



## **Travel Manager**

### **Version 1.73**

### **Release Date: 27<sup>th</sup> September 2021**

The following is a list of changes, which are included in version 1.73 of Travel Manager.

#### **1. Payment Types**

When entering Customer Payments, there are now three additional payment types, as follows:

- **ONLINE PAYMENT**  
To record payments received via online payment provider
  
- **CASH ON HAND**  
This can be used to record payments transferred from a balance on an existing booking which may have been cancelled. When using this Payment Type, it is recommended to enter a Reference to show the Tran. No. of the booking from which the balance is being transferred. You must also enter a Refund on the original booking, and it is recommended to enter a Reference on the refund to show the booking to which the balance is being transferred to.
  
- **CREDIT NOTE**  
This can be used to record payments transferred from a credit note issued by a supplier on behalf of the customer.

#### **2. Cash Receipts Report**

This report now includes the Reference field for each payment. This allows easy identification of a balance transferred from another booking or a credit note as above.