



# **QuickTrav Invoicing**



**Quick Software**  
Software Solutions that work for you



# QuickTrav Invoicing



**The new Windows Based Invoicing module, which evolved from our previous Dos Based Invoicing module, provides a powerful new tool to the travel agency with many new and enhanced features.**

**It also provides the agency with a proper database record of these activities, which management can use to monitor consultant and client activity / performance**



# QuickTrav Invoicing

## Overview

- ✓ **32 – Bit Windows Graphical interface allowing multiple windows (invoices, credit notes, enquiries etc) to be open at the same time.**
- ✓ **Professional Invoices with Company, IATA, and ASATA logos.**
- ✓ **Emailing of invoices and statements in PDF format.**
- ✓ **Enhanced comprehensive pro-forma invoice register.**
- ✓ **Interface to Quick Voucher & Carhire systems for retrieving of bill back vouchers into invoices and closing of vouchers.**
- ✓ **Advanced multi level querying and reporting with automatic exporting to Excel in fully formatted ready to send to Client.**
- ✓ **Query / report definitions can also be saved and re-used. Powerful easy to use built in Sales analysis reporter with grouping, summarising and cross tab capabilities**
- ✓ **Advanced rules based automatic service fee manager – automatically adds fees to invoices.**
- ✓ **Full support for TASF and Travelbuy service fees.**
- ✓ **Advanced Internal Credit Card manager with automation of these complex accounting transactions.**





# QuickTrav Invoicing

## Overview

- ✓ Enhanced Automatic Ticket invoicing from GDS booking files with modern accounting info editing interface
- ✓ Locally developed, locally supported with fast turnaround times.
- ✓ Proven product, market leader, backed by CA's with strong local SA Tax/Vat knowledge and 15 years specialised SA travel industry experience.
- ✓ Fixed reasonably-priced monthly rentals, which includes all upgrades, with no long term contractual obligation, offers the ultimate in flexibility
- ✓ Invoicing of all supplier and own products / services sold to clients.
- ✓ Standardised computer generated invoice, credit note documents and remittance advice documents for COD transactions.
- ✓ Invoicing process records debtor, commission, Vat on comm. and creditor amounts as one transaction.



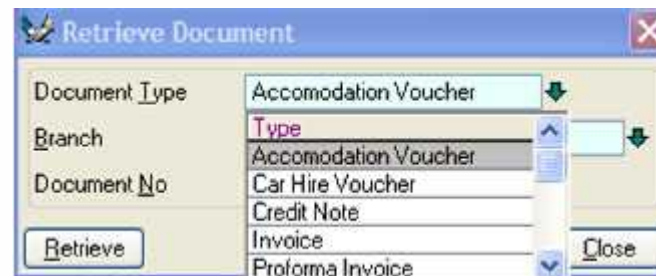


# QuickTrav Invoicing

## *Key Features – Retrieve Document*

A comprehensive invoicing tool has been added which allows the Windows Invoicing module to perform certain functions.

- ✓ Import Carhire and Accommodation vouchers into invoicing in order to “close” the voucher in the register thereby “redeeming” the voucher.
- ✓ Import a previous invoice for an exact copy
- ✓ Retrieve an invoice into a credit note for reversal
- ✓ Reverse a credit note by importing it into a new invoice





# QuickTrav Invoicing

## *Key Features – Importing Proforma Invoices into a new Invoice*

The Proforma invoice may be imported into an Invoice or Credit Note at anytime

The screenshot displays the 'New Invoice (Hof.10018879)' window. The main window contains the following fields and tables:

**Header Fields:**

- Date: 16/03/2005 (Wed, 16 Mar 2005)
- Client: D (The Agency (D00189))
- Consultant: Quick Consultants (Tan)
- Order: 2006316
- Source: [Empty]
- Destination: [Empty]
- Booking No: [Empty]

**Line Items Table:**

#	Type	Details	Amount
001	Air Tkt	S A Airways (Dom) - Bablull Balraj Mr - Jnb/Bfn/Jnb	0.00
002	S/Fee	Service Fee - Bablull Balraj Mr - Service Fee	114.00
003	Land	Absolute Tours - Bablull Balraj Mr - Accommodation	1,000.00
004	Land	Avis Car Hire - Pretorius Pieter Mr - Car Hire	500.00

**Summary Table:**

Source	#	Amount
Air Tickets	1	0.00
Service Fees	1	114.00
Land Arrangements	2	1,500.00
Total	4	1,614.00

**Dialog Box:** A smaller 'New Invoice (Hof.10018879)' dialog box is open, asking 'Save this invoice to the Proforma register?' with 'Yes' and 'No' buttons.

**Footer:** The main window has buttons for 'Save', 'Proforma', 'Retrieve', and 'A/C Analysis'. The dialog box has a 'Cancel' button.





# QuickTrav Invoicing

## *Key Features – Proforma Invoice Register*

If the Proforma invoices flag is activated, a "Proforma" button is included in a new invoice, which will give the user the option to save the invoice to the Proforma invoice register instead

View Proforma Invoice Register for Demo Data (Quicktrav)

2 Items

Type	Doc No	Date	Doc Status	Standing Doc	Div	Client Name	#	Debtor Total	Comm/Fee Total	VAT Total	Principal Total	Consultant
Pro	0000001	21/01/2011	Closed		Gen	Quick Software Cc (D000002)	4	11,800.00	752.26	98.24	10,949.50	Colette Groenewald (Cg)
Pro	0000002	21/01/2011	Closed		Gen	Quick Clean (D000007)	4	3,576.00	406.74	56.94	3,112.32	Training 2 Qs (Tr2)

Buttons: New, Open, Print, Search, Flag as Standing







# QuickTrav Invoicing

## *Key Features – Email/File/Print Options*

- ✓ The Modified “File\Print\Invoices” allows delivery of most documents professionally via printing, exporting to Excel or email as a PDF document straight from Windows Invoicing
- ✓ Ranges can be specified by date or document number and can optionally specify divisions

The screenshot shows a Windows-style dialog box titled "Print Demo Data (Quicktrav) Invoices/Credit Notes". The interface includes the following elements:

- Document Type:** A dropdown menu set to "Invoices", with "Consol" and "Original" options to its right.
- Display Order:** Radio buttons for "Date" (selected) and "Number".
- From Date:** A date field showing "01/02/2011" and a calendar icon, with the text "Tuesday, 01 February 2011" to its right.
- To Date:** A date field showing "28/02/2011" and a calendar icon, with the text "Monday, 28 February 2011" to its right.
- Invoice Template:** A dropdown menu.
- Limit to Division:** A field with an "X" icon and a dropdown arrow.
- Limit to Client:** A field with an "X" icon, a dropdown arrow, and the letter "D" in a small box.
- Limit to Doc Nos:** A field with an "X" icon.
- Options:** Three checkboxes: "Un-Printed documents only?", "Save Images?", and "Disable merging of service fees?".
- Send To:** A dropdown menu set to "Lexmark Z600 Color Jetprinter".
- Paper Orientation:** A dropdown menu set to "Portrait", with a "Preview?" checkbox checked, a "100%" scale field, and a "Copies: 1" field.
- Print Progress:** A progress bar showing "0%".
- Buttons:** "Print", "Email", "File", "Interrupt", and "Cancel".







# QuickTrav Invoicing

## Key Features – Document Production

### Quick Software Cc

86 Voortrekker Road Edenvale 1640 South Africa  
 P.O. Box 974 Edenvale 1600 South Africa  
 Tel: +27 11 451 9100 Fax: +27 11 609 4385 Web: www.quicksoftware.co.za  
 Co Reg: 88/123456/03



Vat Reg No: 123456789

## TAX INVOICE

**Le-Sel Research**  
 Postnet Suite #44  
 Private Bag X65  
 Halfway House  
 1685

Document No	Hof0020039
Date	16/05/2005
Account No	D00017
Order No	Jenny
Consultant	Jus
Your Vat No	4310119641

### AIR TICKETS

Prn	Ticket No	Passenger/DepDate/Route/Class	Excl Amt	Vat	Incl Amt
567	3209195902	Arlow Audrey Ms 23/05/2005 Jnb/Cpt Class V	215.00 490.00	69.00	774.00 *
567	3209195903	Holmes Valerie Ms 23/05/2005 Jnb/Cpt Class V	215.00 490.00	69.00	774.00 *
125	3209195904	Arlow Audrey Ms 23/05/2005 Cpt/Jnb Class V	199.00 630.00	88.00	917.00 *
125	3209195905	Holmes Valerie Ms 23/05/2005 Cpt/Jnb Class V	199.00 630.00	88.00	917.00 *

### SERVICE FEES

Typ	Source Ref	Details	Excl Amt	Vat	Incl Amt
Ser		Service Fee - Holmes V Ms	100.00	14.00	114.00
Ser		Service Fee - Arlow A Ms	100.00	14.00	114.00

Less charged to credit card (3,382.00) \*

Input VAT claimable by you R 342.00  
 Total amount due by you R 228.00





# QuickTrav Invoicing

## *Key Features – Account Analysis*

A new option "Show A/C Analysis on Saving". If turned on a detailed accounting analysis of the document will be displayed every time a new document is saved prompting the user to confirm the saving of the invoice.

This summary shows a list of pax on the document, the resulting journal entry and a browse of principal amounts making up the charges, commission, vat and amounts payable:

Accounting Analysis for Invoice Hof.0018877 (16/03/2005)

The Agency (D00189)

Total Fare	3,145.00
Less charged to credit card	(1,531.00)
Debit/Increase A/C Receivable	1,614.00
Credit/Increase Commission Income	(291.04)
Credit/Increase Output Vat Liability	(40.75)
Credit/Increase A/C Payable	(1,282.21)

Passengers

- Bablull Balraj Mr
- Pretorius Pieter Mr

Principals	#	Tot Fare	C/Card	Debtor	Comm	Vat	Creditor
S A Airways	1	1,531.00	(1,531.00)	0.00	(77.00)	(10.78)	87.78
Service Fees	1	114.00	0.00	114.00	(100.00)	(14.00)	0.00
Absolute Tours	1	1,000.00	0.00	1,000.00	(70.18)	(9.83)	(919.99)
Avis Car Hire	1	500.00	0.00	500.00	(43.86)	(6.14)	(450.00)
Totals	4	3,145.00	(1,531.00)	1,614.00	(291.04)	(40.75)	(1,282.21)

Close





# QuickTrav Invoicing

## Key Features – Credit Limits

Credit Control - Added credit limits and revised invoice analysis (on saving)

Accounting Analysis for Manual Invoice Hof.0020093 (24/08/2005)

Alloy Magnetic Cores (Pty) Ltd (D00136)

Total Fare	11,771.00	
Less charged to credit card	(9,460.00)	
Debit/Increase A/C Receivable	2,311.00	
Credit/Increase Comm. Income	(1,339.32)	
Credit/Increase Vat Liability	(102.67)	(1,441.99)
Credit/Increase A/C Payable	(869.01)	

Errors/Warnings

- Ignored Export batch (2558) in link folder (
- Ignored Export batch (3609) in link folder (
- Unable to open all required receipt tables t

✓ Credit Control	Balance	Aug 2005	Jul 2005 (30)	Jun 2005 (60)	May 2005 (90+)
Balance "	0.00	0.00	0.00	0.00	0.00
Credit Limit (30 Days)	0.00	Last Invoice number 0019970 on 12/05/2005 for 1,111.00 Last Credit Note number 0001731 on 21/02/2005 for 0.00			
Credit Available	0.00	No prior receipts found since 200506 No prior journals found since 200506			
This Invoice	2,311.00				
Shortfall	(2,311.00)				

Analysis | Credit Control | Recon | Settings

Save Refresh Cancel





# QuickTrav Invoicing

## *Key Features – Searching in all registers*

A powerful search function enables lookups either in specific columns or globally, thereby ensuring easy access to information

The 'Search' dialog box is titled 'Search' and has a close button (X) in the top right corner. It is currently in 'Column Search' mode. The 'Search On' dropdown menu is set to 'Document Number'. The 'Search For' field is empty. There are two checkboxes: 'Exit if found?' (unchecked) and 'Exact Match?' (unchecked). Below the search options are three tabs: 'Column Search', 'Global Search', and 'Results', with 'Column Search' selected. At the bottom are buttons for 'Search', '<<', '>>', 'Interrupt', and 'Close'.

Name
Client
Date
Document Number
Document Type
PNR
Pax Names
Ra Number
Service Type
Source
Supplier

The 'Search' dialog box is titled 'Search' and has a close button (X) in the top right corner. It is currently in 'Global Search (All Columns)' mode. The 'Search For' field is empty. There is one checkbox: 'Exact Match?' (unchecked). Below the search options is a blue bar displaying '115 / 115'. Below that are three tabs: 'Column Search', 'Global Search', and 'Results', with 'Global Search' selected. At the bottom are buttons for 'Search', '<<', '>>', 'Interrupt', and 'Close'.







# QuickTrav Invoicing

## Key Features – Queries

- ✓ To run reports and queries on the database to generate useful management information.
- ✓ Flexible “pivot table” type reporting similar to the QuickTrav Invoicing “Quick Reporter” with three levels of grouping

Invoice Line Items Query Interactive Preview

15 Items - Primary Groups Only (Sorted)

View Options: Level Group Summary Order Summary Order

Group	Description	Taxes	Supplier Vat	Tot Fare	Commission	Agent Vat	#
Bank Charges (Bnk)	Current Group Only	0.00	98.00	1,490.65	1,392.65	98.00	2
Debtorsrefund (Drs)	Full (All Levels)	0.00	0.00	31,646.00	1,031.58	144.42	2
Management Fees (Man)	Group Summary	0.00	1,282.96	10,446.94	9,163.98	1,282.96	3
Flight (Flt)		2,318.00	0.00	2,318.00	0.00	0.00	4
Car Hire (Car)		6,955.08	0.00	6,955.08	3,311.69	418.37	8
Insurance (Ins)		2,970.00	0.00	2,970.00	754.00	0.00	8
Visas (Vsa)		6,936.80	0.00	6,955.00	1,500.00	210.00	12
Cancelled Tickets (Cxd)		(40,830.00)	(1,330.00)	(42,160.00)	(2,862.18)	0.00	13
International Air Travel (In7)		73,098.00	13,568.00	86,785.00	4,369.34	0.00	30
Tours (Tou)		121,595.20	0.00	123,091.66	8,265.25	1,041.13	38
Accommodation (Acc)		123,052.92	0.00	124,582.73	3,333.75	404.09	64
International Air Travel (Int)		1,054,150.00	125,903.00	1,180,095.00	86,477.31	0.00	233
Service Fee (Ser)		32,718.04	0.00	37,298.54	32,718.04	4,580.50	292
Domestic Air Travel (Dom)		476,620.00	83,040.00	55,708.00	615,368.00	33,371.45	335
		1,901,786.67	221,181.00	64,874.93	2,187,842.60	182,826.86	1,044

Print Close





# QuickTrav Invoicing

## *Key Features – Queries continued*

- ✓ Analyse / summarise all transactions in any way you like.
- ✓ e.g. Summary analysis of invoices / credit notes / Proforma Invoices by consultant.

Invoice Headers Query Interactive Preview

18 Items - Group Summary

View Options : Level All Groups

Group	Supplier Tax	Supplier Vat	Commission	Agent Vat	#
Credit Notes	(3,539.00)	(582.00)	(4,522.73)	(181.55)	8
Invoices	90,290.00	34,185.67	75,242.42	6,645.91	178
Lindsey White (Lin)	1,026.00	154.00	879.69	(110.81)	11
Credit Notes	(281.00)	(386.00)	(2,551.57)	(357.22)	2
Invoices	1,307.00	540.00	3,431.26	246.41	9
Margo Orritt (Mar)	34,679.00	9,127.30	25,948.34	2,080.53	66
Credit Notes	(974.00)	(104.88)	(4,062.14)	(357.46)	5
Invoices	35,653.00	9,232.18	30,010.48	2,437.99	61
Sarah Mc Gowan (Sar)	36,342.00	8,431.96	38,846.78	1,757.41	91
Credit Notes	(1,815.00)	(105.61)	(3,972.01)	(298.56)	5
Invoices	38,157.00	8,537.57	42,818.79	2,055.97	86
Quick Consultants (Tan)	62,383.00	13,558.00	44,121.69	2,381.65	174
Credit Notes	(5,887.00)	(427.00)	(10,293.09)	(1,060.68)	15
Invoices	68,270.00	13,985.00	54,414.78	3,442.33	159
	221,181.00	64,874.93	182,826.86	12,851.37	539

Open Print Close





# QuickTrav Invoicing

## Key Features – Queries continued

- ✓ All queries once in the interactive preview Pane, can be exported to Excel.

Microsoft Excel - brwqry.xls

File Edit View Insert Format Tools Data Window Help

Arul

Domestic

1 Quick Software Training

2 Invoice Line Items Query - Air Detail Report Showing Savings

3 Period From 2006/03 to 2006/09

4 Filtered on Source = 1

5 Grouped on Domestic Flag, Supplier Name

6

7 Date Type Doc No Source Client Passenger Route Details Class Net Fare Tax

8 Domestic

9 British Airways (125)

10 07/09/2006 Inv 00Q4474 Air Ticket H00044 Williamswynn Christo Dur/Cpt/Dur

11 08/09/2006 Inv 00Q3443 Air Ticket D00184 Ramulongo Nelson Jnb/Ptz

12

13 Nationwide (167)

14 01/09/2006 Inv 00Q1828 Air Ticket D00196 Tshela Boyane Mr Jnb/Cpt/Jnb

15 01/09/2006 Inv 00Q1873 Air Ticket D00220 Hoadly Ursula Jnb/Cpt

16 01/09/2006 Inv 00Q1878 Air Ticket D00220 Malshela Mokgadi Ms Cpt/Unb/Cpt

17 01/09/2006 Inv 00Q2427 Air Ticket D04014 Paulson Cedrick Jnb/Cpt/Jnb

18 01/09/2006 Inv 00Q2433 Air Ticket D04014 Tesner Johannes Jnb/Cpt/Jnb

19 01/09/2006 Inv 00Q2494 Air Ticket D00219 Mmakola Phyllistas M Cpt/Unb/Cpt

20 04/09/2006 Inv 00Q1929 Air Ticket D00091 Terblanche David Mr Jnb/Dur/Jnb/Cpt

21 04/09/2006 Inv 00Q1963 Air Ticket D00220 Sonn Brenda Ms Cpt/Jnb

22 04/09/2006 Inv 00Q2060 Air Ticket L54691 Fischer Adrie Mrs Jnb/Gr/Jnb

23 05/09/2006 Inv 00Q3079 Air Ticket L90267 Prior Norman Mr Jnb/Gr/Jnb

24 06/09/2006 Cn 0040891 Air Ticket D00219 Mmakola Phyllistas M Cpt/Unb/Cpt

25 06/09/2006 Inv 00Q2378 Air Ticket D00850 Seafield Virgil Mr Cpt/Unb

26 06/09/2006 Inv 00Q2532 Air Ticket D00219 Mmakola Phyllistas M Cpt/Unb/Cpt

27 06/09/2006 Inv 00Q2586 Air Ticket D00220 Nyembezi Nkosikhulul Dur/Unb/Dur

28 11/09/2006 Inv 00Q4464 Air Ticket D00002 Naude Martin Mr Jnb/Dur/Jnb

29

30 S A Airways (983)

31 01/09/2006 Inv 00Q1701 Air Ticket D00850 Mkosama Vanguard Dr Jnb/Cpt/Jnb

32 01/09/2006 Inv 00Q1702 Air Ticket D00850 Sipengani Bongwe Ms Jnb/Cpt/Jnb

33 01/09/2006 Inv 00Q1705 Air Ticket D00445 Hanekom Derek Mr Jnb/Cpt/Jnb

Ready

Export Current View

Folder c:\temp

File Name brwqry Format Database File

Export Data As displayed

Excel  Open in Microsoft Excel ?

Format Excel Workbook ?

Progress Export Completed

Ok Interrupt Email Cancel



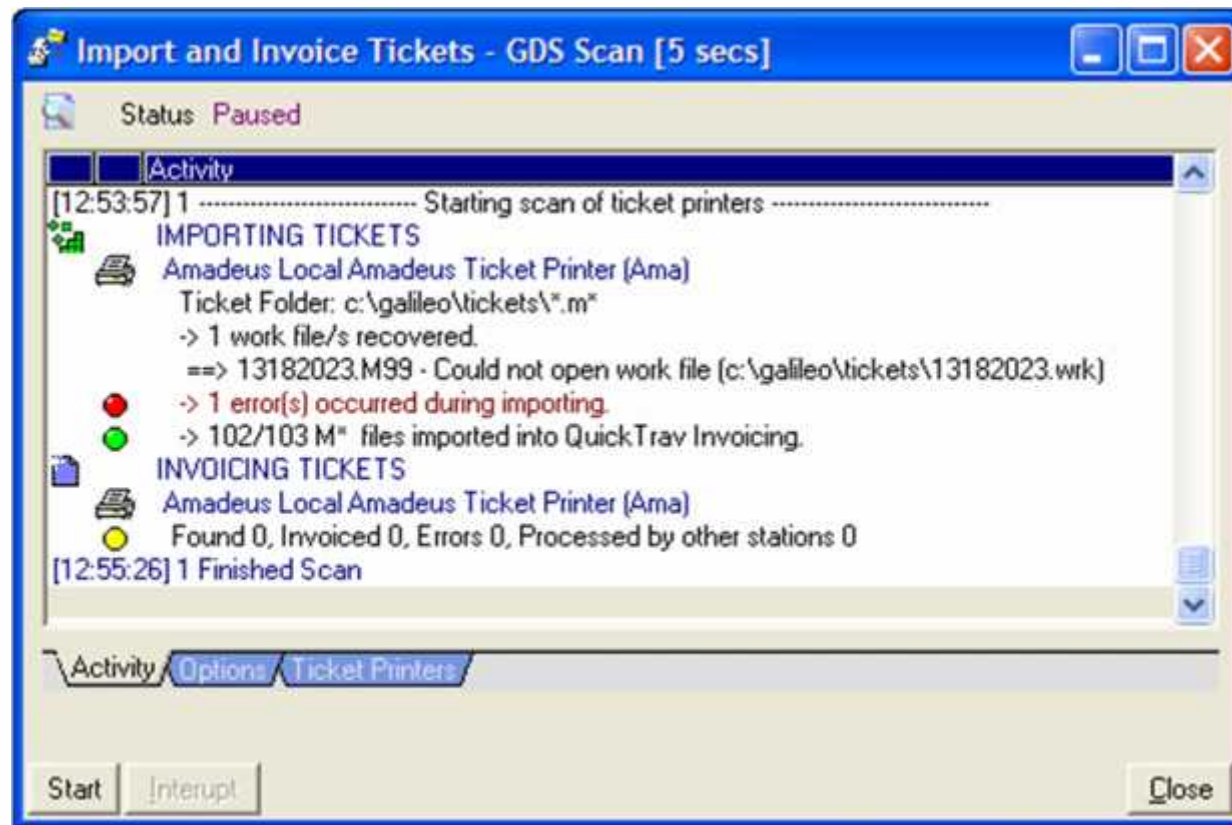




# QuickTrav Invoicing

## *Key Features – Automatic Invoicing*

- ✓ Enhanced automatic ticket invoicing from GDS booking files with modern accounting info editing interface.





# QuickTrav Invoicing

## *Key Features – Internal Credit Cards*

- ✓ Many Agencies use an 'Agency or Internal credit card', whether it is to pre-pay a bed and breakfast establishment or to issue tickets against. Please note that although we have accommodated for the use of internal credit cards in the Invoicing module, we are not certain that the practice of using internal credit card/s to pay for tickets is permitted as per IATA regulations.

**Internal Credit Card Options**

Flag as an Internal Credit Card Invoice ?

a. Client Cash Document (I0003446)  Print ?  
Client Quick Test Debtor (D00511)

b. Contra Cash Document (CTBA)  Print ?  
Client ADMs (L00998)

c. Credit Card Document (ITBA)  Print ?  
Client African Classic Encounters (L00045)  
Credit Card

Save Cancel





# QuickTrav Invoicing

***Key features - Client order and Supplier invoice imaging for auto emailing***

Supplier invoices and client orders are saved to pre-defined folders. Once the invoice is saved and auto emailing is active, Invoicing will automatically find and attach the order and supplier invoices to the outgoing email message.

The screenshot displays the software's folder structure and a processing window. On the left, there are two 'Folders' panels. The top panel, 'Client Images', contains three sub-folders: 'Debtor 1-3929-01-3487-01 (D00001)', 'Debtor 2-3929-02-3558-22 (D00002)', and 'Quick Software Consultants (D00003)'. The bottom panel, 'Supplier Images', contains three sub-folders: 'Absolute Tours (Abs)', 'Avis Car Hire (Central Billing) (Avis)', and 'Beachcomber Tours (Bea)'. On the right, a window titled 'Process All Email Requests [120 secs]' is open. It shows the path 'z:\wininv\outbox\'. A checkbox 'Check outboxes for all users?' is checked. Below this is a table with columns 'Details', 'Date', and 'Time'. At the bottom of the window, it says 'Document Preparation' and 'Click the 'Start' button'. There are 'Start', 'Interrupt', and 'Close' buttons.

