

# BIR configuration guidelines for eZee FrontDesk!

**Note : This setting and configuration will be available for the Philippians country only and for the invoice template # 3.**

Step - 1, To add separate rental for the Additional person, first we have to make check in with the Normal Adult.

Step - 2, After Check in a normal person, there will be another option will be enable on the Rate Information Tab >> Add Additional Rental Charge.

[illegible]

Step - 3, To add additional rental for senior citizen, check mark on the option “Add Additional Rental Charge” and check mark on the VAT exempt check box, to exempt a VAT, after that check mark on Apply to full stay, according to that New additional rental charge will apply on the Full Stay.

Also, we can change count of Adult here according to the Senior Citizen additional pax and will affect on the total count of Adult also.

**Walk In**

Room Name: 102 - Room Type: Delux

Information for Check In/Reservation. Please click on respective tab to set up respective information.

General Information | Room Sharing | Other Information | **Rate Information** | Extra Charges | Payment Details | Folio Summary

**Rate Information**

Date: 15-04-2016 Rate: 90.909 Discount: 0.0000 Taxable Rate: 90.9090

Apply new Rate Type Tariff: ☐ Add Additional Rental Charge: ☒

**Tax Exempt**

☒ VAT: 0.0000 ☐ Service Tax: 9.0909

Net Rate: 100.00

Adult: 1 Child: 0

Change only pax info: ☐

☐ None ☒ Apply to full stay

Buttons: Split Bulk Rent Merge Bulk Rent Apply Discount **Apply Changes**

Date	Day	Room	Rate Type	Rate	Dis.	VAT	Servi...	Total	Season	Adult	Child	S
15-04-2...	Fri	102	Rack Rate	409.84	0.00	49.18	40.98	500.00		2	0	S
15-04-2...	Fri	102	Rack Rate	90.91	0.00	0.00	9.09	100.00		1	0	S
16-04-2...	Sat	102	Rack Rate	409.84	0.00	49.18	40.98	500.00		2	0	S
16-04-2...	Sat	102	Rack Rate	90.91	0.00	0.00	9.09	100.00		1	0	S
17-04-2...	Sun	102	Rack Rate	409.84	0.00	49.18	40.98	500.00		2	0	S
17-04-2...	Sun	102	Rack Rate	90.91	0.00	0.00	9.09	100.00		1	0	S

Buttons: More Print Update Close

Booked By: Reserved By: Check In By: Admin Check Out By:

Step - 4, After applying additional rental charge, we can also apply discount on with check mark on that particular rental charges, by clicking on Apply Discount button.

Step - 5, To make separate invoice for Senior Citizen, we can create new folio from the Folio Summary button and manage the separate invoice for this.

Step - 6, For Invoice, we have done customization on the Invoice template # 3, we have added 3 field to show the Discount Type, which discount was applied, discount amount and total VAT Exempted.

Please check below mentioned is the sample invoice template # 3 for the same.

Invoice				
<b>Folio No.</b>	: 1	<b>G.R. Card No</b>	1	
<b>Guest Name</b>	: Jay Dalal	<b>Tariff</b>	: 409.84 P	
<b>Address</b>	:	<b>No. of Person</b>	: 3 (A) / 0 (C)	
<b>Nationality</b>	: Philippines	<b>Date of Arrival</b>	: 15-04-2016	12:45:02
<b>Source</b>	:	<b>Date of Departure</b>	: 20-04-2016	
Date	Ref.No.	Particular	Debit	Credit
15-04-2016		Tariff	409.84 P	
15-04-2016		Tariff	90.91 P	
16-04-2016		Tariff	90.91 P	
16-04-2016		Tariff	409.84 P	
17-04-2016		Tariff	409.84 P	
17-04-2016		Tariff	90.91 P	
18-04-2016		Tariff	90.91 P	
18-04-2016		Tariff	409.84 P	
19-04-2016		Tariff	409.84 P	
19-04-2016		Tariff	90.91 P	
Total			2,503.73 P	0.00 P
Discount Type : Senior Citizen Discount			Total Rent :	2,503.73 P
Total Exempt Tax : 43.64 P			Total Rent Discount :	500.75 P
			Total VAT :	196.72 P
			Total Service Tax :	200.30 P
			Total Charges :	0.00 P
			Total :	2,400.00 P
			Flat Discount :	0.00 P
			Payment :	0.00 P
			Balance :	2,400.00 P