

This is the code to be applied against all commission VAT calculations for an agency booking.

Local Currency Code

Valid Currency Code

This code is used for documentation output. All calculations of exchange rate are relative to this currency code.

Company Name, Address, Postcode and Telephone No.

This is the owners company details output on the invoice and other client documentation.

Insurance Due On...

01 - 31

This is the day on which insurance is due from the insurance company. When the raise ticket date is pre-filled in the itinerary system the NEXT occurrence of this date is used.

Booking History

Y or N

Itinerary History

Y or N

The above two fields specify whether the amendment histories' are turned on or off.

Over payment will allocate the outstanding by age Y or N.

If No, the amount will be left as unallocated cash and this will be shown on the ledger as specified below.

Unallocated cash will be posted as UNC or RFD

U or R

Unallocated cash will be posted as either a refund or unallocated cash.

*Note: A refund item cannot be touched for other purposes.*

Invoice charges will allocate UNC items  
(with current booking first)

Y or N

When the booking value changes, the system will look for any spare cash to pay off against any invoices that have been posted.

Invoice Text

This is an area of free format text that will appear on the invoice.

## 2.11 Personal Diary FM

### Prerequisites

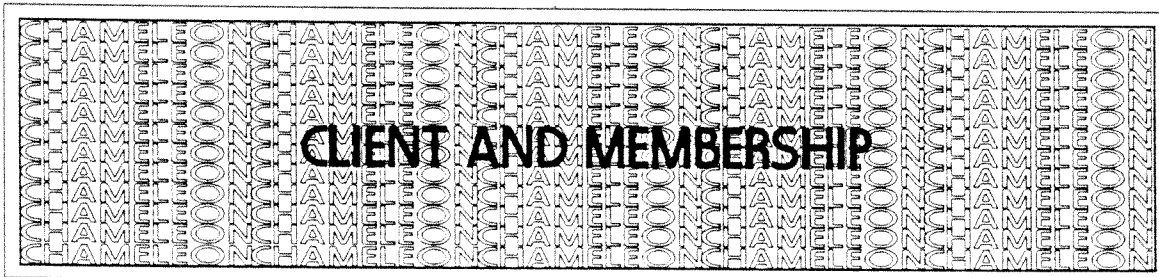
The diary type must have previously been set up in within System Codes - "Diary Types".

### Procedure

The system will allow input of the following:

|            |                         |
|------------|-------------------------|
| Diary Type | 3 Character Identifier  |
| Date       | Date Required for Entry |
| Time       | From/To Times           |
| Text       | 48 Characters of text.  |

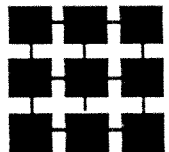
The system will allow you to Add, Amend, Delete or Display items on file. To Display items, the Diary type and Date must be specified. All items for that date onwards will be displayed until EOF is encountered.



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## 1.0 INTRODUCTION

The client and membership functions have been designed to operate either standalone or as an integrated part of the FCS Travel Portfolio. If these options are purchased standalone it provides the user will a full mailing list system with the addition of maintaining a club membership system. If the client and membership functions are purchased as part of the FCS Travel System the client file is central to both the bookings and accounting parts of the system.

## 2.0 CLIENT DETAILS

### 2.1 Client/Mailing List FM

#### Prerequisites

None

#### Procedure

The system will allow input of the following fields:

Reference

The above field is the key to the file and is automatically maintained by the system as an incrementing number.

|                       |        |           |
|-----------------------|--------|-----------|
| Title                 |        |           |
| Initial               |        |           |
| Surname               |        |           |
| Address               | line 1 | Mandatory |
|                       | line 2 | Mandatory |
|                       | line 3 |           |
|                       | line 4 |           |
| Post code             |        |           |
| Home Telephone Number |        |           |
| Work Telephone Number |        |           |

The following fields are maintained by the system:

|                   |                   |
|-------------------|-------------------|
| Membership Number | (If configurable) |
| Last Booking      | <i>ddmmyy</i>     |
| Current Balance   |                   |
| Turnover          |                   |
| Statement Date    |                   |
| Statement Balance |                   |

The system will allow you to Add, Amend, Delete or Display details from file. In Display mode, one record per screen is displayed. Further items are available by entering <C/R> at the reference field or a start reference number to jump into the file.

### 2.1.1 Title

Up to four alphanumeric characters are enterable. The system will use them to access the Title file when printing on any client documentation.

**\*\*\* WARNING \*\***

If a match is found on file, the system will expand the title out to the description held on file. If this facility is not required, then do not place codes onto the title file.

### 2.1.2 Membership Number

If the Membership sub-system had been purchased, then it is possible to register the client into the club - a cross reference to the membership details file is maintained here by the system. The system will prompt you "Do you wish to add this client's membership?" Enter "N" if no membership required (See Client Membership FM for further details).

### 2.1.3 Automatic Additions

If the system is being run in conjunction with the FCS Booking and Administration module, it is possible to configure the system to automatically maintain the Client/Mailing list facility. When configured, the system adds a new entry into the database for every client booking where the system did not retrieve details at the start of the booking procedure. (See Bookings and Administration for further details).

## 2.2 Similar Names Print

This function lists all the entries made in the Client File Maintenance and is typically used when trying to find the details of a Client when the Client Reference Number is not available.

### Procedure

The system will allow entry of the following:

|                  |                |
|------------------|----------------|
| Name             | Name of Client |
| Initial if known |                |

If the initials are entered this function will only show all the clients that match the entered values exactly. If only the surname is entered the function will display from that point onwards.

The system will allow you to (D)isplay or (P)rint the report.

If the Display facility is selected, the system will display a sequential list of all the clients meeting the given criteria. If the display takes more than one page the "More (Y/N)" prompt will be shown. If the user types "N" the display will stop otherwise the display will continue until the end of file is reached.

If the Print facility is selected the user will be prompted for a printer name. The report will then be printed to the named printer.

The details displayed or printed are :

Client Name                      Surname + Initials + Title  
Client Account Reference  
First Line of Address  
Amount Spent

### 3.0 MEMBERSHIP DETAILS

The membership sub-system contains three modules. This sub-system allows the user to monitor renewal payments for members and hold extra details against a client.

The client file must be available for the membership sub-system to work.

#### 3.1 Membership FM

This function allows the user to tell the system that a client is also a member. It also allows details relevant to renewal payment collection to be entered.

##### Prerequisites

The client must have been entered into the client sub-system, either via client file maintenance or via the main booking suite.

##### Procedure

The system will allow entry of the following:

Membership Number

This field is the key to the file. In add mode this value is defined by the system.



### Procedure

The system will allow entry of the following:

#### Membership Reference

This is the reference that was automatically created when the member was added to the system. ( see 3.1 for the structure of the reference ).

The system will show the following details when the membership reference is entered :

|                |  |
|----------------|--|
| Client Account |  |
| Account Name   | ( As defined in the Membership FM, not in the Client FM) |
| Renewal Date   | From the Membership FM                                   |
| Renewal Amount |  |

The system will then prompt for :

Paid

The user may then enter a value up to and including the Renewal Amount. The field is defaulted to the full renewal amount.

This function will allow the user to enter 19 membership payments at once. If the user wishes to finish without entering all 19 payments pressing <CR> in the membership reference or <F1> will prompt for "OK to Process". If "OK" is entered the system will update the members that have paid and put the values into the nominal ledger ( if configured ).

The accounts this function uses for posting into the Nominal Ledger are defined in Nominal Ledger General Parameters.

## 3.3 Membership Renewal Report

This function allows the user to chase up members who have not paid their membership.

### Prerequisites

None

### Procedure

The system will allow entry of the following:

|                  |               |
|------------------|---------------|
| Display or Print | Defaults to D |
|------------------|---------------|



Renewal Date From  
Renewal Date To

These two dates are used for selecting which members to show on the report. If the user enters <CR> the system will default to first and last as appropriate.

The report will detail the following :

Membership Number  
Client Reference  
Client Name  
Renewal Date  
Amount Outstanding

Items will appear on this report until all the monies due ( as specified in membership FM ) are paid.

If the D for Display Option is chosen the details will be displayed to the screen. If the display runs over more than one page the user will be prompted "More (Y/N)". If "N" is entered the display will stop otherwise the display will continue until either the end of file is reached or N is entered.

If the P for Print Option is chosen the user will be prompted to enter a printer name. The report will then be printed to that printer.

## 4.0 DOCUMENTATION

These four functions allow the user to send letters or print labels for clients and members.

### 4.1 Wordprocessor P12

#### 4.1.1 Queue Letters and Labels

This routine is a generalised queue generation routine for the FCS Chameleon Travel product.

##### Prerequisites

None

##### Procedure

The system will allow input of the following fields:

|                      |           |
|----------------------|-----------|
| Letter or Label type | Mandatory |
|----------------------|-----------|



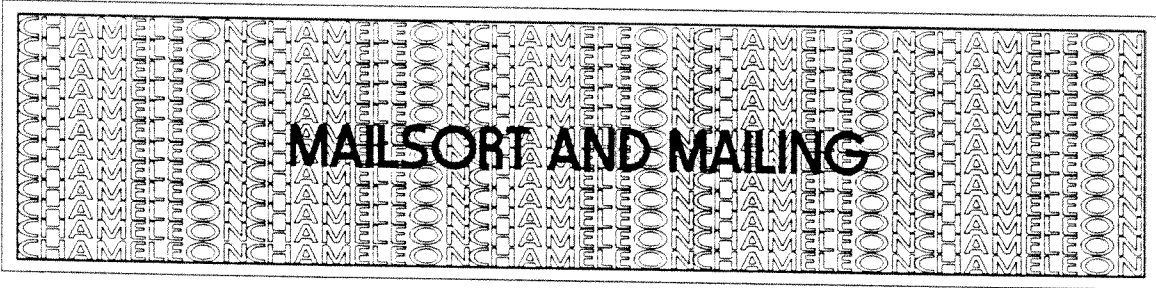


Enter L and the labels will be printed.

Format Description for Label

If Labels are being printed the label format is required. ( See System Maintenance Manual for help ). If letters are being printed this input is ignored.

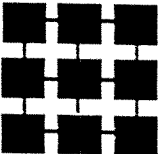
The user will be prompted after "OK to Process" for a printer to send the details to. The system will display an indication of the current record being processed once the print has started.



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## 1.0 INTRODUCTION

The Mailsort sub-system has been designed to operate either standalone, or as an integral part of the FCS Travel Portfolio.

*Note: The client mailing list must be purchased before Mailsort will run.*

The available facilities may be split into three categories:

File Maintenance

Creating and performing a mailing

Reports

There follows a more detailed look at the Mailsort facility.

## 2.0 FILE MAINTENANCE PROGRAMS

There are four distinct areas of maintenance for the Mailsort subsystem. Some information can be obtained from the Royal Mail on magnetic media (see your Mailsort Coordinator), the rest must be entered before the mailing can be created and processed.

### 2.1 General Parameters

#### Prerequisites

You will need a copy of the Mailsort users manual and details of the Mailsort contract.

#### Procedure

The system will allow input of the following fields:

| Service being used | Mandatory |
|--------------------|-----------|
|--------------------|-----------|

There are 3 services defined to the Mailsort sub-system:

|    |            |
|----|------------|
| M1 | Mailsort 1 |
| M2 | Mailsort 2 |
| M3 | Mailsort 3 |

The input of the service is used for working out pricing and discounts to be applied.

---

|                                      |                                     |
|--------------------------------------|-------------------------------------|
| Straight line pricing minimum weight | Mandatory<br>numeric 1 - 9999 grams |
|--------------------------------------|-------------------------------------|

|                                      |                                     |
|--------------------------------------|-------------------------------------|
| Straight line pricing maximum weight | Mandatory<br>numeric 1 - 9999 grams |
|--------------------------------------|-------------------------------------|

This information can be gained from the Mailsort user guide.

|              |           |
|--------------|-----------|
| Price Factor | Mandatory |
|--------------|-----------|

|              |           |
|--------------|-----------|
| Posting Rate | Mandatory |
|--------------|-----------|

The current posting rate for the class chosen ie. first or second class.

|                        |           |
|------------------------|-----------|
| Minimum Selection Size | Mandatory |
|------------------------|-----------|

This is fixed by the Royal Mail, typically 10 packets or 25 letters.

|                     |           |
|---------------------|-----------|
| Maximum Bundle Size | Mandatory |
|---------------------|-----------|

This is the maximum number of letters/packets that can reasonably be bundled together.

|                  |           |
|------------------|-----------|
| Maximum Bag Size | Mandatory |
|------------------|-----------|

This is the maximum number of letters/packets that can be reasonably put within a standard Royal Mail bag.

|                     |           |
|---------------------|-----------|
| Average Item Weight | Mandatory |
|---------------------|-----------|

This is the weight of the item to be mailed in grams. It must be a valid Mailsort weight ie. less than 1 KG.

|                     |       |
|---------------------|-------|
| Host Posting Region | A - P |
|---------------------|-------|

See the Mailsort users guide to find out your mailing region.

|                    |  |
|--------------------|--|
| Service Parameters |  |
|--------------------|--|

These depend on the service chosen, and are found in the Mailsort Users guide.

## 2.2 Royal Mail Data

The Royal Mail maintains a Mailsort database and will provide it free of charge to any subscriber. The FCS Mailsort sub-system will allow the user to either use this data or maintain the files themselves. A program is provided to up load the Mailsort database from DOS based floppy diskettes.

## 2.3 Upload Royal Mail Data

### Prerequisites

The user must obtain a DOS copy on diskette of the current Mailsort Database.

### Procedure

The system will allow input of the following fields:

|             |           |
|-------------|-----------|
| Device Name | Mandatory |
|-------------|-----------|

This field is prefilled with the standard device name, please do not change this information without informing FCS prior to any action being taken.

|                |           |
|----------------|-----------|
| Load Directory | Mandatory |
|----------------|-----------|

Again this field is prefilled and should not be altered without the prior knowledge of FCS.

Before "OK to process", the user must make sure the diskette is put into the chosen drive and the drive door closed. The processing is automatic from this point on.

## 2.4 Residue Selection FM

### Prerequisites

None

### Procedure

The system will allow input of the following fields:

|                    |           |
|--------------------|-----------|
| Residue Identifier | Mandatory |
|--------------------|-----------|

The above field is the key to the file and is a zero prefilled numeric. Each identifier is unique and defined by the Royal Mail.

Text for Label

Posting Order x 16

This is a list of 16 digit numbers signifying the order in which mail should be posted to this area. The number range is 1 - 16.

The system will allow the user to Add, Amend, Delete or Display from file. In Display mode if the user types in an incorrect or partial key, a sequential list will be



displayed. At the bottom of the screen, and when there are more records to be displayed, a "More Y/N" prompt will be shown. If the user types "N" for No, the display will end.

## 2.5 Direct Selection FM

### Prerequisites

None

### Procedure

The system will allow input of the following fields:

|                    |           |
|--------------------|-----------|
| Residue Identifier | Mandatory |
| Direct Identifier  | Mandatory |

The above two fields are the key of the file. These are zero filled numerics and defined by the Royal Mail.

Text on Label.

The system will allow the user to Add, Amend, Delete or Display from file. In Display mode if the user types in an incorrect or partial key, a sequential list will be displayed. At the bottom of the screen, and when there are more records to be displayed, a "More Y/N" prompt will be shown. If the user types "N" for No, the display will end.

## 2.6 County or Town FM

### Prerequisites

None

### Procedure

The system will allow input of the following fields:

|                |           |
|----------------|-----------|
| County or Town | Mandatory |
|----------------|-----------|

The above field is the key to the file. It must be in capitals and unique.

|                    |           |
|--------------------|-----------|
| Residue Identifier | Mandatory |
|--------------------|-----------|

This is a zero prefilled numeric field defined by the Royal Mail.

The system will allow the user to Add, Amend, Delete or Display from file. In Display mode if the user types in an incorrect or partial key, a sequential list will be displayed. At the bottom of the screen, and when there are more records to be displayed, a "More Y/N" prompt will be shown. If the user types "N" for No, the display will end.

## 2.7 Post Code District and Sector FM

### Prerequisites

None

### Procedure

The system will allow input of the following fields:

|                   |           |
|-------------------|-----------|
| Postcode District | Mandatory |
| Sector            |           |

The above two fields form the key to the file. Most Mailsort coding can be achieved by the first four characters (the outward portion) of the postcode. In this case the sector or (inbound) part should be left blank.

|                    |                     |
|--------------------|---------------------|
| Residue Identifier | Mandatory (See 2.5) |
|--------------------|---------------------|

|                   |                     |
|-------------------|---------------------|
| Direct Identifier | Mandatory (See 2.5) |
|-------------------|---------------------|

## 2.8 Client Data

The client is Mailsort coded on entry of the name. This may either be achieved via the Client FM or if integrated to the Chameleon Travel System, via the client details in the booking system.

To Mailsort code an address, the postcode field must be filled. If this is not known, then the nearest large town or county must be put into the post town field. The Mailsort code will be displayed by the postcode if a correct match has been found.

## 2.9 Client FM

### Prerequisites

None

**Procedure**

The system will allow input of the following fields:

Reference

The above field is the key to the file and is automatically maintained by the system as an incrementing number.

|                       |           |           |
|-----------------------|-----------|-----------|
| Title                 |           |           |
| Initial               |           |           |
| Surname               |           |           |
| Address               | line 1    | Mandatory |
|                       | line 2    | Mandatory |
|                       | line 3    |           |
|                       | line 4    |           |
|                       | Post code |           |
| Home Telephone Number |           |           |
| Work Telephone Number |           |           |

**2.11 Update Client File with Mailsort****Prerequisites**

The client file needs to be filled with all the clients required, and the Royal Mail database (see 2.2) needs to be completed.

**Procedure**

The system will allow input of the following fields:

|                       |           |
|-----------------------|-----------|
| From Client Reference | Mandatory |
| To Client Reference   | Mandatory |

The two above fields must be entered but the user may enter carriage return to start from the first and end at the last. If a client reference is entered it must be valid.

The client file will be updated automatically, all addresses not mailsorted will be allocated a null code.

**2.12 Mailing List FM**

The system allows the user to support more than one Mailsort mailing list at once. It is therefore necessary to set up a file for the mailing before selecting the clients to be part of that mailing.

**Prerequisites**

None

**Procedure**

The system will allow input of the following fields:

|                   |           |
|-------------------|-----------|
| Mailing Reference | Mandatory |
|-------------------|-----------|

The above field is the key to the file and must be unique.

**Description**

This field is for internal use only to allow the user to label a mailing.

The system will allow the user to Add, Amend, Delete, Display or Merge the file. In display mode the user can enter an incorrect or partial key and the system will display a sequential list of all mailing files from that point on.

**2.13 Merge Facility**

If option 5 (Merge) has been chosen a fourth field is shown.

|                      |           |
|----------------------|-----------|
| Merge with Reference | Mandatory |
|----------------------|-----------|

This field is another mailing list reference that must exist. This option will add all the items from the second file to the first file. The second list will be unaffected.

**3.0 CREATE A MAILING**

There are four distinct stages to producing a mailing via the Mailsort sub-system.

1. Create a mailing list file (see 2.4)
2. Put clients into the mailing list file
3. Order the file for Internal/Royal Mail Sortation
4. Print Labels and Letters

### 3.1 Queue Letters and Labels

This routine is a generalised queue generation routine for the FCS Chameleon Travel product. Within this, there is the ability to put items into the Mailsort mailing list file.

Note: Some prompts are irrelevant for this function.

#### Prerequisites

The client database must be set up along with a Mailsort mailing list file (see 2.4).

#### Procedure

The system will allow input of the following fields:

|                      |           |
|----------------------|-----------|
| Letter or Label type | Mandatory |
|----------------------|-----------|

This will allow the inputs C,A,S and M, for Client, Agent, Supplier or Membership. For Mailsort purposes, this should be set to "C" for Client.

|                         |     |
|-------------------------|-----|
| Count Number of Records | Y/N |
|-------------------------|-----|

This will allow the user to see how many records would be created given the following criteria, this must be set to "N" to process the file.

Letter Reference

For Mailsort this field is ignored.

Mailsort Reference

This must be a valid Mailsort reference (see 2.4) otherwise the output will go to Chameleon's internal mailing file.

Dependent upon the Letter/Label type defined, the prompts will vary. For Mailsort the client details are those required.

|                           |                |
|---------------------------|----------------|
| From Client Reference     |                |
| To Client Reference       |                |
| From Surname              |                |
| To Surname                |                |
| From Postcode             |                |
| To Postcode               |                |
| From Last Booking Date    |                |
| To Last Booking Date      |                |
| From Client Analysis Code | If implemented |
| To Client Analysis Code   |                |

Each of the above fields may be set to spaces, indicating the first, if in the FROM field, and last if in the TO field. Items that already exist on the mailing will be overwritten.

## 3.2 Mailsort Preprocessor

Mailsort has certain conditions to be met before the Royal Mail will accept a mailing as such. These are to do with the number of letters/packets to be sent to each destination. It is necessary to run the preprocessor before producing labels/letters and the reports, otherwise a false picture of the mailing will be shown.

### Prerequisites

A mailing file has to be set up and some clients have to be queued to it.

### Procedure

The system will allow input of the following field:

|                   |           |
|-------------------|-----------|
| Mailing List File | Mandatory |
|-------------------|-----------|

This must be a valid mailing list file.

The system will now update the mailing file resorting the Mailsort key. This function may take some time to do.

## 3.3 Mailsort Letter and Label Print

### Prerequisites

A Mailsort mailing file needs to have been created and run through the preprocessor (see 3.2). This report will print out all the given mailing list, adequate stationery should be available.

### Procedure

The system will allow input of the following fields:

|                       |           |
|-----------------------|-----------|
| Mailing List filename | Mandatory |
|-----------------------|-----------|

This must be a valid list filename and have been run through the preprocessor. A warning will be shown if the preprocessor has not been run.

|                              |           |
|------------------------------|-----------|
| Mailing List, Labels or both | Mandatory |
|------------------------------|-----------|

If both are selected, Labels and Letters will be printed together on two separate printers.







The report will show a list of each direct and residue selection on the mailing detailing.

The Mailsort Reference

Label Description

No. of Items

Cumulative No. of Items

No. Bags required (approx)

Cumulative No. of Bags required (approx)

A blank line will be inserted between each area, to show next posting area.

### 4.3 Mailsort Postcode Check Report

The Royal Mail requires Mailsort users to maintain their client database at 90% full postcoded. This reports the clients who have failed to achieve mailsort coding.

#### Prerequisites

A Mailing file has to be created and clients added to it.

#### Procedure

The system will allow input of the following fields.

|                   |        |           |
|-------------------|--------|-----------|
| Display or Print  | D or P | Default D |
| Mailing List file |        |           |

This must exist as a valid Mailsort mailing file.

The system will then display a listing showing:

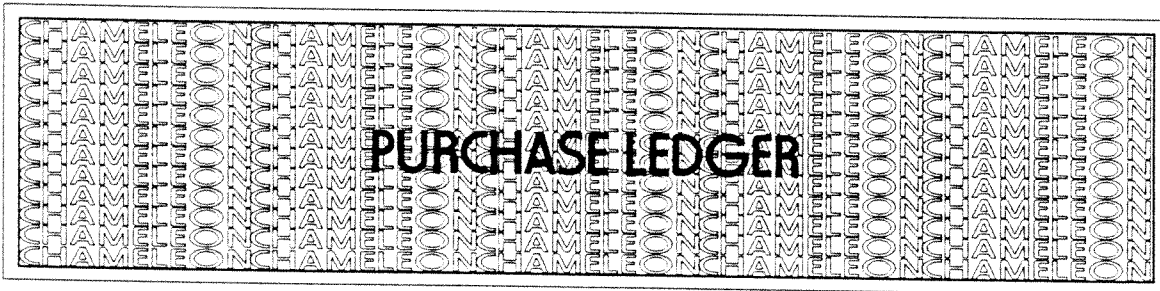
Client Account No.

Client Name

Major Town

Postcode (If any)

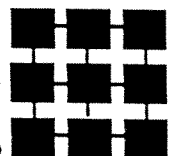
If the print option is specified, a printer will be asked for, showing a list of valid printers.



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## 1.0 INTRODUCTION

The Purchase Ledger sub-system has been designed to operate either standalone, or as an integral part of the FCS travel portfolio.

The available facilities may be split into three categories:

File Maintenance

Processing Modules

Reports

There follows a more detailed look at the Purchase Ledger Facility.

## 2.0 FILE MAINTENANCE PROGRAMS

When you receive your system, the Purchase Ledger will have been configured to your specification. It may be possible to reconfigure your ledger from local currency to multiple currency, providing that the accounts to be modified are either new accounts or have a current balance of zero and therefore may be rolled forward.

The adjustable parameters are:

Purchase Ledger is system currency

Integrate suppliers to Nominal Ledger

For further details, contact the FCS help line.

## 2.1 Suppliers File Maintenance

### Prerequisites

None

### Procedure

The system will allow input of the following fields:

Reference

Any

The above field is the key to the file and must be unique.

---

| Name                  | Mandatory  |
|-----------------------|--|
| Address Line 1        |  |
| Line 2                |  |
| Line 3                |  |
| Line 4                |  |
| Post Code             |  |
| Telephone Number      |  |
| Telex Number          |  |
| Facsimile Number      |  |
| Contact Name 1        |  |
| Contact Name 2        |  |
| Commission Percentage |  |
| Billing Type          | T = Ticket order<br>R = Remittance Advice<br>I = Insurance<br>A = Any<br>N = Nett<br>G = Gross |
| Supply Type           |  |
| Currency Code         |  |
| Payment Terms.        |  |

In addition the following field is maintained by the system:

Current Balance

The system will allow you to Add, Delete, Amend or Display items on file.

The Display facility shows one record per screen. When in this mode, carriage return <C/R> at the reference field will display the first/next record on file till end of file (EOF).

### 2.1.1 Billing Type

Care should be taken when specifying this field.

A - indicates that this supplier is able to supply any item to you.

When used as an integrated part of the Administration system, it is possible to select a supplier for entry onto an itinerary line, by entering question mark in the first field of the supplier code. This prompts the system to scan the Suppliers file, and to display for subsequent selection, any supplier which matches the itinerary type requested. Clearly suppliers who have been set up as an A category, will be displayed in every instance.

### 3.0 PROCESSING MODULES

#### 3.1 Manual Invoices and Credit Notes

##### Prerequisites

The Supplier details should have been set using the Suppliers FM (See section 2 above). If an integrated Nominal Ledger is in use, then the appropriate Nominal Ledger accounts must have been set up.

If the Purchase Ledger is in local currency only, then the message "All suppliers will be posted in XXX" will be displayed, where XXX = local currency as specified in General Parameters.

##### Procedure

The system will allow input of the following fields:

Posting Date

Additionally, where an integrated Nominal Ledger is in use, the field "Posting Period" will be prompted. Then for each Invoice/Credit note, the following information may be entered:

|                    |                                |
|--------------------|--------------------------------|
| Supplier Reference | Valid on file                  |
| Transaction Type   | I = Invoice<br>C = Credit Note |
| Transaction Amount | Nett Decimal (7). Decimal (2)  |
| VAT Code           |                                |
| VAT Amount         |                                |
| Transaction Text   |                                |

Additionally where the Nominal Ledger is integrated

|                 |               |
|-----------------|---------------|
| Nominal Account | Valid on file |
|-----------------|---------------|

On entry of the Supplier reference, the system will validate against the Database and display the Agent Name and operating currency.

##### 3.1.1 VAT Amount

This is calculated and prefilled, dependent upon the VAT code entered. You may override this to a lower figure than given (eg for partial supply). The system will not allow input of a value greater than the maximum under the prevailing rate.

### 3.1.2 Nominal Ledger Updates

This field will only be visible if the Nominal Ledger is configured. The system will accept entry of any valid Nominal Account reference which should be the overhead account to be actioned. This will default to the setting in the Nominal Ledger Parameters FM for Holiday Purchases, where the system is integrated with the travel product (eg. FCHOLSUP). The system will look for a Creditors/Debtors account into which it will place the Balancing Transaction dependent upon your input, and will default to the Creditors/Debtors account specified in General Parameters ( See Nominal Ledger Posting Routine description).

When all items have been entered, the system will prompt you to "OK to process". On entry of "OK", the system will effect the following postings:

Example: Invoice

|             |                   |
|-------------|-------------------|
| Credit      | Holiday Creditors |
| Debit       | Holiday Suppliers |
| Debit       | VAT Input.        |
| Credit Note |                   |
| Debit       | Holiday Creditors |
| Credit      | Holiday Suppliers |
| Credit      | VAT Input         |

### 3.2 Payments and Refunds

#### Prerequisites

The Supplier details should have been set up using the appropriate file maintenance program as detailed in section 2 above.

Where an integrated Nominal Ledger is in use, the account codes must exist. (See Nominal Ledger FM)

Nominal Ledger fields will only be prompted where the ledger is present.

Where a single currency ledger is operation, the message "Transactions posted in XXX" will be displayed, where "XXX" = local currency as specified in General Parameters.

#### Procedure

The system will accept entry of the following fields:

Posting Date

Additionally, where the Nominal Ledger is configured

Posting Period

Then for each Payment/Refund, the following information must be entered:

Supplier Reference

Valid on file

Payment

Payment Text

Additionally, where an integrated Nominal Ledger is present

Nominal Ledger Account Code

On entry of the Supplier reference, the system will validate entry against file, and display the supplier currency and current Balance of account.

### 3.2.1 Payment/Refunds

A positive amount in this field indicates a payment. Negative amounts indicate refunds.

### 3.2.2 Nominal Ledger Account Code

This field will only be offered for entry where an integrated Nominal Ledger is in use. Account references entered into this field must be valid and an account present in the Ledger. (see Nominal Ledger Accounts FM)

*NB. Where supplier currency differs from system currency, the payment amount will be automatically converted at the current exchange rate declared on the system and details of currency and amount to be posted into the Nominal Ledger in local currency will be shown here.*

### 3.2.3 Purchase Ledger Transactions

The following transactions will be placed onto the Purchase Ledger:

PMT  
RFD

Payment Transaction  
Manual Refund

On entry of a manual payment, the system will automatically pay by age, any transactions on the ledger which have balances due. Any surplus money will placed on the ledger as a payment on account (PWB) transaction.

### 3.2.4 Nominal Ledger Updates

A Nominal Ledger account code will only be offered for entry if an integrated Nominal Ledger is in use. This code will be defaulted to the Travel System Purchase Account as specified in the Nominal Ledger General Parameters FM.

The following postings will be made:

|         |  |
|---------|--|
| Payment | Credit Suppliers Bank<br>Debit Holiday Creditors |
| Refund  | Debit Client Bank<br>Credit Holiday Creditors    |

For further details see Nominal Ledger Posting Routine description.

### 3.3 Journals

#### Prerequisites

The Suppliers accounts to be used must already be on the system.  
(See section 2.1 above)

#### Procedure

The system will allow entry of the following fields:

|              |                             |
|--------------|-----------------------------|
| Posting Date | Default Today <i>ddmmyy</i> |
|--------------|-----------------------------|

and then for up to 19 transactions:

|                  |   |
|------------------|---|
| Debit Account    | Valid on file                                     |
| Credit Account   | Valid on file not equal to Debit Account          |
| Transaction Text | Any transaction amount<br>Decimal (6) Decimal (2) |

Entry of Carriage Return <C/R> at the Debit account prompt or F1 will prompt "OK to Process". On entry of "OK", the system will complete the posting.



### 3.3.1 Purchase Ledger Postings

The following postings are made:

| Debit Account  | Debit Amount (Journal)  |
|----------------|-------------------------|
| Credit Account | Credit Amount (Journal) |

Account balances are debited and credited accordingly. There is no other processing affected by these Journals.

### 3.4 Balances Brought Forward

#### Prerequisites

None

#### Procedure

The system will allow entry of the following fields:

From Supplier  
To Supplier  
Up to Date

If From/To supplier are left blank, the system will default these to First/Last.

On entry of "OK to process" the system will prompt for selection of a printer for the report.

The system scans down the Ledger accounts that match the selection criteria, flagging every item that falls within the period as a Brought Forward item holding a tally of all such items. It then places Brought Forward (B/F) transactions into the ledger at the specified up to date by Supplier for all items tagged during this run. This facility can reduce the items displayed when viewing Supplier Transaction History (see section 4.1).

### 3.5 Raise Supplier Cheques

#### Prerequisites

The Supplier details should have been setup using the appropriate FM program (See Section 2 above). Transactions should be generated to the ledger for payment, either via automatic entries generated by the Chameleon Administration system, or via payments (see section 3.2 above).

### Procedure

The system will accept entry of the following fields:

|                       |               |
|-----------------------|---------------|
| Supplier Reference    | Valid on file |
| Up to Date            | <i>ddmmyy</i> |
| Verification required | Y/N           |

On completion of entry of the above process parameters, the system will prompt "OK to Process". On entry of "OK", the system will peruse the Purchase Ledger for the selected supplier, searching for all items with outstanding balances. Where verification has been requested, the following details will be displayed to the screen:

Transaction Type  
Posting Date  
Transaction Text  
Original Amount  
Balance Due

The operator will be prompted "Include this transaction for payment Y/N" If "N" is entered, the transaction is passed over and the system searches for the next item for inclusion. On entry of "Y", the system includes the item in the running total. When all items for the specified Supplier have been processed, the system displays the following details to the screen:

Supplier Name and Address  
Amount Due

The system then prompts "Raise Cheque for Total Amount Due Y/N" . On entry of "Y", the system will update the Ledger to reflect the payment details and put the item in the cheque request queue for subsequent printing. Should the operator elect not to raise the cheque for identified items at this time, entry of "N" will cause the system to reverse out all selected transactions in this batch and return to prompt for next supplier.

## 3.6 Print Supplier Cheques

This option evokes the central cheque processing routine which may be used to print all/any cheques queued and awaiting printing at the current time. If no cheques are awaiting printing, then no action will be taken.

### Prerequisites

Any Supplier Reference to be entered in the selection criteria must be valid and on the Supplier File. If a customers cheque is to be written, this should be designed and input into a standard letter form via the Word Processor. For a full list of available substitution codes see - Standard Form Substitution details.

### Procedure

The system will allow entry of the following details:

|              |  |
|--------------|--|
| Process Type | C = Client Cheques<br>A = Agent Cheques<br>S = Supplier Cheques<br>E = All outstanding cheques |
|--------------|--|

If types C,A or S have been selected, then the system will allow entry of the following selection criteria:

|                     |                          |
|---------------------|--------------------------|
| FROM reference      | Valid on file            |
| TO reference        | Valid on file not < FROM |
| Starting Cheque No. | Prefilled                |

The system keeps a running sequential cheque number and will present to you the next number in sequence from the last cheque printed. This **MUST** be overridden with the actual cheque number on the stationery loaded in the printer for use.

**\*\*\* WARNING \*\*\***

**The system does not prevent you from reusing existing numbers.**

In addition you may enter the following:

|                  |                      |
|------------------|----------------------|
| Cheque Form Name | Valid on letter file |
|------------------|----------------------|

If no entry is made, the system defaults to the letter supplied with the system (CHEQUE). This may be changed as required.

### 3.6.1 Starting Cheque Number

This field is maintained on file by the system and is incremented with every cheque printed in the run. If you wish to retain an audit trail between cheques issued (actual) and bank details on the system, it is imperative that you correctly enter/override the start cheque number with that on the stationery loaded in the printer. This field is passed through to the Nominal Ledger and reported in the printed cheques report for audit purposes.

### 3.6.2 Cheque Template

The documents issued by this process are user configurable using the Chameleon Word Processor and relevant text substitution parameters. The system is supplied with a default template "CHEQUE" which can be accessed using the standard Word Processor supplied with the system. Please refer to Standard Forms Maintenance for further details.

### 3.7 Raise Supplier Invoices

This function allows the user to raise invoices automatically for services that have been booked through the administration system. This function is only used if the Purchase Ledger is used with the FCS Travel System.

#### Prerequisites

The Supplier details should have been setup using the appropriate FM program. (See Section 2 above). Items should be entered into Chameleons Itinerary System and the bookings should be confirmed.

#### Procedure

The system will accept entry of the following fields:

Tickets Ordered Up To

This must be a valid date. Entry of spaces will prefill the field with todays date. The processing will check this date with the Raise Ticket Date (RTD) as entered in the bookings and administration system.

Supplier Reference                      <CR> for All

Verify Postings                          Y or N      ( Defaults to Y )

If verify is turned on the user gets the opportunity to check each item before it is raised to the purchase ledger. If verify is turned off then the raising happens automatically.

If verify is turned on the following details are shown for each outstanding item to be raised :

Supplier Reference  
Date Payment Due  
Booking Number  
Itinerary Line Number  
Booking Lead Name  
Amount to Raise

Next to all the lines to raise is an indicator ( initially set to (N)o ). This indicator may be skipped over by <CR> or <F3> or may be set to "Y". If this is set to "Y" after "OK to Process" this line will be raised to the ledger.

If the user wishes to process without going thorough all lines to be raised <F1> will prompt "OK to Process".

As the items are being raised a report is printed showing the lines that have been raised. If the line is a flight line an entry is placed in the supplier ticket ordering queue. ( see Administration Functions ).

The report will detail :

Itinerary Type  
Order Reference

This is unique to each type of itinerary. The ticket order reference will be needed in the supplier ticketing sub-system.

Lead Name  
Due Date  
Locator / Reference  
Description of Itinerary      Routing for Flight Lines  
Amount  
Internal Reference              Booking number / Itinerary Line Number

The report will total the amount field by supplier. A new page is thrown for each new supplier.

## 4.0 REPORTS

There are three standard reports supplied with the Purchase Ledger system. All three reports may be viewed on the screen, or alternatively spooled to the printer of your choice in the normal way.

### 4.1 Transaction History Report

#### Prerequisites

The Supplier account to be entered, must be present on the Suppliers file and there must be current transactions on the Purchase Ledger.

#### Procedure

The system will allow input of the following fields:

Supplier Account No.              Valid on file

Show Brought Forward Items      Y/N

The system will display the following information for every transaction on the Purchase Ledger that matches the selection criteria:-

- Date
- Transaction Number
- Transaction Type
- Transaction Text
- Booking Number
- Itinerary Line Number
- Original Amount
- Outstanding Balance

If further items are available for viewing when displaying to the screen, the system will prompt "More Y/N". On entry of "Y", a further screen of items will be displayed.

After all transactions have been displayed, the total Outstanding Balance is shown.

#### **4.1.1 Supplier Account**

On entry of the Supplier Account to be viewed, the system displays the full Supplier name and the Supplier currency. All amounts subsequently shown are reported in Supplier currency.

#### **4.1.2 Show Brought Forward Items**

It is possible to roll the Ledger forward using the balances brought forward facility (see section 3.4 above), in order to cut down the number of transactions displayed on the screen. All such transactions that have been flagged as brought forward, are hidden from view normally. If you request Brought Forward items to be displayed by entering "Y" against this selection parameter, then all items on the Ledger will be displayed.

### **4.2 Purchase Ledger Audit**

#### **Prerequisites**

None

#### **Procedure**

The system will invite you to enter "Y/N" against any or all of the following transaction types:

Credit Notes  
Invoices  
Manual Credit Notes  
Manual Invoices  
Supplier Payments  
Journals

Entry of "Y" against any item will trigger those transaction types to the report. All selections default to "N". For each category, the system displays the following information:

Ledger Posting Date  
Ledger Transaction Number  
Original Amount  
Supplier Account Reference  
Supplier Name  
Posting Text

The report is totalled by Transaction Type.

### 4.3 Printed Cheques

#### Prerequisites

Supplier cheque processing (see section 3.5 above) must have been actioned and cheques printed (see section 3.6 above) prior to items being available for printing on this report.

#### Procedure

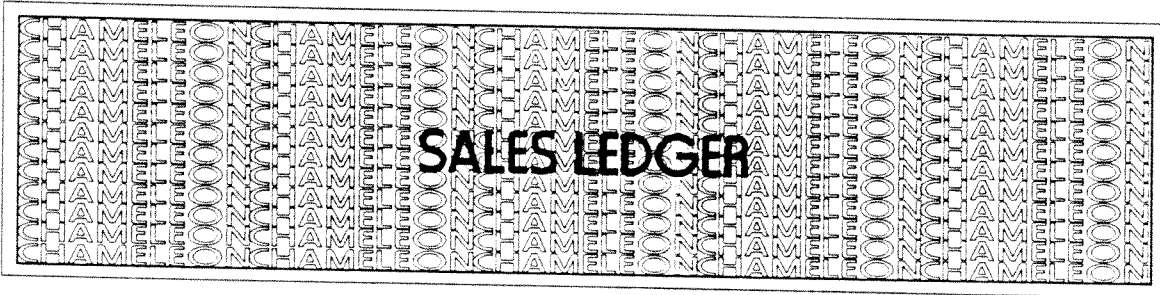
The system will allow input of the following fields:

|             |              |
|-------------|--------------|
| Cheque Type | S = Supplier |
|             | A = Agent    |
|             | C = Client   |
|             | B = Bank     |

Upon entry of the required category, the system will display the following details:

Supplier Reference  
Supplier Name  
Cheque Number  
Date Cheque Issued  
Cheque Currency  
Cheque Amount

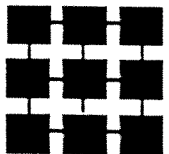
If report is being viewed on the screen and more items are available, you will be prompted "More Y/N". Entry of "Y" will refresh the screen with further transactions.



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## 1.0 INTRODUCTION

The Sales Ledger sub-system has been designed to operate either standalone, or as an integral part of the FCS Travel Portfolio.

The available facilities may be split into three categories:

File Maintenance Utilities

Processing Modules

Reports

There follows a more detailed look at the Sales Ledger facility.

## 2.0 FILE MAINTENANCE PROGRAMS

There are two programs in this suite, which enable you to maintain Clients and Agents on the system. These records are necessary to operate Account Balances and Statements.

When you receive your system, the Sales Ledger will have been configured to your specification. It is possible to reconfigure the ledger, providing great care is taken. Adjustable parameters are:

Aged Debt Periods

Agent Statement Type

Client Statement Type

Activate payment by age on overpayments

Hold unallocated cash or generate refunds

Automatic reallocation of cash reducing balances

For further details see General System Parameters FM.

## 2.1 Travel Agents FM

### Prerequisites

If the Agent is to have its statements sent to a Head Office location, then the Head Office Agent account should be entered into the system, prior to entering the branch details.

## Procedure

The system will allow input of the following fields:

|           |                          |
|-----------|--------------------------|
| Reference | Any (eg. ABTA reference) |
|-----------|--------------------------|

The above field is the key to the file and must be unique.

|                   |                                      |
|-------------------|--------------------------------------|
| Name              | Mandatory                            |
| Address line 1    |                                      |
| line 2            |                                      |
| line 3            |                                      |
| line 4            |                                      |
| Postcode          |                                      |
| Contact Name      |                                      |
| Telephone Number  |                                      |
| Telex Number      |                                      |
| Facsimile Number  |                                      |
| VAT Reg. No.      | Mandatory if self billing            |
| Tax Exempt        | Y/N                                  |
| Self Billing      | Y/N                                  |
| Remarks           | Text                                 |
| Flight Commission | Percentage                           |
| Hotel Commission  | Percentage                           |
| Insurance "       | "                                    |
| General "         | "                                    |
| Head Office Acc.  | Valid on file                        |
| Statement type    | O = Open item<br>B = Brought forward |

In addition, the following fields are maintained by the system:

- Agent Turnover
- Current Balance
- Last Statement Date
- Statement B/F Balance
- Last Payment Date

The system will allow you to Add/Amend/Delete or Display items on file. The display facility shows one record per screen. When in this mode, <C/R> at the reference field will display the first/next record on file until EOF (End of file).

### 2.1.1 Remarks

This field is for internal comments only, and is not repeated on any documentation.

## 2.1.2 Statement Type

Both types of statement are supported in the ledger. A default value is held in General Parameters. This parameter can be switched without detriment to the system during live operation. You may configure this parameter at Agent level to suit the individual Agent.

## 2.1.3 Account Turnover

This field is a running balance since entry onto the system.

## 2.2 Client/Mailing List FM

### Prerequisites

None

### Procedure

The system will allow input of the following fields:

Reference

The above field is the key to the file and is automatically maintained by the system as an incrementing number.

|                       |        |           |
|-----------------------|--------|-----------|
| Title                 |        |           |
| Initial               |        |           |
| Surname               |        |           |
| Address               | line 1 | Mandatory |
|                       | line 2 | Mandatory |
|                       | line 3 |           |
|                       | line 4 |           |
| Post code             |        |           |
| Home Telephone Number |        |           |
| Work Telephone Number |        |           |

The following fields are maintained by the system:

|                   |                   |
|-------------------|-------------------|
| Membership Number | (If configurable) |
| Last Booking      | <i>ddmmyy</i>     |
| Current Balance   |                   |
| Turnover          |                   |
| Statement Date    |                   |
| Statement Balance |                   |

The system will allow you to Add, Amend, Delete or Display details from file. In Display mode, one record per screen is displayed. Further items are available by entering <C/R> at the reference field or a start reference number to jump into the file.

### 2.2.1 Title

Up to four alphanumeric characters are enterable. The system will use them to access the Title file when printing on any client documentation.

**\*\*\* WARNING \*\*\***

If a match is found on file, the system will expand the title out to the description held on file. If this facility is not required, then do not place codes onto the title file.

### 2.2.2 Membership Number

If the Membership sub-system had been purchased, then it is possible to register the client into the club - a cross reference to the membership details file is maintained here by the system. The system will prompt you "Do you wish to add this client's membership?" Enter "N" if no membership required (See Client Membership FM for further details).

### 2.2.3 Automatic Additions

If the system is being run in conjunction with the FCS Booking and Administration module, it is possible to configure the system to automatically maintain the Client/Mailing list facility. When configured, the system adds a new entry into the database for every client booking where the system did not retrieve details at the start of the booking procedure. (See Bookings and Administration for further details).

## 3.0 PROCESSING MODULES

### 3.1 Invoices and Credit Notes

#### Prerequisites

The Client/Agent details should have been set up using the appropriate FM programs as detailed in Section 2 above. The Nominal Ledger accounts must be set up if an integrated Nominal Ledger is in use.

**Procedure**

The system will allow input of the following fields:

|           |                         |
|-----------|-------------------------|
| Recipient | A = Agent<br>C = Client |
|-----------|-------------------------|

Then for each Invoice/Credit Note, the following information may be entered:

|                           |                               |
|---------------------------|-------------------------------|
| Client/Agent Reference    | Valid on file                 |
| Transaction Type          | I = Invoice, C = Credit Note  |
| Transaction amount (Nett) | Decimal (7). Decimal (2) =(A) |
| VAT Code                  | Valid on file (% rate = (B)   |
| VAT amount                | Not $> (A \star B) / 100$     |
| Transaction text          | Any                           |
| Nominal Account           | Valid on file                 |

On entry of Client/Agent reference, the system will validate the entry against the Database and display the Client Name/Agent Contact Name in the description field.

**3.1.1 VAT Amount**

This is calculated and prefilled dependent upon the VAT code entered. You may override this to a lower figure than given (eg. for partial supply). The system will not allow input of a value  $>$  default.

**3.1.2 Nominal Ledger Updates**

This field will only be visible if Nominal accounts are configured. The system will accept entry of any valid N/L account reference, which should be the revenue account to be actioned. This will default to the setting in Nominal Ledger Parameters FM for Holiday Sales, where the system is integrated with the travel product. (eg. FCHOLSAL). The system will look for a Creditors/Debtors account to place the Balancing transaction in, based upon your input, and will default to the Creditors/Debtors accounts in General parameters (see Nominal Ledger posting routine description). When all items have been entered, the system will prompt you for "OK to Process". On entry of "OK", the system will effect the following postings.

Example:

|              |        |                 |
|--------------|--------|-----------------|
| Invoice:     | Credit | Holiday Sales   |
|              | Credit | VAT Output      |
|              | Debit  | Holiday Debtors |
| Credit Note: | Debit  | Holiday Sales   |
|              | Debit  | VAT Output      |
|              | Credit | Holiday Debtors |

## 3.2 Payments and Refunds

### Prerequisites

The Client/Agent details should have been set up using the appropriate FM programs as detailed in Section 2 above. The Nominal Ledger account codes used must exist in the Nominal Ledger. Entry of this field will only be required/permitted where the Nominal Ledger is present and integrated.

### Procedure

The system will accept entry of the following fields:

|           |                         |
|-----------|-------------------------|
| Recipient | A = Agent<br>C = Client |
|-----------|-------------------------|

Then for each Payment/Refund the following information must be entered:

|                        |                           |
|------------------------|---------------------------|
| Client/Agent Reference | Valid on file             |
| Transaction Type       | P = Payment<br>R = Refund |
| Transaction Amount     | Decimal (7) Decimal (2)   |
| Transaction Text       | Any                       |
| Nominal Account        | Valid on file             |

On entry of Client/Agent reference, the system will validate entry against file, and display the Client Name/Agent Contract name in the Name field.

### 3.2.1 Sales Ledger Transactions

The following transactions will be placed on the Sales Ledger.

|     |                     |
|-----|---------------------|
| PMT | Payment Transaction |
| RFD | Manual Refund       |

On entry of a manual payment, the system will automatically pay by age, any transactions on the ledger which have balances due. Any surplus money will either be placed on the ledger as unallocated cash (UNC) or as a refund (RFD) dependent upon system configuration. (See System General Parameters FM).

### 3.2.2 Nominal Ledger Updates

The presence of a Nominal Ledger Account code is determined governed by system configuration. If the Nominal Ledger has been purchased and installed, you must

enter a valid Nominal Code. This code will be defaulted to the Travel System Sales Account as specified in Nominal Ledger General Parameters FM.

The following postings will be made:

|         |   |
|---------|---|
| Payment | Debit Client Bank<br>Credit Holiday Debtors |
| Refund  | Credit Client Bank<br>Debit Holiday Debtors |

(For further details see Nominal Ledger posting routine description).

### 3.3 Journals

#### Prerequisites

Client/Agent accounts to be used must already be on the system.

#### Procedure

The system will allow entry of the following fields:

|              |                         |
|--------------|-------------------------|
| Account Type | A = Agent<br>C = Client |
|--------------|-------------------------|

And then for up to nineteen transactions:

|                    |                          |
|--------------------|--------------------------|
| From Account       | Valid on file            |
| To Account         | Valid on file not = FROM |
| Transaction Text   | Any                      |
| Transaction Amount | Decimal (6) Decimal (2)  |

Entry of C/R at the FROM account prompt or F1 will prompt "OK to Process". On entry of "OK" the system will complete the posting.

#### 3.3.1 Sales Ledger Postings

The following postings are made:

|              |                     |
|--------------|---------------------|
| From Account | Debit Amount (JNL)  |
| To Account   | Credit Amount (JNL) |

Account balances are debited and credited accordingly.

There is no other processing effected by these journals.

### 3.4 Statements

#### Prerequisites

Client/Agent accounts if specified must already be on the system.

#### Procedure

The system will allow entry of the following fields:

|                |                          |
|----------------|--------------------------|
| Statement Type | A = Agent                |
|                | C = Client               |
| FROM Account   | Valid on file            |
| TO Account     | Valid on file not < FROM |

The system will default from first to last accounts if none are specified and prompt "OK to Process". On entry of "OK" the standard printer selection routine is evoked, and you may select the required printer.

The following details are printed:

|                              |                    |
|------------------------------|--------------------|
| Statement Date               | System Date        |
| Page Number                  |                    |
| Agent/Client Address details | Agent/Client File  |
| Account Reference            |                    |
| Company Name and Address     | General Parameters |

And for each transaction on the ledger:

|                    |         |
|--------------------|---------|
| Transaction Date   |         |
| Transaction Number |         |
| Transaction Type   |         |
| Text               |         |
| Transaction Amount |         |
| Balance of Account | Running |

After the last transaction has been shown, the system will print an Aged Debt with current balance. The periods for Aged Debt reporting are specified with System Parameters and may be modified by your system administrator if desired without harming the system (See System General Parameters FM).

*NB. A statement will not be printed if the account is zero.*



### 3.4.1 Client Agent Record Updates

Upon processing, the system will update the Client/Agent account with the statement date and the statement balance details. These fields are utilised in maintaining Open Item/Balance Forward reporting in the ledger.

Any item that has been statemented is flagged but kept hidden on file so that if Open Item processing is selected, they can be revealed.

### 3.5 Refund Cheques

#### Prerequisites

If Client/Agent is to be specified, then the Client/Agent records must be present on the database.

#### Procedure

The system will allow entry of the following fields:

|                 |            |
|-----------------|------------|
| Cheque Run Type | C = Client |
|                 | A = Agent  |
|                 | E = Both   |

If you select either Client or Agent, then the system will accept entry of a Client/Agent reference which is validated against file. If none is entered, selection will default to all Client/Agents.

|                    |                                |
|--------------------|--------------------------------|
| Verify Cheque Flag | Y = Verify each cheque         |
|                    | N = Automatically raise cheque |

The system will prompt "OK to continue". On entry of "OK" the system will examine all selected accounts and process them as follows:

The system will inspect all UNC, RFD and JNL transactions with outstanding Credit balances, and display the following information to you:

- Posting Date
- Transaction Type
- Amount
- Transaction Number
- Posting Text
- Booking Reference

If you have asked to verify each item, the system will prompt you "Queue a cheque for this item Y/N?" On entry of "Y", the system will generate an item in the refund cheques queue for later printing. For non-verification processing, the system automatically raises cheques for all Credit balances encountered.

## 3.6 Print Refund Cheques

This option evokes the Central Cheque processing routine which may be used to print all/any cheques queued and awaiting printing at the current time. If no cheques await printing, then no action will be taken.

### Prerequisites

Any Client/Agent reference to be entered in the selection criteria must be valid and on the associated file. If a customised cheque is to be written, this should be designed and input into a letter via the Word Processor. For a full list of available substitution codes, see Standard Form substitution details.

### Procedure

The system will allow entry of the following details:

|              |                             |
|--------------|-----------------------------|
| Process Type | C = Client Cheques          |
|              | A = Agent Cheques           |
|              | S = Supplier Cheques        |
|              | E = All outstanding cheques |

If types C,A or S have been selected, then the system will allow entry of the following selection criteria:

|                     |                          |
|---------------------|--------------------------|
| FROM reference      | Valid on file            |
| TO reference        | Valid on file not < FROM |
| Starting Cheque No. | Prefilled                |

The system keeps a running sequential cheque number and will present to you the next number in sequence from the last cheque printed. This **MUST** be overridden with the actual cheque number on the stationery loaded in the printer for use.

### \*\*\* WARNING \*\*\*

**The system does not prevent you from reusing existing numbers.**

In addition you may enter the following:

|                  |                      |
|------------------|----------------------|
| Cheque Form Name | Valid on letter file |
|------------------|----------------------|

If no entry is made, the system defaults to the letter supplied with the system (CHEQUE). This may be changed as required.

### 3.6.1 Starting Cheque Number

This field is maintained on file by the system and is incremented with every cheque printed in the run. If you wish to retain an audit trail between cheques issued

(actual) and bank details on the system, it is imperative that you correctly enter/override the start cheque number with that on the stationery loaded in the printer. This field is passed through to the Nominal Ledger and reported in the printed cheques report for audit purposes.

### 3.6.2 Cheque Template

The documents issued by this process are user configurable using the Chameleon Word Processor and relevant text substitution parameters. The system is supplied with a default template "CHEQUE" which can be accessed using the standard Word Processor supplied with the system. Please refer to Standard Forms Maintenance for further details.

## 4.0 REPORTS

### 4.1 Transaction History

#### Prerequisites

The Client/Agent reference to be entered in the selection criteria, must be valid and on the associated file.

#### Procedure

The system will allow entry of the following details:

|                   |                     |
|-------------------|---------------------|
| Report type       | B = Brought Forward |
|                   | O = Open Item       |
| Account Type      | A = Agent           |
|                   | C = Client          |
| Account Reference | Valid on File       |

#### 4.1.1 Report Type

The system automatically maintains both Brought Forward and Open Item reporting simultaneously within the same ledger. Statemented lines are flagged and not shown on subsequent Brought Forward reports. Balance forward transactions are added to the ledger to support brought forward statementing. These items are subsequently ignored when Open Item reporting has been selected.

## 4.1.2 Account Reference

Dependent upon the Agent or Client indicator, the system will validate the entered account reference against the appropriate file and display the lead name/contact name against the account reference.

The system will then scan the ledger and search for transactions that match the entered criteria. If none are found, the message - " There are currently no transactions for this client" will be displayed and the system will await confirmation. Where any matches are found, the system will display the following information:

- Account Reference
- Date of entry onto ledger
- Transaction number
- Transaction type
- Transaction text
- Booking reference
- Invoice number
- Original amount
- Transaction balance

Where Brought Forward reporting has been requested, this balance column is a running total of transactions.

When all current transactions for this Agent/Client have been shown, the current ledger balance is displayed along with an End of file message.

When Open Item reporting is in operation, the Balance due column contains the Current balance of transaction.

## 4.2 Sales Ledger Audit

### Prerequisites

None

### Procedure

The system will allow input of the following fields:

|              |            |
|--------------|------------|
| Account Type | A = Agent  |
|              | C = Client |

The system will invite you to enter Y/N against any or all of the following transaction types.

Credit Notes  
Invoices  
Manual Credit Notes  
Manual Invoices  
Payments  
Journals  
Refunds

Entry of "Y" against an item will trigger those transaction types to the report. All items default to N.

For each category, the system displays the following information:

Transaction type description  
Ledger entry date  
Transaction number  
Original amount  
Account number  
Client/Agent Name  
Posting text

At the end of each category, the total of all items are shown.

### 4.3 Aged Debt

#### Prerequisites

The system administrator should set up the required Aged Debt periods to be used for reporting purposes. These may be found on the General Parameters record.

#### Procedure

The system will allow input of the following fields:

|              |            |
|--------------|------------|
| Account Type | A = Agent  |
|              | C = Client |

For each of these, an account range entry is prompted. If none are specified, the system defaults from first account on the ledger to last account on the ledger.

The following information is shown:

Account Reference  
Account Name  
Account Turnover  
Balance of Account  
Debt in    Current Period  
            First Period

Second Period  
Third Period  
Older than third period.

The system will be supplied with the default 30, 60, 90, and 120 day periods set.

The report describes the first period as current.

#### **4.4 Printed Cheques**

##### **Prerequisites**

Cheques must have been requested and printed off and updated prior to entries appearing on this report.

##### **Procedure**

The system will allow input of the following fields:

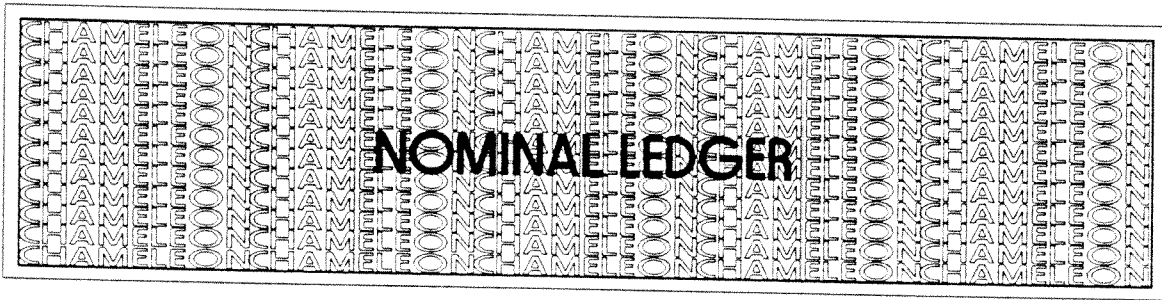
|             |              |
|-------------|--------------|
| Cheque type | S = Supplier |
|             | A = Agent    |
|             | C = Client   |
|             | B = Bank     |

Upon entry of the required category, the system will display the following details:

Bank Reference  
Payee  
Cheque Number  
Cheque Date  
Cheque Amount

##### **4.4.1 Bank Reference**

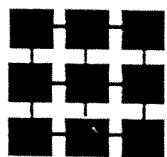
This field contains a unique transaction number for the printed cheque audit trail.



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## 1.0 INTRODUCTION

The Nominal Ledger sub-system has been designed to operate either standalone, or as an integrated part of the FCS Travel Portfolio.

The functions may be split into three categories:

File Maintenance facilities

Processing Modules

Reports

There follows a more detailed look at the Nominal Ledger facility.

## 2.0 NOMINAL LEDGER - FILE MAINTENANCE PROGRAMS

There are four programs in this suite which enable you to configure the master files required to reference the Nominal account structure.

### 2.1 Account Code Descriptions FM

#### Prerequisites

None.

#### Procedure

The system will allow input of the following:

|           |  |
|-----------|--|
| Code Type | A = Account<br>B = Branch<br>C = Cost Centre |
| Code      | Single Character identifier.                 |

These two fields are the key of the file.

|             |                                   |
|-------------|-----------------------------------|
| Description | Twenty five character description |
|-------------|-----------------------------------|

The system will allow you to Add, Amend, Delete or display items on file. The display facility shows a full screen of Codes/Descriptions. If further items are available it will prompt "More (Y/N)". Entry of "Y" will offer further screens until end of file is encountered.



## 2.2 Accounts Setup FM

### Prerequisites

The account code is an eight character alphanumeric which may be viewed as three fields joined together in the format:

XX - Branch Code (BB)  
XXX - Cost Centre (CCC)  
XXX - Account Code (AAA)

Before an eight character account can be disclosed to the system, the individual portions of the code must have been identified to the system using the code description FM.  
(See 2.1 above).

The system automatically downloads the accounting periods which should be entered via the General Parameters FM. (See 2.3 below).

## 2.3 Parameters FM

This facility is used to define the accounting periods to the system. Up to thirteen periods are supported. System account defaults are also defined here.

### Prerequisites

Before default accounts can be registered to the system, the account codes must have been set up. The account setup module (see 2.2 above) downloads the periods from this record. Hence, the sequence of configuration is as follows:

1. Setup default periods without default accounts
2. Enter account details via FM (see 2.2 above)
3. Return to this module to assign system accounts

### Procedure

The system will allow input of the following:

|                             |                                  |
|-----------------------------|----------------------------------|
| Number of Periods           | Range 1 - 13 (n)                 |
| End date for period $x$ $n$ | Valid date > Previous date entry |
| Current posting period      | Range 1 - (n)                    |

System configuration accounts x 11 Validated on accounts file

Other Bank accounts x 7 Validated on accounts file

In addition to the above fields, the system maintains the ledger transaction number (Decimal 8) which uniquely identifies each ledger item.

**\*\*\* Warning \*\*\***

The posting routines within the system do not attempt to identify the accounting period based on posting date, but as the current period pointer held in this configuration. Confusion may arise when items pop-up in what appear to be unrelated periods.

When issuing bank payments, the system expects these to come from a "bank account", which may be identified to the system via this facility. Multi-currency is not supported in the Nominal Ledger, but can be handled in the Suppliers Ledger which converts to local on interface to the Nominal.

## 2.4 Report Generator

This facility enables you to specify and build a reporting structure for ad-hoc information retrieval from Nominal Ledger by building a series of reporting parameters within the ability to accumulate into totals.

### Prerequisites

Accounts specified in account range selection criteria must be valid accounts (see section 2.2 above).

### Procedure

The system will accept input of the following fields:

|                  |                          |
|------------------|--------------------------|
| Report Reference | Six chars Alphanumeric   |
| Line Number      | Decimal (3). Decimal (2) |

The above two fields are the key of the file.

And Also:

|                  |
|------------------|
| Description      |
| Include Data x 3 |

Debit for Credit indicator

Accumulator reference x 5

Print accumulator Sub-Total

## **2.4.1 Clear Field Entry/Sub Total Validation**

### **2.4.1.1 Description**

Thirty characters of alphanumeric data entry for inclusion as description on report line.

### **2.4.1.2 Account Range/Debit or Credit Only**

The system allows you to specify up to three account ranges (validated against accounts file see 2.2 above). You may also specify whether you wish to include only debits or credits within the process.

### **2.4.1.3 Accumulator**

Six accumulators are maintained by the report generator labelled A-F. You may specify all or any of these accumulators into which you wish to add the selected items e.g. ACD entered here will accumulate all selected items in the ranges into each of the specified totals.

### **2.4.1.4 Print Sub-Total**

Entry of a letter here, causes the generator to print out a sub-total format line with the value of one of the accumulators showing on it.

### **2.4.1.5 Clear Sub-Total Y/N**

If "Y" is entered in this field (only allowed if there is an entry in the print sub-total field).

## **2.4.2 Maintenance and Use**

The system allows you to Add/Amend/Delete or Display lined specified in the report formatter.

These report specifications are interpreted by the ledger reporter (see section 4.5 below).

## 3.0 PROCESSING MODULES

### 3.1 Journals

This facility is used to move cash around the ledgers. It accumulates screen entries into batches, which must balance, totalling zero. A current batch total field is provided for advise.

#### Prerequisites

The accounts to be targeted for movements must be present on the system (validated against account file see 2.2 above).

#### Procedure

The system will accept entry of the following fields:

|                               |                         |
|-------------------------------|-------------------------|
| Nominal Account Number        | Valid on accounts file  |
| Debit Amount or Credit Amount | Decimal (7) Decimal (2) |

The system will only allow you to complete the transaction when the batch total is zero. If more than 19 items are entered, the system refreshes the screen and prompts for further items.

### 3.2 Commitments

This facility is used to account for discrepancies between system calculated supplier invoice totals and actual received.

#### Prerequisites

You will first have printed out a detailed list of the ledger account to be reconciled. Dependent upon your Nominal Ledger configuration, this may well be by supplier.

#### Procedure

The system expects entry of the following fields

|                    |                         |
|--------------------|-------------------------|
| Transaction number | Must be on file         |
| Actual Amount      | Decimal (7) Decimal (2) |

On entry of the transaction number, the system retrieves the associated P/L record and invites you to register an actual invoiced amount. Any discrepancy is

written away to an adjustments account as defined in configuration parameters (see section 2.3 above).

### 3.3 Bank Reconciliation

This facility enables you to enter a bank account number and then to enter in transactions numbers and enter Y/N against the associated details. This is designed to be used in conjunction with your bank statement and a print out of the associated bank account. Items that appear on the current bank statement may be flagged as "Y" on the system.

#### Prerequisites

The bank to be reconciled must have been defined in the Nominal Ledger Parameters file maintenance (see section 2.3 above).

#### Procedure

The system accepts entry of the following fields:

|                     |                |
|---------------------|----------------|
| Bank Account Number | Validated Bank |
| Transaction Number  | Ledger report  |

On entry of a transaction number, the system will retrieve the transaction details and the current reconciliation status which may be toggled between Y/N. Up to 18 transactions may be entered and adjusted prior to the system prompting you for "OK to Process". On entry of "OK" the system will update the reconciliation flags on the identified records.

It is proposed that the clerk uses the Nominal Ledger Account History report facility (see section 4.2 below) to extract a printout of all unreconciled items (Match = N) for the bank account under scrutiny - items are tick checked against the hard copy prior to reconciling them from the hard copy onto the system.

### 3.4 Bank Payments

This facility enables you to make a bank payment directly from the Nominal Ledger for items which you do not normally pass through the Purchase Ledger but may be subject to Standing Order/Direct Debit or ad-hoc purchase for which you do not wish to set up a Suppliers account.

#### Prerequisites

The target banks must have been identified to the system as a bank account in the configuration parameters (see section 2.3 above).

### Procedure

The system accepts entry of the following fields:

|                      |                   |
|----------------------|-------------------|
| Bank Account Number  | Validated Bank    |
| Payee Account Number | Any on File       |
| Payee Name           | 20 Character A/N  |
| Amount               | Decimal (7) . (2) |
| Cheque required flag | Y/N               |

Up to eighteen items may be entered at once. The system automatically debits the bank and credits the specified cost centre account by posting balancing journals. An entry is also placed into a cheque queue (Bank) which can subsequently be printed out by the cheque printing routine (see section 3.5 below).

## 3.5 Print Cheques

The system utilises a central procedure for collating cheques prior to printing. Cheque layouts with/without remittance advice may be set up as templates with substitution codes using the Word Processing facility to create target "letters" containing the substitution templates. The system is supplied with a default template CHEQUE which may be read into the Word Processor for examination/amendment.

### Prerequisites

Cheque requests should be generated by using the bank payments routine or generating Client/Agent Refunds or Supplier Remittances.

### Procedure

The system accepts entry of the following fields.

|                      |   |
|----------------------|---|
| Cheque Run Parameter | C = Client<br>A = Agent<br>S = Supplier<br>B = Bank Payments<br>E = All |
| From Reference       | Validated from file   |
| To Reference         | Validated from file   |

Starting Cheque Number

From system control

Cheque Form Name

Valid on file

### 3.5.1 Reference To/From

This is validated dependent upon the type of cheque run. If client cheques are to be printed, the system will accept any valid range of client account references.

If supplier cheques are to be printed, this supplier reference must be on the supplier file.

If either Bank cheques or the Everything facility is being used, then the system does not give the option to enter a selection range.

### 3.5.2 Cheque Number

This is maintained by the system, which reveals the next number in sequence from the last issued - you may override this to enter a new one.

**\*\*\* Warning\*\*\***

The system does not prevent you from reusing previously used numbers - this is under your control!

### 3.5.3 Cheque Form Name

This defaults to CHEQUE, which should be present on your system in the Standard Letter file. You may set up your own format using the substitution codes.

The system will prompt for "OK to Process" and the input of printer distinction.

Upon entry of "OK" all entries present in the cheque queues for the designated selection will be printed. The system accessed in the associated Nominal Ledger records and updates them with the cheque number used.

A cheque report is available (see 3.5 below).

## 3.6 Transaction Purge

This facility is normally given the highest access authorisation. It enables the user to clear down the Nominal Ledger at a variety of levels, and normally would only be used once a year to clear down the previous years transactions. Extreme caution should be exercised when using this facility.

**Prerequisites**

None.

**Procedure**

The system accepts entry of the following fields:

|              |                                  |
|--------------|----------------------------------|
| From Account | Valid on Account file            |
| To Account   | Valid on Account file            |
| From Period  | Range 1-13                       |
| To Period    | Range 1-13 > From Period         |
| From Batch   | Any                              |
| To Batch     | Any > From Batch                 |
| From Date    | Format <i>ddmmyy</i>             |
| To Date      | Format <i>ddmmyy</i> > FROM date |

Upon entry of the selection criteria, the system will prompt you to enter "OK to Purge". Upon entry of "OK" the system will remove all items that match the selection criteria and amalgamate them into Balance FWD transactions within the effected accounts against the current period as defined in Nominal Ledger Account Parameters (see section 2.3 above).

This facility is used to roll forward nominal accounts which contain large numbers of transactions which might otherwise become unwieldy.

## 4.0 REPORTS

### 4.1 Account Names

**Prerequisites**

Prior to using this facility, the Nominal Ledger account structure should have been defined and input to the system via Accounts Setup. If no accounts have been setup, the report will print nothing.

**Procedure**

The system accepts input of the following selection criteria:

|                  |  |
|------------------|--|
| Report Indicator | D = Screen Display<br>P = Printout (Hard copy) |
| From Account     | Any mask                                       |
| To Account       | Any mask > FROM account                        |



The system displays/prints the following details:

|                   |   |
|-------------------|---|
| Account Reference | BCCAAA<br>BB = Branch identifier<br>CCC = Cost Centre<br>AAA = Account identifier |
| Account Name      | System generated  |

The system will then interrogate the accounts files maintained in section 2.2 above, and report all matches within the account range given. If the display is to the screen, the system will prompt "MORE Y/N" as appropriate to continue/terminate screen display.

If output is to printer (P option), then the standard printer solution routine will be evoked after entry of the selection criteria, and the operator may specify the desired printer.

#### 4.1.1 Account Names

The system generates the account name by combining the descriptions held against the individual account codes making up the reference (as entered in Section 2.1 above).

For example: FC CLT BNK is a combination of:-

- a. Branch Code FC = Franek Computer Systems
- b. Cost Centre CLT = Client
- c. Account Reference BNK = Bank

Hence the report would show a full description of:-

Franek Computer Systems Client Bank.

#### 4.2 Account History

##### Prerequisites

None

##### Procedure

The system accepts input of the following selection criteria:

|                  |  |
|------------------|--|
| Report Indicator | D = Screen Display<br>P = Printout (Hard Copy) |
| FROM Account     | Any mask                                       |
| TO Account       | Any mask > = FROM account                      |

|                     |   |
|---------------------|---|
| FROM Period         | Range 1-13  |
| TO Period           | Range 1-13 $\geq$ FROM period   |
| FROM Batch          | Any mask  |
| TO Batch            | Any mask $\geq$ FROM Batch  |
| FROM Date           | <i>ddmmyy</i>   |
| TO Date             | <i>ddmmyy</i> $\geq$ FROM date  |
| Reconciliation Flag | Y = Reconciled only<br>N = Non-reconciled only<br>A = All transactions. |

The system displays/prints the following details:

Nominal Account Reference  
Ledger Transaction number  
Period indicator  
Transaction type  
Date  
Batch reference  
Transaction Description  
Transaction Amount

This report totals by account.

### 4.3 Trial Balance

This facility may be used at any time to give an instant picture of the current ledger balance broken down by account. It retrieves its information from control account information, and includes in the report details of any account whose balance is non-zero.

#### Prerequisites

None

#### Procedure

The system accepts input of the following fields:

|                  |  |
|------------------|--|
| Report Indicator | D = Screen Display<br>P = Printout (Hard Copy) |
|------------------|--|

The system inspects all control accounts as set up in section 2.2 above and maintained by the system. Any account which has a balance of account  $> 0$  will be included in the report. If output is to Printer (P option) then the standard printer selection routine will be evoked, and the operator may specify the desired printer.

## 4.4 Printed Cheques

The system consolidates all cheque printing into one facility which interacts with the cheque queue. Any queue may be actioned from the central routine, which accepts the queue type to be processed and the cheque template to be used. The operator may generate their own template using the Word Processor and identify it to the system upon printing (see section 3.5 above).

This report gives an audit trail of all cheques printed of the selected type.

### Prerequisites

For data to be output on this report, it is necessary to have run either Client/Agent Refunds with Cheque Printing, or Bank Payments with Cheque Printing.

### Procedure

The system accepts input of the following selection criteria:

|                  |   |
|------------------|---|
| Report Indicator | D = Screen Display<br>P = Printer   |
| Report Type      | S = Supplier Cheques<br>A = Agent Cheques<br>C = Client Cheques<br>B = Bank Cheques |

Upon entry of the desired cheque type, the system will select from the audit trail all items of that type and display the following information.

|               |                             |
|---------------|-----------------------------|
| Reference     | Unique cheque issued number |
| Payee         |                             |
| Cheque Number |                             |
| Date          | <i>ddmmyy</i>               |
| Amount        |                             |

If output is to printer (P option) the standard printer selection routine will be evoked after entry of the report type, and the operator may specify the desired printer.

Where hardcopy has been output, the system will additionally request "OK to Clear". Upon entry of "OK", the system will purge the audit trail of all printed items.

## 4.5 Ledger Report

The facility enables the operator to get a hard copy of self-generated reports which have been specified using the Report Generator (see section 2.4 above). It collates all the necessary information directly from control accounts information.

### Prerequisites

The required report should have been designed and entered via the Report Generator facility.

### Procedure

The system accepts input of the following selection criteria:

|                  |  |
|------------------|--|
| Report Indicator | D = Screen Display<br>P = Printout (Hard Copy) |
| Report Reference | Valid on file                                  |

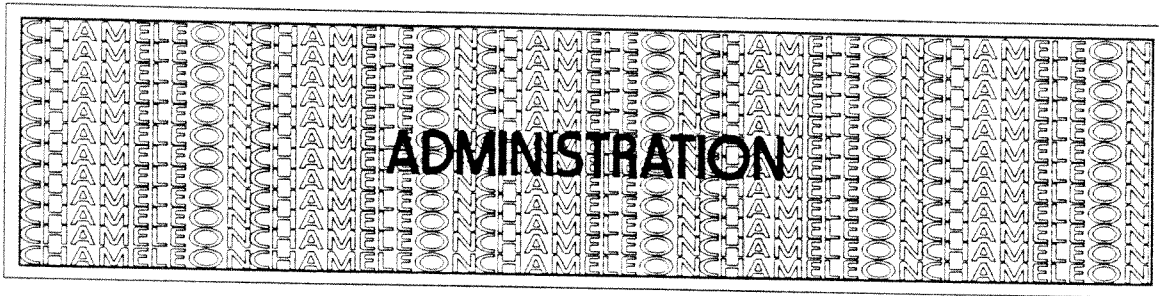
The system will examine the report parameters entered via the generator and format the output accordingly. The report shows the following entries:

Description  
Debit Balance  
Credit Balance

The report also supports:

Total description  
Total Value Debits  
Total Value Credits.

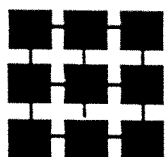
If output is to printer (P option), then the standard printer selection routine will be evoked after entry of the report reference, and the operator may select the desired printer, or <C/R> to select the default.



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## 1.0 INTRODUCTION

The administration functions are an essential part of monitoring bookings within the FCS Travel portfolio.

These functions depend very much on how the FCS Travel system is being used. The Supplier Ticketing and Refunds systems are self contained with integration through to the main bookings.

Note : The Refunds sub-system is a purchasable module and is included here for completeness.

There follows a more detailed look at the Administration functions.

## 2.0 SUPPLIER TICKETING SUB-SYSTEM

The supplier ticketing sub-system is used by Travel Agents who purchase services from suppliers. It is concerned with monitoring the status of the tickets ordered. The tickets are automatically ordered when a flight itinerary line is raised to the purchase ledger. ( See Supplier Invoice Raising ). At this point an item is created for internal use and given an internal ticket reference. This is then referred to on the itinerary line. This reference is used by the system to chase the tickets.

### 2.1 Display / Print Issued Tickets

This function allows the user to display or print the current status of a range of tickets.

#### Prerequisites

The tickets must be ordered via the supplier invoice raising (purchase ledger) before an internal ticket reference is assigned. This reference can be retrieved via the itinerary line that the ticket has been issued for.

#### Procedure

The system will allow input of the following fields:

Ticket Status

This will include only the tickets of the particular status chosen. O for Ordered, D for Delivered, C for Cancelled and R for Refunded. The system will default to A for All.

From Ticket Reference  
To Ticket Reference

Defaults to First  
Defaults to Last

The ticket order reference range is also used for selecting which tickets to include in the display or print.

Display or Print

D or P ( Defaults to D )

If D for display is chosen the output is sent to the screen. If P for print is chosen the system will ask for a printer name and all the output will be sent to that printer.

The report displays each ticket reference in numerical order as selected via the entries above. For each ticket reference the following is displayed or printed:

Ticket Order Reference  
Booking Number  
Itinerary Line Number  
Passenger Name  
Supplier Reference  
Carrier Reference  
Current Status

The Actual Ticket Numbers associated with this ticket reference.  
The dates on which the ticket was:

Ordered  
Delivered  
Cancelled  
Refunded.

### **2.1.1 Passenger Name**

The system, when automatically ordering the tickets, creates a ticket reference for each passenger travelling on the flight.

### **2.1.2 Ticket Order Reference**

For each internally held ticket order reference up to 5 physical tickets can be held. The ticket numbers displayed here are entered via the log tickets function (see 2.3).

## **2.2 Ticket Order Reprint Facility**

The flight itinerary line is raised to the Purchase Ledger and the tickets are classed as ordered. The raise invoice function also outputs a check list of the tickets to be ordered. This details the sectors etc of the ticket required and may be sent to the supplier.





On entry of the ticket reference the system will display:

Booking Number  
Itinerary Line number  
Passenger Name  
The Supplier from whom the ticket was ordered.  
The dates of the various states the ticket has gone through.

Ticket Status

This allows the user to amend the current status of the ticket. O for ordered, D for Delivered, C for Cancelled and R for Refunded. The option O for ordered is provided here as a ticket may be unordered and then re-ordered.

Log Date

This date is prefilled with today's date. It is used to show when the ticket status changed. By entering spaces in the date the given status is cleared. This is used if a mistake is made to undo a current status.

Ticket Numbers

There are up to 5 physical tickets allowed to be entered against each ticket order reference. Multiple tickets would be used if the tour included multiple sectors. ( ie. when lines are linked together only one ticket order reference is given, but this may lead to multiple sectors ).

## 2.4 Suppliers Ticketing Report

This report is used for checking the amount of revenue spent with a supplier. It shows a breakdown of all the tickets issued and totals by supplier, the value of the tickets.

### Prerequisites

None

### Procedure

The system will allow input of the following fields:

|                         |               |
|-------------------------|---------------|
| Display or Print        | Defaults to D |
| From Departure Date     |               |
| To Departure Date       |               |
| From Supplier Reference |               |
| To Supplier Reference   |               |

Entering <CR> for the above fields will default to first and last as appropriate. The

last date will default to today's date. These fields are used to select the tickets that will be shown on the report.

If the user has selected P for Print the system will ask for a printer otherwise the output will go to the screen.

The system will output in departure date order for each ticket order reference:

- Departure date
- Passenger name
- Cost of the Ticket ( in the suppliers currency )
- Ticket Order Reference
- Booking Number
- The actual ticket numbers ( up to 5 )

The report will throw a page for each change in supplier and will print total costs by supplier.

### **3.0 REFUNDS SUB-SYSTEM**

The refunds sub-system allows the user to chase refunds for tickets etc that has been raised onto the purchase ledger. All monies taken from the client are put into a suspense account until the refund is reconciled ( ie monies are received back from supplier ).

#### **3.1 Outstanding Refunds Report**

The refunds report is a chasing report for all refunds awaiting processing.

##### **Prerequisites**

An itinerary line must be cancelled via the (Y) option in the itinerary system. The line is then deemed awaiting refund.

##### **Procedure**

The system will allow input of the following fields:

|                                     |               |
|-------------------------------------|---------------|
| Display or Print                    | Defaults to D |
| Report by Client, Agent or Supplier |               |

The report can be viewed by supplier giving a list of all the bookings awaiting refunds from a particular supplier or it can be viewed by Agent / Client showing all the suppliers who must refund tickets etc for a given person.

Up to Refund Due Date

Include all the refunds due up to a particular date. This date can be amended on the refund queue via the reconciliation function ( see 3.3 ).

From Reference  
To Reference

These references are either suppliers, agents or clients depending on the type of report chosen. They are used to determine which refund items are displayed or printed.

If the user entered the P for Print Option the system will ask for a printer name, otherwise the output will go to the screen.

The report will detail for each refund outstanding :

|                |  |
|----------------|--|
| Supp.          | Supplier Reference                                   |
| Client         | Client Reference                                     |
| Agent          | Agent Reference                                      |
| Book           | Booking Reference                                    |
| Itin.          | Itinerary Line Number                                |
| Ticket         | Ticket Order Number ( if appropriate )               |
| RTD            | Raise ticket date of the itinerary line              |
| Rfd. Due       | Date on which the refund is due from the supplier    |
| Canx           | Date the line was cancelled                          |
| User           | The user who cancelled the line.                     |
| Serv Cost      | The cost of the service                              |
| Serv Price     | The price of the service                             |
| Supp Charge    | The suppliers cancellation charge.                   |
| Client Chrg    | The charge the user is going to ask from the client. |
| Ticket Numbers |  |

The report prints a sub total for each supplier and a grand total. The costs are specified in the suppliers currency. All the totals are specified in the system host currency

## 3.2 Refund Letter Print

This function allows the user to send a letter either to the supplier chasing a particular refund or a client / agent detailing the current state of the refund.

### Prerequisites

A refund letter must be created via the word processor. The system will default this document name to 'REFUNDS'.

### Procedure

The system will allow input of the following fields:

|                           |           |
|---------------------------|-----------|
| Client, Agent or Supplier | C, A or S |
| From Reference            |           |
| To Reference              |           |

These references are either the suppliers, clients or agents. Entry of <CR> will default to first and last as appropriate.

|                   |                  |
|-------------------|------------------|
| Up to Refund Date | Defaults to Last |
| Letter Reference  | Valid Letter     |

The system will prompt for OK to process, if OK, the system will queue prompt the user for a printer. The letters meeting the given criteria will then be printed out.

## 3.3 Refund Reconciliation

This function is used when the refund has been reviewed and either the client is going to get his refund or the supplier has sent the refund due to the user. This option can also be used to amend the refund due date.

### Prerequisites

None

### Procedure

The system will allow input of the following fields:

|                       |
|-----------------------|
| Supplier Reference    |
| Booking Number        |
| Itinerary Line Number |

The booking number and itinerary line numbers can have spaces entered. The system will then prompt for all the outstanding refunds due for that supplier or booking.

For each outstanding refund the following is displayed :

|                          |
|--------------------------|
| Booking Number           |
| Itinerary Line Number    |
| Lead name on the booking |
| Cost of the Service      |
| Price of the Service     |

The following input fields will be displayed with their current values :

|                          |                  |
|--------------------------|------------------|
| Charge From Supplier     |                  |
| Charge to Client / Agent |                  |
| Refund Due Date          |                  |
| F                        | Fix Client Price |
| P                        | Process Refund.  |

All the above fields are amendable and unless (P)rocess Refund is set to Y, these details will be stored against the refund line and will appear each time the reconciliation is entered.

### **3.3.1 Fix Client Price**

If the client has been quoted a cancellation charge the user can then set this flag to Y. This means that the Charge to Client / Agent field is fixed. No matter what refund is received from the supplier the charge to the client is fixed.

### **3.3.2 Process Refund**

All the lines may be amended as many times as the user requires. Only the lines with this flag set to Y will be processed. This allows the user to amend the charge fields ( given the constraints mentioned in 3.3.1 ) and the due date as many times as required. Once the Y flag is entered against the line and OK to process is passed the line will then be refunded through the booking system.

### **3.3.3 Processing the Refund.**

Once the refund has been accepted the booking is then updated. If a charge is due to the client or from the supplier a new itinerary line is created on the booking ( in the range 0 - 0.99 ).

The values on this line are those entered into the system. The refund line will be removed from the refunds system and the booking header will now be updated to reflect the new invoice amount.

The sales and nominal ledgers, if configured, will now be updated with the new values.

## **4.0 PAYMENT FUNCTIONS**

These two functions are to do with handling payments for bookings in the FCS Travel System.

## 4.1 Client Payments

This function allows the user to enter a payment for a given booking. The functionality is the same as that found in the main booking and administration system ( option 5 ).

### Prerequisites

The payment type must be entered via System Codes FM.

### Procedure

The system will allow input of the following fields:

Booking Number

This option puts a payment against an individual booking, this reference must exist. Once entered the clients name and address are displayed and the current payment history is shown in a scrolling list. If more that a page of details exist a "More (Y/N)" prompt will be displayed. Entry of Y will show more details. At End of file or entry of N the system will then prompt for the payment.

Payment Type

This must be a valid payment type as defined in System Codes FM.

Payment Amount

Card Number, Cheque Number or Receipt Number

Expiry Date

Authorisation Code

The above two fields are only asked for if the payment type has been specified as a Credit Card, a Charge Card or a Credit Card Charge Form.

Credit Card Holder or Cheque Signatories Name

The system will the prompt for OK to Process. If the user accepts the details the payment will be made. The sales and nominal ledgers ( if configured ) will now be updated.

## 4.2 Charge Card Reconciliation

This function allows the user to handle charge card statements and the positing of commissions due to the charge card company. All payments made by charge card do not filter into the nominal ledger ( if configured ) until they have been reconciled.

### Prerequisites

The payment type must be entered via System Codes FM.  
The nominal ledger overhead account and bank account for the commission payment, must already exist.

### Procedure

The system will allow input of the following fields:

#### Credit Transaction Type

This is a valid charge card payment type as defined in the System Codes FM.

#### Statement Date

These are the entries as on the charge card company statement, and make up the key of the file. If the statement has already been part reconciled, then the system will automatically pre-fill the Total and Commission charge fields as well as the currently reconciled total, and proceed with further reconciliation or offer appropriate options.

#### Statement Date

This should be the date shown on the Charge Card statement to be reconciled, and entered in the format ddmmyy. If a statement header already exists on file for this period end, then the current control details are displayed and cannot be modified. If the statements have been fully reconciled ie. the statement Total = Total Reconciled, then you will be offered the choice of updating the or ledger/clearing the reconciled details and restarting the process.

#### Statement Total

This is the total value of items to be reconciled on the statement and is inclusive of the commission charge.

#### Commission Charge

This is the amount deducted by the Charge Card company for their services and will be posted into the nominal ledger as an overhead, and withdrawn from the specified bank.

#### Reconcile Y/N

The system only offers items that have not previously been reconciled to the screen for the current batch process. The following items are displayed:

Original Payment Date  
Booking Number  
Charge Card Number  
Authority Code  
Card Holder  
Payment Amount

You may scroll up and down the current batch, changing the reconciliation flag between Y/N for any of the items offered. The system will increment/decrement the total reconciled and update it to the screen to show the result of your action. The system will not allow you to reconcile more items in value than the statement total. When you have completed the reconciliation process, press F1 to continue on to the Update phase.

#### Nominal Ledger Update

On entry of "OK" to Update, the system will prompt entry of the following fields:

Commission Overhead Account

Bank Account for commission payment

Both of these accounts must be valid on file. Upon acceptance of the above accounts, the system posts payments through to the Nominal Ledger for all reconciled items with a transaction type of SPY and a batch type of CLTMAN/AGTMAN as with non charge card payments, but with a transaction text of "Charge Card PMT = nnnnnn where "nnnnnn" = Booking number.

The system flags all items as processed and then Credits the Bank/Debits the Overhead account for the commission charged using a transaction type of BKP and a Batch identifier of COMPAY.

Finally the system flags the statement header as processed and returns to the menu.

## 5.0 BOOKING CONTROL FUNCTIONS

These functions are to do with the acceptance of bookings being correct and the removal of bookings once finished with.

### 5.1 Authorise Bookings

This function allows the user to check bookings prior to allowing them to be invoiced. It allows the user to check the details of the booking, mainly the accounts details. This function would normally be performed by a supervisor.



Bookings are placed onto a queue automatically by the system when an attempt to print an invoice for a booking is requested by a user without the relevant permission.

The system compares the access codes held by the user with those held by a special program 'FIRMUP' held in programs and menus FM.

If the user is unable to print an invoice a message will be sent to all supervisors (if the urgency code is set to 1).

### Prerequisites

None

### Procedure

The system will allow input of the following fields:

Process or List                      P or L                      ( Defaults to L )

If the list function is chosen a list of all the bookings awaiting verification is shown on the screen. This list details :

Booking Number  
Urgency Code  
Date of Request to Verify  
Time of Request to Verify  
User requesting the verify

If the list extends over more than one page a "More (Y/N)" prompt will be shown. If the user enters Y the display will continue otherwise the system will prompt again for Process or List.

If the process function is chosen the system will allow input of the following fields :

Urgency Code                      1, 2, 3                      ( Defaults to All )

This allows the user to select bookings of a particular urgency only.

Booking Number                      ( Defaults to All )

The user may either choose to verify all bookings one after another, or select an individual booking ( for example if a known booking needs immediate approval ).

Once the above have been entered the system will then find the bookings awaiting verification that meet the given criteria.

For each booking found the following is shown :

Booking Number  
Booking Status                      ( Optn, Firm, Canx )  
Party Breakdown  
Date Booked and Users Initials

Invoice Value  
Vat Due on Invoice Value  
Agent Commission Due  
Vat Due on Agent Commission  
Total Invoice Value  
Cash Received  
Balance Due

For each itinerary line on the booking the following is shown

Line Number  
Type ( Flt, Gen, Hot, Tor, Ins )  
Description of Itinerary  
Start or Departure Date  
Duration  
Supplier Reference  
Price to the Client of the Itinerary

When all the details have been displayed the user is prompted:

Authorise Booking (Y/N/S) ( Defaults to S )

Entry of Y will allow the booking to be invoiced.

Entry of N will leave the booking status untouched. The user who requested the booking be verified is sent a message to say the verification failed.

Entry of S will skip this booking. The booking is left on the queue and may be reviewed again later.

## 5.2 Purge Option Bookings

The bookings system allows the user to book option bookings (ie. those without any payment). The system defaults the number of days that the booking will remain on the system, before removal, without payment received. This function allows the user to remove certain option bookings from the system

### Prerequisites

None

### Procedure

The system will allow input of the following fields:

Display or Print (Defaults to D)

The display option will only show bookings that are liable to be removed if the purge is run. The print option will purge the bookings once the details have been printed.

Up to Expiry Date (Defaults to Last)  
Verify Purge (Y/N) (Defaults to 'Y')

If the P for Print Option has been chosen the user will be asked for a printer to send the report to, otherwise the details will be displayed to the screen.

The following details are shown on the report or display :

Booking Number  
Passenger Lead name  
Home Telephone Number  
Work Telephone Number  
Departure Date  
Option Expiry Date  
Number of Passengers on the booking.

If the display option has been chosen then only the details are displayed. If the display extends over more than one page a "More (Y/N)" prompt will be shown. If the user enters Y the display will continue until the end of file or until N is entered.

If the print option has been chosen the system will then attempt to remove the booking. If the Verify Purge flag is set to Y then the user will be asked :

Purge (Y/N/Quit) Y , N or Q

Entry of Y will remove the booking from the system and all ancillary files.

Entry of N will leave the booking for later review.

Both entry of Y or N will then prompt with the next booking to purge. Entry of Q will quit this option totally.

Great care should be taken running this option as it will remove all booking details. If the system is running with inventory this will all be given back.

### 5.3 Purge Bookings

**\*\*\* WARNING \*\*\***

This function is very powerful and should only be run by authorised personnel.

This function will remove all bookings ( with no outstanding balance ) for the given criteria from the system.

**Prerequisites**

None

### Procedure

The system will allow input of the following fields:

Display or Print (Defaults to D)

The display option will only show the bookings that would be purged but does NOT remove them.

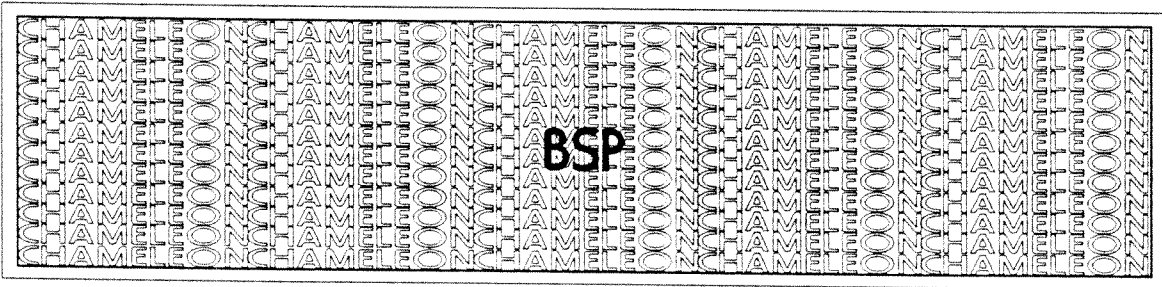
Purge Departures Up To Valid Date

If the display option is chosen the following details are displayed :

- Booking Number
- Departure Date of Booking
- Number of Passengers
- Lead Name
- Invoice Amount
- Operator who booked the details

If the print option is chosen the same details as above are printed. If the booking has no balance then all the details associated with that booking are REMOVED.

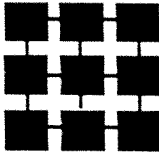
If a balance is still due the booking is not removed.



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## 1.0 INTRODUCTION

The BSP facility enables all sales through BSP to run smoothly and efficiently, keeping records and history's of all movements of tickets and documentation.

## 2.0 FILE MAINTENANCE

### 2.1 Ticket Stock FM

#### Prerequisites

None

#### Procedure

The IATA ticket numbers are entered here.

The system will allow input of the following:

From Ticket Number  
To Ticket Number

The ticket number is 10 characters long. The first 2/3 digits refer to the ticket type. The last number (separated from the others) is the check digit and only used for BSP validation. The tickets will remain in the stock file until they are either issued, deleted or purged.

The system will allow you to Add, Delete, or Display items on file. The Display facility shows a full screen of ticket numbers. If further items are available you will be prompted "More? Y/N". Entry of "Y" will offer further ticket stock until EOF is encountered.

*NB. Tickets must be entered in STRICT NUMERICAL SEQUENCE.*

## 3.0 PROCESSING

### 3.1 Ticket Issuing

#### Prerequisites

The Airline code must previously have been entered within System Codes FM - "Carriers". The ticket number must have previously been entered into Ticket Stock. (See 2.0)

## Procedure

The system will allow input of the following:

|               |   |
|---------------|---|
| AIR           | Airline Number  |
| Ticket Number | BSP Ticket number from stock  |
| CNJ           | Conjunction ticket to cover multiple tickets (must be in strict numerical sequence with no gaps within a conjunction set). This will default to single ticket only and C/R will take you to the next field. |
| VCP           | Voided coupons for single flight only.  |
| Booking       | Booking Number  |
| Itin          | Itinerary Line Number   |
| T             | Type of traveller ie. (A)dult (C)hild or (I)nfant or (M)CO - Miscellaneous Charge Order.  |
| Pax           | Passenger Number, ignored if MCO  |
| Cash          | Payment amount by Cash  |
| Credit        | Payment amount by Credit  |
| Tax           | This refers to Airport Tax amount   |
| Comm%         | Commission - This will default through from the itinerary system in Booking and Administration. Typically this would be 7.5% or 9%  |

When all information is entered, the system will ask "OK to Process". Entry of OK will issue the ticket.

## 3.2 Adjustment Document Entry

This facility is used when discrepancies arise in the Billing Analysis, or for refunding or adjusting issued tickets.

### Procedure

The system will allow entry of the following:

|                 |   |
|-----------------|---|
| Ticket Number   | The number of the issued ticket   |
| Air             | Airline Number. This will automatically default when the ticket number is entered. The ticket details will show on the display at the bottom of the screen. |
| Document        | Type of adjustment ie. (C)redit (D)ebit (R)efund (M)inor Adjustment.  |
| Document Number | The document number is located in the bottom right hand corner of the document.   |
| Amount          | This refers to the actual adjustment amount.  |
| Type            | Refers to type of payment ie. Cash or Credit Card   |
| Tax             | Airport Tax   |
| Comm            | If commission is involved this refers to the actual amount, not the percentage.   |

The ticket history will automatically be displayed on the lower half of the screen when the ticket number is inserted. When all information is entered you will be asked "OK to Process". Entry of "OK" will process the adjustment.

### 3.3 Spoil Tickets

This facility is used when for some reason a ticket has had to be destroyed ie. Printer wreck.

#### Prerequisites

None

#### Procedure

The system will allow input of the following:

|                |                         |
|----------------|-------------------------|
| Ticket Number  | Number of Issued Ticket |
| The Issue Date |                         |
| Booking Ref    |                         |
| Passenger Name |                         |
| Void Coupons   |                         |
| Cash           |                         |
| Credit         |                         |
| Tax            |                         |
| Comm           |                         |

information will all default automatically on entry of the ticket number if the ticket has been issued. The user will be asked "OK to Spoil Ticket?" Entry of "OK" will process the Spoilt Ticket.

## 4.0 REPORTS

### 4.1 BSP Report

The BSP Report is a record of all transactions that have taken place within the specified issue dates. It is used for comparison with the report received directly from BSP, and to fill in the Sales Transmittal Form.

#### Procedure

The system will allow entry of the following:

|                 |  |
|-----------------|--|
| From Issue Date | The date the first ticket for the report was issued. |
| To Issue Date   | The date the last ticket for the report was issued.  |



The BSP Report details all documents processed between the two entered dates. Firstly it details all the tickets issued. It prints the tickets in ticket order and totals each type. A sub total of all tickets is printed. The report then shows all the adjustment documents issued totalling each document type. Finally a grand total is printed of monies due to BSP.

The system will allow you to (D)isplay or (P)rint the report. The Display facility will give a full screen of information. If further items are available you will be prompted "More? Y/N". Entry of "Y" will offer further information until EOF is encountered.

## 4.2 Ticket History

This facility provides a means to check ticket movement with or without reference to Bookings.

### Procedure

The system will allow entry of the following:

|                               |   |
|-------------------------------|---|
| Sort by (B)ooking or (T)icket | Select which type of report - By Booking or Ticket is required. |
| From Booking Reference        | The first Booking Number required.                              |
| To Booking Reference          | The last Booking Number required.                               |
| From Ticket Reference         | The first Ticket Reference required.                            |
| To Ticket Reference           | The last Ticket Reference required.                             |

C/R will default to the first and last entries made.

The system will allow you to Display or Print the Ticket History. The Display facility will give a full screen of items. If further items are available you will be prompted "More? Y/N". Entry of "Y" will offer further information until EOF is encountered.

If you wish to print the Ticket History, the system will prompt "OK to Print". Entry of "OK" will process the request.

Each ticket is displayed with the details entered in the issuing function. All ancillary adjustment documents will then be detailed after the ticket.

## 4.3 Ticket Purge

If you have no further need for the ticket information for any reason, this facility will remove all record of the specified tickets from all parts of the system. This should only be used when you are quite sure the information is not required as it will be irretrievable.

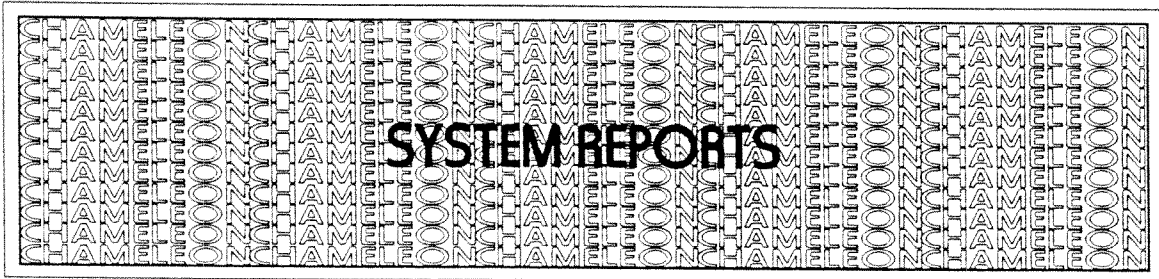
**Procedure**

The system will allow entry of the following:

From Ticket Number  
To Ticket Number

First Ticket Number to be purged.  
Last Ticket Number to be purged.

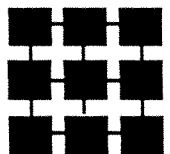
When the tickets have been specified the user will be prompted "OK to Purge". Entry of "OK" will remove those tickets from the system and all ancillary adjustment documents.



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## 1.0 INTRODUCTION

The report functions are used with the FCS Travel System. These reports are the main day to day print reports and the management reports.

## 2.0 ADMINISTRATION REPORTS

### 2.1 Daily Diary and Chasing Reports

This facility provides the following reports on a day to day basis.

#### Prerequisites

Diary Types must previously have been set up in Personal Diary FM.

#### Procedure

The system will allow entry of the following:

To select the report you wish to produce, "Y" should be entered in the first field (currently defaulting to NO).

The Start and End dates for the report should then be entered. This procedure is followed for the following reports:

Options Expired  
Balances Due  
Ticket Ordering

For a Diary Report, the Diary type should be entered.

Having entered all the relevant information, the system will produce the reports as follows:

|                  |  |  |
|------------------|--|--|
| Options Expired: | Expires<br>Booking<br>Lead Number<br>Work T/phone<br>Departs<br>Pax<br>Tot.Invoice | Expiry Date<br>Booking Number<br>Lead Number<br>Work Telephone Number<br>Departure Date<br>Number of Passengers<br>Total Invoice Value |
| Balances Due:    | Bal Due<br>Booking<br>Lead Name  | Balance Due Date<br>Booking Number<br>Lead Name  |

|                  |                              |                      |
|------------------|------------------------------|----------------------|
|                  | Departs                      | Departure Date       |
|                  | Pax                          | Number of Passengers |
|                  | Tot.Invoice                  | Total Invoice Value  |
|                  | Balances Due                 | Balances Due         |
| Ticket Ordering: | Supplier                     | Supplier Reference   |
|                  | Type                         | Itinerary line type  |
|                  | Option                       | Option Expiry Date   |
|                  | Booking                      | Booking Number       |
|                  | Lead Name                    | Lead Name            |
|                  | Departs                      | Departure Date       |
|                  | Pax                          | Number of Passengers |
|                  | Itin.Line Refs               | Itin.Line Ref.Number |
| Diary Type:      | Date of Entry                |                      |
|                  | Time of Appointment etc      |                      |
|                  | Text - Explanation of entry. |                      |

The system will allow each report to be Displayed to the Screen or Printed. The Display facility shows a full screen of information. If further items are available you will be prompted "More? Y/N". Entry of "Y" will offer further information until EOF is encountered.

## 2.2 Invoice Print

### Prerequisites

Invoices must have been previously queued through the Booking and Administration System - Documentation, or via Selective Bookings (See 2.4)

### Procedure

The system will allow entry of the following:

|              |   |
|--------------|---|
| Product Code |   |
| Branch Code  |   |
| For Booking  | Either the individual booking number, or <CR> to print ALL queued invoices. |
| Verify Y/N   | If Y is selected, items will be displayed on the screen prior to printing.  |

The user will be prompted with "OK to Process". Entry of "OK" will prompt "Please enter the printer you require". Selecting the required printer will process the invoices.

## 2.3 Facsimile Requests

This program processes the Facsimiles requested in the Booking and Administration system.

### Prerequisites

The Supplier Reference must have been entered into Supplier File Maintenance.

### Procedure

The system will allow input of the following:

|             |  |
|-------------|--|
| Message No. | This is automatically generated when the fax is created. Use of option 5 will show all listed messages with numbers. |
| Supplier    | The recipient Supplier Ref. Code.  |
| Fax No.     | If the facsimile number has been entered into Supplier Details, the number will automatically appear.                |

The system will give you the option to Add, Amend, Delete, Display, Summarise or Print items on file.

The Display facility will show each message one at a time until EOF is encountered.

The Summary facility will list details of all current messages in the system.

If the user wishes to Add or Amend a Fax, he may do so by using the Word Processor type input provided.

## 2.4 Selective Bookings Report

The selective booking function allows the user to do analysis and mass functions on the booking and itinerary file.

The user is given eight functions all of which may have various constraints put on them.

### Prerequisites

The following details must be set up (if then are to be used in the selection criteria).

|                   |                            |
|-------------------|----------------------------|
| Agent Accounts    | Travel Agent FM            |
| Supplier Accounts | Supplier FM                |
| Analysis Codes    | Source & Analysis Codes FM |
| Source Codes      | Source & Analysis Codes FM |
| Carrier Codes     | System Codes FM            |

|                  |                               |
|------------------|-------------------------------|
| City Codes       | System Codes FM               |
| Operator Codes   | System Codes FM (Consultants) |
| Standard Letters | Word Processor                |

**Procedure**

The system will allow input of the following fields :

|                     |                          |
|---------------------|--------------------------|
| Display or Print    | D or P                   |
| Function            | R, I, L, B, S, G, N or C |
| From Booking Number |                          |
| To Booking Number   |                          |
| From Departure Date |                          |
| To Departure Date   |                          |
| Agent Bookings      | (Y/N/A)                  |

Y for only Agent bookings, N for only direct bookings or A for Agent and Direct Bookings. The next two fields are skipped on entry of N.

From Agent Reference  
To Agent Reference

From Supplier Reference  
To Supplier Reference

|                |        |
|----------------|--------|
| Booking Status |        |
| Option         | Y or N |
| Firm           | Y or N |
| Cancelled      | Y or N |

The system will include bookings holding this status. All of the booking status entries will default to Y. For queuing invoices the option field is set to N and not prompted for.

|                     |                    |
|---------------------|--------------------|
| From Analysis Codes |                    |
| To Analysis Codes   |                    |
| From Source Code    |                    |
| To Source Code      |                    |
| Carrier Reference   | Up to Five Entries |
| Destinations        | Up to five entries |

Entry of spaces in the first entry of the above two fields will allow all carriers & destinations.

Operator Reference

This is the consultant who took the booking. Entry of spaces will allow all consultants.

Letter Reference

This is only prompted for if the user has chosen the queue letter option. This letter must exist.

From Client Analysis Code  
To Client Analysis Code

The client analysis codes are prompted for if the system is configured to maintain them.

If the user enters spaces in any of the above from fields the system will default to "First". If spaces are entered against a to field "Last" is defaulted.

If the user has selected the (D) for display option the processing will now take place as shown below otherwise the user will be asked "OK to Print". On entry of "OK" the user will be prompted for a printer. The output of the reports etc will go to this printer.

The output is dependent on the type of function chosen.

### 2.4.1 Report

For each booking meeting the given criteria above the following is displayed or printed.

|                                     |                  |
|-------------------------------------|------------------|
| Booking Number                      |                  |
| Booking Status                      | Optn, Firm, Canx |
| Departure Date                      |                  |
| Number of Passengers on the booking |                  |
| Total Invoice Value                 |                  |
| Balance Due on the Invoice          |                  |
| Lead Passenger's Name               |                  |

The invoice value and the balance due columns are totalled for the report and displayed or printed at the end of the report.

### 2.4.2 Queue Invoice

This function allows the user to queue invoices for any bookings that have not already had one queued. Those bookings that already have an entry will be ignored.

The display and print option is ignored for this function. After entry of all the selection criteria the user will be prompted "OK to Process". On entry of "OK" the system will create entries for all the valid bookings. The screen will show the booking currently being checked and a total count is displayed when the processing has finished.

The invoices may then be printed via the Print Invoices function on the reports menu.



### 2.4.3 Queue Letter

This function allows the user to queue letters to send to clients of given bookings. Those bookings that have been queued to already receive this letter will be ignored.

The display and print option is ignored for this function. After entry of all the selection criteria the user will be prompted "OK to Process". On entry of "OK" the system will create entries for all the valid bookings. The screen will show the booking currently being checked and a total count is displayed when the processing has finished.

The letters may then be printed via the Print Letters and Labels function.

### 2.4.4 Booking Count.

This function allows the user to check how many bookings of a certain type ( from the above criteria ) are currently residing on the bookings database.

The display and print option is ignored for this function. After entry of all the selection criteria the user will be prompted "OK to Process". On entry of "OK" the system will search through all the bookings. The screen will shown the booking currently being checked and a total count is displayed when the processing has finished.

### 2.4.5 Source Analysis

This function outputs a report by the source code entered in the client details of the booking system.

For each source code found, within the given criteria, the following is output :

- Source Code
- Description
- Number of Passengers
- Number of Bookings
- Total Invoice Value for All relevant bookings
- Total Costs for All relevant bookings

A grand total is printed for the number of passengers, number of bookings, invoice value and costs at the end of the report

### 2.4.6 General Code Analysis

This function outputs a report by the analysis code entered in the client details of the booking system.

For each analysis code found, within the given criteria, the following is output:

- Analysis Code
- Description
- Number of Passengers
- Number of Bookings
- Total Invoice Value for All relevant bookings
- Total Costs for All relevant bookings

A grand total is printed for the number of passengers, number of bookings, invoice value and costs at the end of the report

### **2.4.7 Nationality Analysis**

This function outputs a report by the nationality code entered in the passenger name details of the booking system.

For each nationality found, within the given criteria, the following is output:

- Nationality Code
- Description
- Number of Passenger

A grand total is printed for the number of passengers at the end of the report

### **2.4.8 Carrier Analysis**

This function outputs a report by the carrier code entered in flight number of the itinerary system.

For each carrier found, within the given criteria, the following is output:

- Carrier Code
- Description
- Number of Passengers
- Number of Bookings
- Total Costs for All relevant bookings

A grand total is printed for the number of passengers, number of bookings and costs at the end of the report

## **2.5 System Codes Print**

This facility gives you the opportunity to print out listings of Codes previously set up in System Codes FM.

**Procedure**

To indicate which reports you wish to print, "Y" should be inserted over the default of "N".

When you have made your selection, you will be prompted "OK to Print". Entry of OK will process the request.

Each set of codes will be printed on a new page. The report will detail :

Code  
Description

**2.6 Booking Amendment History**

This function if turned on within System General Parameters allows the user to determine all the booking and itinerary input changes. This function traps all fields that have been amended, by whom and when.

**Prerequisites**

Either the Booking Amendment or Itinerary Amendment History switches must be turned on in System General Parameters.

**Procedure**

The system will allow input of the following:

|                  |               |
|------------------|---------------|
| Display or Print | Defaults to D |
| For Booking      | <CR> for All  |
| Upto Date        | <CR> for Last |

The system will then display or print all the input amendments made to the bookings specified. It will detail :

|                             |                           |
|-----------------------------|---------------------------|
| Booking Number              |                           |
| Itinerary Line Number       | If an itinerary amendment |
| Date of Amendment           |                           |
| Time of Amendment           |                           |
| User who made the amendment |                           |
| Field Description           |                           |
| Previous Image              |                           |
| New Image                   |                           |

If the P for Print Option is chosen the user is asked for a printer name. The report will then be printed to the printer. The user will be prompted for "OK to Purge" once the print has finished. If OK is entered the printed records are removed.

If the D for Display Option is chosen the report is displayed to the screen. If the display is longer than one page the user will be prompted "More (Y/N)", if the user enters N the display will stop otherwise the display will continue until the end of file is reached or "N" is typed.

### 3.0 ACCOUNTING REPORTS

#### 3.1 Client Payments Report

This facility will Display or Print individual payment reports for each form of payment.

##### Procedure

The user must select D to Display the report on the screen, or P to print the report. If the Display facility is chosen, each type of payment will be displayed one at a time with the prompt More? Y/N at the end of each individual report. If the print option is chosen, all types of payment will be printed.

The report will show the following information:

|                  |  |
|------------------|--|
| Date             | Date of Payment  |
| Trans            | Transaction Number   |
| Amount           | Amount of Payment  |
| Booking          | Booking Number   |
| Card/Receipt No. | Credit Card Number or Receipt Number generated for other forms of payment. |
| Date             | Credit Card Expiry Date  |
| Auth             | Authorisation Code issued by Credit Card Company.                          |
| Card Holder      | Name of Card Holder or Signatory if payment by Cheque.                     |

#### 3.2 Print Sales Daybook Report

When the FCS Travel System is configured not to run the sales ledger a simple sales daybook is maintained. This function either displays or prints the details held on it.

*Note: This function should not be confused with the Sales Ledger Sales Daybook, which is an audit trail of all transactions hitting the sales ledger*

##### Prerequisites

None

**Procedure**

The system will allow input of the following field :

Display or Print (Defaults to D)

The details presented for each transaction are :

Transaction Date  
Transaction Number  
Booking Number  
Number of Passengers on the Booking  
Departure Date  
Old Sales Value  
Old VAT Value  
New Sales Value  
New VAT Value

If the D for Display option is chosen the output will be shown to the screen. If the display takes more than one page the user will be prompted "More (Y/N)". On entry of "N" the system will return to the above prompt otherwise the display will continue until the end of file is reached or "N" is typed.

If the P for Print Option is chosen the system will prompt for a printer name. The report will be printed to this printer.

After the print is completed the system will prompt :

OK to Clear Printed Items

If "OK" is entered the system will clear all the sales daybook entries.

**3.3 Cash Flow Analysis**

The cash flow analysis function allows the user to see monies that are to be paid and monies that are due to be received over a specified period. This function holds a running balance over the given period.

**Prerequisites**

None

**Procedure**

The system will allow input of the following fields :

Display or Print (Defaults to D)  
From Date  
To Date

The from date is defaulted to the first of January for the current year. The to date is defaulted 2 years from the from date

The maximum period allowed for the cash flow analysis is 1000 days

If the user has chosen the (P) for Print Option the user will be prompted "OK to Print". If "OK" is entered the system will ask for a printer name, the output will be sent to this printer.

For each day within the entered cash flow period the following is displayed or printed:

|                     |                        |
|---------------------|------------------------|
| Day                 |                        |
| Date                |                        |
| Revenue Due         |                        |
| Outgoings Due       |                        |
| Net Receipts        | Revenue less Outgoings |
| Cumulative Receipts |                        |

The revenue due is calculated from the balance due on the booking using the balance due date.

The outgoings is calculated from the raise ticket date (RTD) held on the itinerary line.

If the display goes over a page the system will prompt "More (Y/N)". Entry of N will reprompt the above fields otherwise the output will continue until the end of file or until N is entered.

### 3.4 VAT Margin Scheme Print

This function allows the user to see the total VAT due at any one point if VAT Margin Scheme is being implemented.

#### Prerequisites

None

#### Procedure

The system will allow input of the following fields :

|                      |                 |
|----------------------|-----------------|
| Display or Print     | (Defaults to D) |
| Start Departure Date |                 |
| End Departure Date   |                 |

If spaces are entered for either of the above dates, "First" or "Last" is defaulted as appropriate.







**Procedure**

The system will allow entry of the following information:

|                   |                   |
|-------------------|-------------------|
| Operator Initials | Operator Initials |
| From Booked Date  |                   |
| To Booked Date    |                   |

The following selection should be made to determine the type or report required:

|           |                     |
|-----------|---------------------|
| (F)irm-   | Firm Booking Only   |
| (O)ption- | Option Booking Only |
| (A)ll -   | All Bookings        |

The report will give the following information:

|                |                      |
|----------------|----------------------|
| Bkng No.       | Booking Number       |
| Booked         | Booking Date         |
| Pax            | Number of Passengers |
| Passenger Name | Passenger Name       |
| Revenue        | Revenue              |
| GR Profit      | Gross Profit         |
| Commiss        | Operator Commission  |

The system will Display or Print the report. If the Display option is chosen, and you wish to see all operators, each one will be presented individually. <CR> will take you to the next operator.

**3.7 Agents Commission Report**

This function allows the user to see, booking by booking, how much commission and VAT is due for payment for all agent bookings.

**Prerequisites**

None

**Procedure**

The system will allow entry of the following information:

|                  |                |
|------------------|----------------|
| Display or Print | Defaults to D  |
| Agent Reference  | <CR> for All   |
| From Booked Date | <CR> for First |
| To Booked Date   | <CR> for Last  |

The report will detail for each booking found meeting the entry criteria :

Booking Number  
Lead Name  
Invoice Amount  
Commission  
VAT Due ( on Commission )

The report will total all the numeric field. It will print a grand total and an individual total by agent.

If the D for Display Option is chosen the report is shown on the screen. If the display is longer than a page the user will be prompted "More (Y/N) ", entry of "N" will stop the report otherwise the display will continue until the end of file or until "N" is entered.

If the P for Print Option is chosen the user will be prompted for a printer name. The report will be printed to that printer. Each change of agent will cause the report to throw a page.