



Accounting

Training Guide



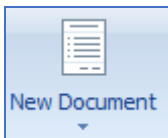
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Proforma / Customer Invoice

Before a new Accounting Document can be created in Travelogic™, the Quotation has to be in a **locked** state. (You will know if the quote is not locked if the Financial screen is greyed out. Go to File and click on State to change the state of the quotation.)

Go to the Quotation and click on the **Financial** tab



Click on the **New Document** button and select either:

- 1) **Proforma Invoice** or
- 2) **Customer Invoice**

In Travelogic™ you create both in the same manner, as follows:

Once you have selected either Proforma or Customer Invoice, you will see the following screen:

New Document - Customer Invoice

Save Save & Close Print Print Preview Add Quotation Services Update Items Delete Item Open Quotation

Actions Items Options

General Line Items Notes

Client: Ms Money Penny Account Code: MON001

1 Currency: South African Rand 6 Creation Date: 04-09-2013

2 Document Date: 07-11-2013 Closing Date:

3 Document Number: Exchange Rate: 1.0000 7

Details

4 Description: Customer Invoice

5 Reference: Q100231 Sales Code: JG

Payment Method: (None)

Invoice Details

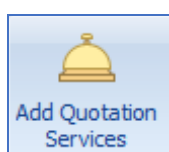
☐ Linked to Tax Invoice

Invoice Number: Invoice Date:

1. The **Currency** will default to the home currency of Travelogic™ ; by clicking on the drop down list, you can select an alternative currency, provided it has been set up as an Accounting Currency in Settings



2. The **Document Date** will be set according to the system accounting settings (i.e. Current Date, Start Date or End Date of travel)
3. The **Document Number** is automatically generated in Travelogic™ once the document is saved
4. The **Description** field defaults to Customer (or Proforma) Invoice; this is a free text field and can be edited if need be
5. The **Reference** shows the Quotation Number; this field can also be edited if need be
6. The **Creation Date** shows and saves the date the invoice is created
7. The **Exchange Rate** shows the rate that has been captured in this Travelogic Quotation



Next, click on the **Add Quotation Services** button in the top row

The following screen will appear:

	2	3	4	5	6	
	Date	Day	Service		Commission	
☒	2013-11-07	1	Pembury Tours - Game Reserve Transfers	ZAR	0.00%	
☒	2013-11-07	1	Riverbend Lodge in a Luxury Rooms	ZAR	0.00%	
☒	2013-11-10	4	Pembury Tours - Game Reserve Transfers	ZAR	0.00%	

1. All services that are **ticked** will be included in your invoice;
 - a. **Services that have been confirmed** are already ticked and will be automatically included
 - b. Feel free to un-tick services to exclude them from your invoice

Note the row of buttons at the top of the screen:

2. **Standard**: this is the default setting of the invoice and will add the **Sell** or **Total** amount of the services to your invoice
3. **Cost Price**: click this button to add the *Cost* price of the service instead of the *Sell* prices
4. **Commission Earned**: use this setting when invoicing a Supplier for **commission due to you**

**5. Calculate Commission Items:** this setting is applicable to **Agent's Commission**

- Use this setting to **deduct** the your agent's commission from the sell price of the services allowing you to invoice a Nett amount (rack less commission) to the agent
- Note that this is a **default** setting, i.e. this button is automatically activated; click this button to de-activate it if you are invoicing your Agent the Rack amount

6. Use these convenient buttons to **Select** or **De-select** ALL services

Click **OK** to add these services to your invoice:

New Document - Customer Invoice

Save Save & Close Print Print Preview Add Quotation Services Update Items Delete Item Open Quotation

Actions Items Options

General Line Items Notes

	Account	Description	Quotation	Tax	Total Exclusive	Total Inclusive
▶	1000000	Pembury Tours - Game Reserve Tra...	Q100231	03	1 200.00	1 200.00
	1000000	Profit on Pembury Tours - Game Re...	Q100231	02	300.00	300.00
	1000000	Riverbend Lodge in a Luxury Rooms	Q100231	01	14 210.53	16 200.00
	1000000	Profit on Riverbend Lodge in a Luxu...	Q100231	02	4 050.00	4 050.00
	1000000	Pembury Tours - Game Reserve Tra...	Q100231	03	1 200.00	1 200.00
	1000000	Profit on Pembury Tours - Game Re...	Q100231	02	300.00	300.00

- Notice the general ledger account numbers in the first column (*only if integrated with Patel*)
- Click **Save & Close** to generate the invoice:

Financial Q100231 Quotation for Ms Money Penny - Quotation

File Quotation Financial Ms Money Penny

New Document Update Document Delete Document New Entry Delete Entry

Documents Entries

Date	Number	Account	Name	Ref...	Description	User	Amount
▼ Customer Invoice							
07-11-2013	CI100150	MON001	Ms Money Penny	Q100231	Customer Invoice	Administrator	ZAR 23 250.00



To Generate a Proforma / Customer Invoice Report

Follow these steps to generate a Proforma or Customer Invoice **Report** (i.e. **document**) to send to your client:

Click on the File menu button, select **Reports**, then **Customer Invoice**

On the Run Customer Invoice screen, you have the following options:

General

- Hide Report heading
 - Show word 'Tax' in Heading
 - Show Document Creation Date
 - Show Document Date
 - Show Sales Code
 - Show Consultant Name
 - Show Document Notes
 - Hide Company Tax Number
 - Hide Signed and Date section
- [use these options to select what information you would like to have displayed on your invoice]

Client Info

- Show Passenger Names
 - Show Additional Client Information
 - Show Client Terms **
 - Hide Group Name
 - Show Account Code
 - Show Agent Contact
 - Hide Client Tax Number
- [use these options to select what Client Information you would like to have displayed on]
- ** See the training guide for "Clients" for more info on how to set up Client payment terms

Services / Items

- Show Services [tick this option to show a list of the quotation services]
 - Group By Service Type [tick this option to list services by their Type]
 - Hide Commission Line Items [tick to hide commission line item breakdown]
- Show Service Dates

Meal Basis

- Show Meal Basis Name
- Show Meal Basis Description
- Show Meal Basis Code

Pricing

- Show Pricing
 - Show Service Line Items
 - Show Total Cost as per Itinerary [tick this option to show Total Cost of the Itinerary]
 - Show Service Pricing and Total Cost as per Itinerary
 - Show Price including Tax



- Hide word 'Nett' in Price Column
 - Show Tax Column
 - Show Exchange Rate Column
- Show Tax Breakdown
- Show Gross Totals
- Show Tax in Totals

Commission

- Show Commission Summary [*tick this option to show Agents Commission*]
- Show Commission in Totals Section

Payments

- Show Total Payments [*tick this option to show a total of all receipts linked to this invoice*]
- Show Payments Summary [*tick this option to show a list of all receipts linked to this invoice*]

Receipt

Once you receive payment from your client; you can capture this as a **Receipt** in Travelogic™ and must **link** it to the applicable proforma / customer invoice

- In the Financial screen, **select** the applicable Proforma or Customer Invoice, click on the **New Entry** button and select New **Receipt**
- You will be asked if you would like to **link** the receipt to the client document you have highlighted
- If you click **Yes: (Recommended)**
 - The receipt will be automatically based on the **details, totals** and **quotation services** of the selected invoice
 - However the **Description as well as the Amount Inclusive** fields may be edited eg. enter deposit amount if that is what was received from client.



The screenshot shows the 'Services' tab in the TL4 Accounting software. The form is divided into several sections: General, Details, and Amounts. The General section includes fields for Client (Test Agent), Entry Date (31 08 2018), Currency (Australian Dollar), Linked Document (CI100540), Cash Book (None), Account Code, and Exchange Rate (8.6356). The Details section includes fields for Reference (Q102674), Description, and Payment Method (None). The Amounts section includes fields for Amount Inclusive (3,949.94), Discount (0.00), Tax Type (Not Applicable), and Tax Amount (0.00). The top toolbar contains buttons for Save, Save & Close, Link Quotation Services, and Delete Item.

- If you click **No** to linking the Receipt to the client document:
 - You will be required to **manually** add the services to the receipt
 - Click **Link Quotation Services** button and select the services
 - If all the details are correct, click **Save** or **Save & Close**

How to ensure the Receipt reflects on the Customer Invoice Report

You can now reflect this receipt on the Customer Invoice Report to:

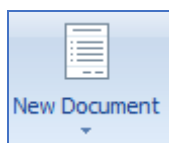
- 1) advise your client of the balance of payment due, if applicable, OR
 - 2) in this case, full payment has been made
- When running the Customer Invoice Report, go to the **Payment** tab
 - Select **both** the check boxes:

The screenshot shows the 'Payments' tab in the TL4 Accounting software. It contains two checkboxes, both of which are checked: 'Show Total Payments' and 'Show Payments Summary'.

- **Show Total Payments** will show the **Total Amount** of the receipts linked to this invoice
- **Show Payments Summary** will show a **list** of the Receipts linked to this invoice



Purchase Order / Supplier Invoice



Click on the **New Document** button to create a new **Purchase Order** or **Supplier Invoice**

SI100003 - Supplier Invoice

Save Save & Close Print Print Preview Add Quotation Services Update Items Delete Item Open Quotation

Actions Items Options

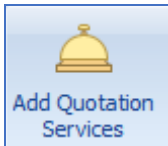
General Line Items Notes

1
2 Supplier: Riverbend Lodge ... X Account Code: RIV002 ... X 8
3 Currency: South African Rand Creation Date: 29-08-2013
4 Document Date: 23-09-2013 Closing Date: 9
Document Number: SI100003 Exchange Rate: 1.0000

5 Details
6 Description: Riverbend Lodge
7 Reference: Q100225 Sales Code: JG
Payment Method: Electronic X

Invoice Details
☐ Linked to Tax Invoice
Invoice Number: Invoice Date:

1. **Supplier:** click on the search button (...) to call up a list of the suppliers in the quote
 - o From the list, select the **supplier** that you need to invoice, click **OK**
2. The **Currency** shows the default currency of the supplier
3. The **Document Date** will be set according to the system accounting settings (i.e. Current Date, Start Date or End Date of travel)
4. The **Document Number** is automatically generated in Travellogic™ once the document is saved
5. The **Description** field defaults to the Supplier Name; this is a free text field and can be edited if need be
6. The **Reference** shows the Quotation Number; this field can also be edited if need be
7. Select a **Payment Method** from the drop down list
8. The **Creation Date** shows and saves the date the invoice is created
9. The **Exchange Rate** shows the rate that has been captured in this Travellogic Quotation



Click on **Add Quotation Services** button to add line items to your invoice:

1. All services that are **ticked** will be included in the invoice

Note the row of buttons at the top of the screen:

2. **Standard:** this is the default setting and will add the **Cost** amount of the supplier's services to your invoice
3. **Calculate Commission Items:** this setting is applicable to the **Commission** you earn on a supplier service. Use this setting to **deduct** the commission from the price of the services allowing you to capture the Nett amount (less commission) owing to the supplier

*Note that this is a **default** setting, i.e. this button is automatically activated; click this button to deactivate it if you are capturing the full amount of the supplier (in this case you will invoice the supplier for the commission owing to you at a later date)*

4. Use these convenient buttons to **Select** or **De-select** ALL services

Click **OK** to add these services to your invoice:



- Notice the general ledger account numbers in the first column (*only if integrated to Pastel*)
- Click **Save & Close** to generate the invoice:



Payments

Once you have made a payment to the supplier; you can capture the Payment in Travelogic and link it to the applicable purchase order / supplier invoice

- In the **Financial** screen in your quotation, **select** the applicable Purchase Order or Supplier Invoice, click on the **New Entry** button and select **New Payment**
- You will be asked if you would like to **link** the receipt to the client document you have highlighted
- If you click **Yes (Recommended)**:
 - The payment will be automatically generated based on the **details, totals** and **quotation services** of the selected invoice
 - You may edit the **Reference** or **Description** fields
 - If all the details are correct, click **Save** or **Save & Close**



The screenshot displays the 'Services' tab in the TL4 Accounting software. The interface is divided into several sections: 'General' (containing Supplier, Entry Date, Currency, Linked Document, Cash Book, Account Code, and Exchange Rate), 'Details' (containing Reference, Description, and Payment Method), and 'Amounts' (containing Amount Inclusive, Discount, Tax Type, and Tax Amount). The 'Link Quotation Services' button is highlighted in the top toolbar, indicating the current step in the process. The 'Save' and 'Save & Close' buttons are also visible in the top toolbar.

- If you click **No** to linking the Receipt to the client document:
 - You will be required to **manually** add the services to the receipt
 - Click **Add Quotation Services** and select the applicable supplier services
 - Click **OK**
- If all details are correct, click **Save** or **Save & Close** to create the payment