

# Editing a Billed Booking

Last Modified on 14/01/2021 9:48 am GMT

There may be occasions whereby amendments need to be made to a booking after it has been invoiced.

You will notice that on a Billed Booking you can only change the room so a few steps need to be taken in order to be able to edit it.

Firstly, you will need to check which Invoice your booking has been invoiced on. An easy way to do this is to click onto the **[Clients]** tab and locate the client, then click View. Click on the booking at the bottom of the page. You will notice at the end of the line of the booking the Payment status will either say 'Fully paid' or 'Billed' depending on whether or not it has been paid. This will be a blue link and by clicking on this it will take you to the invoice.

At this point you will want to check if any Credit notes or Payments have been allocated against the invoice. You can see this by scrolling to the bottom of the invoice.

Date	Description	Space	Time	Net Cost	VAT Rate	VAT Payable	Gross Cost
07/09/2016	Football	AWP 3 (5-6 aside)	19:00 - 20:00	£35.00	20%	£7.00	£42.00
14/09/2016	Football	AWP 3 (5-6 aside)	19:00 - 20:00	£35.00	20%	£7.00	£42.00
21/09/2016	Football	AWP 3 (5-6 aside)	19:00 - 20:00	£35.00	20%	£7.00	£42.00
28/09/2016	Football	AWP 3 (5-6 aside)	19:00 - 20:00	£35.00	20%	£7.00	£42.00
						<b>Net Total:</b>	<b>£140.00</b>
						<b>VAT:</b>	<b>£28.00</b>
						<b>Grand total:</b>	<b>£168.00</b>
<b>Payment Terms</b>							
PAYMENT TERMS: Payment is due by the first booked date in the invoice for regular bookings and 1 month in advance for special events.							
PAYMENT ACCEPTED:							
GoCardless: Preferred method							
BACS: HSBC, sort code 40-50-60, Account 4056784 (quote invoice number as ref)							
Cheque: payable to Grange Park School							
<b>Registered Office: Grange Park School, 63 Home Drive, London, W1U 8EW • Company Number: 123456 • VAT Number: 4562 1235 4562</b>							
<b>Payments Applied:</b>							
• <b>£137.00</b> allocated from payment <a href="#">#71408</a> on 27/09/2016 ( <a href="#">Remove</a> )							
<b>Credit Notes Applied:</b>							
• <b>£31.00</b> allocated from credit note <a href="#">CN_GP736</a> on 27/09/2016 ( <a href="#">Remove</a> )							

To unallocate the payment click Remove next to it on the Invoice. You will need to unallocate all payments because you cannot void a Invoice with anything allocated to it.

With the Credit notes, you will need to look at are the credit notes allocated the invoice referring to bookings listed on the invoice? You must ensure that they are, as you will be voiding the invoice so the canceled bookings will not be picked up. Therefore, after checking the bookings on the credit note do relate to bookings listed on the invoice, you will need to Void the Credit note. To do this go back into the client account, locate the credit note, click on it and click the red void button.

If the bookings listed on the credit note do not match bookings listed on the invoice just unallocate it via the invoice.

Once all credit notes and payments have been unallocated or voided you can now void the invoice. This is done

by clicking on the invoice and clicking void.

You will then need to click on the Booking to edit. For advice on this please see our article on how to [edit a booking](#).

Once the booking has been edited it is important to re-invoice and re-allocate any payments to any remaining bookings in that billing period.

Best way to invoice these bookings is by clicking the invoice button at the bottom of the clients page. Once generated simply click to allocate the correct payment against it and click save.

Depending on whether the booking edit increased or decreased the value you pay have an outstanding balance or the invoice or the account may now be in Credit. If there is an outstanding balance the invoice will now appear on the clients log in as an Outstanding invoice.

If their account is now in credit, depending on what type of bookings they have will change what you will need to do next. If this is a one off booking, after the Booking date you will need to create a refund and ask your finance team to send them the amount in credit back. However if the bookings are ongoing you can simply allocate the remaining amount to the next invoice.

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