Accounting

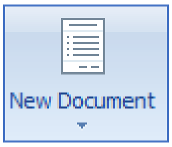
Training Guide

Contents Page

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

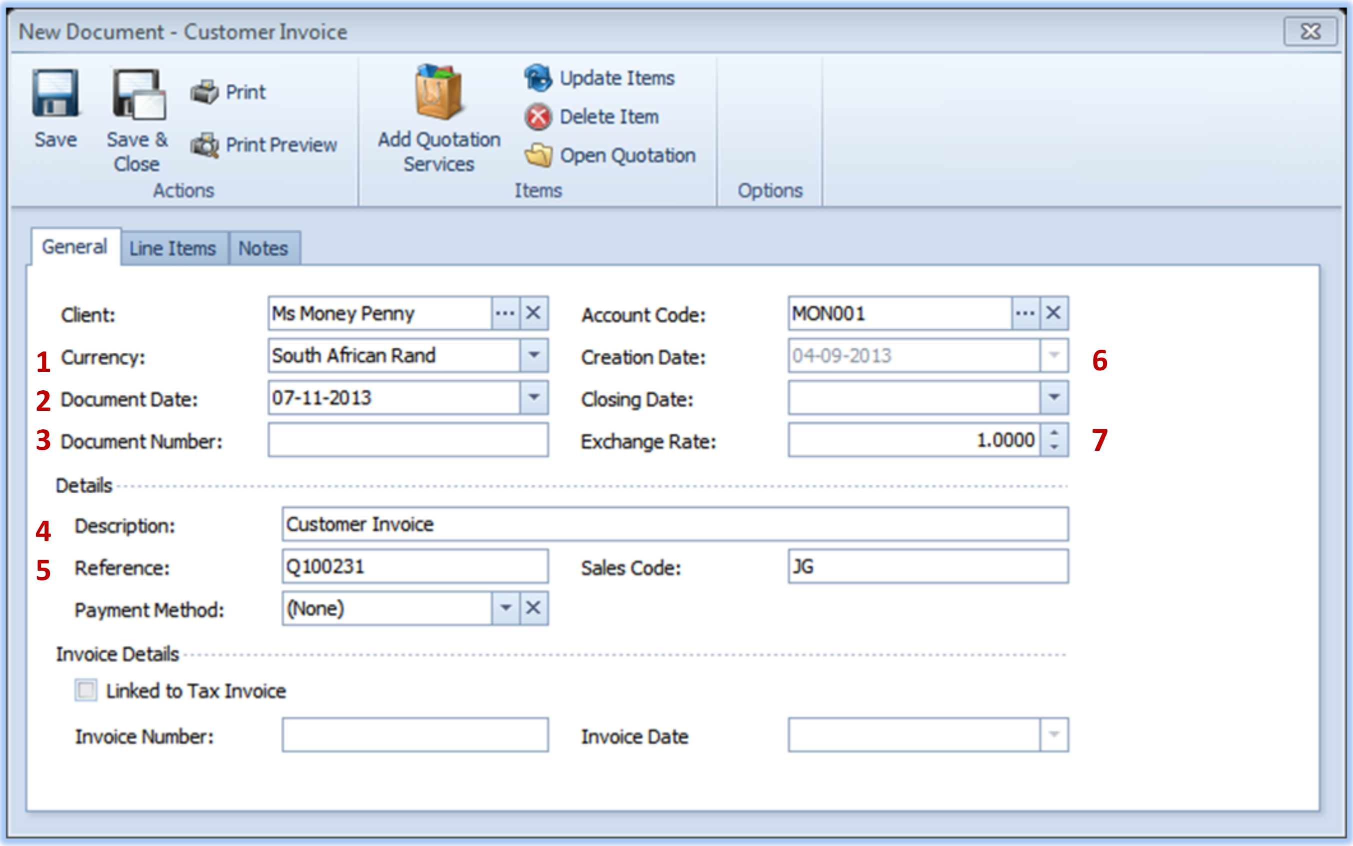


Click on the **New Document** button and select either:

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:

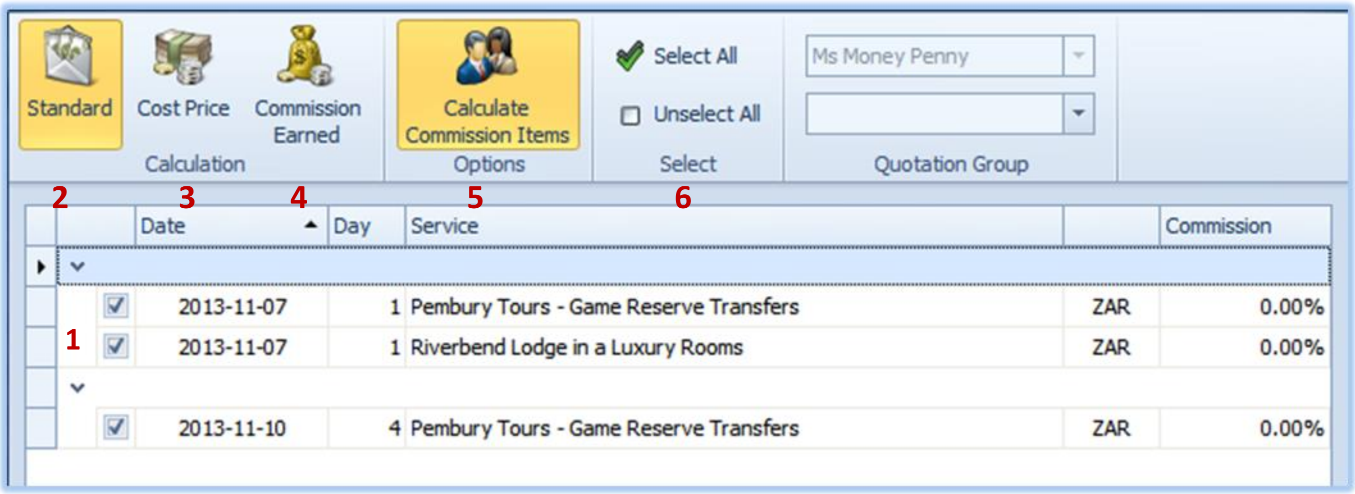


1. The **Currency** will default to the home currency of Travelogic™ ; by clicking on the drop down list, you can select an alternative currency, provided it has been set up as an Accounting Currency in Settings

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:



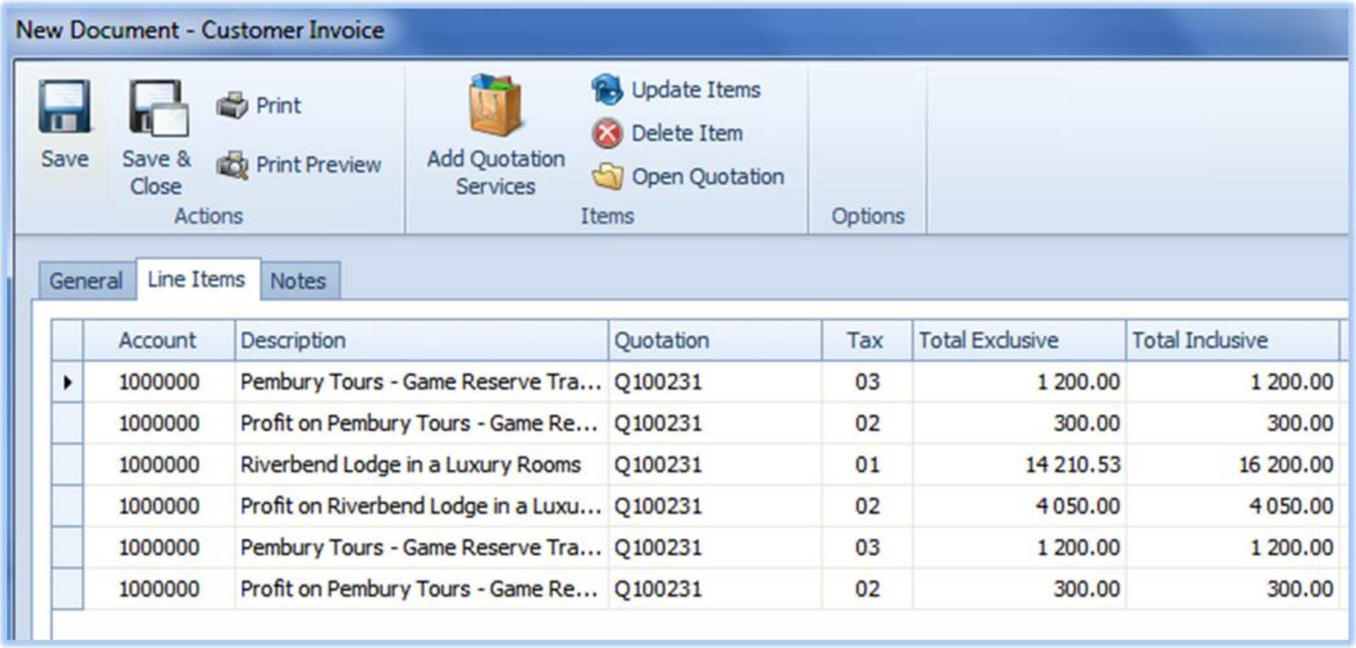
1. All services that are **ticked** will be included in your invoice;
   a. ***Services that have been confirmed** are already ticked and will be automatically included*
   b. *Feel free to un-tick services to exclude them from your invoice*

   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**
   a. 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
   b. *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:



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

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 Colum
  - Show Tax Column
  - Show Exchange Rate Colum
- 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

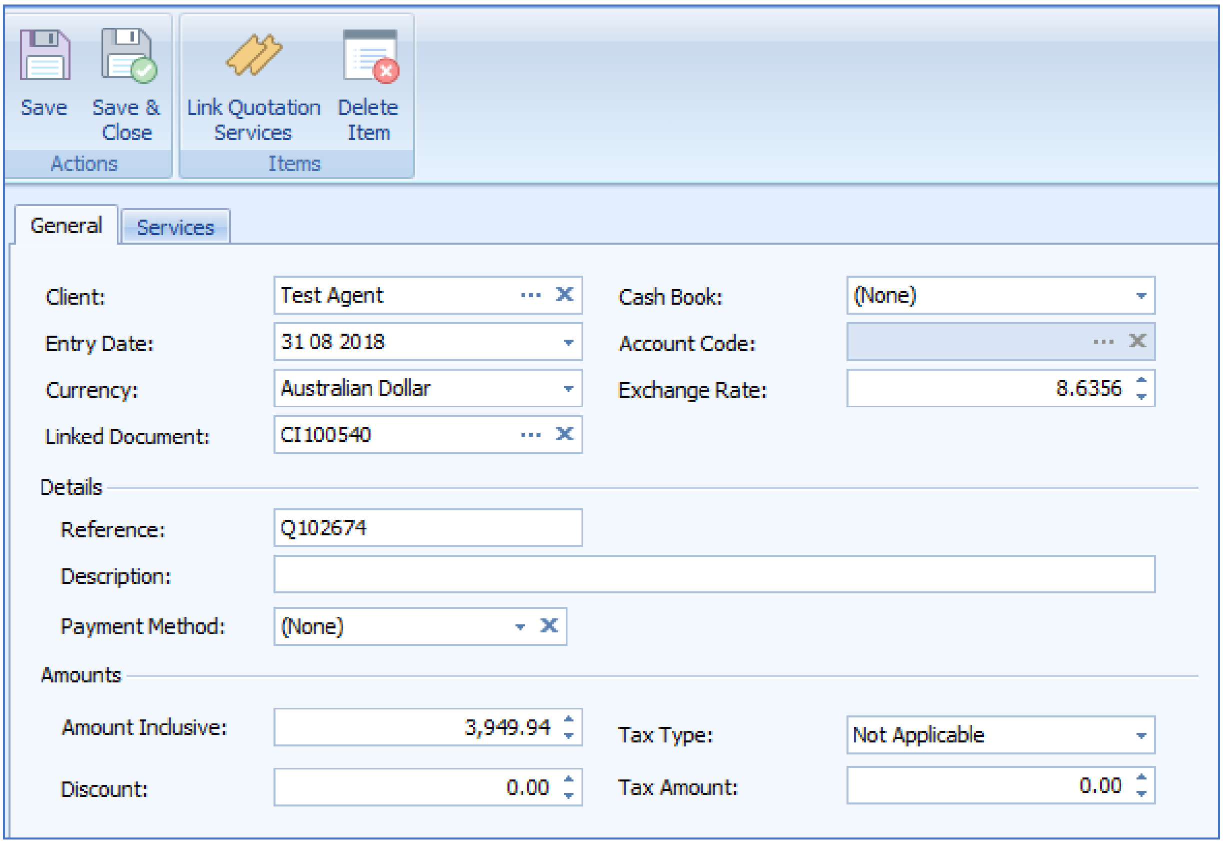
Payments

- 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.



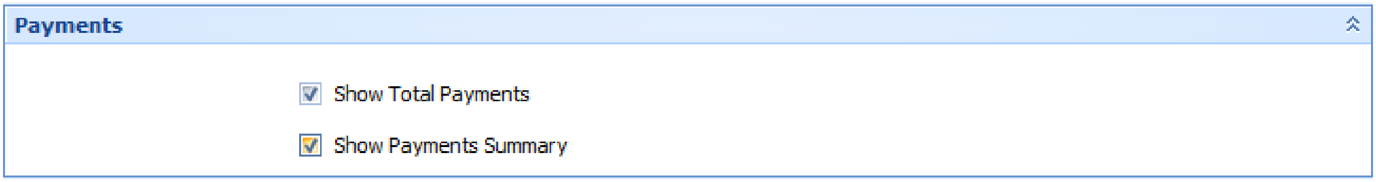
- If you click **No** to linking the Receipt to the client document:
  - You will be required to ***manually*** add the services to the receipt
  - Click **Link Quotation Services** button and select the services
  - If all the details are correct, click **Save** or **Save & Close**

How to ensure the Receipt reflects on the Customer Invoice Report

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

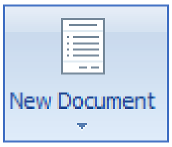
1) advise your client of the balance of payment due, if applicable, OR
2) in this case, full payment has been made

- When running the Customer Invoice Report, go to the **Payment** tab
- Select **both** the check boxes:

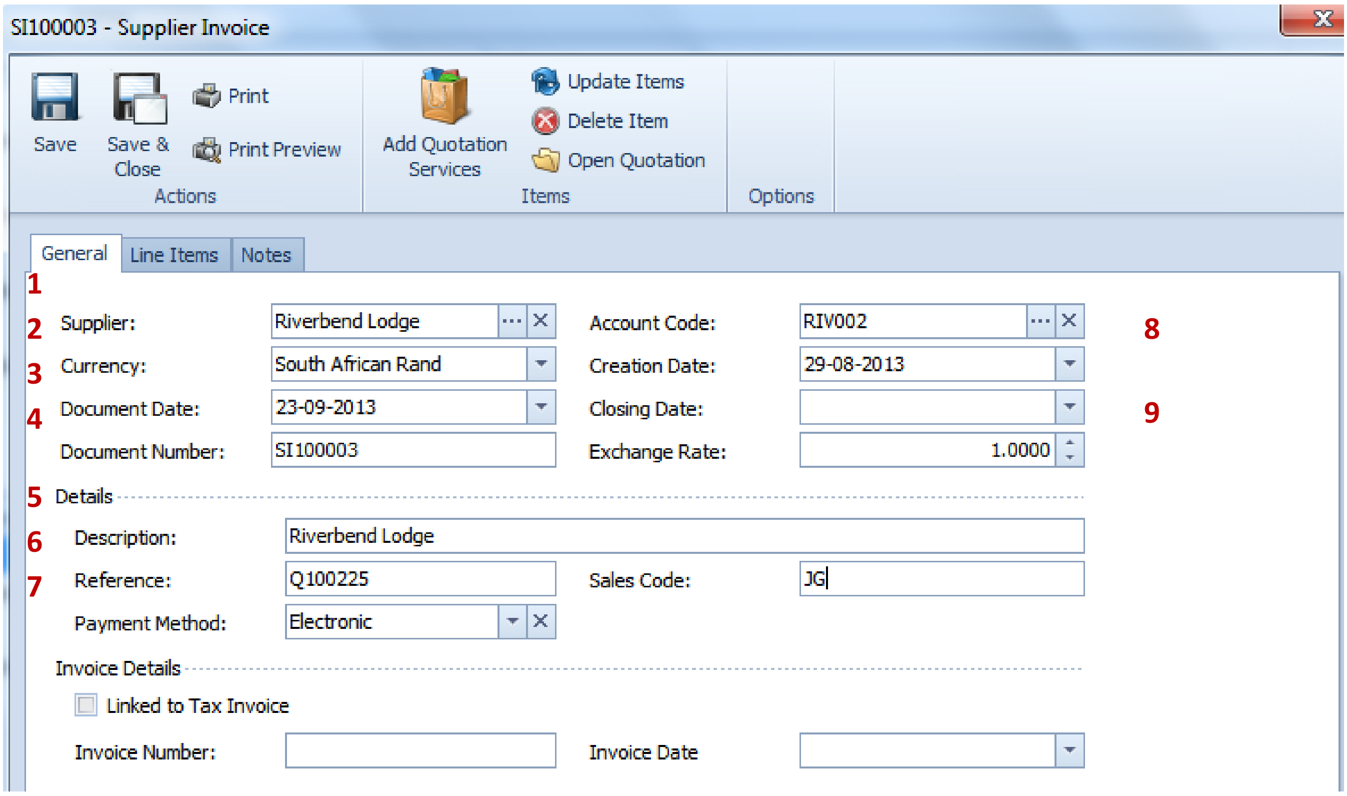


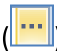
  - **Show Total Payments** will show the ***Total Amount*** of the receipts linked to this invoice
  - **Show Payments Summary** will show a ***list*** of the Receipts linked to this invoice

Purchase Order / Supplier Invoice



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



1. **Supplier**: click on the search button () to call up a list of the suppliers in the quote
    - 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 Travelogic™ 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 Travelogic Quotation

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

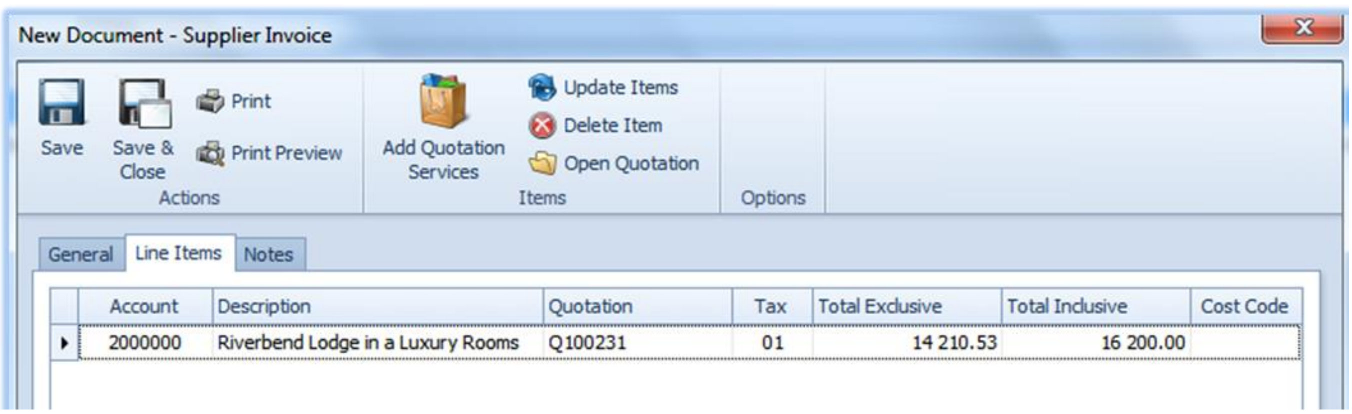
1. All services that are **ticked** will be included in the invoice

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 de-activate 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:

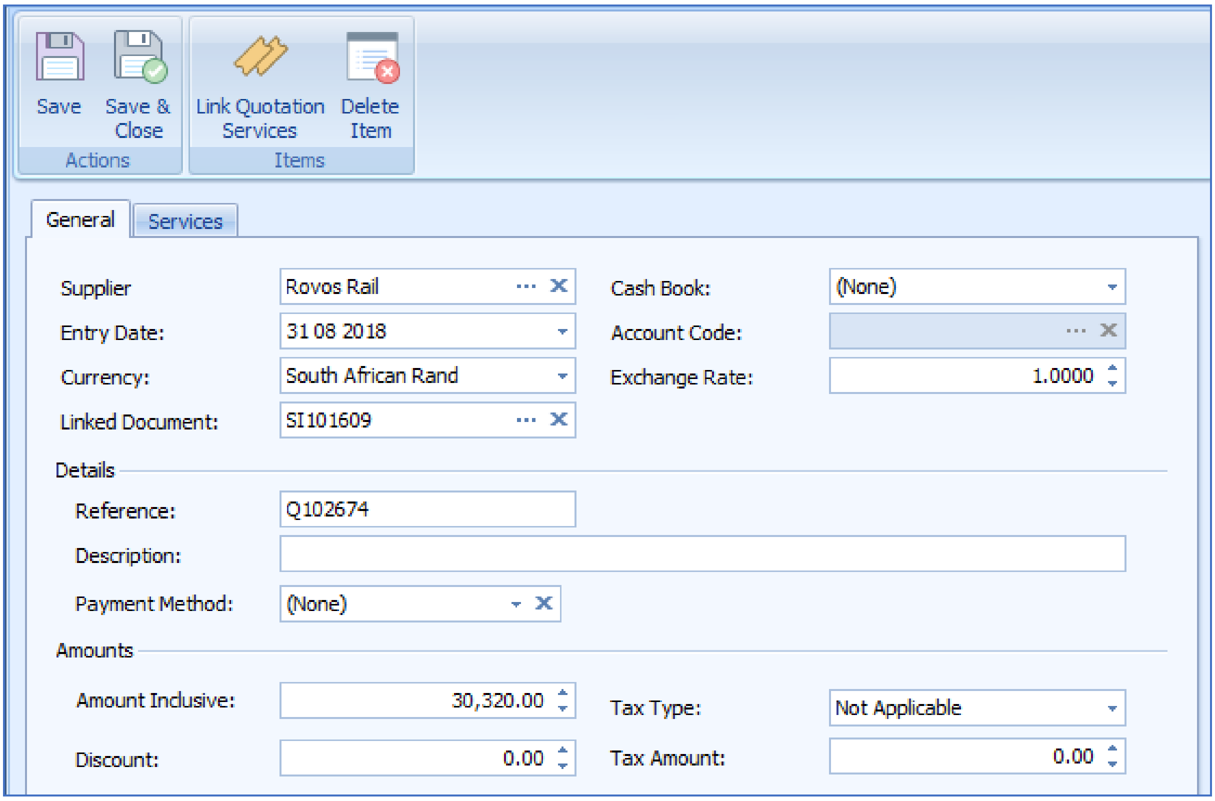


- Notice the general ledger account numbers in the first column *(only if integrated to Pastel)*
- Click **Save & Close** to generate the invoice:

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**



- 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