

# **WIZ Travel SYSTEM**

## **USER MANUAL**

Version 1. Issued September 2014



## Access to the system

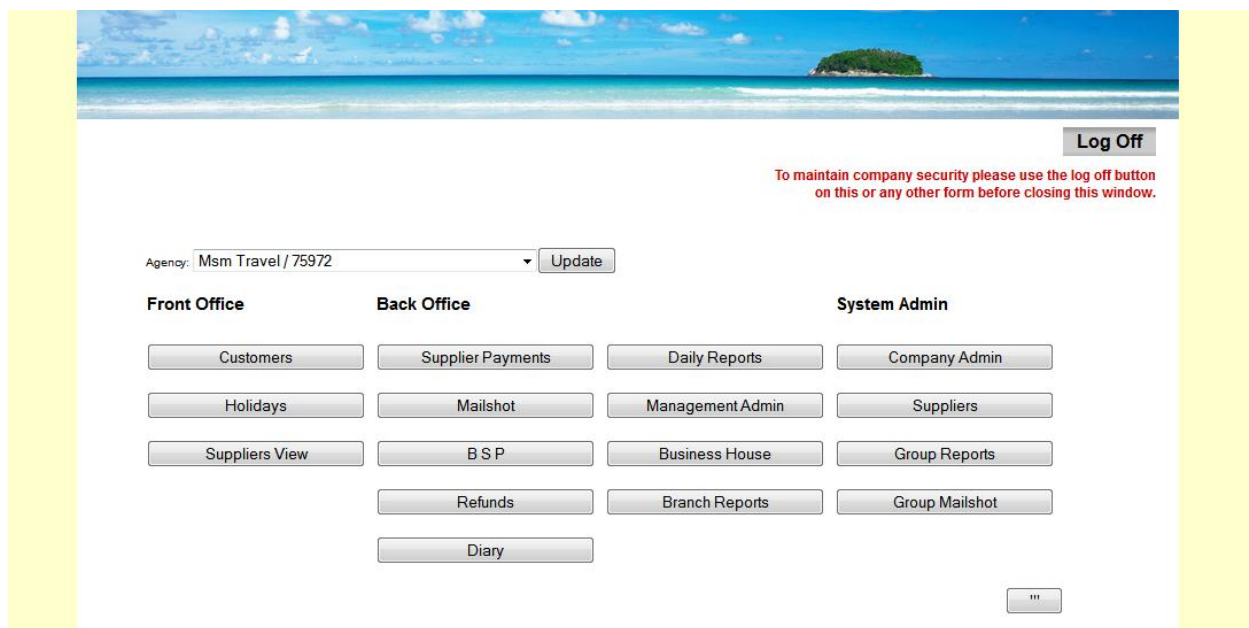
In order to access the system you will need your own user name and password. Your name and password will be issued to you. You should keep these secure and not disclose them to another member of staff or person.

## Getting around the system

As a general rule the pages you navigate through appear at the top of the page. The Log Off button appears at the top right on all pages. As you move into different areas from the front screen these areas will appear next to Log Off button, from right to left. So you are able to go back or move to a different page just by clicking on the tabs at the top of the page.

## Welcome screen

When you log on to the system you will reach the welcome screen (as below).



## Log Off button

Log Off

**Important point**– this system is an online system. All information is stored remotely. So think of it like a web site. You need to log in and log off. You pay for use on the basis of the number of people using the system at the same time. There are a limited number of people who can use the system at any one time. So when you are not using the system log off. Logging off also ensures security for sensitive client information. You should log off whenever you are away from your desk. You should also log off when you are not using the system so that other users can do so. **If you are logged on and not using the system for a period, the system will close your session, but this will not log you off the system automatically. You should log back in and then log off using the Log Off button.**

**Important point** – when you make a change or enter new information the system does not automatically update. In order to update you need to press the add or update button on each page.

The system has three areas

**Front office**- Go to page 3

For all customer facing functions. This is the area you will use when making bookings, issuing receipts to clients and administering travel booking files.

**Back office**– Go to page 15

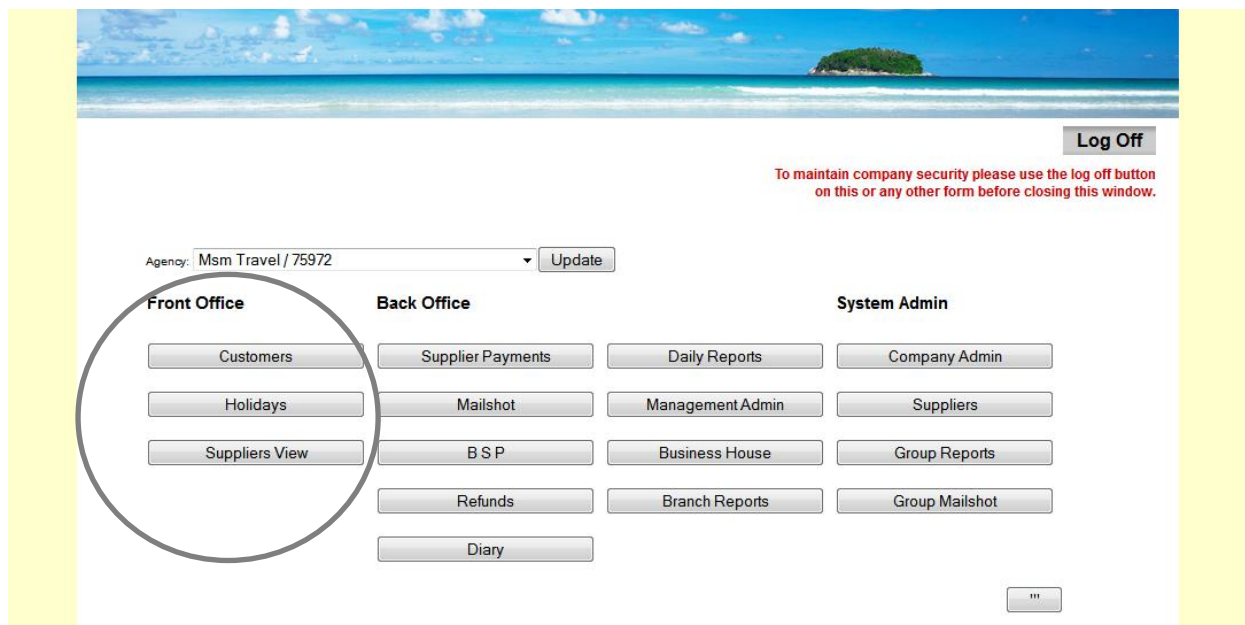
This area is where you go when you want to pay suppliers, obtain reports or undertake marketing and database activities.

**System admin**– Go to page 21

This area is used by head office to control system parameters. Access to this area is limited to authorised administrators.



## Front Office Area



The Front Office Area is accessed through three buttons on the left of the welcome screen page as shown above.

### Customers

#### Use to check

1. If a customer is already on the database. **Always do this first to avoid duplication of entries.**
2. If a company is on the database.
3. To find an enquiry on the database.

When you click the customer button it takes you to this screen. See page 4.

### Holidays

#### Use to find a holiday file

1. By file number.
2. By departure date.
3. By traveller surname and initial. NB does not need to be the lead traveller.

When you click the holidays button it takes you to this screen. See page xx.

### Suppliers View

#### Use to find supplier information

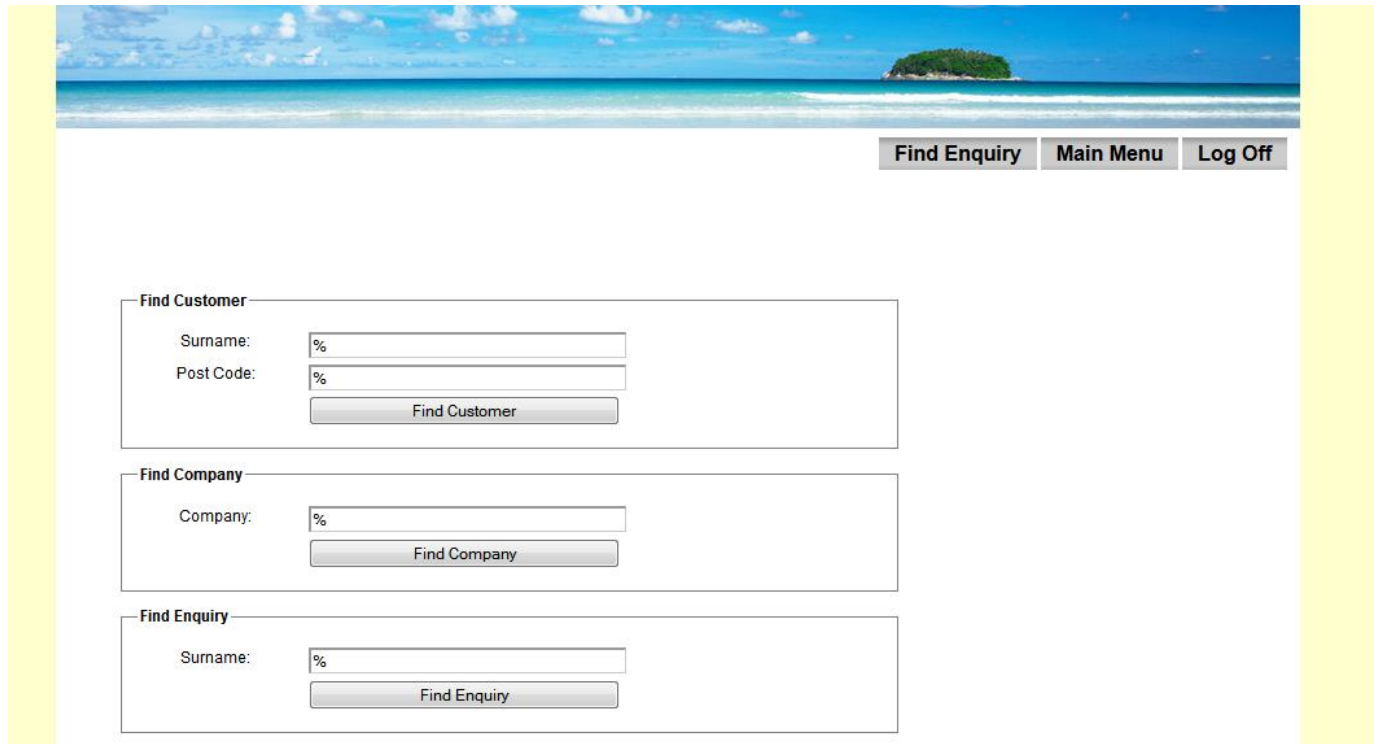
To find information on suppliers (airlines, tour operators and more) – addresses, phone numbers, bonding, commission rates and so on.

When you click the suppliers view button it takes you to this screen. See page xx.

Supplier	Name	Phone	View
Airline	Airline	01234 56789	
Hotel	Hotel	01234 56789	
Travel Agent	Travel Agent	01234 56789	
...	...	...	...



## Customer Screen



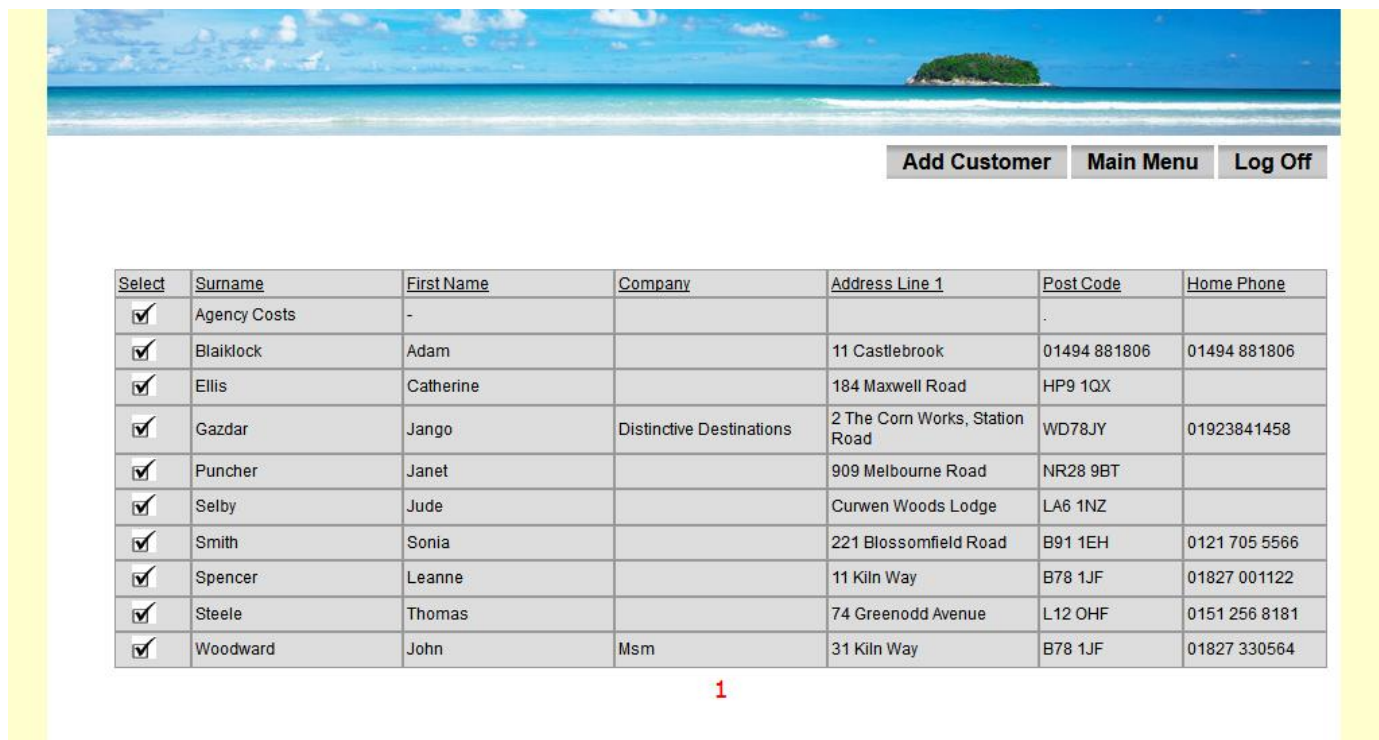
The Customer Screen interface features a header image of a tropical beach with a small island in the distance. Below the image are three buttons: "Find Enquiry", "Main Menu", and "Log Off". The main content area contains three search forms:

- Find Customer:** Includes input fields for "Surname:" and "Post Code:", both with a "%" placeholder. A "Find Customer" button is located below these fields.
- Find Company:** Includes an input field for "Company:" with a "%" placeholder. A "Find Company" button is located below this field.
- Find Enquiry:** Includes an input field for "Surname:" with a "%" placeholder. A "Find Enquiry" button is located below this field.

When a client wants to book the first thing you need to do is check whether they are on the database or not. You should enter the surname and or post code in to the correct field on screen and click the Find Customer button.

The % sign is the wild card character, you can use it on its own to find all customers, at the beginning %smith, in the middle sm%th, or at the end smith% of a name to help capture a wider spelling of name. If you enter a post code as well this will further narrow down the list of matching customers, Or you could enter just a postcode with a % in the name to return all customers in a specific postcode.

A list of customers with that surname will be produced as shown below. Find the one that is the one that you Want by matching their surname with the post code that they have given you.



The Customer List Table is displayed below the search forms. It has a header image of a tropical beach with a small island in the distance. Below the image are three buttons: "Add Customer", "Main Menu", and "Log Off". The table lists customers with columns for Select, Surname, First Name, Company, Address Line 1, Post Code, and Home Phone.

Select	Surname	First Name	Company	Address Line 1	Post Code	Home Phone
<input checked="" type="checkbox"/>	Agency Costs	-			.	
<input checked="" type="checkbox"/>	Blaiklock	Adam		11 Castlebrook	01494 881806	01494 881806
<input checked="" type="checkbox"/>	Ellis	Catherine		184 Maxwell Road	HP9 1QX	
<input checked="" type="checkbox"/>	Gazdar	Jango	Distinctive Destinations	2 The Corn Works, Station Road	WD78JY	01923841458
<input checked="" type="checkbox"/>	Puncher	Janet		909 Melbourne Road	NR28 9BT	
<input checked="" type="checkbox"/>	Selby	Jude		Curwen Woods Lodge	LA6 1NZ	
<input checked="" type="checkbox"/>	Smith	Sonia		221 Blossomfield Road	B91 1EH	0121 705 5566
<input checked="" type="checkbox"/>	Spencer	Leanne		11 Kiln Way	B78 1JF	01827 001122
<input checked="" type="checkbox"/>	Steele	Thomas		74 Greenodd Avenue	L12 OHF	0151 256 8181
<input checked="" type="checkbox"/>	Woodward	John	Msm	31 Kiln Way	B78 1JF	01827 330564



If their name is on the list hover your cursor over the 'Select file' tick box and left click to access their files.

This will bring up their details on screen (see below) showing their address details. If you need to change these do so.

**Important note - For any changes to be saved you need to hit the update customer button.**

Update Customer

Customer Details For Customerid 2 - Agency Bonding: 75972

Surname: Woodward  
Firstname: John  
Middlename: Paul  
Title: Mr  
Company Name: Msm  
Address 1: 31 Kiln Way  
Address 2: Polesworth  
Town: Tamworth  
County: Staffordshire  
Post Code: B78 1JF

Home Phone: 01827 330564  
Mobile Phone: 07973 503775  
Work Phone:  
Email: john@msmild.co.uk  
Marketing by Post: Yes  
Marketing by Email: Yes  
Marketing by Text: No  
Letter Start: John  
Profile:

Update Customer

Existing Holidays

Select	File No	Departure Date	Destination
<input checked="" type="checkbox"/>	13	22-11-2013	Dublin
<input checked="" type="checkbox"/>	4	10-09-2013	Menorca
<input checked="" type="checkbox"/>	2	13-05-2013	Las Vegas

Label Info

Mr J Woodward  
31 Kiln Way  
Polesworth  
Tamworth  
Staffordshire  
B78 1JF

Click on a tick box to view an existing booking.

Click this button to start creating a holiday

Click this button to start creating an enquiry

Click this button to view existing an enquiries

Profile can be used for frequent flyer numbers, dietary requirements and other customer info.

## Add a new holiday

When to click the button to add a new holiday for a client on the database you will see this screen.

Customer No: 2  
Customer Name: Mr John Woodward

Departure Date: 12 August 2014

Passengers (Num):  
Destination:  
Duration:

Holiday Type: Accommodation  
Source: Select Type  
Bonding: ABTA  
Welcome Home: Yes  
Order No:

Add Holiday

Main Menu Log Off

### Notes on completing the add holiday screen

Date - choose from drop down lists or calendar.

Passengers - number of passengers enter as a figure- 2, 3, 4 ...

Destination - enter a country, city, or holiday destination.

Duration - enter holiday length in nights for foreign and days for UK, or to suite.

Holiday type - select from drop down list

Source - select from drop down list.

Bonding - select from drop down list.



Order number - for use by Business Accounts if required.

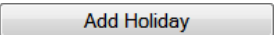
Holiday type is used to categorize holidays for marketing, mailshots etc.

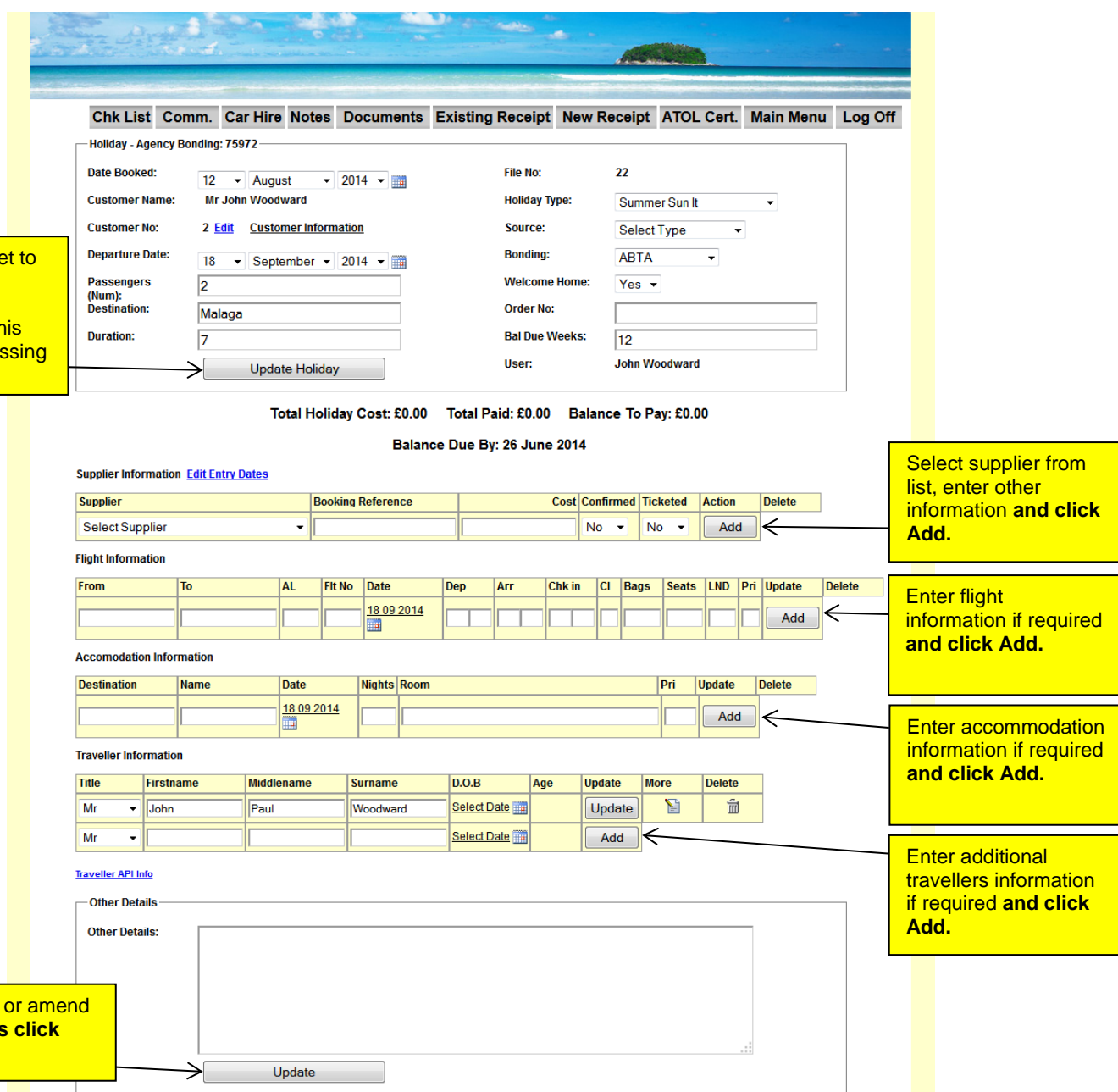
Source is optional and is used to monitor where business has come from i.e. website, recommendation, advertising.

**Bonding – Important** This is how YOU are bonding the booking. If you are an ABTA agent and you have bought a package from a supplier like Funway, then YOU are bonding it using your ABTA bonding, so leave the bonding on ABTA. The same applies for accommodation and flight only through a bonded supplier. If you have your own ATOL license and are creating your own package bonding it with YOUR ATOL license, then choose package or flight-plus. Flight-only is if you buy a flight only and you are bonding it using YOUR ATOL license.

**Once you have completed the information above click the Add Holiday button.**

Note – you can change the information that you have entered later if you need to.

When you click  the screen below will appear. The details you have just entered will be shown at the top of the screen. The remaining details of the holiday still need to be entered.



**Do not forget to update any details you change in this area by pressing this button.**

**Select supplier from list, enter other information and click Add.**

**Enter flight information if required and click Add.**

**Enter accommodation information if required and click Add.**

**Enter additional travellers information if required and click Add.**

**If you enter or amend other details click update.**

The screenshot shows a web application for holiday bookings. At the top is a navigation bar with links: Chk List, Comm., Car Hire, Notes, Documents, Existing Receipt, New Receipt, ATOL Cert., Main Menu, Log Off. Below this is a header image of a beach. The main content area is titled 'Holiday - Agency Bonding: 75972'. It contains two columns of form fields. The left column includes: Date Booked (12 August 2014), Customer Name (Mr John Woodward), Customer No (2), Departure Date (18 September 2014), Passengers (2), Destination (Malaga), and Duration (7). The right column includes: File No (22), Holiday Type (Summer Sun It), Source (Select Type), Bonding (ABTA), Welcome Home (Yes), Order No, Bal Due Weeks (12), and User (John Woodward). Below these fields is an 'Update Holiday' button. A summary section shows: Total Holiday Cost: £0.00, Total Paid: £0.00, Balance To Pay: £0.00, and Balance Due By: 26 June 2014. The form is divided into several sections: Supplier Information (with a table for Supplier, Booking Reference, Cost, Confirmed, Ticketed, Action, Delete), Flight Information (with a table for From, To, AL, Flt No, Date, Dep, Arr, Chk in, CI, Bags, Seats, LND, Pri, Update, Delete), Accommodation Information (with a table for Destination, Name, Date, Nights, Room, Pri, Update, Delete), and Traveller Information (with a table for Title, Firstname, Middlename, Surname, D.O.B, Age, Update, More, Delete). Each section has an 'Add' button. At the bottom is a section for 'Other Details' with a large text area and an 'Update' button. Yellow callout boxes with arrows point to the 'Update Holiday' button, the 'Add' buttons in the Supplier, Flight, Accommodation, and Traveller sections, and the 'Update' button in the Other Details section.

Note Total Holiday Cost is entered automatically only once you have entered costs AND PRESSED THE ADD BUTTON.

Important note – you can only enter information one line at a time. If you try to enter more the first time you press the Add button on one line all other lines will be lost.




You can add as many lines as you like for multiple suppliers - for example for insurance, car hire, attractions and so on. If you make a mistake you can change a line but make sure you hit the Update button. If required you can delete a whole line after it has been added using the delete button at the end of the line.

### Flight, Accommodation and Traveller information

Enter in boxes provided as shown

Note you can enter as many lines under each category as you require as long as you press Add button at the end of every line.

Confirmed and ticketed default to 'No'. When you receive a confirmation and tickets you should change the drop down list entries to 'Yes' (otherwise the booking will appear on awaiting confirmation and awaiting ticket lists that can be accessed in Daily Reports area).



Chk List
Comm.
Car Hire
Notes
Documents
Existing Receipt
New Receipt
ATOL Cert.
Main Menu
Log Off

**Holiday - Agency Bonding: 75972**

Date Booked: 12 February 2013

Customer Name: Mrs Leanne Spencer

Customer No: 3 [Edit](#) [Customer Information](#)

Departure Date: 13 May 2013

Passengers (Num): 4

Destination: Las Vegas

Duration: 13

Update Holiday

File No: 3

Holiday Type: Summer Sun It

Source: Select Type

Bonding: ABTA

Welcome Home: Yes

Order No:

Bal Due Weeks: 12

User: John Woodward

Total Holiday Cost: £5,551.08    Total Paid: £1,044.00    Balance To Pay: £4,507.08  
 Balance Due By: 18 February 2013

**Supplier Information** [Edit Entry Dates](#)

Supplier	Booking Reference	Cost	Confirmed	Ticketed	Action	Delete
Funway Holidays	446237	5407.08	Yes	No	<a href="#">Update</a>	<a href="#">Delete</a>
Holiday Extras	T17878789	144.00	Yes	No	<a href="#">Update</a>	<a href="#">Delete</a>
Select Supplier			No	No	<a href="#">Add</a>	

**Flight Information**

From	To	AL	Fit No	Date	Dep	Arr	Chk in	CI	Bags	Seats	LND	Pri	Update	Delete
Heathrow	McCarran Internat	BA	275	13.05.2013	16:40	19:10	13:40		23kg			0	<a href="#">Update</a>	<a href="#">Delete</a>
McCarran Internat	San Francisco Ca	UA	5564	19.05.2013	10:55	12:29	09:25		23kg			0	<a href="#">Update</a>	<a href="#">Delete</a>
San Francisco Ca	Heathrow	BA	286	24.05.2013	19:10	13:10	16:10		23kg		*	0	<a href="#">Update</a>	<a href="#">Delete</a>
				13.05.2013									<a href="#">Add</a>	

**Accommodation Information**

Destination	Name	Date	Nights	Room	Pri	Update	Delete
Las Vegas	Bellagio	13.05.2013	6	Family Deluxe room	0	<a href="#">Update</a>	<a href="#">Delete</a>
San Francisco	Holiday Inn Fisher	19.05.2013	5	Family Deluxe room	0	<a href="#">Update</a>	<a href="#">Delete</a>
		13.05.2013				<a href="#">Add</a>	

**Traveller Information**

Title	Firstname	Middlename	Surname	D.O.B	Age	Update	More	Delete
Mrs	Leanne		Spencer	Select Date		<a href="#">Update</a>	<a href="#">More</a>	<a href="#">Delete</a>
Mr	Scott		Spencer	Select Date		<a href="#">Update</a>	<a href="#">More</a>	<a href="#">Delete</a>
Mr	Joshua		Spencer	Select Date		<a href="#">Update</a>	<a href="#">More</a>	<a href="#">Delete</a>
Miss	Pippa		Spencer	Select Date		<a href="#">Update</a>	<a href="#">More</a>	<a href="#">Delete</a>
Mr				Select Date		<a href="#">Add</a>		

**Other Details**

Other Details:

[Update](#)

**Traveller API Info**

Click to view API information.

**Click More to enter or amend additional traveller information**



When you press the More button you reach the screen below.

Important Note – if the client has travelled before and their API information has been provided you should press the **Find Traveller Info** button. This will give you a list of clients with the same surname. If the traveller you want is shown you can use the information already stored in the database to populate the traveller information on this new booking and save time and mistakes by retyping it.

IMPORTANT - remember to check with the clients that no information has changed since they last travelled. If information has changed ensure that you update the information held with any changes, for example, passport number or medical requirements.

**Update Traveller**

**Title:** Mr **First Name:** John

**Middle Name:** Paul **Surname:** Woodward

**Date Of Birth:** Day Month Year **Place Of Issue:**

**Passport No:** **Expiry Date:** Day Month Year

**Issue Date:** Day Month Year **Birth Place:**

**Nationality:** **Emergency Contact:**

**Occupation:** **Phone No:**

**Relationship:** **Policy No:**

**Insurance Company:** **Insurance Phone:**

**Insurance Contact:** **Require Oxygen:** No

**Require Dialysis:** No

**Require Elec-Medical:** No

**Require Sharps:** No

**Require Wheelchair:** No **Notes:**

**Update** **Return To Holiday**

**Find Traveller Info**

Holiday No	First Name	Surname	Date of Birth	Issue Date	Occupation	Select and Update
2	John	Woodward	01/10/1962	01/01/2013	Director	<b>Update</b>
4	John	Woodward	01/10/1962	01/01/2011	Director	<b>Update</b>
13	John	Woodward	00/00/0000	00/00/0000		<b>Update</b>

## API Information

**API Information**

Name	Date of Birth	Place of Birth	Passport No	Issue Date	Expiry Date	Place of Issue	Insurance Co	Policy No	Emergency Contact Ins	Emergency Phone Ins
Mr John Paul Woodward	01/10/1962	Tamworth	12345678	01/01/2013	31/12/2022	UKPO	Axa	123987654	Axle Rose	0845 454 4545

You do not enter API information in this form. You can use it to view the information and can select/highlight with your mouse then copy (Ctrl + C) and paste (Ctrl + V) into another document or email to send to the suppliers.



## Additional booking functionality

Via the buttons at the top of the screen.

The screenshot shows a web interface for a holiday booking system. At the top is a navigation bar with buttons: Chk List, Comm., Car Hire, Notes, Documents, Existing Receipt, New Receipt, ATOL Cert., Main Menu, and Log Off. Below the navigation bar is a form titled "Holiday - Agency Bonding: 75972". The form contains several fields: "Date Booked:" with a date picker set to 12 August 2014; "Customer Name:" set to Mr John Woodward; "Customer No:" set to 2 with a link to "Customer Information"; "Departure Date:" with a date picker set to 18 September 2014; "File No:" set to 22; "Holiday Type:" set to Summer Sun It; "Source:" set to Select Type; and "Bonding:" set to ABTA.

The flow of the buttons is from right to left, so once the booking is created you might want to print an ATOL certificate (if the supplier has not provided you with one), then you might create a new receipt, then print other documents....

**ATOL Cert.** Gives you access so you can print an ATOL certificate.

If you have sold a package using your ABTA license and the supplier has not sent you a certificate you will be presented with the page below.

The screenshot shows a web interface for creating an ATOL certificate. At the top is a navigation bar with buttons: Holiday Details, Main Menu, and Log Off. Below the navigation bar is a form with the following fields: "Holiday No:" set to 3; "Bonding:" set to ABTA; an "Update" button; "Funway Holidays - 446237"; "Certificate Type:" set to Package; and an "ATOL Certificate" button.

Leave the Bonding on ABTA, select the supplier you wish to create the certificate on behalf of, select the certificate type, either Package or Flight-only, and click the ATOL Certificate button.

The screenshot shows a printed ATOL Certificate document. At the top, it says "This is an important document. Make sure you take it with you when you travel." The title is "ATOL Certificate". Below the title, it states: "This confirms that your money is protected by the ATOL scheme and that you can get home if your travel company collapses. This certificate sets out how the ATOL scheme will protect the people named on it for the parts of their trip listed below." The document is divided into sections: "Who is protected?" (Leanne Spencer, Scott Spencer), "What is protected?" (Package to Las Vegas for 13 nights), "Who is protecting your trip?" (Funway Holidays A.T.O.L.2853), and "Your Protection". The "Your Protection" section states: "You are protected from when you were given this certificate to the end of your trip. If Funway Holidays stops trading, the passengers named above will either: 1 complete their trip and return to the UK; or 2 receive a refund. Your protection depends on the terms of the ATOL scheme (available at www.atol.org.uk). If Funway Holidays stops trading, you must follow the instructions at www.atol.org.uk (where there will be details of arrangements to bring people back to the UK, and information on how people can claim their money back) or you can call (+44) 20 7453 6350." At the bottom, there is a table with the following information: Unique Reference Number: 446237, Date Of Issue: 12/08/2014, ATOL Certificate Issued: Main Travel, ATOL Number: A.T.O.L.2853, and Package sale. The footer states: "Copyright UK Civil Aviation Authority. The ATOL Logo is a registered trademark."



If you have sold a package using your ATOL license you will be presented with the page below.

[Holiday Details](#)
[Main Menu](#)
[Log Off](#)

Holiday No: 2

Bonding: Package

Suppliers

Supplier	Booking Reference	Cost	ATOL
BA Flights	8ig365	1642.00	Yes ▾
Travel 2	1h555	1210.00	Yes ▾
Travel 2	2h555	750.00	Yes ▾
United Airlines	UA1234	300.00	Yes ▾
Holiday Extras	TI4546877	41.30	No ▾
Atol Charge		5.00	Yes ▾

Flights

From	To	Flight	Date	Supplier
Heathrow	McCarran International Ap	BA275	13/05/2013	BA Flights - 8ig365 ▾
McCarran International Ap	San Francisco Ca	UA5564	19/05/2013	United Airlines - UA1234 ▾
San Francisco Ca	Heathrow	BA286	24/05/2013	BA Flights - 8ig365 ▾

Accommodation

Destination	Name	Date	Nights	Supplier
Las Vegas	Bellagio	13/05/2013	6	Travel 2 - 1h555 ▾
San Francisco	Holiday Inn Fishermans Wharf	19/05/2013	5	Travel 2 - 2h555 ▾

Select Package, Flight-Plus, or Flight-only.

Select which elements are bonded under your ATOL and which are not.

Select which supplier is supplying which element for Flight-plus and Flight-only.

Then click update before clicking Atol Certificate.

This is an important document. Make sure you take it with you when you travel.

## ATOL Certificate

**This confirms that your money is protected by the ATOL scheme and that you can get home if your travel company collapses.**  
This certificate sets out how the ATOL scheme will protect the people named on it for the parts of their trip listed below.

<p><b>Who is protected?</b> John Woodward Janet Kempson</p> <p><b>What is protected?</b> Package to Las Vegas for 12 nights. From: Heathrow To: McCarran International Date: 13/05/2013 Carrier: British Airways San Francisco Ca Heathrow 24/05/2013 British Airways</p> <p>You can find more detailed information on your booking, including price, on the confirmation you will receive from Msm Travel.</p> <p><b>Who is protecting your trip?</b> Msm Travel ATOL No 1122 Reference: 2</p> <p style="text-align: center;"><b>Your Protection</b></p> <p>You are protected from when you were given this certificate to the end of your trip. If Msm Travel stops trading, the passengers named above will either: 1 complete their trip and return to the UK; or 2 receive a refund.</p> <p>Your protection depends on the terms of the ATOL scheme (available at <a href="http://www.atol.org.uk">www.atol.org.uk</a>). If Msm Travel stops trading, you must follow the instructions at <a href="http://www.atol.org.uk">www.atol.org.uk</a> (where there will be details of arrangements to bring people back to the UK, and information on how people can claim their money back) or you can call (+44) 20 7453 6350.</p>	<p><b>Number of passengers:</b> 2</p>
--	---------------------------------------

By issuing this ATOL Certificate, under Regulation 17 of the Civil Aviation (Air Travel Organisers' Licensing) Regulations 2012, Msm Travel confirms that the trip to which it applies is sold in line with the ATOL held by the organiser named above. The ATOL scheme is run by the Civil Aviation Authority and paid for by the Air Travel Trust. To see what that is and what you can expect, together with full information on its terms and conditions go to [www.atol.org.uk](http://www.atol.org.uk). As well as the protection of the ATOL scheme, you have protection under the Package Travel Regulations. For more information see [www.direct.gov.uk](http://www.direct.gov.uk) in the Travel and Transport section.

Unique Reference Number	Date Of Issue:	ATOL Certificate Issuer:	ATOL Number:	Package sale
2	12/08/2014	Msm Travel	1122	

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## New Receipt

If you are taking money from the customer use this button.

Supplier	Amount	Payment Type	Analysis	Update
Funway Holidays		AMEX	Abta Receipt	Add

ATOL Receipt      NON ATOL Receipt

Holiday No	Supplier	Cost	Receipts	Balance
3	Funway Holidays	£5,407.08	£900.00	£4,507.08
3	Holiday Extras	£144.00	£144.00	£0.00

Select the supplier, enter the amount, then select the payment type, and analysis. **Then click Add.** You can add as many lines as you need to for different suppliers and or payment types.

Click to generate an ATOL or Non ATOL receipt.

Shows how much is outstanding for each supplier.

## Existing Receipt


Access previously issued receipts, and view the financial history of a file.

Receipt No	Date	Supplier	Amount	Payment Type	Analysis	user	ATOL	Non ATOL
3931	02-05-2013	Funway Holidays	800.00	Cheque	Abta Receipt	John Woodward		
3931	02-05-2013	Holiday Extras	144.00	Cheque	Insurance	John Woodward		
3940	21-09-2013	Funway Holidays	100.00	Cash	Abta Receipt	Tessa Barrett		
3961	12-08-2014	Funway Holidays	100.00	Debit Card	Abta Receipt	John Woodward		



## File History

From the existing receipts page. View a snapshot of booking values, receipts and supplier payments.



[Existing Receipt](#) [Main Menu](#) [Log Off](#)

**File No: 2**

Total Holiday Cost	Total Receipts	Total Gross Payments	Total Commission
£3,948.30	£1,441.30	£600.00	£21.00

**Booking Values**

Supplier	Booking Ref	Cost
BA Flights	8ig365	£1,642.00
Travel 2	1h555	£1,210.00
Travel 2	2h555	£750.00
United Airlines	UA1234	£300.00
Holiday Extras	T14546877	£41.30
Atol Charge		£5.00

**Receipts**


Receipt No	Receipt Date	Supplier	Receipt Amount	Payment Type
1	12/02/2013	BA Flights	£500.00	Debit Card
3	12/02/2013	United Airlines	£300.00	Debit Card
3	12/02/2013	Holiday Extras	£41.30	Debit Card
3938	06/08/2013	Travel 2	£600.00	Cash

**Supplier Payments**

Pay Date	Cheque No	Supplier	Gross	Comm.	VAT	Net	Payment Type	Payment Type
12/02/2013		United Airlines	£300.00	£21.00	£4.20	£274.80	Direct Debit	Supplier ATOL
06/08/2013		Travel 2	£300.00	£0.00	£0.00	£300.00	Direct Debit	Supplier ABTA

## Documents

Generate letters and forms to send to your customer or supplier.




[Print Log](#) [Holiday Details](#) [Main Menu](#) [Log Off](#)

Funway Holidays [leannespencer@hotmail.co.uk](mailto:leannespencer@hotmail.co.uk)

Balance Reminder	Booking Authorisation	Cancellation	Confirmation / Invoice
Confirmation Overseas	Confirmation Uk	Credit Note	Customer Complaint
File Front	Final Demand	Hotel Voucher	Insurance Disclaimer
Itinerary	Operator Changed	Statement	Tickets Posted
Tickets Ready	Tod	Usa Disclaimer	Welcome Home



**Notes** enter notes on the booking to keep track of what is happening.



[Holiday Details](#)
[Main Menu](#)
[Log Off](#)

**Add Note**

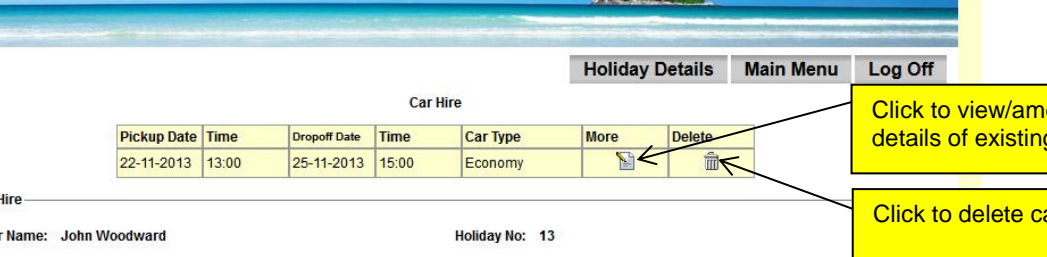
Customer Name: Leanne Spencer Holiday No: 3

Note:

**Notes**

Date	Time	User	Note
12-08-2014	11:13	John Woodward	Customer to email passport details

**Car Hire** Add or amend car hire details on the booking.



The screenshot shows the 'Car Hire' management interface. At the top, there's a navigation bar with 'Holiday Details', 'Main Menu', and 'Log Off'. Below this is a table listing existing car hire entries. The table has columns for Pickup Date, Time, Dropoff Date, Time, Car Type, More, and Delete. One entry is shown for 22-11-2013 at 13:00, Economy car type. Arrows point from yellow callout boxes to the 'More' and 'Delete' icons in the table. Below the table is the 'Add Car Hire' form. It includes fields for Customer Name (John Woodward), Holiday No (13), Pickup Date (22 November 2013), Drop Off Date (22 November 2013), Pickup Point, Car Type (4X4), Auto (Yes), Convertible (Yes), Notes, Pickup Time, Drop Off Time, Drop Off Point, Doors / Seats, Aircon (Yes), and Extras (Select). An 'Add Car Hire' button is at the bottom. A yellow callout box points to this button.

**Car Hire**

Pickup Date	Time	Dropoff Date	Time	Car Type	More	Delete
22-11-2013	13:00	25-11-2013	15:00	Economy		

**Add Car Hire**

Customer Name: John Woodward

Pickup Date: 22 November 2013

Drop Off Date: 22 November 2013

Pickup Point:

Car Type: 4X4

Auto: Yes

Convertible: Yes

Notes:

Holiday No: 13

Pickup Time:

Drop Off Time:

Drop Off Point:

Doors / Seats:

Aircon: Yes

Extras: --Select--

**Add Car Hire**

Click to view/amend full details of existing car hire.

Click to delete car hire entry.


Complete details for new car hire entry, then click Add Car Hire button.

Click to delete car hire entry.

Complete details for new car hire entry, then click Add Car Hire button.



**Comm.** Update commission and VAT values for the booking, and print a self billing invoice if required.




[Holiday Details](#) [Main Menu](#) [Log Off](#)

Holiday Commissions for File No: 3

Supplier	Booking Ref	Cost	Comm Rate	Comm Value	VAT Rate	VAT Value	Update	Self Billing
Funway Holidays	446237	5407.08	16.50	644.67	20.00	128.93	<a href="#">Update</a>	<a href="#">Print</a>
Holiday Extras	TI7878789	144.00	9.45	13.61	20.00	2.72	<a href="#">Update</a>	<a href="#">Print</a>

**Chk List** Update the checklist for insurance, passports, visas, and tickets collected/posted.



[Holiday Details](#) [Main Menu](#) [Log Off](#)

Check List

Insurance	British Citizen	British Subject	Other	Visa	Tickets Collected
No <input type="button" value="v"/> 00-00-0000	No <input type="button" value="v"/> 00-00-0000	No <input type="button" value="v"/> 00-00-0000	No <input type="button" value="v"/> 00-00-0000	No <input type="button" value="v"/> 00-00-0000	No <input type="button" value="v"/> 00-00-0000

[Update](#)



## Back Office Area

There are nine areas of back office functions that can be accessed by buttons from the Welcome page.

Agency: Msm Travel / 75972

**Log Off**

To maintain company security please use the log off button on this or any other form before closing this window.

**Front Office**      **Back Office**      **System Admin**

Customers    Supplier Payments    Daily Reports    Company Admin

Holidays    Mailshot    Management Admin    Suppliers

Suppliers View    B S P    Business House    Group Reports

Refunds    Branch Reports    Group Mailshot

Diary

### Supplier Payments

For when you want to pay a supplier.

**Supplier Payment (discounts)**    **Supplier Payment (manual)**    **Main Menu**    **Log Off**

Payment Information

Date: 19 August 2014

Cheque No:

Payment Type: Select Payment Type

Supplier: Select Supplier

Analysis: Select Analysis

Select Date, Payment Type, Supplier & Analysis then click Continue.

**Supplier Payment (discounts)**    **Supplier Payment (manual)**    **Main Menu**    **Log Off**

Payment Information

Date: 19 August 2014

Cheque No:

Payment Type: Direct Debit

Supplier: BA Flights

Analysis: Supplier ABTA

File No	Customer	Dep. Date	Booking Ref	Holiday Cost	Gross	Commission	VAT	VAT Type	Analysis	Pay	Receipts	Payments
2	Mr J Woodward	13/05/2013	8ig365	1642.00	1642.00	98.00	19.60	Stand: ▾	Suppli ▾	<input type="checkbox"/>	1441.30	600.00
13	Mr J Woodward	22/11/2013	3256789	180.00	180.00	0.00	0.00	Stand: ▾	Suppli ▾	<input type="checkbox"/>	0.00	0.00

Displays total receipts and total Gross paid on this file so far

Amend Gross, Commission & VAT if required and tick the rows you want to pay. Then click Calculate.



Supplier Payment (discounts) Supplier Payment (manual) Main Menu Log Off

Payment Information

Date: 19 August 2014 Supplier: BA Flights  
 Cheque No: Analysis: Supplier ABTA  
 Payment Type: Direct Debit Continue

File No	Customer	Dep. Date	Booking Ref	Hol Cost	Gross	Commission	VAT	Net	VAT Type	Analysis	h.c.pdf
2	Mr J Woodward	13/05/2013	8ig365	1642.00	1642.00	98.00	19.60	1524.40	Standard	Supplier ABTA	
Total To Pay								1524.40			

Back Remittance Pay Now

Opens a new tab allowing you to amend the commission on the holiday file.

If you want to go back to amend a payment use the Back button provided. This will preserve the information. The back button built in to the browser will not.

Review payment info, including total net to supplier. Click remittance if you want to print one. Must be done before you pay. Pay Now pays the payments out on the system.

Main Menu Log Off

**Your payment(s) have been paid to their accounts.**

OK

You can use the Supplier Payment (discount) button to pay off the discounts on the file in the same way.

**Mailshot** Takes you to a screen to create data for mail shots.

Main Menu Log Off

Report Type: PDF

Start Date: 19 August 2014 End Date: 19 August 2014  
 Min Cost PP: Holiday Type: Select Holiday Type  
 Supplier: Select Supplier

All Customers Booked Between Cost pp Booked Between Hol Type Booked Between Supplier  
 Departed Between Cost pp Departed Between Hol Type Departed Between Supplier

- Select
1. PDF for Labels
  2. XLS for spreadsheet with names addresses, and emails.
  3. TXT for email addresses formatted for Eshot.

Enter relevant dates, holiday type or supplier (if required), then click the appropriate button.



## BSP

Takes you to a screen to enter your IATA tickets which can be used to reconcile.

The BSP screen features a header with a beach image and navigation links 'Main Menu' and 'Log Off'. The 'Ticket Information' section includes fields for Date (20 August 2014), File No (3), Customer Name (Mrs L Spencer), Departure Date (13/05/2013), Ticket No (123456789), and Airline (BA). The 'Purchase Type' is set to 'Purchase Cash', and the 'Category' is 'e-ticket'. The 'Comm Rate' is 1. The 'Amount net of tax' is 100.00, 'BSP tax' is 10.00, 'Comm value' is 1.00, and 'Net Payable' is 99.00. There are 'Calculate' and 'Submit' buttons at the bottom.

Enter all fields down to but not including Comm.value and Net Payable, Click Calculate which will complete these 2 values and then click the submit button.

## Refunds

Takes you to a screen to help handle refunds. To be updated.

The Refunds screen has a header with a beach image and navigation links 'Main Menu' and 'Log Off'. It contains a 'Refund to/from' dropdown menu with 'Select Option' selected, a 'File No' input field, and a 'Submit' button.

## Diary

The diary provides a list of outstanding tasks to be completed, as well as showing those that have already been completed.

The Diary screen has a header with a beach image and navigation links 'Completed Tasks', 'Diary Add', 'Main Menu', and 'Log Off'. Below the header is a table with the following data:

Diary Date	User	Holiday No	Diary Entry	Mark Complete	Edit
20/08/2014	John Woodward	3	Check for API	<input checked="" type="checkbox"/>	

View completed tasks

Add a new task.

## Daily Reports

Gives you access to reports for front office staff like Balances due, ticket reports, diary report.

The Daily Reports screen has a header with a beach image and navigation links 'Main Menu' and 'Log Off'. It features a 'Report Type' dropdown menu with 'PDF' selected. Below this are 'Start Date' (20 August 2014) and 'End Date' (20 August 2014) fields. At the bottom are buttons for 'Balances Due', 'Confirmations Due', 'Tickets Due', 'Tickets Not Collected', 'Welcome Home', 'Daily Banking In', 'Pre Balance Reminder', and 'Diary Report'.

Select report type.  
PDF to print or XLS to  
download a spreadsheet.

Enter date range if  
required.

Click on relevant  
button and open  
report.



## Management Admin

Gives you access to a screen where you can amend receipts and supplier payments. You can also view a history for a chosen file.

Enter file number then click relevant button.

File No:

Receipts

Payments

File History

See page 12.

Main Menu Log Off

Customer receipts page.

Main Menu Log Off

Find Financial Info

File No: 3

Receipts

Payments

File History

Customer	Receipt No	Receipt Date	Supplier	Amount	Payment Type	Analysis	Edit
Mrs L. Spencer	3931	02/05/2013	Funway Holidays	£800.00	Cheque	Abta Receipt	
Mrs L. Spencer	3931	02/05/2013	Holiday Extras	£144.00	Cheque	Insurance	
Mrs L. Spencer	3940	21/09/2013	Funway Holidays	£100.00	Cash	Abta Receipt	
Mrs L. Spencer	3961	12/08/2014	Funway Holidays	£100.00	Debit Card	Abta Receipt	

Click to edit.

Customer Receipts Edit Page.

Management Admin Main Menu Log Off

Receipt Info

Receipt No: 3931

File No:

Departure Date: 13/05/2013

Receipt Date: 2 May 2013

Customer Name: Mrs L. Spencer / B78 1JF

Receipt User: John Woodward

Update

Supplier	Amount	Payment Type	Analysis	Update	Delete
Funway Holidays	800.00	Cheque	Abta Receipt	Update	Delete
Holiday Extras	144.00	Cheque	Insurance	Update	Delete
Funway Holidays		AMEX	Abta Receipt	Add	

ATOL Receipt

NON ATOL Receipt


Reprint receipt.

Edit info and click appropriate update button.

Holiday No	Supplier	Cost	Receipts	Balance
3	Funway Holidays	£5,407.08	£1,000.00	£4,407.08
3	Holiday Extras	£166.00	£144.00	£22.00



## Supplier Payments page.



Main Menu Log Off

Find Financial Info

File No:

Receipts


Payments

File History

Customer	Pay Date	Supplier	Gross	Net	Payment Type	Analysis	Edit
Mr J Woodward	06/08/2013	Travel 2	£300.00	£300.00	Direct Debit	Supplier ABTA	
Mr J Woodward	12/02/2013	United Airlines	£300.00	£274.80	Direct Debit	Supplier ATOL	
Mr J Woodward	19/08/2014	BA Flights	£200.00	£200.00	Direct Debit	Supplier ABTA	

Click to edit.

## Supplier Payments edit page.



Management Admin Main Menu Log Off

Payment Information

Date:

Holiday No:

Customer Name: Mr J Woodward

Departure Date: 13/05/2013

Supplier:

Payment Type:

Analysis:

Delete

Cheque No:

Gross:

Commission:

VAT:

Input VAT:

Net:

Vat Type:

Continue

Remittance

Submit


Click to delete record.

Edit details, then click continue.

Submit to save.

## Business House

Allows you to print a balance list or statement for business customers.



Main Menu Log Off

Business House

Company Name:

Statement up to:

Statement

Balance List



## Branch Reports

Allows you to access reports for the branch you are currently logged in to.

The screenshot shows the Branch Reports interface. At the top, there is a header with a beach background and a 'Main Menu' button. Below the header, there is a 'Report Type' dropdown menu set to 'PDF'. To the right of the dropdown, there are two buttons: 'Main Menu' and 'Log Off'. Below the 'Report Type' dropdown, there are two date pickers: 'Start Date' and 'End Date', both set to '20 August 2014'. To the right of the date pickers, there are two dropdown menus: 'Payment Type' (set to 'Select Payment Type') and 'Supplier' (set to 'Select Supplier'). Below these, there is a 'User' dropdown menu (set to 'Select User') and a 'Destination' text input field. Below the input fields, there is a grid of buttons for various reports. The buttons are arranged in a grid and include: 'Daily Banking In', 'Analysis In', 'Analysis In Summary', 'Analysis Out', 'Analysis Out Direct Payments', 'Analysis Out By Supplier', 'Analysis Out Summary', 'Analysis Out By Payout Type', 'VAT By Type', 'Business Booked', 'Business Booked for User', 'Business Booked by Supplier', 'Commissions Earned', 'Commissions Earned for User', 'By Supplier (booked)', 'By Supplier (Departure Date)', 'Payments Due By Supplier', 'Cash Held', 'File Check', 'ATOL Totals by booked date', 'ATOL Totals by departure date', 'Business Booked TTA', 'TTA Report', 'Business Bkd Summary TTA', 'Holiday Type Summary', 'Source Summary', 'Money In Daily Totals', 'Cashflow Forecast', 'Booked By Destination', 'Paid To Supplier', 'Enquiry Report', 'Business by Dep. Date', 'Customer Total Spend', and 'Business Booked for User TTA'. Annotations with arrows point to specific elements: 'Select report type. PDF to print or XLS to download a spreadsheet.' points to the 'Report Type' dropdown; 'Enter date range if required.' points to the 'Start Date' and 'End Date' pickers; 'Enter additional information if required.' points to the 'Supplier' dropdown; and 'Click on relevant button to open report.' points to the 'Business Booked by Supplier' button.

Select report type.  
PDF to print or XLS to  
download a spreadsheet.

Main Menu Log Off

Report Type: PDF

Start Date: 20 August 2014

End Date: 20 August 2014

Payment Type: Select Payment Type

Supplier: Select Supplier

User: Select User

Destination:

Daily Banking In Analysis In Analysis In Summary Analysis Out

Analysis Out Direct Payments Analysis Out By Supplier Analysis Out Summary Analysis Out By Payout Type

VAT By Type Business Booked Business Booked for User Business Booked by Supplier

Commissions Earned Commissions Earned for User By Supplier (booked) By Supplier (Departure Date)

Payments Due By Supplier Cash Held File Check ATOL Totals by booked date

ATOL Totals by departure date Business Booked TTA TTA Report Business Bkd Summary TTA

Holiday Type Summary Source Summary Money In Daily Totals Cashflow Forecast

Booked By Destination Paid To Supplier Enquiry Report Business by Dep. Date

Customer Total Spend Business Booked for User TTA

Enter date range if required.

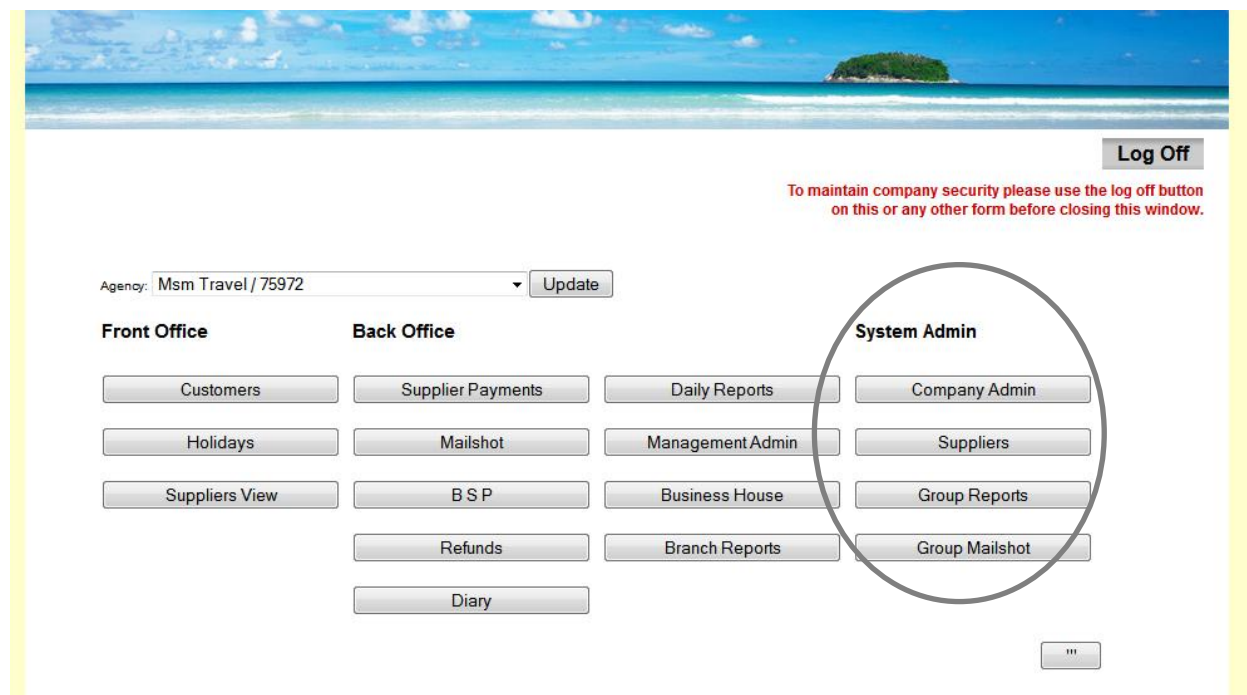
Enter additional information if required.

Click on relevant button to open report.



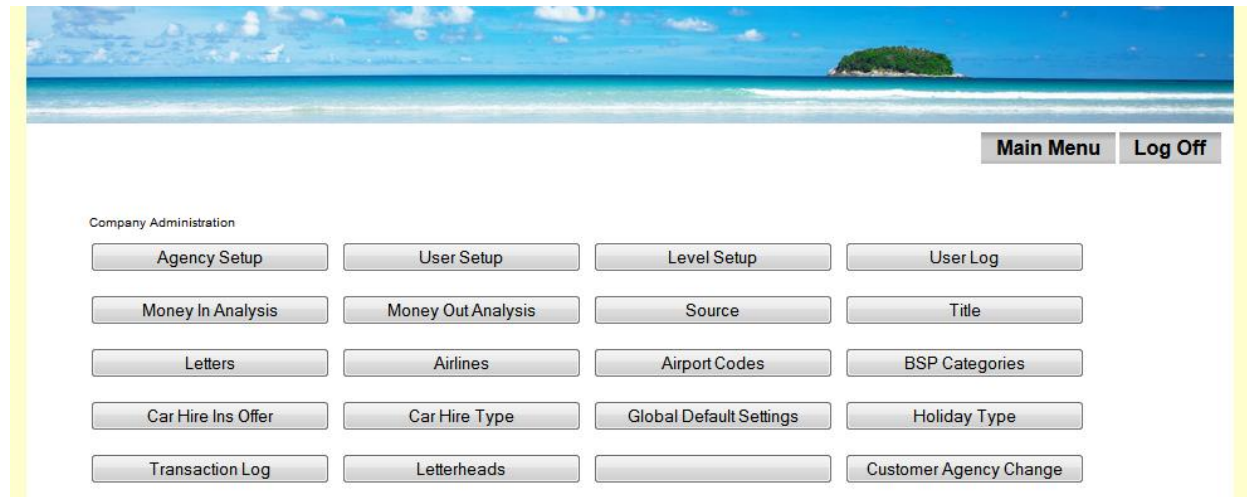
## System Admin

System admin and multi-branch (group) reports



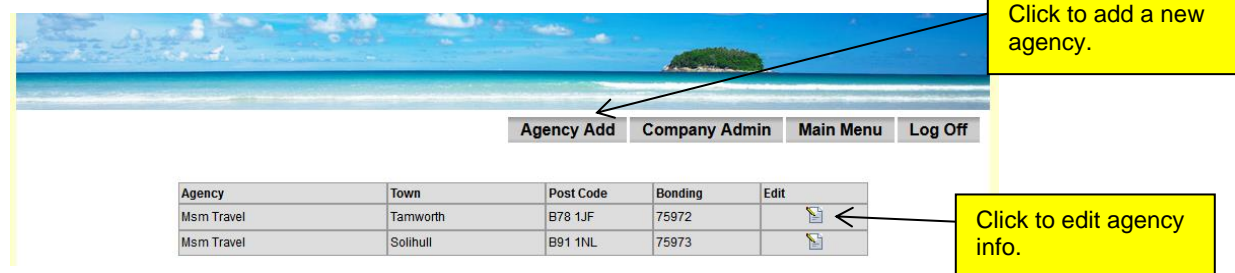
### Company Admin

For all branch, user, analysis types and more.

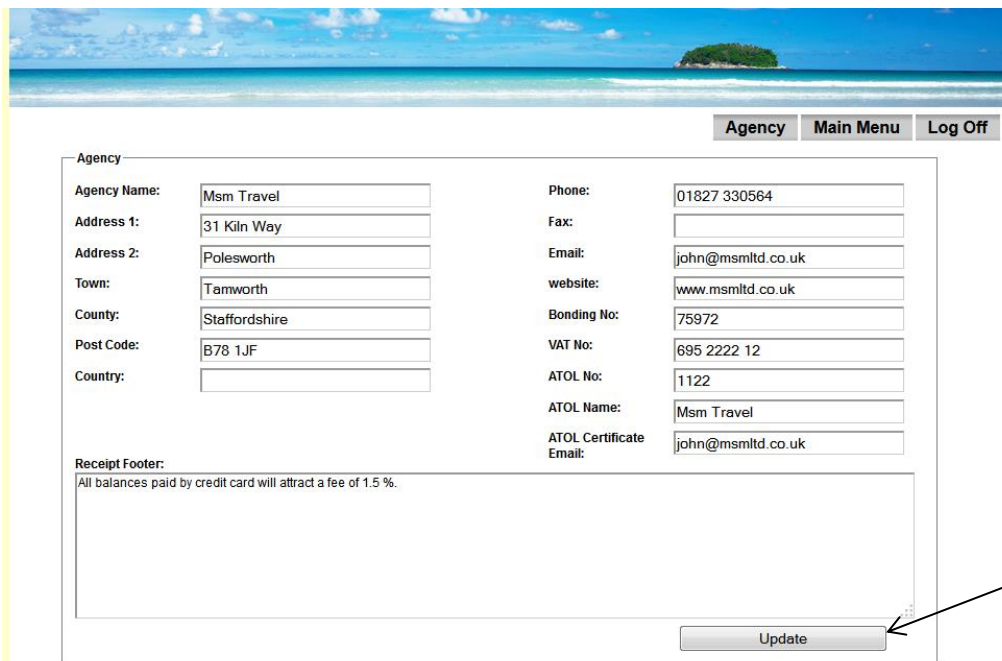


### Agency Setup

For adding and editing agency information.







Agency Setup Form with fields for Agency Name, Address, Phone, Email, etc.

Agency Name:	Msm Travel	Phone:	01827 330564
Address 1:	31 Kiln Way	Fax:	
Address 2:	Polesworth	Email:	john@msmltd.co.uk
Town:	Tamworth	website:	www.msmltd.co.uk
County:	Staffordshire	Bonding No:	75972
Post Code:	B78 1JF	VAT No:	695 2222 12
Country:		ATOL No:	1122
		ATOL Name:	Msm Travel
		ATOL Certificate Email:	john@msmltd.co.uk

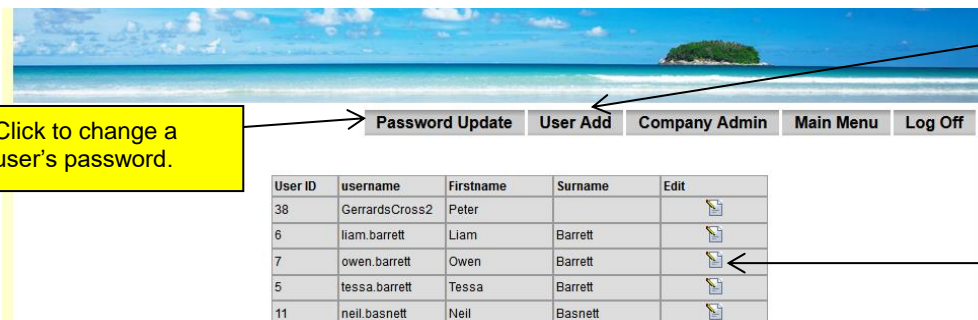
Receipt Footer:  
All balances paid by credit card will attract a fee of 1.5 %.

Update






Update information and click update.

## User Setup

For adding and editing user information.



User Setup Form with buttons for Password Update, User Add, Company Admin, Main Menu, Log Off.

User ID	username	Firstname	Surname	Edit
38	GerrardsCross2	Peter		
6	liam.barrett	Liam	Barrett	
7	owen.barrett	Owen	Barrett	
5	tessa.barrett	Tessa	Barrett	
11	neil.basnett	Neil	Basnett	

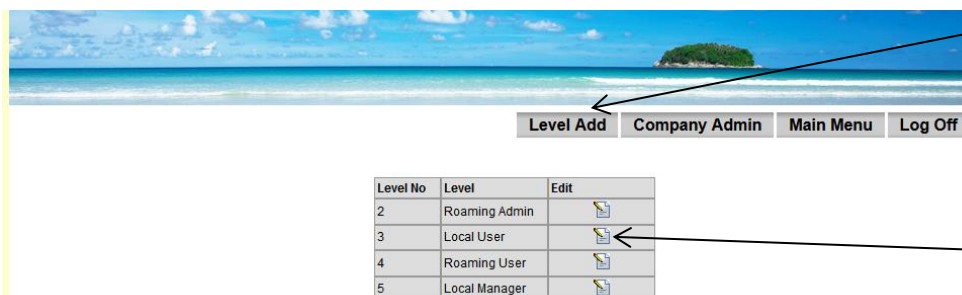
Click to change a user's password.

Click to add user information.





Click to edit user information.

## Level Setup

For adding and editing levels which decide what people can access when they log in.



Level Setup Form with buttons for Level Add, Company Admin, Main Menu, Log Off.

Level No	Level	Edit
2	Roaming Admin	
3	Local User	
4	Roaming User	
5	Local Manager	

Click to add a new level.

Click to edit level information.



## User Log

For viewing who logged in, when, and for logging users off the system.

View users currently logged in and log them off.

View the user log.

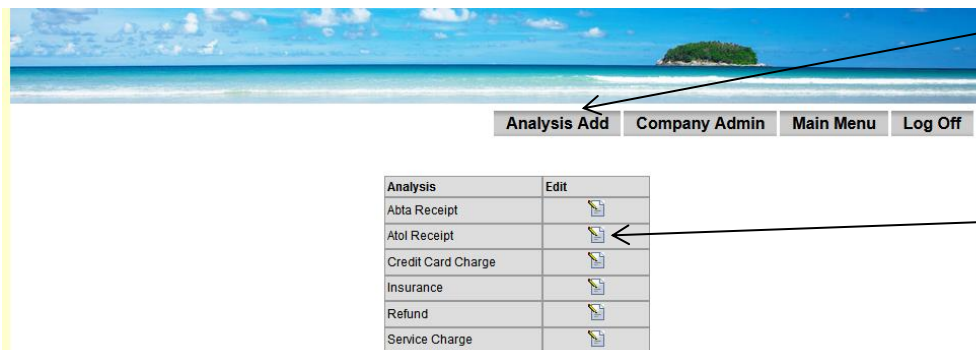


## Money In Analysis

For adding and editing receipt analysis categories.

Click to add a new category.

Click to edit a category.

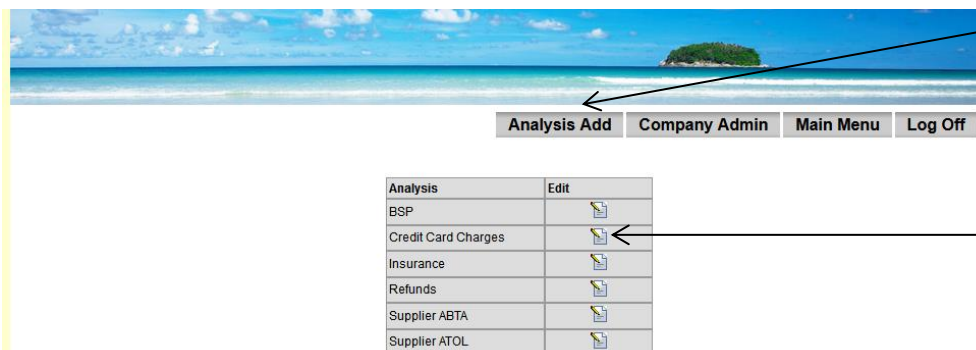


## Money Out Analysis

For adding and editing supplier payment analysis categories.

Click to add a new category.

Click to edit a category.

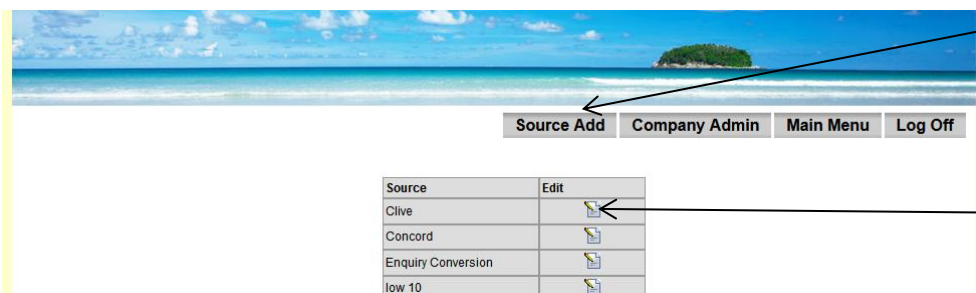


## Source

For adding and editing holiday source categories.

Click to add a new category.

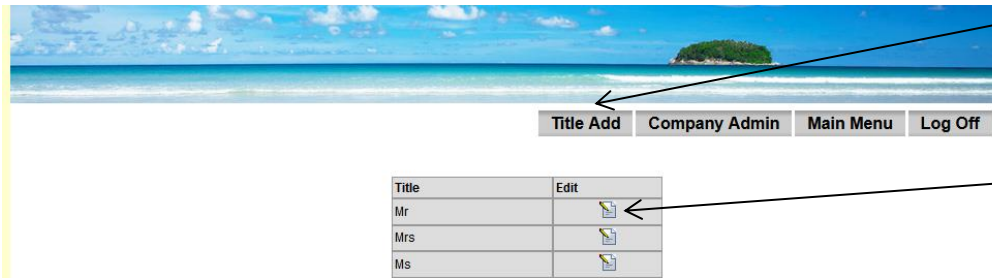
Click to edit a category.





## Title

For adding and editing titles (i.e. Mr, Mrs).



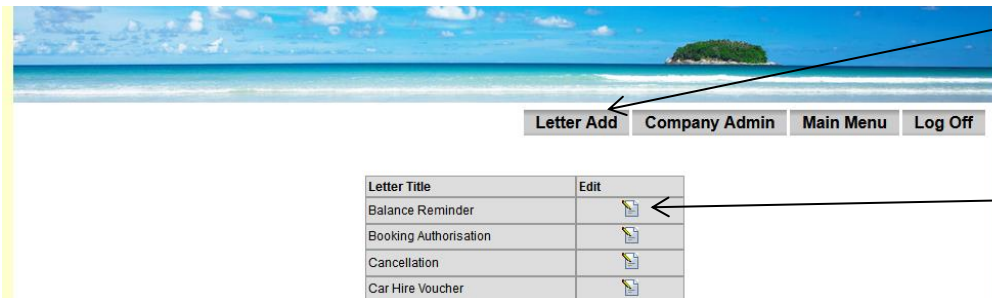
Title	Edit
Mr	
Mrs	
Ms	

Click to add new.

Click to edit.

## Letters

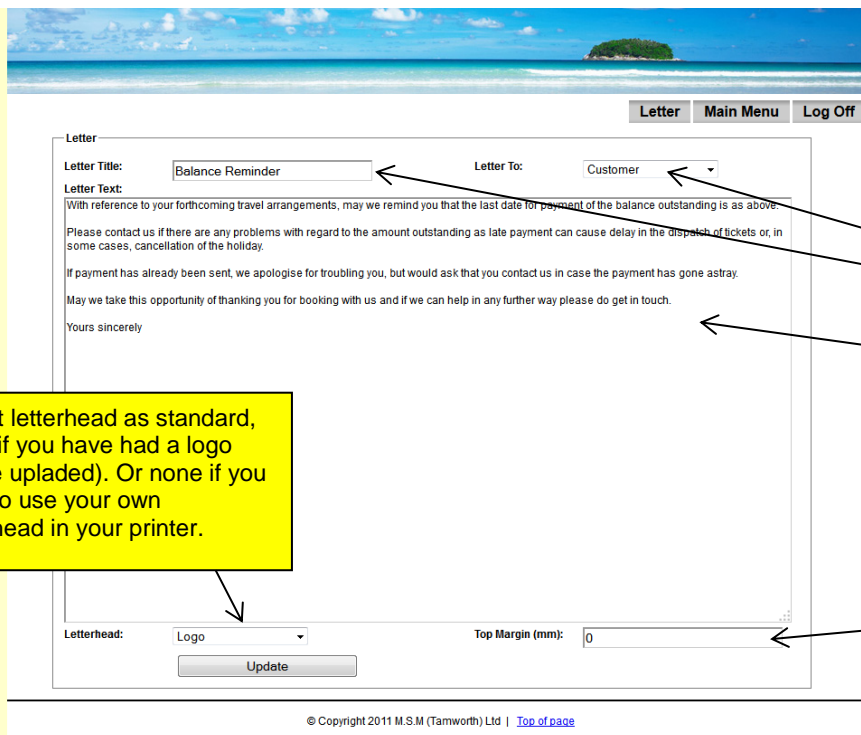
For adding and editing letters on the holiday documents page.



Letter Title	Edit
Balance Reminder	
Booking Authorisation	
Cancellation	
Car Hire Voucher	

Click to add new.

Click to edit.



Letter

Letter Title:  Letter To:

Letter Text:

With reference to your forthcoming travel arrangements, may we remind you that the last date for payment of the balance outstanding is as above.

Please contact us if there are any problems with regard to the amount outstanding as late payment can cause delay in the dispatch of tickets or, in some cases, cancellation of the holiday.

If payment has already been sent, we apologise for troubling you, but would ask that you contact us in case the payment has gone astray.

May we take this opportunity of thanking you for booking with us and if we can help in any further way please do get in touch.

Yours sincerely

Letterhead:  Top Margin (mm):

Update

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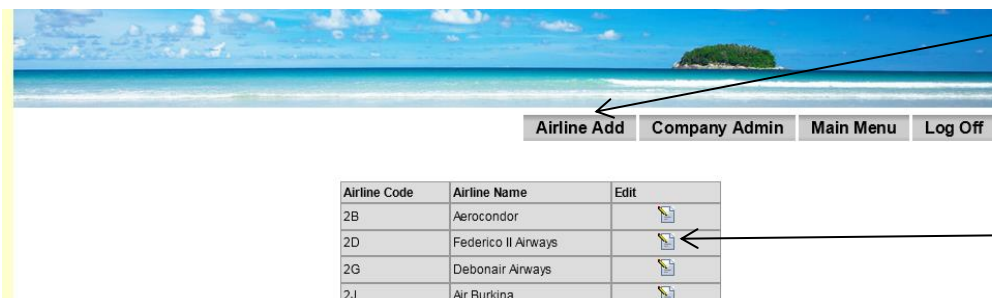
Enter a title, select who it goes to, and enter text.

Select letterhead as standard, logo (if you have had a logo image upladed). Or none if you wish to use your own letterhead in your printer.

Set top margin if you use None as letterhead.

## Airlines

For adding and editing airline names and codes.



Airline Code	Airline Name	Edit
2B	Aerocondor	
2D	Federico II Airways	
2G	Debonair Airways	
2J	Air Burkina	

Click to add new.

Click to edit.



#### Airport Codes

For adding and editing airport names and codes.

Click to add new.

Airport Add Company Admin Main Menu Log Off

Airport Code	Airport Name	Edit
AAA	ANAA	
AAE	ANNABA	
AAK	ARANUKA	
AAL	AALBORG	




Click to edit.

#### BSP Categories

For adding and editing BSP categories.

Click to add new.

BSP Category Add Company Admin Main Menu Log Off

BSP Category	Edit
4 coupon	
e-ticket	
Mpd	


Click to edit.

#### Car Hire Ins Offer

For adding and editing car hire offer information.

Click to add new.

Car Hire Insurance Add Company Admin Main Menu Log Off

Car Hire Ins Offer	Edit
Hertz Deal	




Click to edit.

#### Car Hire Type

For adding and editing car hire types.

Click to add new.

Car Type Add Company Admin Main Menu Log Off

Car Type	Edit
4X4	
Compact	
Economy	

Click to edit.



## Global Default Settings For editing global settings.

Global Defaults

VAT Rate:  Balance Due:

Conf Due Days:  Default Weeks:

Report:  Tickets Due Days:

Receipt Words

ATOL:

This document is a receipt issued for your financial protection. It is not a confirmation invoice or a ticket. These will be given to you as they are received from the A.T.O.L. Holder. Full details of your booking will be shown on your ticket and your booking is subject to the terms and conditions of the carrying Airline(s). Monies are taken for and on behalf of the A.T.O.L. Holder(s).

Receipt Words

ABTA:

Invoice Words

ATOL:

Your Financial Protection:  
All monies paid by you for the air holiday package/flights shown are ATOL protected by the Civil Aviation Authority.  
Our ATOL number is ATOL1122. For more information see our booking terms and conditions.

Update

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Edit fields as required and click update.

## Holiday Type For adding and editing holiday types.

Holiday Type Add Company Admin Main Menu Log Off

Holiday Type	Edit
Accommodation	
Attractions	
Car Ferry	
Car Hire	

Click to add new.

Click to edit.

**Transaction Log** For viewing the transaction log for a specific file. Data is automatically recorded for each receipt, and supplier transaction. You can view the information to prove exactly what was done and when if the need arises. On the first page enter the file number and click Find.

Transaction Log Company Admin Main Menu Log Off

Date	Action	User	Table	Info
2013-08-06 13:51:09	Add	john.woodward	Receipts	Userid=3 ReceiptNo=3938 ReceiptDate=2013-08-06
2013-08-06 13:51:28	Add	john.woodward	Receipts	Supplier=Travel 2 ReceiptNo=3938 Amount=500 Payment Type=Cash
2013-08-06 13:52:11	Update	john.woodward	Receipts	Supplier=Travel 2 ReceiptNo=3938 Amount=600 Payment Type=Cash
2013-08-06 13:52:58	Add	john.woodward	Payments	Supplier=Travel 2, Gross=300, Comm.=0, VAT=0, Payment Type=Direct Debit

Date and time of transaction.

Either add, update or delete.

User

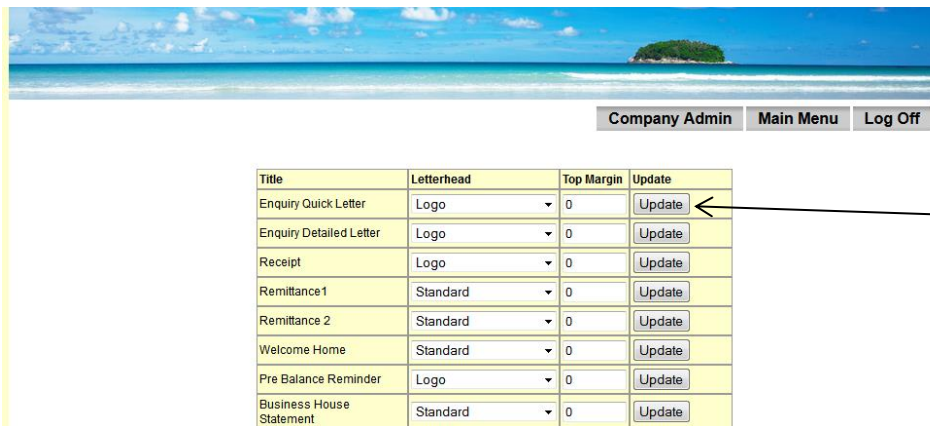
Either receipts or Payments.

Transaction information



## Letterheads

For editing letterhead information for documents not on the holiday documents page. I.e. Receipts, remittance.

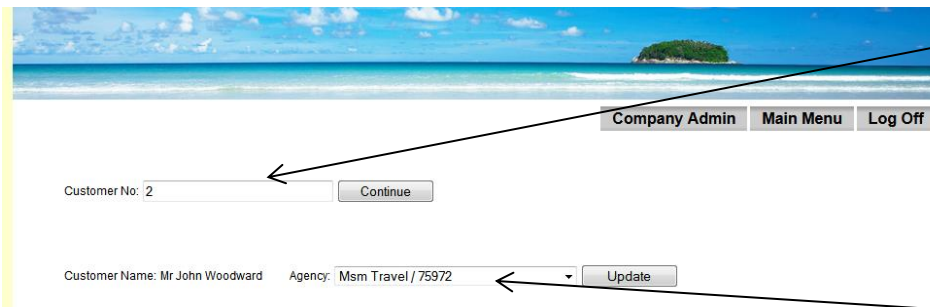


Title	Letterhead	Top Margin	Update
Enquiry Quick Letter	Logo	0	<input type="button" value="Update"/>
Enquiry Detailed Letter	Logo	0	<input type="button" value="Update"/>
Receipt	Logo	0	<input type="button" value="Update"/>
Remittance1	Standard	0	<input type="button" value="Update"/>
Remittance 2	Standard	0	<input type="button" value="Update"/>
Welcome Home	Standard	0	<input type="button" value="Update"/>
Pre Balance Reminder	Logo	0	<input type="button" value="Update"/>
Business House Statement	Standard	0	<input type="button" value="Update"/>

Edit and update line by line.

## Customer Agency Change

For editing which agency a customer is assigned to. If you have entered customer details, even if you have bookings for that customer you can assign them to a different agency.



Enter customer number (available on customer page), the click continue.

Select the agency you want the customer assigned to and click update.

## From the Main Menu

### Suppliers

For adding and editing supplier information.

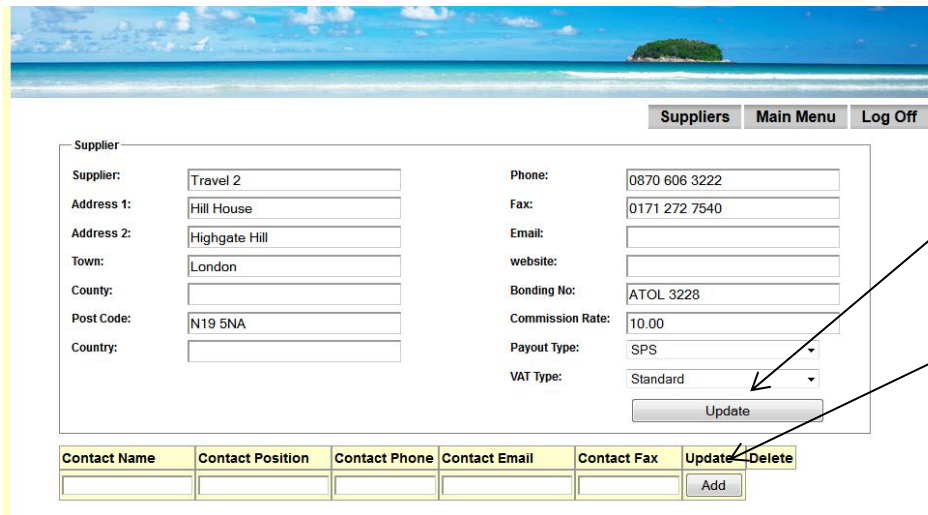


Supplier	Town	Post Code	Phone	Edit
Taber Holidays	Bradford	BD1 2SX	01274 393480	
TAP Air Portugal	London	SW1V 1JW	0171 976 5366	
Tapestry Holidays	London	W6 OAX		
TAROM ROMANIAN AIR			020 72243693	
Telecommunications Management Ltd	Humber Road,	NW2 6EW	0844 499 0414	
TELETICKET	Brighton	BN1 1UF	01273 878 300	
Thai Airways International Public Co.		W1X 4LE	0171 499 9113	
the swan hotel				
The Travel Centre (Norwich)		NR6 5PW	01603 253810	
Thomas Cook Holidays	Peterborough	PE3 8XP	121-08704434441	
Thomson	Luton	LU2 9TN	0171 387 9321	

Add a new supplier.

Edit supplier information.





Suppliers Main Menu Log Off

Supplier:

Supplier: Travel 2

Address 1: Hill House

Address 2: Highgate Hill

Town: London

County:

Post Code: N19 5NA

Country:

Phone: 0870 606 3222

Fax: 0171 272 7540

Email:

website:

Bonding No: ATOL 3228

Commission Rate: 10.00

Payout Type: SPS

VAT Type: Standard

Update

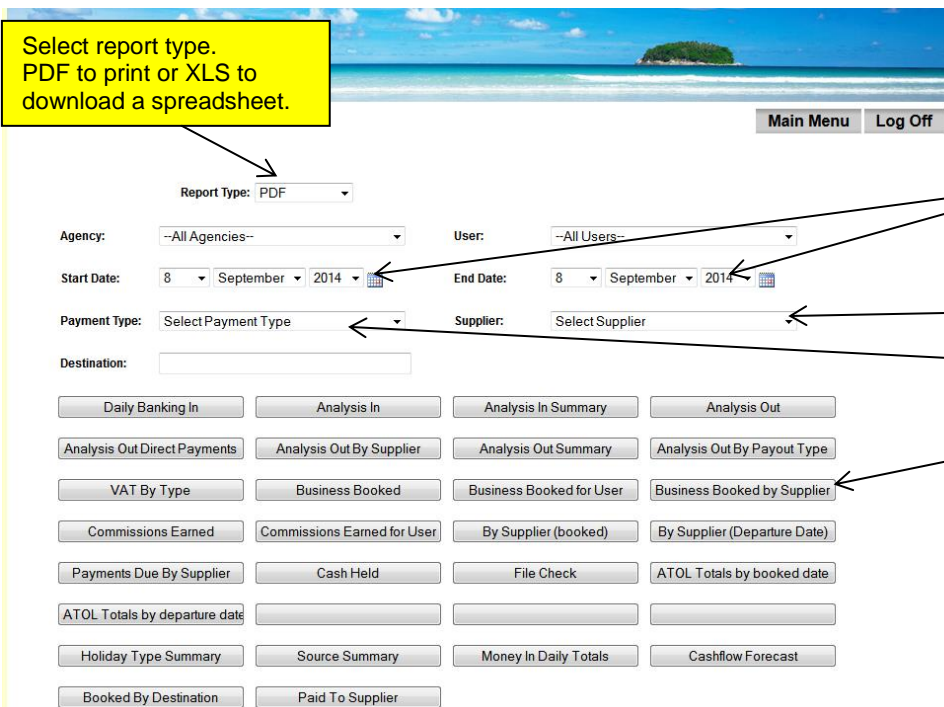
Contact Name	Contact Position	Contact Phone	Contact Email	Contact Fax	Update	Delete
					Add	

Edit supplier information then click update.

Add and edit contact information for personal contacts within the company.

#### Group Reports

Allows you to access reports for the whole group or a particular branch.



Main Menu Log Off

Report Type: PDF

Agency: --All Agencies--

User: --All Users--

Start Date: 8 September 2014

End Date: 8 September 2014

Payment Type: Select Payment Type

Supplier: Select Supplier

Destination:

Daily Banking In Analysis In Analysis In Summary Analysis Out

Analysis Out Direct Payments Analysis Out By Supplier Analysis Out Summary Analysis Out By Payout Type

VAT By Type Business Booked Business Booked for User Business Booked by Supplier

Commissions Earned Commissions Earned for User By Supplier (booked) By Supplier (Departure Date)

Payments Due By Supplier Cash Held File Check ATOL Totals by booked date

ATOL Totals by departure date

Holiday Type Summary Source Summary Money In Daily Totals Cashflow Forecast

Booked By Destination Paid To Supplier

Select report type. PDF to print or XLS to download a spreadsheet.

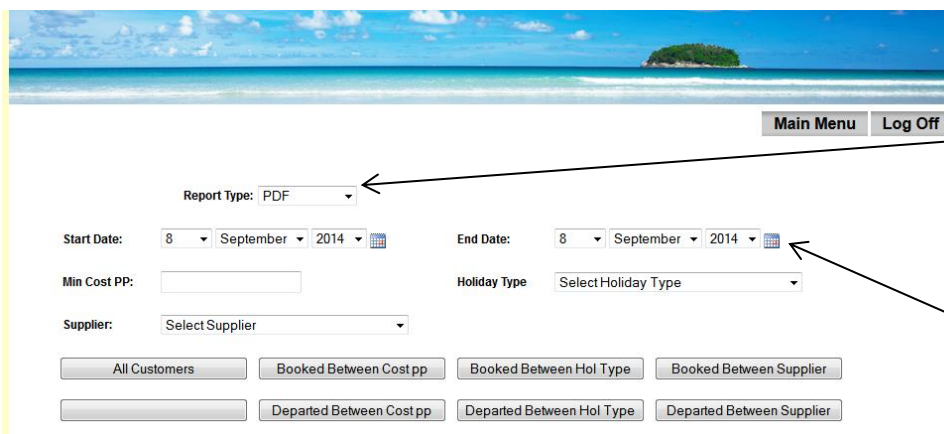
Enter date range if required.

Enter additional information if required.

Click on relevant button to open report.

#### Group Mailshot

Takes you to a screen to create data for mail shots for the whole group.



Main Menu Log Off

Report Type: PDF

Start Date: 8 September 2014

End Date: 8 September 2014

Min Cost PP:

Holiday Type: Select Holiday Type

Supplier: Select Supplier

All Customers Booked Between Cost pp Booked Between Hol Type Booked Between Supplier

Departed Between Cost pp Departed Between Hol Type Departed Between Supplier

- Select
- PDF for Labels
  - XLS for spreadsheet with names addresses, and emails.
  - TXT for email addresses formatted for Eshot.

Enter relevant dates, holiday type or supplier (if required), then click the appropriate button.



## Making Tax Digital

With the introduction of Making Tax Digital we have been working to produce file downloads to match the template requirements of the leading accounts packages. We have started with Sage. Before you can use this facility you must complete additional fields required by Sage for this process to work. The first thing you must do is Go from the Main Menu to Company Admin, and then in to Agency Setup. Here you must edit each agency and add the required information.

MTD Receipt Account Ref:	<input type="text" value="1200"/>	MTD Receipt Nominal Code:	<input type="text" value="1107"/>
MTD Receipt Taxcode:	<input type="text" value="T9"/>	MTD Payment Nominal Code:	<input type="text" value="1108"/>
MTD Payment Taxcode:	<input type="text" value="T9"/>	MTD Insurance Nominal Code	<input type="text" value="1109"/>
Comm. Account Ref:	<input type="text" value="1220"/>	Comm. Supplier Nominal Code	<input type="text" value="4000"/>
Comm. Ins Nominal Code	<input type="text" value="40001"/>		

Use your own references and codes as required. Once these are complete you need to go from the Main Menu to Suppliers (in the right hand column) and edit each supplier. Here you need to add the Account Ref you want to use when the data is exported. You also need to change the Travel Insurance Co from No to Yes where applicable.

Once this is complete and you have entered your receipts and payments for the period you are dealing with, from the Main Menu goto Branch Reports and then MTD Downloads. Enter your required date range and click on the required button for either Sage Receipts or Sage Payments, save the output as required and you should then be able to use that to import to Sage. If you need assistance with the import please contact Sage for help as I am not able to help with this.