**Finance Summary in moonstride**

*Get a clear and detailed breakdown of all financial information for every service in your quotation—track costs, pricing, commissions, payments, overall profit, and more—before finalising any booking.*

**Table of Contents**

1. Finance Summary Overview
2. Main Finance Summary Table
   * Service-Level Breakdown
   * Supplier Invoice Actions
   * Total Amount Row
3. Purchases & Sales Sections
4. Currency Fluctuation
5. Export Options
6. See Also

**1. Finance Summary Overview**

The Finance Summary gives you a single place to review the financial picture for all services in a quotation. See supplier costs, customer prices, commissions, payment due dates, totals, and detailed currency records—ensuring accuracy before proceeding to booking.

**Navigation:** CRM → Quotation List → Actions → Finance Summary

[Insert screenshot here: Full Finance Summary page, as displayed above]

**2. Main Finance Summary Table**

This table displays every component that affects the cost or revenue for your quotation.

**Columns include:**

* **Service Type**: Category of service (e.g., Hotel, Tour, Flight)
* **Service Name**: Name or identifier of the selected service
* **Supplier Name**: Name of the supplier providing the service
* **Supplier Net Cost**: The agreed net cost from the supplier for this service
* **Commission**: Any commission applied to this service
* **Tax on Commission**: Tax owed on the commission, if any
* **Supplier Payable Cost**: Total amount you must pay the supplier
* **Supplier Balance Payment Due Date**: When your balance payment to the supplier is due
* **Supplier Invoice Amount**: Amount billed by the supplier for this particular service

[Insert screenshot here: Close-up of the top section of Finance Summary table, columns labelled]

**Supplier Invoice Actions:**

* In the “Supplier Invoice Amount” column, there are now **Record Invoice** and **Record Invoice & Payment** links.
  + **Record Invoice** – Opens a screen where you can enter details for a received supplier invoice.
  + **Record Invoice & Payment** – Lets you record both the supplier invoice and a payment against it in one step.
* These links make it easy to keep direct track of invoices and payments received from suppliers at the quotation stage.

[Insert screenshot here: Highlighting Record Invoice and Record Invoice & Payment links]

**Other key columns:**

* **Paid to Supplier**: How much you’ve paid so far for this service
* **Payment Date / Payment Due**: When supplier payments were/will be made
* **Overall Payment Due**: How much is left to pay (after previous payments)
* **Customer Price**: The price you plan to charge your customer for this service
* **Profit / Margin (%)**: Your projected profit, in both amount and as a percentage

At the bottom of the table, you’ll see a **Total Amount** row summarising figures in each major currency (EUR, GBP, etc.).

[Insert screenshot here: TOTAL AMOUNT summary row for multi-currency]

**3. Purchases & Sales Sections**

Below the main table, there are two further breakdowns:

* **PURCHASE(S):** See all purchase records linked to this quotation—such as supplier invoices, amount paid, and outstanding balance per invoice. [Insert screenshot here: PURCHASES tab showing sample purchase record]
* **SALES:** This section (if used) lists all sales records attached to the quotation. If nothing is recorded yet, you’ll see “No Records Found.” [Insert screenshot here: SALES tab, empty or populated]

**4. Currency Fluctuation**

Review the impact of currency changes on your quotation costs and prices:

* Service-by-service display of supplier currency, original/corrected cost, paid amount, ROE (rate of exchange) info, and amount paid to invoice.
* Helpful for multi-currency quotes or when exchange rates shift between quoting and booking.

[Insert screenshot here: Currency Fluctuation table from screenshot’s lower section]

**5. Export Options**

At the top right of the Finance Summary page you’ll find:

* **Export To Excel** button: Download the finance summary as an Excel document for offline records or further analysis
* **Export To PDF** button: Download a summary PDF, useful for sharing with your team or management

[Insert screenshot here: Export To Excel and Export To PDF buttons]

**6. See Also**

* [Supplier References and Invoice Actions](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Quotation Lifecycle and Conversion](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Booking Level Finance Summary and Invoicing](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Reporting and Profit Analysis](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)

**Summary**

Finance Summary gives you maximum control and transparency before you confirm a booking—track every cost and price, record and manage supplier invoices and payments, detect currency fluctuations, and stay on top of your bottom line.