

Bookings Central Reservation Project

v1.0 April 2023







Version	Date	Notes	Author
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Project Context

The Central Reservation Project originated within the Zonal Product Office after several issues were brought forward by the team with regards to the lack of some functionalities brought forward by clients. This project is divided into 4 main functionalities, namely:

- 1. Central Reservation feature flag
- 2. Labels
- 3. Tasks
- 4. Invoice

1.Central Reservation Feature Flag

The Central Reservation project is sold as an add-on based on the subscription chosen by the client. Hence, a Central Reservation feature flag has been created that allows Zonal Estate admin/Zonal admin users to turn on or off all functionalities (mentioned above) linked to the Central Reservation Project.

The feature flag called 'Central Reservation' is added to Zonal Admin View under 'enabled features' for each estate, as illustrated in Fig.1.

JoeMaherEstate		
Zonal	Edit features for _	CheckSFTP
🍄 Administer estates	Central Reservation	
Inable features	Events Capacity Management	\bigcirc
E GDPR	Reporting	
⊕ Time zone	Reporting Url	-
	Please insert the URL to the Estate's reportin feature.	g dashboard below and it
	Fig.1	

Conditions of Central Res Feature flag:

- By default, the toggle is off.
- If the toggle is turned on, the following features are enabled for the estate:
 - o Central Reservation tab on Events Admin
 - Labels
 - Tasks
 - Invoice
- User can turn on/off the toggle at any time.



2.Labels

The 'Labels' feature allows Central Sales, Zonal estate admin and Zonal admin users to manage bookings across the business but also covering different departments (e.g., operations, finance, sales etc.). There are similarities between 'Tags' and 'Labels'. However, the main difference is, labels are managed by the events admin users. They will have full control over creating, editing, and deleting labels.

EVENTS ADMIN APP > LABELS TAB

As shown below in Fig.2, the labels tab is found under 'Central Reservation' menu tab on the Zonal Admin app.

		Hound Inns (Chris M Estate)	GA Graeme Estate A
	Zonal	Central Reservations	
Ë	Occasions	Labels Invoice Config	
0	Manage Sites	Manage Labels	
0	Manage Capacity	Add, edit or remove labels available in host application. Labels help you organise your enquirys and speed up yo	ur sales process.
79	Menus	Labels 😧	Inprogress 🔶
####	Booking Rules		
Ę	Upsells		
٢	Emails		
۵	Widgets		
6	Host Application		
P	API Keys		
	Payments		
ð	Contact Methods		
20	Import/Export Bookings		
(j	Enquiries		
i	Central Reservations		

Fig.2

Allowed user roles (only those roles are allowed to access this tab):

- Zonal Estate Admin
- Zonal Admin

On the 'Label' tab, Estate/Zonal admins can:

- Create a label.
- Edit a label.
- Delete a label.
- Assign colors to each label.

CREATE A LABEL

To create a label, they can click on '+' button.



Central Reservations

Labels & Tags	Invoice Config	
Manage La	bels	
Add, edit or remo	ove labels available in host application. Labels help you organise	your enquirys and speed up your sales process.
Labels 😧		Inprogress (+)

A search box appears with the list of existing labels (if any)

Frame 44	\mathbf{x}
Type label name	
Existing Label	l_

The user can type any label name and if the label is not found in the list, the user clicks 'create [labelname], assign a color and click on save

Frame 45	(\mathbf{x})
Inprogress Frame 47	
No Label found	
Create 'Inprogress'	
	10/40
Cancel	Save

Once a label is created, it is displayed on the main tab.

Conditions when creating a label:

- Labels are assigned per estate
- Label name is a mandatory field; hence labels cannot be created without any 'label name'
- Label name field has 40-character limit
- User can choose between 8 colors only

EDIT A LABEL

To edit an existing label, they can click on click on the label on the main tab or click on the 'pen' icon



Frame 44	(\mathbf{x})
Type label name	<u></u>
Existing Labe	31
Central Re	servations
Labels & Tags	Invoice Config
Manage La	abels
Add, edit or rem	nove labels available in host application. Labels help you organise your enquirys and speed up your sales process.
Labels 🖗	

Both opens the 'edit' label item box and the user can modify the name of the label and color assigned.

Frame 5		۲
Edit		
Inprog	gress	
		10/40
觉	Back	Save

On save, a warning message appears to confirm such action

warning!	
Changing to ' Inprog change all instances	r ess ' will of this label.
g	

Conditions of editing a label:

- Users can only edit existing labels
- User can change name/color of existing labels
- Labels on Host App is updated based on changes made on Events admin (new bookings/enquiries, future bookings/enquiries already created, historical bookings/enquiries)

DELETE A LABEL

To delete an existing label, they can click on click on the 'bin' icon



Frame 5	۲
Edit	
Inprogress	10/40
யி Back	Save

On click, the user is prompted with the following warning message

Warning!	
Deleting 'Inprog	gress' will remov
all instances of t	his label.

Conditions of deleting a label:

- Users can only delete existing labels
- Past bookings are not impacted by a deleted label they will remain visible on Host App
- Future bookings are impacted by a deleted label It will not visible anymore on Host App.

LABELS ON EVENTS HOST APP > BOOKING PANEL

For each booking/enquiry, the Host App can add a pre-defined label by clicking on the '+' icon on the booking panel:

Created Booking/Enquiry View:

Zonal 🚢		CANCEL BOOKING EDIT BOOKING
Hello : Lab eng STATUS: EPROVISIONAL Sale	ets heby you organite your els heby you organite your using and gened up your sprocess. 951536	Book again Go to Guest Portal
	Labels 🥥	Inprogress ×
site †1	Next Task 🚱 Call	Call Tom on Mobile - Late 3 Days View all
Side 1+	Booking Details Billing Tasks	
Site name	Message with Cuest	>
Barkbados Pub	No special requests	
Barkbados Pub	Booking Notes Customer Notes	
	Site	Barkbados Pub
	Covers (Adult/Child)	10/0
	Date	Wednesday Aug 31
	Time	10:45
	Occasion	Restaurant Bookings
	Menu	Chef Adam's Menu



Editing booking/enquiry view:



Conditions of adding labels on Host App:

- Host App users can only choose and assign pre-defined labels to a booking/enquiry.
- Host App users cannot create labels on Event Host App
- Deleted Labels are not displayed in the list for future bookings/enquiries.
- Deleted Labels are kept and displayed for past bookings/enquiries only.
- Users cannot add labels for past bookings/enquiries.

LABELS ON EVENTS HOST APP > ENQUIRIES BETA PAGE

A new column called 'Labels' has been added to enquires beta page.

Zonal •			Enquiries <u>Enc</u>	uiries Beta		Q [3 C 🚑	<u>ද</u>	EW BOOKING
Filter Clear filters OUTLET	X STA	ITUS: PROVISIONAL	_ × STATUS: ■ENQUIR	EVENT DATE: 1	3TH SEP 22 - 12TH OCT	22 ×	Q Global Sea	ırch	Export CSV
Q All ~	· s	Site †↓	Name	¢ †↓	L	.abels ↑↓		Covers 1	Arriving 1↓
STATUS		Site name	Gue	it name		Labels		Covers	Arriving da
Provisional	E	Barkbados Pub	Adam	Ottaway	(•		4/0	16 Sep 2022
Cancelled	E	3arkbados Pub	Menu	Tester	(+		4/0	17 Sep 2022
ENQUIRY STATUS	E	Barkbados Pub	Menu	Selection	(÷		4/0	30 Sep 2022
Acknowledged Unacknowledged EVENT DATE 13th Sep 2022 - 12th Oct 2/ (1) LABELS @	E	3arkbados Pub	Tes Te	isters		Inprogress ×	6	0/0	1 Oct 2022 12
 None Inprogress OCCASIONS Chef Adam's Menu Occasion Christmas Party Bash Date night is Steak Night Mid Week 2forl Deals! 					L				

Users can search by 'labels' using the label search filter on left hand menu bar.

Conditions for searching labels on Host App – Enquiries Beta:

- All types of labels are displayed on the left-hand menu (existing and deleted labels)
- Labels column is added to 'Export CSV'/ Print
- Labels column and filter option are hidden when the 'Central Res' flag is switched off.
- Labels column is hidden in 'Export CSV/Print' when the 'Central Res' flag is switched off.

3. Tasks (Actions)

The 'Tasks' feature allows Host app users create tasks (Actions) for a booking so that they can follow-up on a booking or enquiry.

CREATE A TASK

To create a task, users can click on the 'New task' button as shown in Fig.3

Booking Details	Billing	Tasks				
Tasks			sł	how All	~	New Task
			There' nothing to do! You deserve some cake or you could add a <mark>New Task</mark>			

Fig.3

On click, a pop appears where the user can configure the following parameters (illustrated in Fig.4):

Zonal ×		CANCEL BC	OKING	EDIT BOOKING
🛦 Hello :)	Task	Close		Book again Go to Guest Portal
	* Indicates required			
	Call Email ToDo Deadline			Inprogress × +
Site ↑↓	item*		<u>Mobile</u> • La	te 3 Days View all
	Add more details or notes			
Site name	Due date		w All •	New Task
Barkbados Pub				Due date
	Mark as done Cance	Save	te 3 Days	22 Jul 2022
	Chara Litates es menu	Uncerei	100ay	25 301 2022



• Type of task

- The user can select one of the following options:
 - Call, Email, ToDo, Deadline
 - This is a mandatory field.
- Item
 - This is a mandatory field.
 - o 50-character limit
 - \circ $\;$ This text field is the 'name' of the task that is given by the user.

• Add more details or notes.

- This text field is optional.
- o 1000 characters limit
- o The user can use this field to add more details/notes for the respective task.
- Due Date
 - This is a mandatory field.
 - o Drop-down list with date picker



 It contains some pre-determined dates (e.g. today, tomorrow, 2 days, 7 days...or custom). The 'custom' option is used if the user wants to select a particular date.

Conditions when creating a task:

- Tasks can be created for any type of booking (provisional, enquiry, confirmed, cancelled)
- The user is required to complete all mandatory fields to create a task.

EDIT A TASK

To read/edit a task, the user can click on task created on task main page.

Once a task has been created, a list view of all tasks is displayed on the task main page, as illustrated in Fig.5

X Close		NG	CANCEL BOOKING	EDIT BOOKING		
NAL ×	Test Test Test@gmail.com 0787634 BOOKING REF: T7T75182951	64464 536		Book again Go to Guest Portal		
	Labels 😮		Inprogress × 🕂			
	Next Task	Call Tom on Mobile - L	Mobile • Late 3 Days View all			
	Booking Details Billing	Tasks				
	Tasks		Show All	 New Task 		
	Done Task			Due date		
	🔿 Call	Call Tom on mobile		22 Jul 2022		
	🔿 🛱 Deadline	Xmas Pre-Orders invoice due		25 Jul 2022		
	🔿 📋 Todo	Chase kitchen on menu		27 Jul 2022		
	O 🕓 Call	2 Day follow up call	Done	21 Jul 2022		
	💿 🕅 Email	Introduction-email	Done	20-Jul-2022		
		Showing I to I of I << < 1 > >> 25	~			

Fig.5

On this list view, the user can see the following details:

- Type of tasks
- Name of item
- Due Date

On click, the task popup opens with pre-filled data and the user can change/update any parameters of an existing task.

Conditions of reading/editing a label:

• Task(s) has been created and saved.



MARK A TASK AS 'DONE'

To mark a task as done, the user can either click on the 'done' button on the task main page or directly on task popup (illustrated in Fig.6 and Fig.7, respectively)

Close	O PROVISIONAL BOOKING	
	Test Test	'
NAL ×	BOOKING REF: T7T75182951536	
	Labels 🚱	
	Next Task	
	Booking Details Billing Tasks	
	Tasks	
	Done Task	
	Call Call Tom on mobile	
	O 🔂 Deadline Xmas Pre-Orders invoice due	
	Chase kitchen on menu	
	Call 2 Day follow up call	
	Email Introduction-email	
	Fig.6	
Task		Clos
* Indicates requ	uired	
Call Em	nail ToDo Deadline	
ltem*		
<u>Add more de</u>	<u>atails or notes</u>	
Due date		
JCICUL		
٠	Mark as done Cancel	Save
	Fig.7	



Conditions of 'Mark as Done':

- 'Mark as Done' is independent of the status of the booking (confirmed, cancelled etc)
- Users must always manually 'mark' tasks 'as done.'
- Outstanding tasks can be marked as done at any point of time during the booking journey (e.g., booking is in the past but there are still some outstanding tasks to be completed)

DELETE A TASK

To delete an existing task, the user can click on the 'bin' icon as shown in Fig.8 on the task popup.

Task		X Close
* Indicates required Call Email ToDo Deadline		
Item* Add more details or notes Due date		
Select 🗸		
①	Mark as done <u>Cancel</u>	Save

Fig.8

Once deleted, the task will be removed from the task list view. However, it is kept in the History log of the booking.

Conditions of deleting a task:

- Task(s) have been created and saved.
- 'Delete' functionality is independent of the status of the booking (confirmed, cancelled etc). It can be done at any time.
- Users must always manually 'delete' tasks.

TASK ON EVENTS HOST APP > ENQUIRIES BETA PAGE

A new task column is added to the enquiries beta page to allow users to have a global view on pending tasks for their bookings/enquiries, shown in Fig.9



Zo	nal Deshio	ard Bookings	Enquiries <u>Enquiries Beta</u>	Reports							۹ (: C 49 & 🛛	NEW BOOKING
7 🖻	ATUS: CONFIRMED X	TATUŠ ■PROVISIONAL X	STATUS ENQUIRY X EVENTIDAT	E ARRIVAL IST JAN 23 - 31ST JAN 23 X									Ð
											c	Global Search	Export CSV
t ti	Arrival 1	Created 1	Occasion 11	Menu 11	Area †↓	Extras †↓	Deposit 11	Pre-order 1	Pre-payment 1	Card guarantee 11	Total paid vs total required	↓ Tasks †↓	Tags †↓
of	Arrival date	Created date	Occasion name	Menu name	Area name	Extras	All 🗸	All 🗸	All 🗸	All 🗸	Total amount paid	Task due date	Booking tags
384116	30 Jan 2023 17:00	18 Jan 2023 08:52	O1 (display name)	MI - Simple first menu for site 1.1	CG1 Display Name							🗞 31 Jan 2023 (+3)	۲
739865	31 Jan 2023 11:00	18 Jan 2023 08:42	OI (display name)	MI - Simple first menu for site 1.1	CC1 Display Name							24 Apr 2023	N
342474	31 Jan 2023 21:00	20 Jan 2023 06:21	OI (display name)		CG1 Display Name							07 Feb 2023 (+1)	•
248893	31 Jan 2023 22:00	20 Jan 2023 06:21	OI (display name)	M3 - with pre-order	CG3 with schedule							25 Jan 2023 (+9)	•

Fig.9

On enquiries beta page, tasks are displayed as:

- (Icon) Type of task
- Due date of task (Date, Month, Year)

If there are multiple pending tasks for a booking/enquiry.

- The pending task with the earliest due date is displayed.
- Additional tasks are displayed in the bracket format (e.g., +1, +2, +3...)
- Users can use the calendar date picker filter to search by task due date.

On print, as shown in Fig.10, all pending tasks are displayed.

Report printed: 2nd Feb 23, 22:00

Name	Covers	Booking Ref	Arrival	Created	Occasion	Menu	Area	Extras	Deposit	Pre-order	Pre-payment	Card guarantee	Total paid vs total required	Tasks	Tags	Labels	Special reque
Samanth Qwerty	2/0	Q1517679365 84116	30 Jan 2023 17:00	18 Jan 2023 08:52	CI (display name)	M1 - Simple first menu for site 11	CCI Display Name							31 Jan 2023 (+3 1		Label Teda Label 2	
Rob Qwerty	2/0	QIR1767356 739865	31 Jan 2023 Tt:00	18 Jan 2023 08:42	OI (display name)	M1 - Simple first menu for site 11	CGI Display Name							24 Apr 2023	٥	(Label Teda)	
James Qwerty	2/0	QU1958865 042474	31 Jan 2023 21:00	20 Jan 2023 06:21	OI (display name)		CCI Display Name							07 Feb 2023 (+1]			
Duncan Qwerty	2/0	QID1958894 248893	31 Jan 2023 22:00	20 Jan 2023 06:21	CI (display name)	M3 - with pre-order	CG3 with schedule							25 Jan 2023 (+9]			

Fig.10

The task column is also added to the Export CSV containing similar details. However, all pending tasks are listed, as shown in Fig.11

e-payment 👻	A ^B C Card guarantee	A ^B C Total paid vs total re	A ^B C Tasks	A ^B C
	None		Call 19/02/2023, Call 19/02/2023, ToDo 03/02/2023, Call 31/01/2023	1
	None		ToDo 24/04/2023	A
	None		ToDo 23/02/2023, Deadline 07/02/2023	
	None		ToDo 11/03/2023, Email 11/03/2023, Call 11/03/2023, Call 24/02/2023, Call 24/02/2023, ToDo 01/02/2023, Call 01/02/2023, Email 27/01/2023, Call 26/01/2023, Email 25/01/2023	

Fig.11

Conditions of Tasks on Enquiries Beta page:

- Only pending tasks are displayed on the Enquiries beta page, Print, Export CSV
- Tasks that are marked as done as not displayed on Enquiries Beta, Print, Export CSV



4. Invoice (Part 1) – Template config. on events admin app

The first part of 'Invoice' feature allows Zonal admin & Estate admin users to create an invoice configuration template that will be used when generating an invoice PDF on Host App. This is a mandatory first step to allow 'invoice' on Host App to work.

On the central reservation menu, the 'Invoice Config' tab is added, shown in Fig.12

Invoice Config Labels				
Templates				Add Invoice Template
Filter		Outlet		
		All		~
Name	Description		Actions	

Fig.12

On this page, the admin users can:

- 1. Add Invoice template.
- 2. Filter invoice template by name & description
- 3. Filter invoice template by using the outlet dropdown which displayed the list of companies (brands) within that estate.
- 4. Edit/Delete invoice template.

CREATE AN INVOICE CONFIG TEMPLATE

To create an invoice template, the user should click on the 'Add Invoice template' button, as shown in Fig.12 and the user is directed to invoice configuration page, as shown in Fig.13





Invoice Template

Name									
Template Name (required)									
Description	Description								
Address									
Company Name	Company Number	VAT Number							
Address	Address Line 2	City	Post Code						
Footer Body Content									
				0./2000					
				0/2000					
VAT Rates									
Add all the VAT rate numbers y	you would like to have in this inv	oice template.							
Select All VAT Rates	Acti	ons							
	% Dele	te							
	76 Dele								
Delete Selected									
Add VAT Rate									
Where Can This Template Re	Used?								
Select all the Companies that	can use this template.								
Companies (Hold down shift to select or desele	ect multiple)								
Objectivity Company			•						
Objectivity Company 2 Objectivity Company 3									
				Save Changes					

Fig.13

The invoice template contains the following fields:

Template Name

- > Zonal/Estate admin can use this field to name their template.
- > This field is mandatory and has 50 characters limit.

Description

- > Zonal/Estate admin can use this field to add any description for a given invoice template.
- > This field is optional and has 200 characters limit.

Address

- > This field is broken down into the following sub-fields:
 - Company name
 - Company number
 - VAT number
 - Address
 - Address line 2
 - City
 - Post Code



- Those fields are all optional and has 100 characters limit.
- Those fields are used to display the companies' address and details on the invoice.

Footer Body content

- > This field can be used to set a footer note that appears on the PDF invoice.
- > This field is optional and has 2000 characters limit.

VAT Rates

- > This field is used to set one or multiple VAT rates that can used when creating an invoice on Host App
- > This field accept 2-decimal points only (e.g., 20% or 17.25%)
- > Users can edit or remove VAT rates any point of time.
- This field is mandatory.
- Companies' selection
 - > This field allows the user to select companies for the invoice template.
 - > Any sites associated to the selected company/companies uses the configured invoice template.

EDIT AN INVOICE CONFIG TEMPLATE

Once an invoice template saved, the estate/admin user can edit the template, as shown in Fig.14, by click on 'Edit' button.

Central Reservations		
Invoice Config Labels		
Templates	Add Invoice Temp	olate
Filter	Outlet	
	All	~
Name Description	Actions	
Template #1 Description	Edit	

Fig.14

The pre-filled invoice is displayed to the user and the estate/admin user can make any changes to the invoice template, as shown in Fig.15



Invoice Template

Name							
Template Name	(required)						
Template #1							
Description							
Description							
Address							
Name Template Name (regarded) Template II Description Address Company Mame 12345 VAT Nume 12345 VAT States Address Concellent Footre Body VAT Rates Actions 100 0 <th></th>							
Company N	ame	12345	VATI2	234			
Address		Address Line 2	City		Post Code		
Nome Texplate Name (required) Description Address Company Mame Description Footer Body Content Footer Body VAT Rates Add off the VAT rate numbers you would like to have in this (moice template. Company Lot of the Companies and the store of conselect multiplet Company Company Mame Detere							
Factor Date							
Footer Body C	ontent						
Foote Body							
							10/2000
VAI Kates							
	AI rate numbers	you would like to have in t	nis invoice ten	пріате.			
Select All	VAT Rates		Actions				
	10.00	%	Delete				
Delete Select	ted						
Template stame (required) Template stal Decerption Address Company Name 2245 VAT1244 Address Address Address Company Name 2245 VAT1244 Address Address Address Address Company Name 2245 VAT244 Fooler Body Content Fooler Body Content Conce Body VAT Rets Add will be to have in thi invoice template. Select All VAT Retes Actions Tote Body Vat Vat Rete Add vat Rete Add will be to have in thi invoice template. Select All VAT Retes Actions Tote Body Vat Vat Rete Add vat Rete Add vat Rete company Bit semplate. Select All VAT Rete Actions Tote Body Vater Company Bit semplate. Select All VAT Rete Actions Tote Select All vater environs we this template. Select All vater environs this template. Select							
Neme Templote Main (request) Templote La I Description Adress Company Name Company Name <							
Select all the	Companies that	can use this template.					
Companies (Hold down shift	to select or desele	ect multiple)					
None Template Name (required) Template Stil Description Address Company Name 12345 VAT Number Company Name 12345 VAT Rese Address Addrest Address							
Objectivity	Company 3						
L				1 company selecte	d		
							Save Changes

Fig.15

Conditions of 'editing' an invoice template:

• Any edits made to an invoice template is reflected on the Host App > Invoice

DELETE AN INVOICE CONFIG TEMPLATE

The user can also delete an invoice by 'clicking' on the 'Delete' button, as shown in Fig.16

Central Reservations				
Invoice Config Labels				
Templates				Add Invoice Template
Filter		Outlet		
		All		~
Name	Description		Actions	
Template #1	Description		Edit I Delete	



Fig.16

On click, the user is prompted with a warning as shown in Fig.17.

Objectivity Estate				oa obiectivity o
Central Reservations	Are you sure you want to delete Terr invoiceTemplate? ① This invoiceTemplate could have bookings ass	plate #1 ociated with it.		
Invoice Config Labels	De	ete Cancel		
Templates				Add Invoice Template
Filter		Outlet		
		All		~
Name	Description		Actions	
Template #1	Description		Edit Delete	

Fig.17

Conditions of 'delete' an invoice template:

• Any deleted invoice is reflected on the Host App > Invoice.

4.1 Invoice (Part 2) – Invoice creation on host app

The second part of the 'Invoice' feature allows Host app users to quickly create and generate invoices based on their customer's request on the Events Host application.

CREATE AN INVOICE

To create an invoice on the Events Host application, Host users must navigate to the 'Invoices' tab on a booking and click on the 'New invoice' button, as shown in Fig.18

X Close		CANCEL BOOKING	EDIT BOOKING
	TANK		Book again
	mzielinski2@objectivity.co.uk 66699666		
	Resend Guest Email		
t↓	Go to Guest Portal 년		
date	Labels 😧		Ð
023 08:3	Booking Details Invoices Tasks		
)23 14:53			
	Invoices		New Invoice
	JE T		
	Create your first Invoice New Invoice		

Fig.18





On click, a blank invoice template is displayed to the user, as shown in Fig.19

< Back			Book	ing Ref: T3Z27500	18096
ems					
Name your invoice*					
ltem*	Quantity*	f f	0.00%	✓ £	
Add another					
			Total (excl. VAT)		£0.0
			VAT		£0.0
			Discount	£	0.00
			Total Amount Due		£0.0
Payment					
Payment due date*	Client reference	Invoice reference	Invoice Created Date	Booking date	
Select 🗸				03 Apr 2023	
Add notes					
Billing Address (*Required)					
	Chronit	Cite	Doct code*		

Fig.19

On this page, Host App users can manually insert data for the following fields:

- Invoice Name
 - This field is the header of the invoice.
 - It is a mandatory field and has a character limit = 50 characters maximum: 1 character minimum
- Item
 - This field is the name of the product (item) on sale (e.g. menu name)
 - Users can add more than 1 item.
- Quantity Value
 - This field is the amount of people associated with an item.
 - It is a mandatory field and support only numerical values from -100000 to 100000.
- Unit Price Value
 - This field is the price of an item.
 - It is a mandatory field and supports only numerical values from 0 to 100000.
 - It is displayed at 2 decimal point.
- VAT Rate
 - VAT rates are displayed in a dropdown list format.
 - The VAT rates available in the dropdown are configured in the invoice template configured on Events Admin



- Users can select only one VAT rate per item.
- Discount value
 - This field is the discount amount that the Host app wants to give to the client.
 - It is an optional field and supports numerical values only.
 - The discount amount applies to the Total amount due only.
- Payment due date
 - This is a mandatory field.
 - User can select the due date for the invoice by using the calendar date picker.
- Client Reference
 - This is an optional field designed for Host users.
 - It can be used to insert a reference number used by internally by the client.
 - It supports both alphabets and numerical values.

Billing Address

- It is mandatory for the user to fill in some sub-fields, namely:
 - Name
 - o Company name [Optional]
 - o Street
 - o City
 - o Post Code

Some fields are automatically generated by the system, namely:

- Sub-total (Excl. VAT)
 - Automatically calculated based on quantity and unit price value per item.
- Total Amount
 - o Automatically calculated based on the sub-total and VAT amount per item.
 - Total (excl. VAT)
 - Automatically calculated based on the sum of all sub-total.
- Total Amount Due
 - o Automatically calculated based on the sum of all total amount.
- Invoice Reference
 - Automatically generated based on [Year], [INV], [Site ID], [Sequential Numbering]
 - o Example: 2023/INV/1/001
 - 2023 = Year
 - INV = Invoice
 - 1 = SiteID
 - 001 = sequential numbering
 - Invoice Creation date
 - o Automatically generated by the system on the date which the invoice is created
- Booking date
 - o Based on the booking date field

Once all mandatory fields are field by the Host app user, the invoice must be saved to view PDF version. When the user clicks on 'save', all fields are locked and the invoice cannot be edited, as shown in Fig.20



< Back				Booking F	Ref: Q3Q24453	82834482
tems						
Name your invoice*						
dummy invoice						
ltem*	Quantity*	Unit Price*	Sub Total (excl. VAT)	VAT Rate	Total Amount	
item 1	2	£ 3.00	£ 6.00	5.00% 🗸	£ 6.30	
ltem*	Quantity*	Unit Price*	Sub Total (excl. VAT)	VAT Rate	Total Amount	
item 2	3	£ 5.00	£ 15.00	5.00% 🗸	£ 15.75	
			Total (ex	(cl. VAT)		£21.00
			VAI			±1.05
			Discour	it	£	0.00
			Total Ar	nount Due		£22.05
Payment						
Payment due date*	Client reference	Invoice refe	rence Invoice C	eated Date	Booking date	
14 Days 🔹 12th Apr 2023		2023/INV;	/1/081 29 Mar	2023	30 Mar 2023	
Different de la com						
Billing Address	Stroot*	Cited	Dest code			
Name Company	b street	b city	b post code	code		
b name			- pose			

Fig.20

VIEW INVOICE PDF

To download the PDF version of the invoice, the user clicks on 'View Invoice PDF' button, and it automatically downloads the file on the user's device. The PDF version of the invoice is illustrated in Fig.21



Invoice #1

Invoice Reference Booking Reference Date of Issue BookingDate Date due Client Reference	2023/INV/1/010 T3Z2750018096114 29/03/2023 03/04/2023 30/03/2023 MyRef123					
Company Name Registered Address	My Company Name 123 Borrowdale Drive, Line	e	ill To:	John Smit	th ace	
Company Number VAT Number	2, Worcester, WR1 3BG 12345 VAT1234			GL1 3BG	er	
Item	Quantity	y Unit p	rice	VAT%	Sub Amount (excl VAT)	Total Amount
item #1		3 £13	3.33	5.0%	£39.99	£41.99
		Sub Tot VAT: Discou Total A	tal (excl \ nt: mount D	VAT): Due:		£39.99 £2.00 £0.00 £41.99
Lorem ipsum dolor sit ar varius imperdiet. Nullan sit amet ante eget leo in cursus dui vel, aliquam c convallis tellus. Aenean faucibus, erat augue por lobortis accumsan, vulp	met, consectetur adipiscing el n fermentum nulla at arcu ulla terdum tempor. Sed maximus lui. Vestibulum eu pulvinar en blandit a purus quis vulputate ta risus, ac venenatis nisi neq utate vitae lorem.	lit. Aenean amcorper, e ac mi ut sc iim, et tinci e. Nunc var ue et quam	consect t luctus elerisq dunt ma ius, mag . Mauri	tetur massa s quam solli ue. Quisquo auris. Praes gna vitae bi s ligula nibl	a eget urna citudin. Donec e ut ex aliquam sent vulputate bendum h, ornare vitae	1/1

Fig.21



LOG PAYMENT FOR AN INVOICE

Once an invoice is created, the log payment section appears for the user to manually log a payment in relation to the invoice, as shown in Fig.22

Payment History



Fig.22

To log a payment, the user clicks on 'Log payment' button and the log payment appears, as illustrated in Fig.23

Log Payment	Close	
Payment Type:"		
Voucher	~	I
BACS Voucher		9
Cash Credit/Debit Card Other		
Payment Date: *		
09/08/2022		
Reference Number.*		I
Reference Number must be between 1 and 25 characters long.		I
Comments		5
		I
Close	Save	
	Log Payment Payment Type: Voucher BACS Voucher Cash Credit/Debit Card Other Payment Date: 09/08/2022 Reference Number: Reference Number: Comments Comments	Log Payment Payment Type:* Voucher BACS Voucher Cash Credit/Debit Card Other 09/08/2022 Reference Number:* O9/08/2022 Reference Number:* Comments Comments Comments



Like the 'Log manual' payment functionality on the booking, this functionality allows the Host app user to log a payment containing the following fields:

- Payment Type
- Payment Value
- Payment Date
- Reference number
- Comments

Conditions for logging a payment:



- 1. All payment fields are mandatory.
- 2. Overpayment cannot be logged (payment is greater than the total amount due on the invoice)
- 3. No negative values can be logged as a payment.
- 4. Users can log more than payment.

Under the payment section, all payment logged are displayed in a table format, as shown in Fig.24

Ρ	ayment History					
	Added	Payment Type	Reference Number	Notes	Amount	
	21 Mar 2023	Voucher	SUE001010			£20.00
	21 Mar 2023	Voucher	GHCBB0001			£100.00
				Total Amo	ount	£120.00
				Remaining To	Pay	£0.00

Fig.24

As shown above:

•

- Total Amount = Total amount due for the invoice
 - Remaining to pay = The amount remaining to be paid on the invoice
 - Only when the remaining to pay value = 0.00 that the user can mark an invoice as paid

READ AN INVOICE

All invoices created for a booking are displayed on the invoice tab, as shown in Fig.25

Booking Details	Invoices Tasks					
Invoices						New Invoice
Name	Amount due	Remaining To Pay	Status	Invoice Number	Due	Created
Arman Company Invoice	£120.00	£0.00	Paid	2023/INV/1/027	23 Mar 2023	21 Mar 2023 20:09
Client Reque	est £180.00	£25.00	Outstanding	2023/INV/1/028	23 Mar 2023	21 Mar 2023 20:21

Fig.25

This view gives the user a global view of the invoices and its details such as:

- Name of invoice
- Amount Due
- Remaining to pay
- Status
- Invoice Number
- Due Date
- Created Date

To view details of an existing invoice, the user can click on the invoice name and will be re-directed to a read-only view of the invoice, as shown in Fig.26



< Back					Booking	Ref: Q3Q24453	82834482
ems							
Name your invoice	e						
dummy invoice							
ltem*		Quantity*	Unit Price*	Sub Total (excl. V	AT) VAT Rate	Total Amount	
item 1		2	£ 3.00	£ 6.00	5.00% 💊	£ 6.30	
ltem*		Quantity*	Unit Price*	Sub Total (excl. V	AT) VAT Rate	Total Amount	
item 2		3	£ 5.00	£ 15.00	5.00%	£ 15.75	
				Tota	al (excl. VAT)		£21.00
				VAT			£1.05
				Disc	count	£	0.00
				Tota	al Amount Due		£22.05
Payment							
Payment due date		Client reference	Invoice refe	rence Invoi	ce Created Date	Booking date	
14 Days	✓ 12th Apr 2023		2023/INV/	/1/081 29	Mar 2023	30 Mar 2023	
Billing Address							
Name*	Company	Street*	City*	Post	code*		
b name		b street	b city	pt	oost code		
Mark as paid	Cancel Invoice	/iew Invoice PDF					

Fig.26

For an invoice, the user can (shown in Fig.27):



- Mark as paid
- Cancel an invoice
- View Invoice PDF







To mark an invoice as 'Mark as Paid', the remaining to pay value must be 0.00. Once the 'Mark as paid' checkbox is selected, the status of this invoice is updated to 'Paid'

CANCEL AN INVOICE

To cancel an invoice, the user can click 'Cancel Invoice' button and a cancellation popup appears, as shown below in Fig.28



Fig.28

On click, a cancel warning popup appears, and the user is requested to insert a mandatory cancellation reason, as illustrated in Fig.29

Re	Cancel Invoice	X Close
	Reason for cancellation*	
×		
	Cancel Yes, cancel	
	item 1	

Fig.29

Once a reason has been provided, the user can proceed with the cancellation by clicking on 'Yes, Cancel' button. After confirmation, the invoice is status is changed to 'Cancelled' and on the invoice tab, the invoice is strikethrough, as shown in Fig.30

Name	Amount due	Remaining To Pay	Status	Invoice Number	Due	Created
good one	£15746.64	£15746.64	Outstanding	2023/INV/1/079	03 Apr 2023	27 Mar 2023 15:25
1	£12.48	£12.48	Outstanding	2023/INV/1/078	07 Apr 2023	24 Mar 2023 15:54
invoice name	£138.60	£138.60	Cancelled	2023/INV/1/080	12 Apr 2023	29 Mar 2023 09:0
dummy invoice	£22.05	£22.05	Outstanding	2023/INV/1/081	12 Apr 2023	29 Mar 2023 09:3



If the Host user would like to see details of the cancelled invoice, they can click on the invoice name and a readonly view of the invoice with pre-filled information will be displayed to the user, as illustrated in Fig.31



