

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.

Booking 8120063-1461062380 (Appartamento Caruso)

[EDIT](#) [CONFIRM](#) [CANCEL](#) [SEND A MESSAGE](#) [INVOICE](#) [GO BACK TO THE LIST](#)

DATA	MESSAGES	SALES MARGIN	OWN
DATA			
Accommodation:	Appartamento Caruso		
Check-in date:	06/09/2018 (Thursday)		
Check-out date:	13/09/2018 (Thursday)		
Client:	LESLIE AYRTON		
Guest:	LESLIE AYRTON		
Booking Type:	Pre-booking		
Booking Date:	05/09/2018		
Nights:	7 nights (Last night: 12/09/2018)		
Portal / Agent:	Demo crsm		

[Bill this booking](#)
[Bill several bookings](#)
[Make a receipt](#)
[Bill several bookings for the same client](#)

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.

Invoices Invoice

[CREATE](#) [CANCEL](#) *Indicate a required field

Type*: ☒ Invoice ☐ Receipt

Invoice date*: 10/09/2018

Invoice rules*: Fattura generale [Configuration of invoice rules](#)

Legal name*: Demo Holiday Oreste

How the bill amount is calculated?: Percentage out of the total rent 64 %

What about the extras?: Included

Invoice language*: English

Tax*: Exento (0%)

Serial/Number*: Fatt. / 1701715 ✓ Available

Type*: Total

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'.

In this section

Related content

Content by label

There is no content with the specified labels

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.

Accounting

Invoicing

Invoicing

Issue Invoices from bookings

Invoice only services or extras

List of invoices

Creating and editing fiscal data

Set invoicing rules

Invoices

Invoicing

FILTERS

CREATE INVOICE/S

SELEC	NUMBER	Create invoice/s	CHECK-IN/OUT	STATUS	CLIENT/GUEST	OWNER	TOTAL
<input checked="" type="checkbox"/>	7960310	Multibooking invoice	22/08/2018 - 30/08/2018	Confirmed	ruben.ruben.ruben	Nina Ricci	2.599,00 €
<input type="checkbox"/>	7978793		01/08/2018 - 02/08/2018	Confirmed	ABIGAIL WALTER	Owner deleted	100,00 €
<input type="checkbox"/>	7997966		07/08/2018 - 18/08/2018	Confirmed	Test Avantio	Nina Ricci	2.760,40 €
<input type="checkbox"/>	8001636		07/08/2018 - 01/09/2018	Confirmed	Tom Room ram	Massimo Massimi	1.592,30 €
<input type="checkbox"/>	8022678		16/08/2018 - 02/09/2018	Confirmed	Sergio Teruel	Massimo Massimi	3.139,18 €

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