

# HLS Solutions Ltd Update Notes

## Version 2.0.29

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

Welcome to the latest version of the HLS Holiday Manager software. Below you will find information on the changes that have been introduced for the latest release of the program, version **2.0.29**.

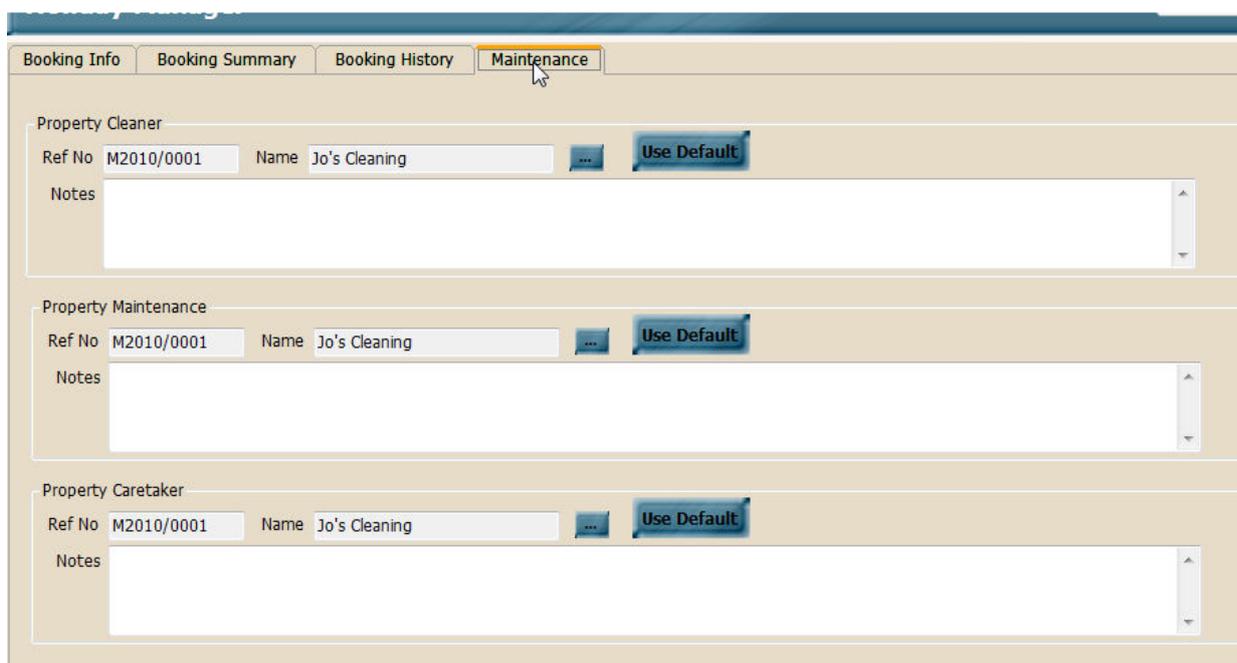
The main features included in this version are:

- Ability to override the default maintenance companies for individual bookings.
- New statement layouts to allow option to produce a Summary and Detailed view
- New statement design and layout
- Changes to the Owner Statement management fee invoice
- New option to specify default extra quantity
- New pets information field on booking with corresponding merge field
- Additional user definable notes headings

### Ability to override the default maintenance companies for individual bookings.

Each property has the facility to store the default cleaner, property maintenance and caretaker in the property maintenance screen, however there are situations where these contractors may be unavailable for a particular booking.

For this version we have therefore introduced a new Maintenance tab on each booking screen, which provides you with information on the contractors linked to this booking.



The screenshot shows a software interface with a top navigation bar containing four tabs: "Booking Info", "Booking Summary", "Booking History", and "Maintenance". The "Maintenance" tab is selected and highlighted. Below the tabs, there are three vertically stacked sections, each with a title and a form:

- Property Cleaner:** Includes a "Ref No" field with the value "M2010/0001", a "Name" field with the value "Jo's Cleaning", a blue button with three dots, and a blue "Use Default" button. Below these is a large text area labeled "Notes".
- Property Maintenance:** Includes a "Ref No" field with the value "M2010/0001", a "Name" field with the value "Jo's Cleaning", a blue button with three dots, and a blue "Use Default" button. Below these is a large text area labeled "Notes".
- Property Caretaker:** Includes a "Ref No" field with the value "M2010/0001", a "Name" field with the value "Jo's Cleaning", a blue button with three dots, and a blue "Use Default" button. Below these is a large text area labeled "Notes".

In addition to storing the default information, you are now also able to override the default contractor with a new maintenance. This will purely affect this one booking, and leave the main default maintenance company unaffected. In addition to this, you can also add any booking specific notes that may be relevant.

The most important thing is that any cleaner reports or merged booking letters will now pick up the new maintenance company details.

## New statement layouts to allow option to produce a Summary and Detailed view

For version 29 a lot of work has been carried out behind the scenes for the reporting and statements. These changes will give us much more flexibility and allow us to make a lot more design changes in the coming versions. The first area that we have been looking at for version 29 is the owner statements.

Not only have we changed the statement design and layout, we have also changed the way the income and expenditure is now displayed on the statement. As you can see below, we have a new Layout dropdown box, which gives us the option to switch between a Detailed and Summary view -

The screenshot shows the 'New Payment' form with the following details:

- Payment To: Owner
- Ref No: O2010/0001
- Mr Paul Reed OSBORNE AVENUE, KNOWLE
- Property:  The Lodge
- Statement Number: Auto
- Statement Date: 31/07/2014
- Statement Total: 7361.10
- Withheld Monies: 0.00
- Total Payment: 7361.10
- Payment Method: [Dropdown]
- Reference: [Text]
- Statement Notes: [Text Area]
- Layout: [Dropdown menu showing Detailed, Detailed, Summary]
- Include Transactions:  All  Summary  [unclear]  Holiday Complete

Transaction Tables:

Booking Date	Invoice Date	Receive Date	Clearance Date	Booking From	Booking To
19/04/2012		19/04/2012			
28/01/2013	28/01/2013	28/01/2013		16/03/2013	23/03/2013
28/01/2013	28/01/2013	28/01/2013		09/02/2013	23/02/2013
16/08/2013	16/08/2013	16/08/2013	16/08/2013	14/09/2013	28/09/2013
16/08/2013	16/08/2013	16/08/2013	16/08/2013	24/08/2013	31/08/2013
28/07/2014	28/07/2014	28/07/2014	28/07/2014	09/08/2014	23/08/2014
16/08/2013	16/08/2013	28/07/2014	28/07/2014	14/09/2013	28/09/2013

Booking Date	Invoice Date	Clearance Date	Booking From	Booking To	Booking
28/01/2013	28/01/2013		16/03/2013	23/03/2013	B2013/0
28/01/2013	28/01/2013		09/02/2013	23/02/2013	B2013/0
16/08/2013	16/08/2013	16/08/2013	14/09/2013	28/09/2013	B2013/0
16/08/2013	16/08/2013	16/08/2013	24/08/2013	31/08/2013	B2013/0
28/07/2014	28/07/2014	28/07/2014	09/08/2014	23/08/2014	B2014/0
16/08/2013	16/08/2013	28/07/2014	14/09/2013	28/09/2013	B2013/0

Summary Statistics:

- Total Income: 8955.00
- Total Expenditure: 1593.90

Buttons: Update, Preview, Close

The Detailed view is the default option and will display the transactions in the same way as previous versions of the software, with each income transaction being listed individually.

The new Summary view can be used when you want to show just the total income and expenditure for each booking, rather than all the transactions related to this booking. This is very useful where a guest has paid in instalments, or where the deposit from the guest is only paid to the owner at the end of a holiday.

## New statement design and layout

As part of the overhaul of the report layouts throughout the program as detailed above, the first area we have looked at is the Owner Statement.



### Owner Statement

Mr Paul Reed  
34 OSBORNE AVENUE  
KNOWLE Bristol  
BS4 9UY

**Statement Number:** Auto  
**Statement Date:** 31/07/2014  
**Property:** The Lodge  
**Payment Type:**

#### Income for this period

Date	Booking No	Booking From	Booking To	Reference	Description	Account	VAT
19/04/2012				The Lodge	Withheld Money	100.00	0.00
28/07/2014	B2014/0003	09/08/2014	23/08/2014	The Lodge	Holiday Payment Received	6000.00	0.00
						<b>6100.00</b>	<b>0.00</b>

#### Expenditure for this period

Date	Booking No	Booking From	Booking To	Reference	Description	Amount	VAT
28/07/2014	B2014/0003	09/08/2014	23/08/2014	The Lodge	Management fee	900.00	180.00
						<b>900.00</b>	<b>180.00</b>

#### Management Invoice

Date:	Invoice No.	VAT No.	Fees	VAT @ 20.00	Total
31/07/2014		12345678	900.00	180.00	1080.00

#### Statement Notes

<b>Income:</b>	6100.00
<b>Expenditure:</b>	900.00
<b>VAT:</b>	180.00
<b>Monies Withheld:</b>	0.00
<b>Total Paid:</b>	<b>5020.00</b>

The new Owner Statement has a number of new changes based on feedback from current users of the software.

These changes include:

- Revised address margins to better fit window envelopes
- Clearly defined Statement sections to indicate Income, Expenditure and Management Invoice
- Clearer accounting total sections
- Adjustments to the Header and Footer sections
- Revision of font styles

**Please Note: Whilst every effort has been made to ensure there is no disruption for existing users, changes to the statement designs may mean that your current Header, Footer or Watermark image will need to be optimised for the new layout.**

If you require any assistance in this matter please email a member of support ([support@hls-solutions.com](mailto:support@hls-solutions.com))

## Changes to the Owner Statement management fee invoice

For version 29 we have made a number of changes to the management invoice calculations, to distinguish management fees and other charges from maintenance invoices to the owner.

The management Invoice section has also been given the same formatting as the Income and expenditure sections to make it more noticeable for the owner.

Management Invoice					
Date:	Invoice No.	VAT No.	Fees	VAT @ 20.00	Total
31/07/2014		12345678	1328.25	265.65	1593.90

## New option to specify default extra quantity

As a new feature for version 29 we have added an additional field to the Extra section, which allows you to enter a default quantity.

This is a very useful facility to save having to amend the quantity of the extras every time a new booking is made.

This doesn't affect the current Quantity box which displays guidance on the maximum quantity available for each extra.

Name	Desc	Set Amount	Per Night	Per WK	% of Holi fee	Quantity	VAT	Default	Default Qty	Surcharge	Include Rent
Booking Charge	Booking charge	20.00	0.00	0.00	0.00	1.00	N	Y	1.00		N
Bedding	Bedding Pack	25.00	0.00	0.00	0.00	1.00	N	N	1.00		N
Large Hamper	Welcome Ham...	75.00	0.00	0.00	0.00	1.00	N	N	1.00		N
Dog	Pet Surcharge	30.00	0.00	0.00	0.00	3.00	N	N	1.00		N
Deposit	Refundable re...	100.00	0.00	0.00	0.00	1.00	N	Y	1.00		N

## New pets information field on booking with corresponding merge field

In order to allow pets information to be merged into letters, for version 29 we have introduced a new information field to the booking form.

Within the Party information section on a new and existing booking, we have a new field called Pets.

This is purely an information field for the Agent and any financial information would still be entered via the extras section in the normal way.

For the documentation there is a new pets merge code –

**#b\_pets**

## Additional user definable notes headings

In the previous version we have introduced a new tab on the property called Web, which allows for the entry of a number of additional fields, primarily for uploading to your own website.

In order to help identify the content stored in each field, we have introduced a facility to be able to rename the headings for these additional fields for version 29. This ensures these can be easily labelled and identified.

To set these heading names, go into the System Settings and click on the Properties tab. The Web Descriptions will be found in a section on the right hand side.

Marketing			
Label 1	<input type="text" value="Parking"/>	Label 7	<input type="text" value="Washing Machine"/>
Label 2	<input type="text" value="Sea Views"/>	Label 8	<input type="text" value="Dishwasher"/>
Label 3	<input type="text" value="Pet Stay"/>	Label 9	<input type="text" value="Swimming Pool"/>
Label 4	<input type="text" value="WiFi"/>	Label 10	<input type="text" value="BBQ"/>
Label 5	<input type="text" value="Cot"/>	Label 11	<input type="text" value="Balcony"/>
Label 6	<input type="text" value="Highchair"/>	Label 12	<input type="text" value="Patio"/>

Web Descriptions			
Label 1	<input type="text" value="Web 1"/>	Label 6	<input type="text" value="Web 6"/>
Label 2	<input type="text" value="Web 2"/>	Label 7	<input type="text" value="Web 7"/>
Label 3	<input type="text" value="Web 3"/>	Label 8	<input type="text" value="Web 8"/>
Label 4	<input type="text" value="Web 4"/>	Label 9	<input type="text" value="Web 9"/>
Label 5	<input type="text" value="Web 5"/>	Label 10	<input type="text" value="Web 10"/>

Notes and Directions			
Notes 1	<input type="text" value="Notes"/>	Advertising	<input type="text" value="Advertising"/>
Notes 2	<input type="text" value="Notes 2"/>	Marketing	<input type="text" value="Marketing"/>
Directions	<input type="text" value="Directions"/>	Alt Marketing	<input type="text" value="Alt Marketing"/>

Booking Charge	
Label 1	<input type="text" value="Booking Charge"/>

In addition to the new web descriptions, we have also allowed for the optional renaming of the Advertising, Marketing and Alt Marketing descriptions found lower than the page:

Notes and Directions			
Notes 1	<input type="text" value="Notes"/>	Advertising	<input type="text" value="Advertising"/>
Notes 2	<input type="text" value="Notes 2"/>	Marketing	<input type="text" value="Marketing"/>
Directions	<input type="text" value="Directions"/>	Alt Marketing	<input type="text" value="Alt Marketing"/>