

smoobu integrations

empower guest experience

**smoobu invoicing - version 19/09/2024**

**\$moodo"**

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# 1 Accept invoice

**smoobu invoicing**  
If your reservation was in smoobu it will be automatically generated

**trigger for invoicing**  
your invoice may be generated at booking, arrival or departure of the guest

Invoicing Customers

Invoices

NEW UPLOAD

Filters Group By Favorites

1-80 / 1503

Number	Customer	Invoice Date	Due Date	Status
<input type="checkbox"/> INV/2024/00007	Anonymized User	09/16/2024	32 days ago	Posted
<input type="checkbox"/> INV/2024/00003	Anonymized User	08/19/2024	32 days ago	Posted
<input type="checkbox"/> INV/2024/00006	Anonymized User	08/18/2024	32 days ago	Posted
<input type="checkbox"/> INV/2024/00004	Anonymized User	08/18/2024	32 days ago	Posted
<input type="checkbox"/> /	Anonymized User	08/18/2024	32 days ago	Draft
<input type="checkbox"/> /	Anonymized User	08/18/2024	32 days ago	Draft
<input type="checkbox"/> /	Anonymized User	08/17/2024	33 days ago	Draft
<input type="checkbox"/> /	Anonymized User	08/17/2024	33 days ago	Draft
<input type="checkbox"/> INV/2024/00008	Anonymized User	08/16/2024	34 days ago	Posted
<input type="checkbox"/> INV/2024/00005	Anonymized User	08/16/2024	34 days ago	Posted
<input type="checkbox"/> /	Anonymized User	08/16/2024	34 days ago	Draft
<input type="checkbox"/> /	Anonymized User	08/16/2024	34 days ago	Draft
<input type="checkbox"/> /	Anonymized User	08/16/2024	34 days ago	Draft
<input type="checkbox"/> /	Anonymized User	08/16/2024	34 days ago	Draft
<input type="checkbox"/> /	Anonymized User	08/16/2024	34 days ago	Draft
<input type="checkbox"/> /	Anonymized User	08/16/2024	34 days ago	Draft
<input type="checkbox"/> /	Anonymized User	08/15/2024	35 days ago	Draft
<input type="checkbox"/> /	Anonymized User	08/15/2024	35 days ago	Draft
<input type="checkbox"/> /	Anonymized User	08/15/2024	35 days ago	Draft
<input type="checkbox"/> /	Anonymized User	08/15/2024	35 days ago	Draft
<input type="checkbox"/> /	Anonymized User	08/15/2024	35 days ago	Draft
<input type="checkbox"/> /	Anonymized User	08/15/2024	35 days ago	Draft
<input type="checkbox"/> /	Anonymized User	08/15/2024	35 days ago	Draft

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## 2 Edit of an invoice



### Values on the invoice

The values of the invoices are generated automatically from smoobu



### Correction of the values

Correction is possible until invoice confirmation



### Correction of the guest's data

Correction of the guest's data is possible even after invoice confirmation

Invoicing Customers Anonymized User (240919, te)

Invoices / Draft Invoice (\* 1574) (Lorem Ipsum) Print Action 5 / 80 < > + New

CONFIRM DRAFT POSTED

### Draft

Customer Anonymized User Invoice Date 08/18/2024

Automated Email Sent?


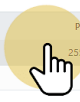
Payment Reference?

Due Date 08/18/2024 or Terms

Product	Label	Quantity	Price	Taxes	Subtotal
[BASE] Rental	[BASE] Rental	1.00	255.60	7% Umsatzsteuer (inkludiert in Preis)	238.88 €

Add a line Add a section Add a note

Untaxed Amount: 238.88 €  
USt 7%: 16.72 €  
Total: 255.60 €



### 3 Correction of guest's data

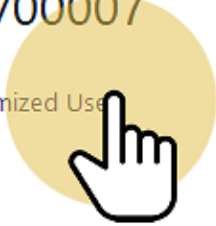


Click on the user's name

SEND & PRINT

# INV/2024/00007

Customer Anonymized User  
55



Invoice Lines

Other Info

Product

Label

[BASE] Rental

[BASE] Rental



## 4 Change of the type of the guest



### Individual vs Company

If you need to issue an invoice for the company choose the type "Company" in order to be able to add VAT details.

Invoices / INV/2024/00007 (Lorem Ipsum) / Anonymized User

Individual  Company

Anonymized User

Last name User

First name Anonymized

Company Name...

Contact 55

Street 2...



## 5 Add the address

Invoicing Customers

Invoices / INV/2024/00007 (Lorem Ipsum) / Anonymized User  

Individual  Company

### Anonymized User

**Address**

55

Street

ZIP

City

Country

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## 6 Add VAT number

**Address**

55 Test Street

Street 2...

43000

Berlin

Berlin (DE)

Germany

VAT ?

DE123456789

Guest ID in Smoobu 0

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## 6.1 VAT number check



### Validation error

If the VAT number is wrong the following error message will show up.

The screenshot shows a customer profile for 'Anonymized User' with a validation error message overlay. The error message states: 'The VAT number [DE123456789] for partner [Anonymized User] does not seem to be valid. Note: the expected format is DE123456788 or 12/345/67890'. A hand cursor icon points to the VAT number field in the background.

**Validation Error**

The VAT number [DE123456789] for partner [Anonymized User] does not seem to be valid.  
Note: the expected format is DE123456788 or 12/345/67890

**Customer Profile Data:**

- Company: Anonymized User
- Address: 55 Test Street, Berlin (DE), 43000
- VAT Number: DE123456789
- Phone: 34051
- Mobile: 12865
- Email: mail@example.com
- Automated Invoice Email:
- Website: e.g. https://www.odoo.com
- Language: English (US)
- Tags: e.g. "B2B", "VIP", "Consulting", ...

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## 7 Save guest's data

em Ipsum) / Anonymized User



et

Phone

Mobile

Berlin

Berlin (DE)



## 8 Printing of the invoice

Print

Action

5 / 80

DRAFT

POSTED

8/18/2024

ental01

8/18/2024

or Terms



## 8.1 Print draft invoice

Print Action 5 / 80 < > + New

Invoices DRAFT POSTED

8/18/2024  
)  
ental01  
8/18/2024 of Terms

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# 9 Confirmation of the invoice

**Confirmation of the invoice**  
Confirmation of the invoice creates the final invoice, that can't be changed later on.

**Automated invoice confirmation**  
It is possible to set the system in such a way that the invoice will be automatically confirmed when created.

Invoicing Customers Anonymized User (240919,te)

Invoices / Draft Invoice (\* 1574) (Lorem Ipsum) Print Action 5 / 80 < > + New

**CONFIRM** **DRAFT** POSTEL


**Draft**

Customer: Anonymized User  
Test1  
00000 Berlin  
Germany

Invoice Date: 08/18/2024  
Automated Email Sent?   
Payment Reference? rental01  
Due Date: 08/18/2024 or Terms

Product	Label	Quantity	Price Taxes	Subtotal
[BASE] Rental	[BASE] Rental	1.00	300.00 (7% Umsatzsteuer (inkludiert in Preis))	280.37 €

Untaxed Amount: **280.37 €**  
 USt 7%: 19.63 €  
**Total: 300.00 €**



Invoices / INV/2024/00010 (Lorem Ipsum)

SEND & PRINT



# INV/2024/00010

Customer Anonymized User  
Test1  
00000 Berlin  
Germany

Invoice Lines

Other Info

Product	Label	Quantity
[BASE] Rental	[BASE] Rental	1.00



Customer Anonymized User  
Test1  
00000 Berlin  
Germany

Invoice Lines Other Info

Product	Label
[BASE] Rental	[BASE] Rental

RECIPIENTS 1 RECIPIENTS OF THE DOCUMENT ONLY  
(Anonymized User ✖)

Subject Anonymized User Invoice (Ref INV/2024/00010)

Dear Anonymized User,

Here is your invoice **INV/2024/00010** (with reference: 4414052327) amounting in **300.00 €** from Anonymized User. Please remit payment at your earliest convenience.

Please use the following communication for your payment: **rental01**.

Do not hesitate to contact us if you have any questions.

Use template Invoice: Sending

Invoice\_INV\_2024\_00010.pdf PDF ✓

ATTACHMENTS

SEND & PRINT CANCEL SAVE AS NEW TEMPLATE



# 10 See smoobu data



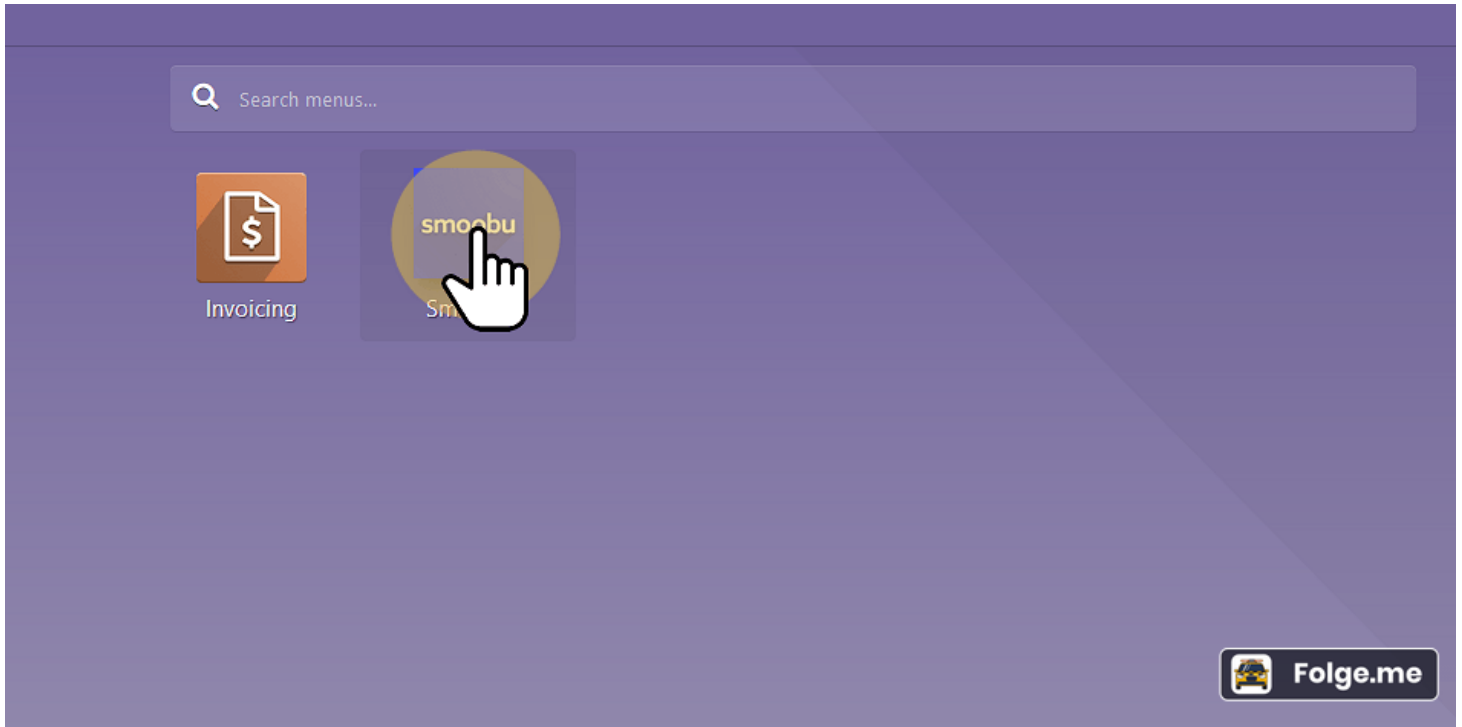
## smoobu integration

Data are integrated each 15 minutes.

Number	Customer	Invoice Date	Due Date	Status
INV/2024/00007	b m	09/16/2024	33 days ago	Posted
INV/2024/00003	b m	08/19/2024	33 days ago	Posted
INV/2024/00010	Anonymized User	08/18/2024	33 days ago	Posted
INV/2024/00006	Anonymized User	08/18/2024	33 days ago	Posted
INV/2024/00004	Anonymized User	08/18/2024	33 days ago	Posted
/	Anonymized User	08/18/2024	33 days ago	Draft
/	Anonymized User	08/17/2024	34 days ago	Draft
/	Anonymized User	08/17/2024	34 days ago	Draft
INV/2024/00008	Anonymized User	08/16/2024	35 days ago	Posted
INV/2024/00005	Anonymized User	08/16/2024	35 days ago	Posted
/	Anonymized User	08/16/2024	35 days ago	Draft
/	Anonymized User	08/16/2024	35 days ago	Draft
/	Anonymized User	08/16/2024	35 days ago	Draft
/	Anonymized User	08/16/2024	35 days ago	Draft
/	Anonymized User	08/16/2024	35 days ago	Draft
/	Anonymized User	08/16/2024	35 days ago	Draft
/	Anonymized User	08/16/2024	35 days ago	Draft
/	Anonymized User	08/15/2024	36 days ago	Draft
/	Anonymized User	08/15/2024	36 days ago	Draft
/	Anonymized User	08/15/2024	36 days ago	Draft
/	Anonymized User	08/15/2024	36 days ago	Draft
/	Anonymized User	08/15/2024	36 days ago	Draft
/	Anonymized User	08/15/2024	36 days ago	Draft
/	Anonymized User	08/15/2024	36 days ago	Draft



## 11 Main menu



## 12 Click on the reservation

smoobu Bookings

kings ▼ Future Bookings × | Search

▼ Filters   Group By

Booking ...	Type	Arrival D...	Departur...	Gue...	Em...	Pho...	Adults	Childr...	Check-in...	Check-o...	Price	Price Pa...	Payment...	Payment...
650625	Reservation	08/09/2025	08/11/2025				2	2	15:00	11:00	1,237.50	No	0.00	No
897544	Reservation	08/08/2025	08/11/2025				5	0	15:00	11:00	1,304.10	No	0.00	No
828207	Cancellation	07/11/2025	07/13/2025				4	0	15:00	11:00	465.30	No	0.00	No
900644	Reservation	06/28/2025	06/29/2025				40	0	15:00	11:00	2,732.00	No	0.00	No
743928	Reservation	06/16/2025	06/23/2025				8	0	15:00	11:00	2,705.38	No	0.00	No
899059	Reservation	05/28/2025	06/01/2025				7	0	15:00	11:00	1,706.40	No	0.00	No
236412	Reservation	05/24/2025	05/25/2025				29	0	15:00	11:00	2,082.60	No	0.00	No

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## 13 Enter price details

type Reservation  
 Channel Booking.com  
 Task 4410270702  
 Other Info Price Structure  
 Payment in Advance 0.00  
 Payment in Advance Paid No  
 Deposit 0.00  
 Deposit Paid No  
 Commission Included 185.62  
 City Tax 0.00



## 14 Reservation data

Bookings / 65

Booking Code	650625	Apartment	6966
Price	1,237.50	Arrival Date	08/09/2025
Price Paid	No	Departure Date	08/11/2025
Guest		Check-in Time	15:00
Email		Check-out Time	11:00
Phone		Adults	2
Type	Reservation	Children	2
Channel	Booking.com		
Task	4410270702		

Other Info Price Structure

Type	Name	Currency	Amount	Currency Code
Channel Custom	Mehrwertsteuer	EUR	80.96	EUR
Commission	Commission	EUR	185.62	EUR
Base Price	Base Price	EUR	1,237.50	EUR
Add a line				





## 15 Using filtering and grouping



Search...

Filter Group By Favorites

Price	Price Pa...	Payment...	Pay	Deposit	Deposit ...	Commis...	City Tax	No...	N
1,237.50	No	0.00	No	0.00	No	185.62	0.00		
1,304.10	No	0.00	No	0.00	No	156.49	0.00		
465.30	No	0.00	No	0.00	No	93.06	0.00		





## 15.1 Click on the filter

Search...

▼ Filters
📁 Group By
★ Favorites

- Future Bookings
- Bookings This Year
- Arrivals
- Departure Today
- Reservation
- Modification of booking
- Cancellation
- Price Paid
- Price Not Paid
- Payment In Advance Paid

Price	Price Pa...	Payment	Deposit ...	Commis...	City Tax	No...	Not
37.50	No		No	185.62	0.00		
04.10	No		No	156.49	0.00		
65.30	No		No	93.06	0.00		

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## 15.2 Click "Group By" to group items on the list

Search...

▼ Filters
📁 Group By
★ Favorites

Price Pa...	Payment...	Payment...	Deposit	Deposit ...	Commis...	City Tax	No...	Note for...
	0.00	No	0.00	No	185.62	0.00		
	0.00	No	0.00	No	156.49	0.00		
	0.00	No	0.00	No	93.06	0.00		

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## 15.3 Click group property

Search...

Filters Group By Favorites 1-80 / 2284

r...	Gue...	Em...	Pho...	Adults	Childr...	Check-in...	Check-o...	Price	Price Pa...	Payment...	Payme	Reservation	Adults	Children	Price Paid	Payment in Advance Paid	Deposit Paid	Channel	Apartment	Add Group	Commis...	City Tax	No...	Note for...	Price det...	Cha
025				2	2	15:00	11:00	1,237.50	No	0.00	No										185.62	0.00		Mehrwertsteu	Boc	
025				5	0	15:00	11:00	1,304.10	No	0.00	No										156.49	0.00		Mehrwertsteu	Boc	
025				4	0	15:00	11:00	465.30	No	0.00	No										93.06	0.00		Mehrwertsteu	Boc	
025				40	0	15:00	11:00	2,732.00	No	0.00	No										0.00	0.00			Dir	
025				8	0	15:00	11:00	2,705.38	No	0.00	No										324.65	0.00		Mehrwertsteu	Boc	
025				7	0	15:00	11:00	1,706.40	No	0.00	No										341.28	0.00		Mehrwertsteu	Boc	
025				29	0	15:00	11:00	2,082.60	No	0.00	No										416.52	0.00		Mehrwertsteu	Boc	
025				16	0	15:00	11:00	4,291.00	No	0.00	No										643.65	0.00		Cancellation	Airt	

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EUR 643.65  
Payout - EUR 3647.35

## 15.4 Saving filters and groups

Anonymized User (24)

Apartment Search...

Filters Group By Favorites 1-38 / 38

City Tax ↑ ↓ P C Save current search

Bookings

- Use by default
- Share with all users

SAVE

3,183,888...

11,627,98...

16,511,49...

2,848,966...

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# 15.5 Save filters and groups

Apartment x Search...

Filters Group By Favorites 1-38 / 38

Save current search Bookings  
 Use by default  
 Share with all users

Price F	Payment... F	Deposit I	Commis...	City Tax ↑	↑	F	C	obu Creation ...	Smoobu Modifi...
101,698.95	1,189.00		11,086.31						
123,238.60	650.00		12,459.23						
92,538.76	289.00		8,780.91						
40,263.75	400.00		4,372.24				3,183,888...		
59,521.81	739.00		6,970.57				11,627,98...		
145,525.94	250.00		19,633.40				16,511,49...		
66,672.20	7,944.02		1,294.41				2,848,966...		
58,711.88			960.96				2,533,110...		
25,139.56			1,054.93				1,542,354...		
13,073.46			781.88				734,957,2...		
54,234.91			2,047.88				2,636,157...		
30,354.00			1,783.56				366,853,6...		
101,924.90	4,500.00		5,159.43				2,113,379...		
41,050.17			584.48				1,799,978...		
69,416.78			4,379.71				4,560,118...		
67,284.20			8,237.01				8,102,840...		

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