Travel Manager Help Sheet

Entering Purchases Ledger Transactions

1. Tour Operator Invoices

For Tour Operators you will enter all invoices in the Travel Manager and export these to the Purchases Ledger.

Conversion of Tour Operator Payment Requests to Invoices

There are three methods of creating invoices for operator payment requests:

1. In System Options you can turn on the option to "*Automatically Create Creditors Invoice for Operator Payments*". When this is on, an invoice is automatically created for each Operator Payment entered.

2. Leave the above option turned off. You may then press F6 in the Operator Payments screen to create a creditors invoice for the total amount of Operator Payments to date for a particular transaction. You would usually run this when entering the final payment from the customer and verify the invoice and commission amounts from the Tour Operators invoice.

3. Manually enter the Creditors invoice in Transactions Creditors Transactions.

Export to Purchases Ledger

To Export Creditors Invoices to the Purchases Ledger select Transactions, Export Creditors. You may run the export as often as required. Each time it is run, it exports all Invoices entered since the last export.

Each time you run the Creditors Export, you must Index the Purchases Ledger files (menu: *Utilities - Index Files*)

2. Invoices from Non-Travel Creditors

Invoices for non-Travel creditors will be entered in the Purchases Ledger. Non-Travel creditors are suppliers of goods & services related to overheads and general business expenses, e.g. telephone, office supplies, advertising, etc.

Such invoices will include an element of VAT, which is now reclaimable by Travel Agents.

When entering a VAT invoice, enter the Total amount of the invoice in the header section and in the detail section enter the Net amount of the invoice and then select the VAT Code/Rate which will calculate the VAT amount.

3. **Payments to Creditors**

Payments to Creditors (Tour Operators & Non-Travel creditors) may be entered in two ways:

1. *Payments* option
   This option allows the entry of payments to creditors categorised as Cash, Cheque, Direct Debit etc.

2. *Cheques* option
   This option allows the entry of payments to creditors categorised as Cheque or Direct Debit but specifically records details of the Bank Account and Cheque number used. We recommend that this option be used as it allows you to record full details of cheques used. It also means that you can use the Cheque report, which will list each cheque or direct debit made from each Bank account. This report is useful for audit purposes as it is easier to read and analyse as an alternative to reading cheque stubs.

   The Cheques option allows you to enter all payments made from your Bank account, including payments made by Cheque, Direct Debit or Standing Order for reasons other than payments to suppliers e.g. Wages, Tax payments, etc. The type of payment is identified by the Nominal Code used. The code "CRED" should be used for all Creditor payments. When this code is used you will be able to select a Creditor as the Payee. When a Nominal Code other than "CRED" is used (e.g. "WAGES") you cannot select a Creditor but instead you can enter the Payee name. Payments to Creditors are posted to the Creditors account whereas payments to other Payees are simply included on the Cheques list and are not posted to any account.

4. **Allocations**

Payments to Creditors can be "Allocated". This means that they are allocated or matched to invoices on the creditors account. "Allocating" an invoice to a payment identifies the particular invoice as being paid. When you save a payment you will be asked if you want to Allocate it. When you select yes, a list will be displayed showing all previously unallocated transactions for the particular account. You may highlight each transaction in turn and press Enter to allocate it. A * will appear in the right hand column to indicate that it is being allocated. Please ensure that the amount for debits (Payments) matches the amount for credits (Invoices) being allocated.