Invoicing & Payment Tracking System

Automatically convert Bookings into Invoices with Hallmaster's Invoicing module
Note: This is tool for requesting payments from your customers and is NOT an accounting package

If you don't have the Invoicing Module enabled, please contact us and we can switch it on for you straight away. Once enabled, you will set some additional menu items that you will need to go into and add the required information.

Please follow these steps:

1. Admin > Hire Charges – these are different rates that you can set for your rooms or facilities. eg. Standard Rate, Regular Users/Discounted Rate etc. Each rate can be applied to your customers, depending on what activity they do. eg Jenny Smith is charged the Regular Users Rate for her Pilates class but the Standard Rate for a Meeting. These rates can be easily amended to reflect increases in hire charges.

   These charges are used to automatically calculate the room hire rate for the time used by a customer and activity.

1. Admin > Line Items – these are additional items for hire eg tables, chairs, alcohol licence etc. and can be added at the end of an invoice. You can also set them to display in your online booking form. Just use the tick box to enable or disable all or some of the Line Items and your customers will be given the chance to select the quantity. These will automatically be included in their invoice later.

   Deposits, Refunds and Discounts:
   Deposits can be entered via the Line Items. Just set up a Line Item Group called Admin fees and then add a line item called Deposit, and enter the cost. If the cost varies, just enter 1 as this will be calculated when creating the invoice. To add a Deposit Refund or a Discount, simply put in a minus figure. (eg Discount Qty -1)

2. Customers – you will now need to link your customers and their activities to the appropriate hire charge. Customers > edit customer > Add Activity if you haven't done already and then select the rate for that Customer and their Activity

3. Admin > Manage Halls – Enter
   a. a logo if you want. This will appear at the top of your invoices. The ideal size is 100px wide, 70px tall. Please upload a .jpg file
   b. a primary email address where messages relating to Invoicing will get sent
   c. an Invoice Signature to appear at the foot of your invoices and invoice emails. You can enter a link to your payment terms and details but there is a restriction to 5 lines.
   d. an Invoice prefix eg. HM-2017- (put a hyphen at the end so that it makes it clearer when the actual invoice number gets appended)
   e. a start number for your invoices which can be reset each year
      Your invoices will increment automatically eg. HM-2015-12, HM-2015-13 etc.
   f. If you are VAT rated, tick the box in the Tax section of the page and complete the other fields
   g. Save the page before proceeding

Create a New Invoice

Given that you now have the above information entered, you can create your invoices.

Go to the **Bookings** screen and click on the Invoices link on the right of a booking. 🏛

You will see that the booking details have already been carried through thus reducing the amount of time having to copy the booking details into the invoice. Click on the Create New Invoice button.

1. Enter your own invoice number or reference if it isn't auto-generated.
2. Select the date for the invoice. Note it defaults to the current date but can be set to any date in the future or past.
3. Change the Billing Contact details if you need to.
4. Tick the dates you want included in this invoice. Eg. Select multiple dates for a regular user who needs to be invoiced monthly. As you tick the date(s) the invoice will automatically calculate the time used for the rooms or facilities, against the set rate for the customer and their activity, and display in the invoice.
5. Any additional Line Items selected in the booking will be included and if required, select the any others from the drop menu and enter the quantity.
6. If you are registered for VAT and ticked the box when setting up your account, VAT will be automatically applied at this point.
7. Finally enter any customer comments. These will appear in the invoice
8. Click Save or Save and Send Email. The Customer will receive a PDF copy of the Invoice. They can also log in to their own account with you and view their bookings, invoices, outstanding amounts and payments.
9. If enabled, your Customers can pay you directly using the Paypal integration now available.
   Ask us for details.

If you have made a mistake or no longer need an item, simply untick a date or click the remove button to remove it from the invoice. The Total automatically updates each time an item is added or removed.

Search and Amend an Invoice

Go to the Invoices tab.

You can click on the column headers to sort ascending and descending, or you can select from any of the other available lists. Also use the spyglass icon 🔍 to search for specific invoices etc.

You can then either edit the invoice or make a payment against it.

Using the colour codes, you can quickly see if an invoice is pending payment, has been partially paid or has been paid.

As you receive payments for invoices, go to the Invoices page. Here you will see that each column can be sorted by clicking on the column header, or click on the Search icon to quickly find a specific invoice.

To enter your payment, click on the Payment icon to the right of the relevant invoice and select the type of payment from the drop menu, the amount and payment date and click the Add button. You will see the amounts above will update automatically. Each time you click on the Add button, the payment is automatically saved. If you make a mistake, just remove the payment by clicking on the red dustbin

Need Help? – Just call us – 01929 509846