

Create a Custom Invoice Template

This tutorial will show you how to set up your invoice template to generate invoices looking like this example.



Invoice Nr.

Name

Date

Roomnumber

Booking Reference

Check-in

Check-out

Number of Nights

Room

Price

Clara Kroger

4 Nov 2013

87268

Thursday 7 November 2013

Saturday 9 November 2013

2

Double Room

€295.80

Description	Quantity	Price	Total
Double from 7 Nov 2013 to 9 Nov 2013 (2 Nights)	1	€240.00	€240.00
Day Trip €50.00 each	1	€50.00	€50.00
Bed Tax 2.00%	1	€5.80	€5.80
Grand Total			€295.80

Balance due: Saturday 7 December 2013

Upload Logo

www.Beds24.com

DashboardCalendarBookingsRates**Settings**

Account: annettemorgenrothMaintenanceHelp ?SupportSub AccountsLogout

Settings > Booking Page > Pictures

Properties

Booking Page

- Pictures**
- Page Design
- Rooms
- Booking Questions
- Confirmation Messages
- Advanced

Guest Management

Channel Manager

Reports

Agency

Original Booking Page

Booking Widgets

Account

Pictures

Hotel (Demo)

Picture Settings

Close

Room Picture Width100px


Save

Picture 1

Open

Demo Hotel Picture 2

Close



Demo Hotel

url
Image tag
File size
Resize file
Delete file
Upload file (JPG file format)

https://www.beds24.com/pic/p0000/2035/02.jpg

 Guest Management > Invoicing

Properties

Booking Page

Guest Management

- Email Templates
- Standard Replies
- Invoicing**

Channel Manager

Reports

Agency

Booking Widgets

Account

Villa Clara

Template Variables

Invoice Template

Invoice Layout

EnglishGermanFrenchItalianJapaneseLithuanianPolishPortugueseSpanishTurkishChineseDutch

editrestore default

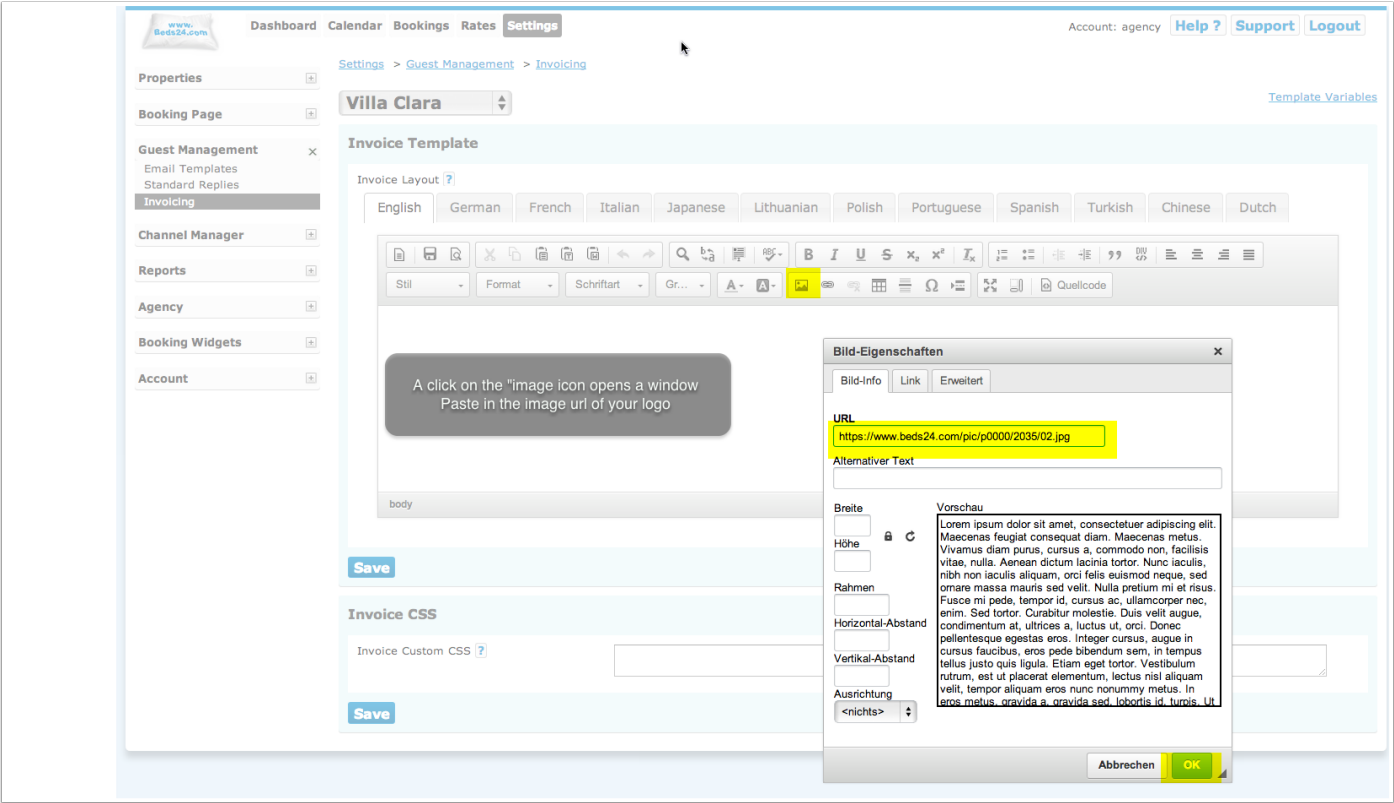
Save

Invoice CSS

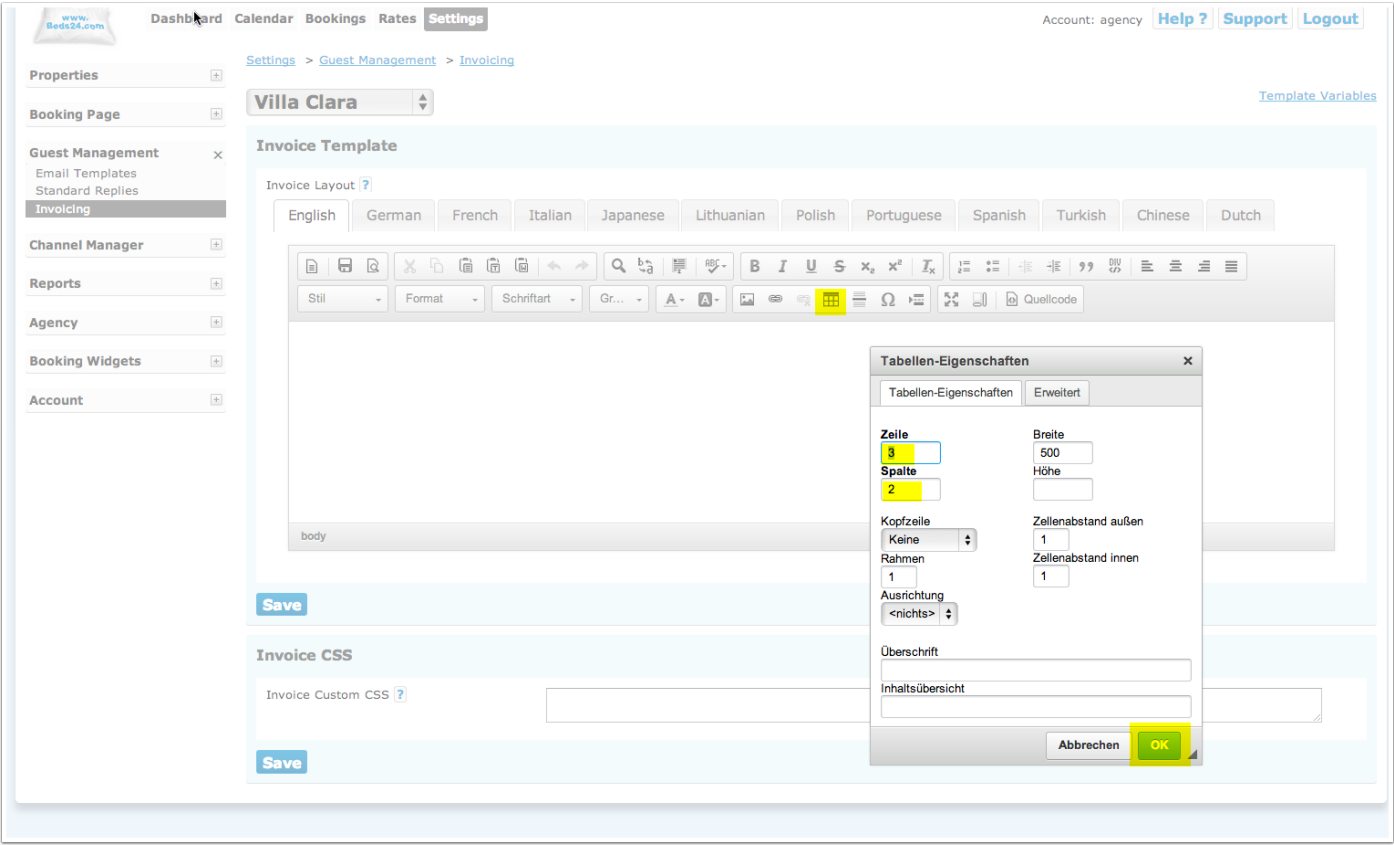
Invoice Custom CSS

Save

Enter Logo



Use a Table to Align Invoice Items



Save Template

Properties [icon] | **Booking Page** [icon] | **Guest Management** x | **Email Templates** | **Standard Replies** | **Invoicing** | **Channel Manager** [icon] | **Reports** [icon] | **Agency** [icon] | **Booking Widgets** [icon] | **Account** [icon]

[Settings](#) > [Guest Management](#) > [Invoicing](#)

Your settings have been saved. **Template Variables** 1

Villa Clara

Invoice Template

Invoice Layout ?

English German French Italian Japanese Lithuanian Polish Portuguese Spanish Turkish Chinese Dutch

[Icons] B I U S x₂ x₃ I_x [Icons] Stl - Format - Schriftart - Gr... -

A A [Icons] [Icon] Quellcode

The screenshot shows the 'Demo Hotel' invoicing interface. At the top, there's a navigation bar with links like Settings, Guest Management, and Invoicing. Below it, a sidebar lists various management tools. The main area is titled 'Villa Clara' and 'Invoice Template'. It features a language selector (currently set to English) and a rich text editor toolbar. The invoice body starts with the hotel logo and name, followed by an invoice number placeholder '[REFERENCE]'. A section titled 'Booking Information' contains a table with fields like Name, Date, Booking Reference, Check-in, Check-out, Number of Nights, Room type, Price, and their corresponding placeholders in brackets. At the bottom, there are placeholders for the invoice table and balance due, along with a thank you message.

Demo Hotel

Invoice No. [REFERENCE]

Booking Information

Name	[GUESTFULLNAME]
Date	[CURRENTDATE]
Booking Reference	[REFERENCENUMBER]
Check-in	[FIRSTNIGHT]
Check-out	[LEAVINGDAY]
Number of Nights	[NUMNIGHT]
Roomtype	[ROOMNAME]
Price	[PRICE]

[INVOICETABLE]

Balance due [FIRSTNIGHT:+30days]

Thank you for choosing Demo Hotel.

body

Click on "Template Variables" (1)
All information from the booking can be inserted via "Template Variables" (2), all other texts can be typed in.

If you are using multiple languages copy everything, change the language tab and paste. Then change the text you entered manually. The template variables will automatically use the correct language

Save

Generate Invoice

The template will be applied to all bookings. To generate an invoice open a booking in BOOKINGS.

www.Beds24.com

DashboardCalendarBookingsRates

Bookings

Showing bookings from Thursday, 31 October, 2013

ListCalendar

Show 50 entries

Ref	Status	Flag	Property	Re
80255	New		Grand Hotel	Su
87575	Confirmed		Grand Hotel	Do

Showing 1 to 2 of 2 entries

Booking 87575open in new window

SaveClose

SummaryDetailInvoiceMailLog

Message

Custom Question 1

Custom Question 2

Custom Question 3

Custom Question 4

Reference199

API Message

Use the field "Reference" to enter an invoice number

Use Property Booking Rule

Flag

Card TypeVisa

Card Holder

Card Number

Card Expiry

Card CCV

Original Referreragency

Referrer

Time Entered15:40 - 01 Nov 2013

IP Address91.66.247.104

UpdateSave as CopyDelete

Add Extras

Booking 86832 [open in new window](#) Save Close

Summary Detail Invoice Mail Log

Price ? 1500.00

Rate Description ?

Invoice

Description	Qty	Price	Total	Status
Accommodation	1	1500.00	1,500.00	remove
Yoga Class	2	25.00	50.00	remove
	1	0	Add 1	
		Balance €	1,400.00	

Recalculate Printable Invoice 2

Update Save as Copy Delete

The "Invoice" tab will automatically show all items booked online
The field "Rate Description" will not show on the invoice. It can be used for any comments
Items booked separately can be added manually (1)
Press "Update" to save changes
Click on "Printable Invoice" to print the invoice or to add extra information manually (2)

Preview Invoice

 English



Demo Hotel

Invoice Nr.

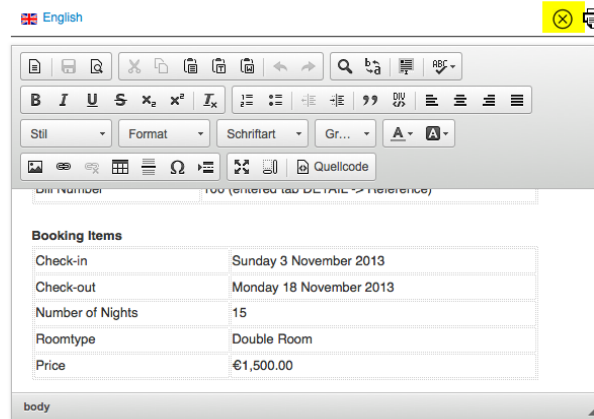
Name	Clara Kroger
Date	4 Nov 2013
Roomnumber	
Booking Reference	87268
Check-in	Thursday 7 November 2013
Check-out	Saturday 9 November 2013
Number of Nights	2
Room	Double Room
Price	€295.80

Description	Quantity	Price	Total
Double from 7 Nov 2013 to 9 Nov 2013 (2 Nights)	1	€240.00	€240.00
Day Trip €50.00 each	1	€50.00	€50.00
Bed Tax 2.00%	1	€5.80	€5.80
Grand Total			€295.80

Balance due: Saturday 7 December 2013

If your invoice is ready click on the "print" icon (1) to save to your computer or print
If you want to add custom information just for this invoice click on the "edit" icon (2)

Manually Add Custom Information



The screenshot shows a web editor interface. At the top, there is a language selector set to "English" and a yellow "Close" button with a red 'X' icon. Below this is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment, bulleted and numbered lists, indentation, link, unlink, and source code. The main content area contains a form with the following fields:

Booking Items	
Check-in	Sunday 3 November 2013
Check-out	Monday 18 November 2013
Number of Nights	15
Roomtype	Double Room
Price	€1,500.00

At the bottom of the editor, there is a "body" label and a small upward-pointing arrow.

If required enter information in the editor and click on the "Close" icon.
Information you enter here will not be stored in the system.

Store Added Custom Information

Booking 86832 [open in new window](#) Save Close

Summary Detail Invoice Mail Log

Price ? 1500.00

Rate Description ?

The field "Rate Description" will not show on the invoice.
It can be used to store manually entered information

Invoice

Description	Qty	Price	Total	Status
Accommodation	1	1500.00	1,500.00	<input type="text"/> remove
Yoga Class	2	25.00	50.00	<input type="text"/> remove
	1	0	<input type="button" value="Add"/>	<input type="text"/>
		Balance €	1,400.00	

Recalculate Printable Invoice

Update Save as Copy Delete