

AUTOMATIC REMARKS IN THE INVOICES

You will learn:

1. How to include automated remarks in your invoices

1. Automated invoice remarks

Automated invoice remarks allow you to include important information for your customers. Data will be taken from the reservation to ensure it's personalized for the given customer.

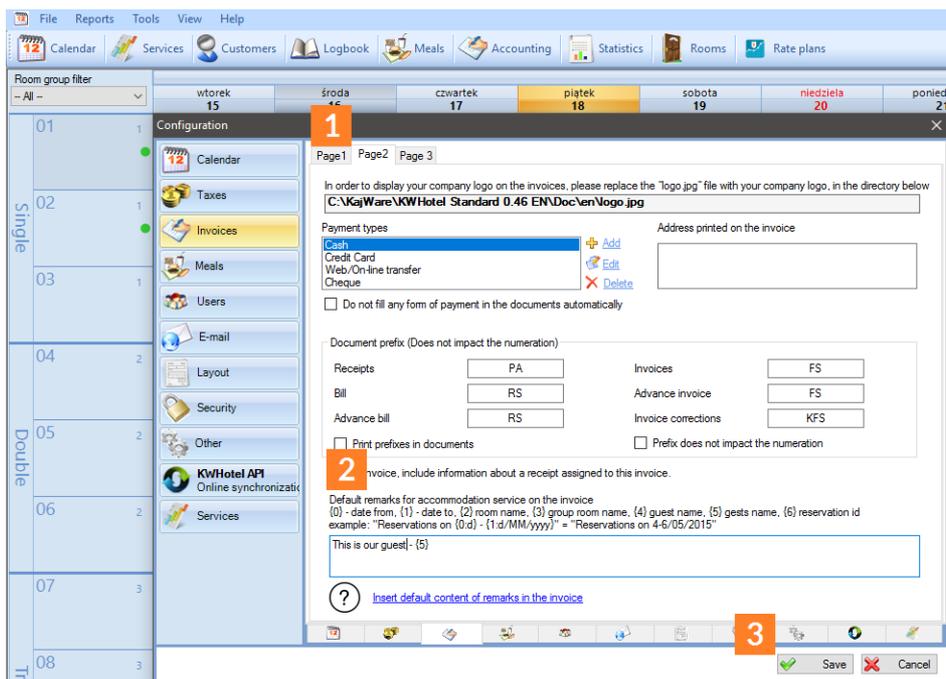
Step by step guide on enabling this feature:

1. Go to Tools → Configuration → Invoices → Page 2.
2. On the bottom you will notice a blank field. Above it there are variables that can be used.

Pay attention:

Variables must be inserted in brackets. For example, if you write "This is our guest {5}", KWHotel will type the guest's name instead of {5}. If you do not use brackets, KWHotel will write number 5.

3. Click "Save" to confirm changes. Now, whenever you issue an invoice from the reservation screen, the "Comments" field will be populated automatically.



The screenshot shows the 'Configuration' window for 'Invoices' in the KWHotel software. The window is titled 'Configuration' and has a 'Page 1' tab selected. The main content area is divided into several sections:

- Payment types:** A list of payment methods (Cash, Credit Card, Web/On-line transfer, Cheque) with 'Add', 'Edit', and 'Delete' buttons. There is also a checkbox for 'Do not fill any form of payment in the documents automatically'.
- Document prefix (Does not impact the numeration):** A grid of input fields for different document types: Receipts (PA), Invoices (FS), Bill (RS), Advance invoice (FS), and Advance bill (RS). There is also a checkbox for 'Print prefixes in documents' and another for 'Prefix does not impact the numeration'.
- Default remarks for accommodation service on the invoice:** A text box containing the default remark: 'This is our guest| -{5}'. Above this box, there is a note: 'In order to display your company logo on the invoices, please replace the "logo.jpg" file with your company logo, in the directory below C:\GajWare\KWHotel_Standard_0.46_EN\Doc\en\logo.jpg'. Below the text box, there is a link: '? Insert default content of remarks in the invoice'.

At the bottom of the window, there are 'Save' and 'Cancel' buttons. Three numbered callouts are present: 1 points to the 'Configuration' window title, 2 points to the 'Default remarks' section, and 3 points to the 'Save' button.