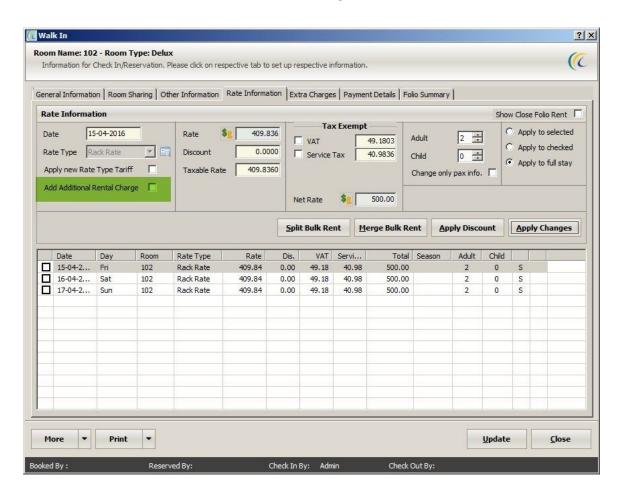
BIR configuration guidelines for eZee FrontDesk!



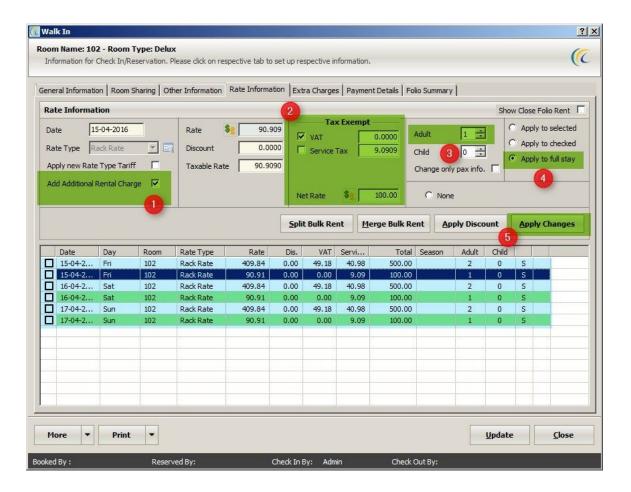
Note: This setting and configuration will be available for the Philippians country only and for the invoice template # 3.

- 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.



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.



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.

