

AVOID LATE PAYMENTS

THE ART OF INVOICING

Q & A



In case the agents are using the invoicing for their commission, will they have the option to change the details that they are issuing the invoice? For example in Greece can not be issued in our company's details but in the ownership's detail. If issuing a commission invoice is not an option, please ignore the question.

Booking Manager allows you to decide whether to issue the invoice in your name or in the name of the owner. To do so, you need to set the owner in the address book and assign it to the boat and then set up the invoice to be issued in the name of the owner, and those documents will then be visible to the agents in the name of the owner.



Can the invoices be transferred to my accounting software or do I have to send them via email?

Booking Manager is connected to several accounting software, if your accounting software allows, you can export the invoices through API directly into the accounting software. Of course the invoices can also be saved as pdf, printed or exported as excel file.



Can I set up different VAT percentages in the invoices?

Yes you can predefine different VAT percentages in Booking Manager, per base, on the boat or for the extras. Before issuing any of the invoices, you can readjust the percentages to match the legal requirement.



I have to issue the invoice to the client for the first payment, but I receive only a part of the payment from the agent. How can I invoice the client?

Booking Manager can be set to increase the payment amount by the agency commission so you can register the correct amount, select to issue the invoice in the name of the guest and the printed invoice will show the amount the client paid to the agent.



I want to use Booking Manager to track the payments I receive but I don't need to issue invoices for the payments, can I do it?

Yes, you can use Booking Manager to track the payments without issuing the advance invoice.

