



# HLS Solutions Ltd Update Notes

## Version 2.0.21

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Specialists in software,  
website and design solutions  
for the holiday letting industry  
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## 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.

**Holiday Manager : Receive Payment**

**Holiday Manager**

New Payment In

Received From: Holiday Maker

Jackie Stewart  
HIGH STREET,,

Property: Eco Retreat

Receipt Number: Auto

Receipt Date: 29/05/2012

Payment Type: Credit Card

Card Type:

Reference No:

Total Invoice: 523.34

Total Received: 0.00

Invoice Outstanding: 523.34

Notes:

Inv Date	Inv No	Description	Amount	VAT	Received	Outstanding	Apportion	All
28/03/2012	INV00148	70% of Holiday Cost	346.50	0.00	0.00	346.50	0.00	<input type="checkbox"/>
28/03/2012	INV00148	Booking Charge	20.00	0.00	0.00	20.00	0.00	<input type="checkbox"/>
28/03/2012	INV00148	Cancellation Insurance	10.00	0.00	0.00	10.00	0.00	<input type="checkbox"/>
28/03/2012	INV00148	Deposit (Refundable reservation depo...	100.00	0.00	0.00	100.00	0.00	<input type="checkbox"/>
28/03/2012	INV00148	Card Surcharge	11.84	0.00	0.00	11.84	0.00	<input type="checkbox"/>
28/03/2012	INV00148	Small hamper	35.00	0.00	0.00	35.00	0.00	<input type="checkbox"/>

Amend Invoice Preview Send Mail Update Close

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.

Invoice No	Recipient	Inv Type	Description	Price	Quantity	Discount	Total	VAT	Net Amount
INV00148	HLS Holiday H...		70% of Holid...	346.50	1.00	0.00	346.50	0.00	346.50
INV00148	HLS Holiday H...		Booking Charge	20.00	1.00	0.00	20.00	0.00	20.00
INV00148	HLS Holiday H...		Cancellation I...	10.00	1.00	0.00	10.00	0.00	10.00
INV00148	HLS Holiday H...		Deposit (Refu...	100.00	1.00	0.00	100.00	0.00	100.00
INV00148	HLS Holiday H...		Card Surcharge	11.84	1.00	0.00	11.84	0.00	11.84
INV00148	HLS Holiday H...		Small hamper	35.00	1.00	0.00	35.00	0.00	35.00

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.

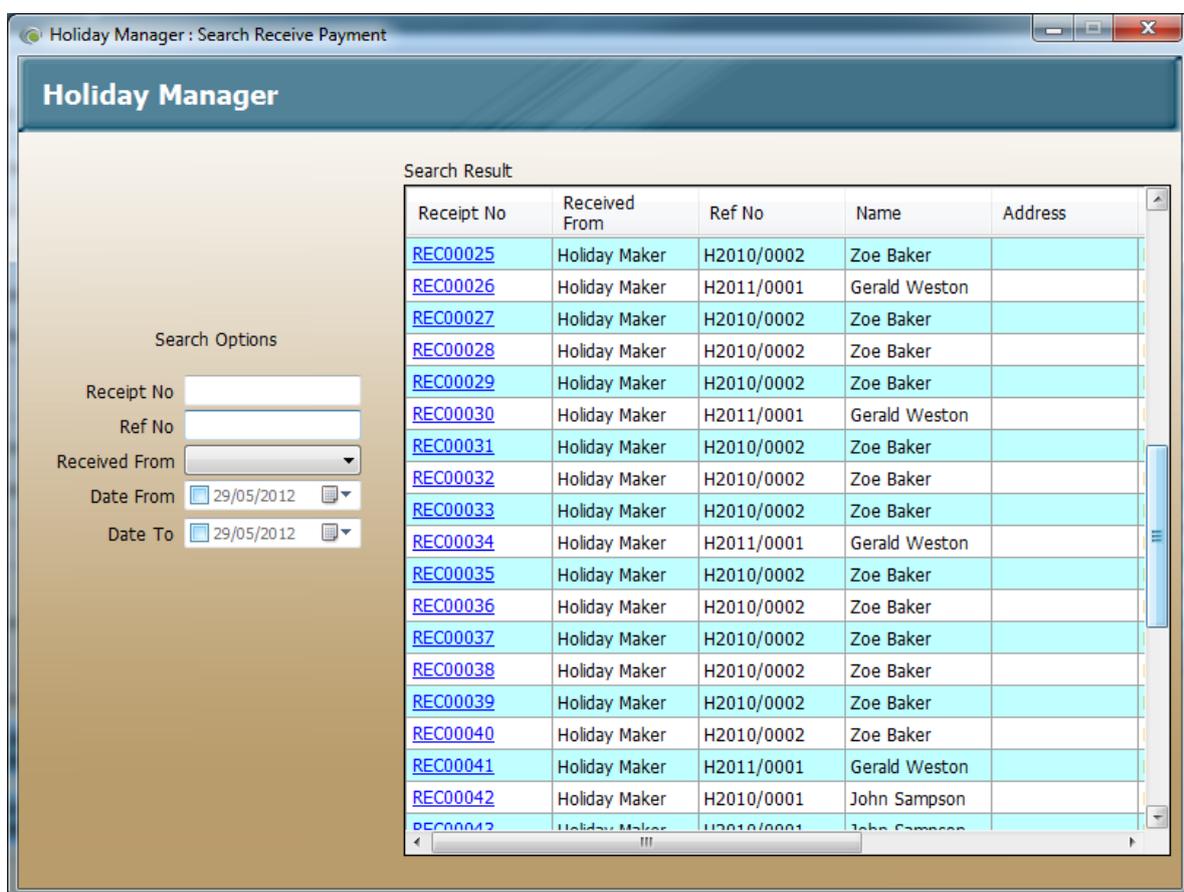
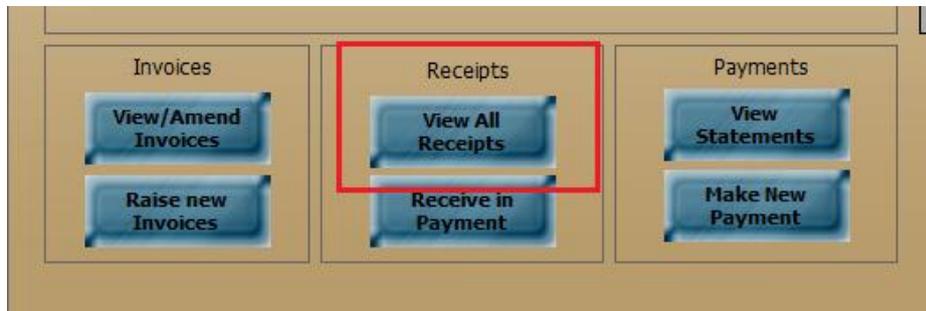
Once you are happy with the changes that have been made, click on the update button at the bottom of the screen to save these changes.

Two points to note with this new functionality, the “Due date” will need to be either today's 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

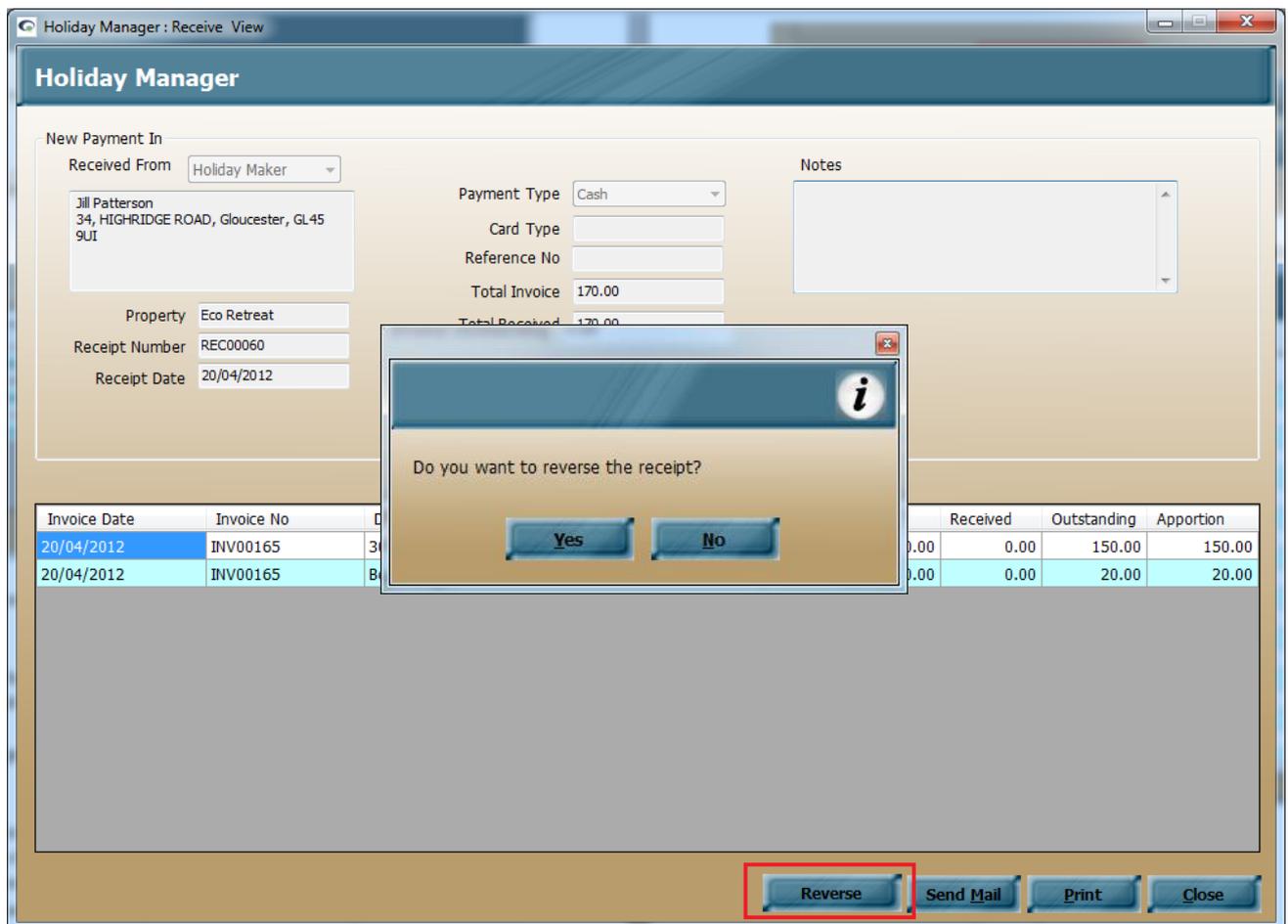
If a receipt is entered incorrectly, we have now created a facility to be able to reverse this.

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.

Holiday Manager : Payment Screen

### Holiday Manager

Payment View

Payment To: Agent  
 Ref No: 1  
 HLS Holiday Homes  
 Elmhurst, Treswithian Downs, Camborne  
 Include: No

Statement Number: A  
 Statement Date: 21/04/2011  
 Statement Total: 78.00  
 Withheld Monies: 0.00  
 Total Payment: 78.00

Statement Notes:  
 Payment Type: Bank transfer  
 Reference:

Inc Date	Ref No	Reference	Description	Credit	VAT	Ex Date	Ref No	Reference	Description	Debit	VAT
11/03/2011	B2011/0024	Church View	Booking Ch...	20.00	4.00						
11/03/2011	B2011/0024	Church View	Manageme...	45.00	9.00						

Total Income: 78.00  
 Total Expenditure: 0.00

Reverse Send Mail Print Close

## 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: **[Dropdown]**

Card Type: **[Dropdown]**

Reference No: **[Text]**

Total Invoice: **469.50**

Total Received: **0.00**

Notes: **[Text Area]**

**Do you want to add the surcharge to this invoice?**

**Yes** **No**

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	<input type="checkbox"/>
21/02/2012	INV00146	Booking Charge	20.00	0.00	0.00	20.00	0.00	<input type="checkbox"/>
21/02/2012	INV00146	Cancellation Insurance	10.00	0.00	0.00	10.00	0.00	<input type="checkbox"/>
21/02/2012	INV00146	Deposit (Refundable reservation depo...)	100.00	0.00	0.00	100.00	0.00	<input type="checkbox"/>

**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: **[Text]**

Total Invoice: **492.98**

Total Received: **0.00**

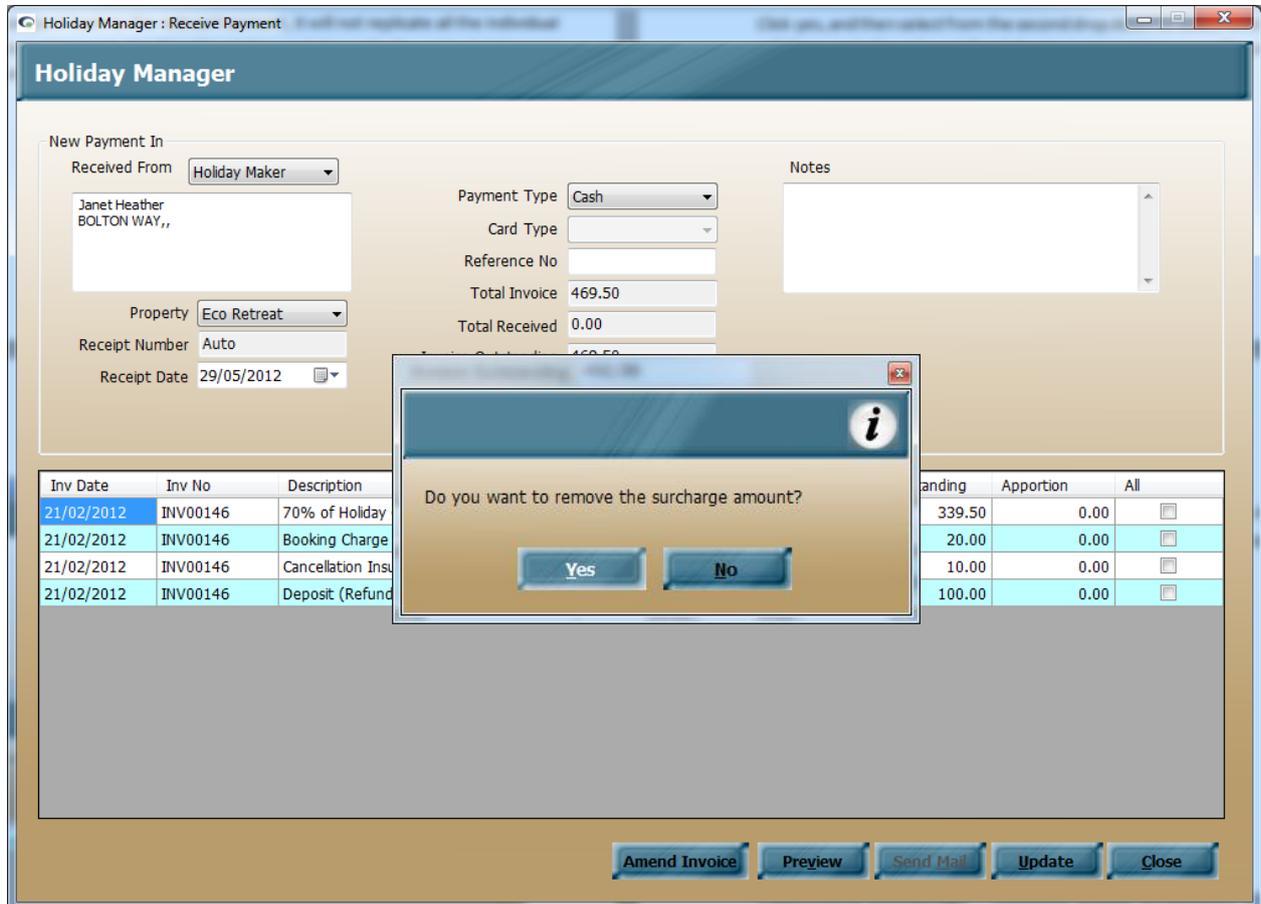
Invoice Outstanding: **492.98**

Notes: **[Text Area]**

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	<input type="checkbox"/>
21/02/2012	INV00146	Booking Charge	20.00	0.00	0.00	20.00	0.00	<input type="checkbox"/>
21/02/2012	INV00146	Cancellation Insurance	10.00	0.00	0.00	10.00	0.00	<input type="checkbox"/>
21/02/2012	INV00146	Deposit (Refundable reservation depo...)	100.00	0.00	0.00	100.00	0.00	<input type="checkbox"/>
21/02/2012	INV00146	Card Surcharge	23.48	0.00	0.00	23.48	0.00	<input type="checkbox"/>

**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 than 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.

**Holiday Manager : Receive Payment**

### Holiday Manager

New Payment In

Received From: **Holiday Maker**

Dr Stephen Jones  
The Hollies, GLOBE LANE,  
Cheltenham - GL4 5RT,

Property: **Eco Retreat**

Receipt Number: **Auto**

Receipt Date: **30/05/2012**

Payment Type: **Cash**

Card Type:

Reference No:

Total Invoice: **270.00**

Total Received: **0.00**

Invoice Outstanding: **270.00**

Outstanding Adjustment: **200.00** [Add Adjustment](#)

Notes:

Inv Date	Inv No	Description	Amount	VAT	Received	Outstanding	Apportion	All
30/05/2012	INV00173	30% of Holiday Cost	270.00	0.00	0.00	270.00	200.00	

**Amend Invoice** **Preview** **Send Mail** **Update** **Close**

## 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**