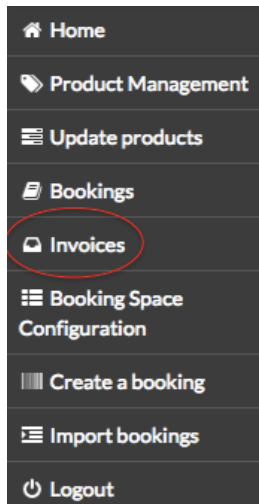


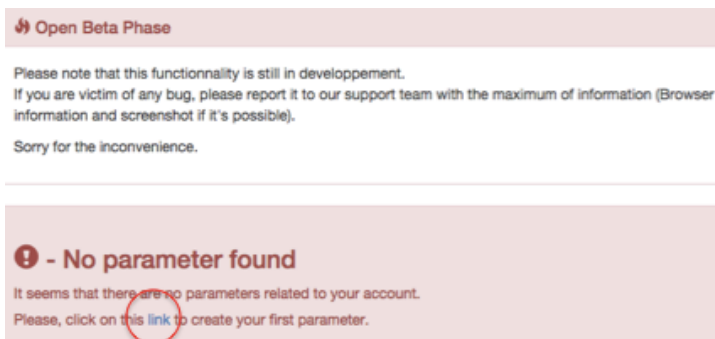
## HOW TO SET UP AND USE THE INVOICING FEATURE

1- Click on the invoices tab on the menu of your account.



Two red tables will pop-up. They are here to notify you that:

- This feature is still in a testing phase; any feedback is more than welcome.
- You will need to set up a couple of parameters in order to use the invoicing functionality. To do so, click on “link”.



In order for you to use the new invoicing feature, you will need to set up some parameters the very first time you want to use it.

2- Click on “link”.

3- Fill the fields below with your company information.

Establishment :

<b>Name</b> <input type="text" value="Xotelia"/>	<b>Mail</b> <input type="text" value="contact@xotelia.com"/>
<b>Address</b> <input type="text" value="42 cours Suchet"/>	<b>VAT Number</b> <input type="text" value="FR06 539 513 028"/>
<b>Postal code</b> <input type="text" value="69002"/>	<b>Company number</b> <input type="text" value="53951302800016"/>
<b>City</b> <input type="text" value="Lyon"/>	
<b>Phone</b> <input type="text" value="0770720807"/>	

Comment :

This field is a comment which will appear on the invoice which are under the influence of this parameter.  
You can use this field to inform your customer about some point of the law of your country.

Type here any additional information (cancellation policy, terms of sales...).

Footer :

This field contains the signature of your establishment.

Xotelia SAS - 42 cours Suchet - 69002 Lyon - France

4- Click on the **SAVE** button at the bottom right corner of the page in order to save your info.

*Note: you will be able to edit this information anytime.*

Once this is done, you can now edit the others parameters (taxes and extras).

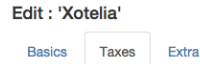
To be able to use this tool without problem, you must set some parameters.  
It only takes a few minutes.

[Edit a parameter](#)  
[Create a parameter](#)

**Parameter :**  
Please, pick the parameter you want to edit.

Pick a value  
Xotelia

## 5- Click on the “Taxes” tab:



From here you can create two kinds of taxes: fixed or variable.

- a- To create a fixed tax, **do not tick** the “*is percent*” box.

### New tax :

Name :

Value :

Is percent :

[+ Create a new tax](#)

- b- To create a variable tax, **tick** the “*percent*” box.

### New tax :

Name :

Value :

Is percent :

[+ Create a new tax](#)

*Note: you can create as many taxes as you want and edit them anytime.*

## 6- Click on the “Extras” tab:



From here you can create as many extras as you want. You can also edit them whenever you need.

- a- To create an extra, you will need to fill every field:

Name :

Type :

Price(Untaxed) :

Tax :

[+ Save](#)

If you would like to create a “discount” extra, this is possible.  
 Example: - 10 € for children

Name :

Type :

Price(Untaxed) :

Tax :

b- Once they are created, your extra will appear as follow:

Name	Type	Price(Untaxed)	Tax Name	
Breakfast	FOOD	7	VAT 20% (%)	<input type="button" value="Edit"/>
Baby Bed	FURNITURE	5	Untaxed	<input type="button" value="Edit"/>

When you have created your own parameters, click on the **HOME** button at the bottom right corner.

Your Xotelia account is now set up in order to edit invoices for you and your clients.

Ota	External Code	Customer	Amount	Date of arrival	Date of departure	Date of creation	
Réservation manuelle		Jeffrey Messud	190	8/20/2015	8/22/2015	6/25/2015	
Moteur de réservation		null null	85	10/6/2015	10/7/2015	6/17/2015	<input type="button" value="\$ Charge"/>
Moteur de réservation		xotelia xotelia	85	10/12/2015	10/13/2015	6/12/2015	<input type="button" value="\$ Charge"/>
Réservation manuelle		JEffrey null	560	9/16/2015	9/20/2015	6/11/2015	<input type="button" value="\$ Charge"/>
Booking.com (XML)	617453617	joel beaupain	178	7/9/2015	7/11/2015	5/18/2015	<input type="button" value="\$ Charge"/>
Booking.com (XML)	731384711	Aleksander Szuba	178	7/31/2015	8/2/2015	5/18/2015	<input type="button" value="\$ Charge"/>
Booking.com (XML)	983999176	Marie Therese Gobet	178	7/15/2015	7/17/2015	5/18/2015	<input type="button" value="\$ Charge"/>

**7- In order to print/ send/ edit the invoice of a booking click on the \$ Charge button.**  
 Once it is done, the invoice freshly created will appear at the top of the invoice list.

**8- To edit the invoice, click on the Edit button :**

Number	Customer	Is Paid	
12	Jeffrey Messud	X	<input type="button" value="Remove"/> <input type="button" value="\$ Paid"/> <input type="button" value="Edit"/>

**9- Fill out the invoice with the client information (and his/her company info if needed).**

## Invoice editor



While editing an invoice, you can add/removes taxes and extra.

### Customer :

#### Informations

Firstname   
Lastname   
E-mail   
Phone

Click on the button above to replicate the customer name in the payout information block.

Replicate

#### Payout Information

Firstname   
Lastname   
Company   
Street number   
Address 1   
Address 2   
Postal code   
City

## 10- Add the extra (if any).

### Extra :

Extra are products or services which wasn't included in the booking's default price.  
Each extra can be set individually while setting the parameter.

#### Extra

Breakfast  + Add

Type	Name	Quantity	Price/Unit	Tax	
FURNITURE	Baby Bed	1	5	0	<a href="#">- Remove</a>
FOOD	Breakfast	2	7	8.875 %	<a href="#">- Remove</a>

## 11- You can now see the total amount of the stay (Booking + extra).

### Total :

The total is separated in three part, total untaxed, tax value and total.

#### Booking :

Total booking	Paid amount	Remaining to pay
190	0	190

#### Extra :

Tax Extra	Untaxed Extra	Total Extra
1.24	19	20.24

Note: if a deposit has already been done online, it will appear under "Paid amount".

## 12- Click on "Save and Preview" at the bottom right corner of the page.

## 13- From here, you will be able to access the invoice and :

- send it by email (available soon)
- generate a PDF : if your navigator does not allow you to generate a PDF from here, you will need to click twice on this button (that has changed into "download" after you clicked the first time).
- print it (available soon).

