

# SECTION 7: FINANCE

**Reservations Lifecycle  
Model**

**Master Files**

**Finance Functions**

**Accounts Receivable**

**Financial Generator**

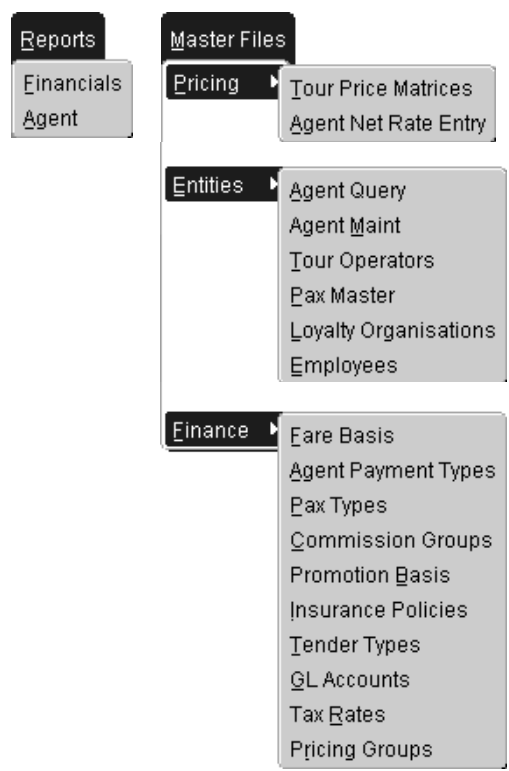
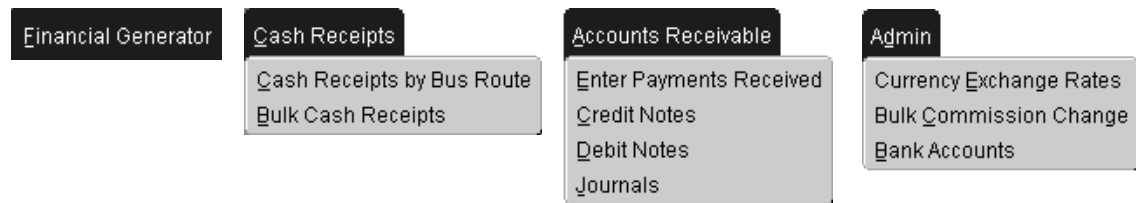
**Archiving**

## Table of Contents

### Section 7: Finance

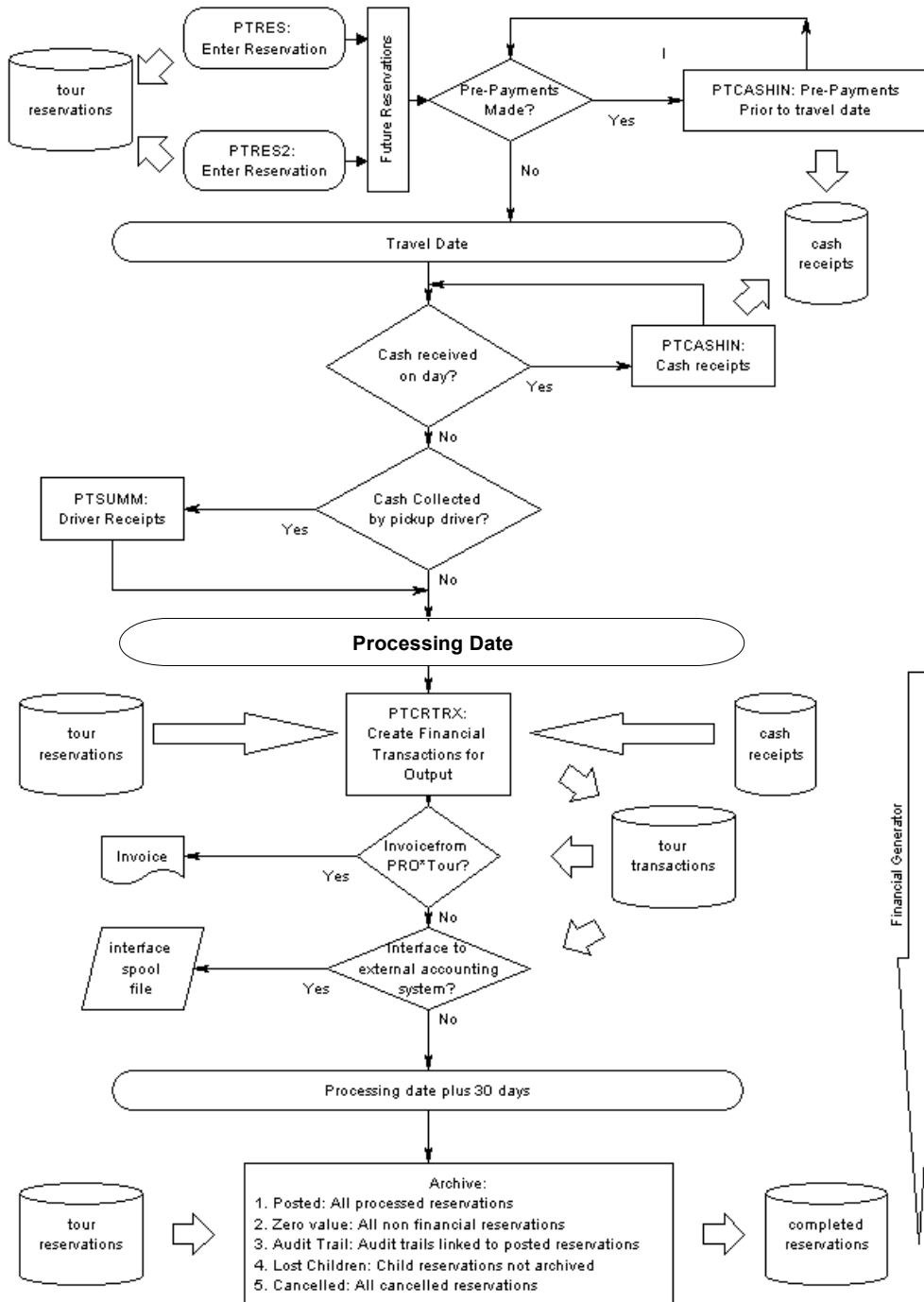
7.0 Menus.....	3
7.1 Reservations Life Cycle Model.....	4
7.2 Master Files.....	5
7.2.1 Company Bank Accounts.....	5
7.2.2 Currency Exchange Rates.....	6
7.3 Finance Functions.....	7
7.3.1 Bulk Commission Change.....	7
7.3.2 Cashiering.....	8
7.3.3 Cash Receipts (by Bus Route).....	10
7.3.4 Bulk Cash Receipts.....	11
7.4 Accounts Receivable.....	14
7.4.1 Accounts Receivable: Separate Style.....	15
7.4.2 Accounts Receivable: Group Style.....	16
7.4.3 Credit Notes.....	17
7.4.4 Debit Notes.....	20
7.4.5 Enter Payments Received.....	23
7.4.6 Journals.....	28
7.5 Financial Generator.....	30
7.5.1 Financial Generator.....	30
7.5.2 Create Transactions.....	31
7.5.3 Generation of invoices and statements.....	35
7.5.4 Generation of output files for interface with external finance systems.....	36
7.6 Archiving of completed reservations.....	38

# 7.0 Menus



# 7.1 Reservations Life Cycle Model

PRO\*Tour - Reservation Lifer Cycle  
Ver 2.1 19/09/2000



## 7.2 Master Files

### 7.2.1 Company Bank Accounts

Module Name	Access Path	Purpose
PTBANK	Financials/ Admin/ Bank Accounts	To enter or amend bank account details of agents and tour operators

Org Code	Seq	Merchant No	Account Name
TROPHOZ	1	123456	Tropical Holdings Ltd

About ?

If your site uses the EFTPOS extensions with multi merchant facilities, then the Merchant Master File details are entered here. This is a single block multi line form:

<b>Org Code</b>	The code relating to the agent or tour operator – list of values available.
<b>Seq</b>	The processing sequence may be specified via the allocation of appropriate sequence numbers.
<b>Merchant No</b>	The merchant EFTPOS number.
<b>Account Name</b>	The agent or tour operator bank account name.

## 7.2.2 Currency Exchange Rates


Module Name	Access Path	Purpose
HCURREX	Financials/Admin/ Currency Exchange Rates	To enter or amend currencies and exchange rates

Currency	Description	Factor Out	Factor In	Local	Updated
AUD	AUSTRALIAN DOLLARS	.97	1.03	<input type="checkbox"/>	22/11/2006 14:29
CAD	Canadian Dollars	1	1	<input checked="" type="checkbox"/>	16/11/2006 18:34
USD	US Dollars	1.36	.74	<input type="checkbox"/>	14/11/2006 15:10
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

Buttons: About

 **Local currency must always exist and will be set up by Proteus when PRO\*Resort is installed.**

Additional currencies and exchange rates relative to the Local currency may be created and amended as required. Currency exchange rates are used by the cashiering form.

 See Section 7: Finance Tasks – Cashiering for further details.

<b>Currency</b>	Code by which the Currency is referenced.
<b>Description</b>	Description of the Currency.
<b>Factor Out</b>	Exchange rate where Local Currency is buying this Currency.
<b>Factor In</b>	Exchange rate where this Currency is used to make payments against a Local Currency booking.
<b>Local</b>	One Currency is flagged (box checked) to indicate it is the local/default currency.
<b>Updated</b>	Date and time of last update of this currency – auto-populated by PRO*Resort.

## 7.3 Finance Functions

### 7.3.1 Bulk Commission Change

Module Name	Access Path	Purpose
PTCUPD	Financials/ Admin/ Bulk Commission Change	To amend agent commission rated for a given tour for a given date or range of dates

Commission Change / System Manager

### Bulk Reservation Commission Change

Tour:  THE BAY BY HOVERCRAFT

Agent:  DKI Tours

Change all reservations from  to  Inclusive

Using a commission percentage of  %

This form is used if, for example, a number of bookings have been made by an agent for a tour at their default commission rate during a period when a special commission rate should have been applied.



**This form should only be used by authorised financial personnel as it can change agent commissions for both current and future bookings prior to processing.**

<b>Tour</b>	Enter the tour code for which the commission is to be updated (List of Values available). Tab to display the tour description.
<b>Agent</b>	Enter the agent code whose commission rate is to be changed (List of Values available). Tab to display the agent name.
<b>Change all reservations from / to</b>	Enter the inclusive date range over which the change is to be applied (list of values available).
<b>Using a commission percentage of</b>	Enter the new commission rate to be applied to the tour, agent, and date range specified.
<b>Execute Commission Change</b>	Press this button to execute the change specified. Once complete, the number of reservations updated will appear to the right of the commission percent field.

## 7.3.2 Cashiering

Module Name	Access Path	Purpose
PTCASHIN	Via Payment button on Simple Reservations and Compound Reservations OR Reservations/ Enter/Edit/ Payment Entry (Calling>>PTCASHIN button)	To input and review cash, pre-payments and refunds against bookings

The screenshot shows the 'Sale Office' application window. At the top, there are fields for 'Cfm No.' (229908), 'Tour' (BAYHOV), 'Main Reservation Name' (OPEN TICKET), 'Travel Date' (20-NOV-2006), 'Country' (UNKNOWN), and 'Commission' (0.00). Below this, a summary bar shows 'Total to Pay-> 75.00', 'Tendered-> 25.00', and 'Balance -> AUD 50.00'. The main form area has fields for 'Date/Time' (22-NOV-2006 16:3), 'Currency' (AUSTRALIAN DOLLARS), 'Tender' (ZZZDEPOSIT), 'Amount' (50.00), and 'Detail' (TOUR PAYMENT). There are radio buttons for 'Receipt' (selected) and 'Refund', along with 'Select Folios' and 'Receipt' buttons. A table below lists receipts with columns: Receipts Number, Date/Time, Details, Employee, Tendered, Cur, Tender, and Local Amt. The first row shows a receipt for 25.00 AUD on 22-NOV-2006 16:36 for 'TOUR PAYMENT-229908' by employee 99999999, with a local amount of 24.27. At the bottom, there are 'About?', 'Tickets', and 'Print Receipt' buttons.





The location using the cashiering from is displayed in the form header, e.g., Sale Office in the example above.

The form may be used to record passenger cash transactions – deposits, pre-payments, payments and refunds. Payments and refunds may be made in part or full against the booking value.

The form is generally opened with the details of the current booking. Alternatively, querying the reservations in the top block will display any payments against that reservation in the bottom block.

<b>Cfm No</b>	The confirmation number of the booking against which the payment or refund is to be made.
<b>Tour</b>	The code of the tour booked is displayed. In the case of reservation made using Compound Reservations, the tour is displayed as GROUPRES.
<b>Travel Date</b>	The date of travel of the reservation is displayed.
<b>Country</b>	The country of origin of the booking is displayed or must be entered from the pop list if not previously recorded.

<b>Commission</b>	The agent commission due on this booking is displayed.
<b>Total to Pay</b>	The outstanding balance to pay on the booking is displayed.
<b>Tendered</b>	The amount tendered at this time, as entered below, is displayed.
<b>Balance</b>	<p>The balance remaining to be paid is calculated by the system and displayed as being the difference between the outstanding and tendered amounts.</p> <p> <i>If currency exchange rates are maintained (via Currency Exchange Rates) and a payment is made in a currency other than the local currency then the change will be calculated and displayed in local currency.</i></p>
<b>Date/Time</b>	Transactions are dated/timed per the date of entry, i.e., the current date/time. Display-only field.
<b>Currency</b>	Select from the pop list.
<b>Tender</b>	Select the tender type, e.g., cash, Diners, from the pop list.
<b>Amount</b>	Specify the amount tendered.
<b>Detail</b>	The type of transaction is displayed. This may be overwritten or appended with other appropriate notes, e.g., cheque number.
<b>Receipt/Refund</b>	Check the appropriate radio button to specify the type of transaction. The system will default to the next logical transaction type, e.g., when payment in full is made the next type will default as Refund – in this case the Receipt button label also changes to Refund.
<b>Select Folios</b>	<p>Used in the context of hotel guests with accommodation style tours. Press this button to display and select folios applicable to the reservation. If there is only one folio, it is applied automatically by the system.</p> <p> See Section 10: Folio Adjustment, and Check Out for further details.</p>
<b>Receipt/Refund button</b>	Press this button to process the receipt or refund.

All receipts and refunds are shown in the lower block for the current reservation.

Access to Cashiering via Simple Reservations displays a Receipt button which optionally allows the printing of a GST Tax Invoice (receipt) from this form.

Access to Cashiering via Compound Reservations displays a Ticket button in addition to the Receipt button.



*Ticket and receipt printing from this form requires specific set up by Proteus.*

### 7.3.3 Cash Receipts (by Bus Route)

Module Name	Access Path	Purpose
PTSUMM	Financials/ Cash Receipts/ Cash Receipts by Bus Route	To enter receipts for tours where typically the payment is received by the bus driver or tour guide

Date	Bus Route	Currency
24/05/2003	DUMMY	CAD

Passenger/Receipts Detail								
Cfm No	Tour	Name	Tour Value	Deposit	Pax	Received	Cur	Tend
53082	GROUPRE	FIONA	218.39		1	218.39	CAD	CASH
9594	GROUPRE	KEMP/T701798	2987.41		2		CAD	
7592	GROUPRE	OLDROYD/T70170	2896.33		2		CAD	
7543	GROUPRE	STANWAY/T7012	2896.33		2		CAD	
7520	GROUPRE	WOODS/T701239	2896.33		2		CAD	
7482	GROUPRE	COLCLOUGH/T70	2896.33		2		CAD	
7211	GROUPRE	ABEL/T701220	1986.38		1		CAD	
7165	GROUPRE	BROWN/T701219	1986.38		1		CAD	
6470	GROUPRE	JONES/T702079	2896.33		2		CAD	
3728	GROUPRE	BRENNAN/T70175	2987.41		2		CAD	
14752	GROUPRE	MITCHELL/T70510	4527.49		2		CAD	
15706	GROUPRE	GLENN	1448.18		1		CAD	

0.00

This form enables the rapid entry of cash receipts collected on a specified Bus Route for a particular date.

Querying a date and bus route will display all the confirmation numbers/bookings associated with it. Summary details of the reservation are displayed and the amount received, the currency, and the tender type may be keyed. Tabbing through these items will default to the system currency and a Tender Type of Cash.

To total the amount entered in received, press the Calc Total button.

Saving these items will allow them to be processed.

## 7.3.4 Bulk Cash Receipts

Module Name	Access Path	Purpose
PTCASHMU	Financials/ Cash Receipts/ Bulk Cash Receipts	To enter receipts for tours where payment has been received from the agent / operator

**Client** DKI    DKI TOURS    **Currency** CAD

**Payment Received**    Distribute from 01-NOV-2006 to 31-DEC-2050

Date	Ref Doc	Detail
04-DEC-2006		GERNERATION INC.

**Tender** Canadian Dollars    ZZZDEPOSIT    **Amount** 937.50    **PAY**

**Reservations**    Amount Left to Distribute 0.00

No	Date	Details	Inv Total	Paid Total	Payments	Currency
229759	08-NOV-2006	TESTING1	75.00	0.00	F	CAD
229739	09-NOV-2006	GARY'S GROUP	75.00	0.00	C	CAD
229743	09-NOV-2006	JOHNNY B. GOOD	75.00	0.00	C	CAD
229940	27-NOV-2006	GERNERATION INC.	937.50	0.00	C	CAD
229952	10-DEC-2006	WAYNE	37.50	0.00	C	CAD
229669	03-JAN-2007	LOLLY LOW	7.50	0.00	C	CAD
229671	03-JAN-2007	JENNY ROGERS	7.50	0.00	C	CAD
229663	03-JAN-2007	BLEW BERRY	7.50	0.00	C	CAD
229665	03-JAN-2007	RENAE FAY	7.50	0.00	C	CAD
229667	03-JAN-2007	KENNY ROGERS	7.50	0.00	C	CAD
229659	03-JAN-2007	BANDINO SAY	7.50	0.00	C	CAD

**Total Outstanding** 1525.00

The first block is used to query the agent or operator making the payment. The lower block provides details of outstanding reservations for the selected date range and the middle block allows entry of payment details.

### Top Block

<b>Client</b>	Query the code of the agent or operator making the payment. Long name is displayed.
<b>Currency</b>	Select the currency of the reservations to be reviewed. Defaults to system base currency.

Once an agent has been queried in the top block, reservations made by that agent in the chosen currency are displayed in the lower list box.

### Middle Block – Payment Received

The middle block is used to record payments against the selected reservations.

<b>Distribute from / to</b>	Enter the invoice date range to which the payment is to be applied. This automatically displays in the lower block only invoices and other documents that fall within the range specified.
<b>Date</b>	The payment receipt date. Defaults to today's date but may be modified.
<b>Ref Doc</b>	A free text field to record details of the source document.
<b>Detail</b>	A free text field to record further details of the receipt, e.g., credit card number.
<b>(Payment Currency)</b>	Select payment currency (may be different from booking currency) from the pop list.
<b>Tender</b>	Select payment tender type from the pop list.
<b>Amount</b>	The total amount of the receipt.

**PAY** PRO\*Resort operates on an open-item basis and clicking the PAY button will automatically assign payments starting from the oldest invoice within the date range specified above. For the example given above, if an amount of CAD\$937.50 was applied, the result would be as follows:

Reservations				Amount Left to Distribute			0.00
No	Date	Details	Inv Total	Paid Total	Payments	Currency	
229759	08-NOV-2006	TESTING1	75.00	75.00	F 75.00	CAD	
229739	09-NOV-2006	GARY'S GROUP	75.00	75.00	C 75.00	CAD	
229743	09-NOV-2006	JOHNNY B. GOOD	75.00	75.00	C 75.00	CAD	
229940	27-NOV-2006	GERNERATION INC.	937.50	712.50	C 712.50	CAD	
229952	10-DEC-2006	WAYNE	37.50	0.00	C 0.00	CAD	
229669	03-JAN-2007	LOLLY LOWW	7.50	0.00	C 0.00	CAD	
229671	03-JAN-2007	JENNY ROGERS	7.50	0.00	C 0.00	CAD	
229663	03-JAN-2007	BLEW BERRY	7.50	0.00	C 0.00	CAD	
229665	03-JAN-2007	RENAE FAY	7.50	0.00	C 0.00	CAD	
229667	03-JAN-2007	KENNY ROGERS	7.50	0.00	C 0.00	CAD	
229659	03-JAN-2007	BANDINO SAY	7.50	0.00	C 0.00	CAD	

About? Total Outstanding 587.50



*Once automatically allocated, the payments can be amended manually by changing the figures in the payment column.*

The Amount left to distribute field is updated as payments are re-assigned.

Commit the transactions before leaving the form.

### Lower Block - Reservations

<b>No</b>	Reservation number.
<b>Date</b>	Reservation date.

---

<b>Details</b>	Details as they appear on the reservation.
<b>Inv Total</b>	The total value of the reservation.
<b>Paid Total</b>	The total amount paid to date against the reservation.
<b>Status</b>	Y = ready P = Printed F = Future dated C = Confirmed.
<b>Payments</b>	The payment being made against this reservation by this transaction. This value can be modified manually.
<b>Currency</b>	The currency of the reservation – display only.

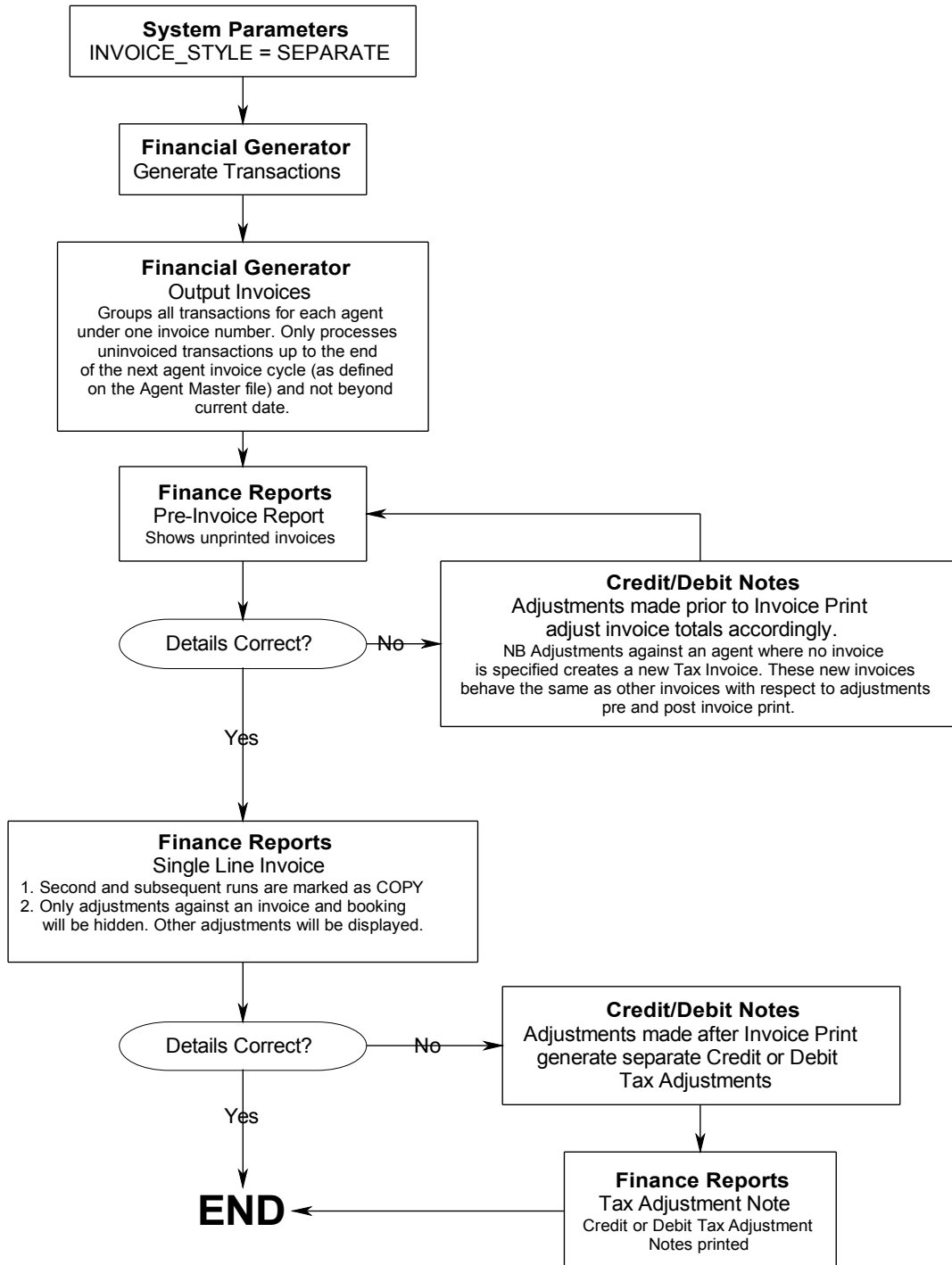
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## **7.4 Accounts Receivable**

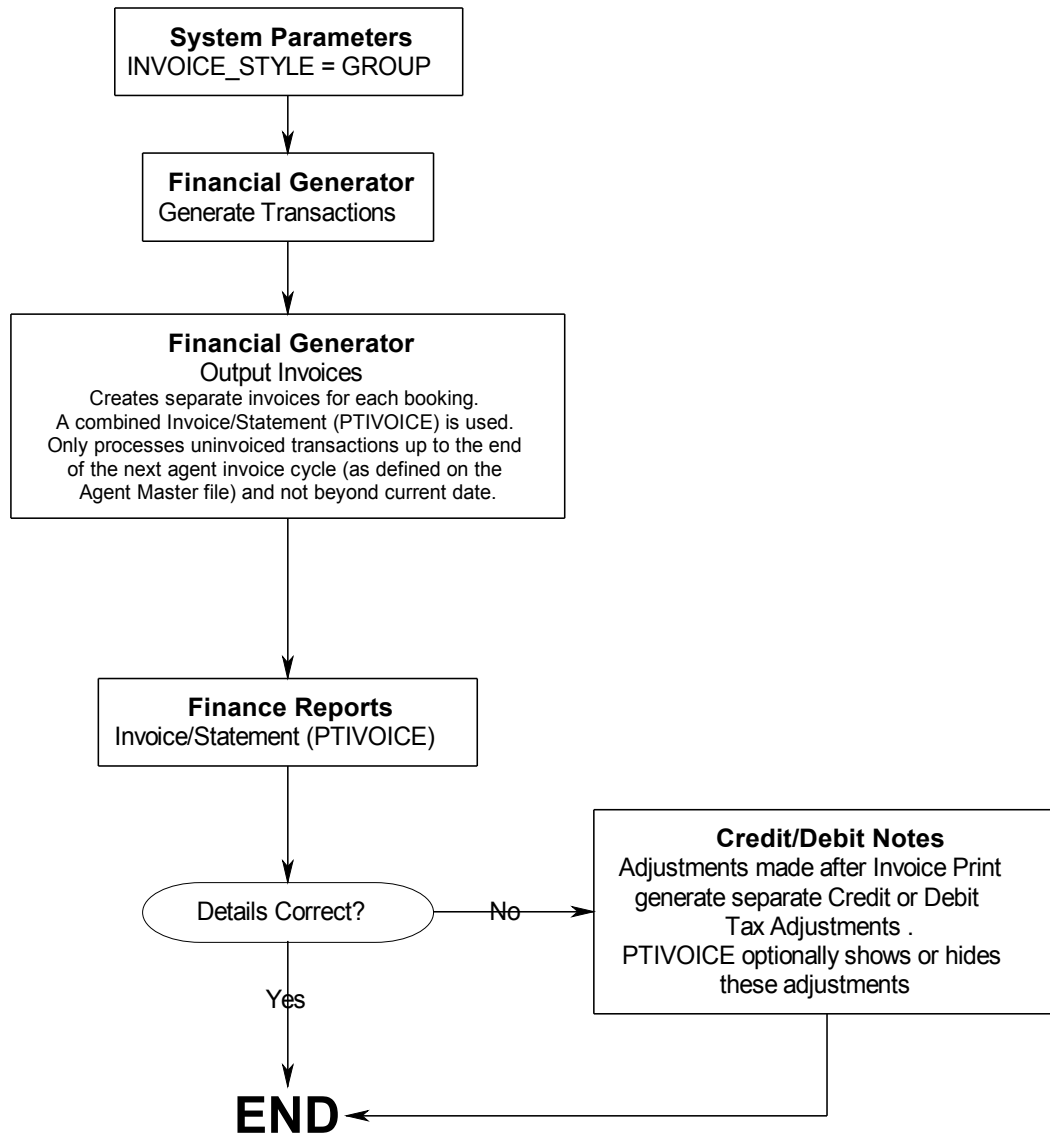
PRO\*Resort offers the choice of a simple combined invoice/statements (GROUP) or separate invoices and statements (SEPARATE). The flow charts on the following two pages highlight the differences between the two.

Accounts Receivable is 'self contained' within PRO\*Resort and does not form part of the standard interface with third party finance systems.

## 7.4.1 Accounts Receivable: Separate Style



## 7.4.2 Accounts Receivable: Group Style



## 7.4.3 Credit Notes

Module Name	Access Path	Purpose
PTCNENT	Financials/ Accounts Receivable/ Credit Notes	To input and review credit notes

This form may be used to query existing invoices and raise credit notes against them. Records may be queried using any or all of the columns. The top block is display only.

### First Block – Header

**Agent Code** Query the form using the agent code or the agent name.

**Agent** Agent long/full name.

### Second Block – List of Invoices

**Inv No** Invoice number – uniquely assigned by PRO\*Resort during invoice generation.

**Date** Invoice date.

**Cfm No** Confirmation number associated with the invoice.





*Where more than one confirmation number is associated with the invoice number, this field is blank. See*

*below for details of how to select an individual confirmation within an invoice.*

<b>Detail</b>	A text string as appears on the invoice:  GROUP: Booking Number/Voucher/Booking Name/Tour  SEPARATE: HEADER INVOICE FOR “n” ITEMS (where “n” is the number of separate bookings on the invoice).
<b>Printed</b>	Number of times the invoice has been printed.
<b>Tax</b>	Total tax on the invoice.
<b>Value</b>	Total invoice value including tax.
<b>Paid</b>	Total paid on this invoice.
<b>Currency</b>	The currency of the booking.
<b>Checkbox</b>	Used to select a document for adjustment.

### Third Block – Adjustment Entry

The third block allows the entry of credit note information. Check the box adjacent to the record for adjustment, in the second block, to present its detail in this block.

<b>Date</b>	Credit note date. Defaults to invoice date but may be edited as required.
<b>Cfm No</b>	Where only one booking exists on an invoice then the number is defaulted (GROUP style). Where more than one exist use list of values (double click) and select the booking from the list presented (SEPARATE style).
<b>Detail</b>	The default detail may be appended to or replaced as required.
<b>Tax</b>	Enter the amount of tax as a negative value.   <i>A figure for tax must be entered if anything other than the default values are accepted as tax is NOT recalculated automatically as a consequence of amending the Amount figure.</i>
<b>Amount</b>	Enter the value of the credit note as a negative value. The total amount outstanding on the selected invoice appears as the default credit note value.
<b>Apply</b>	Click the button to confirm the credit note.   <i>The credit note will only be accepted for processing if balancing general ledger entries, associated with the credit note, have been made in the GL Distribution block (as described below).</i>

### Fourth Block – GL Distribution

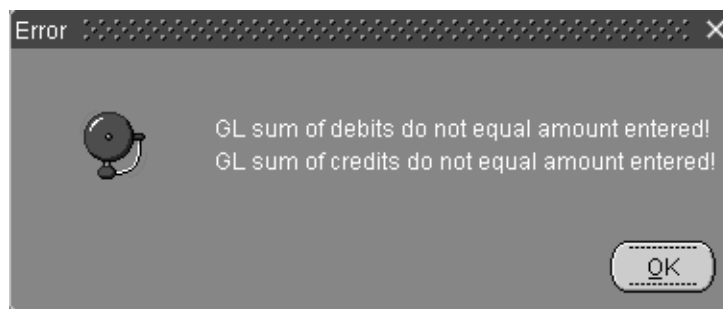
Enter balancing ledger entries against one or more general ledger codes.

**GL Code** Enter GL code or select from list of values.  
 See Section 3: General Ledger Accounts

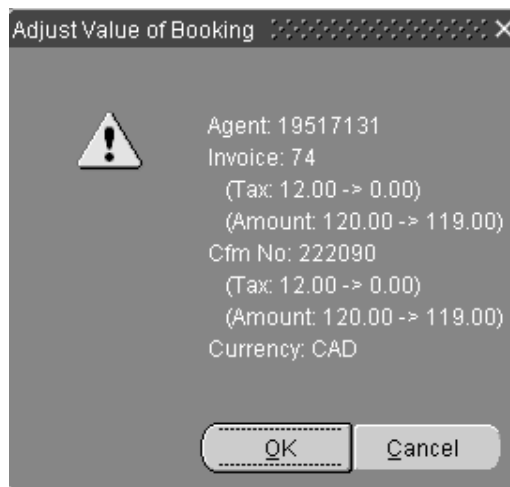
**Account** Name or description of GL account.

**Debit/Credit** Enter debit and credit entries as required. All figures should be entered as positive values.

Out of balance entries are trapped by:



Balanced entries are confirmed by:



## 7.4.4 Debit Notes

Module Name	Access Path	Purpose
PTCNENT	Financials/ Accounts Receivable/ Debit Notes	To input and review debit notes

This form may be used to query existing invoices and raise debit notes against them. Records may be queried using any or all of the columns. The top block is display only.

### First Block – Header

**Agent Code** Query the form using the agent code or the agent name.

**Agent** Agent long/full name.

### Second Block – List of Invoices

**Inv No** Invoice number – uniquely assigned by PRO\*Resort during invoice generation.

**Date** Invoice date.

**Cfm No** Confirmation number associated with the invoice.





*Where more than one confirmation number is associated with the invoice number, this field is blank. See*

*below for details of how to select an individual confirmation within an invoice.*

<b>Detail</b>	A text string as appears on the invoice:  GROUP: Confirmation Number/Voucher/Booking Name/Tour  SEPARATE: HEADER INVOICE FOR “n” ITEMS (where “n” is the number of separate bookings on the invoice).
<b>Printed</b>	Number of times the invoice has been printed.
<b>Tax</b>	Total tax on the invoice.
<b>Value</b>	Total invoice value including tax.
<b>Paid</b>	Total paid on this invoice.
<b>Currency</b>	The currency of the booking.
<b>Checkbox</b>	Used to select a document for adjustment.


### Third Block – Adjustment entry

The third block allows the entry of debit note information. Check the box adjacent to the record for adjustment, in the second block, to present its detail in this block.

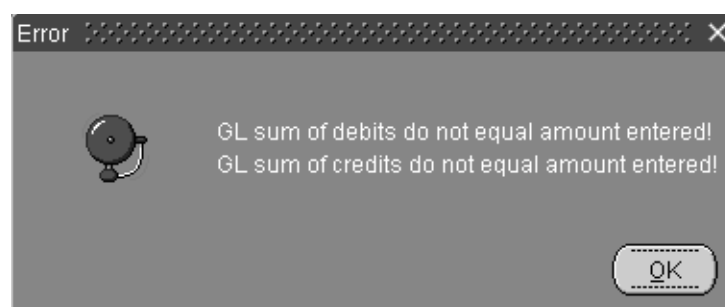
<b>Date</b>	Debit note date. Defaults to invoice date but may be edited as required.
<b>Cfm No</b>	Where only one booking exists on an invoice then the number is defaulted. Where more than one exist use list of values (double click) and select the booking from the list presented.
<b>Detail</b>	The default detail may be appended to or replaced as required.
<b>Tax</b>	Enter the amount of tax.  <i>A figure for tax must be entered if anything other than the default values are accepted as tax is NOT recalculated automatically as a consequence of amending the Amount figure.</i>
<b>Amount</b>	Enter the value of the debit note as a positive value. The total amount outstanding on the selected invoice appears as the default debit note value.
<b>Apply</b>	Click the button to confirm the debit note.  <i>The debit note will only be accepted for processing if balancing general ledger entries, associated with the debit note, have been made in the GL Distribution block (as described below).</i>

### Fourth Block – GL Distribution

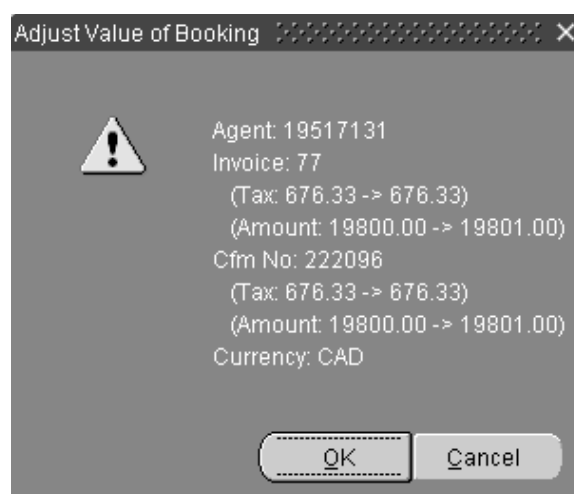
Enter balancing ledger entries against one or more general ledger codes.

<b>GL Code</b>	Enter GL code or select from list of values.  See Section 3: General Ledger Accounts
<b>Account</b>	Name or description of GL account.
<b>Debit/Credit</b>	Enter debit and credit entries as required. All figures should be entered as positive values.

Out of balance entries are trapped by:



Balanced entries are confirmed by:



## 7.4.5 Enter Payments Received

Module Name	Access Path	Purpose
PTENTREC	Financials/ Accounts Receivable/ Enter Payments Received	To input and review cash, pre-payments and refunds against bookings

**Client** 19517131 ASI-ELITE TRAVEL **Currency** CAD

**Payment Received** Distribute from 01-JAN-2000 to 31-DEC-2050

Date	Ref Doc	Tender	Detail
24-NOV-2006		CASH ADJUS...	

Cheque No	Account Name	Bank	Amount
	ASI-ELITE INC.	SHG	115.00

**Invoices** Amount Left to Distribute 0.00

No	Date	Details	Inv Total	Paid Total	Payments	Currency
73	31-OCT-2003	222088 v GENERATE TEST	120.00	120.00	4.62	CAD
75	30-OCT-2003	222092 77 GENERATE TEST	120.00	120.00	1.00	CAD
77	27-OCT-2003	222096 67589 CHARTERS OCISNOCA	19801.00	284.38	109.38	CAD
23455	27-OCT-2003	DEBIT NOTE FOR 77 222096 67589 CHART	1.00	0.00	0.00	CAD

Total Outstanding 19516.02

This form is used to allocate payments against debtor items. The first block is used to query the agent or operator making the payment. The lower block provides details of outstanding invoices for the selected date range and the middle block allows entry of payment details.




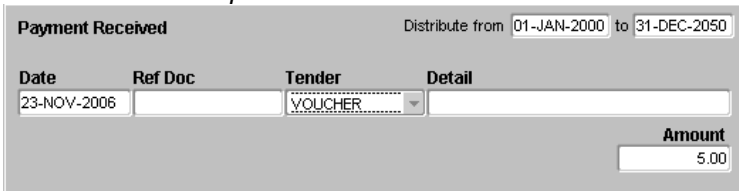
### Top Block

<b>Client</b>	Query the code of the agent or operator making the payment. Long name is displayed.
<b>Currency</b>	Select the currency of the invoices to be reviewed. Defaults to system base currency.

Once an agent has been queried in the top block, invoices and any adjustment notes to that agent are displayed in the lower list box.

### Middle Block – Payment Received

The middle block is used to record payments against the selected invoices.

<b>Distribute from / to</b>	Enter the invoice date range to which the payment is to be applied. This automatically displays in the lower block only invoices and other documents that fall within the range specified.
<b>Date</b>	The payment receipt date. Defaults to today's date but may be modified.
<b>Ref Doc</b>	A free text field to record details of the source document.
<b>Tender</b>	<p>Select the tender type from the pop list.</p> <p> <i>When the tender type of CASH is selected, a Cash Denomination window is presented:</i></p>  <p><i>Enter the cash by denominations and use Exit to close the form. The cash total is automatically calculated and presented in the Amount field for checking before processing the receipt.</i></p> <p> <i>If a non-cash tender type, e.g., Voucher, is selected then the middle block is presented as:</i></p> 
<b>Detail</b>	A free text field to record further details of the receipt, e.g., credit card number.
<b>Cheque No</b>	A cheque or other reference number.
<b>Account Name</b>	The account name of the agent or operator making the payment.
<b>Bank</b>	A free text field to record the bank name or code.
<b>Amount</b>	The total amount of this receipt.
<b>PAY</b>	<p>PRO*Resort operates on an open-item basis and clicking the PAY button will automatically assign payments starting from the oldest invoice within the date range specified above.</p> <p>Where the receipt exceeds the total amount due for the date range selected, PRO*Resort creates a dummy invoice for the purposes of receipting the full amount – see Overpaid tab details below.</p>

Once automatically allocated, the payments can be amended manually by changing the figures in the payment column.

The Amount left to distribute field is updated as payments are re-assigned.

Commit the transactions before leaving the form.



Once payments have been made and committed, they can be reapplied to other invoices as follows:

1. Highlight the paid figure to be moved and right mouse click to show:

To Settle		Paid	Overpaid	Credits				
No	Date	Details	Inv Total	Paid Total	Payments	Currency		
73	31-OCT-2003	222088 v GENERATE TEST	120.00	120.00	4.62	CAD		
75	30-OCT-2003	222092 77 GENERATE TEST	120.00	120.00		D		
77	27-OCT-2003	222096 67589 CHARTERS OCISNOCA	19801.00	284.00		D		
23455	27-OCT-2003	DEBIT NOTE FOR 77 222096 67589 CHART	1.00	0.00		D		

2. Select Move Payment option to show:

3. Accept the default (full) amount or specify a lesser amount to be reapplied.

4. Highlight the transaction to which the payment is to be applied and right mouse click:

To Settle		Paid	Overpaid	Credits				
No	Date	Details	Inv Total	Paid Total	Payments	Currency		
73	31-OCT-2003	222088 v GENERATE TEST	120.00	0.00	4.62	CAD		
75	30-OCT-2003	222092 77 GENERATE TEST	120.00	120.00	1.00	CAD		
77	27-OCT-2003	222096 67589 CHARTERS OCISNOCA	19801.00	284.00		CAD		
23455	27-OCT-2003	DEBIT NOTE FOR 77 222096 67589 CHART	1.00	0.00		CAD		

5. For this example, select "Apply 120.00 To" to apply the payment.

Commit the transactions before leaving the form.

### Lower Block – To Settle tab

<b>No</b>	Invoice or document number.
<b>Date</b>	Invoice date.
<b>Details</b>	Details as they appear on the invoice.
<b>Inv Total</b>	The total value of the invoice.
<b>Paid Total</b>	The total amount paid to date against the invoice.



Credit notes are shown as payments on this form.

<b>Status</b>	Y = ready P = printed F = finalised.
<b>Payments</b>	The payment being made against this invoice by this transaction.
<b>Currency</b>	The currency of the invoice – display only.

### Lower Block – Paid tab

To Settle	Paid	Overpaid	Credits			
No	Date	Details	Inv Total	Paid Total		Currency
131	10-FEB-2004	***Auto-Created by PTENTREC	0.00	0.00	F	CAD
72	31-OCT-2003	222084 vouch GENERATE OCISNOCA	29600.00	29600.00		CAD
73	31-OCT-2003	222088 v GENERATE TEST	120.00	120.00		CAD
74	31-OCT-2003	222090 66 GENERATE TEST	119.00	119.00		CAD
71	30-OCT-2003	222078 vouch GENERATE OCISNOCA	29600.00	29600.00		CAD

<b>No</b>	Invoice or document number.
<b>Date</b>	Invoice date.
<b>Details</b>	Details as they appear on the invoice
<b>Inv Total</b>	The total value of the invoice.
<b>Paid Total</b>	Total paid against this invoice. Invoices only appear on this tab when fully paid or fully credited.
<b>Status</b>	Y = ready P = printed F = finalised.
<b>Currency</b>	Displays currency of invoice.

### Lower Block – Overpaid tab

To Settle	Paid	Overpaid	Credits			
No	Date	Details	Inv Total	Paid Total		Currency
132	10-FEB-2004	***Auto-Created by PTENTREC	0.00	1.00	F	CAD
23454	31-OCT-2003	CREDIT NOTE FOR 74 222090 66 GENERA	-1.00			CAD
76	10-SEP-2003	222094 tt TEST OCISNOCA	-.60	0.00		CAD

<b>No</b>	Invoice or document number.
<b>Date</b>	Invoice date.

<b>Details</b>	Details as they appear on the invoice. In the example above, the entry has been automatically generate to balance an overpayment of an account.
<b>Inv Total</b>	The total value of the invoice.
<b>Paid Total</b>	Total paid against this invoice. Invoices only appear on this tab when they are overpaid.
<b>Status</b>	Y = ready P = printed F = finalised.
<b>Currency</b>	Displays currency of invoice.

**Lower Block – Credits tab**

To Settle							Paid		Overpaid		Credits	
No	Date	Details	Inv Total	Paid Total							Currency	
	24-NOV-2006	Credit details.	0.00	0.00							CAD	

<b>No</b>	Invoice or document number.
<b>Date</b>	Invoice date.
<b>Details</b>	Details as they appear on the invoice/credit note.
<b>Inv Total</b>	The total value of the invoice/credit note.
<b>Paid Total</b>	Total paid/credited.
<b>Status</b>	Y = ready P = printed F = finalised.
<b>Currency</b>	Displays currency of invoice/credit note.

## 7.4.6 Journals

Module Name	Access Path	Purpose
PTENTJNL	Financials/ Accounts Receivable/ Journals	To input and review debtor journal entries for agents

### Upper Block

<b>Client</b>	Query the code of the agent or operator that a journal entry needs to be created for / reviewed. Long name is displayed.
<b>Currency</b>	System base currency.

Once an agent has been queried in the top block, any existing journal entries for that agent are displayed in the lower block.

### Middle Block

The middle block is used to enter new journal entries for the selected agent.

<b>Date</b>	Entry date. Defaults to current date, but may be modified.
<b>Type</b>	Transaction type (list of values available).
<b>Detail</b>	Long name associated with transaction type, may be modified.
<b>Ref Doc</b>	A free text field to record further details of the entry.
<b>Amount</b>	The value of the entry.
<b>Enter</b>	Click the button to confirm the new journal entry.

## Lower Block

Displays existing journal entries for this agent in date order, including new entries made in the middle block. Existing entries are display-only, new entries made in the current session may be modified before the form is committed / saved.

<b>Number</b>	Journal entry number – uniquely assigned by PRO*Resort during entry generation.
<b>Date</b>	Entry date.
<b>Detail</b>	Long description of the transaction type.
<b>Ref Doc</b>	Further detail, e.g., receipt number.
<b>DR / CR</b>	Debit / Credit transaction amounts.
<b>Type</b>	Transaction type.
<b>Currency</b>	Transaction currency.

## 7.5 Financial Generator

### 7.5.1 Financial Generator

Module Name	Access Path	Purpose
PTFINGEN	Financials/ Financial Generator	To create default financial transactions from previously entered reservations data
		To create interface scripts to third party finance systems
		To create PRO*Resort Accounts Receivables
		To manage archiving of reservations and related data.

This form acts as the control panel for all aspects of financial transaction generation and output. There are four main activities:

- Generation of financial transactions from reservations and payment data
- Generation of invoices and statements
- Generation of output files for interface with external finance systems
- Archiving of completed reservations and related data.

## 7.5.2 Create Transactions

Module Name	Access Path	Purpose
PTCRTRX	Financials/ Financial Generator/ Generate	To create financial transaction from reservations data

With the Transactions radio button checked, press the Generate button to load the Create Financial Transactions form:

First Date to Process: 14-Nov-2003    Last Date to Process: 30-Nov-2003     Treat all as departed     Include End Date

Start Process:  16-DEC-2003 16:39  
(Database Server Time)

Created Trx Display Filter  
 Custom Query  
 Batch 164

Interactive process messages  
 Created 0 canx records (Batch:164)  
 Created 6 receipt records (Batch:164)  
 Total core reservation transactions :306 (Batch:164)

Date	Tour	Cfm No or Itinerary	Amount	Currency	Ledger Code	Type	Debit	Credit	Tax
17-Nov-2003	GROUPRES	2941	500.00	CAD	2001592001165384	CASH	-500.00		0.00
17-Nov-2003	GROUPRES	222154	2137.86	CAD	0010112001001662	CASH	2137.86		0.00
18-Nov-2003	GROUPRES	222176	32099.97	CAD	0010112001001662	CASH	32099.97		0.00
26-Nov-2003	HYKACISROHC	222511	200.00	CAD		WEB	200.00		0.00
26-Nov-2003	GROUPRES	222512	200.00	CAD		WEB	200.00		0.00
27-Nov-2003	GROUPRES	222605	40.00	CAD		WEB	40.00		0.00
19-Nov-2003	OCISNOCA	222176	32099.97	CAD	00104010	RE	32099.97		2100.00
19-Nov-2003	OCISNOCA	222176	32099.97	CAD	511461142001	RE		32099.97	2100.00

About ?

Creating financial transactions from tours is the first stage in processing reservations and passengers traveled into financial information for use in the PRO\*Resort debtor system or an external accounts system.

Only bookings that are fully paid and that fall within the date range parameters set will be processed.



*Zero value bookings, e.g., FOCs, will NOT be processed. (In the case of Compound Reservations, zero value relates to the whole booking. If a single component within a booking has zero value but other components have values then ALL components will be processed.) If FOC statistics and notional revenue are required to be passed to the third party finance system then PRO\*Resort should be implemented so this can be achieved.*



*When FOC bookings are processed then they are assigned a notional value (revenue) using the default Adult Sell for the tour/date combination.*

Use this form as follows:

**First Date  
Last Date**

Enter the first and last dates to be processed in the top part of the form. This can be done either by way of numeric entry or by use of the pop-up calendar accessed by double clicking the relevant date field (or using [List of Values]).

Once the date range is entered click the Execute button to generate the financial transactions in the date range.

**Treat all as departed**

If passenger departure is being recorded, e.g., by swiping a ticket barcode on boarding, then uncheck this box.

Otherwise leave the box checked and all reservations scheduled to depart in the date range will be treated as departed.

**Include End Date**

Yes (checked) – the financial generate process will only process reservations where BOTH the start and end dates are included in the date range selected, i.e., tours that are completed.

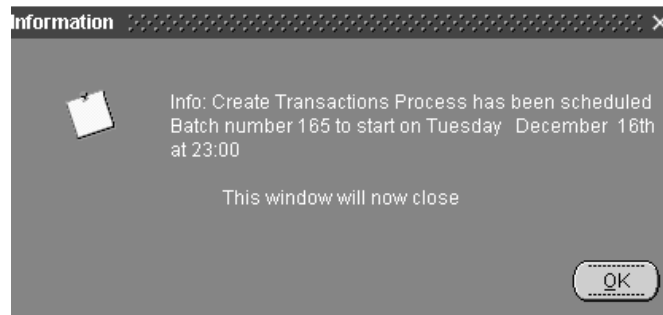
No (unchecked) – the financial generator processes all reservations where the start date falls within the date range selected.

**Start Process**

Now = run the process immediately when the Execute button is pressed.

At = specify the date and time the process is to be run automatically:

Press Execute to confirm:



**Execute**

Use this button to start the financial generator process or to confirm the details of the scheduled process.

**!** When the Execute button is pressed the financial generate process runs and commits the batch. The process is not interactive and cannot be stopped or reversed once run. Any errors encountered are logged (see below for details) and the associated booking is skipped. It is important that the error logs are carefully reviewed after each batch is run.

**Cancel Create**

Use this button to exit the Create Financials form.

**Created Trx Display Filter** Custom Query – enables query of all financial transactions.



*Use this option also to query by batch number – in the example above the query was by Batch = 164. Batch is the default setting for normal create transaction processing.*

**CfmNo or Itinerary** The Financial Generator processes all transactions associated with bookings made via Simple & Compound Reservations and also any receipts or deposits made against Travel Workbench quotations. To differentiate between Reservations and Quotations, Reservations data is shown in yellow and Quotations in blue.



**It is strongly advised that the generate transactions process should only be run when all other users of the system have logged out. A warning message is displayed when accessing the form if other users are currently logged on. Running the process with other users logged in may cause the process to hang through other users accessing records that the Financial Generator is attempting to process.**

### Post Processing Results

Interactive process messages	
Created 0 canx records (Batch:168)	
Created 0 receipt records (Batch:168)	
Total core reservation transactions :2 (Batch:168)	

The display provides details as to the number of transaction of each type that have been processed in the batch. (Batch numbers are assigned automatically). Transaction numbers do not equate to reservations – each reservation may contain many financial transaction records.

**Canx Records** The number of cancelled reservation records processed. Only reservations where cancellation fees have been applied are processed.

**Receipt Records** The number of receipt records processed – cash or non-cash.

**Core Reservations** The number of reservation records processed.

### Logs

Two logs are created for each processed batch and may be found in the directory defined by the system parameter ERROR\_LOG\_DEST.

**TTRX\_n.log** Where 'n' is the assigned batch number – in the example below the batch number is 145.

```

20031027 14:21:02: Total core Reservation Transactions :73
$ cat TIRX_145.log
20031027 15:40:51: Cancelled Process Run Started ...
20031027 15:40:51: Cancelled Transactions :0
20031027 15:40:52: Cash Process Run Started ...
20031027 15:40:52: Cash Post Transactions :1
20031027 15:40:52: Non Cash Post Transactions :1
20031027 15:40:53: Create Run Started ...
20031027 15:40:53: 222096 is Set as posted
20031027 15:40:54: Total core reservation transactions :7
$

```

This log provides a record of the process messages described above.

#### PTCRTRX\_DD MMYYYY.log

Where 'DDMMYYYY' is the date that the process was run.



**If the financial generator is run more than once on the same day this error log is over-written. The idea being that any errors should be corrected and the financial generator re-run until no errors remain.**

Errors are presented in the following format:

```

$ cat PTCRTRX_16122003.log
20031216 15:29:23: Error: Value not equal to collection:223046-->SQL:ORA-0000:
20031216 15:29:34: Error: Value not equal to collection:223046-->SQL:ORA-0000:
$

```

Process Date/Time : Warning : Error text : Confirmation  
Number --> Oracle error :

**Value not equal to collection** – indicates that a booking has not been fully paid off. If no payments exist against a booking then the process will ignore it, but partly paid bookings will be processed and result in this error. Query the booking by reference to the booking number shown in the log, complete the payment and re-process.

#### Critical Failure –

```

$ cat PTCRTRX_27102003.log
20031027 14:21:02: Error: Critical Failure in INS_TIRX 221817-->SQL:ORA-01400
20031027 14:21:02: Error: Critical Failure in INS_TIRX 221817-->SQL:ORA-01400
20031027 14:21:02: Error: Critical Failure in INS_TIRX 221814-->SQL:ORA-01400
20031027 14:21:02: Error: Critical Failure in INS_TIRX 221814-->SQL:ORA-01400

```

These are system errors and should be accompanied by an Oracle error number – in the above example ORA-01400. Errors of this nature should be reported to Proteus support as they are unlikely to be issues that can be resolved by the user.

## 7.5.3 Generation of invoices and statements

At any time after having created financial transactions, invoices or invoice/statements may be generated and printed. Return to the Financial Generator main form:

With the Output radio button checked, the Output Options panel is enabled and the Invoices check box may be selected. Pushing the Generate button at this point generates invoice and statement information for all processed financial transactions that have not yet been invoiced.

When the process is complete (a few moments) the number of invoices generated is displayed to the right of the Invoices check box.

 See elsewhere in this Section for details of the different invoicing styles available.

Invoices and invoice/statements may be printed when required via the report options in Financials/ Reports.

## 7.5.4 Generation of output files for interface with external finance systems

At any time after having created financial transactions, Accounting Interface Files may be generated. Return to the Financial Generator main form:

With the Output radio button checked, the Output Options panel is enabled and the Accounting Interface File check box may be selected.

**!** At this point it is important to select the Interface Script that has been customised to your requirements. PTIFSPQ.sql is a default script and in almost all cases a customised script with a different name will have been provided, e.g., JTIFSPQ.sql, for Jungle Tours.

Once the correct Interface Script has been entered, pushing the Generate button launches a SQLPlus session that creates the appropriate spool files.

Type/Seq	Detail	Trx Generated	Interface Created
SDR 79523	** Auto-Created STD Debtor I/F	20-SEP-2000 13:26:23	20-SEP-2000 13:26:51
SDR 79518	** Auto-Created STD Debtor I/F	20-SEP-2000 13:10:12	20-SEP-2000 13:10:46
SDR 79513	** Auto-Created STD Debtor I/F	20-SEP-2000 13:05:47	20-SEP-2000 13:06:38
SDR 79498	** Auto-Created STD Debtor I/F	20-SEP-2000 11:37:36	20-SEP-2000 11:37:59
SDR 79493	** Auto-Created STD Debtor I/F	20-SEP-2000 11:31:16	20-SEP-2000 11:32:03
SDR 79488	** Auto-Created STD Debtor I/F	20-SEP-2000 11:28:49	20-SEP-2000 11:29:11

Once the process is complete, specific output interface files may be selected from the pop list accessed via the Output Interface button. There may be different output files

associated with the transfer of different financial data. These would be specified and documented during implementation.

Within the Output Interface list, there is a sequence number, some detail explaining which process created this spool file, the date and time it was created, and the date and time that the last Interface File was generated.



*An interface file may be generated multiple times.*

To generate an Interface File, highlight the required output in the list at which point a file name will appear against the Create Interface File button. Pressing Generate will create the file by launching a SQLPlus script. The file is then available for import into the financial system from the file location specified in the System Parameters.

## 7.6 Archiving of completed reservations

Archiving must be run periodically and in arrears, e.g., at the end of each month for the previous month. It is important that the arrears period is longer than the longest tour or package being sold, e.g., if a 60 day cruise package is offered then archive should be run at least 60 days in arrears to allow the cruise to finish prior to archiving.

Archiving moves reservations from the main reservations table in the system to a completed reservations table. Once archived, reservations may be viewed via the Enter/Edit / Query Completed option on the Reservations menu.

With the Archive Reservations radio button checked, the Archive Options panel is enabled and the various options may be selected.



*In view of the potential volume of data to be processed during archiving, the processing options detailed below should be undertaken in separate steps as follows:*

- |               |   |
|---------------|---|
| <i>Step 1</i> | <i>Posted with or without Audit Trail</i> |
| <i>Step 2</i> | <i>Zero Value</i>                         |
| <i>Step 3</i> | <i>Lost Children</i>                      |
| <i>Step 4</i> | <i>Travel Workbench quotations</i>        |
| <i>Step 5</i> | <i>Cancelled</i>                          |
| <i>Step 6</i> | <i>Purge Transport</i>                    |

---

<b>Posted</b>	Archives all standard posted reservations, i.e., reservations that have passed through the Financial Generator, Create Transactions, and have not previously been archived.
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<b>Audit Trails</b>	Checking the Audit Trails radio button enables the Purge or Archive options:
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Purge – deletes the audit trails associated with the posted reservations archived

Archive - archives the audit trails associated with posted reservations archived.



**Archiving audit trails may have significant hard disk storage implications. Consult with your System Manager prior to invoking this option.**

<b>Zero Value</b>	Archives non-financial transactions, e.g., FOC bookings.
<b>Lost Children</b>	Purges completed reservations with missing headers.
<b>Transport</b>	<p>Purges departures and associated transport units up to the date specified.</p>  <p><b>Purging of transport units will take place irrespective of the status of the departure so care must be taken when specifying the Last Date to Archive (see below) to ensure that only completed departures (trips) are purged.</b></p>
<b>TWB quotes</b>	<p>Will purge all Travel Workbench itineraries that meet the following criteria:</p> <ol style="list-style-type: none"> <li>Passed the Quotation Expiry Date</li> <li>Status is not Accepted or Posted</li> <li>No payments exist.</li> </ol>
<b>Cancelled</b>	Cancelled reservations may be Purged or Archived by selecting the appropriate radio button. If Archive is chosen then associated Audit Trails may be archived or purged by selecting the appropriate radio button.
<b>Rollback Segment</b>	<p>A system work area for large jobs. This is site specific – usually called BIGRBS.</p>  <p><i>Check with Proteus Support if it is unclear which rollback segment should be used.</i></p>
<b>Last Date to Archive</b>	<p>Archive will process all reservations up to and including this date. (Date format = DD/MM/YYYY)</p>  <p><b>Once the archive process has started (after pressing Generate) it cannot be stopped via the user interface so care should be taken in selecting the correct Last Date to Archive with all the above options.</b></p>
<b>Reservations Processed</b>	Number of records (NOT reservations) archived.