

Invoicing - Set invoicing rules

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Summary

This section will allow you to create several rules for issuing invoices from your agency. Each rule will inform the system of how to create the invoice, what VAT to apply and who is invoiced.

Benefits

Once the rule has been created, the process of invoicing is almost automatic. You will only have to select the booking/s to invoice and the system will complete the task. You can create as many rules as needed and apply them to the required properties. You can specify who you want to invoice (guest or owner), the invoice name, whether extras are included and the base for the calculation.

Configuration

To access the creation of these rules, go to the 'accounting' section, click 'invoicing' and choose 'set invoicing rules'. You will be able to access the list of rules created, the option to create new rules or search for a rule using the filter.

You can assign an invoicing rule to one or several properties. Please contact us if you want us to activate this option for you.

To search for an invoicing rule you can enter the name of the rule, the property title/reference or the company name.

Below the search filter you will find the 'new invoice rule' button. Click this button to create a new rule and follow these steps:

1. Enter the name of the new rule and select the property or properties you wish to assign the rule to. Click 'next' to continue.

Invoice rule: New invoice rule

NEXT

CANCEL

Rule name*

The name must correspond to a group of accommodations

Select properties:*

Select

2. From the drop down options, choose:

Invoice rule: test

SAVE

CANCEL

Rule name*:

test

Legal name*:

Antonio Garibaldi

See

Tax*:

Generale (22%)

Whom is billed?*

To the owner

?

What is the taxable amount?*

A percentage of the total rent (i....

15

%

What about the extras?*

Not included

In this section

Related content

Content by label

There is no content with the specified labels

- a.) The legal entity name (previously created in the company settings)
- b.) Who is invoiced (owner or guest)
- c.) The base for calculation:

- Rental amount without taxes: The system calculates the total rent with the VAT set up in the invoicing rule
- A percentage of the total rent (including tax): The system will calculate the percentage indicated in the invoice rule on the total of the rental (with the VAT configured in the booking tab) and to this result will be added the VAT set in the billing rule.
- total rent minus the amount paid to the owner* The system calculates the difference between the total rental amount (including VAT on the booking) and the payment made to the owner. The result will be the invoice total with the VAT set up in the invoicing rule.
- booking total minus the payment to the owner. The system calculates the difference between the total amount of the reservation (including VAT on the booking) and the payment made to the owner. The result will be the invoice total with VAT set up in the invoicing rule.

d.) Extras - Included, not included, included as a %

- The system will not allow you to issue this type of invoice without having paid the owner.
- Extras i.e. if included, not included or included with a percentage. If included, you can select one or more extras from the list.*
- The VAT of each extra is configured in the default extras module. This can be found from the 'rates' tab by clicking 'extras' and then 'list'.

4) VAT/Tax (choose the corresponding % rate to be applied)

5) MORE OPTIONS

[more options \(+\)](#)

Add a fixed fee for the booking: ☐

commission limits: ☐

Invoice withholding: ☐

Add agent costs: ☐

Intermediary Commission Calculation:

Calculate commission of rental minus a

▼

☒ % of portal / agent commission to add to the bill

0 %

a.) Add a fixed fee for the booking - tick this box if you wish to enter a fixed amount in euros to add to each booking.

b.) Commission limits - this option allows you to enter a minimum and maximum limit for the amount to be invoiced. If the amount does not fall within these limits, the invoice will not be generated.

c.) Invoice withholding - here you can enter the percentage retained (if applicable).

d.) Add portal commission - This section allows you to add a certain % of the portal commission to the invoice.

If you want the owner to be charged the portal expenses (either the full amount or partially) add this % here

E.g. If you want the owner to pay half of the portal commission put 50% in the box. This is then added to the invoice to be charged to the owner.

Please see below for an explanation of each of the options for the calculation of the portal commission:

Reservation example:

Accommodation amount: 1000 €

Portal expenses (10 %): 100 €

Option 1. Calculate the commission on the rental

The rental amount is taken and 100% of the agent / portal expenses (10%) are added.

1000 + 100 = 1100

On this amount, the tax base of the invoice is calculated, in this case, 30% of the rent:

Result: $1100 \times 0.30 = 330 \text{ €}$

Option 2. Calculate commission on rent minus portal expenses

The rent amount is taken and 100% of the agent / portal expenses are subtracted (10%).

$1000 - 100 = 900$

On this amount, the tax base of the invoice is calculated, in this case, 30% of the rent:

Result: $900 \times 0.30 = 270 \text{ €}$

Option 3. Remove portal expenses before calculating commission on rent

The amount of the rent is taken and our commission is calculated, in this case, 30%.

$1000 \times 0.30 = \text{€ } 300$

On this amount, 100% of agent / portal expenses (10%) is added.

Result: $300 + 100 = 400 \text{ €}$

Option 4. Add portal expenses before calculating commission on rent

The amount of the rent is taken and our commission is calculated, in this case, 30%.

$1000 \times 0.30 = 300 \text{ €}$

On this amount, 100% of agent / portal expenses (10 %) is removed.

Result: $300 - 100 = 200 \text{ €}$

Click 'options by default' to see more invoice options. Here you can quickly consult the default serial number of your invoices, payments, receipts and default templates (both invoices and receipts).

[\(-\) Options by default](#)

Serial by default
(invoices)*:

FACITA2017



Serial by default
(receipts)*:

RICITA2017

Serial by default
(payment)*:

R

Template by default*:

Factura predeterminada Paul



If you wish to change the information found here, you can do so from the company configuration section by selecting and modifying from the list of registered names. To amend the templates, you can do so from the same section by entering the corresponding template.