# Invoicing - Issuing invoices from booking

Summary Benefits Configuration

### 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 the bookings that have entered the system and carry out the management of the collections.

### **Benefits**

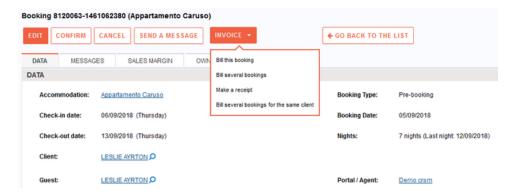
The billing module allows complete control of the invoices and receipts that correspond to all bookings. The VRMS software will ensure that time is saved as it will inform you of the bookings pending invoice.

## Configuration

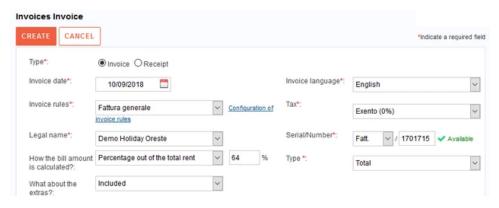
#### ISSUING AN INVOICE:

Invoices can be issued from two sections within the VRMS:

1. From a booking - enter a booking and issue the invoice by clicking 'bill this booking' under the 'invoice' button.



The 'business name', 'tax amount', 'serial number', etc., will be entered automatically according to the invoice rule that you have previously configured. You can change this data manually when issuing the invoice if required.



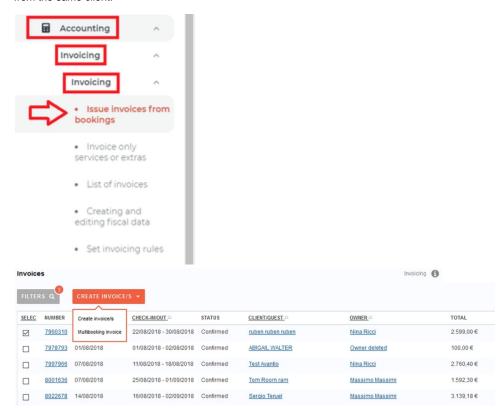
You can choose whether you want to issue the invoice for the full booking amount (default setting), for the deposit or for an outstanding payment. It is also possible to issue a receipt. The receipts include a different serial number and are created using an alternative template.

2. From the 'accounting' tab - enter the 'invoicing option' and click 'issue invoices from bookings'.



Here, you will find a list of invoices that you can customise to show 'bookings for billing' or 'bookings without receipt'. Select the booking and click 'create invoice/s'. The drop down menu will give you the option to invoice one or more reservations or generate a multi-booking invoice.

- Create invoice/s: it is possible to issue several invoices at a time. The system will generate different documents with the corresponding serial number.
- Create multi-booking invoice: You can issue a single invoice for several bookings to the same client which will help reduce work and save time. In order to use this option, all bookings selected must be from the same client.



To create the invoice, confirm the information in the required fields is correct and click 'create'.