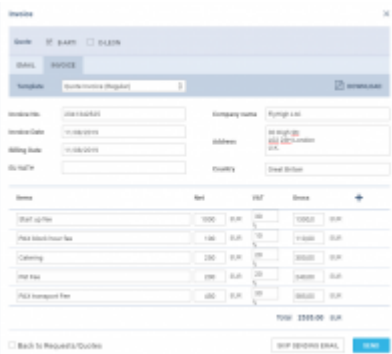


# Requests/Quotes section

We have introduced following additions:

- **Option to send Invoices**
- **UK Air Passenger Duty Tax**

## Invoices



Sending the invoice from Leon

Leon allows sending invoices to clients from the **REQUESTS/QUOTES** panel.

Before using this option you need to configure [EMAIL TEMPLATES](#) for the invoice. You can define as many email templates for Invoice as necessary. Once it's all set up edit the Quote, click a button **INVOICE** and Leon will show a pop-up window with auto-populated data from Email Templates, according to the template selected in this window (see below).



Leon does not create an invoice itself - you need to manually attach the document. In the future, we will add a possibility to generate an invoice straight from Leon.

## UK Air Passenger Duty Tax

**UK Air Passenger Duty Tax** (UK APD) applies to trips departing from the UK or Northern Ireland and is based on below criteria:

- **Destination bands**
- **Rate types**
- **Number of PAX**

All the rates and allowances of the UK APD can be found [here](#).

## The calculations are performed for the whole trip.

### 1. Destination bands

The rates vary depending on whether the trip starts in the UK or Northern Ireland and the airport of destination.

**The trips starting in the Scottish Highlands and Island are excluded from UK APD.**

There are 2 destination bands:

- **Band 'A'** where the distance from London/Belfast to the destination country's capital city is between 0 to 2,000 miles
- **Band 'B'** where the distance from London/Belfast to the destination country's capital city is over 2,000 miles

Additionally, the calculation of UK APD for the trips **starting at Northern Ireland** take into consideration whether the flight is 'direct' or 'indirect'.

The countries falling into each 'Destination band' are listed [here](#)

BASIC	OPS	SALES	PERFORMANCE
Airport Fees	<input type="text" value="Medium Jet"/>		
Aircraft Fees	<input type="text" value="B-ARTI"/>		
UK APD Class	<input type="text" value="Higher"/>		
Pictures	<input type="button" value="EDIT PICTURES"/>		

UK APD class in 'Fleet'settings

### 2. Rate types

There are **3 rates** of duty for each destination band depending on the class of travel:

- **Reduced rate**
- **Standard rate**
- **Higher rate**

The rate type can be assigned to the aircraft in the Settings > Fleet > Sales tab of the aircraft edit.

### 3. Number of PAX

Duty is charged on each passenger at the rate for the place where their journey ends (their final destination).

If the journey is made of one flight the final destination is where that flight ends. If the journey includes more than one flight, and the flights are connected, the final destination is where the last flight ends and is not followed by a connected flight.

Manage My Sales

Order ID	Order Type	Salesperson	Customer	Order Date	Order Amount	Order Status
4000	100	J	J	2020-01-01	1000.00	1
4000	100	J	J	2020-01-01	1000.00	1
4000	100	J	J	2020-01-01	1000.00	1
4000	100	J	J	2020-01-01	1000.00	1
4000	100	J	J	2020-01-01	1000.00	1
4000	100	J	J	2020-01-01	1000.00	1
4000	100	J	J	2020-01-01	1000.00	1
4000	100	J	J	2020-01-01	1000.00	1
4000	100	J	J	2020-01-01	1000.00	1
4000	100	J	J	2020-01-01	1000.00	1

Enter Salesperson or Customer Name

Go

## UK APD calculations - UK

### Example 1 - UK

Please see screenshot on the right.

The trip consists of 3 flights starts in EGGW and finishes in KJFK.

The trip starts with 3PAX and finishes with 2 PAX on the last flight.

The aircraft is of higher rate type.

In such case the **calculation is as follow:**

**2 x GBP515 = GBP1030**

Explanation:

- rates for the UK based airport of departure
- airport of arrival is in Band B (USA) and higher class aircraft - rate of GBP515 per PAX
- 2 PAX arrived at the destination

[illegible]

## UK APD calculations - Northern Ireland

### Example 2 - Northern Ireland

Please see screenshot on the right.

The trip consists of 3 flights starts in EGAA and finishes in KJFK.

The trip starts with 2PAX and finishes with 2 PAX on the last 2 flights.

The aircraft is of higher rate type.

In such case the **calculation is as follow:**

**2 x GBP515 + 1 x GBP78 = GBP1108**

Explanation:

- rates for Northern Ireland based airport of departure
- airport of arrival is in Band B (USA) and higher class aircraft - the rate of GBP515 per PAX for indirect flights

- there is 1 extra PAX on the arrival vs the number of departing PAX - additional GBP78 for this PAX for an indirect flight
- 3PAX arrived at the destination: 2PAX on higher rate and 1PAX on the lower rate

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Last update: **2019/08/20 11:24**

