



QuiSuite Bookings

Halls, rooms, kitchens and minibuses: taking bookings and invoicing the hirers, step by step

Example_QSBookings

Everything in this guide is done in the Demo Bookings company on the QuiSuite USB test drive, so you can follow every step yourself.

How to use this guide

Plug in the QuiSuite USB drive, open **TestDrive.bat**, press **2** for QuiSuite Bookings, and log in as **Admin** with the password **Admin**.

Read a page, then do the same thing on the screen. Nothing you do can harm anything: the test drive starts afresh every time.

QuiSuite Platform version 1.34

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Welcome to QuiSuite Bookings

QuiSuite Bookings is a **Vertical Application**: a program made for one kind of organisation, built on the full QuiSuite accounts system. It is for community centres, church and village halls, sports clubs and anyone who hires out rooms, equipment or vehicles.

5 resources in the Demo centre: halls, a room, a kitchen and a minibus	35 bookings over the coming weeks	1 click to invoice a hirer for everything they have used
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In this guide you will:

- set out what can be booked, what it costs and the extras that go with it;
- see the bookings in the Diary and the Scheduler, and make and change them;
- find a free slot for a hirer in seconds;
- invoice each hirer for their bookings, straight to their account.

Starting QuiSuite Bookings



Figure 1. The splash screen



Figure 2. Logging in to Demo Bookings

When QuiSuite Bookings starts, its splash screen shows its own name under **Powered by QuiSuite Platform**, with the program and database versions. The login window then lists the companies it may open: on the test drive, **Demo Bookings**. Log in as **Admin**, password **Admin**.

The main window

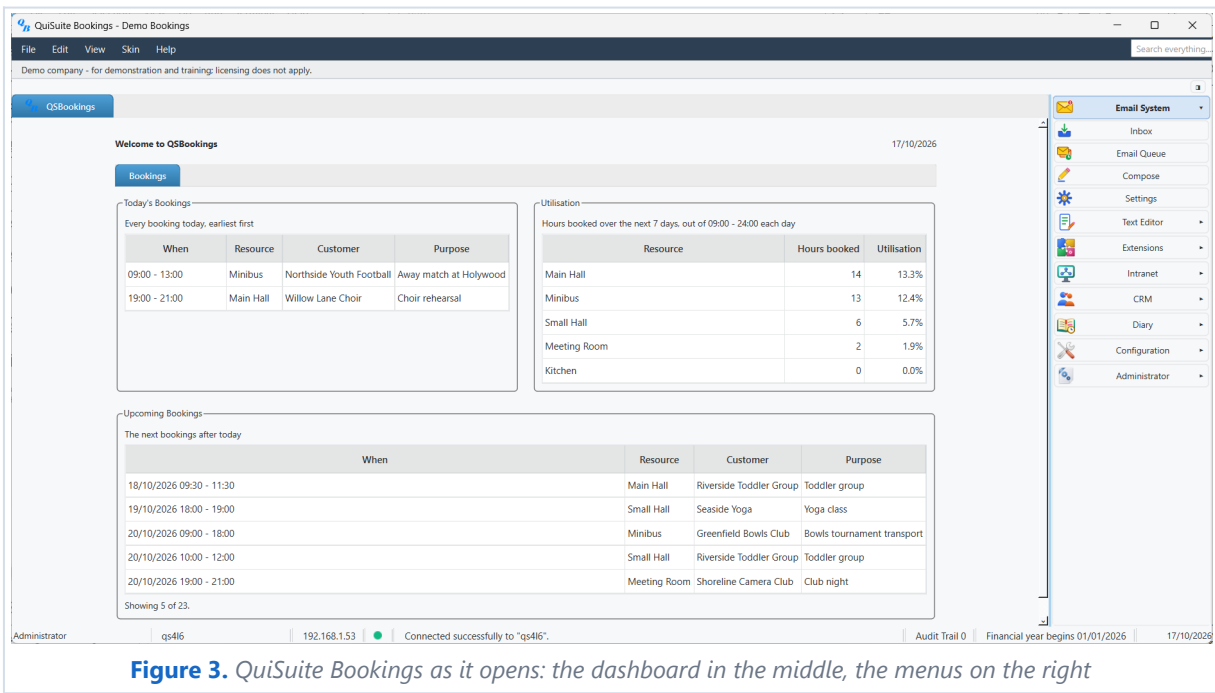


Figure 3. QuiSuite Bookings as it opens: the dashboard in the middle, the menus on the right

The **dashboard** fills the middle: today's bookings, how busy each resource is over the next week, and the bookings coming up. The **menus** are on the right: Email, the Text Editor, Extensions, the Intranet and the CRM, which every QuiSuite program shares, then **Diary**, the subject of this guide, then Configuration and Administrator.

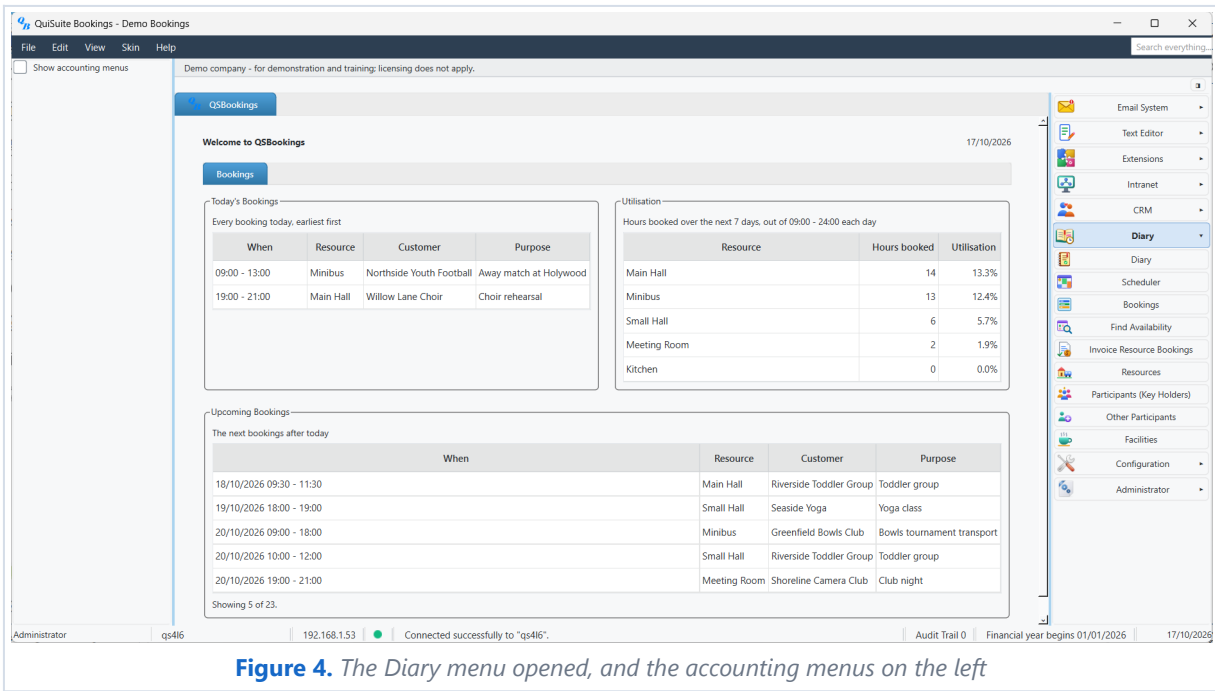


Figure 4. The Diary menu opened, and the accounting menus on the left

Click **Diary** and its items open beneath it: **Diary, Scheduler, Bookings, Find Availability, Invoice Resource Bookings, Resources, Participants (Key Holders), Other Participants** and **Facilities**.

Behind the scenes is a full accounts system: every invoice for a booking goes to the hirer's account in the Sales Ledger. The accounting menus stay out of the way on the left: press **F10** (or **Help > Toggle Menu**) and tick **Show accounting menus** to see them.

The dashboard

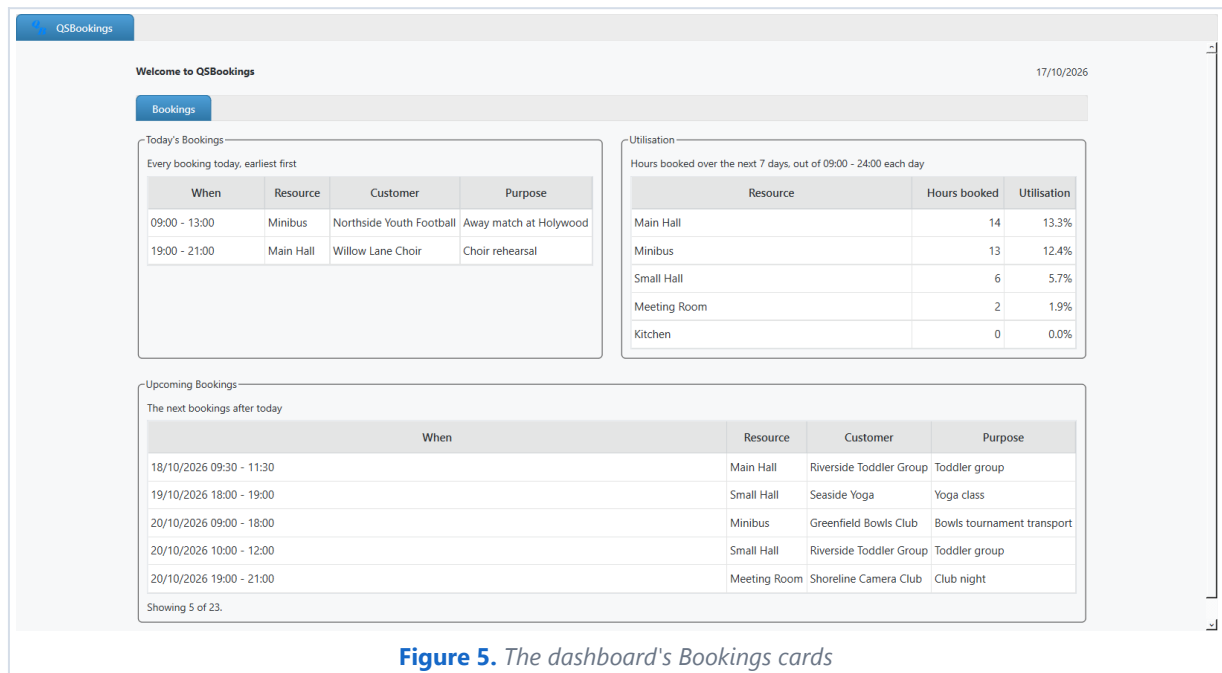


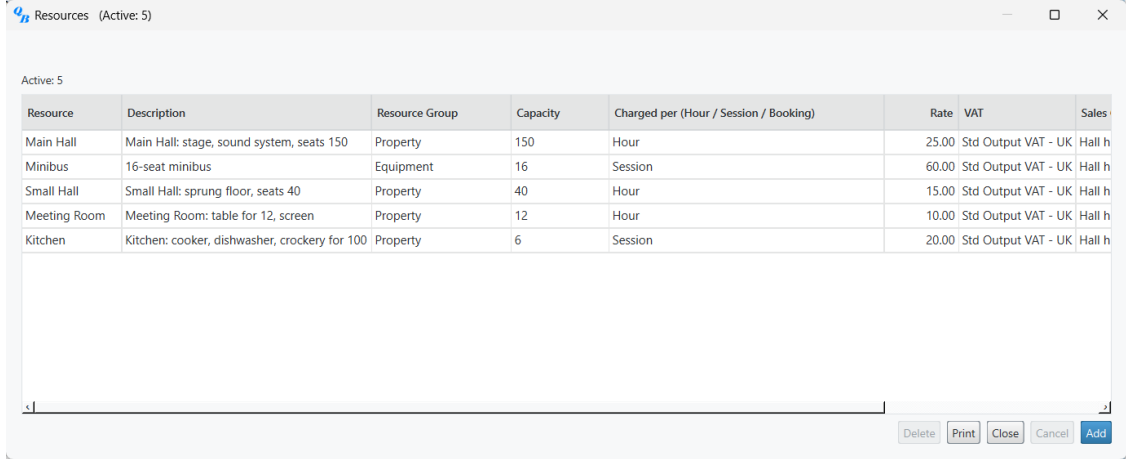
Figure 5. The dashboard's Bookings cards

Today's Bookings lists everything happening today, earliest first: here the youth football team has the minibus this morning and the choir has the main hall tonight. **Utilisation** shows how many hours each resource is booked over the next seven days, out of its open hours. **Upcoming Bookings** lists what comes next.

Setting up: what can be booked

Four short lists describe the centre. Set them up once; change them whenever you like.

Resources



Active: 5

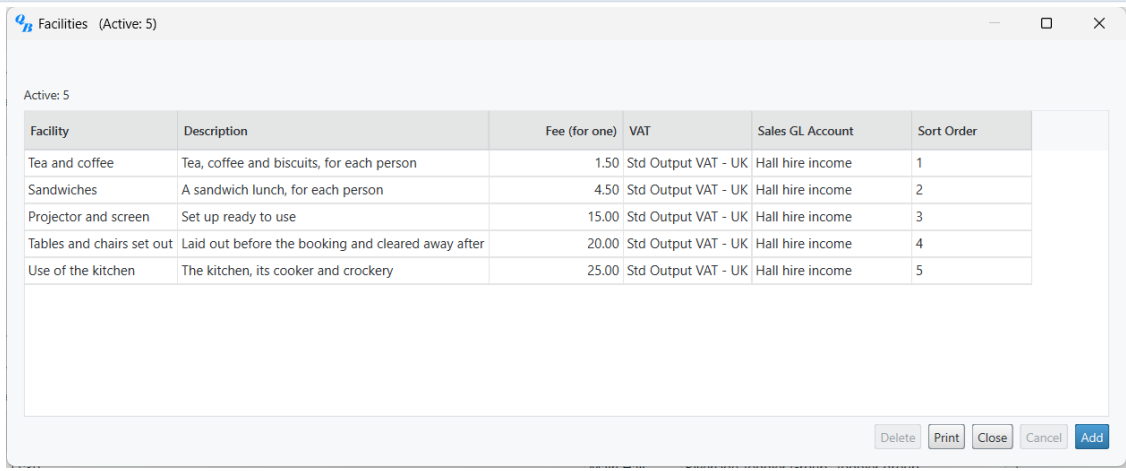
Resource	Description	Resource Group	Capacity	Charged per (Hour / Session / Booking)	Rate	VAT	Sales
Main Hall	Main Hall: stage, sound system, seats 150	Property	150	Hour	25.00	Std Output VAT - UK	Hall h
Minibus	16-seat minibus	Equipment	16	Session	60.00	Std Output VAT - UK	Hall h
Small Hall	Small Hall: sprung floor, seats 40	Property	40	Hour	15.00	Std Output VAT - UK	Hall h
Meeting Room	Meeting Room: table for 12, screen	Property	12	Hour	10.00	Std Output VAT - UK	Hall h
Kitchen	Kitchen: cooker, dishwasher, crockery for 100	Property	6	Session	20.00	Std Output VAT - UK	Hall h

Buttons: Delete, Print, Close, Cancel, Add

Figure 6. The resources, and what each costs

Diary > Resources lists everything that can be booked. Each has a **description**, a **resource group** (Property for rooms and halls, Equipment for the minibus), its **capacity**, and its **charge**: per **hour** (the Main Hall, £25 an hour) or per **session** (the minibus, £60 a session; the kitchen, £20). The **VAT** rate and the **sales account** the income goes to (Hall hire income) are set here too.

Facilities



Active: 5

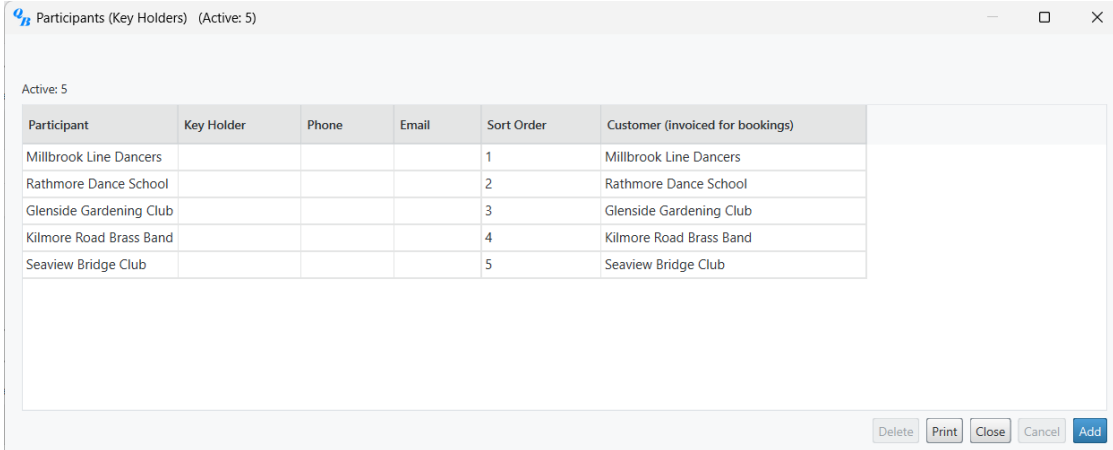
Facility	Description	Fee (for one)	VAT	Sales GL Account	Sort Order
Tea and coffee	Tea, coffee and biscuits, for each person	1.50	Std Output VAT - UK	Hall hire income	1
Sandwiches	A sandwich lunch, for each person	4.50	Std Output VAT - UK	Hall hire income	2
Projector and screen	Set up ready to use	15.00	Std Output VAT - UK	Hall hire income	3
Tables and chairs set out	Laid out before the booking and cleared away after	20.00	Std Output VAT - UK	Hall hire income	4
Use of the kitchen	The kitchen, its cooker and crockery	25.00	Std Output VAT - UK	Hall hire income	5

Buttons: Delete, Print, Close, Cancel, Add

Figure 7. Facilities: the extras a booking can include

Diary > Facilities lists the extras a hirer can add to a booking, each with its **fee for one**: tea and coffee at £1.50 a person, sandwiches at £4.50, the projector and screen at £15, tables and chairs set out at £20, and use of the kitchen at £25.

Key holders and other participants



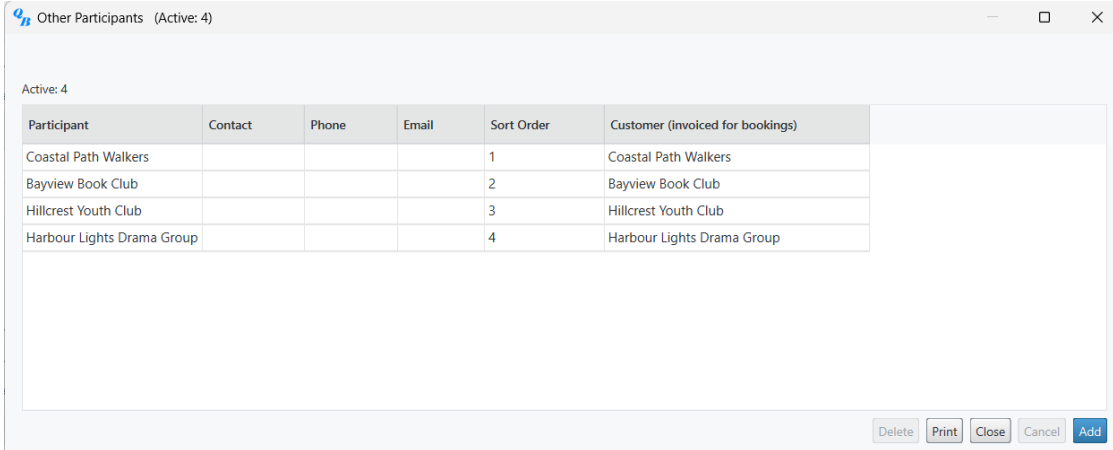
Active: 5

Participant	Key Holder	Phone	Email	Sort Order	Customer (invoiced for bookings)
Millbrook Line Dancers				1	Millbrook Line Dancers
Rathmore Dance School				2	Rathmore Dance School
Glenside Gardening Club				3	Glenside Gardening Club
Kilmore Road Brass Band				4	Kilmore Road Brass Band
Seaview Bridge Club				5	Seaview Bridge Club

Delete Print Close Cancel Add

Figure 8. Participants (key holders)

Diary > Participants (Key Holders) lists the regular groups that hold a key to the building, with the **key holder** to call and the **customer** account their bookings are invoiced to. Choose a key holder on a booking and QuiSuite fills in the customer for you.



Active: 4

Participant	Contact	Phone	Email	Sort Order	Customer (invoiced for bookings)
Coastal Path Walkers				1	Coastal Path Walkers
Bayview Book Club				2	Bayview Book Club
Hillcrest Youth Club				3	Hillcrest Youth Club
Harbour Lights Drama Group				4	Harbour Lights Drama Group

Delete Print Close Cancel Add

Figure 9. Other participants

Diary > Other Participants lists other regular groups who do not hold a key, each linked to a customer account in the same way.

QB The Diary and the Scheduler

The Diary and the Scheduler are two views of the same bookings: a booking made in one appears in the other.

The Diary

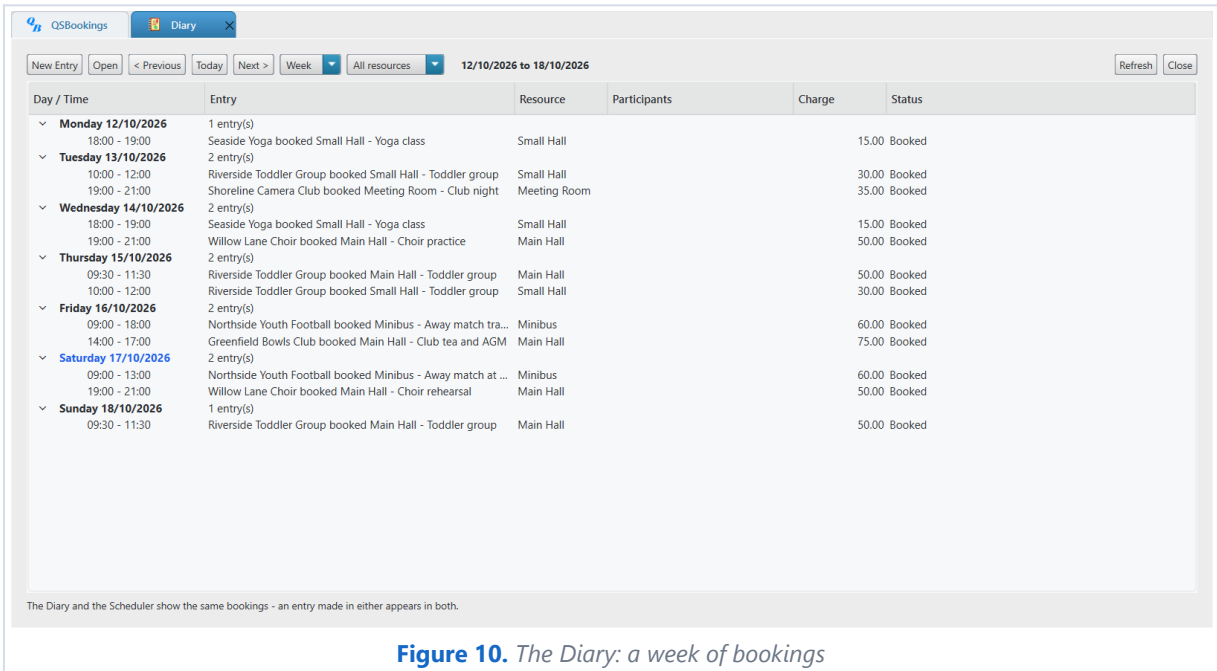


Figure 10. The Diary: a week of bookings

Diary > Diary lists the week day by day: each booking with its time, who booked which resource and for what, the charge and the status. **< Previous, Today and Next >** move through the weeks; the drop-downs choose how much to show and whether to show **all resources** or just one. **New Entry** makes a booking, and **Open** (or a double-click) opens one.

The Scheduler

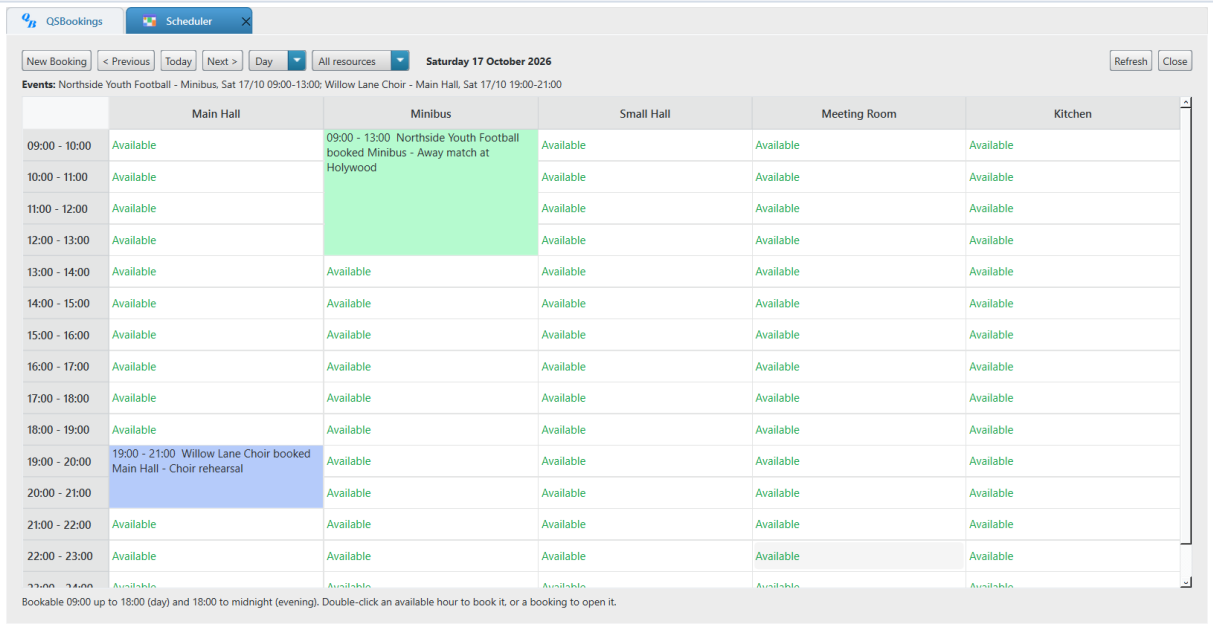


Figure 11. The Scheduler: one day, every resource side by side

Diary > Scheduler shows one day as a grid: an hour on each line, a column for each resource. Booked hours are coloured, with who booked them; every other hour says **Available**. **Double-click an available hour to book it**, or a booking to open it. Halls and rooms can be booked from 09:00 to 18:00 (the day session) and from 18:00 to midnight (the evening session).

QB Bookings

QB Bookings									
New Open Cancel Booking Resend Confirmation Print Refresh Close									
From 10/10/2026 To 17/01/2027 All resources Booked									
Booking	Date	Time	Resource	Customer	Participants	Purpose	Charge	Status	Confirmation
BK000269	31/10/2026	18:00-24:00	Kitchen	Ciara and Ryan McKee		Wedding reception catering	20.00	Booked	
BK000268	31/10/2026	18:00-24:00	Main Hall	Ciara and Ryan McKee		Wedding reception	150.00	Booked	
BK000267	24/10/2026	09:00-13:00	Minibus	Northside Youth Football		Away match at Newtownards	60.00	Booked	
BK000266	17/10/2026	09:00-13:00	Minibus	Northside Youth Football		Away match at Hollywood	60.00	Booked	
BK000265	30/10/2026	14:00-16:00	Main Hall	Evergreen Club		Afternoon tea dance	50.00	Booked	
BK000264	27/10/2026	19:00-21:00	Meeting Room	Shoreline Camera Club		Club night	20.00	Booked	
BK000263	28/10/2026	18:00-19:00	Small Hall	Seaside Yoga		Yoga class	15.00	Booked	
BK000262	26/10/2026	18:00-19:00	Small Hall	Seaside Yoga		Yoga class	15.00	Booked	
BK000261	28/10/2026	19:00-21:00	Main Hall	Willow Lane Choir		Choir practice	50.00	Booked	
BK000260	29/10/2026	10:00-12:00	Small Hall	Riverside Toddler Group		Toddler group	30.00	Booked	
BK000259	27/10/2026	10:00-12:00	Small Hall	Riverside Toddler Group		Toddler group	30.00	Booked	
BK000258	23/10/2026	14:00-16:00	Main Hall	Evergreen Club		Afternoon tea dance	50.00	Booked	
BK000257	20/10/2026	19:00-21:00	Meeting Room	Shoreline Camera Club		Club night	20.00	Booked	
BK000256	21/10/2026	18:00-19:00	Small Hall	Seaside Yoga		Yoga class	15.00	Booked	
BK000255	19/10/2026	18:00-19:00	Small Hall	Seaside Yoga		Yoga class	15.00	Booked	
BK000254	21/10/2026	19:00-21:00	Main Hall	Willow Lane Choir		Choir practice	50.00	Booked	
BK000253	22/10/2026	10:00-12:00	Small Hall	Riverside Toddler Group		Toddler group	30.00	Booked	
BK000252	20/10/2026	10:00-12:00	Small Hall	Riverside Toddler Group		Toddler group	30.00	Booked	
BK000251	13/10/2026	19:00-21:00	Meeting Room	Shoreline Camera Club		Club night	20.00	Booked	
BK000250	14/10/2026	18:00-19:00	Small Hall	Seaside Yoga		Yoga class	15.00	Booked	
35 booking(s) Charges 1,500.00									

Figure 12. Every booking in a period

Diary > Bookings lists every booking between two dates: its number (BK000269 and so on), date, time, resource, customer, purpose, charge and status. Choose **Booked**, **Not yet invoiced** or **Booked and cancelled** to narrow the list; the line at the bottom totals it (35 bookings, £1,500 of charges). **Cancel Booking** frees the time for others; **Resend Confirmation** emails the hirer their booking again.

A booking

Booking BK000269: Ciara and Ryan McKee booked Kitchen - Wedding reception catering

Resource: Kitchen

Date: 31/10/2026

Time: 18:00 to 24:00

Available

Customer: Ciara and Ryan McKee (MCK001) New Customer...

Contact:

Email:

Phone:

Participants: (none)

Other participants: (none)

Purpose: Wedding reception catering

Notes:

Charge: ☒ Billable 20.00 ☐ Agreed charge Kitchen is 20.00 a session ☐ Invoiced

Facilities

Facility	How many	Fee for one	Total
☐ Tea and coffee	1	1.50	
☐ Sandwiches	1	4.50	
☐ Projector and screen	1	15.00	
☐ Tables and chairs set out	1	20.00	
☐ Use of the kitchen	1	25.00	

Facilities 0.00: the booking comes to 20.00 before VAT

Booked 17/10/2026.

Cancel Booking... Resend Confirmation

Save Cancel

Figure 13. A booking: the kitchen for a wedding reception

Open a booking to see all of it: the **resource**, the **date** and **time**, the **customer** (or **New Customer...** to add one there and then), the contact's name, email and phone, any **participants**, the **purpose** and **notes**. Under **Charge**, QuiSuite works out the price from the resource's rate (the kitchen is £20 a session); tick **Agreed charge** to set a different price. Under **Facilities**, tick each extra and say **how many**: the total before VAT is shown underneath.

Making a booking

New Booking

Resource: Main Hall

Date: 17/10/2026

Time: 09:00 to 10:00

Available: Available

Customer: (choose) New Customer...

Contact:

Email:

Phone:

Participants: (none)

Other participants: (none)

Purpose:

Notes:

Charge: ☒ Billable 25.00 ☐ Agreed charge: Main Hall is 25.00 an hour ☐ Invoiced

Facilities:

Facility	How many	Fee for one	Total
☐ Tea and coffee	1	1.50	
☐ Sandwiches	1	4.50	
☐ Projector and screen	1	15.00	
☐ Tables and chairs set out	1	20.00	
☐ Use of the kitchen	1	25.00	

Facilities 0.00; the booking comes to 25.00 before VAT

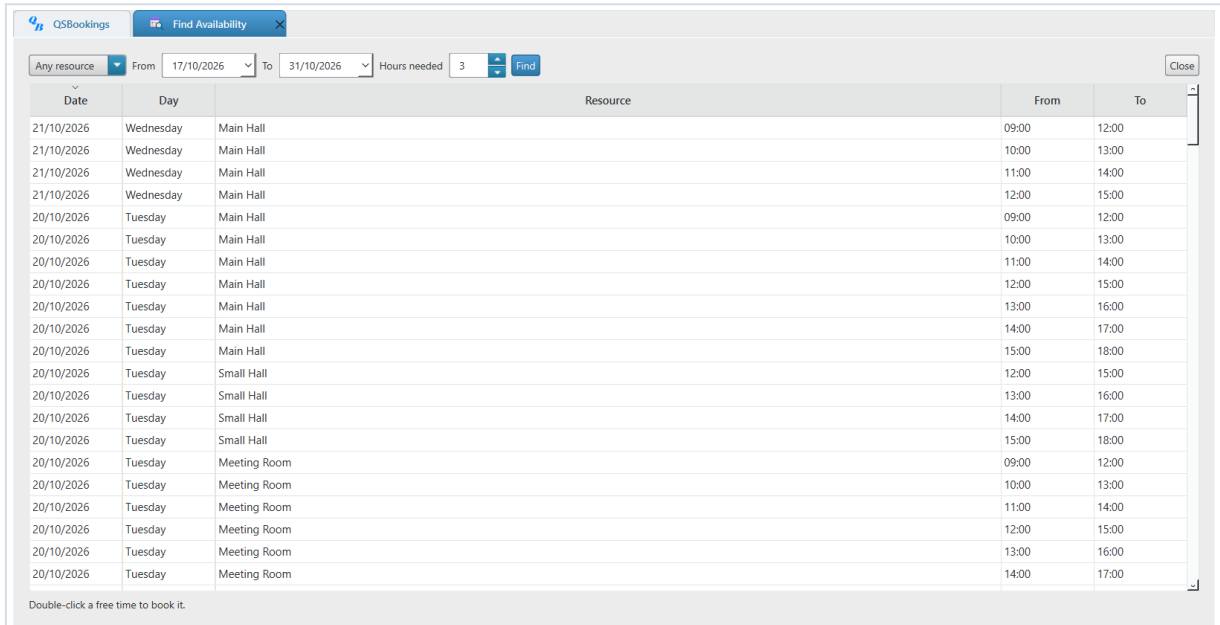
☒ Email the booking confirmation

Save Cancel

Figure 14. Making a booking

Press **New** (or double-click a free hour in the Scheduler). Choose the resource, date and times; QuiSuite says straight away whether the time is **available**, and will not let two hirers book the same resource at the same time. Choose the customer, add the purpose and any facilities, and press **Save**. **Email the booking confirmation** sends the hirer a confirmation of what they have booked.

Finding a free slot



OSBookings Find Availability

Any resource From 17/10/2026 To 31/10/2026 Hours needed 3 Find

Date	Day	Resource	From	To
21/10/2026	Wednesday	Main Hall	09:00	12:00
21/10/2026	Wednesday	Main Hall	10:00	13:00
21/10/2026	Wednesday	Main Hall	11:00	14:00
21/10/2026	Wednesday	Main Hall	12:00	15:00
20/10/2026	Tuesday	Main Hall	09:00	12:00
20/10/2026	Tuesday	Main Hall	10:00	13:00
20/10/2026	Tuesday	Main Hall	11:00	14:00
20/10/2026	Tuesday	Main Hall	12:00	15:00
20/10/2026	Tuesday	Main Hall	13:00	16:00
20/10/2026	Tuesday	Main Hall	14:00	17:00
20/10/2026	Tuesday	Main Hall	15:00	18:00
20/10/2026	Tuesday	Small Hall	12:00	15:00
20/10/2026	Tuesday	Small Hall	13:00	16:00
20/10/2026	Tuesday	Small Hall	14:00	17:00
20/10/2026	Tuesday	Small Hall	15:00	18:00
20/10/2026	Tuesday	Meeting Room	09:00	12:00
20/10/2026	Tuesday	Meeting Room	10:00	13:00
20/10/2026	Tuesday	Meeting Room	11:00	14:00
20/10/2026	Tuesday	Meeting Room	12:00	15:00
20/10/2026	Tuesday	Meeting Room	13:00	16:00
20/10/2026	Tuesday	Meeting Room	14:00	17:00

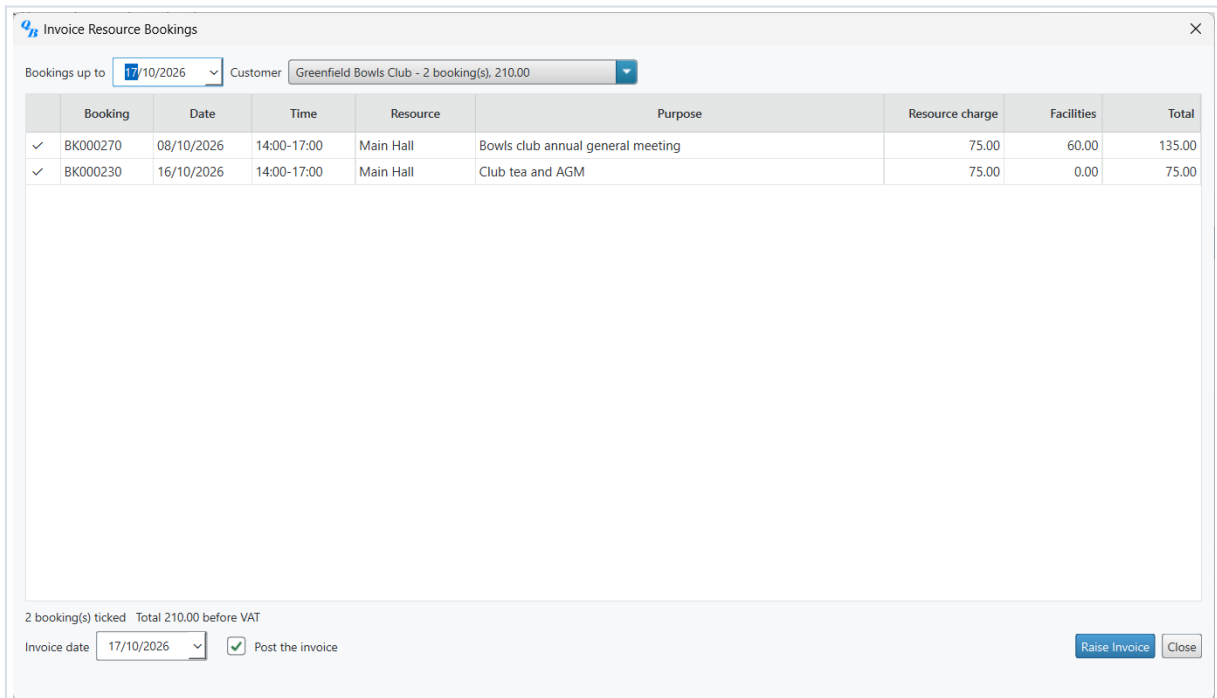
Double-click a free time to book it.

Figure 15. Finding a free three hours

When someone rings asking "have you a room for three hours next week?", open **Diary > Find Availability**. Choose **any resource** or one in particular, the dates to look between and the **hours needed**, and press **Find**. Every free slot long enough is listed, earliest first. **Double-click one to book it.**

Invoicing the hirers

Once bookings have happened, invoice each hirer for them. Open **Diary > Invoice Resource Bookings**.



Invoice Resource Bookings

Bookings up to: 17/10/2026 Customer: Greenfield Bowls Club - 2 booking(s), 210.00

	Booking	Date	Time	Resource	Purpose	Resource charge	Facilities	Total
✓	BK000270	08/10/2026	14:00-17:00	Main Hall	Bowls club annual general meeting	75.00	60.00	135.00
✓	BK000230	16/10/2026	14:00-17:00	Main Hall	Club tea and AGM	75.00	0.00	75.00

2 booking(s) ticked Total 210.00 before VAT

Invoice date: 17/10/2026 ☒ Post the invoice

[Raise Invoice](#) [Close](#)

Figure 16. Invoicing a hirer's bookings

Bookings up to is today: only bookings that have taken place are invoiced. The **Customer** list shows each hirer with bookings not yet invoiced, how many and how much: Greenfield Bowls Club has two, £210. Their bookings are listed and ticked: the **resource charge**, the **facilities** booked with it and the **total**. **Post the invoice** is ticked, so the invoice goes straight to the hirer's account. Press **Raise Invoice**.

Modify Sales Service Invoice: 2085

Customer: Greenfield Bowls Club | Description: Resource bookings | Type: Invoice | ☒ Posted

Invoice No: 2085 | Date: 17/10/2026 | Due Date: 16/11/2026 | Invoice Amount: 252.00 | Order No:

Service From: | Service To: | Site / Job Address: Where the work is done (several lines allowed)

Notes: Bookings BK000270, BK000230

Job: Default

Service	Qty	Unit Price	Amount	Sales Analysis	Vat Rate	Vat	Total
(no service)	1	75.00	75.00	Hall hire income	0	15.00	90.00
Use of Main Hall on 08/10/2026 (14:00 to 17:00) - Bowls club annual general meeting							
(no service)	1	60.00	60.00	Hall hire income	0	12.00	72.00
Facilities provided: Tea and coffee x 40 @ 1.50							
(no service)	1	75.00	75.00	Hall hire income	0	15.00	90.00
Use of Main Hall on 16/10/2026 (14:00 to 17:00) - Club tea and AGM							

Labour Element: CIS Recoverable 0.00

Creation Date: 17/10/2026 | User: Administrator

Figure 17. The invoice, posted to the hirer's account

The invoice opens, ready to **Print** or email. Each booking is a line ("Use of Main Hall on 08/10/2026 (14:00 to 17:00) - Bowls club annual general meeting", £75), and the facilities have their own line ("Tea and coffee x 40 @ 1.50", £60). With VAT the invoice comes to £252, and **Posted** is ticked: the bowls club now owes it, and the income is in the accounts.

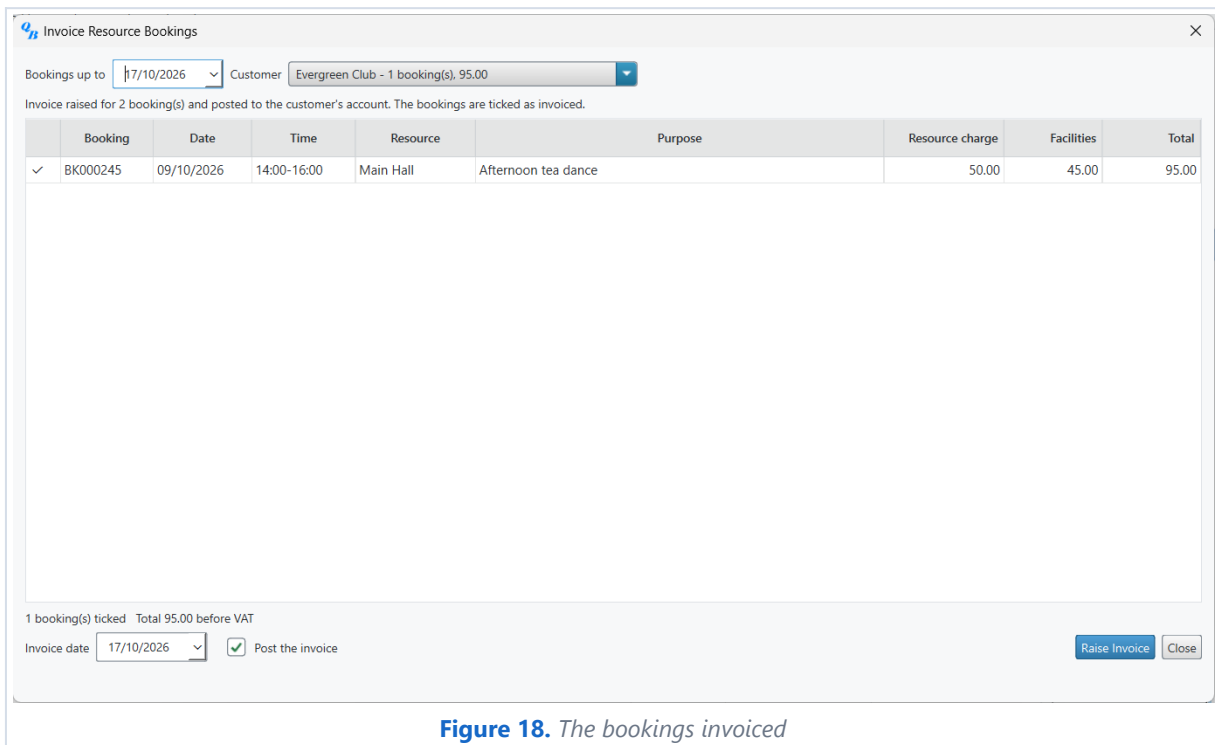


Figure 18. The bookings invoiced

Back in Invoice Resource Bookings: "Invoice raised for 2 booking(s) and posted to the customer's account. The bookings are ticked as invoiced." Those bookings cannot be invoiced twice. The next hirer, the Evergreen Club, is ready to invoice.

The dashboard afterwards

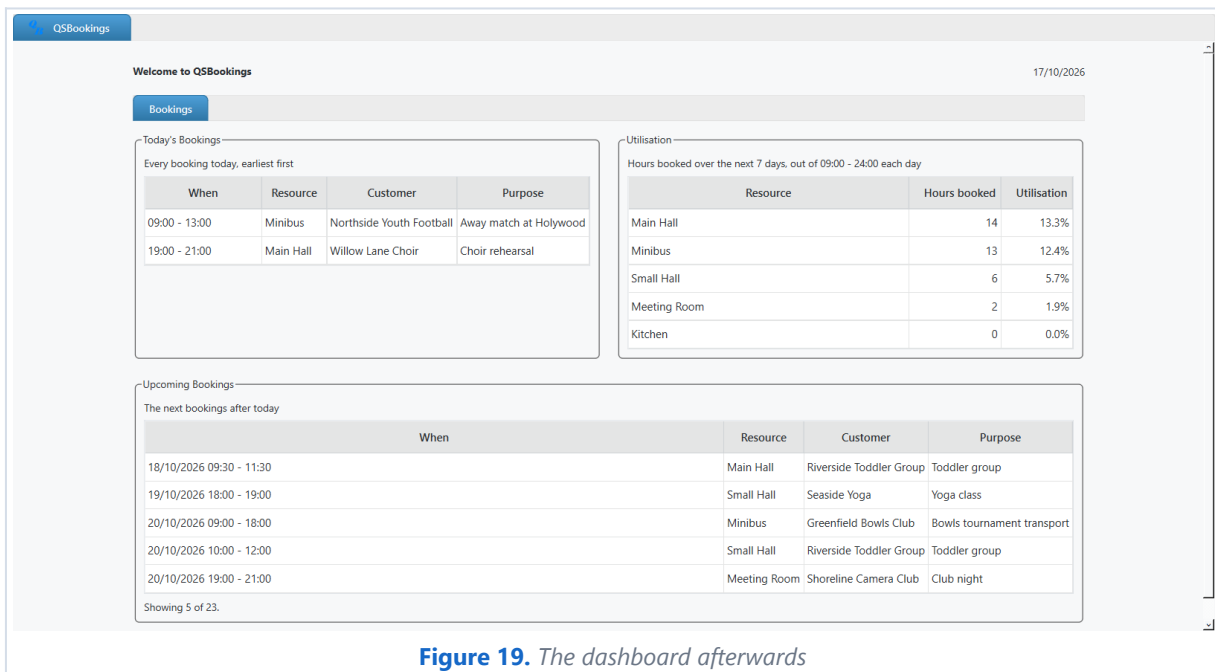


Figure 19. The dashboard afterwards

The dashboard keeps showing today's and the coming bookings, and how busy each resource is, every time QuiSuite Bookings opens.

***Q**B Quick reference*

A week at the centre

1. Take bookings as they come: in the **Scheduler** (double-click a free hour) or with **Find Availability** for "any room, three hours, next week".
2. Add the extras each hirer wants under **Facilities** on the booking.
3. Check the **dashboard** each morning for today's bookings.
4. At the end of the week (or month), open **Invoice Resource Bookings** and invoice each hirer in turn.

Try it yourself on the test drive

1. In the Scheduler, book the Meeting Room tomorrow from 10:00 to 12:00 for a new customer, with tea and coffee for 8.
2. Try to book the same room at 11:00 for someone else: what does QuiSuite say?
3. Use Find Availability to find four free hours in the Main Hall next week.
4. Invoice the Evergreen Club for their afternoon tea dance.