USER MANUAL

Invoice Format for Hotels

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<<Invoice Format for Hotels/**1.10**>>

Introduction

This addon provide hotels and lodges to implement their room details in Tally.ERP, as they are now able to record their room details and raise invoice with necessary details like CheckIn Date, Check out Date, Rooms tariff etc. in Tally.ERP 9 and also can print the invoice with customized environment.

Benefits

- Easy maintain of stewards in hotel.

- Easy maintaining of room bookings and check in and check out status.

What's New?

New in Release 1.10: -

a. Compatible with Tally.ERP 9 Release 6.4.5.

<div style="border:1px solid">

Important!
Take back up of your company data before activating the Add-on.

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Once you try / purchase an Add-on, follow the steps below to configure the Add-on and use it.

Setup Guide

1. Update your license by going to **Gateway of Tally → F12: Configuration → Licensing → Update License**

   (In case you are using multi-site account, you will need to configure Tally.ERP 9 to activate the Add-on for a particular site. Click here for the steps.)

2. Shut down and Restart Tally.ERP 9 and open your company.

3. Get Add-on help and open user manual.

   For Tally.ERP Series A versions lower than Release 5.0

   Go to **H: Help → Add-on Help** to open the user manual.

   For Tally.ERP Series A release 5.0 and above

   Press **Ctrl + Alt + H** to get Add-on help.

4. Activate the Add-on.

For Tally.ERP 9 Series A version lower than Release 3.2

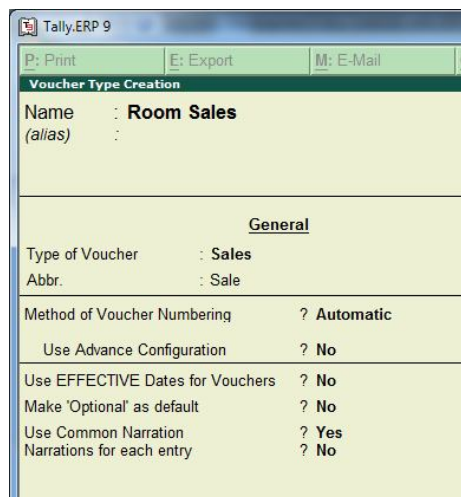Go to **Gateway of Tally > F11: Features > Inventory Features**

Set "Yes" to the options "**Enable Hotel Rooms Invoice**"

For Tally.ERP 9 Series A Release 3.2 and above

Go to **Gateway of Tally > F11: Features > Add-on Features**

Set "Yes" to the options "**Enable Hotel Rooms Invoice**"

5. Go to **Gateway of Tally → Accounts Info. → Voucher Types → Create** and create a voucher type under sales with "***room***" in its name: -
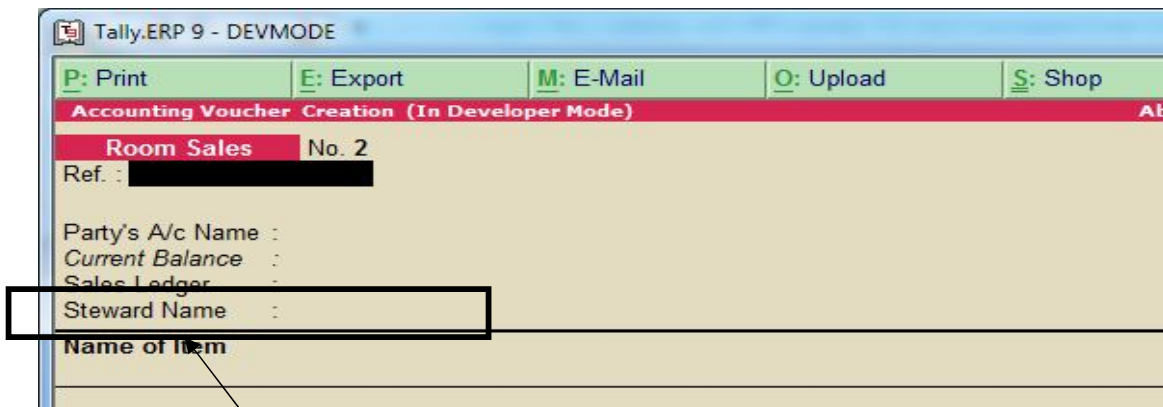

6. Go to **Gateway of Tally → Inventory Info. → Stock Item → Create →** and create room number items as follows: -

7. Create Sales invoice the format is changed for Hotels: -

Notes: -

  a. Steward names are to select the ledgers created under "Steward" group, which has to be created as below: -

b. Other details can be filled according to invoice.

8. Select guest name, steward name, room number and enter other details: -

Notes: -

- Check-in date and checkout dates must be entered.
- No. of nights will be auto calculated based on these dates.
- Rate or tariff auto picked from "Room Number 1" stock item defined above.

9. Save the screen and enter other details.

10. This portion of the bill is for Bill settlement, as proceed with entering details for the payment.

Select Settlement method (Cash, bank, Bills to company etc.).
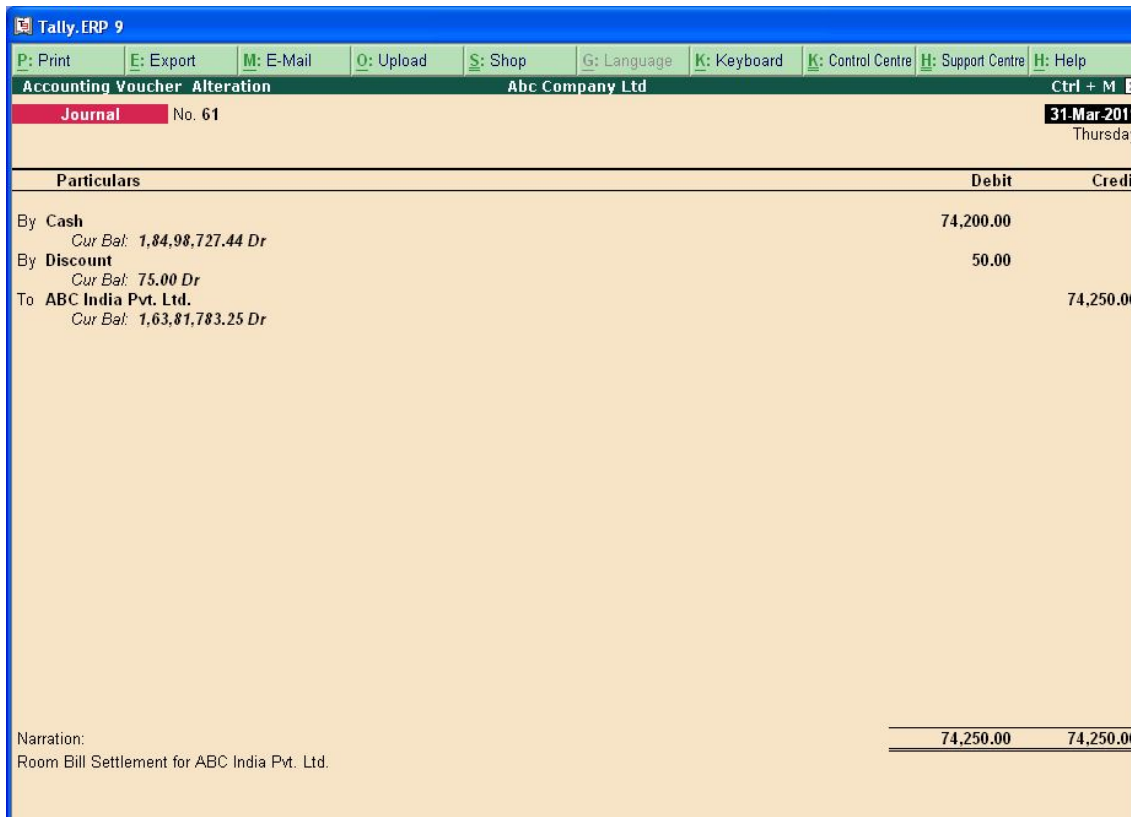
Enter the settled amount.

Select settlement ledger.

Select the discount ledger, if any.

11. After saving the bill, it will ask for the settlement entry if you want to create: -
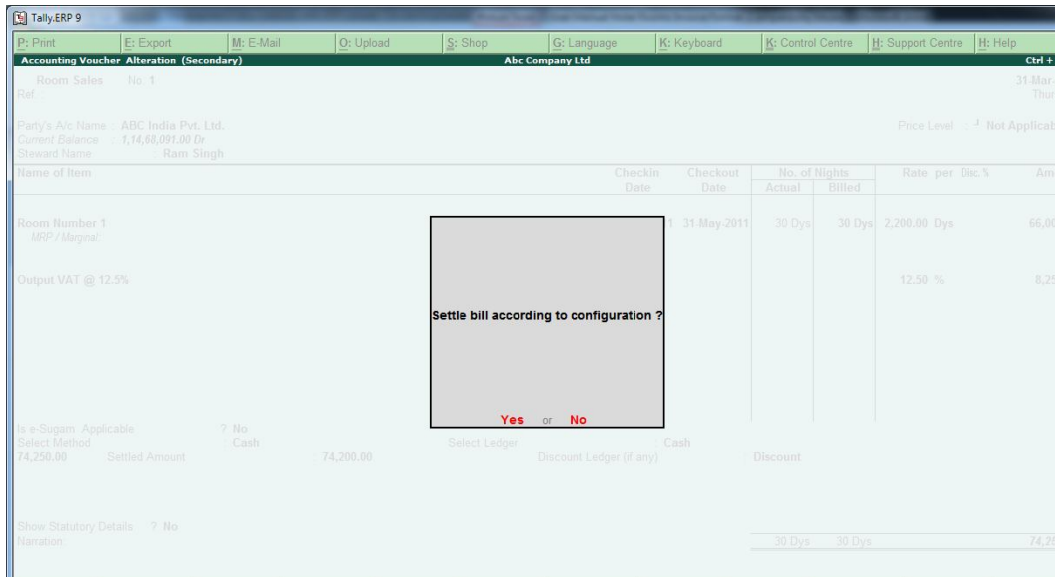
12. If you press yes here, it will auto create a settlement entry for the bill as configured above.

13. You can print the sale invoice in Simple format for the customized invoice as follows:-

a. Press Alt+P to print any invoice.

b. Press F12 here, and set "Print in Simple format" to yes.

c. The printing of invoice is as follows: -

Tax Invoice

Invoice No. **1**	Dated 31-Mar-2011	**Abc Company Limited**
Ref. No.		5, 9th Cross
Phone No.: **098234723,**		Margosa Road
		Malleswaram
		Contact : 098234723
		E-Mail : contact@abc.com

Party : **ABC Ltd**
ABC Add 1
Chennai
PAN/IT No :

Contact Person : Abc
Contact : 9902112122, 2342352
Fax Number : 1111111222
E-Mail : girdhar.gopal@gmail.com

Sl No.	Room Details	Checkin	Checkout	No. of Nights	Rate	per	Disc. %	Amount
1	**Room Number 1**	1-May-2011	31-May-2011	**30 Dys**	2,200.00	Dys		66,000.00
	Total			**30 Dys**				**₹ 66,000.00**

Amount Chargeable (in words)   E. & O.E
Indian Rupees Sixty Six Thousand Only

for Abc Company Limited

Authorised Signatory

This is a Computer Generated Invoice

FAQs

Which version/releases of Tally.ERP 9 does the add-on support?

This add-on will work only from Tally.ERP 9 Series A, release 3.0 to Tally.ERP 9 Series A, 6.4.5.

How will I get support for this add-on?

For any functional support requirements please do write to us on intallysolutions@gmail.com or call us at +91-9813501438, +91-9991428000.. Alternatively, you can send a support query from Support Centre (Ctrl + H).

If I need some enhancement / changes to be incorporated for the add-on, whom should I contact?

Please to write to us on intallysolutions@gmail.com with your additional requirements and we will revert to you in 24 business hours.

Will new features added be available to us?

We offer one year availability of all support and new features free of cost. After one year, nominal subscription cost will be applicable to you to continue to get free support and updates.

What will happen after one year?

20% of the then MRP will be charged for one year of email support and versions (minor & major).

I am using a multisite. Can I use the same Add-on for all the sites?

No, one Add-on will work only for 1 site. You need to purchase again if you want to use the same Add-on for more sites.

How do I configure the add-ons?

If you are a Tally.ERP 9 Multi site user, add the Add-on to the required site as follows:

a. Press Ctrl + K or Click on Control Centre and log into your account

b. Go to **Licensing & Configuration → TDL Management → F8: TDL Config List → Select the site's default TDL**

c. Under '**Specify Account TDLs for loading**', select the Add-on Name and accept the screen.

d. Update your license by going to **Gateway of Tally → F12: Configuration → Licensing → Update License**

Note: To know or change the site's default TDL configuration, go to **Licensing & Configuration → License Management → F6: Show Config** and look at the TDL Configuration column.)

If you face problems in configuring the add-on, click on this link to know more.
http://www.tallysolutions.com/website/html/solutions/how-to-configure.php

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I have upgraded to a new Tally.ERP 9 Release. What will happen?

Normally, the add-on will work fine without any glitches. If you face problems with the Add-on, you can contact us for support.

Product and Features Page shows errors with the Add-on. What do I do?

Check first if the error is because of the Add-on or because of clashes between 2 TDLs (An add-on is also a TDL). In case of clashes, disable one or more TDLs and check which TDL has error. If the Add-on has a problem, you can report it to us.

My Tally went into educational mode after installing the add-on. What do I do?

Go into **Control Centre → Licensing & Configuration → TDL Management → F8: TDL Config List → Select the site's TDL configuration which has the Add-on** and remove the Add-on from the list. Update the license.

How do I find out if a new release of the Add-on is available?

Go to **Control Centre → Licensing & Configuration → TDL Management** and check under version available Column.

How do I update to the latest release?

Go to **Control Centre → Licensing & Configuration → TDL Management** and check under version available Column. If the version number shown under '**Version Available**' column is higher than the version number shown in Name of the Add-on, select the Add-on and press F4 or click on **F4: Download** to download the new version. Update the license and restart Tally after download.

How do I cross upgrade the Add-on from Silver to Gold Edition?
Go to **Control Centre → Licensing & Configuration → TDL Management,** select the Add-on and press F6 or click on F6: Change Edition. Update the license and restart Tally after download.

My Subscription for the Add-on has expired. How do I renew my subscription?
Go to **Control Centre → Licensing & Configuration → TDL Management** and check under Subscription Expiry column. If the subscription is about to expire or expired, select the Add-on, Press F5 or click on **F5: Renew** and fill in the required details to renew your subscription. Update the license and restart Tally after download.

Will this add-on work in remote session?
Yes, this add-on will work remotely.