please note, this will add the total amount back to the relevant account, it will not replicate all the individual transactions that made up the original statement. Any subsequent statements would then show a single monetary amount, along with any additional transactions that have been added since. Subsequent statements would therefore need to be combined with the original statement to show the recipient a full breakdown of the monies included.

Card surcharges automatically applied/removed

Customers will often choose different payment methods for the initial deposit and the payment of the balance. In order to address this, we have now made it much easier to add/remove/edit the surcharge amount.

Now when you click to receive monies in, changing the payment type will affect the surcharge that is applied.

If you have selected a payment type originally that is not subject to a card surcharge there will be no options currently stored in the payment type and no surcharge amounts appearing in the grid below. Selecting a payment type of Credit card will bring up a box asking if you wish to add a surcharge to this invoice.

Click yes, and then select from the second drop down to select which card type you wish to use. The system will then apply the relevant fixed charge or percentage as configured in the system settings.

Holiday Manager : Receive Payment

Holiday Manager

New Payment In

Received From: Holiday Maker

Janet Heather
BOLTON WAY,,

Property: Eco Retreat
Receipt Number: Auto
Receipt Date: 29/05/2012

Payment Type: [   ]
Card Type: [   ]
Reference No: [   ]
Total Invoice: 469.50
Total Received: 0.00

Notes:

Do you want to add the surcharge to this invoice?

[Yes]   [No]

Inv Date	Inv No	Description			ed	Outstanding	Apportion	All
21/02/2012	INV00146	70% of Ho			0.00	339.50	0.00	☐
21/02/2012	INV00146	Booking Ch			0.00	20.00	0.00	☐
21/02/2012	INV00146	Cancellation Insurance		0.00	0.00	10.00	0.00	☐
21/02/2012	INV00146	Deposit (Refundable reservation depo...	100.00	0.00	0.00	100.00	0.00	☐

[Amend Invoice] [Preview] [Send Mail] [Update] [Close]

Holiday Manager : Receive Payment

Holiday Manager

New Payment In

Received From: Holiday Maker

Janet Heather
BOLTON WAY,,

Property: Eco Retreat
Receipt Number: Auto
Receipt Date: 29/05/2012

Payment Type: Credit Card
Card Type: American Express
Reference No: [   ]
Total Invoice: 492.98
Total Received: 0.00
Invoice Outstanding: 492.98

Notes:

Inv Date	Inv No	Description	Amount	VAT	Received	Outstanding	Apportion	All
21/02/2012	INV00146	70% of Holiday Cost	339.50	0.00	0.00	339.50	0.00	☐
21/02/2012	INV00146	Booking Charge	20.00	0.00	0.00	20.00	0.00	☐
21/02/2012	INV00146	Cancellation Insurance	10.00	0.00	0.00	10.00	0.00	☐
21/02/2012	INV00146	Deposit (Refundable reservation depo...	100.00	0.00	0.00	100.00	0.00	☐
21/02/2012	INV00146	Card Surcharge	23.48	0.00	0.00	23.48	0.00	☐

[Amend Invoice] [Preview] [Send Mail] [Update] [Close]

Alternatively if the customer is now paying by a method where a fee is not applicable, selecting a payment method other that Credit Card will now bring up a message and option to remove the surcharge item from the invoice.
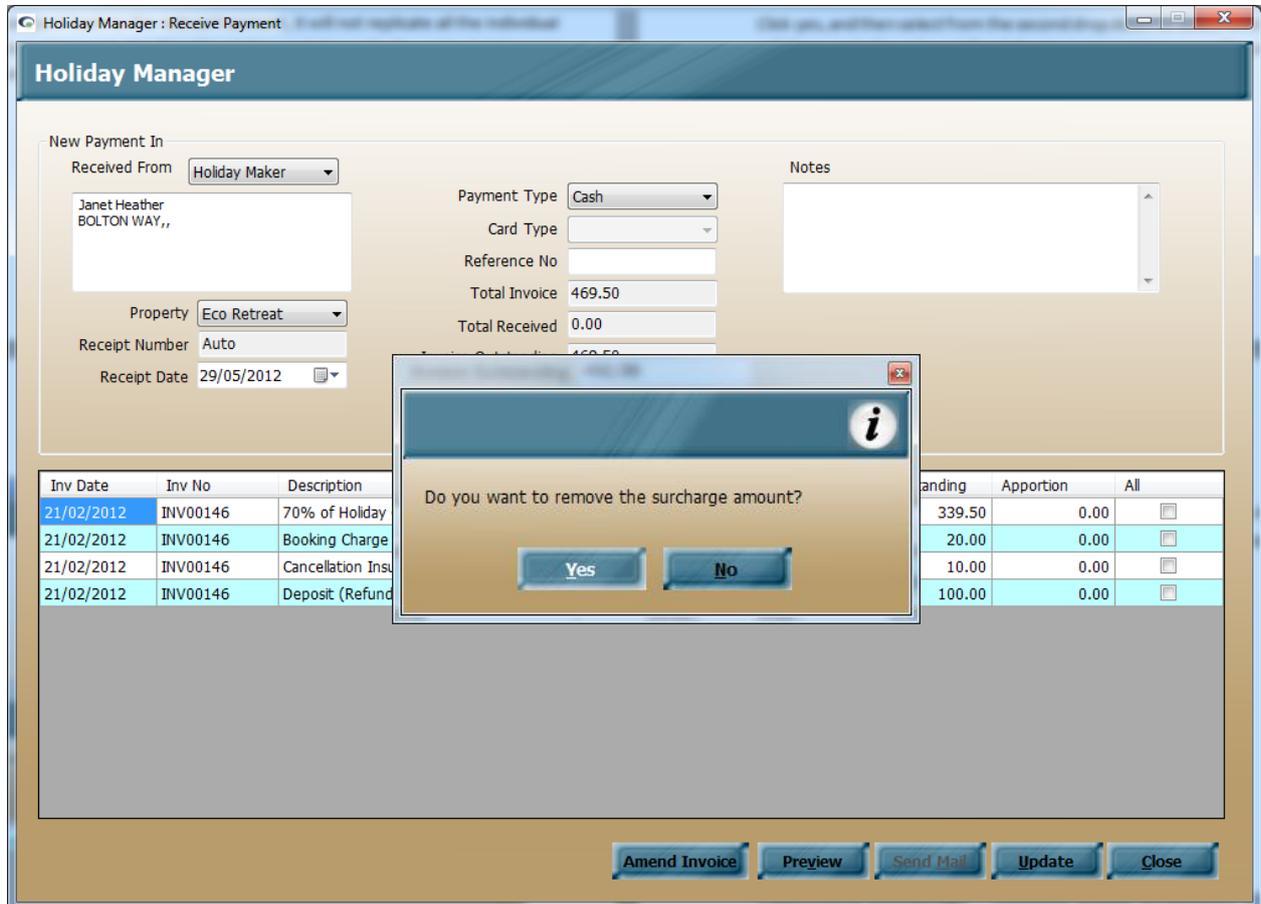
Cancelled bookings – Monies made available against future invoices

There may be situations that arise where a holiday may be moved from one date to another, or indeed to a different property. In order to accommodate this and make the process as simple as possible, we have introduced a new option that allows you to use monies from a cancelled booking to be utilised against a new booking.

When you click to receive monies, if there is any credit balance held against the holidaymaker account, a new field and option will appear below the Invoice Outstanding field.

To use this money, click on the Add Adjustment option, which will apportion this money against a line of the invoice. If this adjustment is only a partial payment of the outstanding amount, this should be updated first as a separate transaction, and the balance then received in separately. This is to ensure there is a distinction between a new monetary transaction, and monies you are already holding on the account.

Additional Booking merge code

For version 2.0.21 we have introduced a new merge code, which pulls through the amount of a card surcharge into the letters.

#b_surchargeamount