

Invoicing - Invoice only services or extras

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Summary

An invoice is a list of goods sent or services provided, which includes a statement of the amount due. The VRMS software allows you to issue an invoice for a service without the need to create a booking.

Benefits

You can use this function to invoice extras to guests or repair costs to property owners, etc. The system gives you the flexibility to generate these invoices since you are not obliged to associate them with a particular booking.

Configuration

You can access this module from the 'accounting' tab by clicking 'invoices' and then 'invoice only for services or extras'.

Invoice of extras/services Invoicing ⓘ

SAVE **CANCEL** * Indicate a required field

Type: Invoice Date: 10/09/2018

Legal name: -- Select -- Who do you bill?: To the client/guest

Series / Number: -- Select -- Client/Guest:

Template: Fattura predefinita Prova Smaac Language: English

Mark as paid: Yes Cash Deduction: %

Select an extra or service	Description	Quantity	Amount	% VAT	Total
-- Select --				-- Italy --	✕
-- Select --					
Air-conditioning					
Arrival out of schedule					
Baby high chair					

Total 0,00 €

STEPS:

1. Choose whether you wish to generate an invoice or a receipt and select the company/legal name.
2. Select who you would like to invoice i.e. the client/guest or the owner from the drop down list.
3. Mark the invoice as paid or payment. NOTE: If marked as pending, it will appear in the list of pending payments.
4. Choose the invoice template that you want to use. The template can be customised from the 'settings' tab by clicking 'templates'.

Note

For more information, we recommend this article: [Templates](#)

In this section

Related content

Content by label

There is no content with the specified labels