TOURPLAN

Accounts
User Manual

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CONTENTS

CHAPTER 1 Getting Started with Accounts

About the User Manuals 12
Getting Started With Tourplan NX 13
Tourplan NX Application Conventions 13
About the Landing Page 14
Landing Page Sections 14
About the Landing Page Sections 14
About the Tourplan-NX Menu 19
The Hamburger Menu 19
Menu Changes with Selections 19
Menu Breadcrumb Trails 19
About Quick Links 19
Tourplan Accounting Terminology 20
Accounting Required Setup 22
Accounting Period Definitions 22
Calendar Periods 22
Tourplan Accounting Periods 23
Checking Accounting Periods 23
Tourplan Accounting Principles 25
Accounts - Specific INI Settings 25
Creditor and Debtor Transactions 25
The Booking Reference 25
Chart of Accounts 27
Chart of Accounts Structure 29
Currencies and Exchange Rates 30
Understanding Liability Methodology 31
Liability Methods 31
Creating Transactions 33
Quick Steps 33

CHAPTER 2 Creating New Debtors

An Example Debtor Screen 36
What Next? 36
Create a New Debtor 37
Add Debtor Information 37
Debtors Details Tab 39
About Details Tab Fields 40
Debtors Analysis Tab 42
About Analysis Fields 43

Debtor Pricing Tab 45
About the Pricing Tab Fields 45
Debtor Allocations Tab 48
About the Allocations Tab Fields 48
Debtor Online Tab 49
About the Online Tab Fields 49
About the Sublogin Fields 50
Debtor Currencies Tab 52
Attaching a Currency to the Debtor 52
About the Currency Fields 53
Add Debtor Notes 55
Agent Note Categories 55
Multi Language Notes 56
Retrieve an Existing Debtor 57
Copy a Debtor 59

CHAPTER 3 Debtor (Agent) Accounting

Debtor Balances 62
About the Debtor Balances Screen 62
Debtor Transactions 64
About the Debtor Transactions Fields 64
Debtor Transactions Index 66
Debtors Invoice 67
About the Create Invoice Transaction Fields 68
Auto Receipt Section 69
Insert Invoice Line 71
About the Invoice Line Fields 73
Amending an Invoice 74
Printing an Invoice 75
Debtors Credit Note 77
About the Create Credit Note Transaction Fields 79
Debtors Receipt 82
About the Create Receipt Transaction Fields 85
About the Select Invoices Results Tab 86
Amending a Receipt 88
Receipting Options 90
Issue Cash and Bank Fee Receipts 90
Receipting Unallocated Cash 95
Allocate Unallocated Cash 97
Receipt Currency Different to Invoice Currency 102
Delete Debtor Transactions 105
Debtors Transaction Audit 106
About the Debtor Invoice Transaction Audit Screen 107
About the Debtor Receipt Transaction Audit Screen 108
Debtor Transaction Change History 110
About Change History Tab 110
Change Types 111

CHAPTER 4 Debtor Communications

Debtor Contacts 114
Insert Debtor Contact Fields 115
Updating Contact Details 116
Deleting Contact Details 116
Debtor Documentation 117
About View Documentation Message Screen 117
Generate Debtor General Message 118
Debtor Documentation - Financial Transaction 120
Debtor Queue Entries 122
About the Debtor Queue Message Screen 123

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CHAPTER 5 Creating New Creditors

An Example Creditor Screen ... 126
What Next? ... 126
Create a New Creditor ... 127
About Creditor Codes ... 128
Add Creditor Information ... 128
Creditors Details Tab ... 129
About Details Tab Fields ... 130
Creditors Analysis Tab ... 132
About Supplier Analysis Fields ... 133
Creditor Currencies Tab ... 136
About Currency Fields ... 137
Add Creditor Notes ... 140
Supplier Note Categories ... 140
Multi Language Notes ... 140
Retrieve an Existing Creditor ... 142
Copy a Creditor ... 145
Updating Details for the New Creditor ... 145

CHAPTER 6 Creditor (Supplier) Accounting

Creditor Balances ... 148
About the Creditor Balances Screen ... 148
Creditor Transactions ... 150
About the Creditor Transactions Fields ... 150
Creditor Transactions Index ... 151
Creditors Invoice ... 153
About the Create Invoice Transaction Fields ... 154
What Next? ... 155
Insert Single Invoice Line ... 156
About the Invoice Line Screen ... 157
About the Insert Invoice Screen ... 160
Insert Multiple Invoice Lines ... 161
About the Select Vouchers Fields ... 162
About the Results Tab Fields ... 163
Voucher Details Section ... 164
Messages Section ... 165
Vouchers Section ... 165
Edit an Existing Invoice ... 166
About Edit Invoice (Transaction) Headings ... 167
About Invoice Line Fields ... 167
Invoicing Variations ... 169
Paying an Alternative Supplier ... 169
Paying a Generic Supplier ... 171
Paying a Master Supplier ... 171
Creditors Credit Note ... 173
About the Create Credit Note Transaction Fields ... 175
Creditor Cheques ... 178
About Create Transaction Fields ... 179
About Select Invoice Lines Fields ... 180
Summary Section ... 181
About Insert Cheque Fields ... 182
About Cheque Line Headings ... 182
Edit Cheque Line ... 182
A Mismatch ... 183
Printing Cheques ... 184
About Output Document Fields ... 185
Creditors Transaction Audit ... 186
About the Invoice Transaction Audit Fields ... 186
About the Credit Note Transaction Audit Fields ... 188

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About the Cheque Transaction Audit Fields 189
Creditor Transaction Change History 191
About Change History Tab 191
Change Types 192
Voucher Audit 193
About Voucher Audit Cost Tab Column Headings 194
Delete Creditor Transactions 196

CHAPTER 7 Creditor Communications

Creditor Contacts 198
Insert Creditor Contact Fields 199
Creditor Documentation 200
About View Documentation Messages Screen 201
Generate Creditor General Message 201
Creditor Queue Entries 203
About the Creditor Queue Message Screen 204

CHAPTER 8 General Ledger Overview

Creating a General Ledger Account 206
About Insert General Ledger Account Tabs 207
About Details Tab 207
View General Ledger Account Balances 209
About Balances Tab Fields 209
View General Ledger Account Transactions 211
Transaction Types 211
Transaction List 212
General Ledger Transaction Audit 213
GL Transaction Change History 216
About Change History Tab 216
Change Types 217
Amending a General Ledger Account 218
About General Ledger Details 219
Finding a General Ledger Account 220
General Ledger Journals 222
About Define Journal Header 223
About Journal Line Fields 225
General Ledger Standing Journals Setup 227
About Edit Journal Fields 228
About Journal Line Fields 229
Process Standing Journals 231
About Process Journals By Due Date Screen 231
Profit Transfer 232
About Profit Transfer Screen 233
Lock (G.L.) Period 235
About Lock Period Fields 235

CHAPTER 9 Tour Window

Summary Tab 238
Summary Tab Sections 239
AR Transactions Tab 242
AR Transactions Columns 242
AP Transactions Tab 243
AP Transactions Columns 243
Vouchers Tab 245
Voucher Columns 245
Voucher Audit 246
Agent Notes and Booking Notes 249
Agent Notes 249
Booking Notes 249

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CHAPTER 10 Periodic Processes

A.R Agent Commission Processing 252
Print Debtor Receipts 253
About Print Receipts Screen 255
About the Output Documents Fields 257
A.P. Create Cheques 258
About Creditor Invoice Filter Screen 261
Selection Results Screen 262
About Save Selections 262
About Save Selection Buttons 263
About Create Cheques Fields 264
About Cheque Summary Screen 265
Print Remittances/Cheques/Cheque Remittances 266
About Print Remittance Fields 269
About the Output Documents Fields 270
A.P. Release Withheld Amounts 272
About Release Withheld Fields 275
A.P. Creditor Pre-payments 278
About Process Prepayments Fields 281
About Create Invoices Fields 283
Generate EFT 285
About Generate EFT Screen 287

CHAPTER 11 Period End Accounting Processes

Agent (Debtor) Statements 292
About the Statement Generation Fields 295
About the Statement Generation - Output Dialogue Fields 296
Forex Processing 298
About Forex Variations Screen 299
Accounting Period Rebuild 301
About Rebuild Period Fields 301
About General Ledger Rebuild Period Fields 302
Accounting Period Close 304
About Period Close Fields 304

CHAPTER 12 Month End Check-list

Processing a Period End 308
Step 1 - Rebuild the Debtor, Creditor and GL Accounts 309
Step 2 - Run the Suspense Report 311
Step 3 - Accounts Receivable / Debtors Procedures 312
Step 4 - Accounts Payable / Creditors Procedures 314
Step 5 - General Ledger Procedures 316
Recommended Procedures 318

CHAPTER 13 Bank Reconciliation

About Bank Reconciliation 320
Bank Reconciliation Setup 321
About the Bank Account Details Fields 322
About Details Tab 323
Bank Reconciliation Initialisation 325
About Bank Reconciliation Fields 327
Debtors Banking 328
About Banking Transaction Fields 330
About Save Banking Entry Fields 331
About Print Banking Supplement Report Fields 331
Creditors Banking 333
About Banking Transaction Fields 334
About Save Banking Entry Fields 336
About Print Banking Supplement Report Fields 336

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Bank Reconciliations ... 337
About Bank Reconciliation Fields ... 338
Bank Reconciliation Refresh ... 339
About Bank Reconciliation Fields ... 339

CHAPTER 14 Bookings Management

Close Bookings ... 342
About the Close Bookings - Booking Tab ... 343
About the Close Bookings - Analysis Tab Screen ... 344
Open Bookings ... 345
About the Open Bookings - Booking Tab Screen ... 346
About the Open Bookings - Analysis Tab Screen ... 346
Close Vouchers ... 347
About the Close Vouchers - Bookings Tab ... 350
About the Close Vouchers - (Bookings & Agent) Analysis Tab ... 350
About the Close Vouchers - Service Tab ... 351
About the Close Vouchers - (Service & Supplier) Analysis Tab ... 351
About the Close Vouchers - Results Tab ... 352
Open Vouchers ... 353
About the Open Vouchers - Bookings Tab ... 355
About the Open Vouchers - (Bookings & Agent) Analysis Tab ... 355
About the Open Vouchers - Service Tab ... 356
About the Open Vouchers - (Service & Supplier) Analysis Tab ... 356
About the Open Vouchers - Results Tab ... 357
Bulk Printing ... 358
About the Bulk Printing - Filter Tab ... 360
About the Bulk Printing - Output Documents Screen ... 361
Bulk Invoicing ... 362
About the Bulk Invoice Generation - Booking Tab ... 363
About the Bulk Invoicing - Analysis Tab ... 364
About the Bulk Invoicing - Generate Invoices Screen ... 364
Batch Invoice Transactions ... 366
About the Batch Details Section ... 366

CHAPTER 15 Multi Branch Level Accounting

Multi Branch Accounting ... 370
Implementation ... 371
Debtor & Creditor Transaction Processing ... 372
Debtors Transactions ... 373
Creditor Transactions ... 375
Debtor & Creditor Balances ... 377
Debtors Balance Screens ... 378
Creditor Balance Screens ... 381
Debtor & Creditor Reports ... 384
Debtor Reports ... 385
Creditor Reports ... 388
General Ledger ... 390
Profit & Loss and Balance Sheet Reporting ... 393
Standard Reporting Functions ... 394
Additional Available Functions ... 395

APPENDIX Supporting Information

Scroll Column Headings ... 398
Currency Columns from within Debtors or Creditors ... 399
Accounting Transactions Columns from within Debtors or Creditors ... 399
Invoice Results Tab Columns ... 400
Communications Columns from within Debtors or Creditors ... 400
Journals Columns ... 401
General Ledger Columns ... 402

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Tour Window Columns 402
Transaction Line Categories 404
Message History 405
Queue Entries 406

INDEX

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CHAPTER 1

Getting Started with Accounts

The Accounts document details the setting up and use of the three Tourplan accounting applications - Debtors (Agents), Creditors (Suppliers) and the General (Nominal) Ledger.

The General Ledger is only available in the Tourplan NX Professional and Enterprise editions.

Debtors and Creditors are sometimes referred to as Agents and Suppliers. They are the same thing; an Agent can also be called a Debtor and a Supplier can also be called a Creditor. These Debtors and Creditors modules may also be called the Subsidiary Ledgers. For convenience, the Tourplan General Ledger module is often called the G.L. in this guide.

Accounting modules are located within the Financials menu structure (*Home* > *Financials*).

In this chapter ...

About the User Manuals 12
Getting Started With Tourplan NX 13
About the Landing Page 14
About the Tourplan-NX Menu 19
Tourplan Accounting Terminology 20
Accounting Required Setup 22
Tourplan Accounting Principles 25
Chart of Accounts 27
Understanding Liability Methodology 31

The set up steps (e.g. Accounting Required Setup) may have been completed during system installation - check with the system administrator.

About the User Manuals

The user manuals for Tourplan NX are a set of manuals, available both online and in print, that assist users to use the system.

They are designed to supplement training; not replace it. The guides can be used as reference material for queries and assistance after training has been completed.

NOTE: If reading a PDF version of our user manuals, be aware that regular, underlined links (such as those in the following table) may go to online destinations *outside* the user manual. Bold, blue links are cross-references to places *inside* the user manual (for example, those under Quick Steps).

User Manuals are available when logged into MyTourplan.

User Manual Conventions: used in the user manuals to highlight different types of information.

Convention	Icon / Style	Definition
Any field, button or screen area	*Italics* in this font	Depending on context, relates to any of the following: on-screen label, field to select, button to click or text to enter.
Menu selection, screen or form name	**Bold** in this font	Indicates expandable text, where clicking the bold text expands into more detailed text or an image. The effect is available only for online pages - printed pages show the expanded text/images under the bold text (except for obvious menu selections, which are not expanded).
Note (simple)	NOTE:	Highlights a relevant comment or point about the section or procedure.
Note (more important)		Specific information to be aware of about the preceding paragraph(s). Might include further important detail in italics.
Drop-down text		(Online only) Right-arrow: expand more detail about the text immediately to the right. Down-arrow: collapse detail.
Previous / Next pages		(Online only) Links that go to either the immediately previous or next pages in the navigation Table of Contents. These are different from the browser Back / Forward buttons, which go to the last page visited in either direction.
Expand / Collapse procedures		Expand procedure providing more detail and example images. Collapse detail.
Procedure	**Enter rate details**	Heading label for procedures, which are specific tasks or sets of steps to be carried out.
Breadcrumb Trail	**Menu > Sub-menu > Selection**	Indicates a menu selection path to follow, to arrive at a particular screen. For example, **Home > Bookings and Quotes > FITs**.

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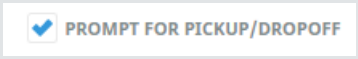
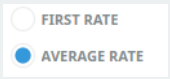
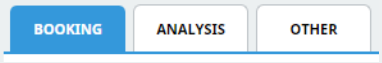
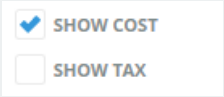
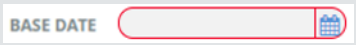
Getting Started With Tourplan NX

Tourplan NX is a software solution for tour operators and destination management companies. It is designed for multiple devices and is touch-screen capable. The user interface is fully browser based with a device and an internet connection, all users (including consultants, sales teams and managers on the move) can check or update any information in the system.

The Enterprise Edition allows users to open multiple tabs of the same application, providing the ability to have multiple bookings open at any given time. Small Business and Professional subscriptions allow single tab functionality where the user can have one tab of the same application open at a time. If the user tries to open a second tab of the same application on these subscriptions a message will display asking the user if they would like to open the application in enquiry mode which is read only.

Tourplan NX Application Conventions

Tourplan NX Application Conventions: used in Tourplan NX to describe different parts of the screen.

Convention	Icon / Style	Definition
Hamburger Menu		Menu icon used throughout Tourplan NX. Can represent different menus, depending on the application.
Check-box		Box that can be clicked (checked) to indicate true (i.e. include), or unchecked to indicate false (i.e. do not include).
Radio Button		Choice made by clicking the label or button.
Drop-down List Field		List of predefined codes/choices accessed by clicking the down arrow. Often found next to a Search button.
Tab		Overlapping area of the screen, whereby only the highlighted tab's real estate is displayed.
Search		An on-screen button with a magnifying glass icon indicates that a search for text entered into the adjacent field can be performed by clicking it.
Multi-Select List Box		List of check-boxes of which all, some or none can be selected.
Required Field		An area outlined in red on a form or screen indicates a field where data must be entered.
Side Panel Collapse		The side panel on some screens can be collapsed to increase the main panel width. Select the blue right arrow to collapse and the blue left arrow to expand.
Edit		An on-screen button with an edit icon indicates that users can drill down to edit/open/view/add information.

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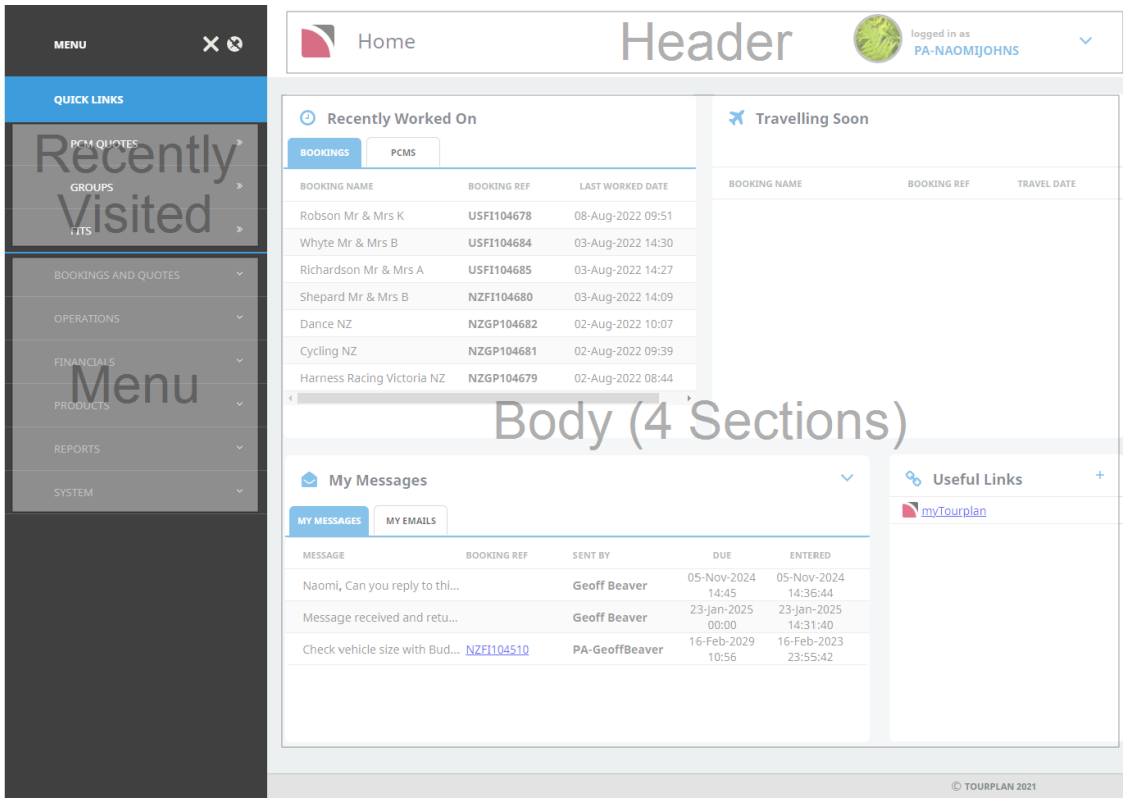
About the Landing Page

The Landing Page, also known as the Dashboard, is the very first page presented after logging-in to Tourplan-NX. It comprises four main sections, each of which contains a list of different transaction types:

- **Recently Worked On** - Bookings or PCMs.
- **Travelling Soon** - Bookings.
- **My Messages**
  - *My Messages* - Internal Messages or reminders sent between consultants.
  - *My Emails* - Imported Emails if the email import feature is enabled.
- **Useful Links** - Internal or external URLs.

There are two additional sections; the Tourplan-NX Menu at the left-hand side, which is covered in the landing page header at the top, which indicates the current menu (always **Home** for the landing page) and the currently logged-in user.

Landing Page Sections



About the Landing Page Sections

Recently Worked On

Provides consultants with a list of the last 15 bookings or PCMs that they have recently been working on. Accounts Staff will receive a list of bookings they have been working on. A scroll bar allows users to see extra data when hidden.

Travelling Soon

A list of bookings travelling soon for the consultant logged in. Two weeks is the default travel period the system will return bookings for. However user companies may have altered system settings to display an alternative travel period.

My Messages

My Messages - If internal messages have been sent to users, a list of those messages displays on their dashboard when they first log in.

Messages can be sent to colleagues from the dashboard or from within the applications.

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NOTE: Queued Message functions are covered in more detail within the applicable user manuals.

My Emails - If the email import feature is enabled, a list of received messages displays on their dashboard when they first log in.

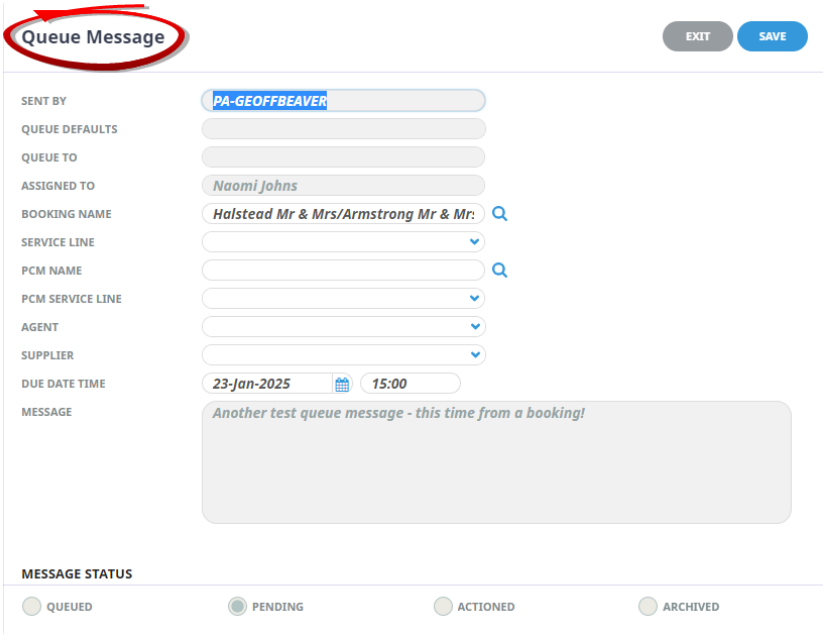
Bookings can be opened from the dashboard and the received message replied to from within the booking.

NOTE: Email Management functions are covered in more detail within the Operations user manuals.

Respond to a Message in My Messages

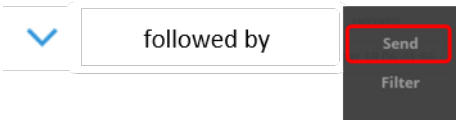
Messages can be responded to and the message status updated.

1. Click on a message under **My Messages** to open the **Queue Message** screen to read a message in full.



2. Modify any fields that might need updating and click **Save**.

3. To send a new message, click the blue **Drop-Down Icon** at the top right of the My Messages section and then click **Send**.



4. On the new **Queue Message** screen, assign an internal queue message to one or more colleagues. The message can identify a specific booking/PCM, Agent or Supplier for reference.

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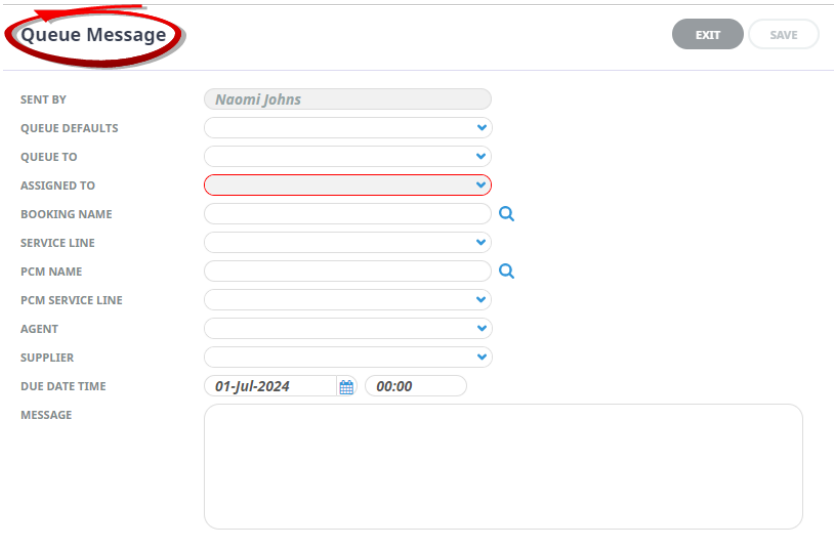
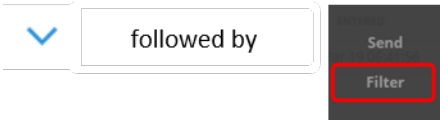
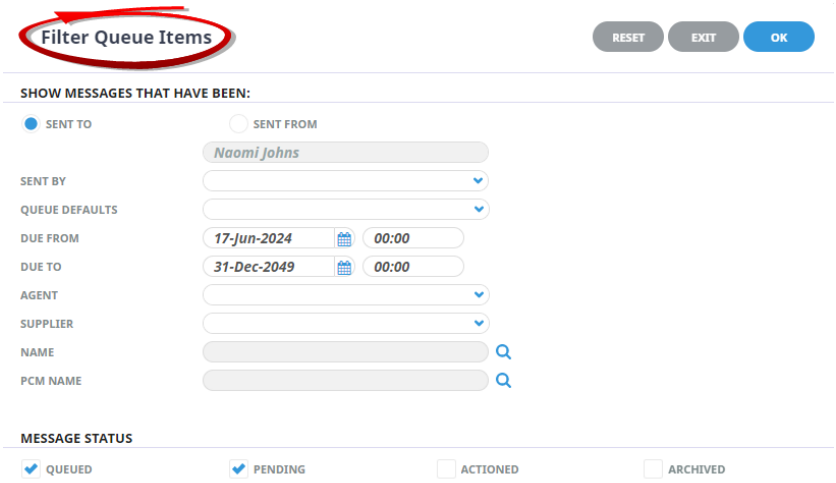


5. Click **Save** to send the message.

6. To filter messages, click the blue **Drop-Down Icon** at the top right of the My Messages section and then click **Filter**.



7. On the **Filter Queue Items** screen, enter filter criteria and click **OK**.



8. From the filtered list of messages returned, choose a message to view and/or respond to.

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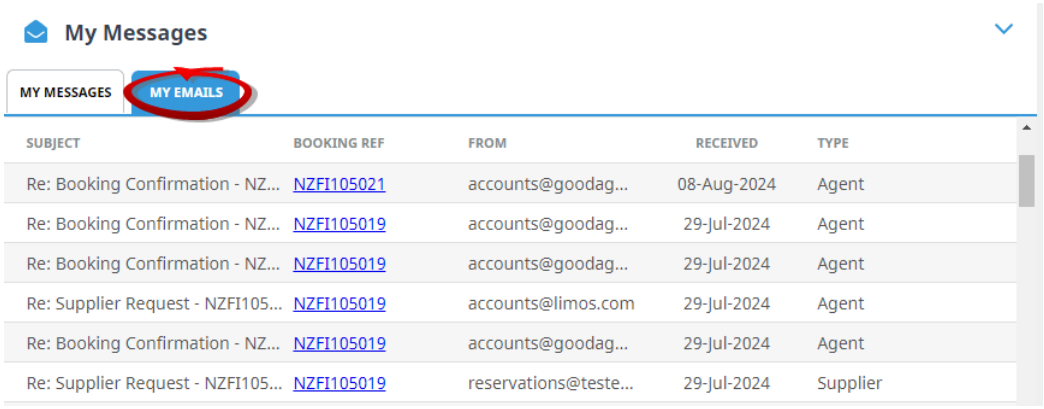
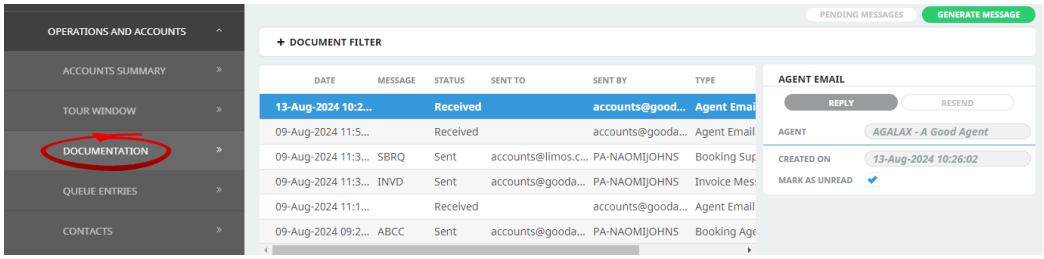
View Received Emails & Open Booking

1. Click on **My Emails** to open the Received **Email List**.



2. Click on the Booking Reference to **Open** booking.

3. The booking Dashboard will **Open** in a new browser tab, navigate to the Documentation Menu to process the email.



Useful Links

Useful links allows the insertion or amendment of useful URL links.

These are URLs that might be used on a regular basis and provide quick access from the dashboard. Tourplan allows company wide Useful Links to be created in Code Setup. Individual users can also nominate 'private' links, in other words URLs which might be unique to their requirement. This is done by either adding a link to their dashboard using the procedure below, or through Code Setup selecting a Private User type.

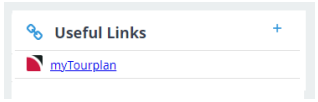
A number sequence provides the order the URL Name will display on the Dashboard.

The URLs on a user's desktop may differ from those of another user.

If the user no longer wants the URL to display a Useful Link can be removed from the Code Setup application. A System Administrator with access to Code Setup can change or remove a URL.

Add a Useful Link from the Dashboard

1. Click the blue **+** symbol to add useful URLs to this section:



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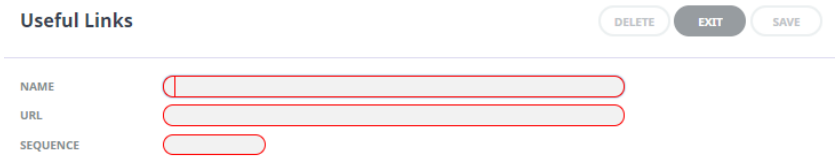
2. Insert the **Name** of the URL, the full *URL* link, and insert a *Sequence* number.



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About the Tourplan-NX Menu

The Hamburger Menu

The Tourplan NX menu is the hamburger icon at the top, left of the browser window:

Selections available from the hamburger menu can change, depending on context within the system; i.e. which application is currently running (examples of applications are Financials, FITs, Code Setup etc.).

When first logging-in to Tourplan NX, the **Home** menu displays, identified by the word "Home" up by the hamburger icon. Making a selection from any menu might go to another menu, or it might go into an application screen. For example, the task **Create a Default Currency**, requires two menu selections to arrive at the Currency screen:

1. a selection from the **Home** menu (**Home > System > Code Setup**), followed by
2. a selection from the **Code Setup** menu (**Code Setup > System > Currency**).

NOTE: In the user manuals, a series of menu selections such as the above is frequently referred to as **Home > System > Code Setup > System > Currency**.

In Tourplan-NX the full list of selections available from the Home menu is:

- Bookings and Quotes.
- Operations.
- Financials.
- Products.
- Reports.
- System.

Menu Changes with Selections

The menu can change when an item, such as a supplier or a product, is chosen in the screen. The following examples illustrate the differences.

Menu Breadcrumb Trails

NOTE: Menu breadcrumb trails are used throughout our user manuals when referring to selections made from the left-hand menu. In printable versions (e.g. PDF), only the breadcrumb trails are included - small screenshots are not shown. However, in online versions, the menu breadcrumb trails are expandable, showing both the screenshot and text for each step.

About Quick Links

Quick links are places recently visited. The more frequently a place is visited (i.e. an application), the more often a link appears to that place in the **Quick Links** list.

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Tourplan Accounting Terminology

These are the key industry accounting principles and associated terminology used in this document. It should be noted that system settings pertaining to Debtors, Creditors and General Ledger Period values will impact on the frequency or use of some of these items.

NOTE: As with other system setup options, these system settings are defined via *Home* > *System* > *Code Setup* > *INI Settings*. Once defined and set, they must not be altered.

Term	Definition
Accounts Payable	Contains all supplier transactions. Also known as A.P., the Creditors Ledger or Purchases Ledger.
Accounts Receivable	Contains all agent transactions. Also known as A.R., the Debtors Ledger or Sales Ledger.
AGP	Each Tourplan financial transaction has an Age Period (AGP) which determines which financial period in either the AR or AP ledger the transaction will be aged to—i.e., which column in the debtors or creditors ledgers Aged Trial Balance the transaction will appear in. The Age period is determined by an INI setting which offers the choices of ageing by Invoice Date, Booking Last Service Date, Payment Due Date or Travel Date. Once set, it must not be altered.
Closed Period	Any accounting period which has been finalised and "closed". Closing the period will prevent transactions from being dated in, or posted to that, or any prior period. Each ledger has its own Current & Closed periods.
Closed Transactions	Any invoice transaction that has been fully paid/receipted and all components of which are now in a closed accounting period.
Current Period	The accounting period in which the system is currently operating. Each ledger has its own Current & Closed periods.
Date of Travel Accounting	A method of accounting whereby all transactions posting to the General Ledger are dated relative to the travel date of the booking to which they belong.
Future Aged	An accounting transaction dated in, or prior to, the current accounting period, but whose AGP is greater than the transaction period.
Future Cash	Any case where cash has been received/paid and the transaction is dated prior to the age period of the invoice against which it applies.
Future Entered	An accounting transaction dated in a period greater than the current accounting period.
Future Expenses	Expenses (AP Invoices) that have been processed prior to a tour travelling.
Future Revenue	Revenue (AR Invoices) that has been raised in advance of the current General Ledger Period. Typically occurs when Tours have been invoiced a month or more prior to travel.
General Ledger	The accounting ledger where transactions from the Debtors and Creditors ledgers are consolidated. Also known as the Nominal Ledger.
GLP	Each financial transaction in Tourplan has a General Ledger Posting period (GLP) which determines which financial period in the General Ledger the transaction will be posted to.
Item	A collection of transactions relating to a single booking and identified by the Tour Reference. For non-booking transactions, the Item is the original Invoice reference.
Open Period	Any period later than the closed period. This will include, but is not limited to the current period.
Open Transactions	Any accounting transaction that has not yet been fully paid/credited.
Outstanding Vouchers	Any voucher that has been issued and for which a Supplier invoice/s has not been received or the voucher has not been paid and closed. In other businesses/accounting environments this would be an expected/contingent liability.

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Term	Definition
Subsidiary Ledgers	Refers to the Accounts Receivable and/or Accounts Payable Ledgers, which are "subsidiaries" of the General Ledger.
Tour Reference	A unique combination of Branch Code, Department Code and a 6 digit number that is assigned to a booking. This is used to identify and retrieve a booking and to collate transactions into "items".
Transaction Item	A grouping of transactions (invoices, Credit Notes and receipts/cheques) that pertain to the same booking. An Item's (booking) reference will match the Tour Reference.
TRP	Each financial transaction in Tourplan has a Transaction period (TRP). This is usually the current open period of the Subsidiary Ledger (AR or AP) in which the transaction is entered.
Unallocated Cash	Cash Receipts received and banked but not yet allocated to an invoice. Commonly used where cash is received prior to an invoice being raised.
Voucher	A document created from a booking service line that indicates authority to purchase services. Similar to a purchase order in other environments and is an expected liability.

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Accounting Required Setup

Before creating any Creditors or Debtors, the following steps must be completed to add required code data to the database:

- Accounting Period Definitions
- Calendar Periods

NOTE: These settings are defined in the system setup of each unique Tourplan NX system, however, it is important to check that setup of the system is correct.

Accounting Period Definitions

Make sure the number of accounting periods in each accounting year are defined. These must exist before any Bookings, Agents or Suppliers and accounting transactions can be entered into Tourplan.

Calendar Periods

Any invoice generation needs to know:

- the accounting period in which the Invoice is being raised.
- the period the revenue/expense is to post to.
- the period the revenue/expense is to age to.
- the period of the Date Entered.

For this reason, the calendar must be set up as a prerequisite to any use of the system.

The basis of the calendar is the user company's accounting financial year. The majority of companies account each month; i.e. 12 one month periods in each financial year.

The calendar periods are in the form YYYYNN where YYYY is the Financial Year (e.g. 2025), and NN is the accounting period in that year (e.g. 01). 01 does not refer to January, unless the financial year is the same as a calendar year. Taking the financial year 2025 as an example, the following are the period numbers and dates for the three most common financial year ends:

Example: Calendar Periods for the financial year 2025

Period	01 Jan - 31 Dec		01 Apr - 31 Mar		01 Jul - 30 Jun	
202001	01 Jan 2025	31 Jan 2025	*01 Apr 2024*	*30 Apr 2024*	*01 Jul 2024*	*31 Jul 2024*
202002	01 Feb 2025	28 Feb 2025	*01 May 2024*	*31 May 2024*	*01 Aug 2024*	*31 Aug 2024*
202003	01 Mar 2025	31 Mar 2025	*01 Jun 2024*	*30 Jun 2024*	*01 Sep 2024*	*30 Sep 2024*
202004	01 Apr 2025	30 Apr 2025	*01 Jul 2024*	*31 Jul 2024*	*01 Oct 2024*	*31 Oct 2024*
202005	01 May 2025	31 May 2025	*01 Aug 2024*	*31 Aug 2024*	*01 Nov 2024*	*31 Nov 2024*
202006	01 Jun 2025	30 Jun 2025	*01 Sep 2024*	*30 Sep 2024*	*01 Dec 2024*	*31 Dec 2024*
202007	01 Jul 2025	31 Jul 2025	*01 Oct 2024*	*31 Oct 2024*	01 Jan 2025	31 Jan 2025
202008	01 Aug 2025	31 Aug 2025	*01 Nov 2024*	*31 Nov 2024*	01 Feb 2025	28 Feb 2025
202009	01 Sep 2025	30 Sep 2025	*01 Dec 2024*	*31 Dec 2024*	01 Mar 2025	31 Mar 2025
202010	01 Oct 2025	31 Oct 2025	01 Jan 2025	31 Jan 2025	01 Apr 2025	30 Apr 2025
202011	01 Nov 2025	30 Nov 2025	01 Feb 2025	28 Feb 2025	01 May 2025	31 May 2025
202012	01 Dec 2025	31 Dec 2025	01 Mar 2025	31 Mar 2025	01 Jun 2025	30 Jun 2025

NOTE:

- Where a Financial Year spans a calendar year, then it is normal that the Tourplan Calendar Year be the year of the Financial Period *end*. The cells in *italics with a different shaded background* in the columns 01 Apr – 31 Mar and 01 Jul – 30 Jun in the table Calendar Periods reflect that the financial year begins in the 2024 calendar year and ends in the 2025 calendar year.
- Up to 15 Calendar Periods may be specified, but this should only be done on the advice of Tourplan Support. This facility enables a user company to change their balance date.

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» It is not uncommon for some companies to have their accounting periods in line with Airline accounting periods, which generally consist of 13 x four weekly periods rather than 12 calendar month periods.

Tourplan Accounting Periods

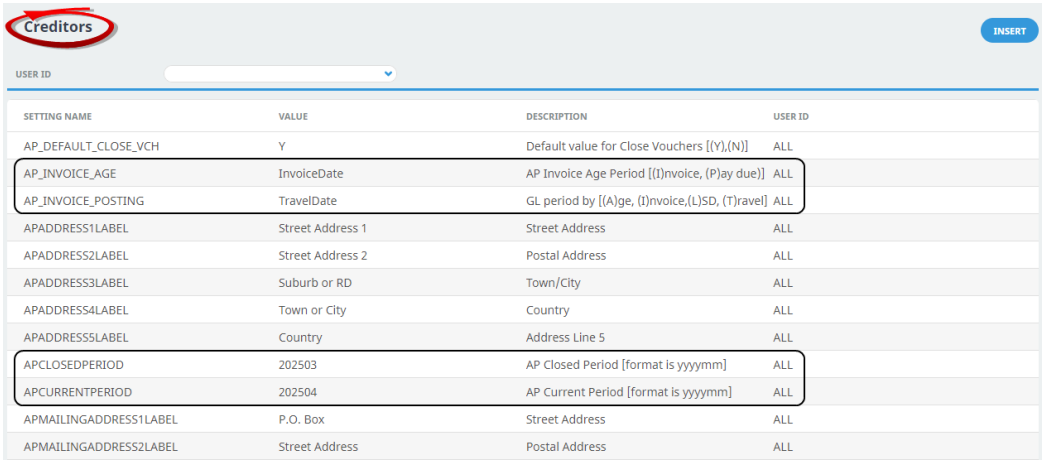
Tourplan transactions have four accounting periods to them:

1. **Entered Period**: the current accounting period at the date of transaction entry. This is non editable and is used to obtain accurate ageing of transactions.
2. **Transaction Period**: This is the period that the transaction is deemed to be in. This period can be different from the transaction *entered* period.
3. **Age Period**: This is the period that will be the" apply" period of the transaction.
4. **GL Posting Period**: the revenue/expense recognition period.

Checking Accounting Periods

This procedure describes how to view settings for specific accounting periods, these settings are configured during system setup and should not be changed. Before making **any** changes, including adding entries, check with your local Tourplan Support office and your system administrator first.

1. From the Home menu, select **Home > System > Code Setup**.
2. To check **Creditor** accounting periods, from the Code Setup menu, select **Code Setup > INI Settings > Creditors**.
3. On the **Creditors** screen, check that the accounting periods are correct for your environment.



SETTING NAME	VALUE	DESCRIPTION	USER ID
AP_DEFAULT_CLOSE_VCH	Y	Default value for Close Vouchers [(Y),(N)]	ALL
AP_INVOICE_AGE	InvoiceDate	AP Invoice Age Period [(I)nvoice, (P)ay due)]	ALL
AP_INVOICE_POSTING	TravelDate	GL period by [(A)ge, (I)nvoice,(L)SD, (T)ravel]	ALL
APADDRESS1LABEL	Street Address 1	Street Address	ALL
APADDRESS2LABEL	Street Address 2	Postal Address	ALL
APADDRESS3LABEL	Suburb or RD	Town/City	ALL
APADDRESS4LABEL	Town or City	Country	ALL
APADDRESS5LABEL	Country	Address Line 5	ALL
APCLOSEDPERIOD	202503	AP Closed Period [format is yyyymm]	ALL
APCURRENTPERIOD	202504	AP Current Period [format is yyyymm]	ALL
APMAILINGADDRESS1LABEL	P.O. Box	Street Address	ALL
APMAILINGADDRESS2LABEL	Street Address	Postal Address	ALL

You can change Creditor accounting periods by clicking and then updating the relevant entry. If accounting periods are missing, you can add them by clicking **Insert**.

4. From the Code Setup menu, select **Code Setup > INI Settings > Debtors**.
5. On the **Debtors** screen, check that the accounting periods are correct for your environment.

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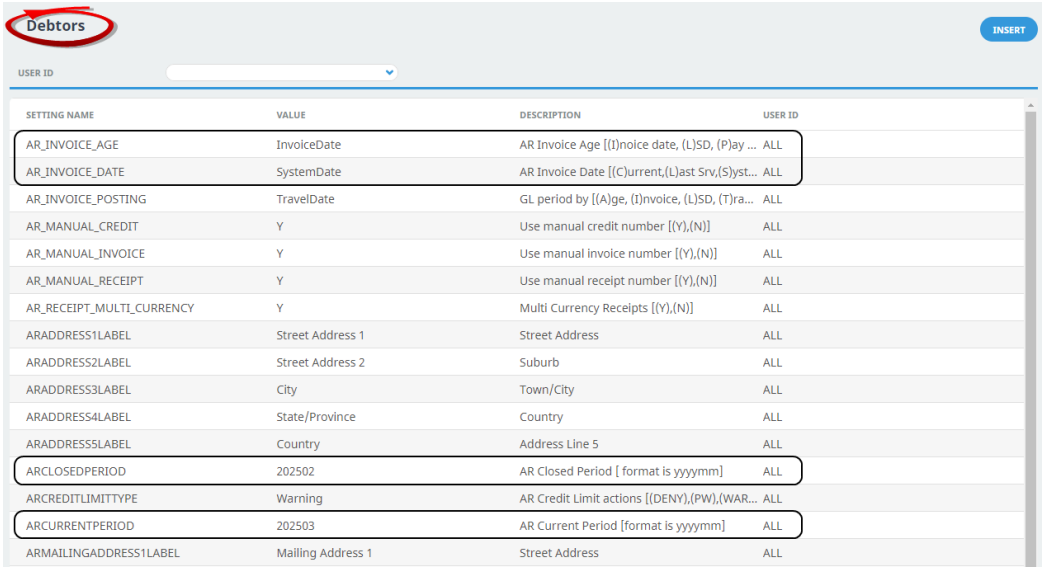
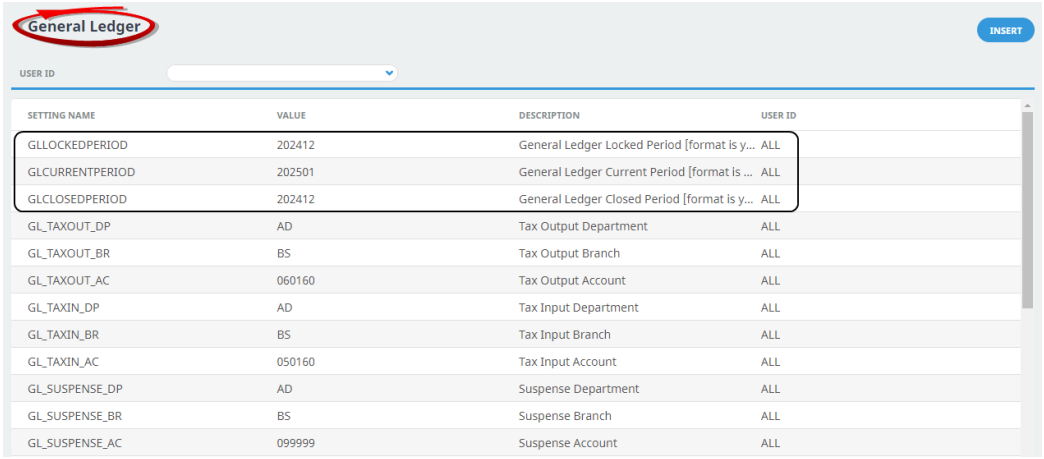


SETTING NAME	VALUE	DESCRIPTION	USER ID
AR_INVOICE_AGE	InvoiceDate	AR Invoice Age [(I)noice date, (L)SD, (P)ay ...	ALL
AR_INVOICE_DATE	SystemDate	AR Invoice Date [(C)urrent,(L)ast Srv,(S)yst...	ALL
AR_INVOICE_POSTING	TravelDate	GL period by [(A)ge, (I)nvoice, (L)SD, (T)ra...	ALL
AR_MANUAL_CREDIT	Y	Use manual credit number [(Y),(N)]	ALL
AR_MANUAL_INVOICE	Y	Use manual invoice number [(Y),(N)]	ALL
AR_MANUAL_RECEIPT	Y	Use manual receipt number [(Y),(N)]	ALL
AR_RECEIPT_MULTI_CURRENCY	Y	Multi Currency Receipts [(Y),(N)]	ALL
ARADDRESS1LABEL	Street Address 1	Street Address	ALL
ARADDRESS2LABEL	Street Address 2	Suburb	ALL
ARADDRESS3LABEL	City	Town/City	ALL
ARADDRESS4LABEL	State/Province	Country	ALL
ARADDRESS5LABEL	Country	Address Line 5	ALL
ARCLOSEDPERIOD	202502	AR Closed Period [format is yyyymm]	ALL
ARCREDITLIMITTYPE	Warning	AR Credit Limit actions [(DENY),(PW),(WAR...	ALL
ARCURRENTPERIOD	202503	AR Current Period [format is yyyymm]	ALL
ARMAILINGADDRESS1LABEL	Mailing Address 1	Street Address	ALL

You can change Debtor accounting periods by clicking and then updating the relevant entry. If accounting periods are missing, you can add them by clicking **Insert**.

6. From the Code Setup menu, select **Code Setup > INI Settings > Financials**.

7. On the **General Ledger** screen, check that the accounting periods are correct for your environment.



SETTING NAME	VALUE	DESCRIPTION	USER ID
GLLOCKEDPERIOD	202412	General Ledger Locked Period [format is y...	ALL
GLCURRENTPERIOD	202501	General Ledger Current Period [format is ...	ALL
GLCLOSEDPERIOD	202412	General Ledger Closed Period [format is y...	ALL
GL_TAXOUT_DP	AD	Tax Output Department	ALL
GL_TAXOUT_BR	BS	Tax Output Branch	ALL
GL_TAXOUT_AC	060160	Tax Output Account	ALL
GL_TAXIN_DP	AD	Tax Input Department	ALL
GL_TAXIN_BR	BS	Tax Input Branch	ALL
GL_TAXIN_AC	050160	Tax Input Account	ALL
GL_SUSPENSE_DP	AD	Suspense Department	ALL
GL_SUSPENSE_BR	BS	Suspense Branch	ALL
GL_SUSPENSE_AC	099999	Suspense Account	ALL

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Tourplan Accounting Principles

The Tourplan accounting system is different to the majority of "off-the-shelf" accounting packages, in that it has been designed specifically for the Tourism Industry. Unlike standard accounting systems that are predominantly transaction date-based, the Tourplan accounting system offers the user a choice of transaction-based, accrual-based, or a mixture of both. This is because the Tourism Industry in general (and dependant on local legislation) accounts for revenue in the month that travel takes place, rather than when the sales invoice(s) is raised, which can be quite some time prior to the date of travel.

Accounts - Specific INI Settings

The Accounts accounting periods are determined by various System Setup INI Settings. Because each transaction has four periods stamped onto them, there is a great amount of flexibility in the accounting system's ability to handle a variety of accounting circumstances. With the exception of the Entered Period, the settings of the other 3 accounting periods is determined in consultation with the user company, depending on what their requirements are.

In general, the periods can be set to be the System Date; the Booking Travel Date; Booking Last Service Date or the Last Date of the Current Accounting Period. There are some minor variations on these settings. Once the desired settings have been determined, they cannot be changed. The settings enable, for example, to post to the Debtors Ledger in the current period, age the debt in the Debtors Ledger based on the Payment Due date and post the revenue to the General Ledger (GL) Revenue Account in the period of travel.

Tourplan automatically makes any accrual journals required and posts to Balance Sheet accounts any revenue or expense which is future dated and then automatically posts it to the correct revenue or expense account when the accounting period within which the booking is travelling is reached.

NOTE: The concept of the system making these journals automatically is quite unique and, once it is understood, the transaction flow is quite simple to comprehend.

Creditor and Debtor Transactions

The entry of transactions for both Debtors and Creditors has been kept simple and consistent in both applications. All types of transactions can be performed from the one entry screen, and detailed information regarding any agent or supplier is instantly available. The accounting system is “Open Item”, meaning that, at each period end, only items (i.e. transactions) that are not completely balanced off are aged and brought forward into the next period.

Tourplan has the ability to produce profitability figures on a per-booking basis or on a group of bookings.

Tourplan *does not* (and cannot) post to the GL based on service type; e.g. Accommodation, Transport etc. The breakdown of revenue and expenses by type of service is an analysis function handled by the Tourplan Excel Reporting templates.

Invoices to agents for bookings must be issued either from within the booking or via the Bulk Invoicing utility in order to get the booking reference stamped onto the transactions. Invoices can be raised to Agents/Debtors for non-booking related items from within the Debtors application, but bookings related invoices must be raised from within the Booking. Credit Notes against booking invoices already issued can be raised from within the booking as well as from within the Debtors module. Unless the automatic receipting function has been enabled, receipts for cash received can only be issued in the Debtors module.

Within the Creditors application, supplier invoices can be paid or part-paid based on the voucher number that the system has allocated to the service. This provides the facility to match the payment value against the voucher value and the system will record any over or under payment. The Creditors application also allows payment to an alternate supplier; i.e. a supplier other than the one that the voucher was issued for. Non-booking creditors (utility companies, landlord etc.) can also have payments made to them.

All updating to the GL module is “On-Line”; that is, the GL postings are made when the subsidiary ledger transaction is created. If a subsidiary ledger transaction is altered or deleted, the relevant GL postings are similarly updated or deleted. Once a subsidiary ledger period is “closed”, then no further changes can be made to transactions.

The Booking Reference

The ability to provide booking-by-booking profitability figures is achieved using the Booking Reference, which is attached to all bookings that are entered into the system. The Booking Reference is a combination of three components:

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- **Booking Branch:** a 2-character code that is used as the highest level of analysis breakdown. Commonly set up as a distinction between Administration and Tours. More than one branch can be used to express Tours Revenue and Expenses. Examples used in this User Manual are AD – Administration; OL – Online Sales; US – USA Office; NZ – N.Z. Office.
- **Booking Department:** a 2-character code used for the second level of analysis breakdown. This is normally a code that represents the type of booking, as well as separating out Administration/Overhead expenses. Examples used in this User Manual are FI – F.I.T.; GP – Groups; IN – Incentives; SH – Shore Excursions, AD – Administration.
- **Booking Reference Number:** a 6 digit Number.

The booking references will, for example, be US FI 100123, indicating that the booking is (in this example system) a USA Office FIT booking.

Each financial transaction that is created in either Creditors or Debtors for the booking is stamped with the booking reference and this enables the system to produce a report (via the Tour Window and Tour Financial Summary Reports) of profitability by booking. Further analysis exists using Microsoft Excel Report templates, which can summarise the revenue and expenses for (e.g.) all US FIT bookings; or all US bookings or any combination of branch/department. *All reporting at this level is performed in the base currency of the system.*

Setting-up Branch, Department and bookings Analysis Codes is covered in the System Setup User Manual.

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Chart of Accounts

The Tourplan Chart of Accounts is also based on the Branch/Department concept, and this allows the system to have commonality in certain account numbers, mainly Income and Expense accounts. If a user company elects to use (e.g.) account 010000 as its main Revenue Account, and (e.g.) account 020000 as the main expense account, then in the Tourplan GL Chart of Accounts, the following would be set up based on the example Branch/Departments used in this User Manual:

Sample Chart of Booking Revenue and Expense Accounts

Branch	Department	Account	Revenue Description
NZ	AD	010000	N.Z. Office Admin Revenue
NZ	FI	010000	N.Z. Office FIT Revenue
NZ	GP	010000	N.Z. Office Groups Revenue
NZ	IN	010000	N.Z. Office Incentives Revenue
NZ	SH	010000	N.Z. Office Shore Excursion Revenue
OL	AD	010000	Online Sales Admin Revenue
OL	FI	010000	Online Sales FIT Revenue
OL	GP	010000	Online Sales Groups Revenue
OL	IN	010000	Online Sales Incentives Revenue
OL	SH	010000	Online Sales Shore Excursion Revenue
US	AD	010000	U.S. Office Admin Revenue
US	FI	010000	U.S. Office FIT Revenue
US	GP	010000	U.S. Office Groups Revenue
US	IN	010000	U.S. Office Incentives Revenue
US	SH	010000	U.S. Office Shore Excursion Revenue

Branch	Department	Account	Expense Description
NZ	AD	020000	N.Z. Office Admin Expense
NZ	FI	020000	N.Z. Office FIT Expense
NZ	GP	020000	N.Z. Office Groups Expense
NZ	IN	020000	N.Z. Office Incentives Expense
NZ	SH	020000	N.Z. Office Shore Excursion Expense
OL	AD	020000	Online Sales Admin Expense
OL	FI	020000	Online Sales FIT Expense
OL	GP	020000	Online Sales Groups Expense
OL	IN	020000	Online Sales Incentives Expense
OL	SH	020000	Online Sales Shore Excursion Expense
US	AD	020000	U.S. Office Admin Expense
US	FI	020000	U.S. Office FIT Expense
US	GP	020000	U.S. Office Groups Expense
US	IN	020000	U.S. Office Incentives Expense
US	SH	020000	U.S. Office Shore Excursion Expense

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It is highly unlikely that the "Online Sales" branch would handle Group or Incentive bookings. The Branch and Department code setup (see the System Setup User Manual) has check-boxes that allow a Branch/Department combination to *not* be able to be used in the FIT and/or Group booking applications. The Branch/Department combinations highlighted in the table above would have access to neither of the booking applications (i.e. access turned off).

When the financial transactions are created (invoices to agents and payments to suppliers), the system obtains the correct Branch and Department from the booking to determine which Revenue/Expense account to post the transaction to.

The user company chart of accounts must be set up in the Tourplan General Ledger, and before accounting transaction processing can begin, as a minimum, the following accounts need to be set up:

Debtors

Account	Description
Debtors Unallocated Cash	This account is used to hold cash which has been received, but for which an invoice has not yet been issued.
Debtors Bank Account	The bank account to be used for the posting of Debtors receipts. This can be the same as the Creditors Bank Account.
Debtors Commission Account	The account that any commission paid to debtors is posted to.
Debtors Control Account	Also simply known as “Debtors” – the total value owing by debtors.
Revenue Account (s)	The accounts that booking and non-booking revenue are posted to.
Future Revenue	A “Deposits from agents in Advance” account.
Future Revenue Tax	For holding the tax value on Future Aged Debtors’ transactions.
Debtors Future Cash	For holding cash received in advance of the Debtors Invoice Age Period.
Debtors Forex Variations	For Debtors Forex Variations to post to. This can be the same as the Creditors’ Forex Account.
Output Tax Account	Debtors VAT/GST account.

Creditors

Account	Description
Creditors Bank Account	The bank account to be used for the posting of payments to Creditor's. This can be the same as the Debtors bank account.
Creditors Control Account	Also simply known as “Creditors” – the total balances owing to Creditors.
Expense Account (s)	The accounts that booking and non-booking expenses are posted to.
Future Expense	A “Payments to Suppliers in Advance” account.
Future Expense Tax	For holding the tax value on Future Aged Creditors’ transactions.
Creditors Future Cash	For holding Creditor’s cash which has been paid in advance of the Creditor’s invoice age period.
Input Tax Account	Creditors VAT/GST account.
Creditors Forex Variations	For Creditors Forex variations to post to.

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General

Account	Description
Suspense Account	Used to hold any transaction posting for which a valid GL Account does not exist in the chart.

The Tourplan Suspense Account must be a Suspense Account being used specifically by the system. It must not be an account that will have sundry manual suspense transactions posted to it. If this occurs, reconciliation of the account is made much more difficult.

Chart of Accounts Structure

Naturally, G.L. accounts other than those mentioned above will be required for a complete chart. The composition of the chart is entirely at the discretion of user companies, but there are some basic guidelines that will ensure the chart produces reports that are able to be easily read.

The most fundamental rule is to group accounts together by account type, by number. This is partially shown in "Sample Chart of Booking Revenue and Expense Accounts" on page 27. An example chart could be constructed as follows:

NOTE: Not all accounts need to have a branch/department separation - it really only applies to those accounts where a profitability by branch and/or department is required.

Booking-Specific Accounts

Account	Chart of Accounts Code
Booking Revenue	010000
Booking Expenses	020000
Booking Outstanding Vouchers	021000
Booking Agent Commission	022000

The Booking Outstanding vouchers account is debited and the Current Liabilities Outstanding Vouchers Accrual account is credited at the end of the accounting periods. This is a manual Journal, not an automatic system function.

Non Booking-Specific Accounts

Account	Description
Other Revenue	Range 030000 - 039999. Bad Debts Recovered, Interest Received, Sundry Income etc.
Administration Expenses	Range 040000 - 049999. Advertising, Bank Fees, Cleaning, Depreciation, Entertainment, Travel, Wages etc. Forex Variations should also be in this range. In a standard system operating environment, one account per chart is permitted, however there are instances where multiple accounts can be used. Contact the local Tourplan support office for further details.
Current Assets	Range 050000 - 050999. Bank Account(s), Debtors Control (Agents), GST/VAT Input Tax on Payables, A.P. Future Expenses, A.P. Future Cash, A.P. Future Tax on Future Expenses, Unallocated Cash etc.
Investments	Range 051000 - 051999. Fixed Deposit, Long Term Investment, Shares in other Companies etc..
Fixed Assets	Range 053000 - 053999. Buildings, Land, Motor Vehicles, Office Equipment, Computers etc., Accumulated Depreciation (if used).
Other Assets	Range 054000 - 054999. Goodwill, Franchises etc.

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Account	Description
Current Liabilities	Range 060000 - 060999. A.R. Future Cash, A.R. Future Revenue, A.R. Future Tax on Future Revenue, Accounts Payable Control, Outstanding Vouchers (Accrual), Employment Taxes, Wages Clearing (Balancing) account etc.
Shareholders' Current A/c's	Range 061000 - 061999.Opening Balances, Drawings, Insurances etc.
Team Liabilities	Range 063000 - 063999. Bank Loans, Mortgages etc.
Shareholders' Funds	Range 065000 - 065999. Registered shares at face value, Retained Earnings.
Other Accounts	System Suspense Account. AD AD 999999. This account is used by the System only. No manual transactions are to be entered into this account.

There will be other accounts specific to each user company. When these are created, place them within the range of numbers allotted for their section.

Arranging the account numbers in a consecutive sectional fashion makes the writing of Financial Reports much simpler and less time consuming. Accounts added in the future will automatically add to the Profit & Loss and Balance Sheet Reports.

The Tourplan GL INI settings must also be set up before transaction processing can commence. Refer to the System Setup User Manual for full details.

Currencies and Exchange Rates

Agents and Suppliers can have multiple currencies attached to them and invoices (particularly to agents) can be issued in different currencies. The Tourplan Currency Rate table must be maintained with current exchange rates for this to occur effectively. Any foreign currency cash transactions (Debtor Receipts or Creditor Cheques) can have a current exchange entered against them at the time of transaction creation.

For more information on currencies and exchange rates, refer to the System Setup User Manual.

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Understanding Liability Methodology

The Tourplan accounting system is different to the majority of "off-the-shelf" accounting packages, in that it has been designed specifically for the Tourism Industry. Unlike standard accounting systems which are predominantly transaction date based, the Tourplan accounting system offers the user a choice of transaction based, accrual based, or a mixture of both. This is because the Tourism Industry, in general, prefers to account for revenue in the month that travel takes place, rather than when the sales invoice(s) is raised, which can be quite some time prior to the month of travel.

Voucher production and liability controls are unique to individual company requirements and should be discussed with your local Tourplan Support Office to fully understand each setup component required for recording liability.

Liability Methods

Voucher Product and Liability methods are captured from the combined use of configurable settings throughout the system.

A voucher represents an expected liability and control of these liabilities is critical for accurate management and reporting. Tourplan will automatically recognise the liability based on the voucher value within a booking if the status of the booking and individual services depict statuses which include a voucher flag setting.

A further control parameter is configured within the product database for individual services are set to record liability. Its also this location in Tourplan where individual services are set to allow printable vouchers - although the physical printing of vouchers will have no effect on the liability of a service.

What does this all mean?

Statuses

Firstly we need to understand the role Booking Statuses and Service Statuses play. Most Tourplan users will have experienced the advantage of using service statuses and the important operational tool which controls booking workflow in relation to your suppliers. From the moment a service is entered into a booking a liability is created if the booking and service status are both voucher-able.

Service Statuses

The service statuses reflect the status of the individual services where as the booking statuses relate to the entire booking.

A few Examples to highlight the usage of service statuses in Tourplan are as follows:

- Control what is a confirmed services (e.g. service status KK - Confirmed) verses a service which is still on request (e.g. service status RQ - Requested).
- Control a service sold from allocation (e.g. AK - from Allocation / Confirmed) or partial allocation (e.g. PA - from Partial Allocation).
- Identify services on a wait list (e.g. WL - Wait List)
- Service statuses can also be used as a parameter for reporting.

Booking Statuses

The booking statuses reflect the status of the entire booking where as the service statuses relate to the individual services.

A few examples to highlight the usage of booking statuses in Tourplan are as follows:

- Control what is a confirmed booking (all services confirmed, booking status KK - Confirmed) verses a booking where some services are still on request (e.g. booking status RQ - Requested).
- Identify when the booking has been invoiced (e.g. IN - Invoiced)

Code Setup Settings

Booking Statuses need to first exist in Code Setup before they can be used within a booking. It's the location in Code Setup which identifies if a particular booking status will be flagged to voucher. Service statuses require a similar voucher flag configuration in Code Setup. Once configured to voucher these statuses attribute to a vouchered service liability record within a booking.

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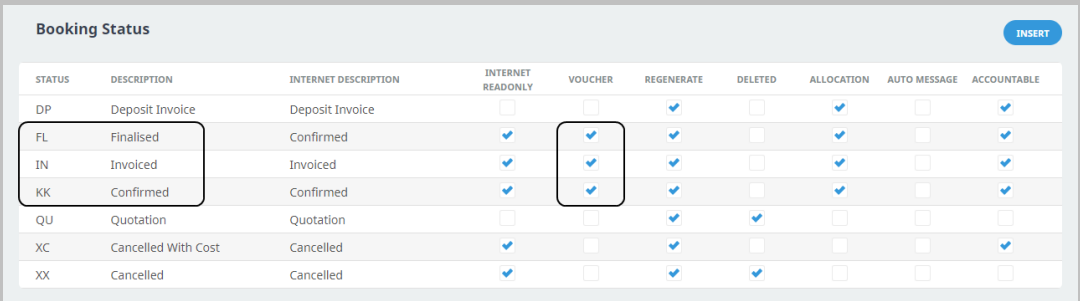
Booking Status Example



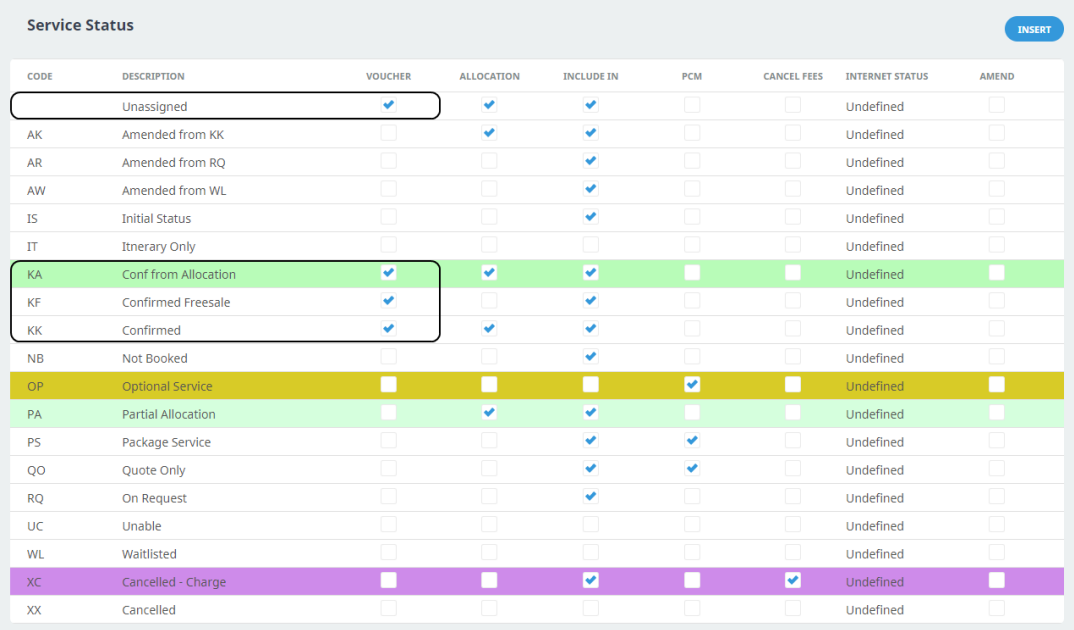
Booking Status

INSERT

STATUS	DESCRIPTION	INTERNET DESCRIPTION	INTERNET READONLY	VOUCHER	REGENERATE	DELETED	ALLOCATION	AUTO MESSAGE	ACCOUNTABLE
DP	Deposit Invoice	Deposit Invoice	☐	☐	☑	☐	☑	☐	☑
FL	Finalised	Confirmed	☑	☑	☑	☐	☑	☐	☑
IN	Invoiced	Invoiced	☑	☑	☑	☐	☑	☐	☑
KK	Confirmed	Confirmed	☑	☑	☑	☐	☑	☐	☑
QU	Quotation	Quotation	☐	☐	☑	☑	☐	☐	☐
XC	Cancelled With Cost	Cancelled	☑	☐	☑	☐	☐	☐	☑
XX	Cancelled	Cancelled	☑	☐	☑	☑	☐	☐	☐

Service liability will now automatically be recognised for bookings with a booking status which has the voucher box checked, in this example FL,IN,KK statuses. If the voucher box is not checked, no liability will be recognised for any service in the booking regardless of its service status.

Service Status Example



Service Status

INSERT

CODE	DESCRIPTION	VOUCHER	ALLOCATION	INCLUDE IN	PCM	CANCEL FEES	INTERNET STATUS	AMEND
	Unassigned	☑	☑	☑	☐	☐	Undefined	☐
AK	Amended from KK	☐	☑	☑	☐	☐	Undefined	☐
AR	Amended from RQ	☐	☐	☑	☐	☐	Undefined	☐
AW	Amended from WL	☐	☐	☑	☐	☐	Undefined	☐
IS	Initial Status	☐	☐	☑	☐	☐	Undefined	☐
IT	Itinerary Only	☐	☐	☐	☐	☐	Undefined	☐
KA	Conf from Allocation	☑	☑	☑	☐	☐	Undefined	☐
KF	Confirmed Freesale	☑	☐	☑	☐	☐	Undefined	☐
KK	Confirmed	☑	☑	☑	☐	☐	Undefined	☐
NB	Not Booked	☐	☐	☑	☐	☐	Undefined	☐
OP	Optional Service	☐	☐	☐	☑	☐	Undefined	☐
PA	Partial Allocation	☐	☑	☑	☐	☐	Undefined	☐
PS	Package Service	☐	☐	☑	☑	☐	Undefined	☐
QO	Quote Only	☐	☐	☑	☑	☐	Undefined	☐
RQ	On Request	☐	☐	☑	☐	☐	Undefined	☐
UC	Unable	☐	☐	☐	☐	☐	Undefined	☐
WL	Waitlisted	☐	☐	☐	☐	☐	Undefined	☐
XC	Cancelled - Charge	☐	☐	☑	☐	☑	Undefined	☐
XX	Cancelled	☐	☐	☐	☐	☐	Undefined	☐

Liability will automatically be recognised for service lines with a service status which has the voucher box checked. If the voucher checkbox is not checked, no liability will be recognised for the service line.

NOTE: The service lines with a non-voucherable service status will still have a voucher number but are not recognised as liabilities until their service status is changed to a voucher-able status.

Product Liability

Each product (service) created in the Tourplan NX database requires the Voucher Details screen to be configured to control if the service is to have a physical printed voucher. There are three options available which will determine how the voucher is viewed:

Print Voucher - This is the default setting, and when selected a voucher will be printed for this service.

No Cost - Indicates that the service is a no cost item for which no voucher is printed. E.g. a service containing itinerary text only.

Record Liability Only - Indicates that the Service Option is a cost item however no voucher is to be printed. E.g. an overhead booking charge.

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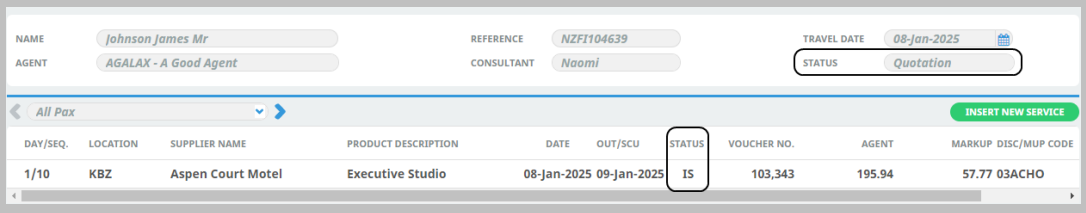
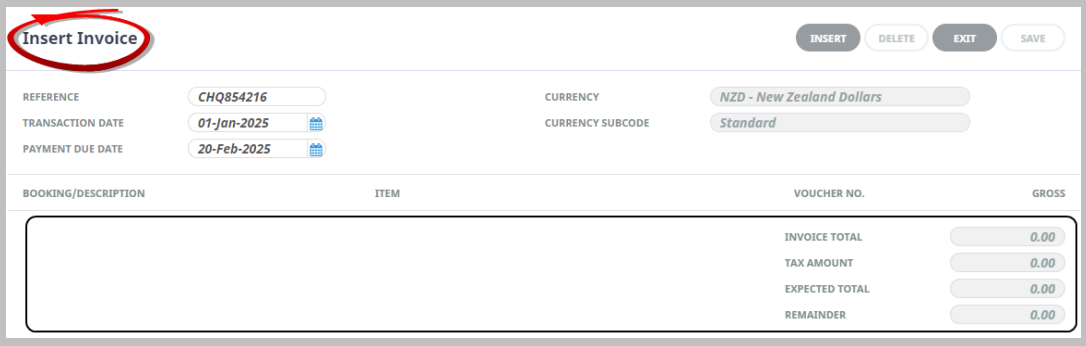
Creating Transactions

Previous headings have covered the necessary settings which control voucher liability in Tourplan. Every service is given a unique voucher number when inserted into a booking, this voucher number alone does not enable liability.

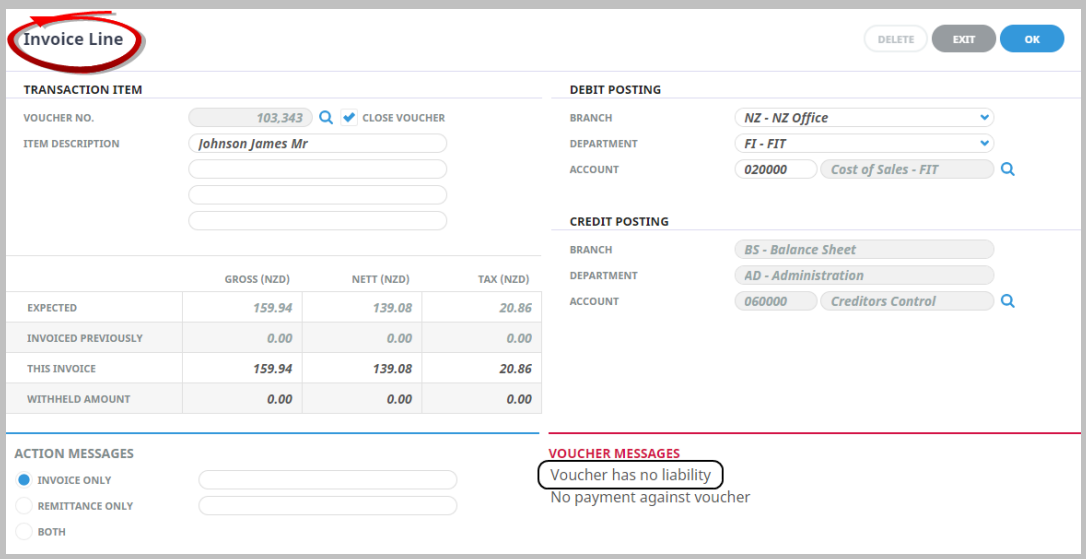
For example: our booking has a service inserted, the booking has a quotation status, and the Aspen Court Motel has an Initial Status, and you can see the voucher number 103,343 is held against the service when initially inserted.



When accounts raise an invoice the voucher will not be found and an invoice will not be created.



If accounts manually select the voucher number, the system will generate a warning message 'Voucher has no liability'



If the service and booking statuses within the booking are changed to voucherable statuses, accounts will be able to see the voucher and be able to raise a transaction invoice.

Quick Steps

Use the following list to move quickly to "How to" procedures in this guide:

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1. **Getting Started with Accounts:**
    a. "About the Tourplan-NX Menu" on page 19
    b. "Tourplan Accounting Terminology" on page 20
    c. "Accounting Required Setup" on page 22
    d. "Tourplan Accounting Principles" on page 25
    e. "Chart of Accounts" on page 27
2. **Working with Debtors**
    a. " Create a New Debtor" on page 37
    b. "Retrieve an Existing Debtor" on page 57
    c. "Debtors Invoice" on page 67
    d. "Debtors Credit Note" on page 77
    e. " Debtors Receipt" on page 82
    f. "Debtors Transaction Audit" on page 106
    g. "Debtor Communications" on page 113
3. **Working with Creditors**
    a. "Create a New Creditor" on page 127
    b. "Retrieve an Existing Creditor" on page 142
    c. "Creditors Invoice" on page 153
    d. "Creditors Credit Note" on page 173
    e. "Creditor Cheques" on page 178
    f. "Creditors Transaction Audit" on page 186
    g. "Creditor Communications" on page 197
4. **The General Ledger**
    a. "Creating a General Ledger Account" on page 206
    b. "Finding a General Ledger Account" on page 220
    c. "View General Ledger Account Transactions" on page 211
    d. "General Ledger Transaction Audit" on page 213
5. **The Tour Window**
    a. "Summary Tab" on page 238
    b. "AR Transactions Tab" on page 242
    c. "AP Transactions Tab" on page 243
    d. "Vouchers Tab" on page 245
    e. "Voucher Audit" on page 246

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CHAPTER 2

Creating New Debtors

The Debtors application is where debtor accounts are created and managed, and sundry debtor transactions - non bookings invoices, cash receipting, credit notes etc. - can be entered. A Debtor is a person or company that owes money to the Tourplan User Company. Debtors can be Agents, Wholesalers etc., but may well be individuals.

Any company or person, to whom an invoice is sent, MUST be set up as a Debtor. This includes non-trade debtors, as well as a Cash Sales Debtor if cash is collected directly from clients.

Bookings invoices must be raised from within the bookings modules. Credit Notes can be raised from within the bookings applications, but this can be restricted if required. Unless Auto Receipting has been turned on, receipts can only be issued from Debtors.

NOTE: In this guide, the words Debtor and Agent have the same meaning and may be used interchangeably.

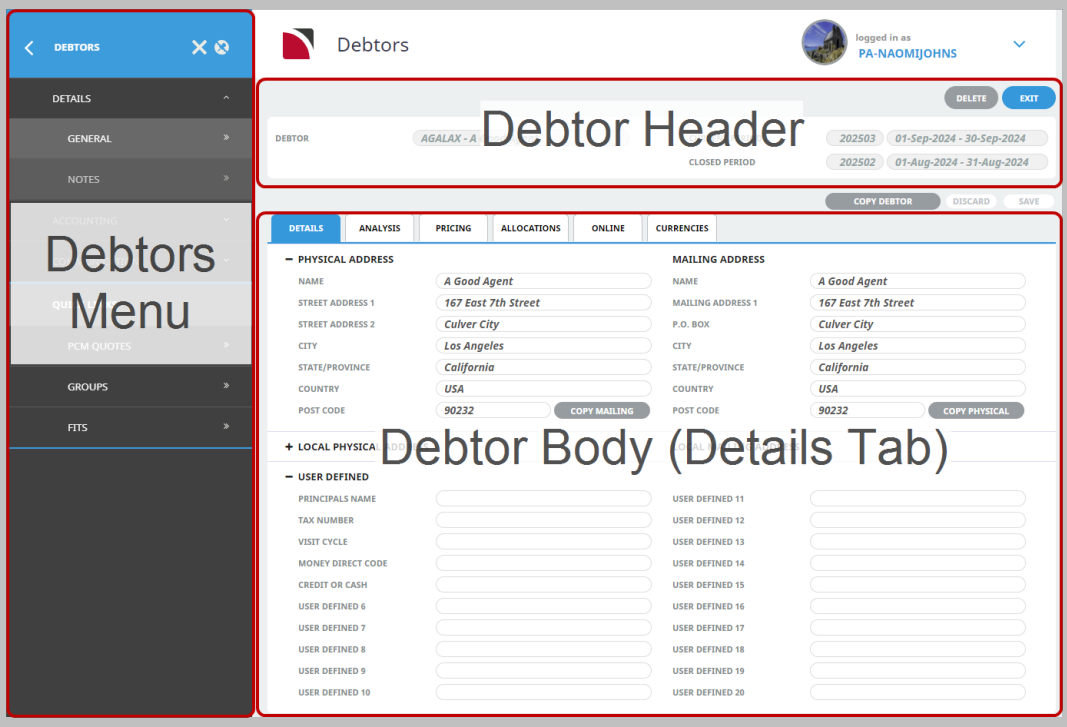
In this chapter ...

An Example Debtor Screen 36
Create a New Debtor 37
Debtors Details Tab 39
Debtors Analysis Tab 42
Debtor Pricing Tab 45
Debtor Allocations Tab 48
Debtor Online Tab 49
Debtor Currencies Tab 52
Add Debtor Notes 55
Retrieve an Existing Debtor 57
Copy a Debtor 59

An Example Debtor Screen

Agents are created in the Debtor application. The following screenshot is an example of the Debtors screen with an existing Debtor selected:

Debtor Screen - Existing Debtor Selected



The sections in the screen shown above are:

Debtors Menu

- Details.
- Accounting.
- Communication.

Debtor Header details:

- Debtor Name.
- Current accounting period number and dates.
- Last closed accounting period number and dates.

Debtor Body details (inside tabs):

- General information (Details tab).
- Analysis information.
- Pricing.
- Allocations.
- Online information.
- Currencies.

What Next?

The example above shows typical details for an existing debtor - the next topic describes how to create a new debtor.

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Create a New Debtor

Creating a new debtor requires entering data into three mandatory fields:

- Debtor **Code** - 6 Character alphanumeric code that uniquely identifies the agent throughout Tourplan.
- Debtor **Name** - the name or label by which the agent is known (up to 60 characters of descriptive text).
- **Default Currency** - typically the currency to default as the Booking and Booking Invoice currency. (Other currencies can be added later).

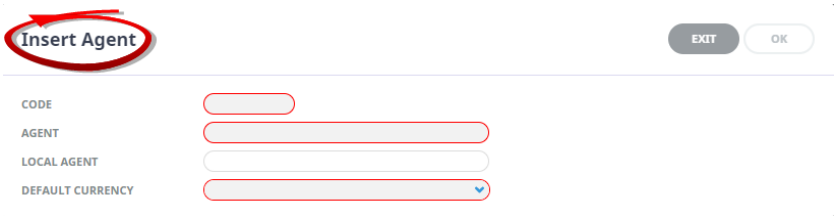
Debtor Code and Debtor Name are entered manually when a new Debtor is created (see Insert a Debtor/Agent next). Default Currency is a drop-down list, from which one selection must be made.

- Always use all 6 characters for all agent codes to allow flexibility and consistency. If less than 6 characters are used, it can make searching for agents difficult, since the system will always find, alphabetically, the agent with the least number of characters in the code.
- Try to maintain consistency in the coding structure. This will make it easier for consultants to locate agents when searching within the Booking and Quoting applications.

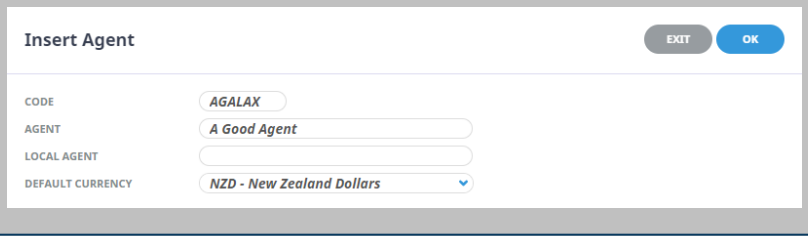
Insert a Debtor / Agent

1. From the Home menu, select **Home > Financials > Debtors**.
2. On the Debtors screen, click **Insert New Debtor**.

3. On the **Insert Agent** screen, enter values for **Code**, and an **Agent** name, then select a **Default Currency**. The **Local Agent** field should only be used when there is a requirement to display an alternative local name.



For example:



4. Click **OK** to keep the changes and save or update the entry.
5. Click **Exit** to discard any changes.

NOTE: Take care when entering names and descriptions. Names, in particular, should be entered *exactly* as they are required to appear on documentation. Once entered, they cannot be easily amended.

Add Debtor Information

Once a debtor has been created, the Debtors screen is displayed, which will be empty for a new debtor except for the Debtor Name. Further debtor/agent information is added via tabs in the body section:

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- "Debtors Details Tab" on the facing page
- "Debtors Analysis Tab" on page 42
- "Debtor Pricing Tab" on page 45
- "Debtor Allocations Tab" on page 48
- "Debtor Online Tab" on page 49
- "Debtor Currencies Tab" on page 52

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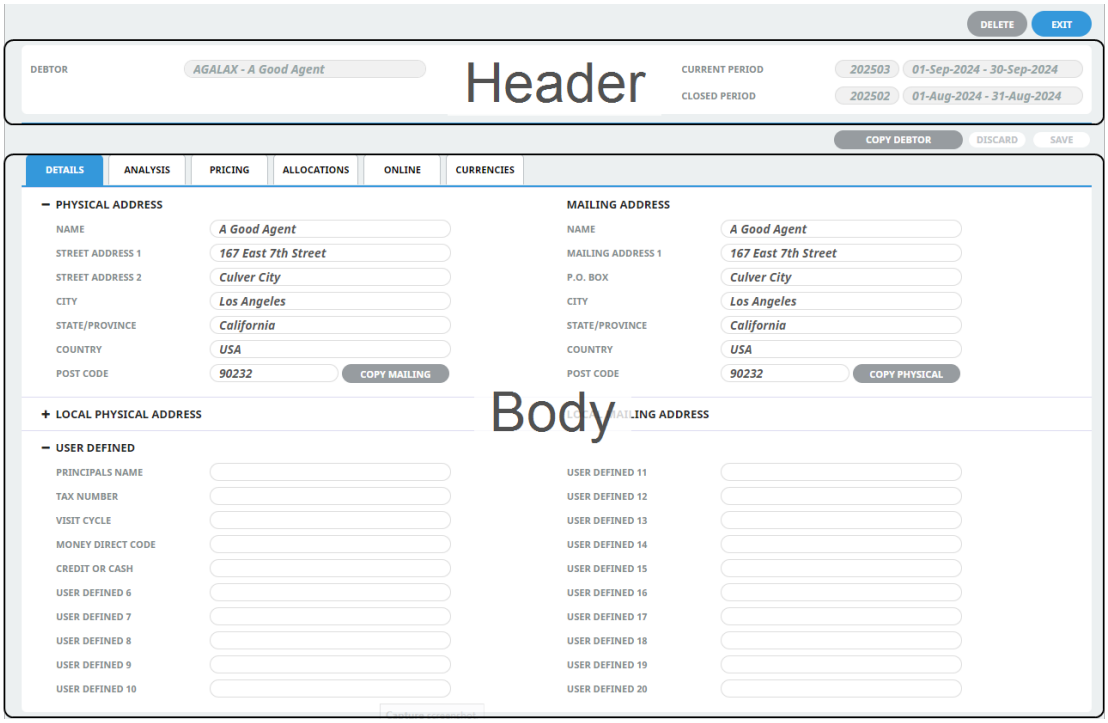
Debtors Details Tab

Once a supplier has been created, further agent information is added via the **Debtors screen**, which is divided into two main sections - a header section and a body section:

- The header section comprises approximately the top quarter of the screen and includes the debtor code and name, dates of the Current and Closed Accounting Periods, and a number of buttons (Delete, Exit, Copy Debtor, Discard and Save).
- The body section comprises six tabs (Details, Analysis, Pricing, Allocations, Online, and Currencies) and the Details tab is highlighted by default after creating a new debtor, or when an existing debtor is retrieved.



The Details Tab is divided into three sections - **Address Details**, **Local Address Details** and **User Defined Details**. These are described below.

NOTE: The labels and field data shown in screenshots in this guide provide examples of how agent details might be entered. The following notes also describe fields within the Details Tab, to help with selections and decisions around agent information.

Enter Debtor Details

1. If the Debtor to which details are to be added does not exist, create the agent first (see " Insert a Debtor / Agent" on page 37).
2. If the Debtor does exist, search for and retrieve it, so that agent details are displayed on the screen (see "Retrieve an Existing Debtor" on page 57).
3. Enter details into the **Details** tab fields.

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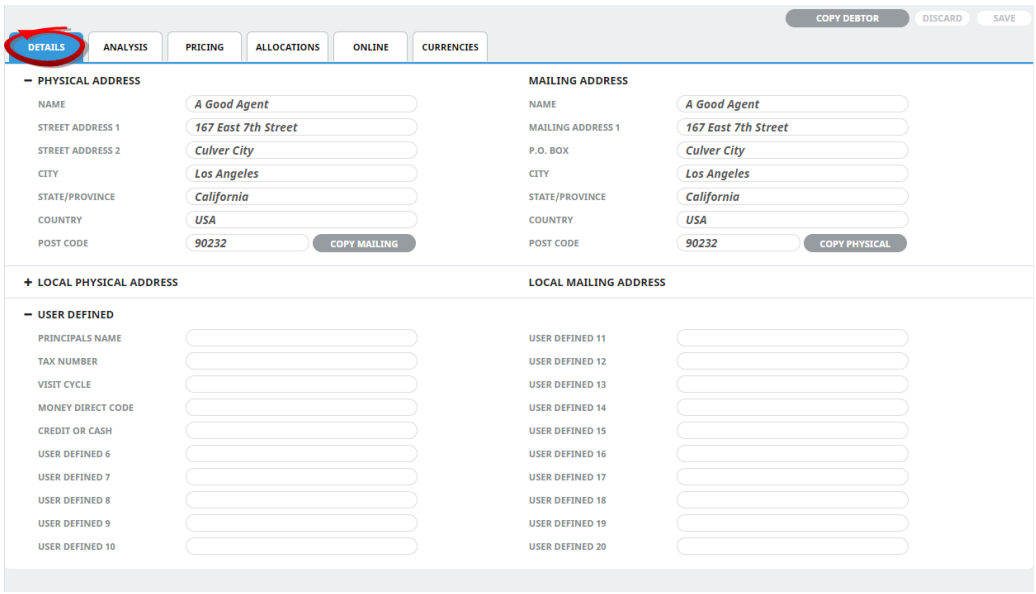
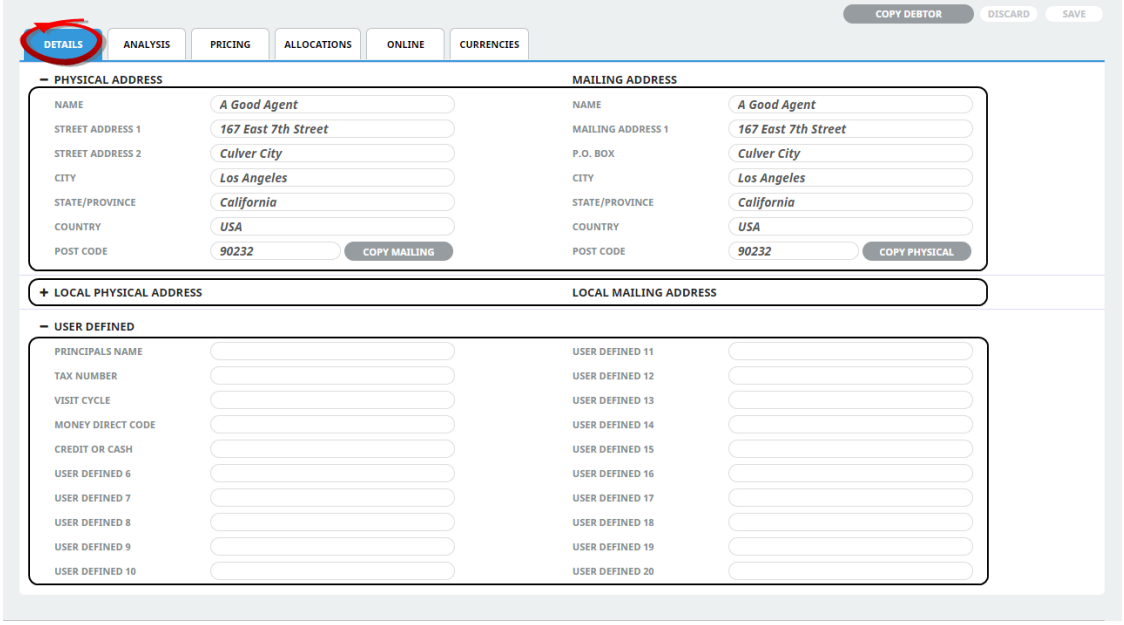


4. To keep the changes, click **Save**.

5. Click **Discard** to discard all changes.

About Details Tab Fields



Physical and Mailing Address Details Section

Two sets of Name/Address fields are available; Physical Address and Mailing Address . These can be different. When a new agent is being created, what is entered into the physical address fields is replicated into the mailing address fields, which can be overwritten if necessary.

The 6 labels (***Street Address 1*** etc.) for both physical and mailing addresses can be user-defined in the (AR) INI Settings. For example, in the screenshot above, what was ***Mailing Address 2*** has been re-labelled as ***P.O. Box***.

The two ***Copy Buttons*** (Mailing & Physical) can be used to copy the address details from one section to the other if necessary.

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It is imperative that consistency be maintained when entering address detail; i.e. always use the same line for the Street Address etc.

Local Physical and Mailing Address Details Section

On screen insert Local Physical and Mailing address fields are collapsed, expanding this section will display two additional sets of local name and address fields. By default these fields are blank when a new Debtor is first created and should remain blank if alternative address details are not required. These fields provide the ability to use a local address and can be coded to display on messages or online.

NOTE: When installed, the field label for the local physical address simply shows "Address" alongside address field 1 and all other address fields (including all mailing address fields) are blank. The System Setup application can be used to set address labels (menu **Home > System > Code Setup > INI Settings > Debtors**).

For example, ARADDRESS1LOCALLABEL - ARADDRESS5LOCALLABEL and ARMAILINGADDRESS1LABEL - ARMAILINGADDRESS5LABEL can be set with the **Value** field having the appropriate user defined label in it; e.g. ARMAILINGADDRESS2LOCALLABEL **P.O. Box**.

It is imperative that consistency be maintained when entering local address detail; i.e. always use the same line for the Street Address and the same line for Town/City etc. Try not to use commas in supplier name and address fields.

For more information on setting address (and other) labels, refer to the see the System Setup User Manual.

User Defined Details Section

There are 20 user defined text fields that can have labels defined for them via menu **Home > System > Code Setup > INI Settings**

If field headings have been inserted and the organisation is using these fields, insert the necessary information for this debtor.

These fields can be used as selection data and output in the Excel-based Tourplan Financial Analysis and Operational Reports.

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Debtors Analysis Tab

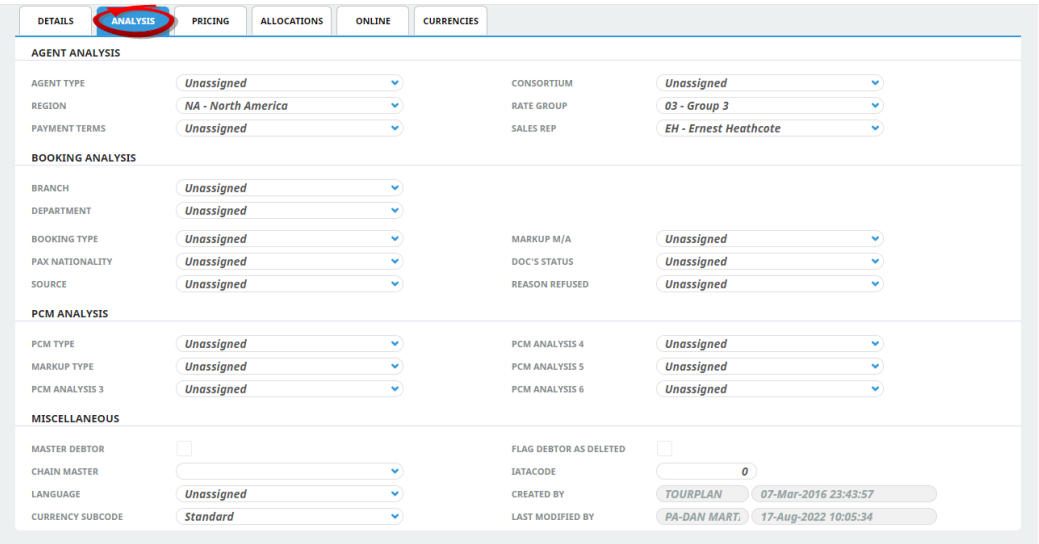
The analysis codes described in this topic will most likely have been setup during system implementation. Rather than focusing on inserting new entries, the procedures cover **where** they are setup and **how** to match the field values with field labels in other screens.

Check with the System Administrator before adding new codes or making changes to existing codes.

The Analysis Details Screen is accessed by clicking the Analysis tab and enables Agent Analysis Codes, Booking Analysis Codes and PCM Analysis Codes to be attached to the agent.

Enter Analysis Details

1. If the Debtor to which details are to be added does not exist, create the agent first (see "Creating New Debtors" on page 35).
2. If the Debtor does exist, search for and retrieve it, so that agent details are displayed on the screen (see "Retrieve an Existing Debtor" on page 57).
3. Click the **Analysis** tab.



4. Click the drop-downs and select the details for each field as required.

   NOTE: In a new system, there may be no drop-down selections available in the fields showing **Unassigned**, because these entries may not yet have been created. Creation of them is outside the scope of this document. See the System Setup User Manual for more information.

5. To keep the changes, click **Save**.
6. Click **Discard** to discard all changes.

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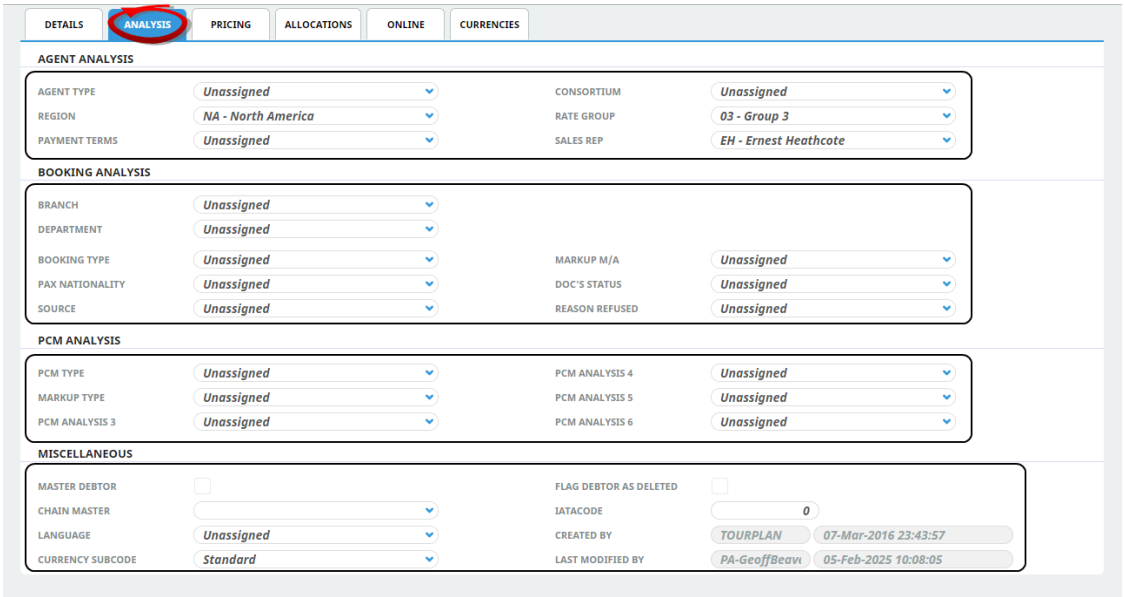
About Analysis Fields



Agent Analysis Details Section

There are 6 Agent Analysis fields available, with setting names AGENTANALYSIS1 through AGENTANALYSIS6. The labels (i.e. values) for these 6 fields can be user-defined. The agent analysis fields can be used to select agents for inclusion in Debtors, Booking & Management reports.

The agent analysis fields in the example above have been defined as follows:

Original Label	New Label	Analysis Field Description
Analysis 1	Agent Type	The agency type (direct, wholesale etc.)
Analysis 2	Region	Country or region the agent is domiciled in
Analysis 3	Payment Terms	The agency credit or pre-payment terms
Analysis 4	Consortium	The agency consortium/group
Analysis 5	Rate Group	Tariff rate group applying to the agent
Analysis 6	Sales Rep	Sales representative who visits this agent

NOTE: These are examples only. Some other examples could be:

- Geographic Area (e.g., Europe, Asia)
- Language Area (e.g., Spanish–Americas; Spanish–Portugal; Spanish–General etc).
- Ethnicity (e.g., European, Indian etc).
- Agent Type (e.g., Local Agent; Overseas Agent).
- Repeat Business Indicator (e.g., Yes/No).

Booking Analysis Section

The drop-downs in this section of the screen allow defaults to be set against the agent. When the agent is selected in a booking the defined analysis field will pre-populate. The defaults can be changed within the Booking.

Default Booking Analysis Details - Branch & Department

These two drop-down fields are the first two components of the Booking Reference. Refer to the System Setup User Manual, Financials, Branch and/or Department for more information on setting-up Branch and Department codes.

Default Booking Analysis Section - Default Booking Analysis Fields 1 - 6

These drop-down fields are the 6 analysis fields that are attached to each booking. Their label names are able to be set in the INI settings. If the labels are not set, they are labelled ANALYSIS1 through ANALYSIS6.

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PCM Analysis Section

Default PCM Analysis Fields 1 - 6

The drop-downs in this section of the screen allow defaults to be set against the agent. When the agent is selected in a PCM the defined analysis field will pre-populate . The defaults can be changed within the PCM

These are the 6 analysis fields that are attached to each PCM. Their label names are able to be set in the INI settings. If the labels are not set, they are labelled PCM_ANALYSIS1 through PCM_ANALYSIS6.

Miscellaneous Details Section

Master Debtor / Chain Master

Tourplan allows agents to have subsidiary agents. This feature means that (e.g.) Debtors Statements or Agent Messages can be sent to the head office/master agent, detailing transactions or services for subsidiary agents. In order for this feature to work, the system has to know which agent is the Master debtor and which are the subsidiaries. If the agent being entered is a *Master* debtor, then click the check box Master Debtor.

If the agent entered is a Subsidiary of an agent which has already been entered and defined as a Master debtor, click the drop-down *Chain Master* and select the chain master from the list. If the agent being defined is not a master or a subsidiary agent, leave both fields blank.

Transactions for subsidiary agents *do not* post to the master agent. The master agent code attached to the subsidiary enables debtor statements/request messages etc. for the subsidiary debtor to be sent to the master debtor.

Language

The language code determines which set of document and message templates will be displayed when sending messages to this agent. These language codes must first have been set up in Code Setup. If foreign language documents or messages are not to be produced then leave this field as 'Unassigned'.

More detail on documentation language is in the System Setup User Manual > Messaging Setup > Language (Codes).

Currency Sub-Code

The Currency Sub Code is used by the system to determine which currency exchange rate between a pair of currencies is to be used when generating a booking invoice in the situation where the booking currency is different to the invoice currency. The agent can have multiple currencies attached, and the system allows the booking to be in any currency that is attached to the agent, and allows the invoice to be raised in any currency that is attached to the agent.

NOTE: If foreign currencies are not being used, this field can be left blank.

Flag Debtor as Deleted

When Flag Debtor as Deleted is checked the agent will be "hidden" when bookings are made, so that a consultant cannot attach the agent to a booking. The agent is only available for maintenance via the Debtors application.

IATA Code

This agent's IATA/ARC code (optional).

Created by / Last Modified by

These fields display the date of the agent creation, and the name of the user who created the agent and the date, and name of the user who last updated the agent. These fields are non-editable.

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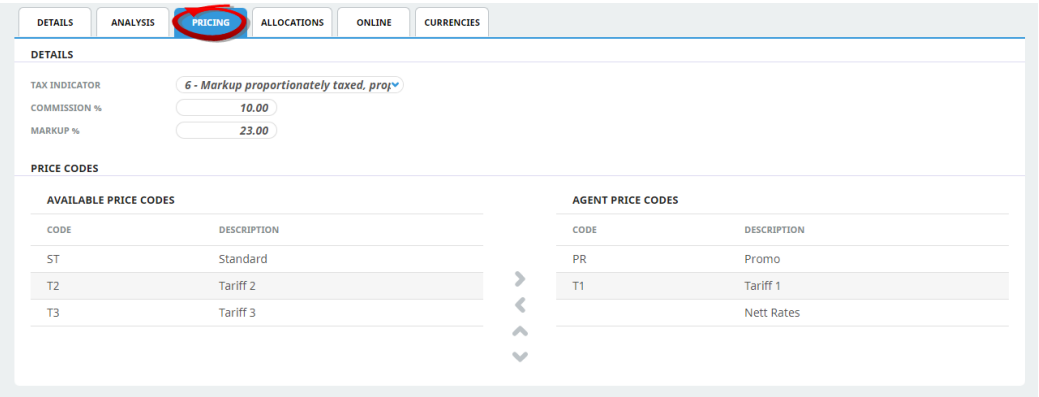
Debtor Pricing Tab

The Pricing tab allows price information to be configured for a debtor, including commission percentage, markup percentage and price codes.

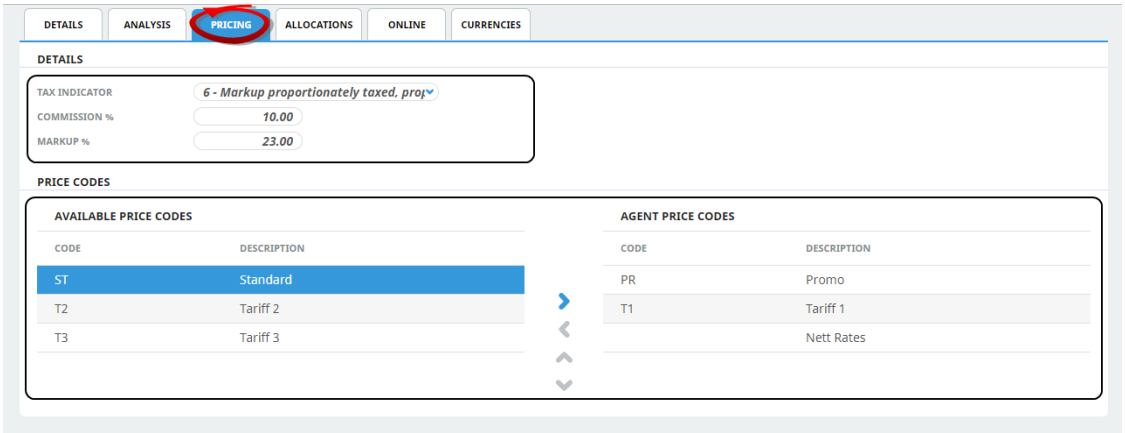
Enter Pricing Details

1. If the Debtor to which details are to be added does not exist, create the agent first (see " Insert a Debtor / Agent" on page 37).
2. If the Debtor does exist, search for and retrieve it, so that agent details are displayed on the screen (see "Retrieve an Existing Debtor" on page 57).
3. Click the **Pricing** tab.



4. Click the Tax Indicator drop-down and select the required option. Enter the details for the Commission and Markup % fields and select the appropriate Agent Prices Codes.
5. To keep the changes, click **Save**.
6. Click **Discard** to discard all changes.

About the Pricing Tab Fields



Details Section

Tax Indicator

The Tax Indicator drop-down is used to calculate how taxes on mark-ups and commissions are applied to bookings and quotes for this agent. The indicator is a numeric value from 0–8. Available settings are:

Tax	Mark-up	Commission
0*	Taxable	Taxable
1	Taxable	Non-Taxable
2	Non-Taxable	Taxable

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Tax	Mark-up	Commission
3	Non-Taxable	Non-Taxable
4	Proportionate	Non-Taxable
5	Non-Taxable	Proportionately Taxable
6	Proportionate	Proportionately Taxable
7	Proportionate	Taxable
8	Taxable	Proportionately Taxable

* This is the default value unless changed in the Debtors INI settings.

NOTE: Where a component of the cost or sell price of a service is Taxable, the Mark-up and/or Commission has tax applied based on the Tax Code named in the Tourplan NX System INI table field MARKUPTAX. Where a component of the Tax Indicator is Proportionate, the calculation of tax on the mark-up and/or commission is proportionate to the tax value on the services overall. A Proportionate setting enables the system to calculate tax on mark-ups/commissions correctly when not all services (or components of a service) in the booking may attract tax.

Commission %

If a fixed percentage commission is paid to the agent for bookings, enter the percentage value in this field. If commission is not paid to this agent, leave the field as 0.00. If the agent can receive commission at different rates, then leave the field as 0.00 and set commissions on an individual booking by booking basis in the booking applications.

Mark up %

The standard mark-up to be applied on all bookings for this agent. If there is not a standard mark-up for this agent leave as 0.00 and apply mark-up in the Tourplan Booking applications. If mark-ups are being applied in the Product Database using either a Price Code or Matrix calculation, then leave this field as 0.00.

Price Codes Section

This section is used to attach Price Codes that are applicable to the agent.

Price Codes are used to automatically apply different levels of product pricing. Before they can be applied to an agent, they must first have been set up in Code Setup. Then, within the Product Database, selling prices per product per season per Price Code need to be set up.

If Price Codes are not being used — i.e. individual product selling prices are not being used to calculate Booking sell prices or there is only one level of product selling prices—this screen can be left with the "Unassigned" Price Code.

Each site is unique and will have different price codes configured. For new client companies where pre-populated databases are installed, price code values of ***ST - Standard*** and ***Unassigned*** are included.

This example system is using a Price Code for Promotional Rates only and a different form of Product Mark-up (the Mark-up Matrix - see the System Setup User Manual (Code Setup > Product > Discount/Commission/Mark-up) for the main method of mark-up).

Available Price Codes

This is a list of Price Codes already defined in Code Setup.

Agent Price Codes

Select which available price codes apply to this agent using the buttons to the left of this panel.

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NOTE: Price Codes can be added to the agent by highlighting them (individually) and clicking the button. To remove a price code, use the button.

If Price Codes are being used as the main mark-up method, then the order in which the Price Codes are listed is important—the Price Code that Tourplan NX is to use by default when calculating quotation and booking prices for this agent, should be at the top of this list. The others will be used by Tourplan NX when the product to be priced does not have the default Price Code available.

NOTE: The order of the Agent Price Codes can be changed by highlighting the Price Code to be re-ordered and then clicking the up or down arrows in the centre of the screen.

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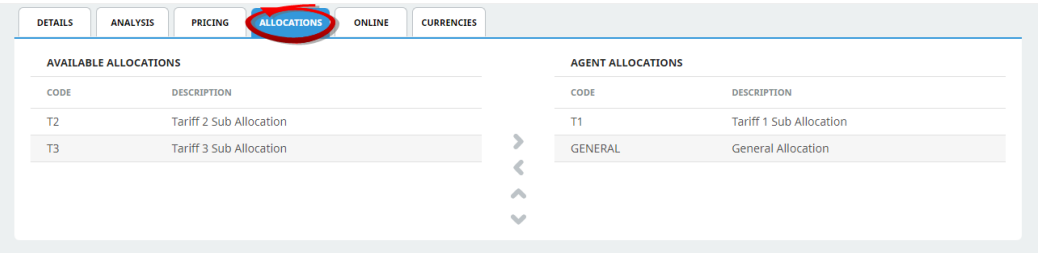
Debtor Allocations Tab

This screen enables Allocation Split Codes to be attached to this agent. When this is set, Tourplan will take inventory from these allocations when processing bookings for this agent. Multiple allocation codes can be attached to agents, and the order in which these are attached determines the order in which Tourplan will take inventory from the allocation.

NOTE: If no allocation is defined here then the agent will not be able to take from inventory.

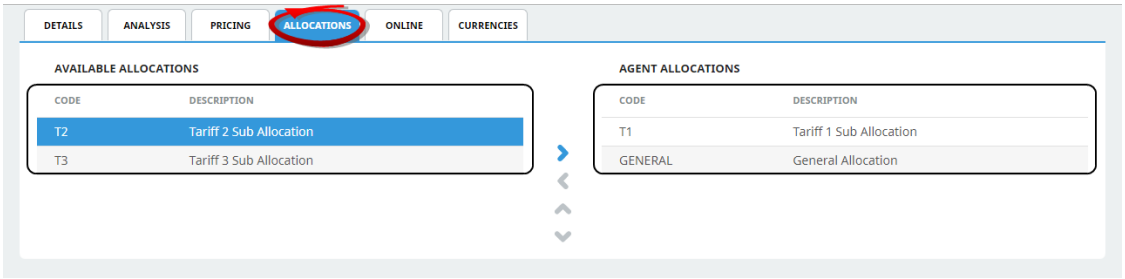
Enter Debtor Allocations

1. If the Debtor to which details are to be added does not exist, create the agent first (see "Creating New Debtors" on page 35).
2. If the Debtor does exist, search for and retrieve it, so that agent details are displayed on the screen (see "Retrieve an Existing Debtor" on page 57).
3. Click the **Allocations** tab.



4. Select the appropriate Agent Allocation Codes.
5. To keep the changes, click **Save**.
6. Click **Discard** to discard all changes.

About the Allocations Tab Fields



Available Allocations Section

A list of the allocation split codes setup in the Code Setup application.

Agent Allocations Section

Select which available allocation split codes apply to this agent using the buttons to the left of this panel.

In the example above, the first allocation split is one that the agent is assigned to use. If no allocation is available in this split, then the GENERAL Allocation will be used.

NOTE: Allocations can be added to the agent by highlighting them (individually) and clicking the button.

To return an allocation to the Available Allocations list, use the button.

The order of the allocations in the list is the order they will be used. The order can be changed by highlighting the allocation to be re-ordered and then clicking the or arrows in the centre of the screen.

If only one allocation code is set up covering all supplier allocations, e.g. *GENERAL*, it is easier to attach it to all agents than to have to change selection/search criteria in a booking to make the allocation available.

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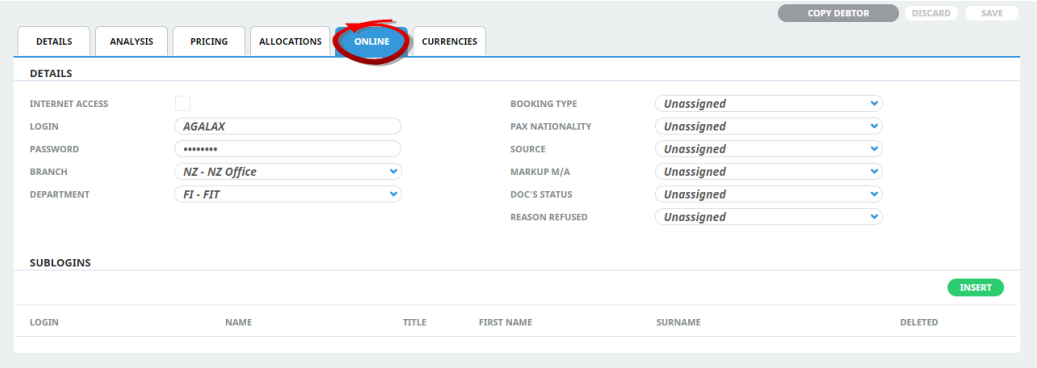
Debtor Online Tab

This screen controls the credentials and defaults for an agent if they are set up to access the system via the Tourplan NX webConnect or hostConnect/XML to enquire on services and to make bookings.

Enter Debtor Online Details

1. If the Debtor to which details are to be added does not exist, create the agent first (see "Creating New Debtors" on page 35).
2. If the Debtor does exist, search for and retrieve it, so that agent details are displayed on the screen (see "Retrieve an Existing Debtor" on page 57).
3. Click the **Online** tab.

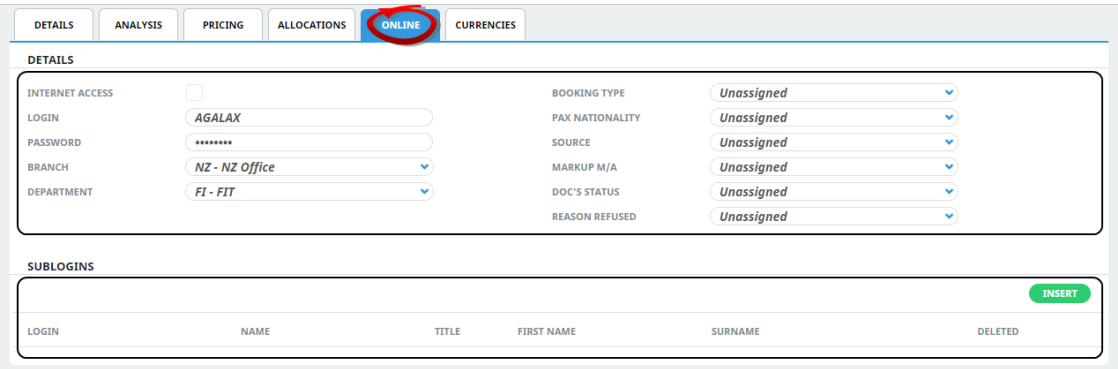


4. Click the drop-downs and select the details for each field as required.

   NOTE: In a new system, there may be no drop-down selections available in the fields showing **Unassigned**, because these entries may not yet have been created. Creation of them is outside the scope of this user manual. See the System Setup User Manual for more information.

5. To keep the changes, click **Save**.
6. Click **Discard** to discard all changes.

About the Online Tab Fields



Details Section

Internet Access

Before anything can be added to this screen, this checkbox must be checked.

Login & Password

The values entered in the Login and Password fields are given to the agent as their login credentials to access your Tourplan front end system via the Internet. The Login field will default to the debtor code, however this can be amended if an alternative Login name is preferred.

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NOTE: Login Name and Passwords are case sensitive. We suggest selecting a secure password format which uses a combination of lower-case, upper-case, a number and a symbol.

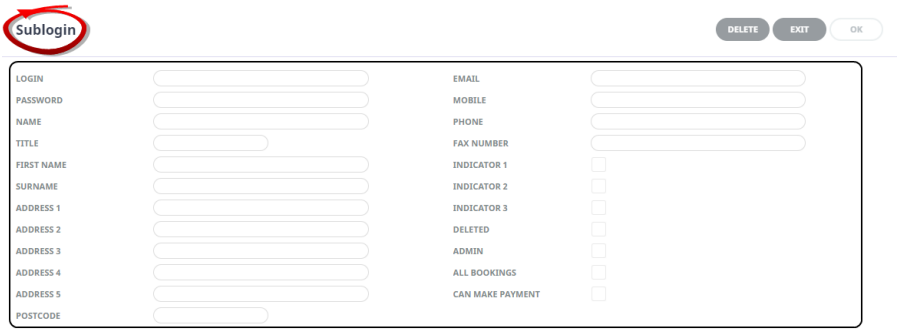
Branch / Department / Analysis 1-6

When an agent logs in to Tourplan via webConnect and makes a booking, the values in the Branch and Department fields are used to build the booking reference and the 6 analysis codes will be used as default Booking Analysis entries in the booking header.

The defaults that apply here should not be confused with the Booking Defaults set up in the Booking/PCM Defaults Screen (see the System Setup User Manual, Financials, Branch and/or Department). Those values will default when the agent is attached to a booking being created by a Tourplan consultant in the system. The defaults in the Online Tab screen are used only when a booking is made by the agent via the Internet.

Sublogins

It is also possible to setup agents with individual consultant sublogins. To do so click ***Insert*** and complete the required fields.



About the Sublogin Fields

Login & Password

The values entered in the Login and Password fields are what are given to the consultant as their login and password to access the Tourplan system via the Internet.

NOTE: Login Name and Password when used are case sensitive. We also suggest selecting a secure password format which uses a combination of lower-case, upper-case, a number and a symbol.

Name

This field is the full name of the consultant associated with this sub-login. This is the name that will appear in the consultants name when a booking is made.

Title

This field is to be used for the title of the consultant associated with this sublogin.

First Name & Surname Fields

These fields are the first name and surname for the consultant associated with this sublogin.

Address 1-5 & Post Code Fields

These fields can be used as alternative address details for the consultant associated with this sublogin.

Email

This field is for the email address of the consultant associated with this sublogin.

Mobile

This field is for the mobile phone number of the consultant associated with this sublogin.

Phone

This field is for the contact phone number of the consultant associated with this sublogin.

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Fax Number

This field is for the fax number of the consultant associated with this sublogin.

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Debtor Currencies Tab

This screen enables Sell Currencies, Taxes, Revenue Account, Credit Limit, Payment Terms and Bank Account details to be set up for the agent.

Attaching a Currency to the Debtor

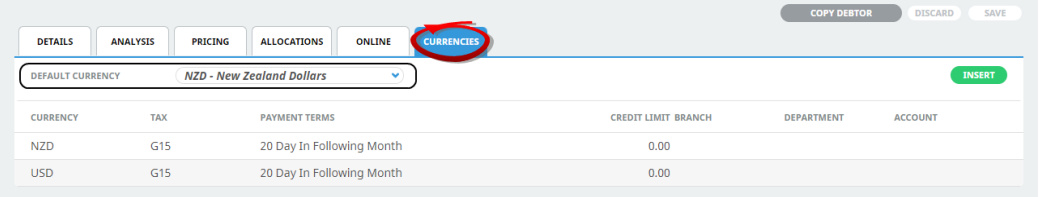
Default Currency

The currency that is defined in the default currency field has defaulted from when the Agent was initially inserted. If the default currency needs to change, choose the new default currency here and save the changes.

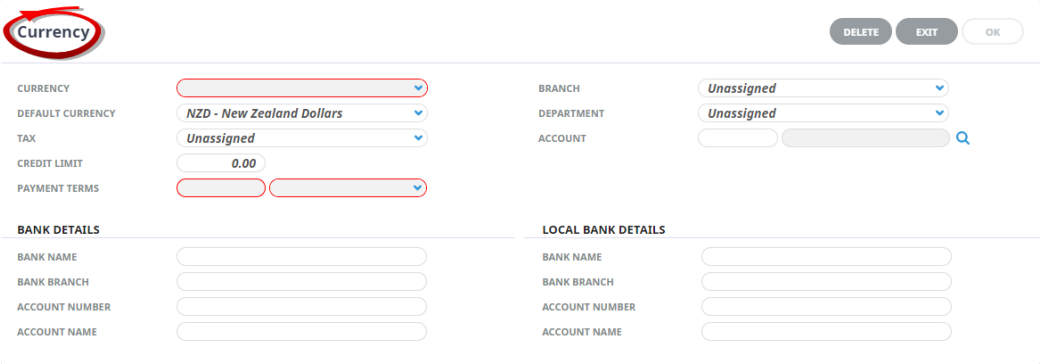
Additional currencies can also be inserted to make them available for an agents bookings to be costed and invoiced in.

Insert a New Currency

1. Make sure the currency to add is available (see the System Setup User Manual).
2. On the **Debtors** screen (Currencies tab), click **Insert**.



3. On the empty **Currency** screen, choose a *Currency* from the drop-down list available and add *Payment Terms* (mandatory). Add information in the optional fields on this screen if known.



NOTE: Only currencies that do not already appear in the list under the Currencies tab are available in the drop-down *Currency* field. If all available currencies have already been chosen for this agent, then none will appear in the drop-down list.

4. Click **OK** to keep the changes and save or update the entry.
5. Click **Exit** to discard any changes.

Do not add currencies that are not likely to be used by the agent. This will only make reconciliation at the end of each accounting period more time consuming. Only currencies that the agent is going to make bookings/quotes or be invoiced in should be attached.

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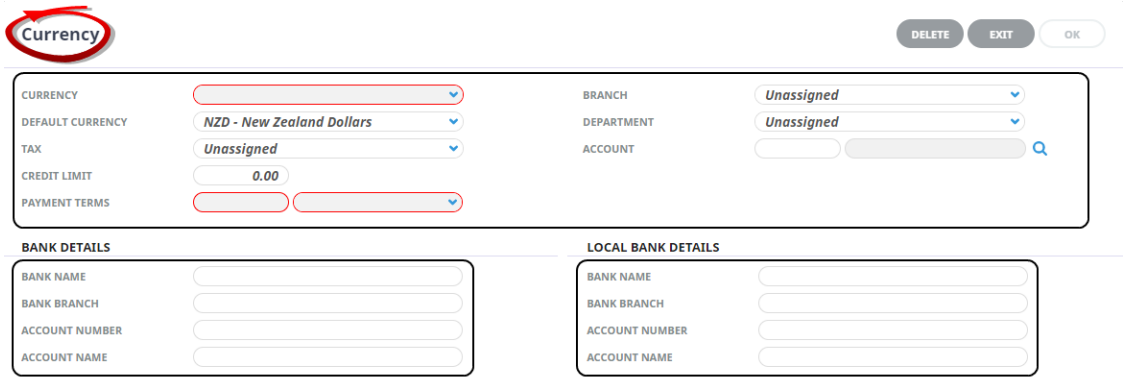
About the Currency Fields



Currency

Select the Currency being added from the drop-down list.

Default Currency

The currency selected as the default currency will default into this field. If a different default currency is to be used, select it from the drop-down list.

Tax

Available taxes that have already been set up in Code Setup are available from the drop-down list. To attach a tax, highlight it.

Any tax which is attached in this field is only used when Non-Booking transactions are entered against the agent. This tax is not used when calculating the taxes in a booking. Booking taxes are calculated on a service-by-service basis (allowing for service items that may be non-taxable) and the tax on mark-up and commission is calculated based on the attached to the agent or the booking.

Credit Limit

A credit limit can be entered against the currency in this field. There can be different credit limits for each currency attached to the agent. If the agent does not have a credit limit, leave the field as 0.00. If a credit limit is entered, the amount of credit remaining can be seen in the Balances screen of the Agent.

The agent Credit Limit is checked when the agent is attached to a booking, and again when an invoice is issued from a booking. The INI Settings Debtors, FITs and Groups sections each have a setting for a Credit Limit Type which can be used to either:

- Warn that the credit limit is exceeded.
- Deny entry of the transaction/booking if the credit limit is exceeded.
- Allow entry of the transaction/booking after a password has been entered.

Payment Terms

There are two fields which make up the payment terms for the agent. The first is a numeric value which is either a) a number of days or b) a date in a month depending on which setting is chosen from the drop-down list in the second field. Combined these are used to calculate the payment due date of an invoice transaction. The available options are:

Option	Description
nn days	Prior to Travel
nn days	After Travel
nn days	After Invoice
Day	In Following Month

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Option	Description
Day	In Current Month
Day	In Month of Travel
Day	In Month After Travel

Branch / Department / Account

These three fields can be used to attach a GL revenue account that all revenue generated by the Agent/Debtor can be posted to. This is only encouraged where the Debtor is not a Booking Agent—i.e., a sundry Debtor and will never be invoiced for bookings.

It is never recommended that revenue GL Accounts be attached to Booking Agent/Debtors. During bookings invoicing, the system will automatically post revenue to the GL Account set up in the INI Settings GL settings which will allow bookings revenue analysis to be made. Agent revenue analysis can be performed using the Excel Financial Analysis reporting tools, regardless of GL Revenue Account postings.

Bank Name / Bank Branch / Account Number & Account Name

These fields can be used to store the Agent/Debtor bank account details. The Bank Name, Bank Branch and Bank Account fields can be output on agent messages. The Bank Name/Branch and Account Number can be up to 30 characters long with the Account Name being a maximum of 60 characters.

NOTE: There is no functionality in NX to automatically generate payments to agents. Payments can be made to agents by issuing a negative invoice offset by a negative receipt.

Local Bank Details

Bank / Branch / Account / Account Name

These fields can be used to store Local Debtor bank account details. The Local Bank, Bank Branch and Bank Account fields can be output on Agent messages.

Supporting Information

See also "Currency Columns from within Debtors or Creditors" on page 399 in the appendix.

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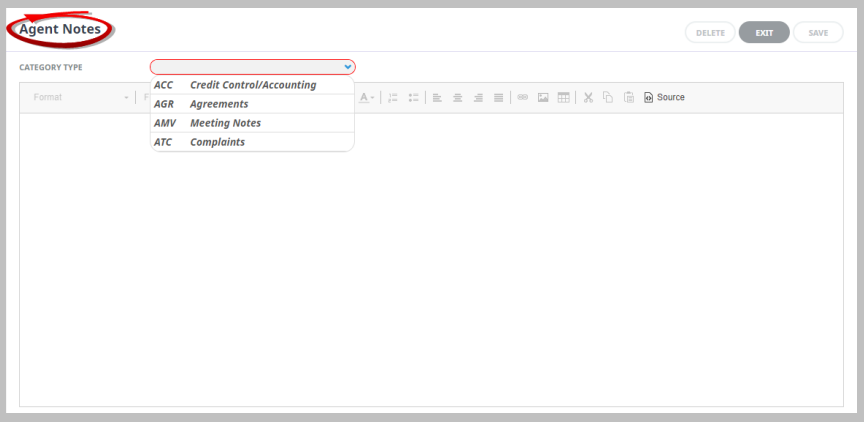
Add Debtor Notes

This screen enables free format notes (and/or graphics) to be stored against the agent. Information stored within a note category can be used as an internal note or can be used in documentation.

Example: AGALAX - A Good Agent (Debtor notes)



When note categories are set up, they can have multiple note entries or single note entries per category and templates per category can also be set up.

Add Agent Note

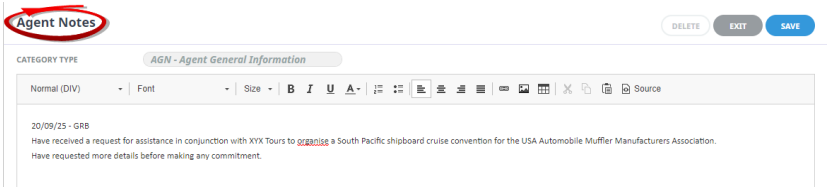
1. Make sure the required debtor / agent is displayed (see " Create a New Debtor" on page 37 or "Retrieve an Existing Debtor" on page 57).

2. From the Debtors menu, select **Details > Notes**.

3. On the **Debtors list** screen, click **Insert**.

   INSERT

4. On the **Agent Notes** screen, select a **Category Type** and enter text in the body of the note (the body is a rich text field - as well as formatting, graphics and tables can also be inserted).



5. Click **Save** to keep the changes.

6. Click **Exit** to discard any changes.

Agent Note Categories

Debtor note categories must be setup via *Code Setup* > *Messaging* > *Notes* prior to entering agent notes. Full details on note categories are given in the System Setup User Manual.

NOTE: Formatting is important when inserting details for documentation etc. Any information that will be displayed to agents must be inserted consistently, as this information will display on messages exactly as has been entered within the notes field.

» The Note Category (in Code Setup) will need to be set to 'Include in Messaging' for the text to be able to display in generated messages.

Available categories for Debtors in the standard database system are:

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Code	Description	Category Type
AFI	Accounting / Finance Notes	Debtor
AGN	General Notes	Debtor
AGR	Agreements	Debtor
AMV	Meeting / Visit Notes	Debtor
ATC	Traveller Complaints	Debtor

NOTE: In the table above:

- Category Types 'Debtor' are Debtor Notes that are available for editing only in the Debtors application.
- Viewing of Debtor notes can occur from within bookings under the menu item Agent Notes.

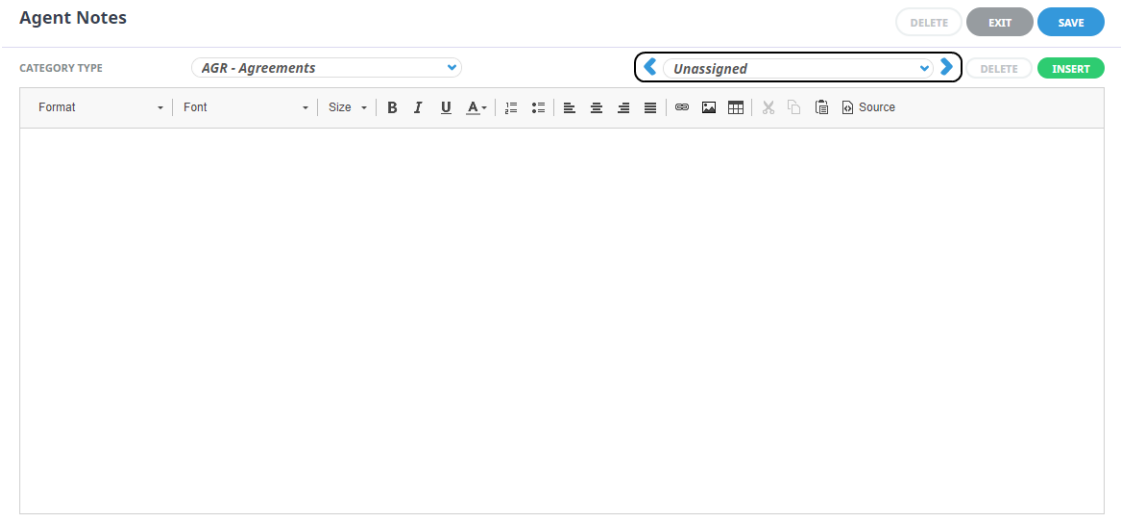
If a note category displays that is not applicable to the debtor, leave the note blank.

As described in the procedure above, to enter a note, first highlight the required note category from the Category Type list, then click in the rich text editor section at the bottom of the screen and type a note. An alternative is to copy / paste information from an external source and edit it accordingly.

NOTE: When copying and pasting information, ensure that the text is first inserted into a Word document to strip the text into plain text before inserting (copy/paste) the text into Tourplan.

Multi Language Notes

If the multi language check box is enabled for the defined note category in **Code Setup > Notes** a language selection will be available to insert language translation text per language.



To insert notes for multiple languages, click the insert button next to the language. A Language selection screen will display for users to define the language assigned to the note text.

NOTE: Organisations can insert as many languages as they use.

Viewing alternative language note content

The arrows to the left and right of the language field allow users to view and edit alternative language note entries, and a dropdown selection can be used to display a specific language note entry.

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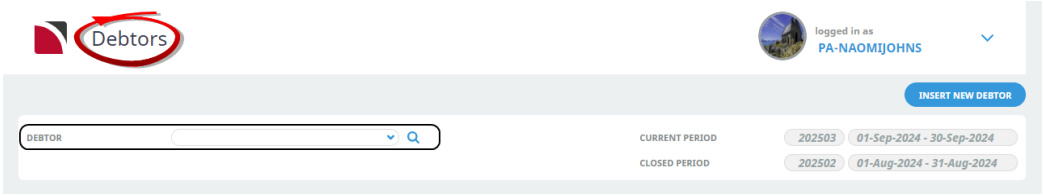
Retrieve an Existing Debtor

This topic describes the steps to search for, and retrieve, an existing Debtor.

Retrieve an Existing Debtor

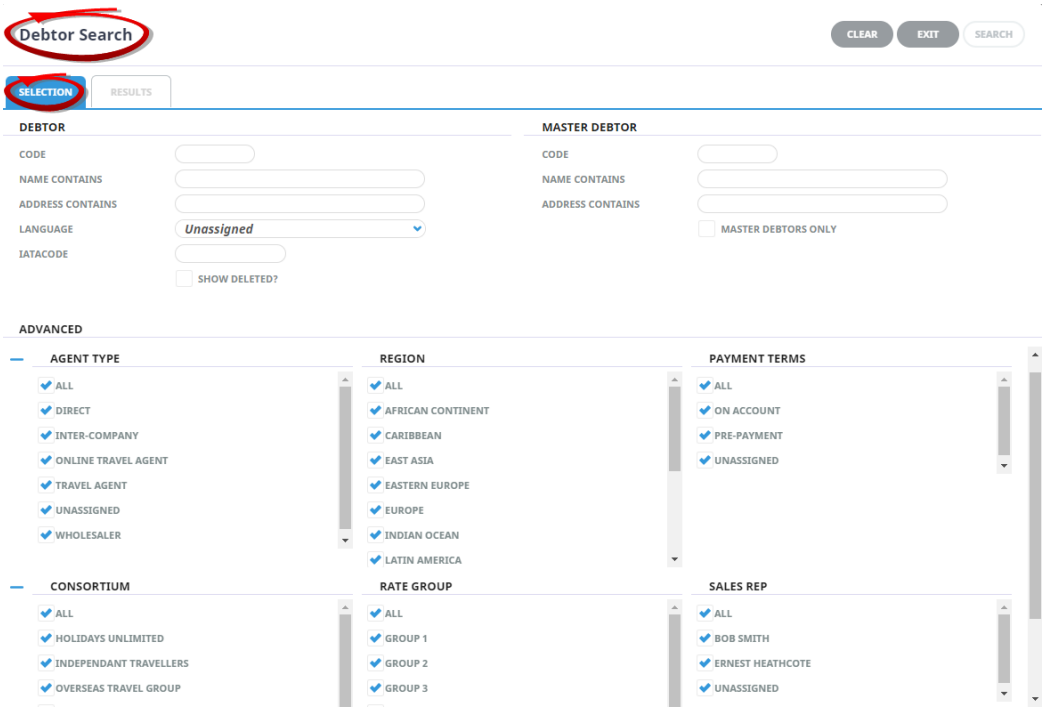
1. From the Home menu, select **Home > Financials > Debtors.**

2. On the **Debtors** screen, click the drop-down arrow in the Debtor field and select an entry. Alternatively, type the first few characters of the debtor name - the scrollable list will adjust to show entries containing those characters.



   a. Locate the item in the list.
   b. Click to open.

3. It is also possible to search for, and retrieve, a debtor using the full **Debtor Search** screen Selection tab.



   a. Leaving the *Debtor* field blank on the Debtors screen (step 2 above), click the **Search icon** to open the full Debtor Search screen.

   b. Enter search criteria in any of the fields to refine the selection.

      NOTE: In the screenshot above, the Advanced section is shown expanded - it might appear collapsed by default, in which case click the **+** symbol to expand the additional fields displayed.

   c. Click the **Search button**, which becomes highlighted only once criteria is entered into one or

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more of the fields.

d. Results matching the search criteria are returned in the Results tab - locate the debtor required and click it once to open.

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Copy a Debtor

A Debtors details can be copied to another Debtor by selecting the Copy Debtor button – all details except transaction details are copied.

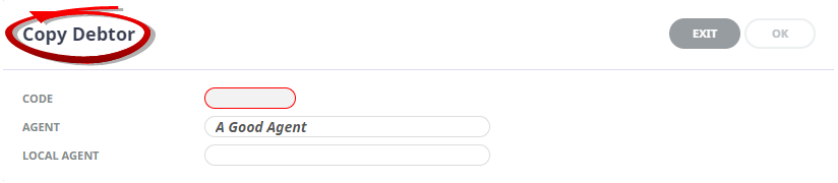
Copy a Debtor

1. Make sure the debtor / agent to be copied is displayed (see " Create a New Debtor" on page 37 or "Retrieve an Existing Debtor" on page 57).

2. On the Debtors Details screen, click **Copy Debtor**.

3. On the blank **Copy Debtor** screen, enter a *Code* and *Agent* name for the new debtor (replace text already in the Agent field if necessary).

NOTE: The code must be unique.



For example:

4. Click **OK** to keep the changes and save or update the entry.

5. Click **Exit** to discard any changes.

Any detail that needs to be changed in the newly copied Debtor can be accessed via the tabs within the debtor.

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CHAPTER 3

Debtor (Agent) Accounting

Once created, Debtors need to be viewed, edited, added-to, reported-on and otherwise worked with. Tourplan NX arranges these operations into three categories:

1. Detail
2. Accounting
3. Communication

Each category has a number of sub-categories that group related screens and fields together, enabling relevant tasks to be carried out on the Debtor.

This chapter covers the *Accounting* category and describes standard book-keeping functions for debtors such as Balance enquiries and the entry and enquiry of Debtor Invoice, Credit Note and Receipt transactions.

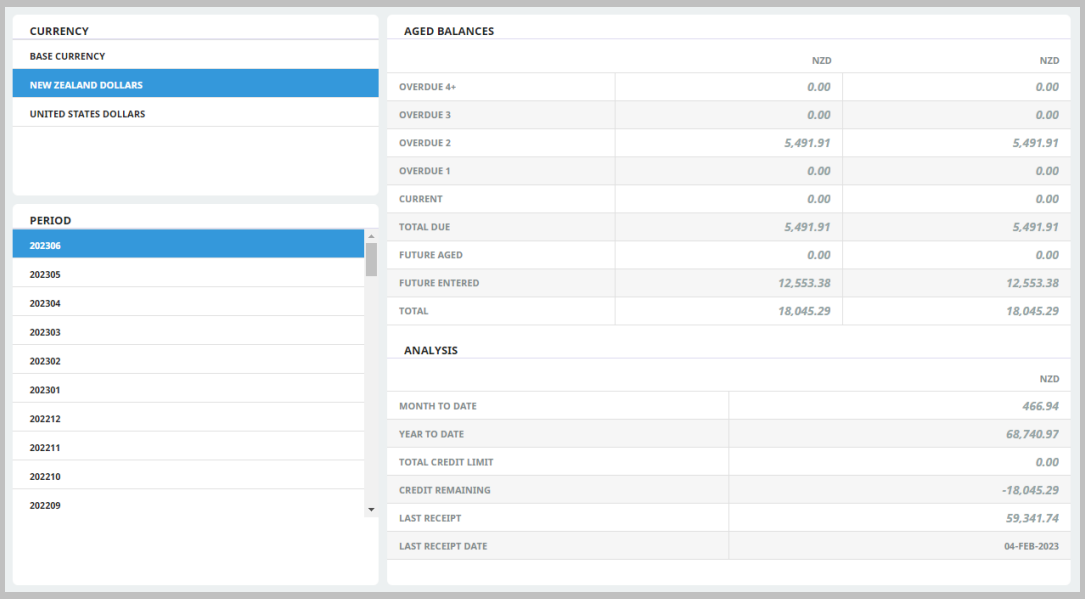
In this chapter ...

Debtor Balances 62
Debtor Transactions 64
Debtors Invoice 67
Insert Invoice Line 71
Debtors Credit Note 77
Debtors Receipt 82
Receipting Options 90
Receipting Unallocated Cash 95
Allocate Unallocated Cash 97
Receipt Currency Different to Invoice Currency 102
Delete Debtor Transactions 105
Debtors Transaction Audit 106
Debtor Transaction Change History 110

Debtor Balances

The Debtor Balances screen is accessed via menu *Debtors* > *Accounting* > *Balances*. Values on this screen show outstanding debtor balances by the age of the balance.

Debtor Balances Screen



NOTE: In the Aged Balances section, balances are shown as NZD in both columns because *New Zealand Dollars* is selected in the Currency section. If *United States Dollars* was selected in the Currency section, Aged Balances would show USD in the left hand column and Base Currency (NZD) in the right hand column.

When a debtor has *multiple* currencies attached, initial entry to this screen is the "Base Currency" display. The Base Currency is the final accounting currency of the system.

About the Debtor Balances Screen

This screen comprises four sections:

Currency Section

This section lists the currencies which are attached to the agent. Clicking on a currency name will display the balances in that currency.

Period Section

This shows the current debtors accounting period at the top of the list, with all previously closed periods below it. To view the ageing in prior periods, click the accounting period required.

Aged Balances Section

This section displays the balances by age.

The Base Currency balances are *the total amount owed, in* ***all currencies*** in the *Base Currency* of the system.

The Ageing is broken down into seven periods:

- **Overdue 4+:** The total value of all transactions in the selected currency whose *age periods* are 4 periods *or more* older than the current accounting period.

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- **Overdue 3:** The total value of all transactions in the selected currency whose *age periods* are 3 periods older than the current accounting period.
- **Overdue 2:** The total value of all transactions in the selected currency whose *age periods* are 2 periods older than the current accounting period.
- **Overdue 1:** The total value of all transactions in the selected currency whose *age periods* are 1 period older than the current accounting period.
- **Current:** The total value of all transactions in the selected currency whose *age periods* are the same as the current accounting period.
- **Total Due:** The total in the selected currency of Overdue 4+ through to Current Period fields.
- **Future Aged:** The total value of all transactions in the selected currency whose *age periods* are in advance of the current accounting period.
- **Future Entered:** The total value of all transactions in the selected currency whose *transaction date* is in advance of the current period ending date.
- **Total:** The Total Due value, including the Future Aged and Future Entered values in the selected currency.

Analysis Section

The Analysis panel will not display until a currency other than Base Currency has been selected.

The Analysis section is broken down into six sections:

- **Month-to-Date:** Total revenue for the agent in the selected currency for the current period month.
- **Year-to-Date:** Total revenue for the agent in the selected currency for the current financial year.
- **Total Credit Limit:** The value of any credit limit set against this currency in the Debtors application Currency tab.
- **Credit Remaining:** The credit limit value remaining. This is calculated as Credit Limit minus Total Balance Due.

  NOTE: If a debtor *does not* have a credit limit set, the Credit Remaining field will display a *negative* amount. If the debtor has a credit balance total and no credit limit set, the Credit Remaining will display as a positive amount.
- **Last Receipt:** The value of the last receipt posted in the selected currency.
- **Last Receipt Date:** The date of the last receipt in the selected currency.

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Debtor Transactions

The Debtor Transactions screen is accessed via menu **Debtors > Accounting > Transactions**.

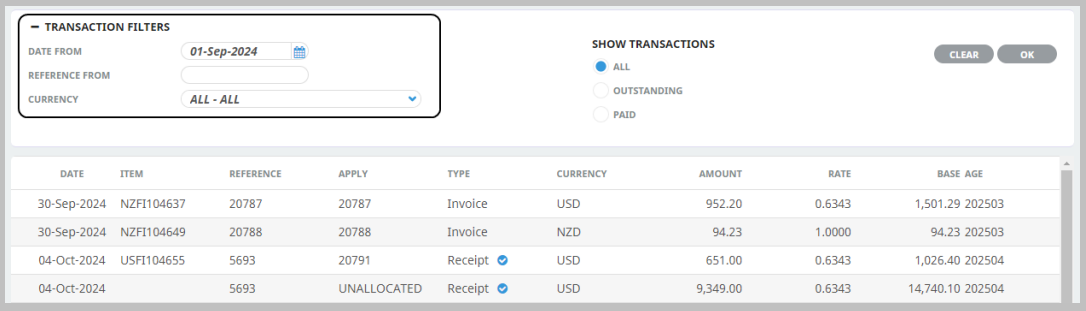
When Transactions is selected from the Debtors > Accounting menu, any existing transactions for the current accounting period and forward periods display. The default selection criteria of which transactions are shown is *All* transactions in *Date* order, commencing at the first day of the *Current Accounting* period for *All* currencies.

The selections can be changed by clicking the **+** next to the Transaction Filters heading where the transaction filters expand to display the Transaction Filters dialogue.

NOTE: When selection filters are changed, the OK button must be clicked to refresh the screen.

NOTE: The Transaction Filters section is collapsed on entry to this screen.

Debtor Transactions Screen



The column headings at the top of the scroll are the default column headings available in this screen. If additional columns are added, use the scroll bar at the bottom of the screen to view the last column.

NOTE: Refer to " Change Default Column Headings" on page 398 for information on changing column headings.

About the Debtor Transactions Fields

Transaction Filters section

Date From

The transaction date from which transactions are to scroll. This can be any date, regardless of whether it is in an open or closed period.

Reference From

The transaction reference to scroll from.

Currency

Defaults to **All - All**. Transactions for a specific currency (that is attached to the agent) can be selected from the drop-down.

Show Transactions section

All

Displays all transactions that meet the transaction range criteria.

Outstanding

Displays only transactions that have an outstanding balance that meet the transaction range criteria.

Paid

Displays only paid transactions that meet the transaction range criteria.

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Column	Description
Date	The transaction date from the transaction header.
Item	This is either a) in the case of Booking Transactions, the booking reference, or b) for non-bookings transactions, the transaction reference (invoice) number.
Reference	The Invoice/Credit Note/Receipt reference.
Apply	The transaction number against which this transaction has been applied. For Invoice transactions, Apply is always the same as the Invoice Reference. For Credit Notes and Receipts, Reference is the Credit Note or Receipt Number and Apply is the Invoice Number that the Credit Note or Receipt applies to.
Type	The types of transactions are: » Invoice » Receipt » Credit Note » Allocated Cash: this description is given to cash allocated from Unallocated Cash when the original Unalloc receipt is in a closed accounting period. **NOTE:** System generated transaction types relating to Foreign Currency variations will display after Forex processing has been run.
Currency	The currency of this transaction.
Amount	The amount of the transaction in the currency of the previous column.
Rate	The exchange rate used in the transaction conversion to the system base currency.
Base	The amount of the transaction in Base Currency.
Age	The debtors accounting period into which this transaction will age.

To change details of a transaction, single-click a transaction line. This can only be done provided the transaction is in an open period.

Supporting Information

See also "Accounting Transactions Columns from within Debtors or Creditors" on page 399 in the appendix.

There are 4 types of transactions that can be entered in debtors:

- **Debtors Invoices:** Only non-booking-related debtors' invoices are to be entered here. Booking invoices must be entered from within the bookings applications.
- **Debtors Credit Notes:** Booking and Non-Booking debtor Credit Notes can be applied here.
- **Debtors Cash Receipts:** These can only be applied here.

  The exception is if Auto Receipting is turned on for either of the bookings applications. Auto Receipting is covered in the System Setup User Manual.

- **Allocate Unallocated Cash:** Allows the allocation of debtor's unallocated cash. It can only be allocated here.
- **NOTE:** Allocate Unallocated Cash only displays if the Debtor has an Unallocated Cash balance.

  It must be emphasised that invoices for bookings *cannot* be issued via this screen in the debtors' application.

  Bookings invoices must be entered from either the FITs or Groups applications or the Operations > Bulk Invoicing application. Details on bookings invoicing are in the FITs User Manual and the Groups User Manual.

  Being able to issue invoices from Debtors allows invoices to be entered for non-bookings related items; e.g. Advertising contributions from agents, Rents owed by other parties etc.

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Debtor Transactions Index

The remainder of this chapter describes debtor transactions in detail. Transactions are organised under the following headings:

1. "Debtors Invoice" on the facing page
2. "Debtors Credit Note" on page 77
3. " Debtors Receipt" on page 82
4. " Receipting Options" on page 90
5. "Delete Debtor Transactions" on page 105
6. "Debtors Transaction Audit" on page 106

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Debtors Invoice

Creating an invoice is described in this user manual via the following procedures:

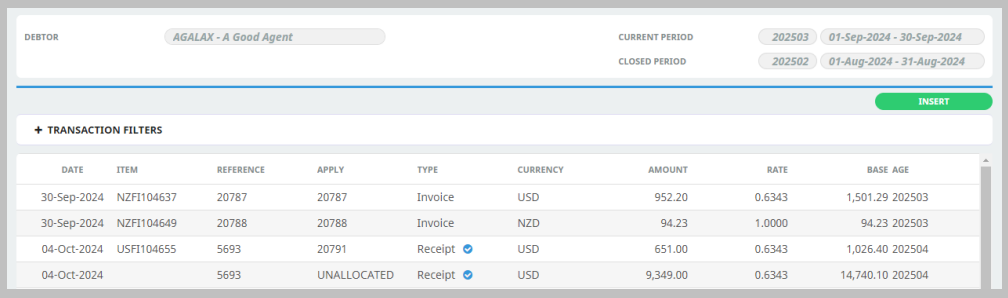
1. "Insert an Invoice" below
2. " Insert an Invoice Line" on page 71

Insert an Invoice

1. Make sure the required debtor / agent is displayed (see " Insert a Debtor / Agent" on page 37 or "Retrieve an Existing Debtor" on page 57).

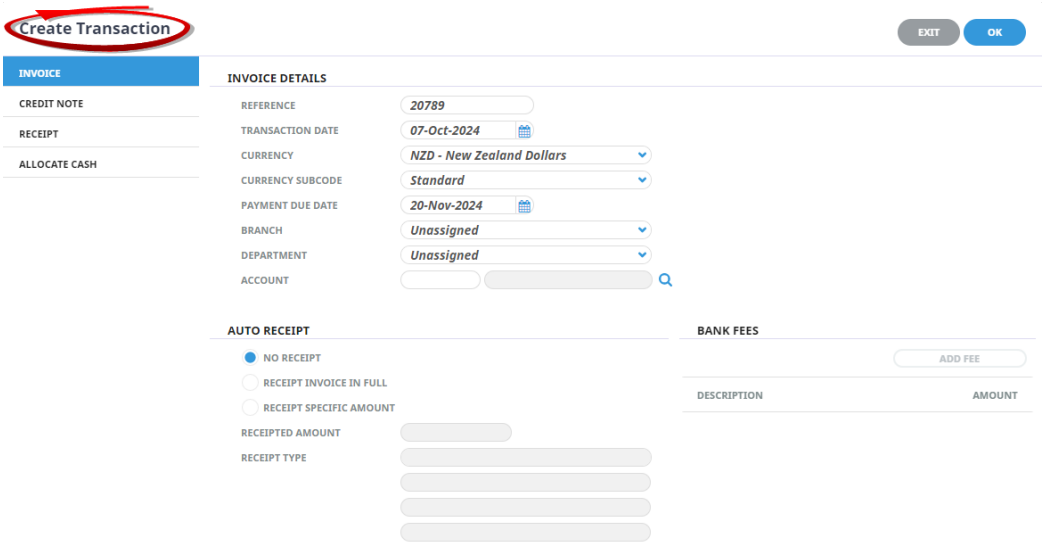
2. From the Debtors menu, select **Accounting > Transactions**.

For example, the transactions list screen for AGALAX - A Good Agent:

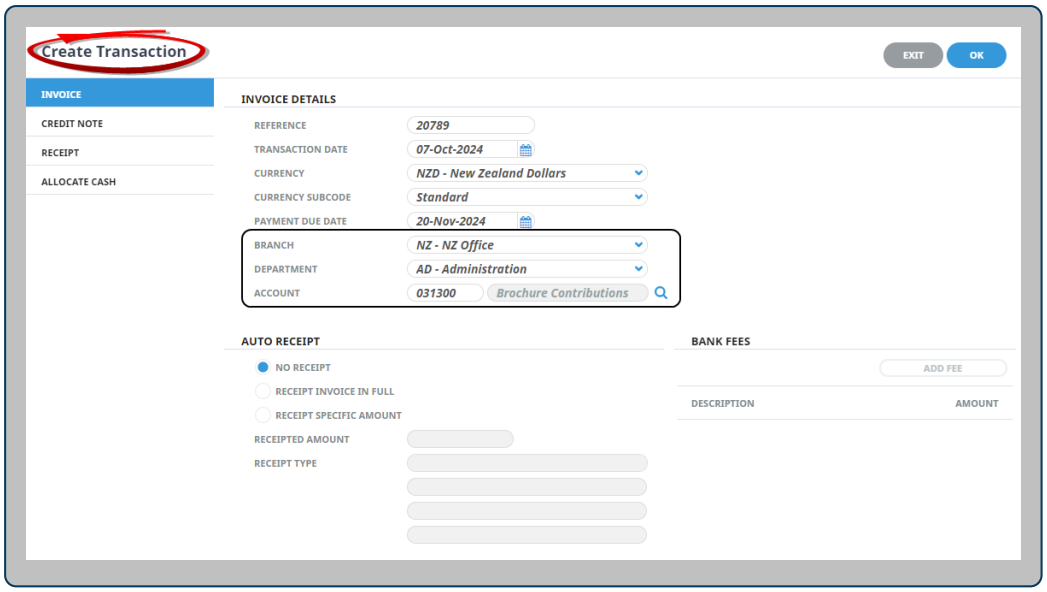


3. On the Debtors transactions list screen, click **Insert**.

4. On the **Create Transaction** screen, ***Invoice*** is the default transaction type. Enter the invoice details accordingly.



For example, choosing Account *NZ AD 031300 NZ - Brochure Contributions* and leaving Auto Receipt as the default (*No Receipt*):



5. Click **OK** to keep the changes and save or update the entry.

6. Click **Exit** to discard any changes.

Clicking **OK** on the Create Transaction screen automatically opens an Invoice Line screen - continue with creating a debtor's invoice (see " Insert an Invoice Line" on page 71).

About the Create Invoice Transaction Fields

Invoice Details section

Reference

The Invoice Number. This is sequentially allocated from the System INI setting AR_NEXT_INVOICE. This field cannot be overridden unless the Debtors INI setting AR_MANUAL_INVOICE is set to **Y**, it can be up to 20 characters.

It is not recommended that the Reference field be accessed and reference numbers manually changed. The system will *not* allow the same reference number to be used more than once for the same Debtor, regardless of the transaction type. If manual invoice referencing is permitted, the danger of this occurring increases.

Transaction Date

» This is the date from which the Transaction Period (TRP - as described under "Tourplan Accounting Terminology" on page 20) is determined.

The date that displays in this field is calculated from the Debtors INI Setting AR_INVOICE_DATE. That INI setting is used when calculating the transaction date for a Booking invoice (being created within the Bookings and Quotes applications). The INI setting can be System Date, Last Day of Current Period, Travel Date or Last Service Date. If AR_INVOICE_DATE is based on a booking date, then the default transaction date in this screen in Debtors will be current system date because the invoices created here are not booking related invoices, and there is no Travel or Last Service date.

In this example system, the INI setting is System Date, so today's date is used as the transaction date. The transaction date can be overridden. This could affect the transaction period and the aging of the invoice if the month is changed. The transaction date must be in an open accounting period — the system will not allow a transaction date which is in a closed accounting period.

Currency

The currency that the invoice will be issued in. This can be changed to any of the currencies that are attached to the agent by using the drop-down list. The currency which was checked as the default in the

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currencies screen during agent set up is the one which displays by default (see " Insert a Debtor / Agent" on page 37).

Currency Sub code

A currency sub code can be displayed or entered here. If a sub code has been entered against the agent, it will be defaulted to this field (currency sub-codes are described in the System Setup User Manual).

Payment Due Date

Payment due terms for non bookings invoices are calculated based on the Payment Terms set up in the Debtor against the Currency that the invoice is being generated in. See "Debtor Currencies Tab" on page 52. The date can be overridden if required.

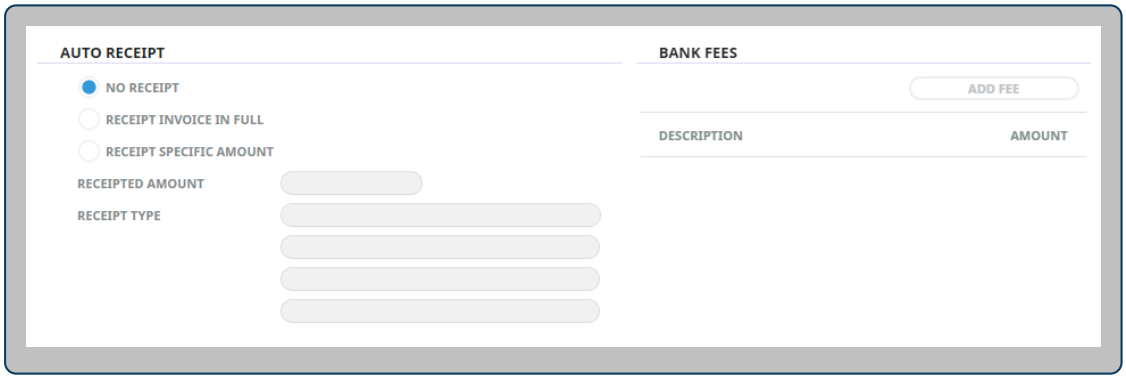
Branch / Department / Account

The GL Account Branch, Department and Account that the revenue from this invoice will be posted to.

When a Booking invoice is created (within the Bookings application), the revenue account(s) are known based on INI settings, so in Booking Invoicing, these fields are left blank. For this example of a non-bookings invoice, the revenue account must be entered at some stage. If the Revenue from all lines of this invoice is going to be posted to the same revenue account, then the branch / department / account can be entered here. If the revenue account is going to change on a line by line basis in the invoice - e.g., for departmental breakdown etc - then these fields can be left blank and the different revenue accounts entered for each line of the invoice.

Auto Receipt Section

NOTE: Depending on system security settings, these fields could appear during invoice creation allowing a receipt to be created automatically after the invoice has been created. Auto Receipting can be disabled using Security Settings.



No Receipt

Selecting this radio button will not produce a receipt.

Receipt Invoice Full

Selecting this radio button will require a *Receipt Type* to be selected.

Receipt Specific Amount

Selecting this radio button will require a *Receipted Amount* to be entered and a *Receipt Type* to be selected.

Receipted Amount

This field is live if the *Receipt Specific Amount* radio button is selected.

Receipt Type

When receipts are entered, a receipt type is applied to the transaction. The receipt type has two uses. It is used to identify the type of payment — e.g., Cheque/Telegraphic Transfer, Credit Card etc. and it also has a General Ledger account attached to it which can re-direct the debit side of the transaction (which is normally the Bank Account), to the account attached to the Receipt Type — e.g., to a Credit Card Clearing account or a Bank Fees expense account etc.

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Select the receipt type applicable to the receipt.

User Text 1 – 3

The labels for these three fields are set up when the receipt type is set up. When a receipt type is selected here, the labels (if set up) display. Free format text can be entered into these fields (whether labelled or not).

Bank Fees section

Bank fees/charges can be receipted at the same time as the cash receipt is being issued. Tourplan NX will in that case issue 2 receipts - one for the fees and the other for the banked cash.

Once the Receipt in Full or Specific Amount button has been checked, the

button becomes live. Full details of receipting bank fees is at " Issue Cash and Bank Fee Receipts" on page 90.

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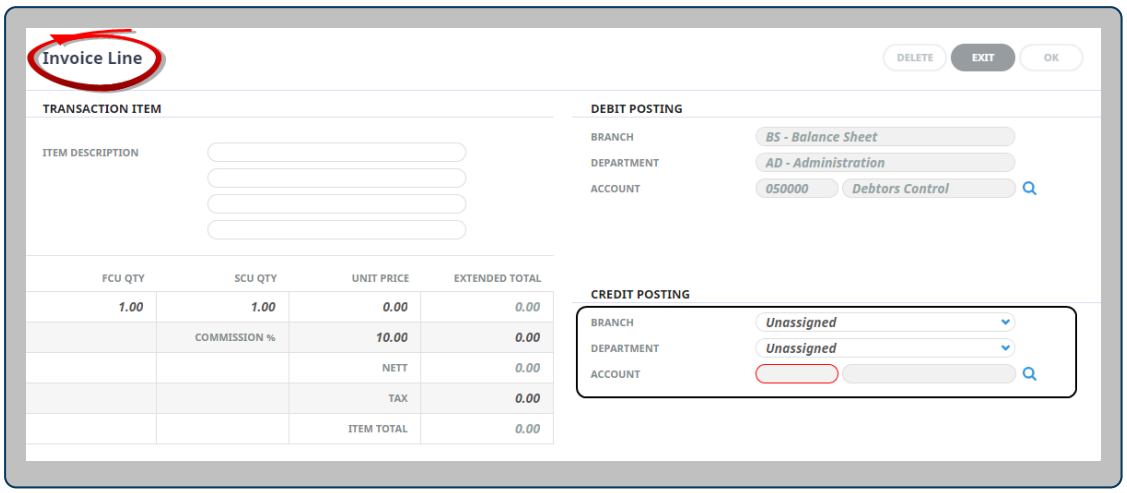
Insert Invoice Line

The Debtors Invoice Line detail overlays the main Create Transaction Screen. An invoice line represents one line in the invoice. Multiple lines can be inserted.

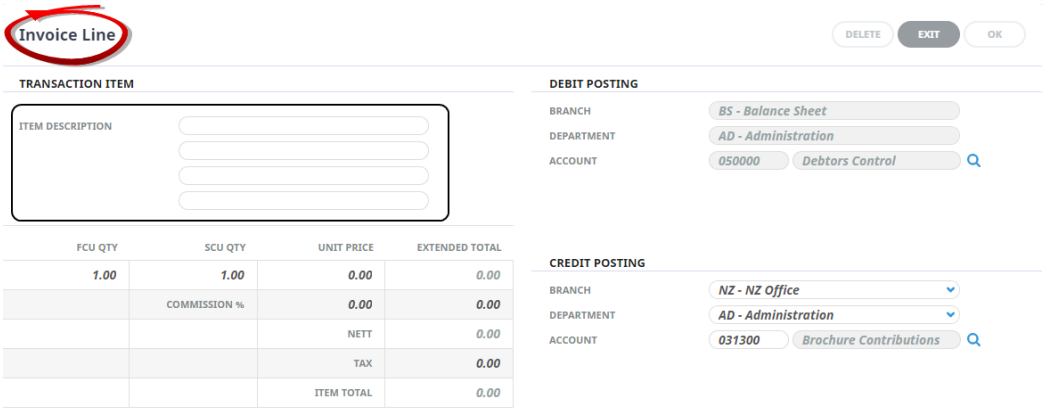
NOTE: The Commission percentage value of 10.00% which shows in the example Invoice Line below has defaulted from the Debtor record. It can be removed/overridden.

NOTE: If an account was not chosen during the first part of creating an invoice, one must be selected now before proceeding, as indicated by the mandatory field *Account* highlighted in the example:



Insert an Invoice Line

1. Make sure that a Debtors Invoice has been created. (See "Debtors Invoice" on page 67).
2. On the **Invoice Line** screen, enter an *Item Description*, unit quantities and cost amounts required.



NOTE: The Debit Posting fields cannot be accessed or altered in this screen.

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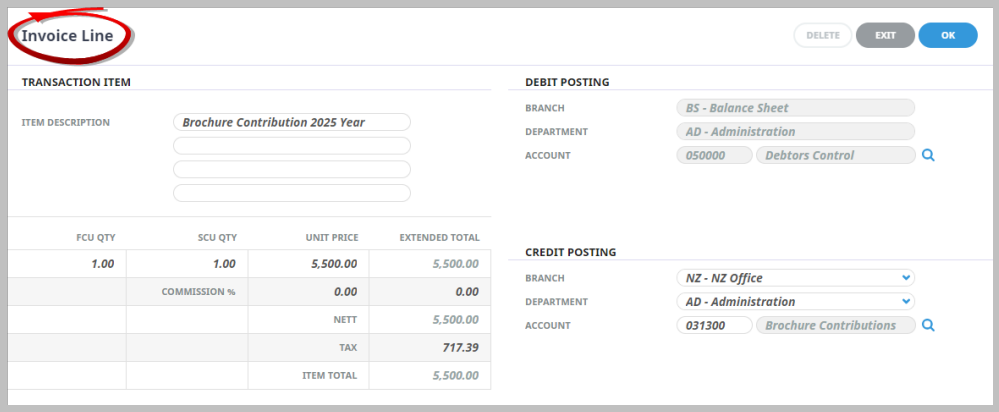
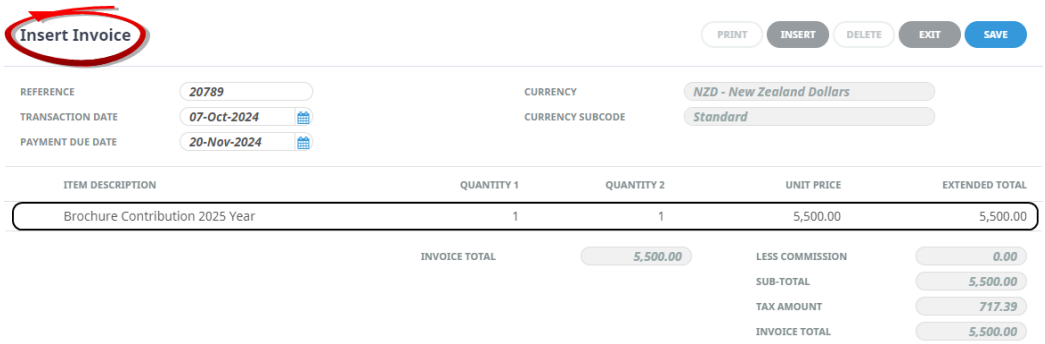
For example, an Item Description of ***Brochure Contribution 2025 Year***, Unit Price ***5,500.00*** :



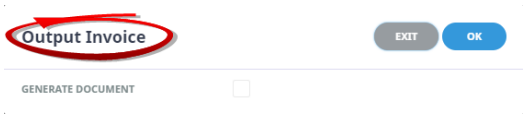
3. On the Invoice Line screen, click **OK**.

4. On the **Insert Invoice** screen, check that all the information entered for this invoice line is correct.



5. Click **Save** to keep the changes.
6. Click **Exit** to discard any changes..

7. If **Save** is clicked, the **Output Invoice** screen appears.



8. To output this invoice as a document, click the **Generate Document** check-box (leave the check-box blank to *not* generate a document).
9. Click **OK** to complete the transaction.

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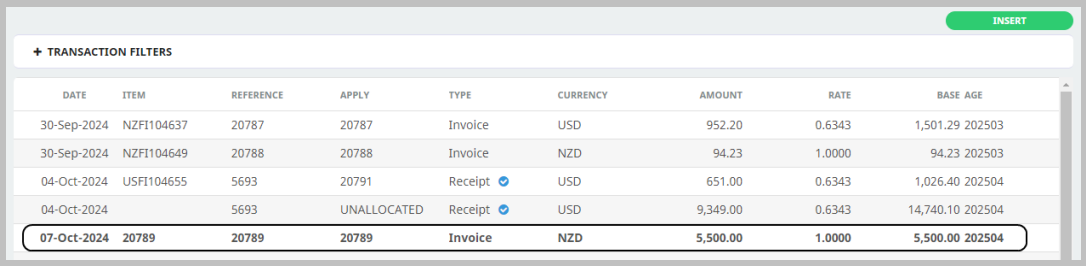
An example Debtor Transactions screen showing a newly created invoice transaction:



DATE	ITEM	REFERENCE	APPLY	TYPE	CURRENCY	AMOUNT	RATE	BASE	AGE
30-Sep-2024	NZFI104637	20787	20787	Invoice	USD	952.20	0.6343	1,501.29	202503
30-Sep-2024	NZFI104649	20788	20788	Invoice	NZD	94.23	1.0000	94.23	202503
04-Oct-2024	USFI104655	5693	20791	Receipt	USD	651.00	0.6343	1,026.40	202504
04-Oct-2024		5693	UNALLOCATED	Receipt	USD	9,349.00	0.6343	14,740.10	202504
07-Oct-2024	**20789**	**20789**	**20789**	**Invoice**	**NZD**	**5,500.00**	**1.0000**	**5,500.00**	**202504**

Note the item code for the newly created invoice is the Invoice number. This is because the invoice is a non-booking transaction.

About the Invoice Line Fields

Transaction Item section

Item Description

These four lines are for a description of the invoice line to be entered. In Bookings Invoicing, these lines (by default) contain the service option supplier name and the service option description. For a non-bookings invoice they are free format text.

FCU QTY /SCU QTY

In Bookings Invoices, these two fields contain the first and second charge unit quantities—i.e., 2 Nights x 3 Rooms. For non-booking invoices the use of these fields will vary and do not have to be altered unnecessarily.

NOTE: Within the *Insert Invoice* screen the invoice line fields Quantity 1 and Quantity 2 will display the values entered into these fields.

Unit Price

The cost per transaction quantity 1. If both transaction quantity fields are left at 1, then the Unit Price will also become the Extended Price.

Extended Total (Read-only)

This field displays the result of **FCU Quantity x SCU Quantity x Unit Price.**

Commission %

A percentage value which will be applied as a commission amount on the extended value. If the debtor has a commission percentage attached in the details screen (see Debtors Application, Details Tab), that percentage value will display in this field. If commission does not apply to this invoice, the value can be removed.

NOTE: The commission % age can only be edited during this stage of the invoice creation. Once the line screen is exited, further editing of the commission is not possible.

Commission Amount

This field displays any agent commission as a monetary value.

NOTE: The commission amount can only be edited during this stage of the invoice creation. Once the line screen is exited, further editing of the commission is not possible.

Nett (Read-only)

The total of **Extended Total** less the **Commission** amount.

Tax

If a tax type has been attached to the currency that this invoice is being issued in (see "Debtor Currencies Tab" on page 52), then the tax will automatically calculate in this field. The tax amount can be overridden.

Item Total (Read-only)

The sum of the **Nett** and **Tax** fields.

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Debit Posting section

The **Debit Posting Account** is, by default, the Debtors Control account. This is obtained from INI settings and cannot be changed.

Credit Posting section

If the G.L. Revenue account was entered in the Debtors Invoice header, then that account detail will display in this field. If the account fields in the header were left blank, or a change needs to be made, then the revenue account can be changed here.

If the Revenue (Credit Posting) account needs to be altered for the new transaction, clear the Credit Posting Branch or Department by selecting *Unassigned* from the drop-downs. Clear the Account fields by back spacing the existing data out of them and then click the Search icon next to the *Account* field. This will display a list of G.L. Revenue Accounts. If the Branch and Department fields are not cleared, only revenue accounts for the currently displayed Branch/Department will display. The displayed list can be altered to include any G.L. account type by checking the appropriate checkbox(es).

Amending an Invoice

If an error has been made in any of the invoice lines there are three amendment options that can be actioned on the invoice:

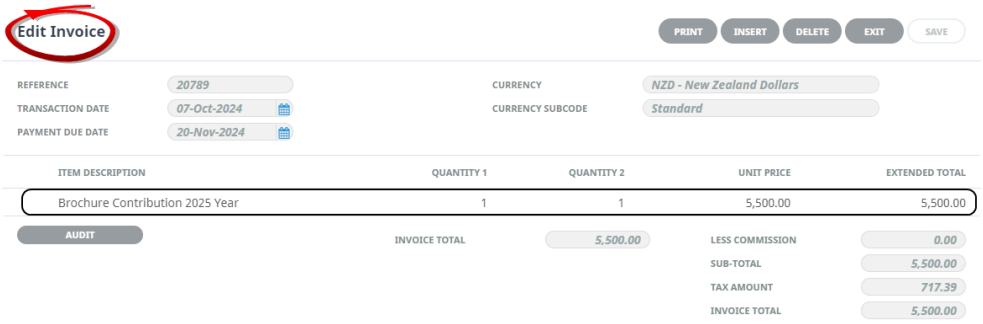
- Edit an existing invoice line.
- Insert a new invoice line.
- Delete an existing invoice line.

NOTE: An invoice can only be amended if the transaction period of the invoice is still open.

Amend an Existing Invoice

1. Retrieve the Debtor of the invoice to be edited (See "Debtors Invoice" on page 67).
2. On the Debtors Transaction list screen, click the invoice to edit.
3. The Edit Invoice screen displays.

    a. To edit, **select** a transaction line, update the required fields and click **Ok**.



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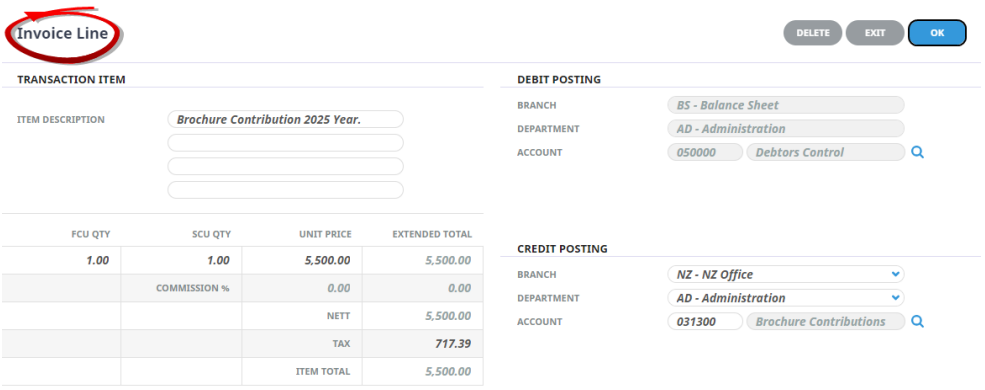
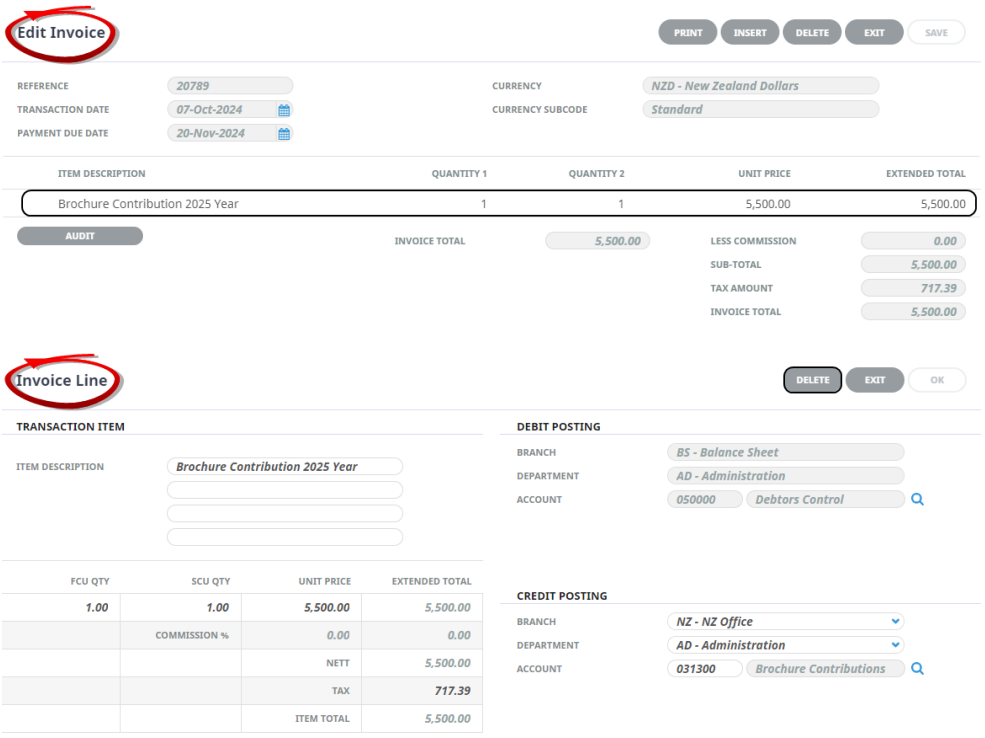


b. To delete, **select** a transaction line and click **Delete**.



c. Or, to insert a new transaction line, click **Insert**, and follow instructions from " Insert an Invoice Line" on page 71.

4. Click **Save** to keep the changes.

Printing an Invoice

An Invoice can be generated and printed when the invoice is first inserted (see " Insert an Invoice Line" on page 71). Alternatively an invoice can be re-generated from the edit invoice screen.

Printing an Existing Invoice

1. Retrieve the Debtor of the invoice to be edited (See "Debtors Invoice" on page 67).
2. On the Debtors Transaction list screen, select the invoice to edit.
3. In the **Edit Invoice** screen click Print.

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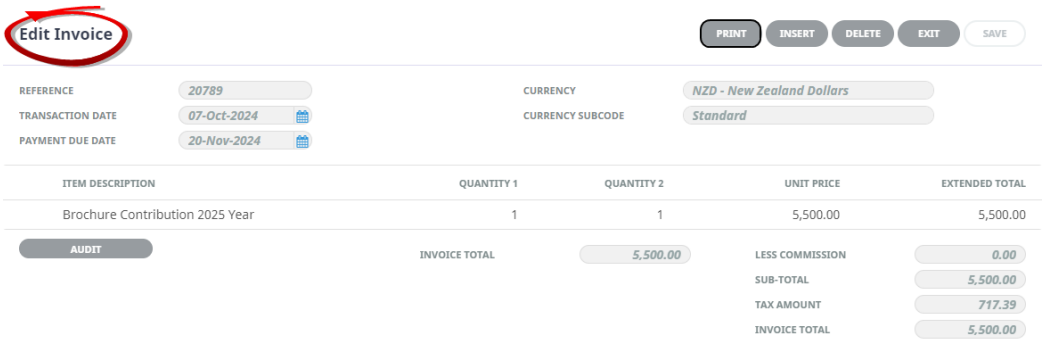
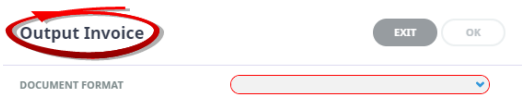


4. The **Output Invoice** dialogue displays. Select a *Document Format*.



5. Click **OK** to print the invoice.

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Debtors Credit Note

Debtor Credit Notes can be applied against bookings or non-booking invoices from here. Credit Notes can also be applied from the Booking applications to invoices for the selected booking.

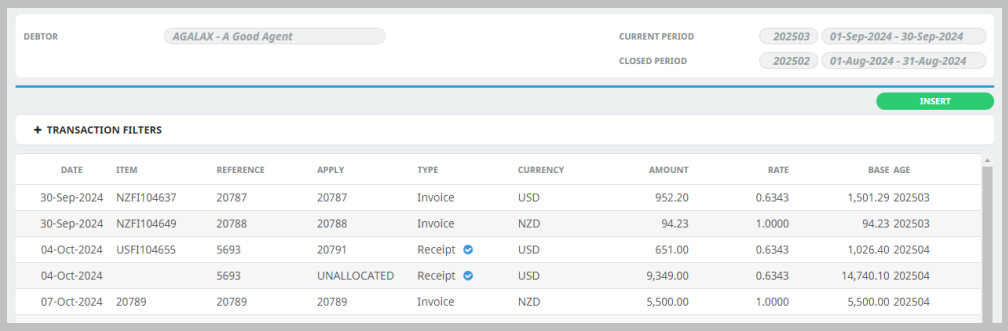
NOTE:

- Tourplan accounting is open item. Therefore Credit Notes must be applied against an existing invoice or part thereof.
- A Credit Note can be applied against a debtors invoice *or* against an individual line in a debtors invoice. This allows, for example, a credit to be applied against an actual service in the booking for whatever reason (poor service, weather cancellation etc.). This means that internally, the system records that the monetary value of services provided by that supplier is reduced. If a credit is applied to a complete invoice, the credit amount is applied proportionately (by percentage) across all suppliers lines. This can distort actual analysis values for *all* suppliers in the booking.
- The amount to be credited can be:
  - The total invoice amount.
  - Any outstanding amount of the invoice.
  - A specific amount.
  - An invoice specific line amount or part of.

Insert a Credit Note

1. Make sure the required debtor / agent is displayed (see "Retrieve an Existing Debtor" on page 57).
2. From the Debtors menu, select **Accounting > Transactions**.

   For example, the transactions list screen for AGALAX - A Good Agent:

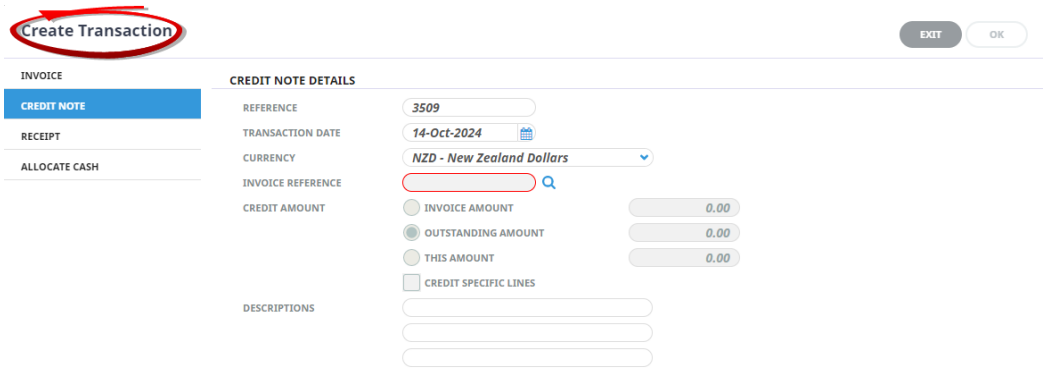
   

DATE	ITEM	REFERENCE	APPLY	TYPE	CURRENCY	AMOUNT	RATE	BASE AGE
30-Sep-2024	NZFI104637	20787	20787	Invoice	USD	952.20	0.6343	1,501.29 202503
30-Sep-2024	NZFI104649	20788	20788	Invoice	NZD	94.23	1.0000	94.23 202503
04-Oct-2024	USFI104655	5693	20791	Receipt	USD	651.00	0.6343	1,026.40 202504
04-Oct-2024		5693	UNALLOCATED	Receipt	USD	9,349.00	0.6343	14,740.10 202504
07-Oct-2024	20789	20789	20789	Invoice	NZD	5,500.00	1.0000	5,500.00 202504

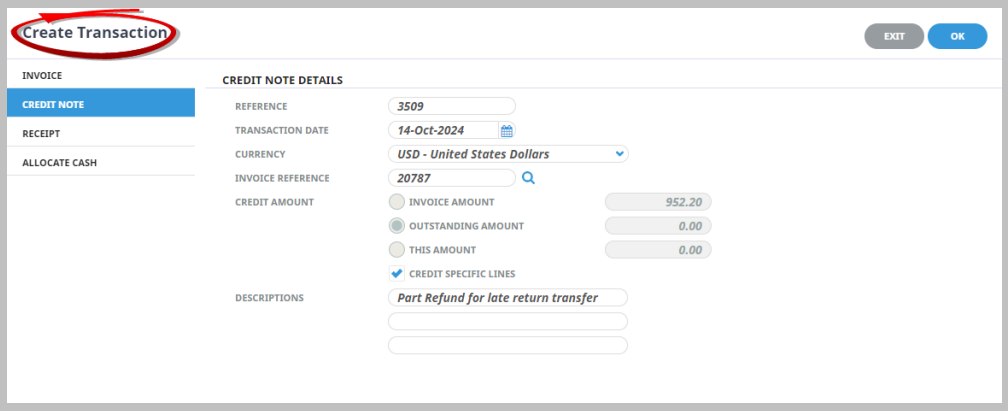
   Remember to apply **Transaction Filter** selection criteria; e.g. set the *Date From* back far enough to retrieve the required transaction(s).

3. On the Debtors transactions list screen, click **Insert**.

4. On the **Create Transaction** screen, select **Credit Note** as the type of transaction and enter details accordingly.



For example, searching for Invoice Reference *20787* and selecting Credit Specific Lines:

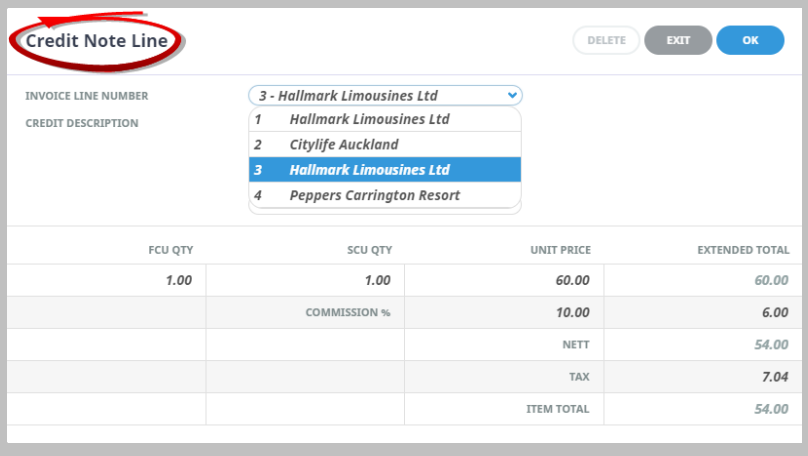


5. Click **OK** to keep the changes and save or update the entry.

6. Click **Exit** to discard any changes.

7. When the Credit Note is to be applied to a specific line in the invoice and **OK** is clicked, the **Credit Note Line** screen appears.

The line will be pre-populated with the original line amount, and can be overridden. When complete click OK to continue



Once the line number is selected, the Credit Note screen displays.

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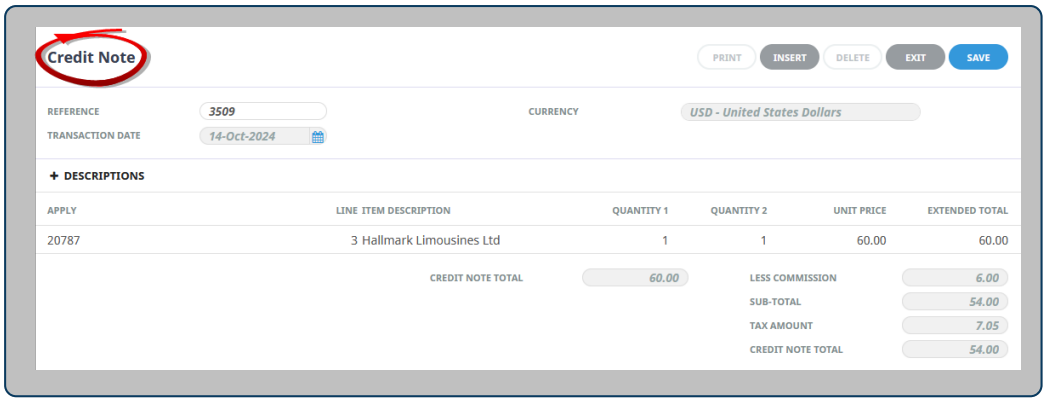
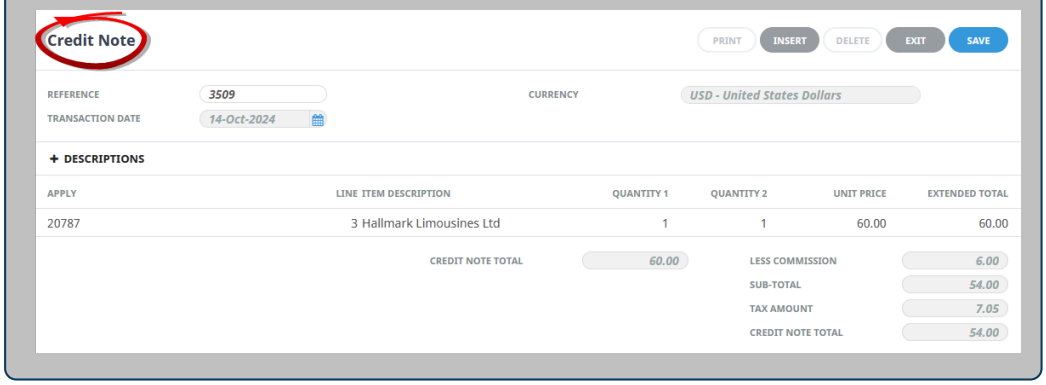
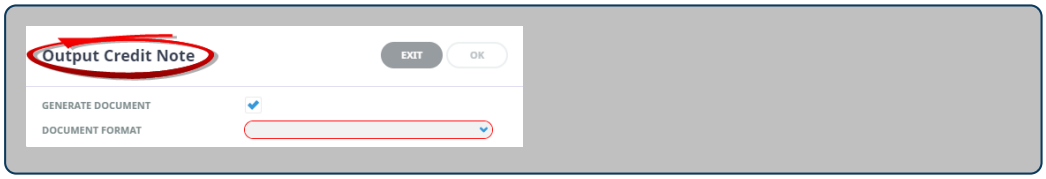


8. If **OK** is clicked, the **Credit Note** screen appears:

This screen also displays when a credit note is issued for the Invoice Amount, the Outstanding Invoice Amount or a Specific Amount and OK is clicked.



9. If **Save** is clicked, the **Output Credit Note** dialogue appears:



10. Click the *Generate Document* check-box, choose a *Document Format* and click **OK**.

About the Create Credit Note Transaction Fields

Create Transaction (Credit Note) Fields

Credits can be applied against the invoice total *or* against a specific line of the invoice.

NOTE: The three Radio Button fields *Invoice Amount*, *Outstanding Amount* and *This Amount* control the amount that will be applied against the Credit Note total. The checkbox *Credit Specific Lines* controls applying the credit amount at invoice line level.

Reference

The Credit Note number. This is sequentially allocated from the System INI setting AR_NEXT_CREDIT. This field cannot be overridden unless the Debtors INI setting AR_MANUAL_CREDIT is set to Y.

It is not recommended that the Reference field be accessed and reference numbers manually changed. The system will not allow the same reference number to be used more than once for the same transaction type for the same Agent. If manual referencing is permitted, the danger of this occurring increases.

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Transaction Date

Credit Note transaction dates always default to current system date. The transaction date can be over-ridden.

The Transaction Date must be in an open accounting period—the system will not allow a transaction date which is in a closed accounting period.

Credit Notes *always* inherit the age period of the invoice to which they are applied.

Currency

The currency that the credit will be issued in. This can be changed to any of the currencies that are attached to the agent. The currency which was checked as the default in the currencies screen during agentset up is the one which displays by default.

A Credit Note cannot be issued in a currency which is different to the currency of the invoice the credit applies to - i.e., an invoice issued in USD can not have a credit note issued against it in NZD. When selecting the invoice to apply the credit to, only invoices with same currency as entered in this header screen will be available for selection.

Invoice Reference

If the reference of the invoice being credited is known, it can be entered in this field. If the reference is unknown, clicking the Search button will list invoices (in the Credit Note Header currency) that are available for credit.

When an invoice line is selected for credit, by default the system will calculate the credit value to be the outstanding amount of the line. This is calculated as the invoice value less the value of any receipts that have been applied to the invoice.

Credit Amount

The fields in the *Credit Amount* section are:

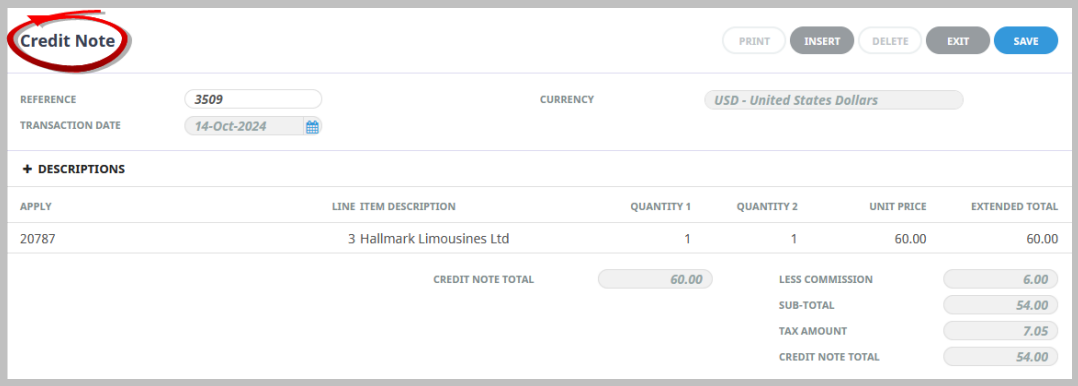
- **Invoice Amount** - This will display the value of the invoice selected.
- **Outstanding Amount** - This field displays the residual value of the invoice after any payments or credits have been made.
- **This Amount** - Selecting this radio button allows a value to be inserted.
- **Credit Specific Lines** - If Invoice Amount or Outstanding Amount check boxes are selected, Credit Specific Lines becomes live and when ok is clicked, can be selected.

Descriptions

If required, 3 fields are available to describe the reason for the credit.

NOTE: These description fields relate to the Credit Note and are not the same as the description fields which are available in the Credit Note line screen which relate specifically to the credit note line.

An example of the Debtors Credit Note dialogue:



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Credit Note Dialogue Fields

Reference, Transaction Date and Currency

Refer "Create Transaction (Credit Note) Fields" on page 79.

Descriptions

The Description fields can be collapsed to add and edit additional details for new and existing credit notes.

Apply

Is the invoice number selected for the Credit Note to apply to.

Line

This is the line number of the invoice the credit applies to.

Item Description

When a selection has been made by Line Number, the original description text is defaulted to these lines. Two lines are available for text detail of the item. The description lines can be overridden. Whether both or either of these physically appear on a printed credit note document will depend on how the credit note message format(s) have been defined. Click on the line to edit the description text.

NOTE: These description fields default from the original invoice lines. They are different description lines to the 3 lines available in the Credit Note header.

Quantities

If required, multiple quantities can be entered, e.g. 2 x 1. These quantities provide the calculation to obtain the extended price. Again, whether both or either of these physically appears on a printed credit note document will depend on how the credit note message format(s) have been defined.

Unit Price

The gross credit amount of Quantity 1.

Extended Price

The gross extended value of Unit Price x Quantity 2.

Credit Note Total

The Gross value of the Credit Note.

Less Commission

The value of any commission amount applied to the credit note.

Sub Total

The value of Credit Note Total less any commission amount.

Tax Amount

The tax value of the credit note.

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Debtors Receipt

Before debtor receipts can be issued, Receipt Types must first be set up via *Code Setup > Debtors > Receipt Type*. For full details relating to receipt types, see the System Setup User Manual.

A receipt is a transaction that indicates that an invoice has had a payment made against it. Receipts can be entered in any currency that is attached to the Agent.

To insert a Debtors Receipt, first select the Debtor the Receipt is for, and then select Transactions.

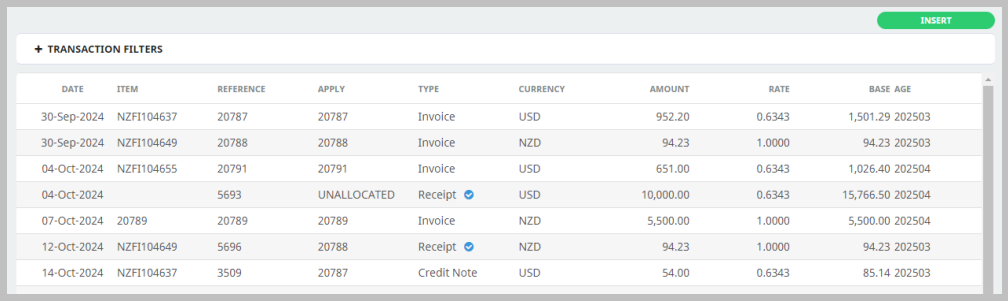
Click on the Insert button. From the Insert Transaction screen displayed, select Receipt.

Insert a Receipt

1. Make sure the required debtor / agent is displayed (see " Create a New Debtor" on page 37 or "Retrieve an Existing Debtor" on page 57).

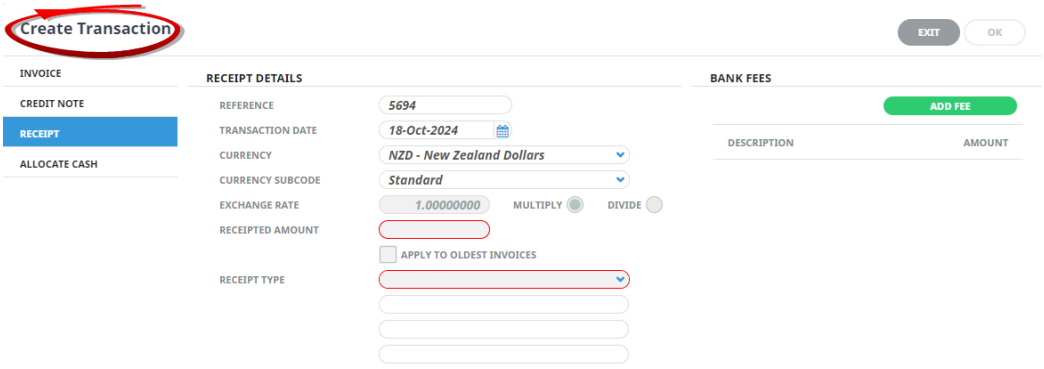
2. From the Debtors menu, select **Accounting > Transactions**.

   For example, the transactions list screen for AGALAX - A Good Agent:



3. Click **Insert** to add a new entry.

4. On the Create Transaction screen, select **Receipt** as the type of transaction and enter details for *Currency* (if different from the defaulted currency), *Currency Subcode* (if required), *Exchange Rate* (if different), *Receipted Amount* and *Receipt Type*.



For example, *Receipted Amount* ***USD 898.20*** at current *Exchange Rate* of ***0.62584000*** and *Receipt Type* ***01_RCQ - Cheque or TT (Receivables)***:

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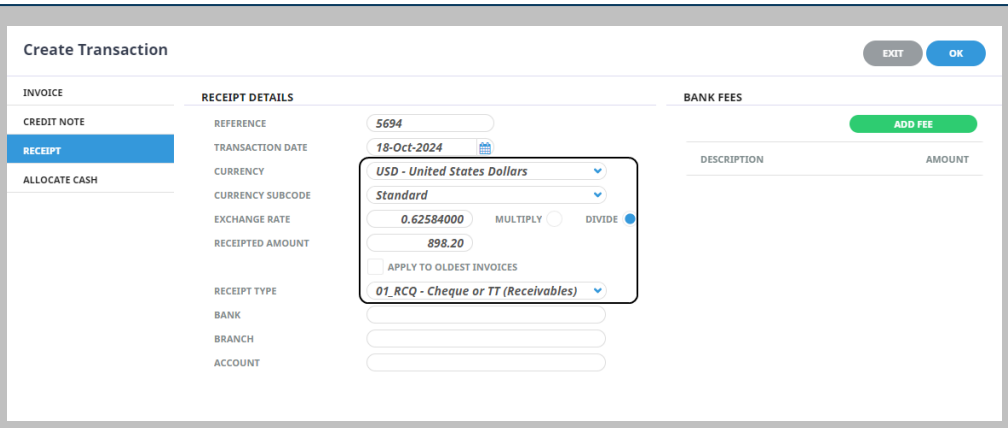
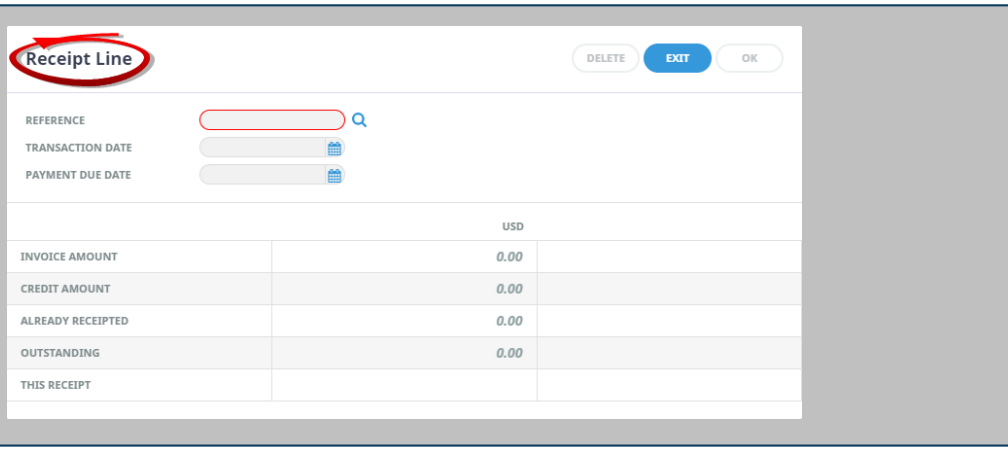
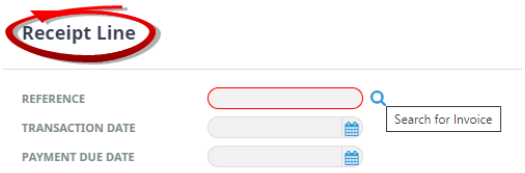


The Add Fees fields are discussed in " Issue Cash and Bank Fee Receipts" on page 90

5. Click **OK** to keep the changes and save or update the entry.
6. Click **Exit** to discard any changes.
7. If **OK** is clicked, the **Receipt Line** screen appears (overlaying the Insert Receipt screen).



8. Either enter the Invoice number the receipt is to be applied to in the Reference field and click the **Search for Invoice** icon, or leave the Reference field blank and click the **Search for Invoice** icon.



9. When the Reference field on the Receipt Line field is left blank and the Search icon is clicked, the Select Invoices screen **Selection tab** displays. In the *Reference Contains* field, enter the first few characters of the invoice the receipt is to be applied to and click the **Search** button.

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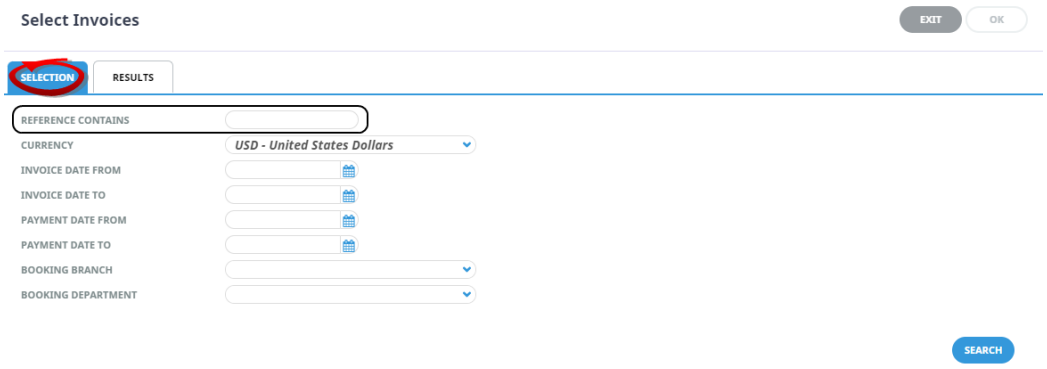
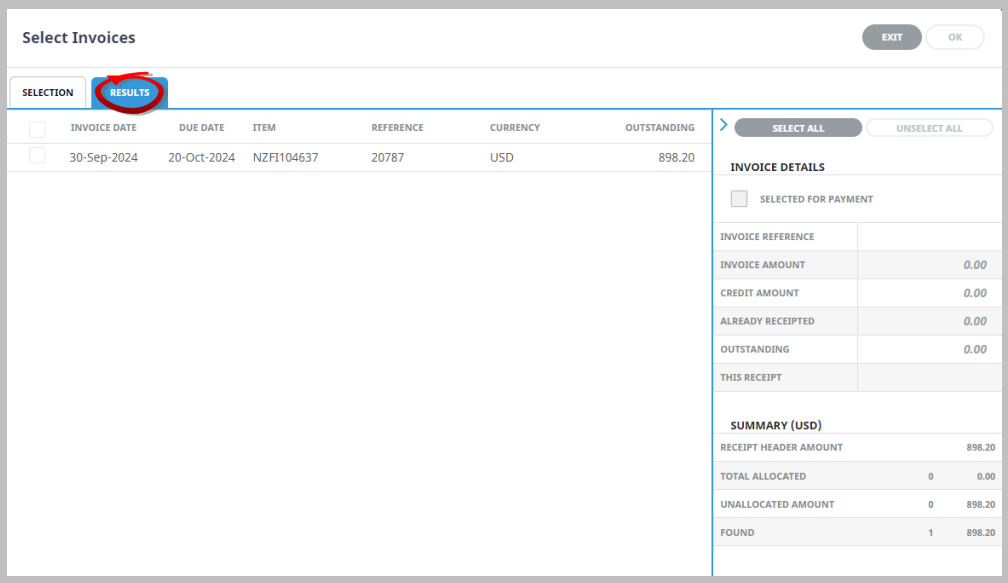
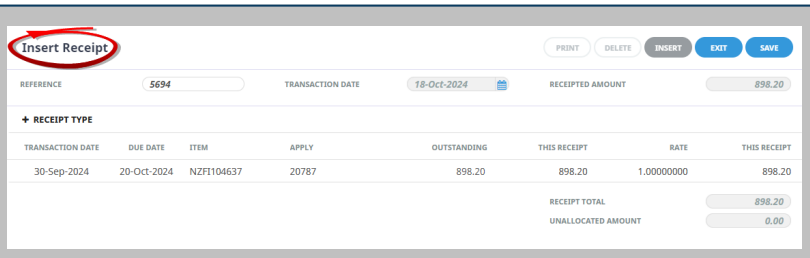


Results of the search are returned in the *Results* tab:



10. Select the invoice to receipt by clicking the check-box.
11. Click **OK** to keep the changes and save or update the entry.
12. Click **Exit** to discard any changes.
13. If **OK** is clicked, the **Insert Receipt** screen is displayed.



If there is an unallocated cash balance, the Unallocated Cash dialogue is displayed. (See "Receipting Unallocated Cash" on page 95).

14. Click **Save** to keep the changes.
15. Click **Exit** to discard any changes.

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16. Click **Insert** to add a new entry.

17. Clicking **Exit** on the 'Unallocated Cash' screen will re-display the 'Insert Receipt' screen.

About the Create Receipt Transaction Fields

Receipt Details section

Reference

The Receipt Number. This is sequentially allocated from the System INI setting AR_NEXT_RECEIPT. This field cannot be overridden unless the Debtors INI setting AR_MANUAL_RECEIPT is set to Y.

It is not recommended that the Reference field be accessed and reference numbers changed. The system will not allow the same reference number to be used more than once for the same transaction type for the same Agent. If manual referencing is permitted, the danger of this occurring increases.

Transaction Date

Receipts always default to current system date. The Transaction Date can be overridden. Receipts always inherit the age period of the invoice to which they are applied. The Transaction Date must be in an open accounting period — the system will not allow a transaction date which is in a closed accounting period.

Currency

The currency that the receipt will be issued in. This can be changed to any of the currencies that are attached to the agent. The currency which was checked as the default during agent set up is the one which will display by default. (See " Insert a Debtor / Agent" on page 37).

NOTE: A receipt can be issued in a currency which is different to the currency of the invoice that the receipt is being applied to. (See " Receipt Currency Different to Invoice Currency" on page 102).

Currency Subcode

If multiple exchange rates have been set up between currencies using Currency Subcodes, then select the Subcode from the dropdown. If currency subcodes are not being used, accept the default.

Exchange Rate

The exchange rate displayed is from the Tourplan NX Currencies table and is the rate valid as at the date of the receipt. Where the receipt is being applied in a currency which is not the base currency, the exchange rate applicable at the date of the receipt is displayed and can be edited if required.

Multiply/Divide

If a currency other than base currency is selected from the Currency drop-down, the appropriate button will be set based on what the setting is in the currency rate table.

Changing the calculation from Multiply to Divide or v.v. without making the appropriate changes to the exchange rate will result in an incorrect calculation.

Receipted Amount

The total value of the cash received for the Agent that is being receipted.

This is used during the receipting process to check whether all of the receipt has been allocated, or if there is an unallocated amount to account for.

Apply to Oldest Invoices

When checked, the system will automatically credit the receipt to the oldest outstanding invoices or the invoices can be selected to which the receipt will apply. The receipt line(s) displays and can be viewed/edited before saving.

Receipt Type

When receipts are entered, a receipt type is applied to the transaction. The receipt type has two uses. It is used to identify the type of payment — e.g., Cheque, Telegraphic Transfer, Credit Card and it also has a

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General Ledger account attached to it which will direct the debit side of the transaction (which is normally the Bank Account), to the account attached to the Receipt Type — e.g., applied to the Bank Fees expense account or the Bank. Select the receipt type applicable to the receipt.

User Text 1 – 3

The labels for these three fields are set up when the receipt type is set up. When a receipt type is selected here, the labels (if set up) display. Free format text can be entered into these fields (whether labelled or not).

NOTE: The Receipt Type and User Text fields are contained in a collapsible panel allowing you to add and edit the details when inserting a new receipt transaction or updating an existing one.

Receipt Line Dialogue

Reference

Reference number to search for the invoice to receipt. Enter the first few characters to return a list of results beginning with those characters, or the entire reference number to return one result only.

(Invoice) Transaction Date (Display Only)

This is the transaction date of the Invoice that the receipt is being applied to.

(Invoice) Payment Due Date (Display Only)

The date the invoice was due to be paid. Calculated by the agent's terms as entered in the Currencies Screen.

NOTE: The Currency of the invoice selected for receipting displays at the top of the invoice values column.

Invoice Amount (Display Only)

The value of the invoice selected for receipting.

Credit Amount (Display Only)

The sum value of any credit note(s) already applied to invoice selected for receipting.

Already Receipted (Display Only)

The sum value of any receipt(s) already applied to invoice selected for receipting.

Outstanding (Display Only)

The invoice outstanding balance.

This Receipt

The amount applied against the invoice on this receipt.

About the Select Invoices Results Tab

Results List

Row Selection

To include a specific invoice(s) from the list in the receipt, highlight the required row which will select the check-box at the beginning of that row. Alternatively select the required check-box(es) directly.

NOTE: Checking/Unchecking the check-box in the column header will select/unselect all invoices within the list.

NOTE: The column headings displayed are the default columns available in this screen. To change the columns displayed, refer to the " Change Default Column Headings" on page 398.

Invoice Date (Display Only)

The invoice transaction date.

Due Date (Display Only)

The invoice payment due date.

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Item (Display Only)

This is either a) in the case of booking transactions, the booking reference, or b) for non-bookings transactions, the invoice reference number.

Reference (Display Only)

The invoice reference number.

Currency (Display Only)

The invoice currency.

Outstanding (Display Only)

The outstanding amount of each of the invoices listed.

Select All / Unselect All

Use these buttons to either select or unselect all found invoice lines.

Invoice Details Sections

Selected For Payment (Display Only)

When checked, it indicates that the currently highlighted line has been selected for inclusion in the receipt.

Invoice Reference (Display Only)

The invoice number of the currently highlighted invoice line.

Invoice Amount (Display Only)

The invoice amount of the currently highlighted invoice line.

Credit Amount (Display Only)

The sum value of any credit note(s) already applied to the currently highlighted invoice line.

Already Receipted (Display Only)

The sum value of any receipt(s) already applied to the currently highlighted invoice.

Outstanding (Display Only)

The sum of the invoice amount, less any credit(s) and already receipted amounts, for the currently highlighted invoice.

This Receipt

The amount applied against the invoice on this receipt. This value can be edited.

Summary Section

Receipt Header Amount (Display Only)

This field displays the sum of the *Receipted Amount* field in the receipt header screen. If the receipt header Receipt Amount field has been left at 0.00, this field will display 0.00. This is primarily a control total field which during the course of the receipt procedure, will display possible discrepancies between the expected receipt amount and the actual receipted amount.

Total Allocated (Display Only)

The quantity and total value of the invoice lines currently selected.

Unallocated Amount (Display Only)

The sum of the Receipt Header Amount, less the Total Allocated amount of the invoice lines currently selected.

Found (Display Only)

The quantity and total value of returned invoice line results, whether or not they have been selected.

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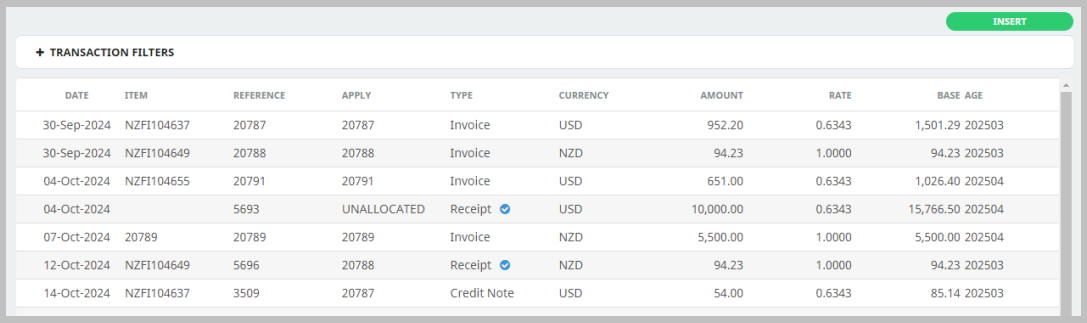
Amending a Receipt

Receipts can be edited. Clicking any of the receipt lines where the *Type* is ***Receipt*** will open the Edit Receipt screen:



DATE	ITEM	REFERENCE	APPLY	TYPE	CURRENCY	AMOUNT	RATE	BASE AGE
30-Sep-2024	NZFI104637	20787	20787	Invoice	USD	952.20	0.6343	1,501.29 202503
30-Sep-2024	NZFI104649	20788	20788	Invoice	NZD	94.23	1.0000	94.23 202503
04-Oct-2024	NZFI104655	20791	20791	Invoice	USD	651.00	0.6343	1,026.40 202504
04-Oct-2024		5693	UNALLOCATED	Receipt	USD	10,000.00	0.6343	15,766.50 202504
07-Oct-2024	20789	20789	20789	Invoice	NZD	5,500.00	1.0000	5,500.00 202504
12-Oct-2024	NZFI104649	5696	20788	Receipt	NZD	94.23	1.0000	94.23 202503
14-Oct-2024	NZFI104637	3509	20787	Credit Note	USD	54.00	0.6343	85.14 202503

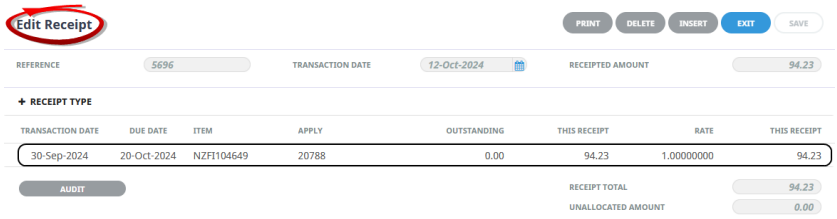
The applying of Unallocated Cash (Receipt 5693) is discussed under "Allocate Unallocated Cash" on page 97.

Amend a Receipt

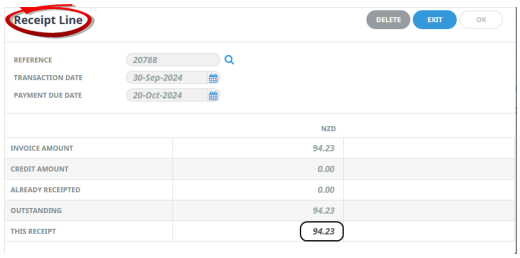
NOTE: A receipt can be amended only if the transaction period of the receipt is still open.

1. Retrieve the Debtor and receipt to edit (see " Insert a Receipt" on page 82).

2. On the Debtors transactions list screen, click the relevant receipt line to display the **Edit Receipt** screen and then click the transaction line (highlighted) to display the Receipt Line dialogue.

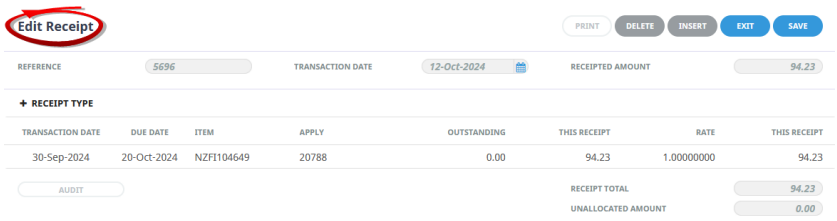


3. On the **Receipt Line** dialogue, the only editable field is "This Receipt". Edit the amount and click **OK**.



4. Click **OK** to keep the changes and save or update the entry.

5. On the **Edit Receipt** screen, click **Save**.



6. If there is any unallocated cash, the Unallocated Cash dialogue is displayed. (See "Receipting Unallocated Cash" on page 95).

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7. Click **OK** to keep the changes and save or update the entry.
8. Click **Exit** to discard any changes.

9. Be aware that clicking ***Exit*** at this point will back out all updates made to this receipt.
10. Click **Insert** to add a new entry.

11. Click **Delete** to remove the entry and/or discard any changes.

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Receipting Options

There are a number of features that can be used in receipting which are outside standard receipting functions.

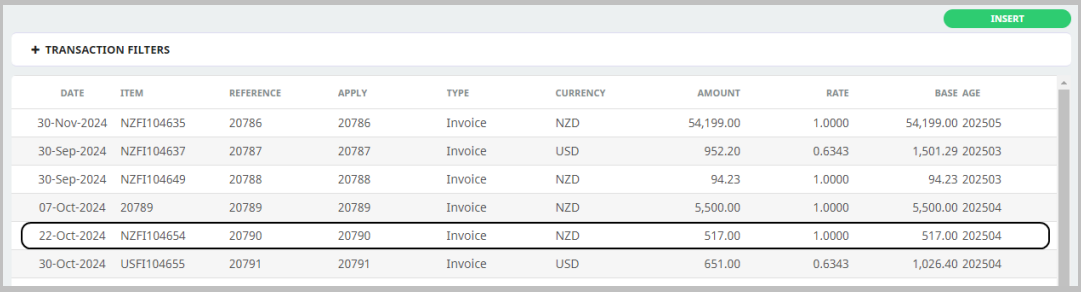
These are:

1. Account for both " Issue Cash and Bank Fee Receipts" below within the same transaction.
2. "Receipting Unallocated Cash" on page 95 and apply it to an invoice at a later date.
3. "Allocate Unallocated Cash" on page 97.
4. "Applying Unallocated Cash - Original Receipt in Closed Period." on page 99.
5. "Applying Unallocated Cash - Original receipt in open period." on page 98.
6. "Receipt Currency Different to Invoice Currency" on page 102.

Issue Cash and Bank Fee Receipts

This function enables bank or transaction fees to be accounted for when receipting an invoice. The process is triggered by clicking the Add Fees button in the Receipt Bank Fees section. Two receipts will be issued - one for each part of the transaction.

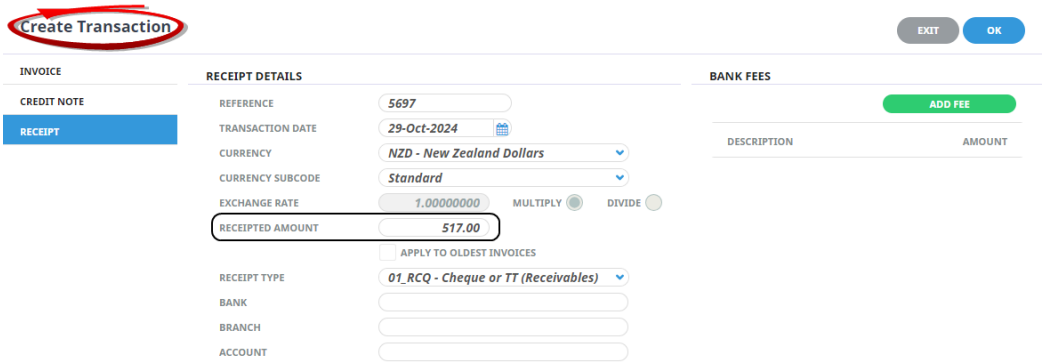
In this example, the agent has remitted the full value of $517.00, but the bank has charged a $15.00 fee. This means that as only $502.00 has been credited to the bank account, $15.00 needs to be posted to the Bank Fees expense account.



Both receipts will be issued against Invoice 20790 - the first for the $502.00 and the 2nd, the Bank Fees for $15.00.

Issuing Cash and Bank Fee Receipts

1. Complete the **receipt header** as per a normal receipt and enter the full amount received i.e. $517.00.



2. When the Receipt Details have been completed, click **Add Fee**.

3. Select the correct Receipt Type for the bank fees from the drop-down, and enter the **Fee Amount** ($15.00).

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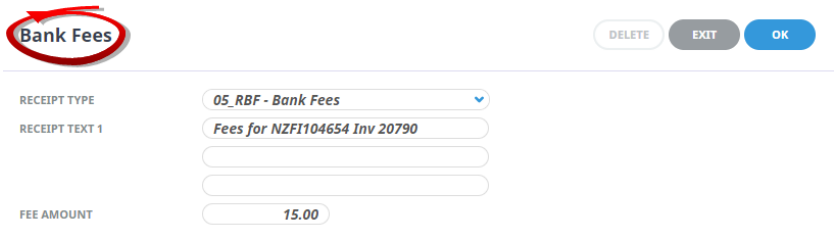
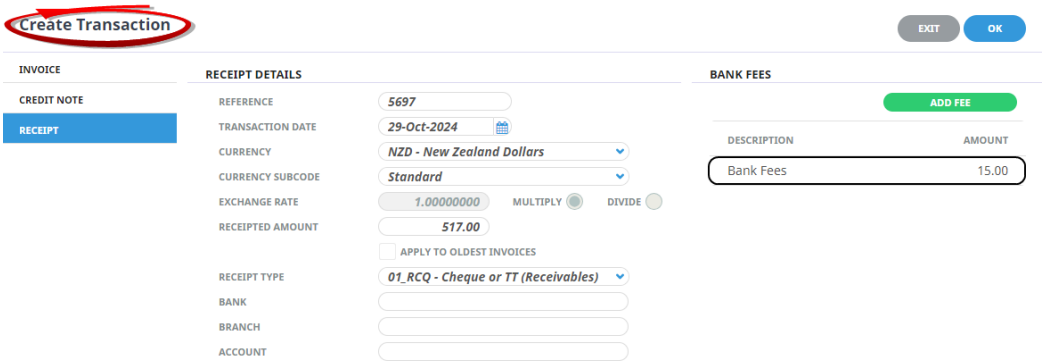


4. Click **OK** to keep the changes and save or update the entry.

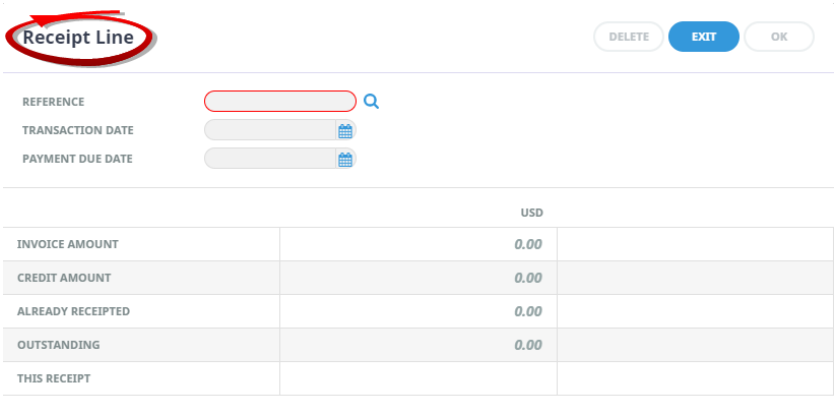
5. Review the details on the **Create Transaction** screen.



6. Click **OK** to keep the changes and save or update the entry.

7. Click **Exit** to discard any changes.

8. As per standard receipting, the **Receipt Line** screen will display to search for the invoice that will be receipted. Enter the reference (invoice number) and click **OK**, or use the search icon to find the transaction.



9. When using the search icon, the **Select Invoices** screen will display. Use filters on the **Selection** tab to filter results displayed on the **Results** tab and select the invoice that the receipts are to be applied against.

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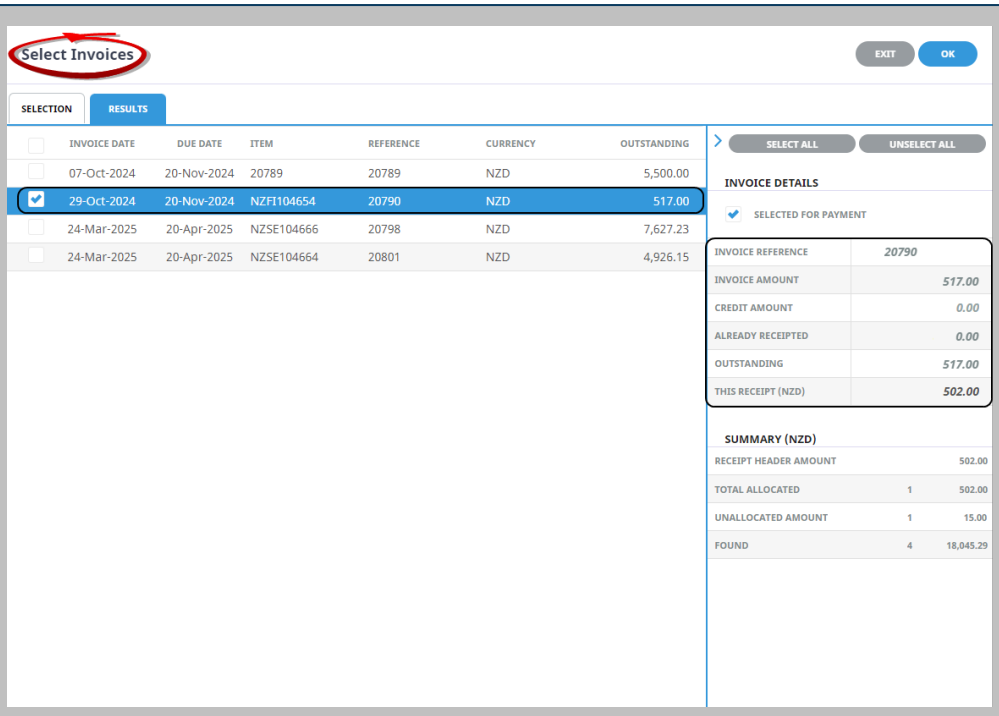


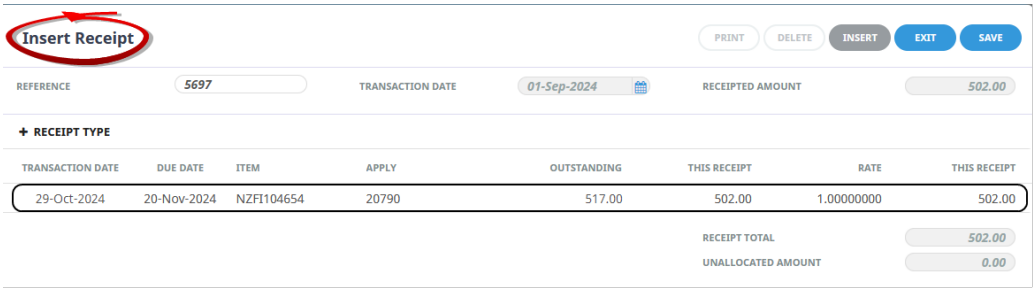
NOTE: The Invoice Details section of the screen shows the Invoice and Outstanding Amount as $517.00

10. Override the receipt total in the **This Receipt** field less the bank fee amount. The Unallocated Amount of $15.00 will appear after entering the receipt amount.

11. Click **OK** to keep the changes and save or update the entry.

12. Click **Exit** to discard any changes.

13. The **Insert Receipt** screen displays and the transaction line can be clicked and edited if required.



14. Click **Save** to keep the changes.

15. Click **Exit** to discard any changes.

16. The Unallocated Cash overlay will display. Select the **Unallocate Cash** option.

17. You will be prompted to output a receipt document. Click **OK** to generate the receipt or **Exit** to cancel.

18. The Receipt Line screen will open to search for the invoice against which to apply the bank fee charge of $15.00. Select the same invoice number as before showing the $15.00 as an unallocated amount.

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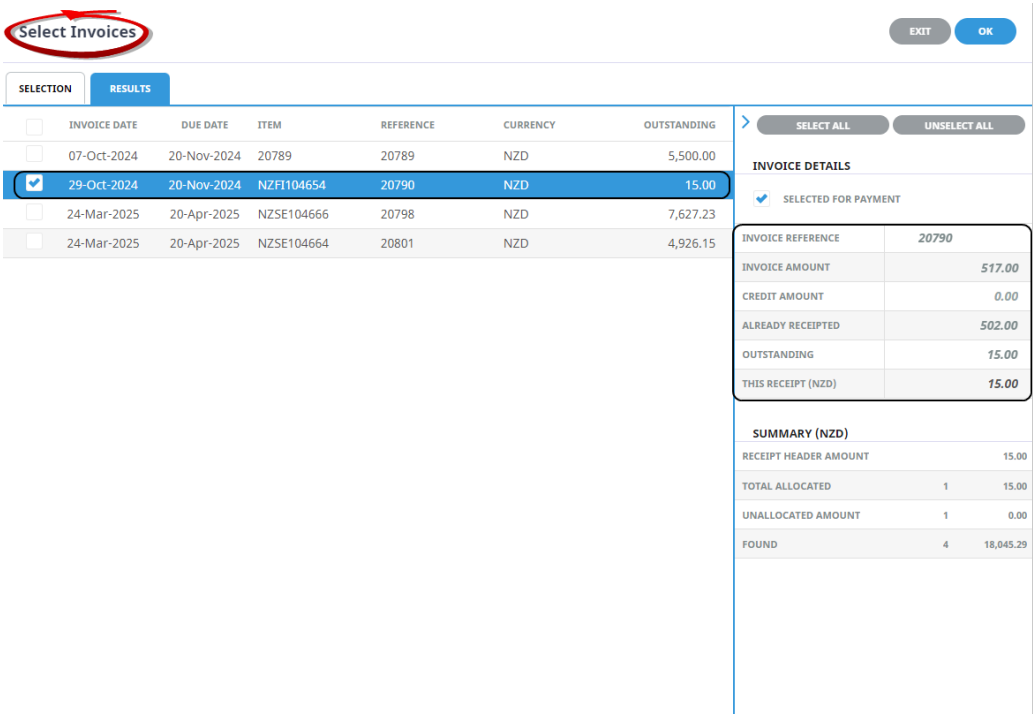
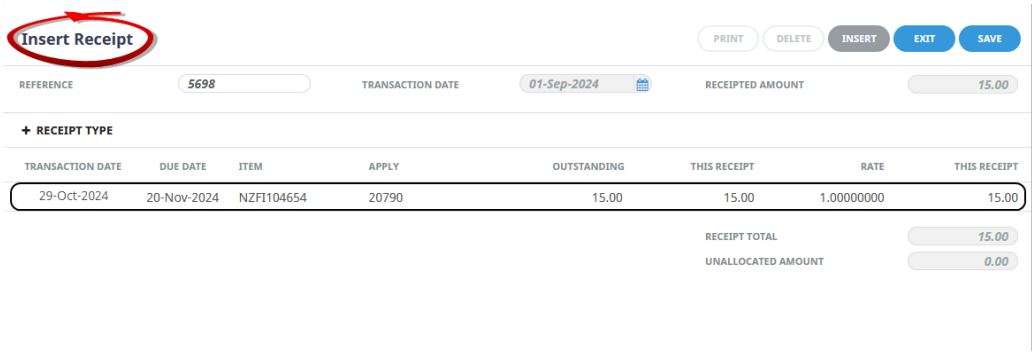
19. The **Invoice Details** section of the screen shows the Invoice Amount as the original $517.00, the Outstanding Amount as $15.00 and this Receipt amount as $15.00.



20. Click **OK** to keep the changes and save or update the entry.

21. Click **Exit** to discard any changes.

22. The **Insert Receipt** screen will open.



23. Click **Save** to keep the changes.

24. Click **Exit** to discard any changes.

25. You will be prompted to output a receipt document. Click **OK** to generate the receipt or **Exit** to cancel.

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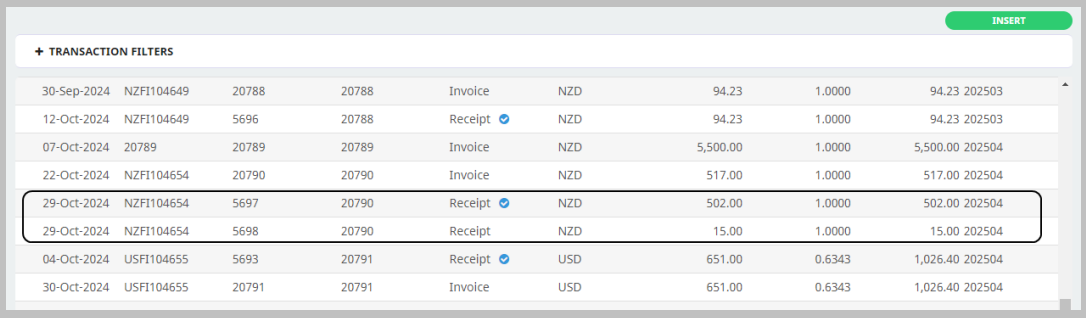
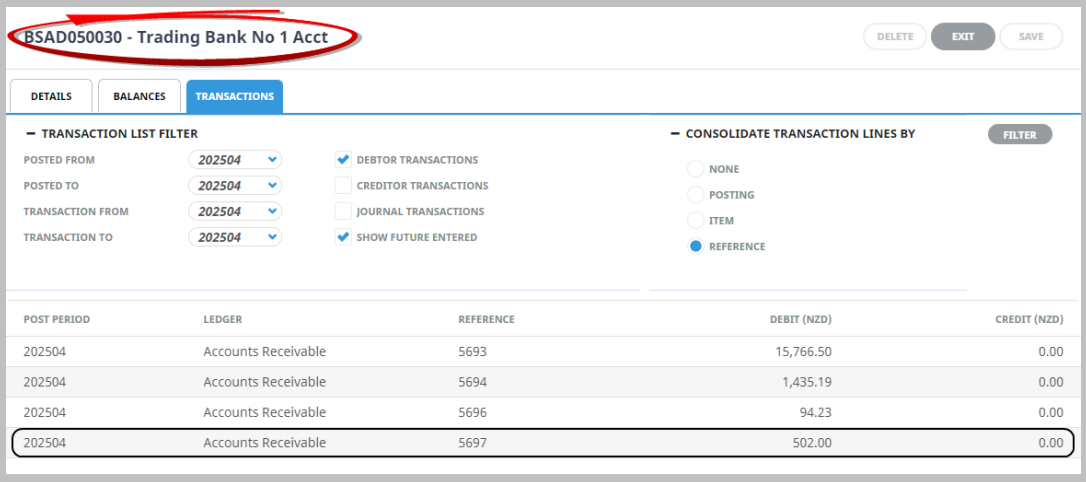
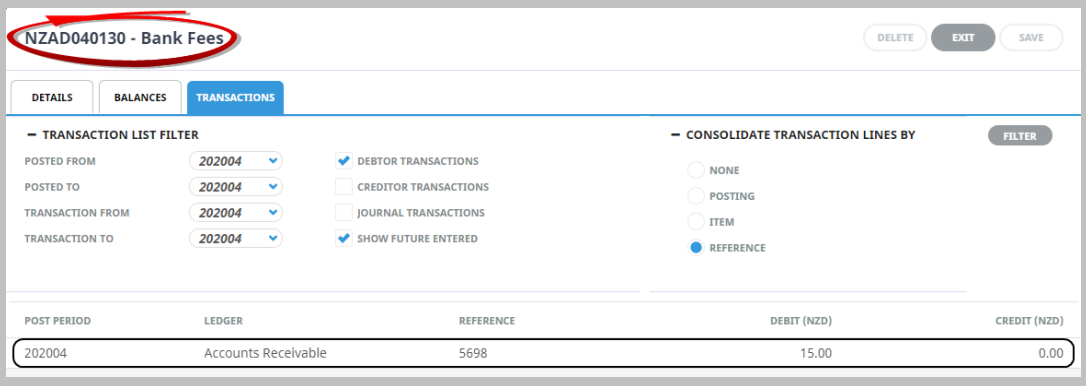
The transaction screen now shows both receipts ($502.00 and $15.00).



The system G.L. Bank Account shows the $502.00 being applied to it.



The system G.L. Bank Fees expense account shows the $15.00 debited to it.



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Receipting Unallocated Cash

The Unallocated Cash function allows cash to be receipted without applying it to an invoice. This may appear to contradict the statements made previously that as an open item system, credits and receipts must be applied to an invoice transaction.

Debtors cash is able to be receipted where (e.g.) the apply invoice is unknown, or where a Tour Operator may receive cash in advance of bookings being made. When a receipt is posted to Unallocated Cash, the standard General Ledger postings for cash receipts are overridden.

In a normal cash receipt transaction, the following General Ledger postings are made:

- *Credit Debtors Control.*
- *Debit Debtors Bank Account.*

In the absence of an invoice to apply the payment against, the system does not know which (in the case of a system with multiple debtor control accounts) debtors control account to credit. A special Unallocated Cash Account must be created in the General Ledger and noted in the GL INI setting GL_ ARUNALLOCATEDCASH. This account is used instead of the debtors control account. The General Ledger postings made when the *Unallocated portion* of the receipt is issued becomes:

- *Credit Debtors Unallocated Cash.*
- *Debit Debtors Bank Account.*

When the Unallocated Cash is applied to an invoice, the following posting occurs:

- *Credit Debtors Control.*
- *Debit Debtors Unallocated Cash.*

There are two major parts to the Unallocated Cash function:

- Receipt the cash to Unallocated.
- When known, allocate the cash to the invoice(s).

Note that because of this special handling, the actual value of a company's debtors is the sum of the balances of the Debtors Control Account(s), *plus* the balance of the Unallocated Cash Account.

NOTE: The Unallocated Cash dialogue will display during the debtors receipting process at any time that the receipt is saved and there is a positive amount difference between the amount entered in the "Receipted Amount" field in the Receipt Header and the amount that has already been allocated to the receipt - e.g., 5,000.00 entered as the Receipted Amount in the header and 500.00 allocated. In this instance, the system would want to post the balance (4500.00) to Unallocated Cash.

There are two choices on the Unallocated Cash dialogue:

- Adjust Receipt Total.
- Unallocate Cash.

By default, when the Unallocated Cash receipting dialogue displays "Adjust Receipt Total" is selected.

Adjust Receipt Total

This dialogue button allows for the circumstance when an incorrect amount has been entered either a) in the Receipted Amount field in the receipt header or b) as the amount allocated in the receipt.

1. If the amount allocated in the receipt header is incorrect and the amount allocated in the receipt line (s) is correct:

    a. Click **OK** and the receipt header amount will automatically be adjusted to match the amount allocated.

2. If the amount allocated in the receipt line(s) is incorrect

    a. Click **Exit** on the Unallocated Cash dialogue.

    b. The Insert receipt screen will re-display and the receipt transaction line(s) can be selected and the receipt amount adjusted.

3. If there is an allocated cash amount and the receipt header amount is incorrect, the receipt needs to be abandoned

    a. Click **Exit** on the Unallocated Cash dialogue.

    b. Click **Exit** on the Insert Receipt screen.

Posting Receipt Balance to Unallocated Cash

1. If the residual amount is to be posted to Unallocated Cash, select 'Unallocate Cash' and then click **OK**.

2. Once clicked and the residual amount is posted to Unallocated Cash the Output Document screen will display allowing for the receipt to be printed (if required).
3. The process is the same for applying the full amount received to Unallocated Cash. When the Receipt Line screen displays for the Invoice that the receipt is to be applied to.
4. Click **Exit** and the Insert Receipt screen will display allowing the receipt to be saved.

5. The Unallocated Cash Dialogue will display.
6. Select Unallocate Cash and then click **OK.**

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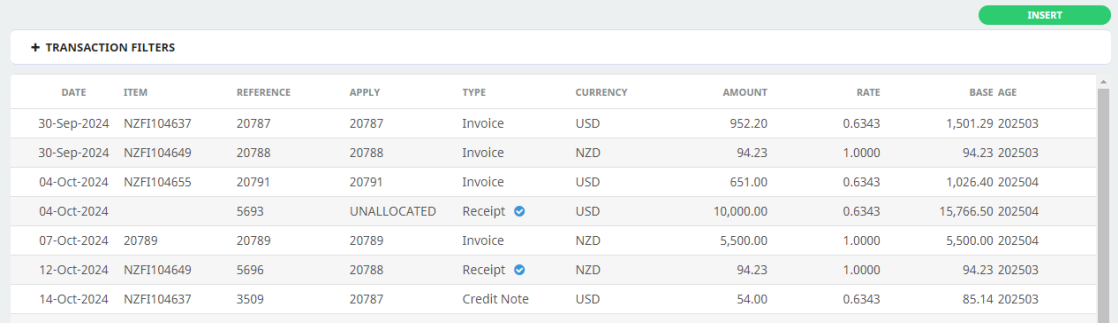
Allocate Unallocated Cash

Allocating Unallocated Cash

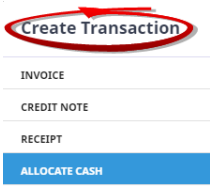
This transaction type enables previously received, but unallocated cash to be applied against an invoice.



DATE	ITEM	REFERENCE	APPLY	TYPE	CURRENCY	AMOUNT	RATE	BASE AGE
30-Sep-2024	NZFI104637	20787	20787	Invoice	USD	952.20	0.6343	1,501.29 202503
30-Sep-2024	NZFI104649	20788	20788	Invoice	NZD	94.23	1.0000	94.23 202503
04-Oct-2024	NZFI104655	20791	20791	Invoice	USD	651.00	0.6343	1,026.40 202504
04-Oct-2024		5693	UNALLOCATED	Receipt	USD	10,000.00	0.6343	15,766.50 202504
07-Oct-2024	20789	20789	20789	Invoice	NZD	5,500.00	1.0000	5,500.00 202504
12-Oct-2024	NZFI104649	5696	20788	Receipt	NZD	94.23	1.0000	94.23 202503
14-Oct-2024	NZFI104637	3509	20787	Credit Note	USD	54.00	0.6343	85.14 202503

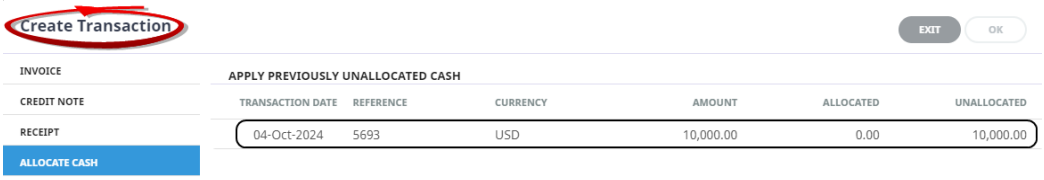
1. Click **Insert** to add a new entry.

2. Select **Allocate Cash**.

   NOTE: Under Create Transaction, the Allocate Cash option will only display if the debtor has an Unallocated Cash balance amount available to allocate.

3. When Allocate Cash is selected from the **Create Transaction** screen, any existing unallocated receipt(s) are displayed.

4. To allocate cash, click on the receipt in the scroll that is to be applied to invoice(s). Although not visible, the receipt details will populate the Transaction Header area of the screen.

   The standard Receipt Line screen will display, allowing the entry of an invoice number or commence a search for valid invoices.

   NOTE: It is possible to apply any unallocated amount to an invoice that is in a different currency to the receipt. This is discussed under "Receipt Currency Different to Invoice Currency" on page 102

   Regardless of the date that the receipt allocation is being done, the same date and exchange rate used when the cash was originally receipted as Unallocated is always used. This is because the date and exchange rate in the original Unallocated Receipt were what was used to update the bank account. The date and exchange rate can not be altered.

   There are two possible scenarios when allocating unallocated cash:

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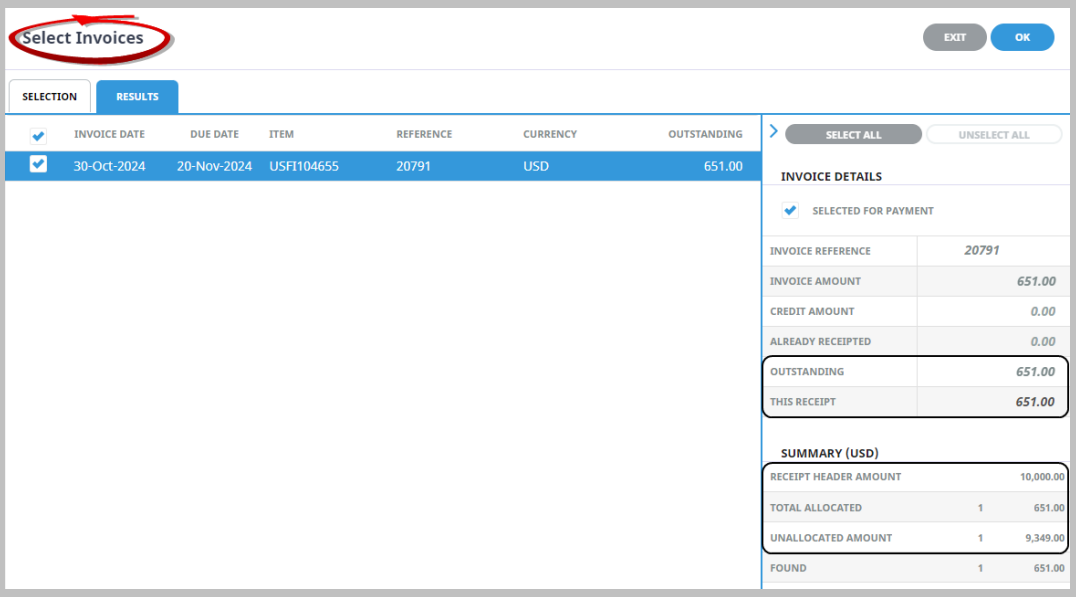
- The Unallocated Receipt to be allocated is in an *open* accounting period. (See " Receipting Options" on page 90).
- The Unallocated Receipt to be allocated is in a *closed* accounting period. (See " Receipting Options" on page 90).

Although processing the allocation of cash is the same in both cases, slightly different screen lay-outs can be presented.

Applying Unallocated Cash - Original receipt in open period.

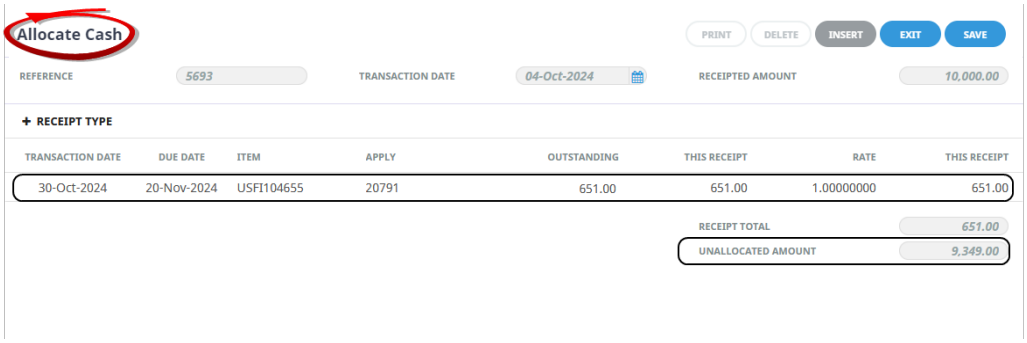
In this example, the Unallocated Receipt to be allocated is in an *open* accounting period.

The invoice search has located one Invoice in the same currency as the Receipt (USD).



1. Click **OK** to keep the changes and save or update the entry.
2. Click **Exit** to discard any changes.
3. When **OK** is clicked, the Allocate Cash Screen displays.

4. Clicking the **Receipt Line(s)** will allow amounts to be edited.



5. Clicking **Insert** will re-display the Receipt Line screen which will allow further invoices to be selected.

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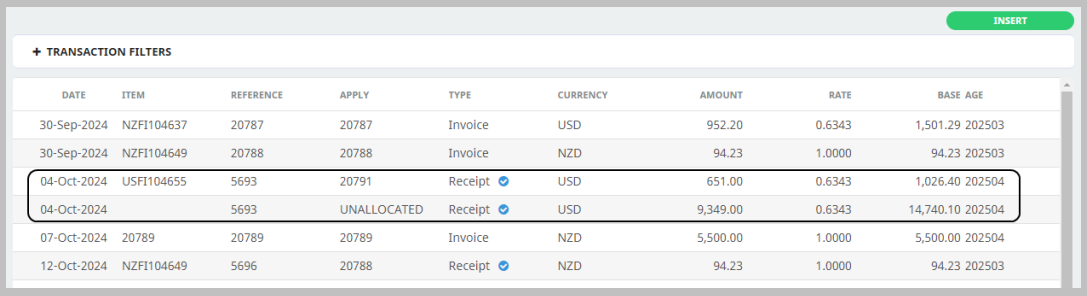
6. Click **Save** to keep the changes.

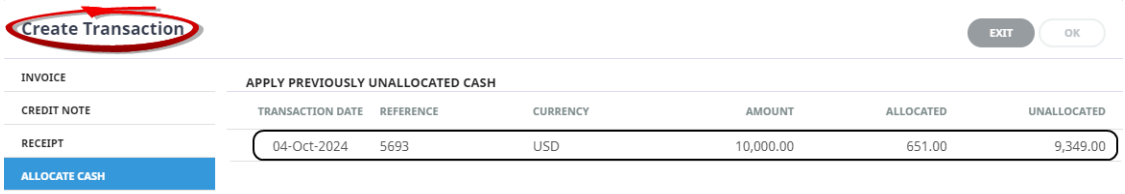
7. Click **Exit** to discard any changes.

Example of unallocated cash receipt.



Applying Unallocated Cash - Original Receipt in Closed Period.

When Allocate Cash is selected from the Create Transaction screen, any existing unallocated receipt(s) are displayed.



1. To allocate cash, click on the receipt in the scroll that is to be applied to invoice(s). Although not visible, the receipt details will populate the Transaction Header area of the screen.

   The standard Receipt Line screen will display, allowing the entry of an invoice number or commence a search for valid invoices.

   NOTE: It is possible to apply any unallocated amount to an invoice that is in a different currency to the receipt. This is discussed under "Receipt Currency Different to Invoice Currency" on page 102.

   Regardless of the date that the receipt allocation is being done, the same date and exchange rate used when the cash was originally receipted as Unallocated is always used. This is because the date and exchange rate in the original Unallocated Receipt were what was used to update the bank account. The date and exchange rate can not be altered.

2. In this example, the Unallocated Receipt to be allocated is in a *closed* accounting period.

   The invoice search has located one Invoice in the same currency as the Receipt (USD).

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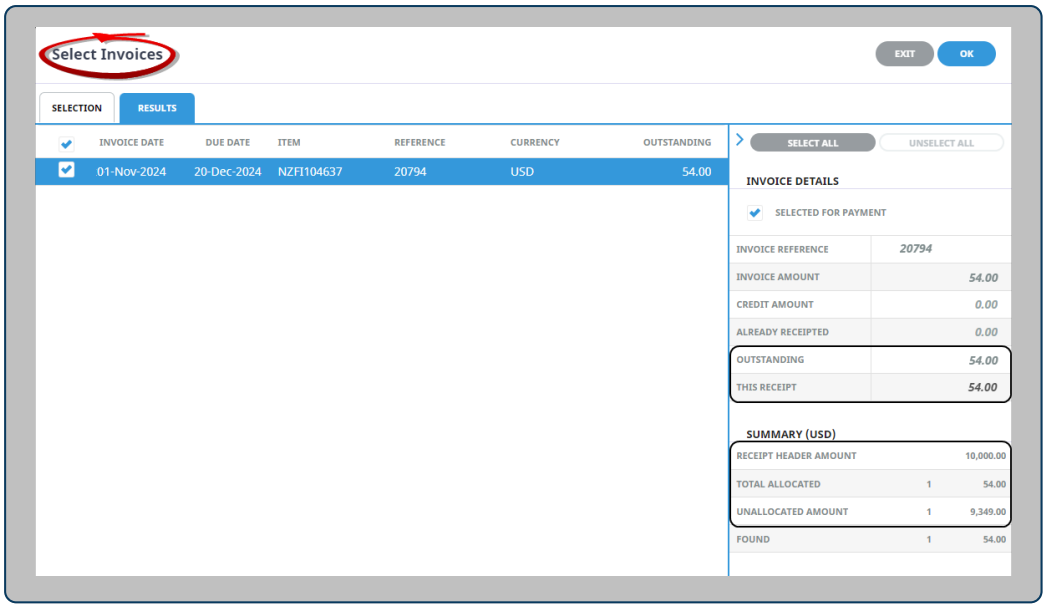
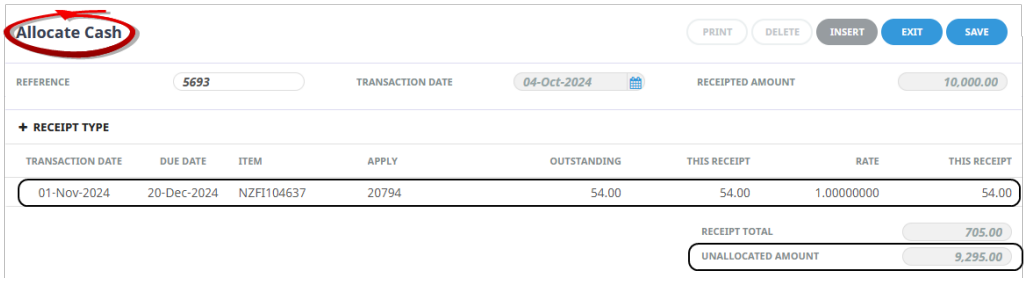


3. Click **OK** to keep the changes and save or update the entry.
4. Click **Exit** to discard any changes.
5. When **OK** is clicked, the Allocate Cash Screen displays.

6. Clicking the **Receipt Line(s)** will allow amounts to be edited.



7. Clicking **Insert** will re-display the Receipt Line screen which will allow further invoices to be selected.

8. Click **Save** to keep the changes.
9. Click **Exit** to discard any changes.

Example of unallocated cash receipt when applies in a closed period. The two transactions highlighted in red are the original Unallocated Receipt and the receipt that was applied when the Unallocated Receipt was in an Open period.

The transaction highlighted in black shows as "Allocated Cash" which indicates that the cash has been applied while the original Unallocated Receipt is in a Closed period.

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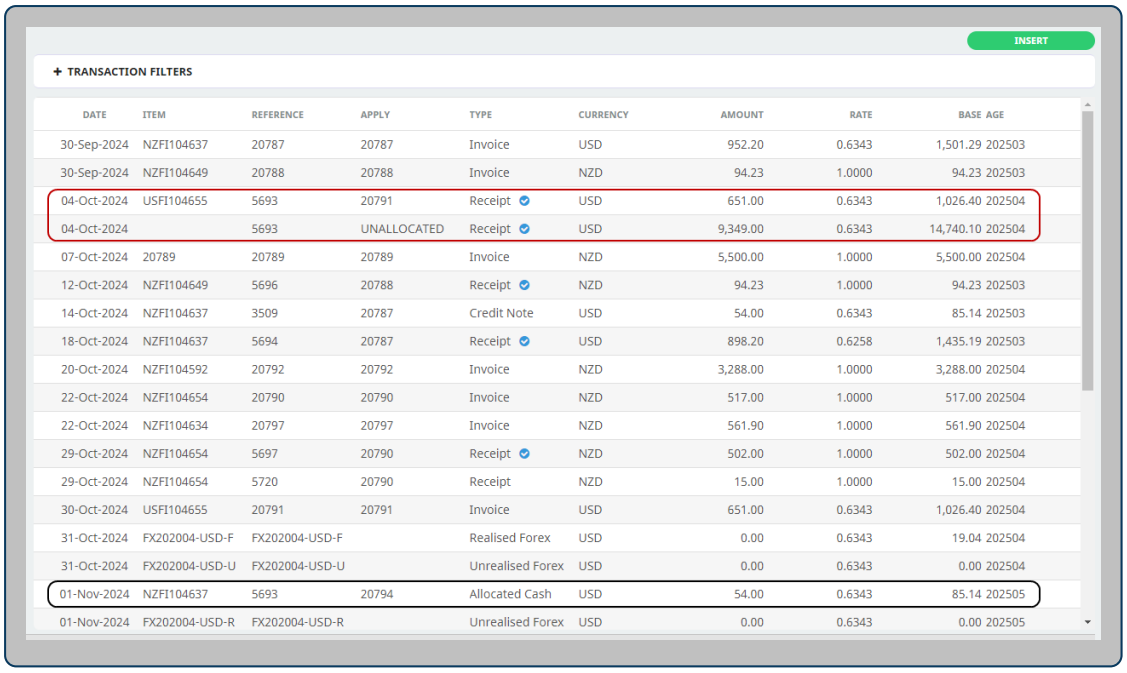

DATE	ITEM	REFERENCE	APPLY	TYPE	CURRENCY	AMOUNT	RATE	BASE AGE
30-Sep-2024	NZFI104637	20787	20787	Invoice	USD	952.20	0.6343	1,501.29 202503
30-Sep-2024	NZFI104649	20788	20788	Invoice	NZD	94.23	1.0000	94.23 202503
04-Oct-2024	USFI104655	5693	20791	Receipt	USD	651.00	0.6343	1,026.40 202504
04-Oct-2024		5693	UNALLOCATED	Receipt	USD	9,349.00	0.6343	14,740.10 202504
07-Oct-2024	20789	20789	20789	Invoice	NZD	5,500.00	1.0000	5,500.00 202504
12-Oct-2024	NZFI104649	5696	20788	Receipt	NZD	94.23	1.0000	94.23 202503
14-Oct-2024	NZFI104637	3509	20787	Credit Note	USD	54.00	0.6343	85.14 202503
18-Oct-2024	NZFI104637	5694	20787	Receipt	USD	898.20	0.6258	1,435.19 202503
20-Oct-2024	NZFI104592	20792	20792	Invoice	NZD	3,288.00	1.0000	3,288.00 202504
22-Oct-2024	NZFI104654	20790	20790	Invoice	NZD	517.00	1.0000	517.00 202504
22-Oct-2024	NZFI104634	20797	20797	Invoice	NZD	561.90	1.0000	561.90 202504
29-Oct-2024	NZFI104654	5697	20790	Receipt	NZD	502.00	1.0000	502.00 202504
29-Oct-2024	NZFI104654	5720	20790	Receipt	NZD	15.00	1.0000	15.00 202504
30-Oct-2024	USFI104655	20791	20791	Invoice	USD	651.00	0.6343	1,026.40 202504
31-Oct-2024	FX202004-USD-F	FX202004-USD-F		Realised Forex	USD	0.00	0.6343	19.04 202504
31-Oct-2024	FX202004-USD-U	FX202004-USD-U		Unrealised Forex	USD	0.00	0.6343	0.00 202504
01-Nov-2024	NZFI104637	5693	20794	Allocated Cash	USD	54.00	0.6343	85.14 202505
01-Nov-2024	FX202004-USD-R	FX202004-USD-R		Unrealised Forex	USD	0.00	0.6343	0.00 202505

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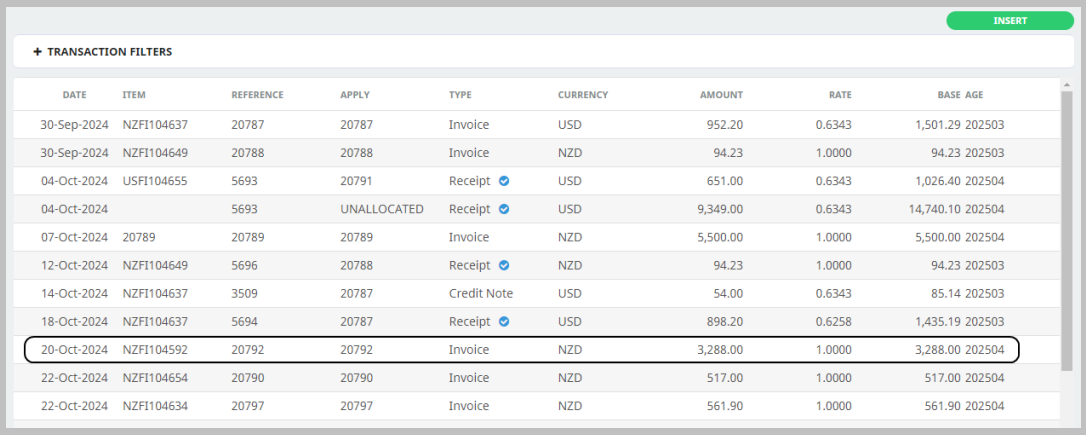
Receipt Currency Different to Invoice Currency

This feature allows cash received in one currency to be applied to an invoice in a different currency.

To use this feature, the Debtors INI setting AR_RECEIPT_MULTI_CURRENCY must be set to Y.

In this example a USD receipt is to be applied to an NZD invoice.

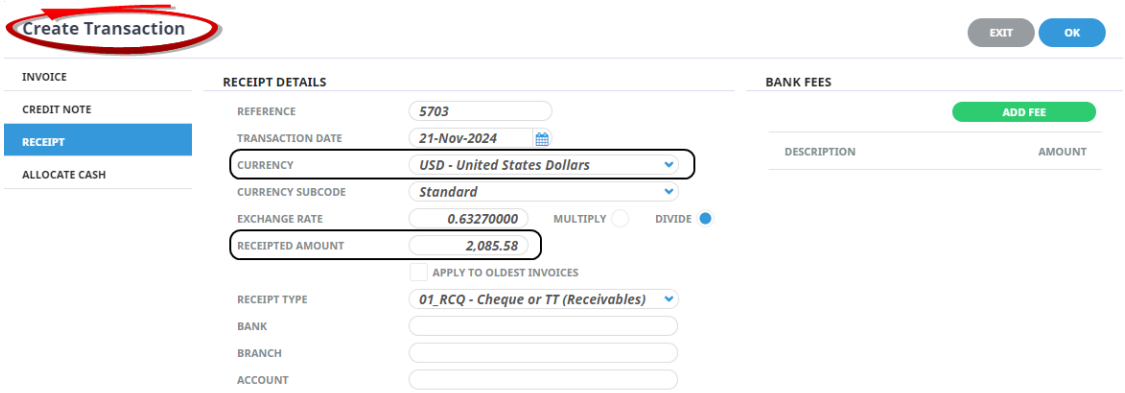


DATE	ITEM	REFERENCE	APPLY	TYPE	CURRENCY	AMOUNT	RATE	BASE AGE
30-Sep-2024	NZFI104637	20787	20787	Invoice	USD	952.20	0.6343	1,501.29 202503
30-Sep-2024	NZFI104649	20788	20788	Invoice	NZD	94.23	1.0000	94.23 202503
04-Oct-2024	USFI104655	5693	20791	Receipt	USD	651.00	0.6343	1,026.40 202504
04-Oct-2024		5693	UNALLOCATED	Receipt	USD	9,349.00	0.6343	14,740.10 202504
07-Oct-2024	20789	20789	20789	Invoice	NZD	5,500.00	1.0000	5,500.00 202504
12-Oct-2024	NZFI104649	5696	20788	Receipt	NZD	94.23	1.0000	94.23 202503
14-Oct-2024	NZFI104637	3509	20787	Credit Note	USD	54.00	0.6343	85.14 202503
18-Oct-2024	NZFI104637	5694	20787	Receipt	USD	898.20	0.6258	1,435.19 202503
20-Oct-2024	NZFI104592	20792	20792	Invoice	NZD	3,288.00	1.0000	3,288.00 202504
22-Oct-2024	NZFI104654	20790	20790	Invoice	NZD	517.00	1.0000	517.00 202504
22-Oct-2024	NZFI104634	20797	20797	Invoice	NZD	561.90	1.0000	561.90 202504

Invoice 20792 for NZD 3288.00 is being receipted with a USD Receipt.

Receipt Currency Different to Invoice Currency

The Receipt Header screen is completed in the same way as a standard receipt.



Ensure that:

- The correct transaction currency is chosen, and
- The correct exchange rate is entered.

NOTE: The exchange rate can be edited in another screen prior to save.

1. The exchange rate originally displayed is from the Tourplan currency rate table and is calculated as at receipt date. The rate can be edited in this screen. **USD** $2085.58 has been entered as the Receipted Amount and the exchange rate altered to reflect the rate obtained when the cash was banked.

2. Click **OK** to keep the changes and save or update the entry.

3. Click **Exit** to discard any changes.

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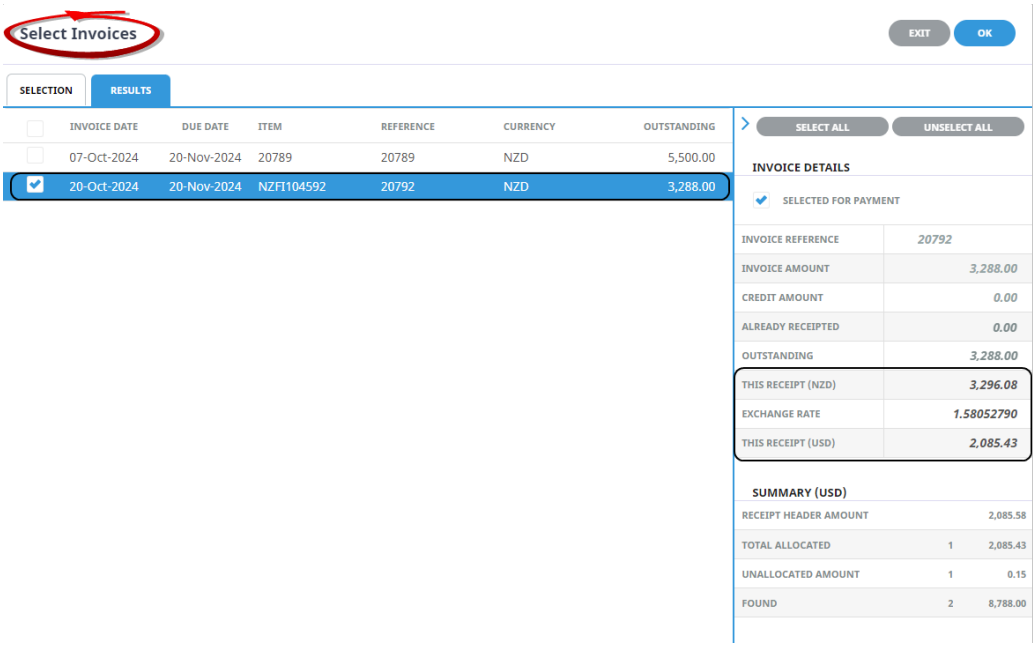
4. Of the two invoices that were found,**invoice 20792 has been selected**. This Receipt (NZD), Exchange Rate and This Receipt (USD) fields can be edited.



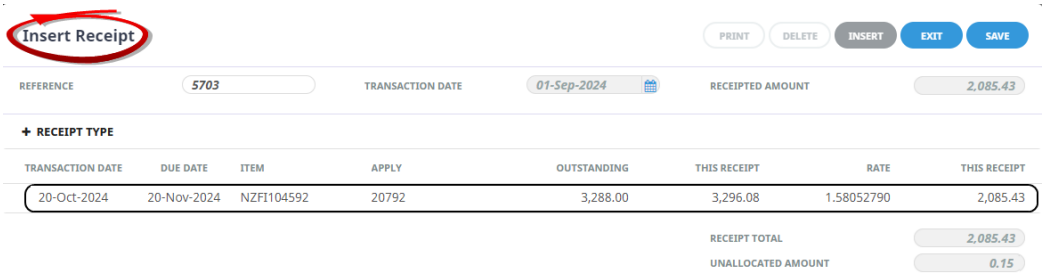
NOTE: Changing any one of these three fields will automatically update the others - for example updating the exchange rate will update the; This Receipt (NZD) field.

The Unallocated Amount of 0.15 is the result of the exchange rate being to 8 decimal places. The rate could be adjusted to make the Unallocated Amount 0.00, but on save, the check box to adjust the receipt total can be checked to achieve the same objective.

5. Click **OK** to keep the changes and save or update the entry.

6. Click **Exit** to discard any changes.

7. Check the **Receipt line**.



8. Click **Save** to keep the changes.

9. Click **Exit** to discard any changes.

10. Clicking the transaction line in the receipt will open the **Receipt Line** screen which allows the receipt values to be edited.

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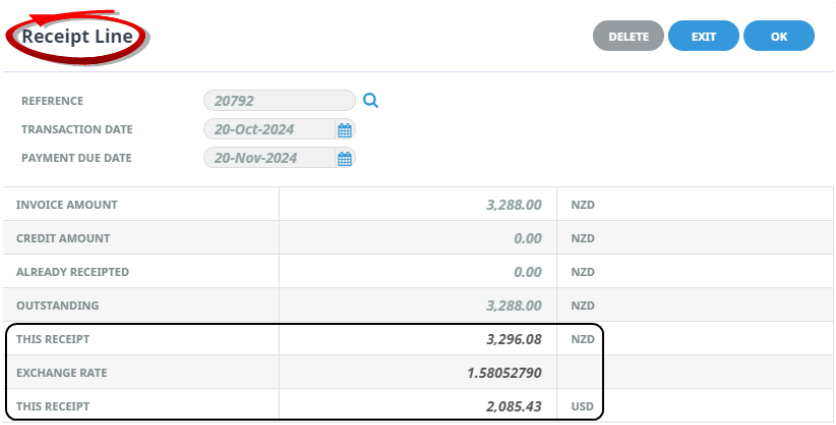

11. When the values are correct in the Insert Receipt screen.

12. Click **Save** to keep the changes.

13. Click **Exit** to discard any changes.

14. When the Save is complete and an Unallocated balance is detected, the **Unallocated Cash** dialogue displays. In this instance selecting Adjust Receipt Total and then Ok will set the Receipted Amount which was originally entered in the Receipt Header as USD 2085.58, to match the actual Receipted Amount of USD 2085.43.

15. The correct exchange rate is entered.

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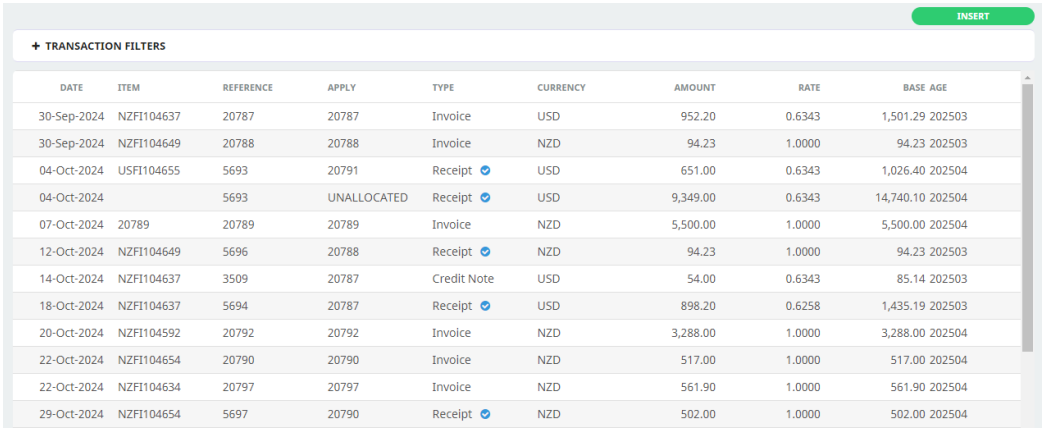
Delete Debtor Transactions

The Tourplan system allows transactions to be deleted. There are some rules which accompany this functionality:

- Transactions in closed accounting periods cannot be deleted. This means that only transactions in the current or future debtors accounting periods can be deleted.
- Subsidiary transactions must be deleted before source transactions. This means that an invoice that already has receipts or credits applied to it cannot be deleted. If the invoice must be deleted, then the credit(s) and receipt(s) applying to it must be deleted first.
- Allocated Cash (ALC) transactions cannot be deleted if the original receipt containing the unallocated cash is in a closed period.

Delete Debtor Transaction

1. To delete a transaction, click it in the transaction list and the transaction will open in Edit mode.



DATE	ITEM	REFERENCE	APPLY	TYPE	CURRENCY	AMOUNT	RATE	BASE AGE
30-Sep-2024	NZFI104637	20787	20787	Invoice	USD	952.20	0.6343	1,501.29 202503
30-Sep-2024	NZFI104649	20788	20788	Invoice	NZD	94.23	1.0000	94.23 202503
04-Oct-2024	USFI104655	5693	20791	Receipt	USD	651.00	0.6343	1,026.40 202504
04-Oct-2024		5693	UNALLOCATED	Receipt	USD	9,349.00	0.6343	14,740.10 202504
07-Oct-2024	20789	20789	20789	Invoice	NZD	5,500.00	1.0000	5,500.00 202504
12-Oct-2024	NZFI104649	5696	20788	Receipt	NZD	94.23	1.0000	94.23 202503
14-Oct-2024	NZFI104637	3509	20787	Credit Note	USD	54.00	0.6343	85.14 202503
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22-Oct-2024	NZFI104654	20790	20790	Invoice	NZD	517.00	1.0000	517.00 202504
22-Oct-2024	NZFI104634	20797	20797	Invoice	NZD	561.90	1.0000	561.90 202504
29-Oct-2024	NZFI104654	5697	20790	Receipt	NZD	502.00	1.0000	502.00 202504

2. Click **Delete** to remove the entry and/or discard any changes.

3. A Delete Receipt screen will open.

NOTE: Confirmation of the delete action is required and occurs for all transaction types, not just Receipt transactions.

4. To keep the changes, click **Yes**.

5. To discard any changes, click **No**.

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Debtors Transaction Audit

When a transaction has been selected from the transaction list, an Audit button is available on the transaction screen dialogue to perform a low level enquiry on the transaction.

NOTE: The label on the screen dialogue depends on the type of transaction:

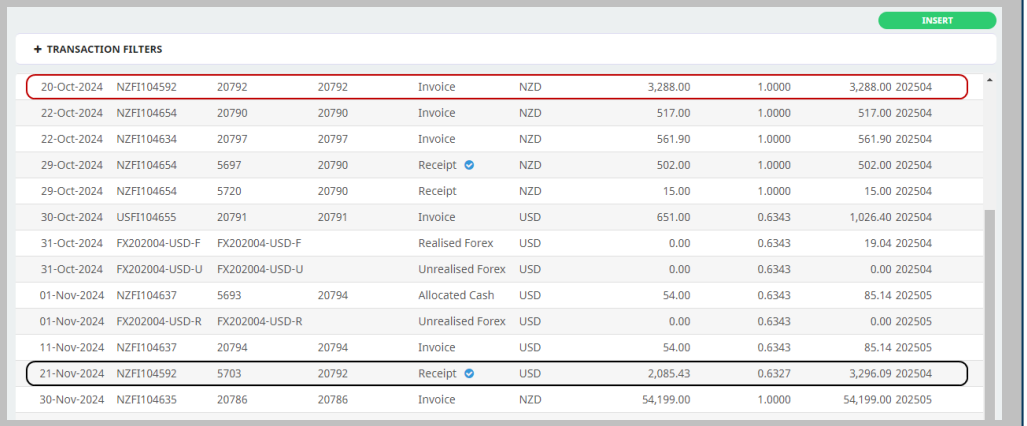
- Invoice - label *Edit Invoice*.
- Credit Note - label *Credit Note*.
- Receipt - label *Edit Receipt*.
- Unallocated Cash - label *Unallocated Cash*.

View Transaction Audit

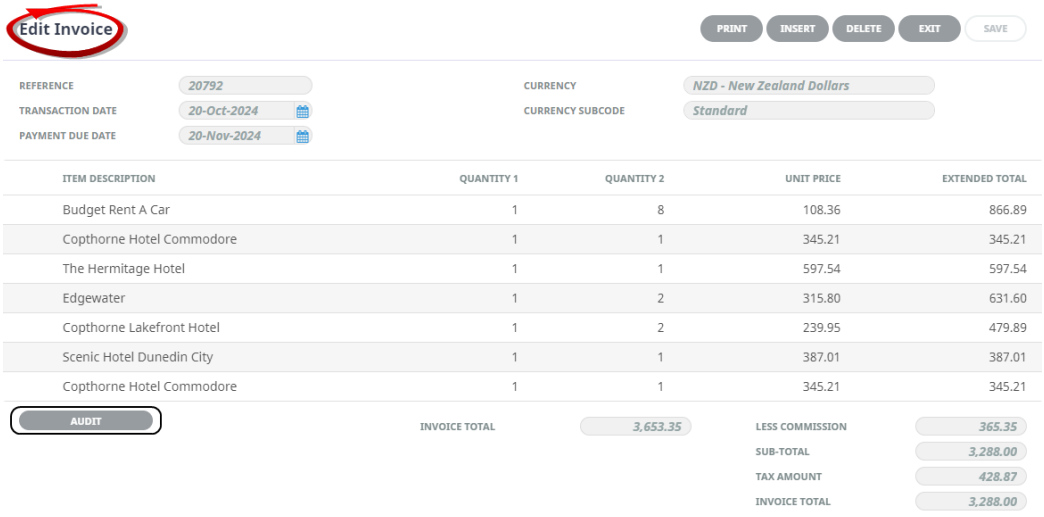
NOTE: The only fields that can be accessed in the Audit displays are 'Order By' and 'Filter By', which enable the records to be filtered and sorted on screen. All other fields are display only.

1. Open the Debtor Transaction Screen from the Debtors Menu. Select **Main Menu > Financials > Accounting > Transactions**.
2. Click the **transaction line** to open.

Two examples shown; an invoice transaction (in red) and the subsequent receipt transaction (in black).



3. Click the **Audit Button** to open the Transaction Audit screen.



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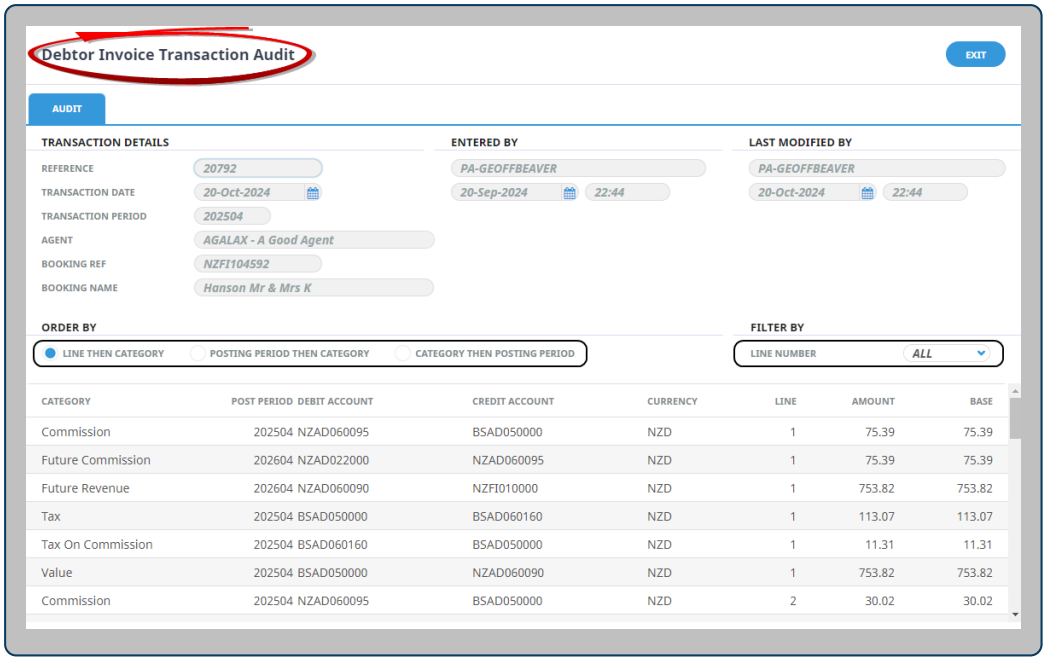
Regardless whether the transaction being queried is in an Open or Closed accounting period, the dialogue label shows "Edit (Invoice, Receipt etc). When the transaction is in a closed period, all fields are dimmed out.



About the Debtor Invoice Transaction Audit Screen

The **Order By** radio buttons can be used to change the order of the on-screen display. The options are:

- By transaction line number, then transaction line category (default setting).
- By line posting period, then line category.
- By line category then line posting period.

The **Filter** drop-down can be used to filter the audit by All (default) invoice lines or specific invoice line.

Transaction Details Section

Reference

Transaction reference number.

Transaction Date (Date)

Transaction date.

Transaction Period

Transaction period (TRP).

Agent

The Debtor / Agent code and name.

Booking Ref

The invoiced bookings Booking Reference.

NOTE: This field is blank for Non Booking invoices.

Booking Name

The invoiced bookings Booking Name.

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NOTE: This field is blank for Non Booking invoices.

Entered By / Last Modified By Sections

First Field

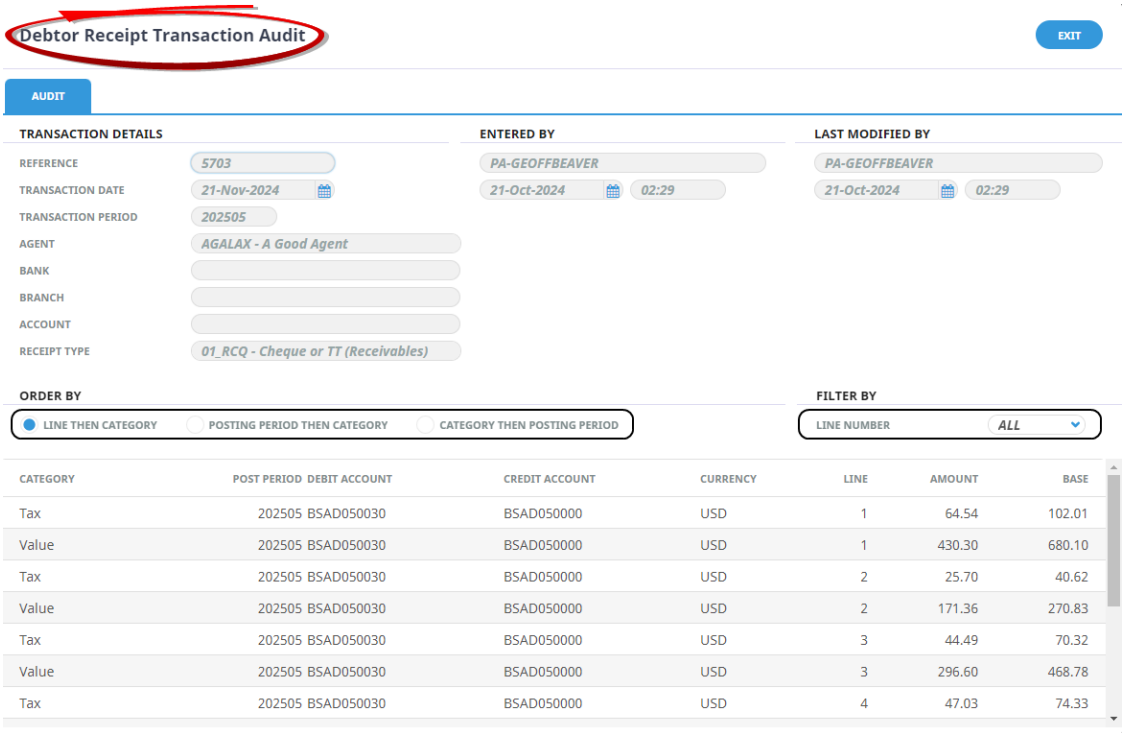
The user name.

Second Field (Date & Time)

The date and time of transaction creation, and the date and time of its' last modification.

Other Key Terms

- Category - The description of the line category.
- Post Period - The G.L. posting period (GLP).
- Debit Account - The. G.L. Account debited with the line amount.
- Credit Account - The G.L. Account t credited with the line amount.
- Currency - The Currency of the transaction.
- Line - The Transaction Line Number.
- Amount - The line amount in transaction currency.
- Base - The amount in system base currency.



About the Debtor Receipt Transaction Audit Screen

The **Order By** radio buttons can be used to change the order of the on-screen display. The options are:

- By transaction line number, then transaction line category (default setting).
- By line posting period, then line category.
- By line category then line posting period.

The **Filter** drop-down can be used to filter the audit by All (default) invoice lines or specific invoice line.

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Transaction Details Section

Reference

Transaction reference number.

Transaction Date (Date)

Transaction date.

Transaction Period

Transaction period (TRP).

Agent

The Debtor / Agent code and name.

Entered By / Last Modified By Sections

First Field

The user name.

Second Field (Date & Time)

The date and time of transaction creation, and the date and time of its' last modification.

Other Key Terms

- Category - The description of the line category.
- Post Period - The G.L. posting period (GLP).
- Debit Account - The. G.L. Account to be debited with the line amount.
- Credit Account - The G.L. Account to be credited with the line amount.
- Currency - The Currency of the transaction.
- Line - The Transaction Line Number.
- Amount - The line amount in transaction currency.
- Base - The amount in system base currency.

For receipts, tax is never posted to a tax account — that posting is part of the invoice transaction. However, because there is a tax line in the invoice, there has to be a corresponding line in the receipt. Note that the posting accounts for both the TAX and the VAL lines in the screen above are the same, meaning that the total of the VAL and TAX records will be posted to those accounts.

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Debtor Transaction Change History

Change history for individual transaction activities performed within Tourplan NX can be viewed. This can be seen via the audit view available at the transaction level. Change history shows *what* (if anything) was changed, the *date and time* the change was made, and *who* made the change.

Before the transaction change history can be seen, the functionality must first be setup in *Code Setup > INI Settings > System* via the TRANSACTION_AUDITING setting. This can only be actioned by users with sufficient user permissions to grant access to Tourplan NX code maintenance and should not be done without consultation from your Tourplan system administrator. For full details relating to INI settings, see the System Setup User Manual.

Organisations wanting to take advantage of the change history functionality should be aware that the recording of **ALL** the transaction activity with Tourplan NX will result in significant data storage requirements.

When in use within Tourplan NX, a **Change History** tab will be visible during the following processes:

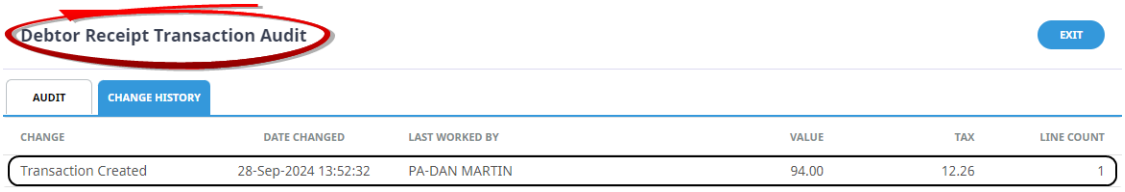
- Debtor Transaction Audit.
- Creditor Transaction Audit.
- General Ledger Transaction Audit.

About Change History Tab

Debtor Transaction Audit

The process is actioned as normal until the *Debtor Transaction Audit Screen* (see "Debtors Transaction Audit" on page 106). At which point an additional Change History tab will be available. Within this tab key information about the transaction history will be displayed.

NOTE: A *Debtor Transaction Audit* can also be actioned via the General Ledger if in use.



Change

The type of change that was made to the transaction during the recorded activity - see the "Change Types" on the facing page definitions table below for a full list.

Date Changed

The date and time of the recorded change activity.

Last Worked By

The name of the user who performed the change activity.

Value

The total value of the receipt at the point when the change activity was saved.

Tax

The total tax value of the receipt at the time the change activity was saved.

Line Count

The total number of transaction lines in the receipt at the time the change activity was saved.

NOTE: Other columns available are *Last Worked Date*, *Totals Lines*, and *Future Cash*. Refer to " Change Default Column Headings" on page 398 for information on changing column headings.

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Change Types

Change	Definition
Transaction Created	Details of the transaction when it was first created.
Lines Added	Transaction Lines were added.
Lines Removed	Transaction Lines were removed.
Value Increased	The 'Value' amount has increased.
Value Decreased	The 'Value' amount has decreased.
Tax Increased	The 'Tax' value has increased.
Tax Decreased	The 'Tax' value has decreased.
Commission Increased	The 'Commission' value has increased.
Commission Decreased	The 'Commission' value has decreased.
Commission Tax Increased	The 'Commission Tax' value has increased.
Commission Tax Increased	The 'Commission Tax' value has decreased.
Journal Credit Increased	The 'Journal Credit' value has increased.
Journal Credit Decreased	The 'Journal Credit' value has decreased.
Journal Debit Increased	The 'Journal Debit' value has increased.
Journal Debit Decreased	The 'Journal Debit' value has decreased.
Cash Allocated	Cash has been allocated.
None Detected	A 'Save' was performed but no change to the invoice values was made, e.g. a description was updated.
TRL Lines Added	A TRL has been added e.g. commission or tax.
TRL Lines Removed	A TRL has been removed e.g. commission or tax.
Futures Changed	A date has changed on a transaction, e.g. The booking date for an AP Invoice line has been change to a different accounting period.

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CHAPTER 4

Debtor Communications

Once created, Debtors need to be viewed, edited, added-to, reported-on and otherwise worked with. Tourplan NX arranges these operations into three categories:

1. Detail
2. Accounting
3. Communication

Each category has a number of sub-categories that group related screens and fields together, enabling relevant tasks to be carried out on the Debtor.

This chapter describes *communication* functions related to managing Debtors, including maintaining contact details and generating documentation and messages.

In this chapter ...

Debtor Contacts 114
Debtor Documentation 117
Debtor Documentation - Financial Transaction 120
Debtor Queue Entries 122

Debtor Contacts

This is the first of three tasks in this section of the user manual that describe communications-related functions under the *Debtors* > *Communication* menu.

NOTE: The numbering is simply for reference - there is no particular order in which tasks need to be completed and, depending on the Debtor, they might not all be needed.

The list is:

1. "Debtor Contacts" above (this task)
2. "Debtor Documentation" on page 117
3. "Debtor Queue Entries" on page 122

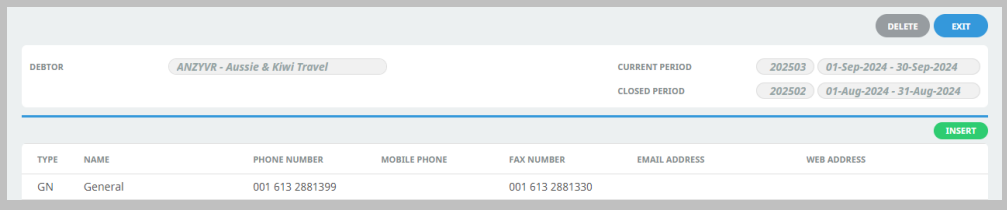
The *Contacts* screen displays all contacts for a Debtor.

Add Debtor Contact Details

1. Make sure the required debtor / agent is displayed (see " Insert a Debtor / Agent" on page 37 or "Retrieve an Existing Debtor" on page 57).

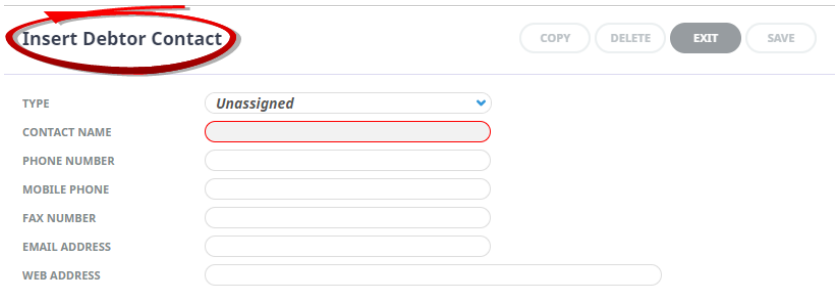
2. From the Debtors menu, select **Communication > Contacts**.

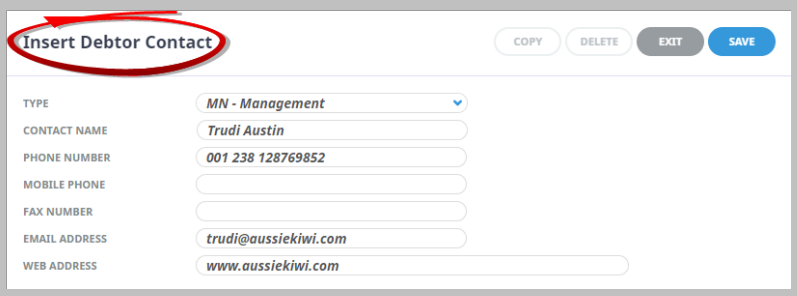
For example, the contacts list screen for ANZYVR - Aussie & Kiwi Travel (one contact only):



3. Click **Insert** to add a new entry.

4. On the **Insert Debtor Contact** screen, select a *Contact Type*, enter a *Contact Name* and fill-in any other contact details required.





For example: A Managers Contact has been entered.

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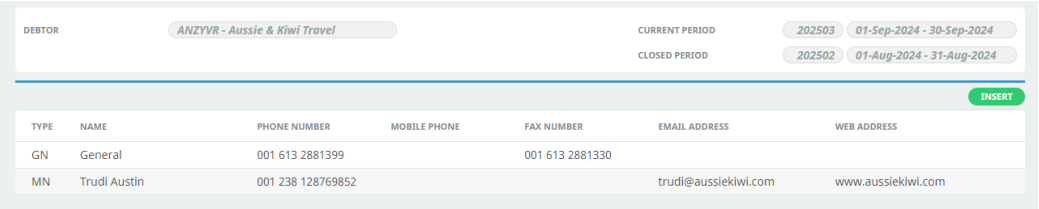
5. Click **Save** to keep the changes.

> **Insert Debtor Contact Screen**
>
> If ***Save*** is clicked, the *Insert Debtor Contact* screen re-appears with the (mandatory) Contact Name field empty, waiting for another contact to be entered. This allows further contacts to be added reusing some or all of the precious contacts detail - email domain, web, phone etc but not Contact Name.

6. Click **Exit** to discard any changes.

7. When ***Save*** is clicked (followed by ***Exit*** to close the Insert Debtor Contact dialogue), the contact is saved and appears in the **list of contacts** on the Debtors screen.



Insert Debtor Contact Fields

Contact Type

The type of contact.

Examples are: AC – Accounts; SA – Sales; RS – Reservations; AD – Administration etc. These must first be set up in **Code setup > Messaging > Contact Types.**

Contact Types can be used multiple times in this screen - e.g., there can be more than one contact with a Contact Type of 'RS' (Reservations), provided the Contact Name is different for each contact.

Contact Name

The name of the contact. E.g. Ms Catherine Watson. Generic names can also be used—e.g. Reservations, Accounts etc.

Phone Number

The phone number for this contact. The number may be different to other contacts at this agency.

Mobile Phone Number

The mobile phone number for this contact. The number may be different to other contacts at this agency.

Fax Number

The fax number for this contact. The number may be different to other contacts at this agency.

Email Address

The email address for this contact.

Web Address

The web address for this agent(optional).

NOTE:

» When the above entries have been completed, click the OK button to save the contact details. The Contact Name field will be cleared and details of the next contact can be entered. Phone, fax, email and web details are retained, but can be overridden if necessary.

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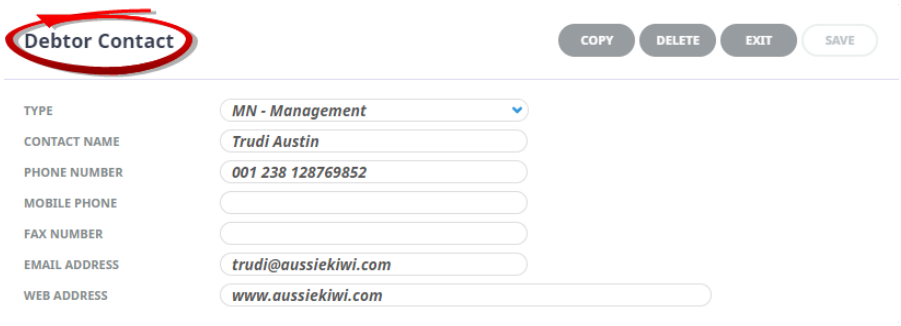
- If the Debtors CRM Integration is enabled, then a further tab is available in the dialogue which allows additional detail to be entered for the contact.
- When entries of all contacts for this agent have been completed, click the **Cancel** button to return to the Debtor Contacts screen, where an updated list of the contacts is now displayed.

Updating Contact Details

To change the details of a contact, single-click the contact to open the Debtor Contact screen and edit the fields as required. Click ***Save*** when done.

Deleting Contact Details

To delete a contact from the list, single-click the contact to open the Debtor Contact screen and click ***Delete***:



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Debtor Documentation

This is the second of three tasks in this section of the user manual that describe communications-related functions under the *Debtors > Communication* menu.

NOTE: The numbering is simply for reference - there is no particular order in which tasks need to be completed, and depending on the Debtor, they might not all be needed.

The list is:

1. "Debtor Contacts" on page 114
2. "Debtor Documentation" above (this task)
3. "Debtor Queue Entries" on page 122

The Documentation screen displays a list of documents and messages previously generated for a Debtor and allows the creation of new documentation.

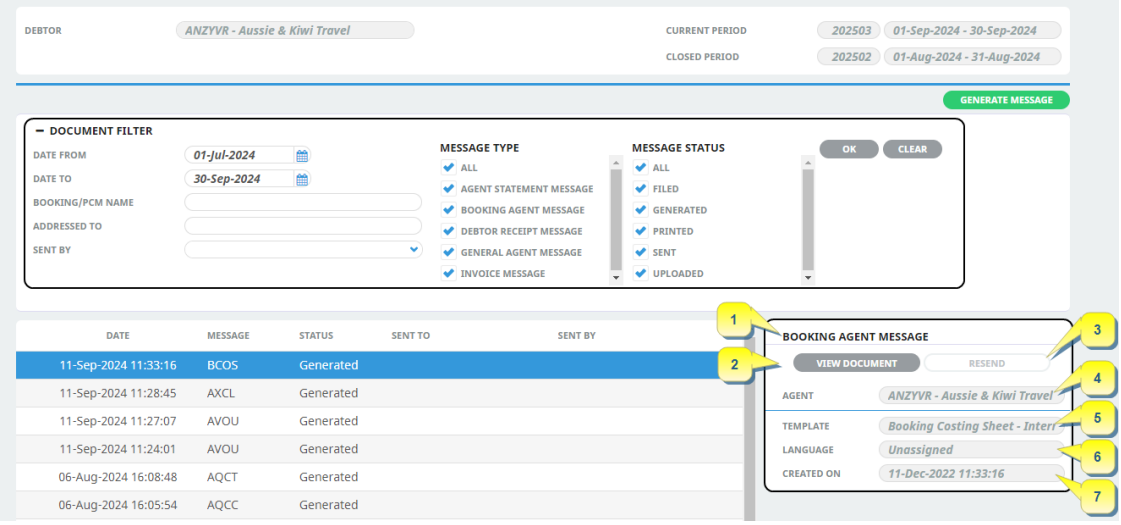
Depending on the message template setup, not all sent messages will display and of those that do, not all will be able to be either a) Viewed and/or b), Re-sent.

NOTE: The setting up of message templates and the technical aspects of messaging are not discussed here. This section simply describes generating and outputting messages. The assumption is that message formats have been defined. The Messaging sub-system is covered in the System Setup User Manual.

View and/or Generate Documentation Messages

1. Make sure the required Debtor/Agent is displayed. (See " Create a New Debtor" on page 37 or "Retrieve an Existing Debtor" on page 57).
2. Select Menu **Debtors > Communication > Documentation**.
3. Any documentation already generated from Bookings or from within the Debtor will display, subject to the Message History settings in the message template. (See System Setup User Manual).
4. The documents display in Date Sent (descending) order and show the Date Sent, the Message Template Code, the Message Status, the Sent To destination and who Sent it.

About View Documentation Message Screen



Document Filters

Messages can be filtered allowing users to search for specific criteria to return messages previously sent.

List of Messages Previously Sent

NOTE: In the detail area to the right of the list, the detail shown relates only to the message currently highlighted in the list:

1. The type of message - e.g., Booking Agent, Agent General etc. (See System Setup User Manual for the list of valid Message Types).
2. The document action button. Although View Document is displayed in this example, the button can display a different option - e.g. Edit Document - depending the template history settings..
3. The document resend button. Again, this button is only active based on message history and status settings.
4. The Agent name related to the message.
5. The language associated with the message.
6. The date the message was created.

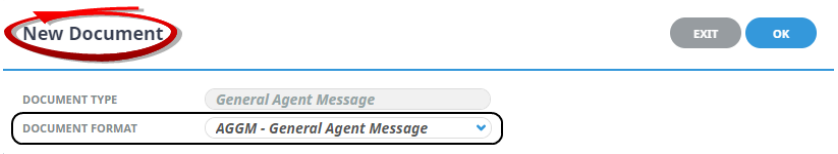
Generate Debtor General Message

NOTE: The only message types that can be created and sent in Debtors Communications are General Agent Messages. These are not booking related. A General Agent message format simply holds addressing information and allows a message to be created and typed (either in Word or directly in NX depending on the Template setup) and sent to the debtor.

Sending a Message from a Debtor

1. Click **Generate Message**. The New Document dialogue will display.

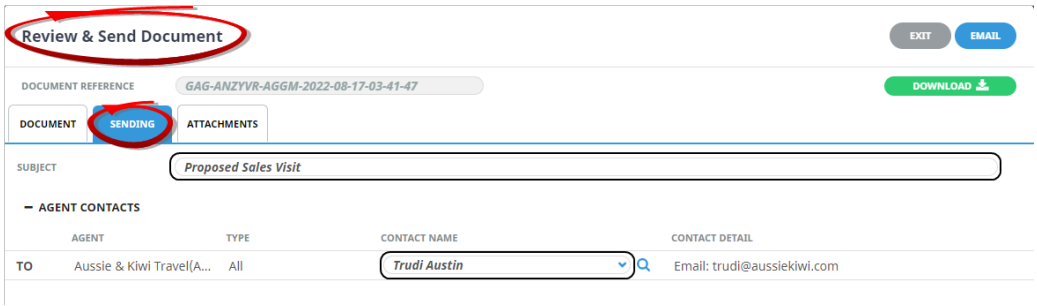
2. Select the Document Template from the **Document Format** drop-down.



3. Click **OK** to keep the changes and save or update the entry.

4. Click **Exit** to discard any changes.

5. The **Review & Send Document** screen will display. There are three tabs in this screen and the entry default tab is the Sending tab. The Message subject has been entered into the Subject field and the correct recipient has been selected from the Contact Name drop-down.



NOTE: That email enables because an Email Address is present in the Contact Detail field.

6. The document tab displays depending on whether the template has been set up to allow editing Internally (using the NX Editor), or Externally (using Microsoft Word), there are choices within this screen.

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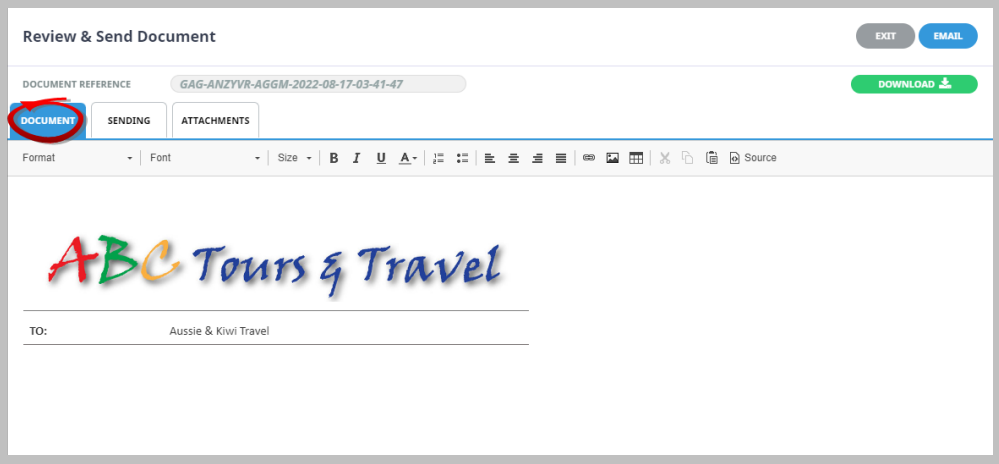
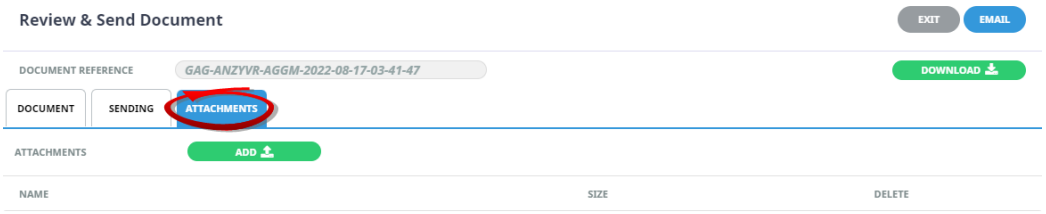
In this example, the template is set up for Internal editing, so the message is typed directly into the document tab.

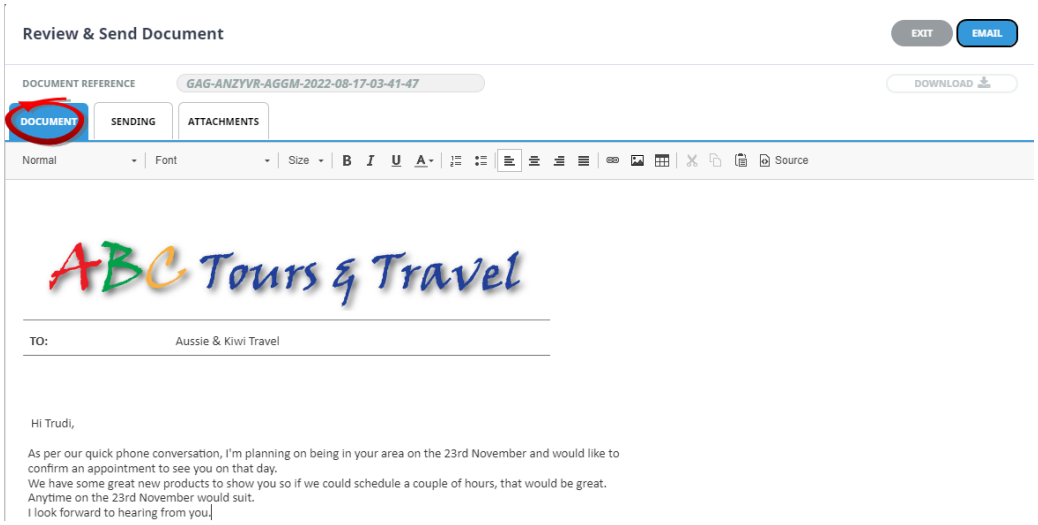


NOTE: An example of External editing is given in "Creditor Documentation" on page 200.

7. If an attachment is to be sent with the document, select the **Attachments Tab** and click Add.



8. When the message has been completed, click **email** to send the message.



Debtor Documentation - Financial Transaction

The Documentation screen displays a list of documents and messages previously generated for a Debtor and allows the creation of new documentation.

The process to viewing a financial transaction document is the same as viewing a general message, and the example below uses an Agent Statement as an example.

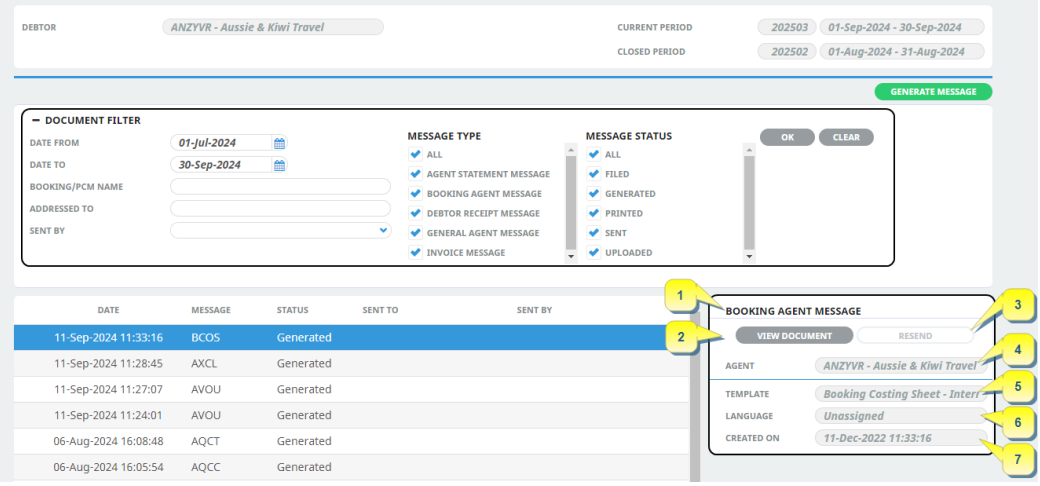
Viewing Financial Transaction Messages

Agent statement messages and financial transaction messages can be viewed from within the Debtor Documentation menu selection. Messages content can be viewed or re-sent if required.

1. Make sure the required Debtor/Agent is displayed. (See " Create a New Debtor" on page 37 or "Retrieve an Existing Debtor" on page 57).

2. Select Menu **Debtors > Communication > Documentation**.

3. Any documentation already generated from Bookings or from within the Debtor will display, subject to the Message History settings in the message template. (See System Setup User Manual).



4. The documents display in Date Sent (descending) order and show the Date Sent, the Message Template Code, the Message Status, the Sent To destination and who Sent it.

   NOTE: In the detail area to the right of the list, the detail shown relates only to the message currently highlighted in the list:

   (1) The type of message - e.g., Booking Agent, Agent General etc. (See System Setup User Manual for the list of valid Message Types).

   (2) The document action button. Although View Document is displayed in this example, the button can display a different option - e.g. Edit Document - depending the template history settings.

   (3) The document resend button. This button is only active based on message history and status settings.

   (4) The Agent name related to the message.

   (5) The name of the message template used for the message.

   (6) The language associated with the message.

   (7) The date the message was created.

5. Higlight the appropriate Generated Message and select **View Document**.

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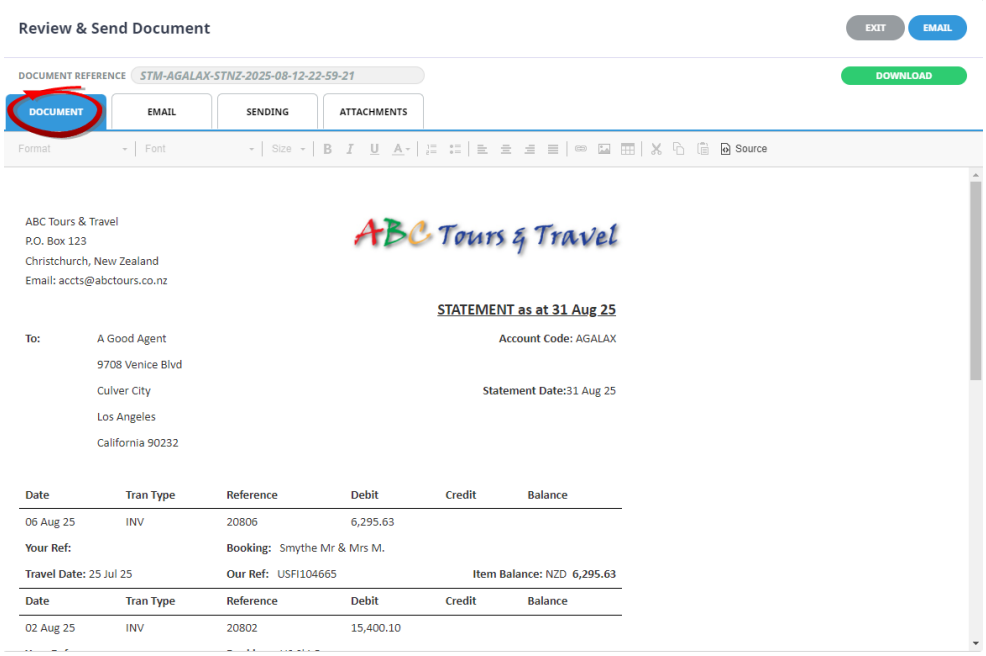
a. The Review & Send Document screen will display. Select the **Document Tab** to view the content of the message.



6. There are three tabs (sometimes four) in this screen and the entry default tab is the Sending tab. The Message subject has been entered into the Subject field and the correct recipient has been selected from the Contact Name drop-down.

   NOTE: That email enables because an Email Address is present in the Contact Detail field.

7. When the message has been viewed and if the message is to be re-sent, click **email** to send the message.

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Debtor Queue Entries

This is the third of three tasks in this section of the user manual that describe communications-related functions under the *Debtors* > *Communication* menu.

NOTE: The numbering is simply for reference - there is no particular order in which tasks need to be completed and, depending on the Debtor, they might not all be needed.

The list is:

1. "Debtor Contacts" on page 114
2. "Debtor Documentation" on page 117
3. "Debtor Queue Entries" above (this task)

Queues provide a means of sending messages amongst Tourplan users or groups of users on the local Tourplan system. These permit workflow based reminders to be queued for some future action, as well as being used for general reminders or office communication. They are context sensitive and can be attached to a booking, PCM, agent and/or supplier and therefore be viewed from a number of areas within the system.

Queue entries flagged as deleted are not physically deleted, and they display with a Status of **Deleted**. Full details on setting up queues and messages are in the System Setup User Manual.

NOTE: For agents, the Message/Queues screen provides details of internal queue messages regarding the agent.

View and/or Insert Queue Messages

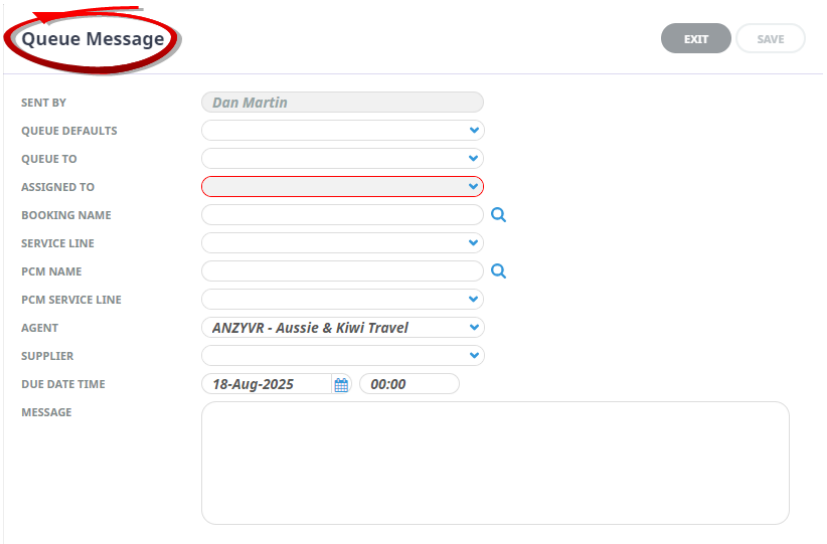
1. Make sure the required Debtor/Agent is displayed. (See " Create a New Debtor" on page 37 or "Retrieve an Existing Debtor" on page 57).

1. Open the Debtors Menu from **Home > Financials > Debtors**.

   NOTE: The column headings at the top of the list of messages are the default headings for this screen. The default headings can be changed - see the " Change Default Column Headings" on page 398 section.

2. Click **Insert**.

3. The **Queue Message** window for a new message appears.



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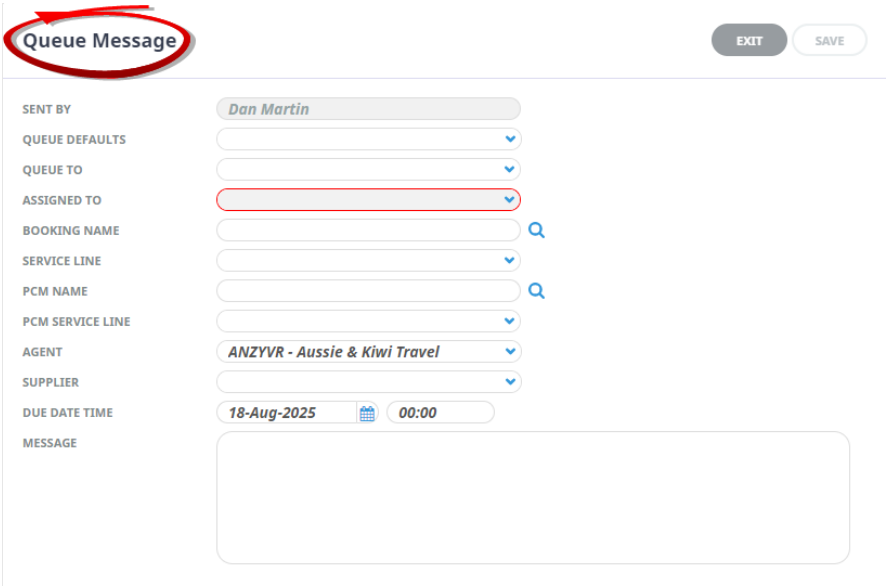
4. Enter details into fields as required and click **Save**. This message will now display on the users queued entries.

5. The Queue messages will display in the Debtors Queue list under **Communication > Queues.** It will also display in the My Messages section of the senders Tourplan NX Home Screen.

About the Debtor Queue Message Screen



Sent By

User Name.

Queue Defaults

The code and name for any defaults selected.

NOTE: Only Queue Defaults whose Queue Scope has been set as Agent will display

Queue To

Send to a pre-defined group of users.

Assigned To

Specific User Name to assign the Queue Message to.

Booking Name

If the Queue message is booking related, the Booking Name the Queue refers to.

Service Line

If a Booking Name has been selected in the previous field, a list of the booking services will display in this drop-down and if the Queue is related to a specific service, that service can be selected.

PCM Name

If the Queue message is PCM related, the PCM name the Queue refers to.

PCM Service Line

If a PCM Name has been selected in the previous field, a list of the PCM services will display in this drop-down and if the Queue is related to a specific service, that service can be selected.

Agent

Defaults to the current agent. A different Agent can be selected.

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NOTE: Changing the agent will attach the Queue Entry to the new agent. Connection to the original agent will be lost.

Supplier

If Queue relates to a supplier, select the supplier.

Due Date Time

The date and time (24hr format) that the queued task is due.

Message

The content of the message.

The Queue messages will display in the Debtors Queue list under Communication > Queues. They will also display in the My Messages section of the senders Tourplan NX Home Screen.

Supporting Information

See also "Communications Columns from within Debtors or Creditors" on page 400 in the appendix.

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CHAPTER 5

Creating New Creditors

Creditors are those organisations that tour operators purchase goods or services from. They are known variously as Suppliers, Creditors or Vendors. All Creditors are identified by a user defined 6 character code. Tourplan recommends using 6-character codes for suppliers to allow flexibility and consistency. If less than 6 characters are used, it can make searching for suppliers difficult, since the system will always find, alphabetically, the supplier with the least number of characters in the code. If possible, use alphanumeric rather than numeric characters for Creditor/Supplier codes. It is easier for Consultants to remember and use them efficiently. Any company or person, from whom an invoice is received from, MUST be set up as a Creditor. This includes non-trade creditors (rent, utility companies etc), as well as normal trade creditors - hotels, transport companies etc.

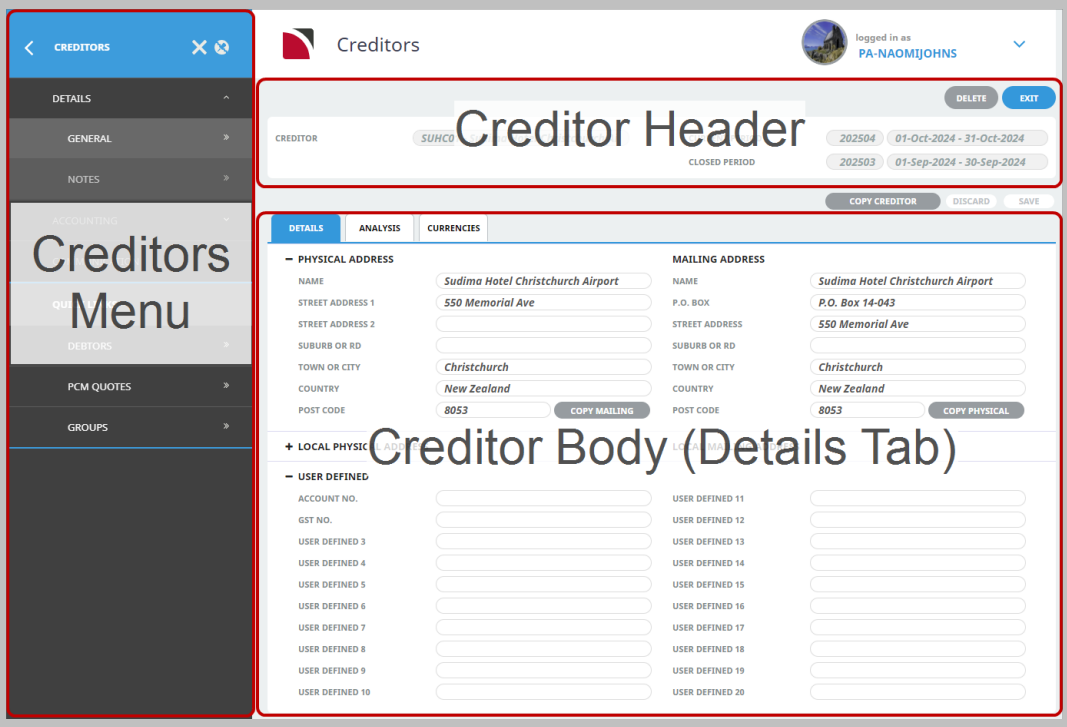
In this chapter ...

An Example Creditor Screen 126
Create a New Creditor 127
Creditors Details Tab 129
Creditors Analysis Tab 132
Creditor Currencies Tab 136
Add Creditor Notes 140
Retrieve an Existing Creditor 142
Copy a Creditor 145

An Example Creditor Screen

Creditors are created in the Creditor application. The following screenshot is an example of the Creditor screen with an existing Creditor selected:

Creditor Screen - Existing Creditor Selected.



The sections in the screen shown above are:

Creditors Menu:

- Details.
- Accounting.
- Communication.

Creditor Header details:

- Creditor name.
- Current accounting period number and dates.
- Last closed accounting period number and dates.

Creditor Body details (inside tabs):

- General information (Details tab).
- Analysis information.
- Currencies.

What Next?

The example above shows typical details for an existing creditor - the next topic describes how to create a new creditor.

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Create a New Creditor

Creating a new Creditor requires entering data into three mandatory fields:

- Creditor **Code** - 6 Character alphanumeric code that uniquely identifies the supplier throughout Tourplan.
- Creditor **Name** - the name or label by which the supplier is known (up to 60 characters of descriptive text).
- **Default Currency** - typically the currency that the creditor will be paid in (Other currencies can be added later).

Creditor Code and Creditor Name are entered manually when a new supplier is created. Default Currency is a drop-down list, from which one selection must be made.

- Always use all 6 characters for all suppliers to allow flexibility and consistency. If less than 6 characters are used, it can make searching for suppliers difficult, since the system will always find, alphabetically, the supplier with the least number of characters in the code.
- Try to maintain consistency in the coding structure. This will make it easier for consultants to locate suppliers when searching within the Bookings and PCM applications.

Add a Creditor / Supplier

Adding a creditor can be accessed from one of two menus:

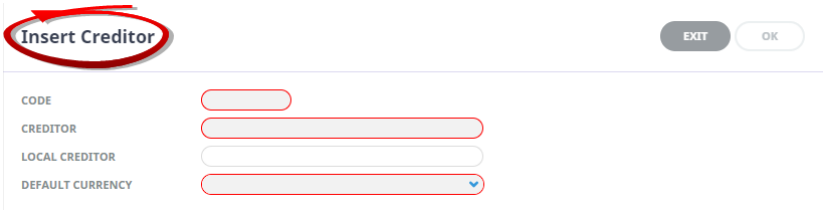
1. From the Home menu, select **Home > Financials > Creditors**.

   Or from the Product Menu:

2. Select menu **Home > Product > Supplier Setup**.

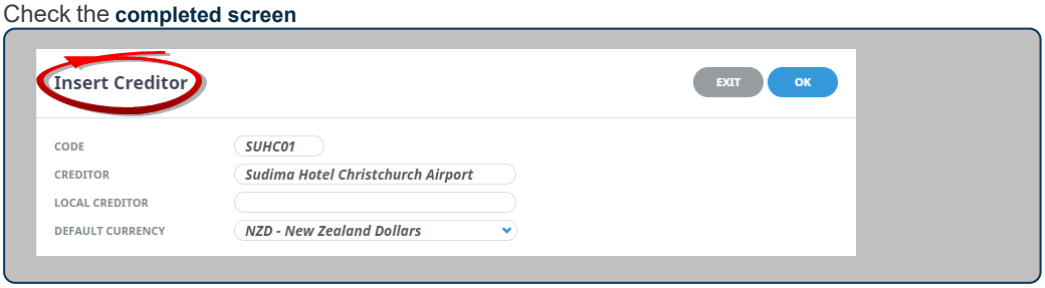
3. Click **Insert New Creditor**.

4. On the blank **Insert Creditor** screen, enter a **Code** and a **Creditor** name and select a **Default Currency**.

   NOTE: Take care when entering names and descriptions. Names in particular, as they appear on documentation exactly as entered during the code setup steps and, once entered, cannot be easily amended.

5. Check the **completed screen**

6. Click **OK** to keep the changes and save or update the entry.

7. Click **Exit** to discard any changes.

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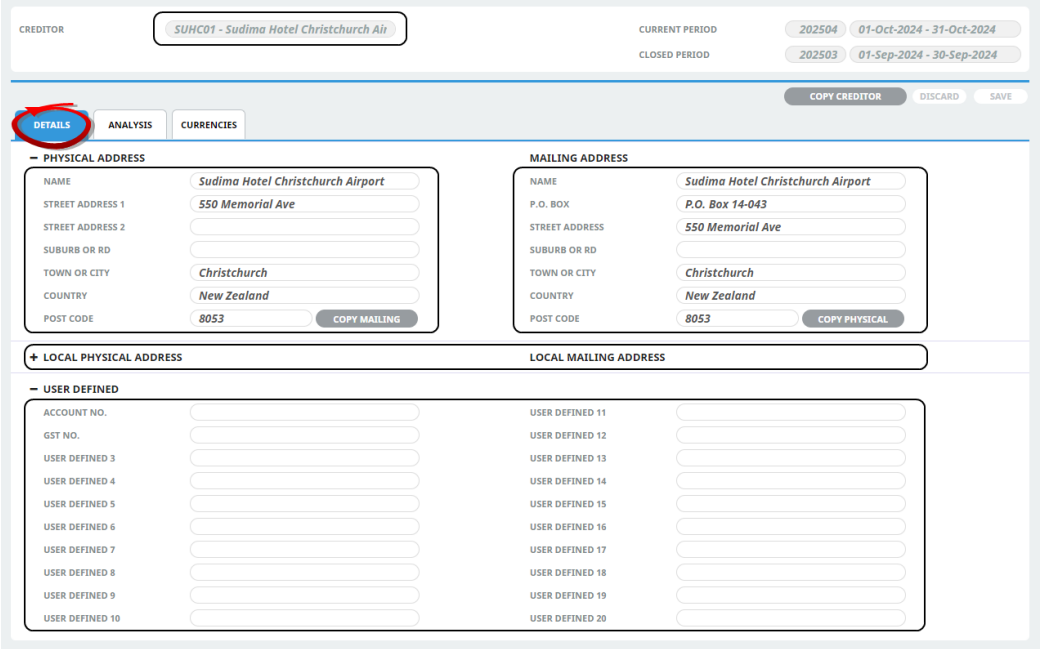
8. On save, the **Creditor Details screen** will display. The creditor name as entered in the Insert Creditor screen will have populated the Name fields under Physical (address) and Mailing (address).



The procedure just described is sufficient to create and use a supplier in all subsequent procedures in this user manual. There are many more details that should be added to a supplier and a significant number require selection from drop-down fields - the creation of these drop-down entries is outside the scope of this user manual, however, there might be screenshot examples in this guide where such selections have been used.

About Creditor Codes

There is constant debate about which is the best way to code suppliers. Tourplan makes no hard and fast rules. There is consensus that the locality (or an indication of the locality) of the supplier should be included somehow in the code. This is because there are often chain hotels in different cities so, for example, the code CROWNP could not be used for Crowne Plaza Hotel when there may be more than one Crowne Plaza Hotel to be used in the system. So the coding structure CRPAKL could be Crowne Plaza Auckland; CRPCHC Crowne Plaza Christchurch and so on. Another point of discussion is whether the code should have the locality first or last – i.e., CRPAKL or AKLCRP. We recommend the former – It's easier to find a supplier based on a portion of the name rather than the city and a portion of the name.

Another popular coding method is to use the first three characters of the code as an identifier for the supplier, and the last three characters as location / number, e.g. CROA01 meaning CRO = Crowne Plaza; A = Auckland; 01 = the first Auckland supplier coded CRO.

Once suppliers have been set up and saved, the Supplier code will then only be able to be amended through Product Utilities by a System Administrator.

Add Creditor Information

Once a Creditor has been created, the Creditors screen is displayed, which will be empty for a new Creditor except for the Creditor Name. Further Creditor/Supplier information is added via tabs in the body section:

- " Creditors Details Tab " on the facing page
- "Creditors Analysis Tab " on page 132
- "Creditor Currencies Tab" on page 136
- "Add Creditor Notes" on page 140
- "Copy a Creditor" on page 145

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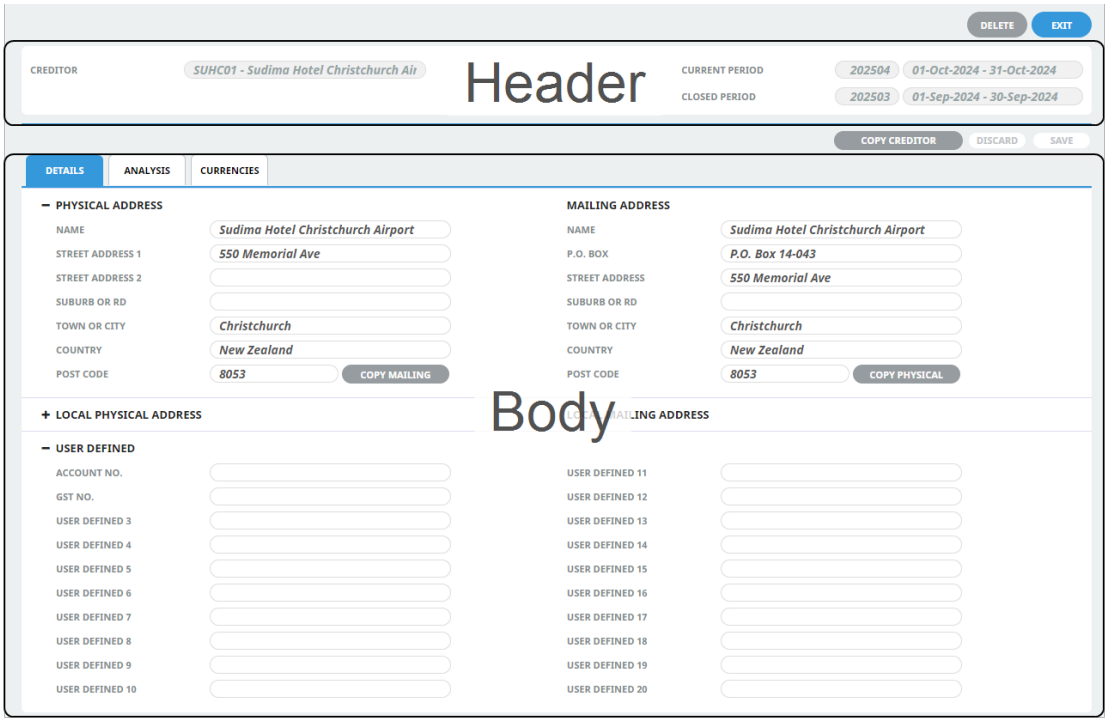
Creditors Details Tab

Once a supplier has been created, further supplier information is added via the **Creditors screen**, which is divided into two main sections - a header section and a body section:

- The header section comprises approximately the top quarter of the screen and includes the creditor code and name, dates of the Current and Closed Accounting Periods, and a number of buttons (Delete, Exit, Copy Creditor, Discard and Save).
- The body section comprises three tabs (Details, Analysis, and Currencies) and the Details tab is highlighted by default after creating a new creditor, or when an existing creditor is retrieved.

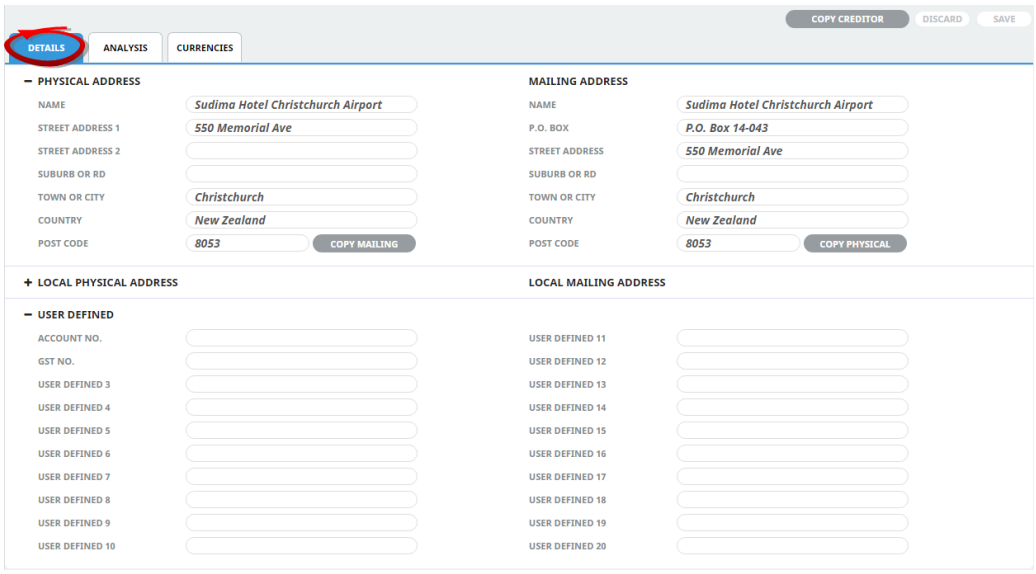


The Details Tab is divided into three sections - **Address Details**, **Local Address Details** and **User Defined Details**. These are described below.

NOTE: The labels and field data shown in screenshots in this guide provide examples of how supplier details might be entered. The following notes also describe fields within the Details Tab, to help with selections and decisions around supplier information.

Enter Creditor Details

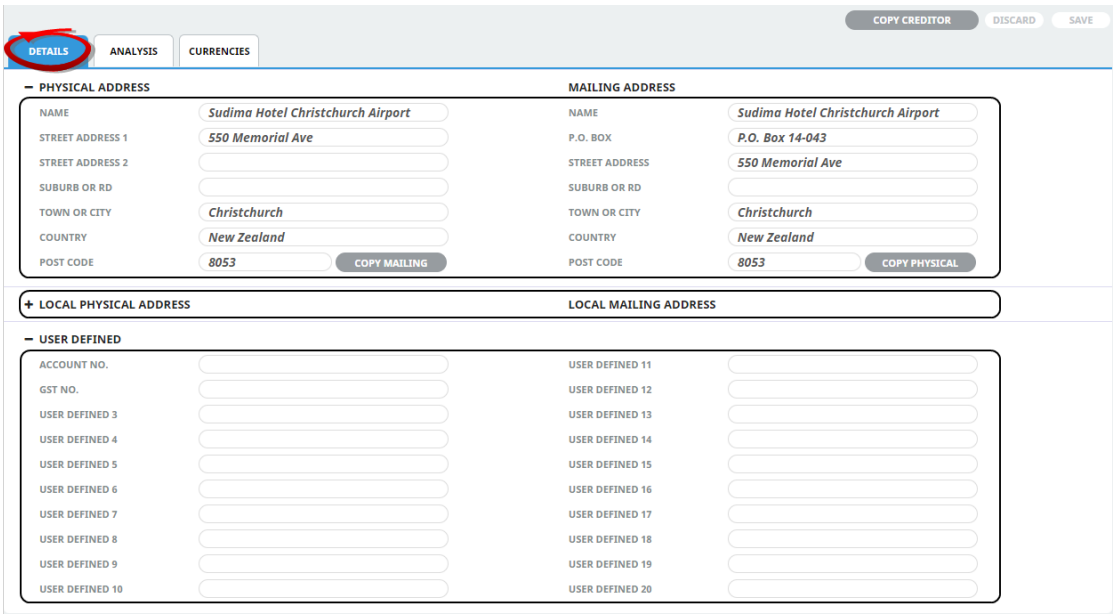
1. If the Creditor to which details are to be added does not exist, create the supplier first (see "Creating New Creditors" on page 125).
2. If the Creditor does exist, search for and retrieve it, so that supplier details are displayed on the screen (see "Retrieve an Existing Creditor" on page 142).
3. Enter details into the **Details** tab fields.



4. To keep the changes, click **Save**.

5. Click **Discard** to discard all changes.

About Details Tab Fields



Physical and Mailing Details Section

Physical Address and Mailing Address Fields

Two sets of name and address detail fields are available - Physical Address and Mailing Address and these can be different. When a new supplier is first created, the supplier name is entered into both the physical address and mailing address fields, either of which can be overwritten if necessary.

When inserting a Physical address, the address information will populate into the Mailing Address fields as well. Inserting different information into the Mailing Address updates the Mailing Address only (the physical address information will remain).

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NOTE: When the software is installed, the field label for the physical address simply shows "Street Address" alongside address field 1 and address field 2 is left blank. The System Administrator can assign labels to these fields if necessary for organisational needs during the System Setup phase of Tourplan.

It is imperative that consistency be maintained when entering address detail; i.e. always use the same line for the Street Address and the same line for Town / City etc.

Try not to use commas in supplier name and address fields. When data is output from creditors (e.g. to an electronic payment type file) and it is imported into another application, the commas will cause the data to be shifted into incorrect fields in the other application.

Post Code

Enter the supplier's Post/Zip Code.

Local Physical and Mailing Address Details Section

On screen insert Local Physical and Mailing address fields are collapsed, expanding this section will display two additional sets of local name and address fields. By default these fields are blank when a new Creditor is first created and should remain blank if alternative address details are not required. These fields provide the ability to use a local address and can be coded to display on messages or online.

NOTE: When installed, the field label for the local physical address simply shows "Address" alongside address field 1 and all other address fields (including all mailing address fields) are blank. The System Setup application can be used to set address labels (menu **Home > System > Code Setup > INI Settings > Creditors**).

For example, APADDRESS1LOCALLABEL - APADDRESS5LOCALLABEL and APMAILINGADDRESS1LABEL - APMAILINGADDRESS5LABEL can be set with the **Value** field having the appropriate user defined label in it; e.g. APMAILINGADDRESS2LOCALLABEL **P.O. Box**.

It is imperative that consistency be maintained when entering local address detail; i.e. always use the same line for the Street Address and the same line for Town/City etc. Try not to use commas in supplier name and address fields.

For more information on setting address (and other) labels, refer to the System Setup User Manual.

User Defined Details Section

There are 20 user-defined text fields that can have labels defined for them via menu **Home > System > Code Setup > INI Settings**. If field headings have been inserted and the organisation is using these fields, insert the necessary information for this creditor.

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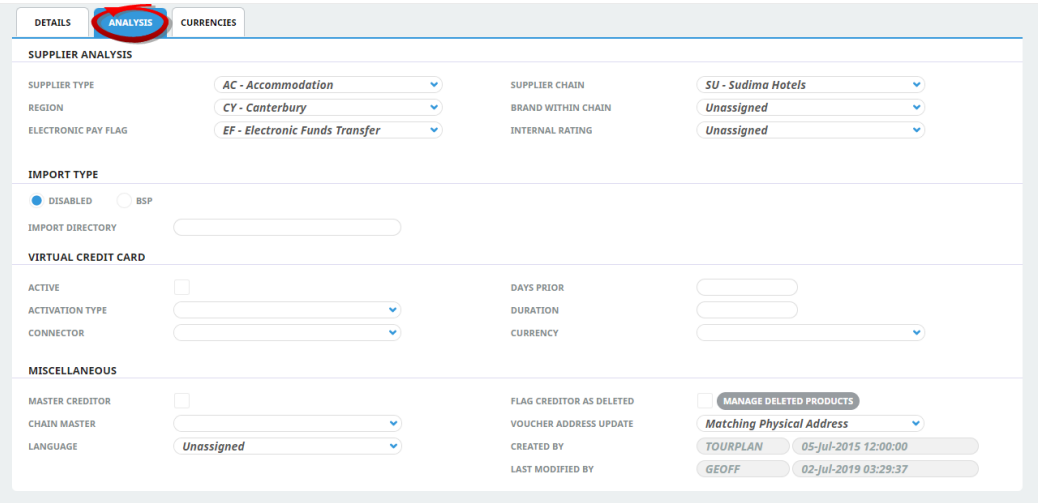
Creditors Analysis Tab

The Analysis Tab allows pre-determined analysis codes to be assigned to suppliers. Once assigned, the codes can be used to select suppliers for inclusion in Supplier, Booking & Management reports.

- **Supplier Analysis**. These 6 drop-downs allow pre-defined analysis codes to be attached to the creditor.
- **Import Type** is information for user company systems that use the BSP/ARC plans to pay for airline tickets need to have completed. The Air add-on is a separate and extra Tourplan NX module.

Enter Analysis Details

1. If the Creditor to which details are to be added does not exist, create the supplier first (see "Creating New Creditors" on page 125).
2. If the Creditor does exist, search for and retrieve it, so that supplier details are displayed on the screen (see "Retrieve an Existing Creditor" on page 142).
3. Click the **Analysis** tab.



4. Click the drop-downs and select the details for each field as required.

   NOTE: In a new system, there may be no drop-down selections available in the fields showing **Unassigned**, because these entries may not yet have been created. Creation of them is outside the scope of this user manual. See the System Setup User Manual for more information.

5. To keep the changes, click **Save**.
6. Click **Discard** to discard all changes.

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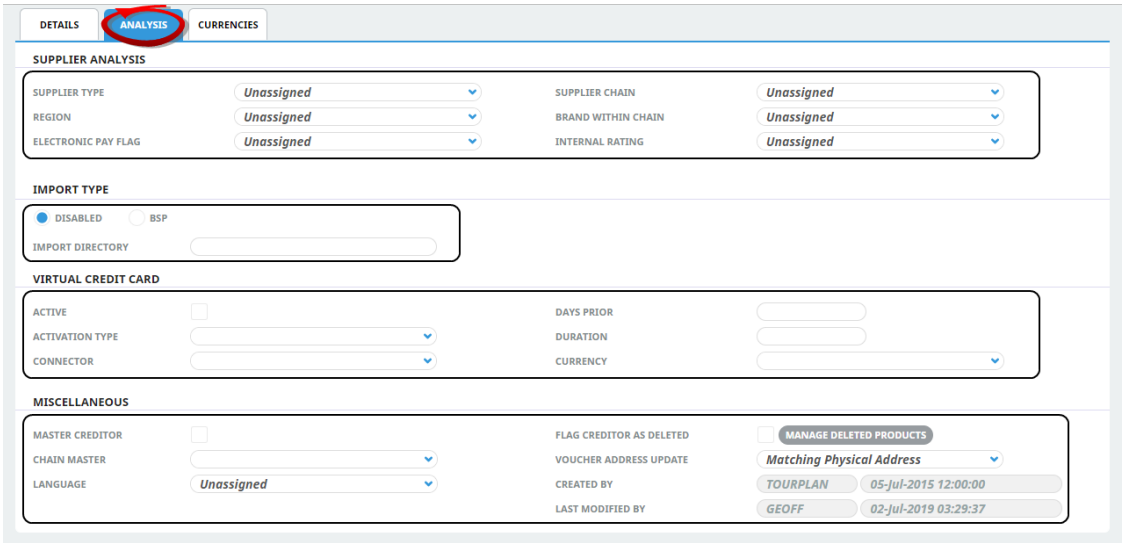
About Supplier Analysis Fields



Supplier Analysis Details Section

There are six Supplier Analysis fields available. The labels for these fields can be user-defined in **Home > Menu > System > Code Setup > INI Settings**. If the labels have not been defined, they display as *Master Analysis 1, Master Analysis 2* etc.

Once the labels have been defined, codes can be entered into the analysis data tables via the System Setup User Manual (Creditors Analysis Codes, menu **Home > System > Code Setup > Creditor > Analysis 1 to 6**). If analysis codes are not going to be used, the default blank value **Unassigned** should be left as is.

In the example above, the following fields have been defined as an example of the Analysis Field uses:

- *Supplier Type.*
- *Region.*
- *Electronic Pay Flag.*
- *Supplier Chain.*
- *Brand Within Chain.*
- *Internal Rating.*

Do not confuse the **Supplier Chain** field here (in the Supplier Analysis section) with **Chain Master** from the Details Tab (Miscellaneous section). The Supplier Chain indicates which supplier / hotel chain the supplier may belong to and is used mainly for analysis, whereas Chain Master provides the ability for documents and payments to be sent to a suppliers head office or nominated "Chain" supplier.

Import Type Section

These fields are used by companies who use the airline PNR Import (to obtain flight details from airline systems directly into Tourplan NX bookings) to also utilise the BSP/ARC payment systems to import the payment schedule of those flights directly into the BSP/ARC creditor(s). The use of this is covered when the Air add-on is installed.

Disabled

This is the default setting. It indicates that the Air add-on is not installed.

BSP

When selected, the BSP/ARC payment add-on is active.

Import Directory

The directory/folder that the imported data can be found in.

Virtual Credit Card Section

If you are interested in this feature please speak with your local Tourplan Support office to setup a VCC configuration. If VCC has not been enabled these fields should be left blank.

Active

This check box selection will activate a VCC payment option for this supplier.

NOTE: This field works in conjunction with other system settings. The VCC functionality will not operate solely on this activation selection.

Activation Type

There are three options available which determine the Virtual Credit Card activation date.

- Immediate - as soon as the service is booked.
- Check In Date - the first date of service.
- Check Out Date - the last date of service.

Connector

Details a pre configured Connector Code and Connector Name available from the dropdown selection.

Days Prior

Defines the number of days before the activation date the card becomes valid.

Duration

Defines the number of days the Credit Card is active for.

Currency

Determines the currency the VCC transaction will use.

Miscellaneous Details Section

Miscellaneous creditor information is a group of unrelated details, including:

Master Creditor / Chain Master

Tourplan allows suppliers to have subsidiary suppliers. This feature means, for example, that Supplier Remittance Advices detailing transactions for subsidiary suppliers can be sent to, and the cheques made out to, the head office/master supplier. The transactions remain against the subsidiary supplier, with the physical documents only being made out to the master supplier.

For this feature to work, the system has to know which supplier is the Master and which are the subsidiaries:

- If the supplier being entered is a *Master*, then click the check box **Chain Master**.
- If the supplier being entered is a subsidiary of a supplier which has already been entered and defined as a master, click the drop-down **Chain Master** list and select the master supplier from the list.
- If the supplier being defined is not a master or a subsidiary supplier, leave both fields blank.

This feature should only be used where payment for services from one supplier has to be made to an affiliated supplier/creditor, e.g. the payment for a supplier has to be made to a head office supplier, not directly to the service supplier.

If payments are not required to be made to a Head Office/Master on behalf of subsidiary suppliers, then these fields should be left blank.

The methods of making payments to either the Master Supplier or the Subsidiary Supplier are covered in "Invoicing Variations" on page 169

Language

The language code in this field determines which set of document and message templates are displayed when sending messages to this supplier. These language codes must first have been set up via Code

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System Setup User Manual, menu *Home* > *System* > *Code Setup* > *Messaging* > *Language*). If different language documents or messages are not required, then leave this field as **Unassigned.**

The term 'Language' does not necessarily mean 'Foreign Language' - although it is commonly used for Foreign Language documentation. It is also commonly used as a method to create different styles of messages - e.g., an itinerary that is basically Fly/Drive driving instructions, or a document that provides a Tour Guide with high level tour details etc.

Flag Creditor as Deleted

This flag "hides" the supplier when bookings/quotations are made, so that consultants cannot use this supplier in a booking. The supplier is then only available for maintenance via the Creditors application.

Manage Deleted Products

Selecting this button allows users to view a list of products and services linked to the Supplier on screen. Marking of individual products/services as deleted can be managed from this alternative view, providing added flexibility to the maintenance of marking deleted products attached to the Supplier.

Voucher Address Update

This drop-down is used when address details of an existing supplier are modified. When the supplier is used in Product Database, the physical address details are saved as the voucher address in the Product (see the Product User Manual, *Add Voucher Details*). If the address details change, choose a drop-down selection to determine whether or not the address details in any Products in which the supplier is used should also be updated. The choices are:

Selection	Effect
None	Products will not be updated with new name or address details.
All With Physical Address	All Products that have this supplier's **physical** address will be updated, regardless of the voucher address.
All With Mailing Address	All Products that have this supplier's **mailing** address will be updated, regardless of the voucher address.
Matching Physical Address	Only Products for this supplier that have the exact original **physical** address (before modifying) will be updated with the new name or address details.
Matching Mailing Address	Only Products for this supplier that have the exact original **mailing** address (before modifying) will be updated with the new name or address details.

Created By / Last Modified By

These fields display the date of the agent creation, and the name of the user who created the agent and the date, and name of the user who last updated the agent. These fields are non-editable.

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Creditor Currencies Tab

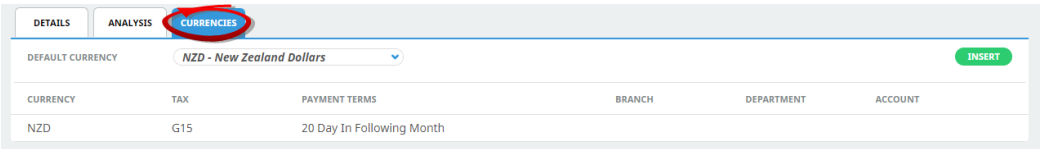
Supplier currencies are added and maintained via the Currencies Tab.

Creditor currencies are specific to the Creditor and include details relating to currency, such as:

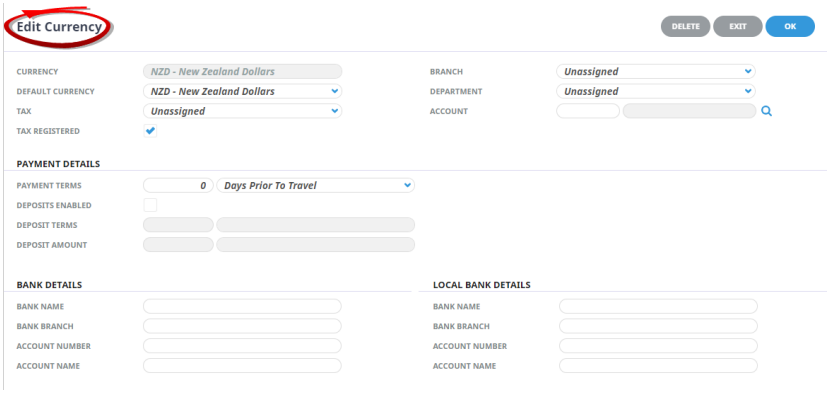
- Taxes
- Default Expense Account
- Creditor Payment Terms
- Deposit Required Terms
- Bank Account details

Enter Currency Details

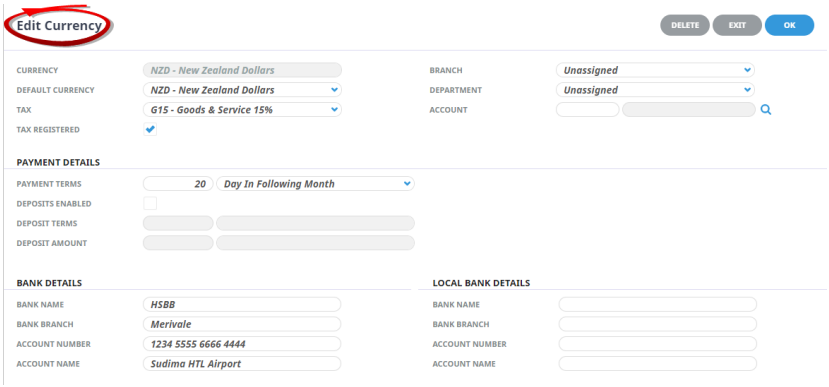
1. If the supplier to which details are to be added does not exist, create the supplier first (see "Creating New Creditors" on page 125).
2. If the supplier does exist, search for and retrieve it, so that creditor details are displayed on the screen (see "Retrieve an Existing Creditor" on page 142).
3. Click the **Currencies** tab. For a new creditor, the Default Currency which was added on the Insert Creditors screen will be in the list. Click on it to add further detail to the currency record.



4. On the **Edit Currency** screen, enter details into fields as required.



5. Check the **completed screen**.



6. Click **OK** to keep the changes and save or update the entry.
7. Click **Exit** to discard any changes.

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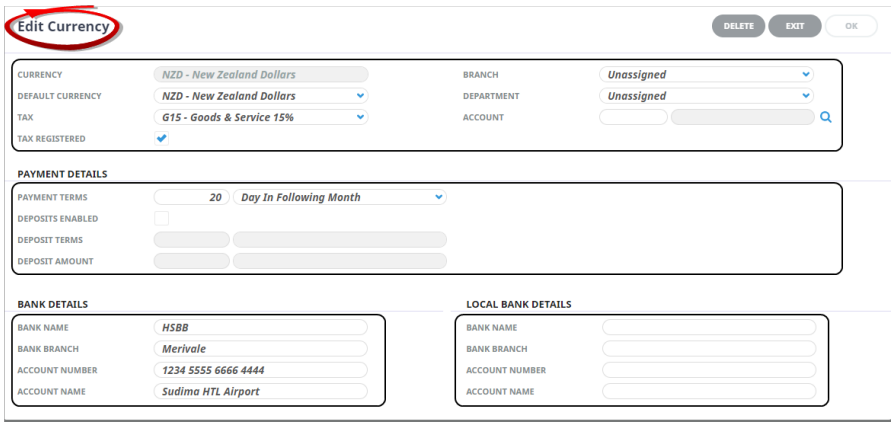
8. Click **Insert** to add a new entry.

About Currency Fields



Currency Details Section

Currency

When completing the setup of the default currency which was selected on the first Insert Creditor screen, this field will display, allowing the additional fields to be completed.

When inserting an additional currency for the Creditor, available currencies display in the drop-down list. A currency can be added to the supplier individually by selecting it.

Do not add currencies that are not likely to be used by the supplier. This will only make reconciliation at the end of each accounting period more time consuming. Only attach currency(s) in which the supplier will be paid.

Default Currency

Choose the currency that is going to be used most of the time for this supplier. This becomes the default and it can be overridden at transaction entry time.

Tax

Available taxes that have already been setup in the Code Setup application are available from the drop-down list. To attach a tax, select it.

Any tax that is attached in this field is only used when Non Booking Transactions are entered against the supplier. This tax is not used when calculating the taxes in a booking. Booking taxes are calculated on a *service-by-service* basis (allowing for service components that could be non-taxable) and the tax on mark-up and commission is calculated based on the Tax Indicator attached to the booking or booking agent.

Tax Registered

This flag determines whether the supplier is registered for tax purposes. If the supplier is Tax Registered, this box must be checked and the payment of input tax is the responsibility of the supplier being set up or worked on.

If the supplier is *not* tax registered, then this box must be unchecked and the collection and payment of any input tax component becomes the responsibility of the Tour Operator. This flag automatically makes the correct calculations depending on whether it is checked or unchecked.

NOTE: Non Tax Registered' does not mean Tax Exempt or Zero Rated. It simply means that the supplier does not file a GST/VAT return (and nor can they claim a tax credit on GST/VAT input paid). This means that the responsibility for the payment of the creditors portion of the GST/VAT falls on the company purchasing supply from them – i.e., the Tour Operator.
NOTE: This setting is only required where Input/Output type taxes (GST/VAT) are used.

Branch / Department / Account

These three fields can be used to attach a GL expense account that *all* expenses generated by the supplier can be posted to. Saving expense account details into these fields is only used where the supplier is *not* a Booking Supplier, i.e. a sundry supplier, and will never be paid for bookings-related expenses, e.g. phone company, rent etc, and the G.L. Expense Account for that supplier is always the same.

It is never recommended that Bookings G.L expense Accounts be attached to booking suppliers. When these fields are left blank, the system will automatically post expenses to the default booking expense Account(s) setup via menu **Home > System > Code Setup > INI Settings > Financials** (G.L. Settings), which will allow Bookings expense analysis to be made. Supplier expense analysis can be performed using the Financial Analysis reporting tools, regardless of GL Account postings.

Payment Details Section

Payment Terms

There are two fields which make up the payment terms for the supplier. The first is a numeric value which is either a) a number of days or b) a date in the month depending on which setting is chosen from the drop-down list in the second field. Combined, these are used to calculate the payment due date of a suppliers invoice transaction. The available options are:

No. or Date	Condition	Example (20)
Date	of following month	20th of month following invoice date.
Date	of current month	20th of the month of the invoice.
nn days	After invoice entry	20 days after invoice entry.
nn days	After invoice	20 days after invoice date.
nn days	After service	20 days after service date.
nn days	After travel	20 days after booking travel date.
nn days	Prior to service	20 days prior to service date.
nn days	Prior to travel	20 days prior to booking travel date.

Deposits Enabled

When checked, the Deposit Terms and Deposit amount fields become live.

Deposit Terms

This combination of integer and drop-down field is used to determine if a deposit or pre-payment is required to be made to the supplier. If the **Deposit Enabled** box is checked, then the other fields are enabled. The first field is a numeric value that indicates the number of days that the second field describes.

The numeric value (*nn*) applies as follows:

No. of Days	Condition	Example (7)
nn days	Days after entry	7 days after service entry.
nn days	Days prior to service	7 days prior to service.

Deposit Amount

If deposits are being used, a save cannot be performed unless all 4 deposit fields have values in them.

The deposit amount works in conjunction with the drop-down and can be either an Amount or a Percentage.

Value Condition Example:

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- 100.00 - Amount Based - $100.00.
- 10.00 - Percentage Based - 10% of the service cost.

Bank Details Section

Bank Name / Bank Branch / Account Number / Account Name

These fields can be used to store the Supplier bank account details. The Bank, Bank Branch and Bank Account fields can be output on supplier messages and as well, the Bank Account field can be used in an Electronic Payment file.

NOTE: Tourplan can generate an output file that can be processed through bank software. To use the EFT payment feature, the banks EFT file processing software and the necessary internet connections to the bank are required. (Not available in all countries). If EFT is used , then the entries in these three fields must match the requirements of banks import software.

Local Bank Details Section

Bank Name / Bank Branch / Account Number / Account Name

These fields can be used to store Local Supplier bank account details. The Local Bank, Bank Branch and Bank Account fields can be output on supplier messages and as well, the Local Bank Account field can be used in an Electronic Payment file.

Supporting Information

See also "Currency Columns from within Debtors or Creditors" on page 399 in the appendix.

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Add Creditor Notes

This screen enables free format notes (or graphics) to be entered against a supplier. Information stored within a notes category can be used as an internal note or can be used in documentation.

» The Note Category (in Code Setup) will need to be set to 'Include in Messaging' for the text to be able to display in generated messages.

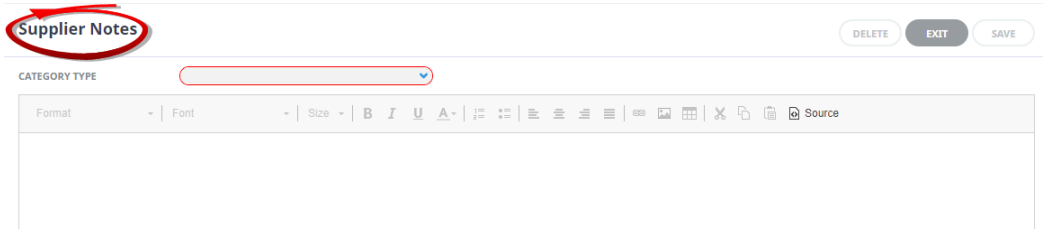
NOTE: It is important to keep consistency in the formatting of notes, especially if the fields are going to be used in documentation.

Prior to entering supplier notes, Supplier note categories or Database Supplier note categories must be setup in the Code Setup application (see the System Setup User Manual).

Add Creditor Notes

1. If the creditor to which notes are to be added does not exist, create the supplier first (see "Creating New Creditors" on page 125).
2. If the supplier does exist, search for and retrieve it, so that creditor details are displayed on the screen (see "Retrieve an Existing Creditor" on page 142).
3. When supplier details are displayed on screen, select **Menu > Creditors > Details > Notes.**
4. Click **Insert** to add a new entry.

5. On the **Supplier Notes** screen, select a **Category Type** and enter text in the body of the note (the body is a rich text field - as well as formatting, graphics and tables can also be inserted).



6. Check the **completed screen**.
7. Click **Save** to keep the changes.
8. Click **Exit** to discard any changes.

Supplier Note Categories

The more information that can be inserted into the creditor / supplier at the time of creation reduces time in the long run.

Multi Language Notes

If the multi language check box is enabled for the defined note category in **Code Setup > Notes** a language selection will be available to insert language translation text per language.

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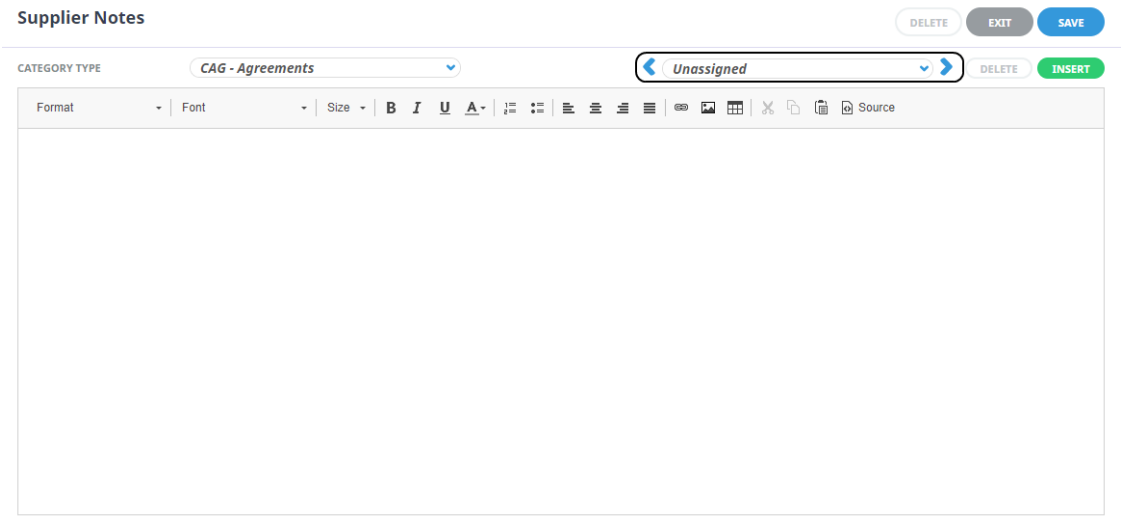

To insert notes for multiple languages, click the insert button next to the language. A Language selection screen will display for users to define the language assigned to the note text.

NOTE: Organisations can insert as many languages as they use .

Viewing alternative language note content

The arrows to the left and right of the language field allow users to view and edit alternative language note entries and a dropdown selection can be used to display a specific language note entry.

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Retrieve an Existing Creditor

This topic describes the steps to search for, and retrieve, an existing Creditor.

Retrieve an Existing Creditor

1. From the Home menu, select **Home > Financials > Creditors.**
2. Search for the Creditor to retrieve. There are two search options, Each of these search options is described in the steps below (the first option in step 2 a and the second option in step 2 b).

NOTE: Also, the Search button is dimmed-out until at least one field contains data.

a. Retrieve a creditor by entering characters in the creditor field and using the drop-down list.

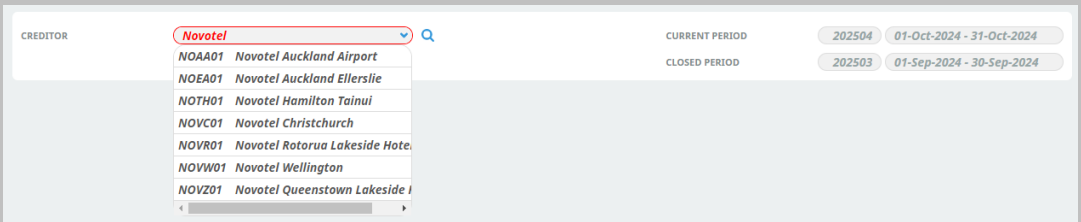
NOTE: This is the quickest option if all or part of the *creditor name* is known. Enter some characters in the creditor field and select from the drop-down list - the scrollable list adjusts to show entries containing those characters.

b. Or retrieve a Creditor using the *Creditor Search* screen.

Example of searching for a Creditor using method a.

This example shows the list of creditors returned (from the Database used for the user manuals) when ***Novotel*** is entered into the Creditor field and the drop-down clicked.

The list starts with the first supplier that has "Novotel" anywhere in the supplier name (not case-sensitive). If more creditors are returned than can be displayed, scroll up or down to find the supplier to retrieve.



Example of searching for a Creditor using method b.

This example shows a blank Creditor Search screen, which is displayed when the *Search for Creditor* icon is clicked.

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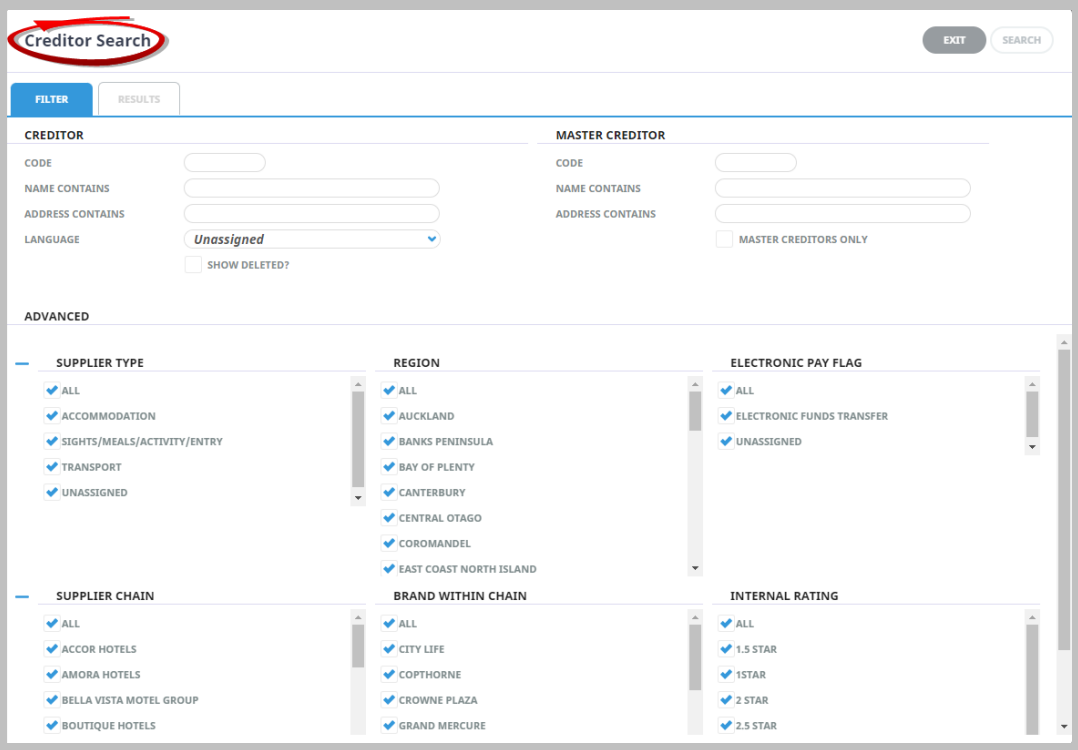
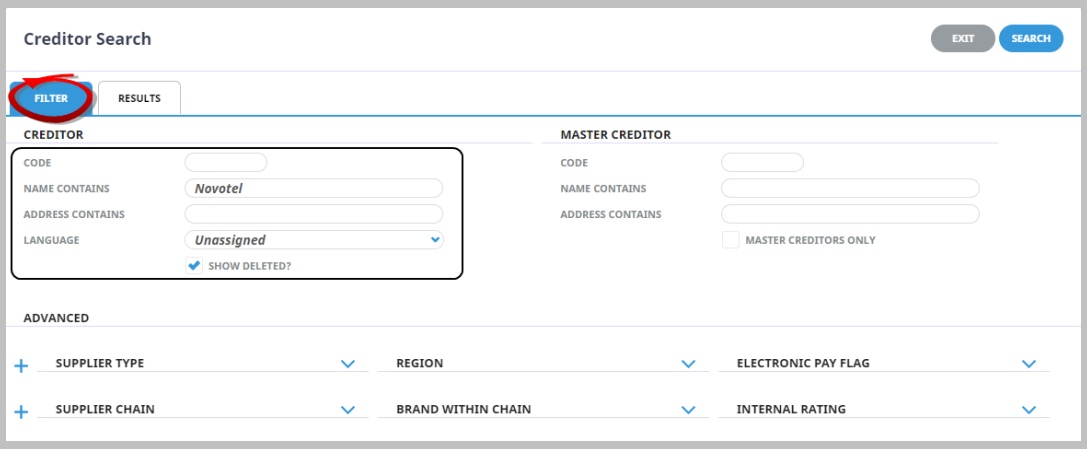
NOTE: The Advanced section is expanded in this screenshot (click **+** to expand and **-** to collapse).



On the Filter tab, enter information in any of the available fields to refine search criteria (i.e. reduce the number of creditors returned). The following screenshot shows two criteria: (1) ***Novotel*** entered into the Creditor *Name Contains* field and (2) check-box *Show Deleted?* checked:



Creditors matching the search criteria are returned in the Results tab - click a creditor to open it in the *Creditors* screen.

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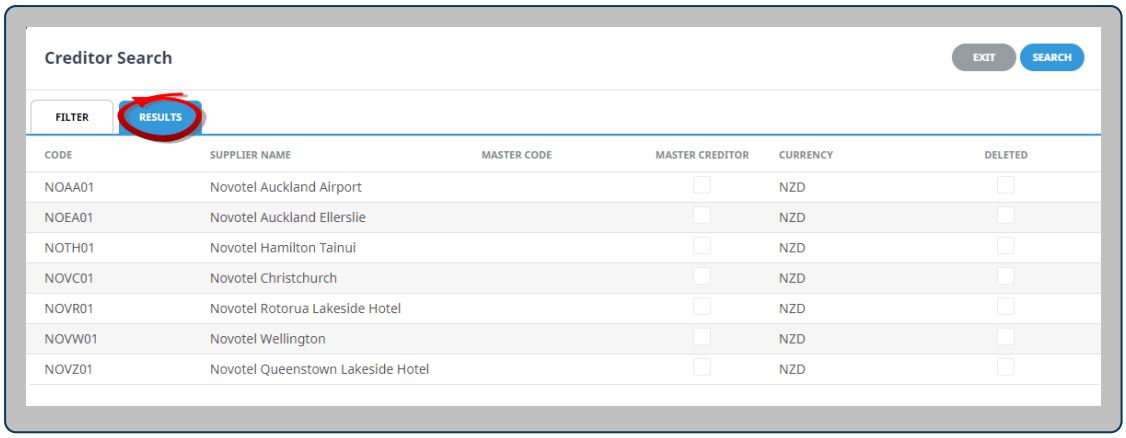

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Copy a Creditor

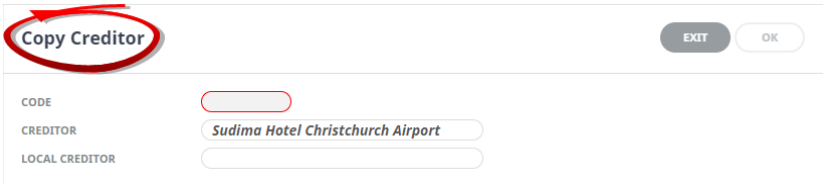
A creditors's details can be copied to another creditor. For example, if there are other properties whose details match very closely, then the already created creditor can be used as a template.

Copy a Creditor

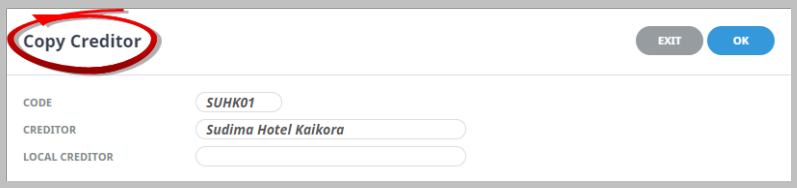
1. Make sure the creditor / supplier to be copied is displayed (see "Create a New Creditor" on page 127 or "Retrieve an Existing Creditor" on page 142).
2. On the Creditors Details screen, click **Copy Creditor**.

3. On the blank **Copy Creditor** screen, enter a Code for the new supplier and update the Creditor name

NOTE: The code must be unique.



For example:



4. Click **OK** to keep the changes and save or update the entry.
5. Click **Exit** to discard any changes.

The new supplier being created must have a different code to any other supplier that exists in the system.

Updating Details for the New Creditor

Any detail that needs to be modified can be accessed via tabs or the Creditors menu. Note that some menu items are not "live" until a Creditor is selected.

The following table lists the supplier details and the menu paths to where they are found. Any that require a supplier to be selected are indicated as an intermediate step in the path selection. Only a selection of detail is stored within the Creditor, further detail is stored within the Product > Supplier menu selection.

Detail to Modify	Where Found (path)
Details and Miscellaneous Details	Tabs > Details
Analysis	Tabs > Analysis
Currencies	Tabs > Currencies

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Detail to Modify	Where Found (path)
Notes	Menu > Creditors (Select Creditor) Menu > Details > Notes or Menu > Product (Select a Product and Supplier) Menu > Supplier > Supplier Notes
Policies	Menu > Products > Product Setup (Select Supplier) Menu > Supplier > Supplier Policies
Selling Channels (if used)	Menu > Supplier > Supplier Policies > Selling Channels Tab
External Access (if used)	Menu > Supplier > Supplier Policies > External Access Tab
Cancellation Rules (if used)	Menu Products > Product Setup (Select Supplier and Product) Menu > Supplier > Cancellation Rules
Amenities (if used)	Menu > Products > Product Setup (Select Supplier) Menu > Supplier > Amenities
Supplier FYI Messages	Menu > Products > Product Setup (Select Supplier) Menu > Supplier > Supplier FYI
Allocation	Menu > Products > Product Setup (Select Supplier and Product) Menu > Supplier > Allocations
Contacts	Menu > Products > Product Setup (Select Supplier) Menu > Supplier > Contacts Or Menu > Financials (Select Creditor) Menu > Communication >Contacts

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CHAPTER 6

Creditor (Supplier) Accounting

Once created, Creditors need to be viewed, edited, added-to, reported-on and otherwise worked with. Tourplan NX arranges these operations into three categories:

1. Detail
2. Accounting
3. Communication

Each category has a number of sub-categories that group related screens and fields together, enabling relevant tasks to be carried out on the Creditor.

This chapter covers the *Accounting* category and describes standard book-keeping functions for creditors such as Balances enquiries and the entry and enquiry of Creditor Invoice, Credit Note and Cheque transactions.

In this chapter ...

Creditor Balances 148
Creditor Transactions 150
Creditors Invoice 153
Insert Single Invoice Line 156
Insert Multiple Invoice Lines 161
Edit an Existing Invoice 166
Invoicing Variations 169
Creditors Credit Note 173
Creditor Cheques 178
Creditors Transaction Audit 186
Creditor Transaction Change History 191
Voucher Audit 193
Delete Creditor Transactions 196

Creditor Balances

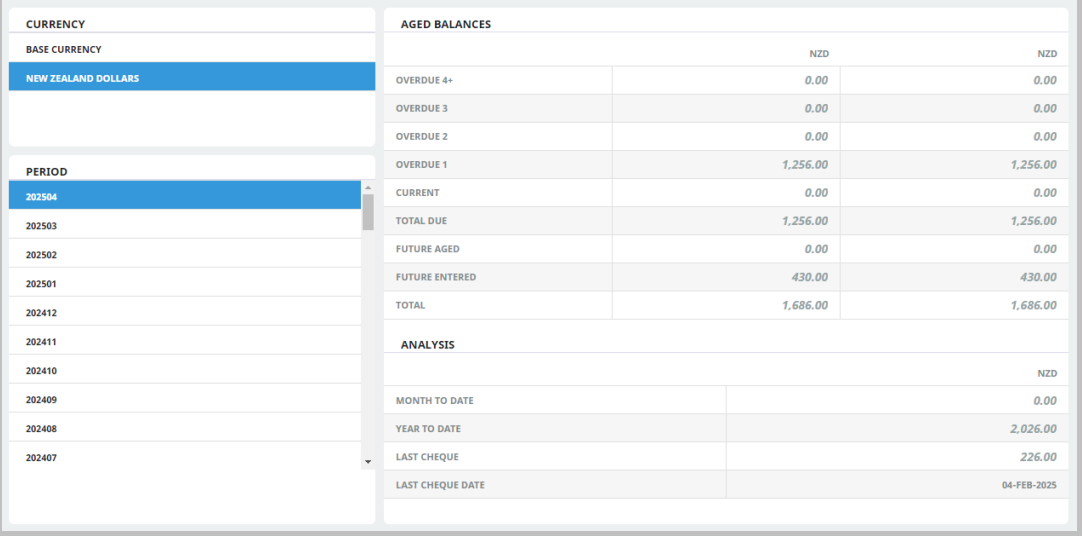
The Creditor Balances screen is accessed via menu *Creditors* > *Accounting* > *Balances*. Values on this screen show the outstanding creditor balances by the age of the balance.

Display modes are available which will display:

- Outstanding Balances by Currency
- Outstanding Balance Total in base currency

In addition, balances as they were aged in prior periods can also be viewed. Once a currency has been selected, the Month-to-Date, Year-to-Date and Last Cheque Amounts are also displayed.

Creditor Balances Screen



When a creditor has *multiple* currencies attached, those currency descriptions plus a base currency description display. For multi-currency creditors, on initial entry to this screen the base currency value displays. The base currency is the final accounting currency of the system. The amounts in base currency which display are the sum of all amounts in any other currencies which are attached to the creditor. Where only one currency is attached, *and* that currency is the same as the base currency, then only the one currency displays.

About the Creditor Balances Screen

This screen comprises four sections:

Currency Section

This section lists the currencies which are attached to the supplier. Clicking on a currency name will display the balances in that currency.

Period Section

This shows the current creditors accounting period at the top of the list, with all previously closed periods below it. To view the ageing in prior periods, click the accounting period required.

Aged Balances Section

This section displays the balances by age.

The Base Currency balances are *the total amount owed, in* ***all currencies*** in the *Base Currency* of the system.

The Ageing is broken down into seven periods:

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- **Overdue 4+:** The total value of all transactions in the selected currency whose *age periods* are 4 periods *or more* older than the current accounting period.
- **Overdue 3:** The total value of all transactions in the selected currency whose *age periods* are 3 periods older than the current accounting period.
- **Overdue 2:** The total value of all transactions in the selected currency whose *age periods* are 2 periods older than the current accounting period.
- **Overdue 1:** The total value of all transactions in the selected currency whose *age periods* are 1 period older than the current accounting period.
- **Current:** The total value of all transactions in the selected currency whose *age periods* are the same as the current accounting period.
- **Total Due:** The total in the selected currency of Overdue 4+ through to Current Period fields.
- **Future Aged:** The total value of all transactions in the selected currency whose *age periods* are in advance of the current accounting period.
- **Future Entered:** The total value of all transactions in the selected currency whose *transaction date* is in advance of the current period ending date.
- **Total:** The Total Due value, including the Future Aged and Future Entered values in the selected currency.

Analysis Section

The Analysis panel will not display until a currency other than Base Currency has been selected.

The Analysis section is broken down into four sections:

- **Month-to-Date:** Total value of payments to the creditor in the selected currency for the current month.
- **Year-to-Date:** Total value of payments to the creditor in the selected currency for the current financial year.
- **Last Cheque:** The value of the last cheque in the selected currency.
- **Last Cheque Date:** The date of the last cheque in the selected currency.

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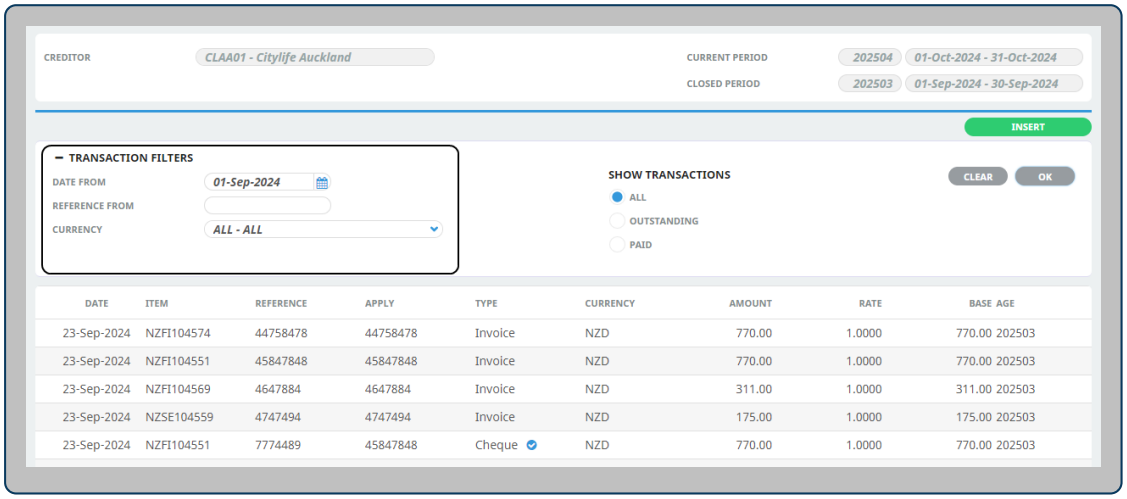
Creditor Transactions

There are 3 types of transactions that can be entered in creditors:

- **Creditors Invoices:** All creditors' invoices—bookings and non-bookings—are entered here. Bookings creditor invoices are based on the voucher(s) issued for the service. It is not necessary for vouchers to have been physically printed before they can be paid.
- **Creditors Credit Notes:** Bookings and Non-Booking creditor's Credit Notes can be applied here.
- **Creditors Cheques:** In the Creditors application a cheque can be issued to a creditor. This is more for issuing single cheques rather than a monthly cheque or electronic payment run which can be done in bulk in Accounting > Accounts Payable> Create Cheques.

To insert Creditor/Supplier transactions, first select a supplier in the Creditors module and then click on **Insert** (see "Creditor Transactions Index" on the facing page).



The column headings at the top of the scroll are the default column headings available in this screen. If additional columns are added, use the scroll bar at the bottom of the screen to view the last column.

The selections can be changed by clicking the **+** next to the Transaction Filters heading where the transaction filters will expand to display the Transaction Filter dialogue.

The default selection criteria of which transactions display is *All* transactions in *Date* order commencing at the first day of the *Current Accounting* period for *All* currencies.

NOTE: When selection filters are changed, the **Ok** button must be clicked to refresh the screen.

Reference is made frequently in this section to bookings transactions and non-bookings transactions. To clarify, a bookings transaction is a payment made to a supplier for which a booking exists with a Tourplan generated booking reference and a valid voucher number has been issued (but not necessarily printed). A non-booking transaction is a payment that is made to supplier for services other than bookings—e.g., rent, phones, power etc.

About the Creditor Transactions Fields

Transaction Filters section

Date From

The transaction date from which transactions are to scroll. This can be any date, regardless of whether it is in an open or closed period.

Reference From

The transaction reference to scroll from.

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Currency

Defaults to **All - All**. Transactions for a specific currency (that is attached to the supplier) can be selected from the drop-down.

Show Transactions section

All

Displays all transactions that meet the transaction range criteria.

Outstanding

Displays only transactions that have an outstanding balance that meet the transaction range criteria.

Paid

Displays only paid transactions that meet the transaction range criteria.

Column	Description
Date	The transaction date from the transaction header.
Item	This is either a) in the case of Booking Transactions, the booking reference, or b) for non-bookings transactions, the transaction reference (invoice) number.
Reference	The Invoice/Credit Note/Cheque reference.
Apply	The transaction number against which this transaction has been applied. For Invoice transactions, Apply is always the same as the Invoice Reference. For Credit Notes and Cheques, Reference is the Credit Note or Cheque Number and Apply is the Invoice Number that the Credit Note or Cheque applies to.
Type	The types of transactions are: » Invoice » Credit Note » Cheque **NOTE:** System generated transaction types relating to Foreign Currency variations will display after Forex processing has been run.
Currency	The currency of this transaction.
Amount	The amount of the transaction in the currency of the previous column.
Rate	The exchange rate used in the transaction conversion to the system base currency.
Base	The amount of the transaction in Base Currency.
Age	The creditors accounting period into which this transaction will age.

To change details of a transaction, single-click a transaction line. This can only be done provided the transaction is in an open period.

Supporting Information

See also "Accounting Transactions Columns from within Debtors or Creditors" on page 399 in the appendix.

Creditor Transactions Index

The remainder of this chapter describes creditor transactions in detail. Transactions are organised under the following headings:

1. "Creditors Invoice" on page 153
2. "Edit an Existing Invoice" on page 166
3. "Invoicing Variations" on page 169
4. "Creditors Credit Note" on page 173
5. "Creditor Cheques" on page 178

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6. "Creditors Transaction Audit" on page 186
7. "Voucher Audit" on page 193

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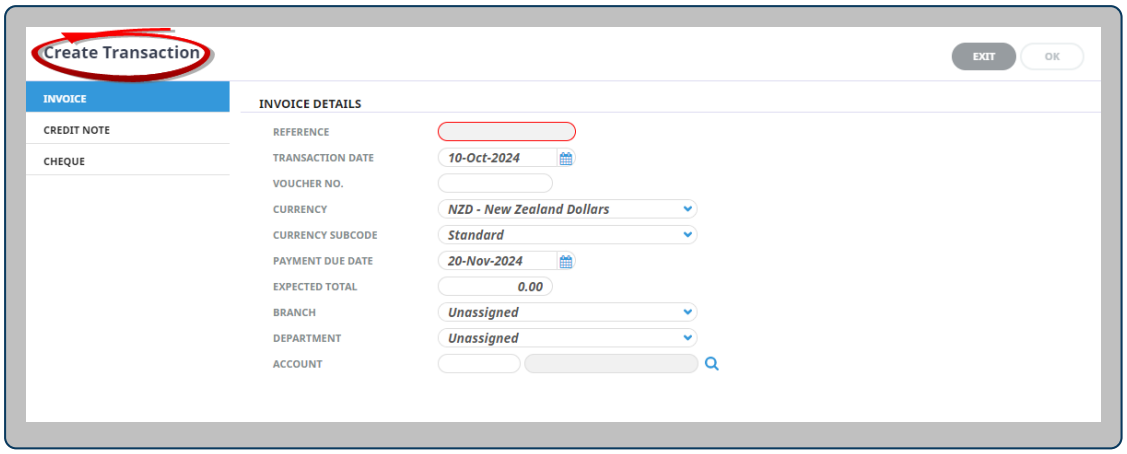
Creditors Invoice

To insert a Creditors Invoice, first select the Creditor that the invoice has been received from. Then select Accounting > Transactions. Finally, click **Insert** to open the Create Transaction screen (see procedure below).

NOTE: When this screen first displays, *Invoice* is the default Transaction Type.



Processing a booking's invoice received from a Supplier/Creditor involves a simple process of matching the supplier's invoice against the service or voucher from the booking. This means that Tourplan can record what the booking service value was, what the invoice value is and record any under or over payments.

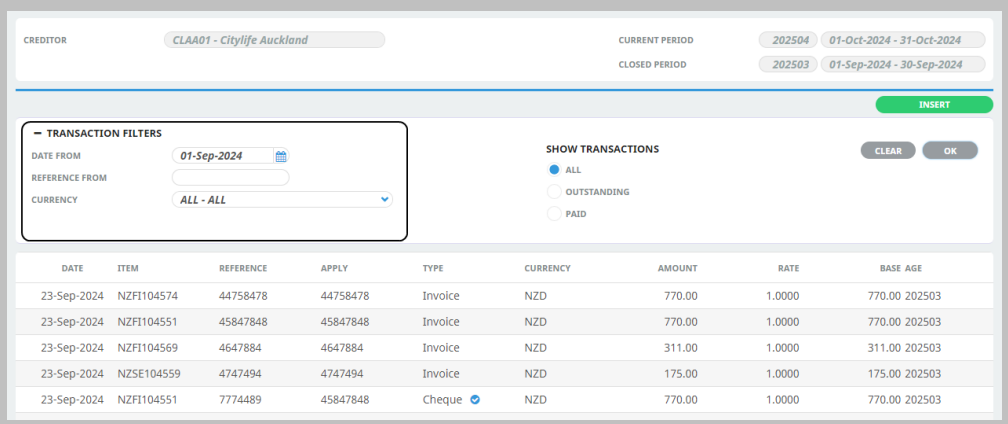
NOTE: The use of the term Voucher in this section does not mean that a voucher has had to be physically created or printed. It means that the *Booking* has a status that allows booking services to become accountable entities and the *Service Status* of the individual line(s) in the booking also allows the service to become accountable. When the term *Tagging Vouchers* is used, it really means "Tagging for payment a booking service whose statuses allow payment to be made".

Insert an Invoice

1. Make sure the required creditor / supplier is displayed (see "Create a New Creditor" on page 127 or "Retrieve an Existing Creditor" on page 142).

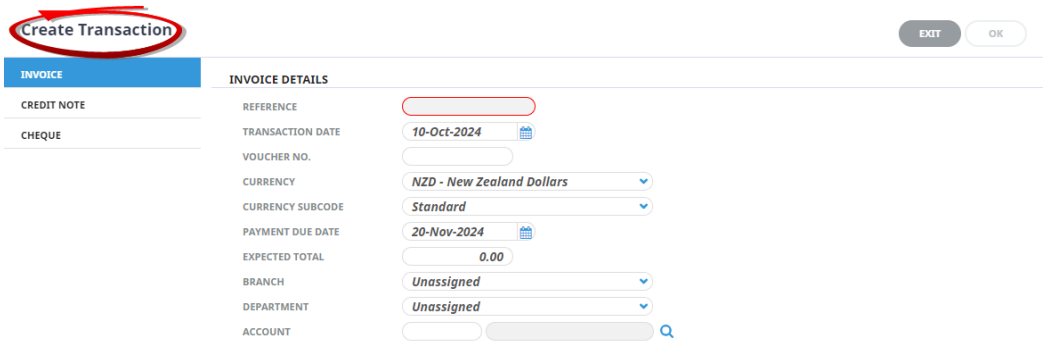
2. From the Creditors menu, select **Accounting > Transactions**.

   For example, the transactions list screen for CLAA01 - Citylife Auckland:



3. On the Creditors transactions list screen, click **Insert**.

4. On the **Create Transaction** screen, ***Invoice*** is the default transaction type. Enter the invoice details accordingly.



5. Click **OK** to keep the changes and save or update the entry.

6. Click **Exit** to discard any changes.

About the Create Invoice Transaction Fields

Invoice Details section

Reference

The transaction reference. The suppliers invoice number or invoice reference.

If the supplier does not provide an invoice number or reference, it is not recommended that the booking reference be used as a transaction reference. This can lead to a degree of confusion when looking in the transaction list for a transaction and the *Transaction Item*, *Transaction Reference* and *Transaction Apply* fields all have the same detail in them.

Transaction Date

This is the date from which the Transaction Period (as described under "Tourplan Accounting Terminology" on page 20) is determined, and the date that displays in this field is always the current system date. Unlike debtors, there is no INI setting for the default transaction date. The Transaction Date can be overridden. This could affect the transaction period and the aging of the invoice if the month is changed. The Transaction Date must be in an open period — the system will not allow a transaction date which is in a closed accounting period.

Voucher No.

For bookings transactions, the voucher number of the transaction can be specified. This will automatically populate all applicable values for the voucher on the invoice line screen.

Currency

The currency that the creditors invoice will be entered into the system in. This can be changed to any of the currencies that are attached to the supplier. The currency which was checked as the default in the currencies screen during supplier set up ("Default Currency" on page 137) is the currency which displays by default.

Currency Sub code

A currency sub code can be selected here.

NOTE: The currency sub code is used by the system to determine which currency exchange rate between a pair of currencies is to be used when inputting a supplier's invoice. This is only in the situation where the service currency is different to the invoice currency.

Payment Due Date

This date is calculated from the payment terms for this supplier/currency as entered in the supplier currencies screen "Creditor Currencies Tab" on page 136. It can be overridden if required.

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Expected Total

The total value of the creditors invoice can optionally be entered here. This is used as a control total when the invoice lines are being entered. When the invoice is finished, any discrepancy between the invoice lines total and the value in this field will result in a warning message advising that the totals don't match. Normal saving of the invoice can continue.

Branch/Department/Account

The G.L. Account that the expense of this invoice will be posted to.

When a service is entered into a Booking, the expense account(s) are known based on INI settings, so for *bookings related* invoices, these fields should be left blank. For a *non-bookings* invoice - e.g., rent, phone account etc - , the expense account must be entered at some stage, so can be entered here, or on the Invoice Line Detail Screen. Selecting the expense account at invoice line level for non bookings creditors invoices allows the expense to be split - e.g., across different branches or departments.

What Next?

Continue creating a creditor's invoice by adding the line(s) to the invoice.

There are two distinct methods of processing bookings related creditors invoices:

1. A creditors invoice that covers a single voucher or,
2. A creditors invoice that covers multiple vouchers, or a voucher number is unknown.

The methods are interchangeable, but are designed for ease of processing in those two situations.

"Insert Single Invoice Line" on the next page

"Insert Multiple Invoice Lines" on page 161

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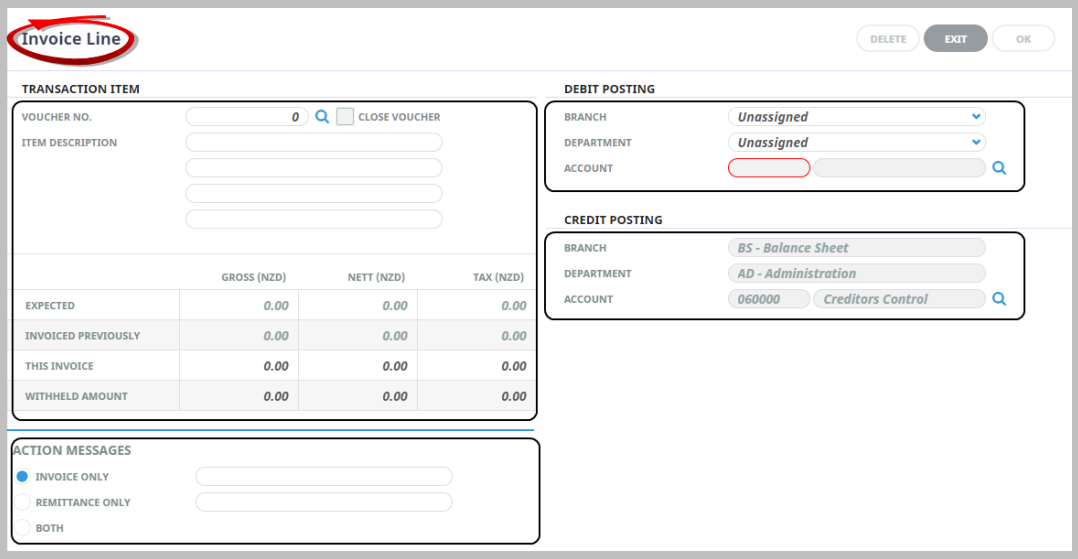
Insert Single Invoice Line

When a booking suppliers invoice is received covering one voucher, the following processing method is the simplest. This method does require that the voucher number is known. If the voucher number is unknown, see "Insert Multiple Invoice Lines" on page 161.

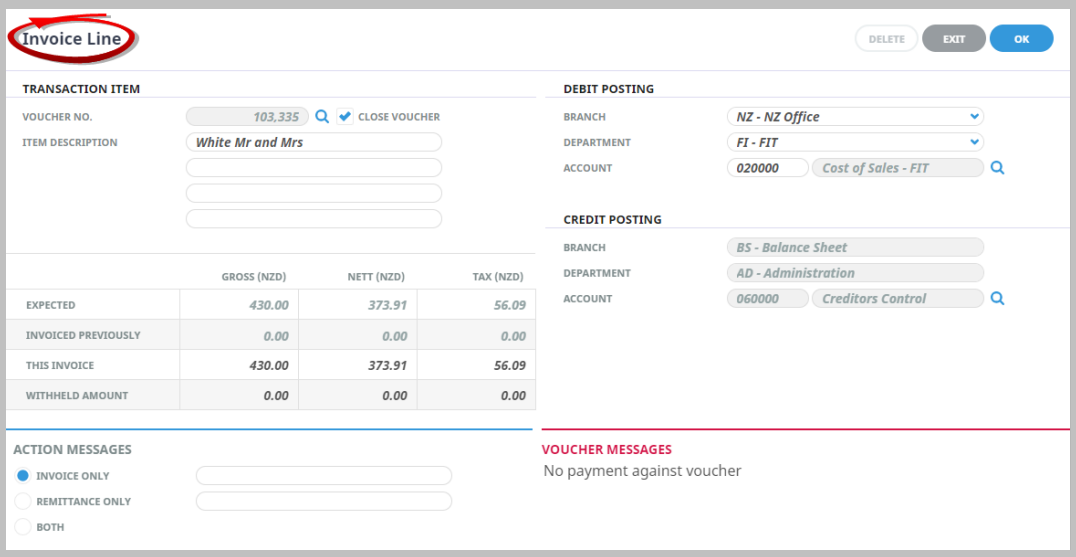
When the Create Transaction screen is completed, click OK to display the Invoice Line screen. It is divided into 4 sections:

1. Transaction Item
2. Debit Posting
3. Credit Posting
4. Action Messages

For a Bookings Invoice, the debit posting will automatically be selected when a voucher is selected. For a non bookings invoice, if the Debit Posting Account was not chosen during completion of the Invoice Header, the process can not proceed until one is chosen during this step, as indicated by the mandatory field *Account* not yet completed in the example below.



Example completed single Invoice Line screen. When the screen is populated, an additional Voucher Messages section displays.



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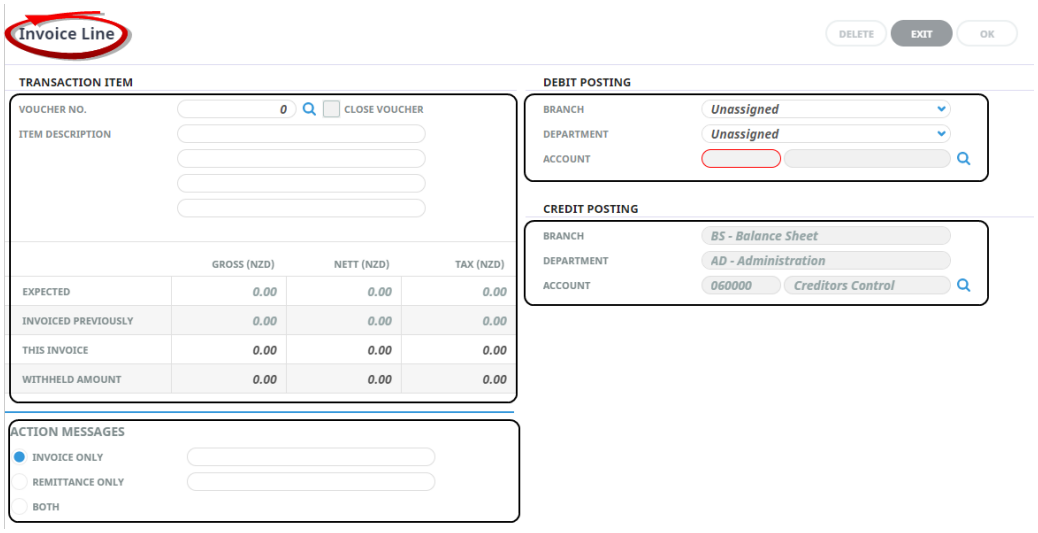
Insert a Single Invoice Line

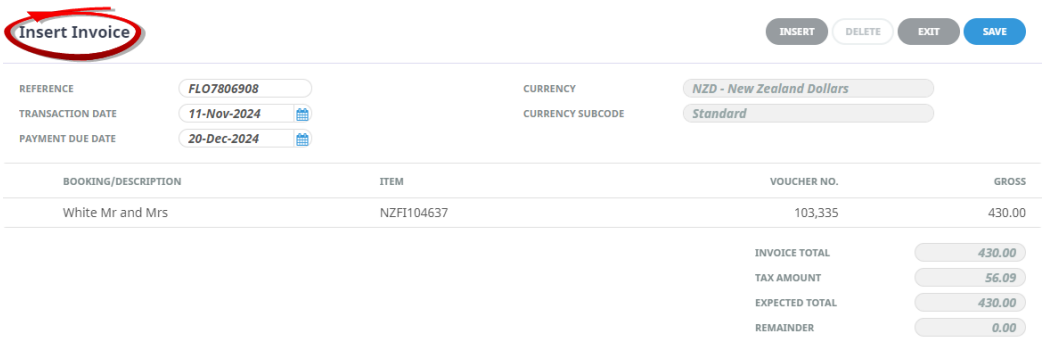
1. Make sure that a Creditors Invoice has been created. (See "Creditors Invoice" on page 153).
2. On the **Invoice Line** screen, enter details as per "About the Invoice Line Screen" below.



3. Check completed screen, click **OK** to continue to the Insert Invoice screen.

4. Click **Exit** to return to the Invoice Line screen.

5. On the **Insert Invoice** screen. If additional lines need to be added to the invoice, click **Insert**. The Invoice Line screen will re-display.



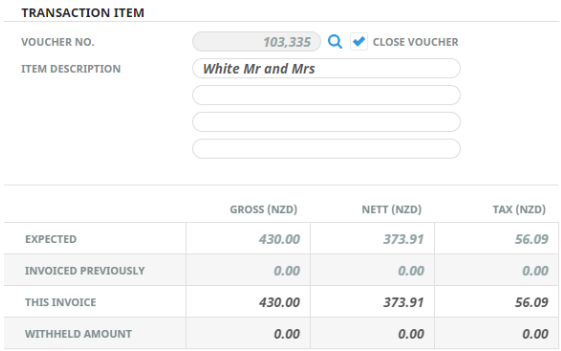
6. Click **Save** to keep the changes.
7. Click **Exit** to discard any changes.

NOTE: To edit an existing transaction line, single-click the line.

About the Invoice Line Screen

Transaction Item Section

When a voucher number is entered in the Voucher No. field and the Tab key pressed, the Invoice line screen will populate with the voucher values. Edits can be made if needed.



NOTE: If the Voucher number is unknown, clicking the Search icon next to the Voucher number field will allow search criteria to be entered allowing selection of a single voucher or multiple vouchers to be included in the invoice. This process is not discussed here and is covered in "Insert Multiple Invoice Lines" on page 161.

Voucher No.

For bookings transactions, the voucher number of the selected transaction will display.

NOTE: For non-bookings transactions, leave this field blank.

Close Voucher

This checkbox becomes active once a valid voucher number is found. When this field is checked, the voucher will be Closed when the invoice is saved.

NOTE:

- The default value of either checked or unchecked can be set with the Accounts Payable INI setting AP_DEFAULT_CLOSE_VCH. When this setting is Y or not set, the default is to Close the Voucher. A setting of N will leave the box unchecked.
- When a service has been paid and closed, it is not able to be changed or deleted within the booking. The individual FIT'S and Groups INI settings EDITCLOSEDVOUCHER are able to be set on a user by user basis to allow some editing after closing.
- If further payments are made against a service that has been closed, a warning message will advise that the voucher has already been closed, but further payments can be made.

Item Description

For bookings transactions, the first description line is used for the booking name.

For non-booking transactions, these two fields are where the user entered description of the transaction is entered.

Expected (Display Only - Bookings Transactions Only)

These three fields (Gross, Nett, Tax) display the service line value—i.e., the amount expected to pay. These amounts are based on the service cost values in the booking.

Invoiced Previously (Display Only - Bookings Transactions Only)

These fields display any amount which has been previously invoiced or paid against the service.

This Invoice

For bookings transactions, these fields will be automatically filled with the outstanding value of the service. If there have been no previous amounts invoiced for the service, the expected values are used. They can be overridden.

NOTE: Any tax values for bookings transactions are calculated from the service line tax, not from the tax code which may be attached to the creditor.

For non-bookings transactions, the amount being paid is entered in the Gross field. If a tax code is attached to the creditor, it is used to calculate the tax component. The values can be overridden.

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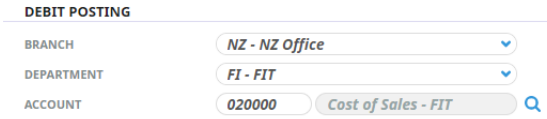
Withheld Amount

If an amount is being withheld from the supplier—i.e., an amount in dispute that may be paid at a later date — then the amount being withheld can be entered in these fields. Withheld amounts can be released for payment or crediting. See Accounts User Manual, A.P. Release Withheld Amounts.

NOTE:

- When an amount is being withheld, the full amount (including the amount to be withheld) is entered in the This Invoice fields, and the withheld amount in the Withheld fields i.e., This Invoice 100.00, Withheld 20.00.
- Withheld amounts should not be confused with short payments. If the expected/vouchered value is 100.00 and the supplier sends an invoice for 80.00, then the 20.00 residual is not a withheld amount, it is an under payment and the voucher can be closed. If the expected/vouchered value is 100.00 and there is a dispute over 20.00 of the invoice, then the 20.00 is a withheld amount.

Debit Posting Section



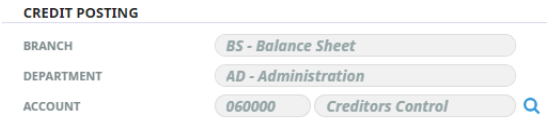
Debit Posting – Branch/Department/Account

This section of the Invoice Line Detail Screen shows the General Ledger debit posting account. For a Creditors Invoice, the debit account will be the expense account associated with the transaction.

NOTE:

- For bookings transactions, this screen will have been populated based on the INI setting already configured as the correct expense account to post to.
- For non-bookings transactions, if a G.L. Expense Account was entered in the Invoice Header Screen, it will display here, but can be changed if required.

Credit Posting Section



The Credit Posting Account for a creditors invoice is, by default, the Creditors Control account. This is obtained from INI settings and cannot be changed here.

Action Messages Section

This section allows two lines of text to be entered which can be later output on messages. This text is usually used to describe reasons for payment amounts being different to invoice amounts.

Message

Any message (if required) can be entered in these fields.

Invoice (redundant)

This output option relates to a previous system version that had a report that these fields could be output to. The future of this option is under consideration.

Remittance

When checked, the text will be output on remittance advice type messages.

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Both

When checked, the text will output on remittance advice messages only.

Voucher Messages Section

This section only displays when the screen has been populated *and* when there are valid voucher messages to display.

NOTE: There is no user control over the display of these messages. They display as information only.

About the Insert Invoice Screen

Booking/Description (Display Only)

The booking name.

Item (Display Only)

For bookings payment invoices, the booking reference number; for non booking payment invoices, the creditors invoice number.

Voucher No. (Display Only)

The voucher number of the service being paid (Booking services only).

Gross

The gross value of the transaction line from the Invoice Line Detail screen.

All fields in this section are display only.

Invoice Total

The total value of all invoice lines so far entered.

Tax Amount

The total of tax on all invoice lines so far entered.

Expected Total

The amount that was entered in the Invoice Total field in the invoice header.

Remainder

The calculated value of Expected total less Invoiced total.

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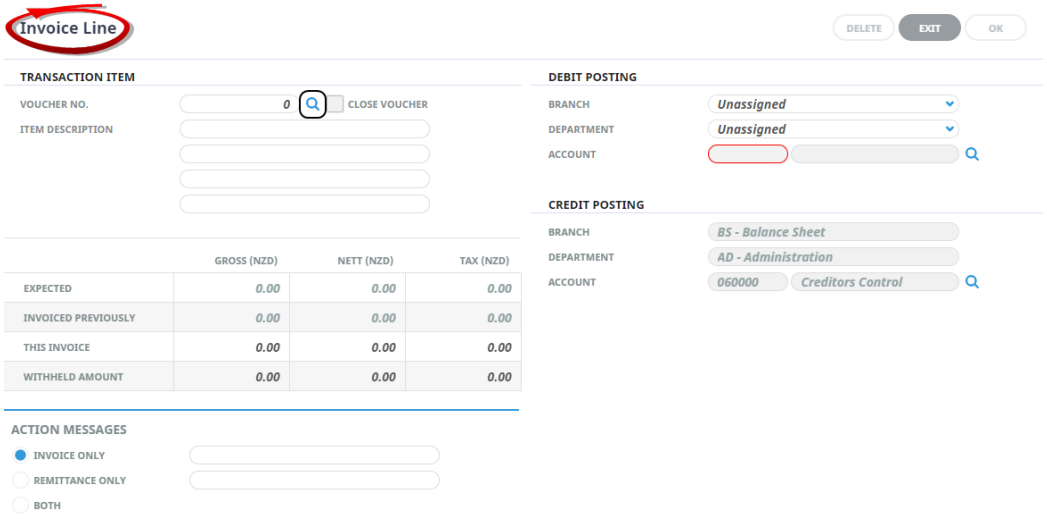
Insert Multiple Invoice Lines

When a voucher number is unknown, or when there are multiple services/vouchers to be paid on one suppliers invoice, then the Seach button next to the Voucher No. field can be used to locate the voucher(s).

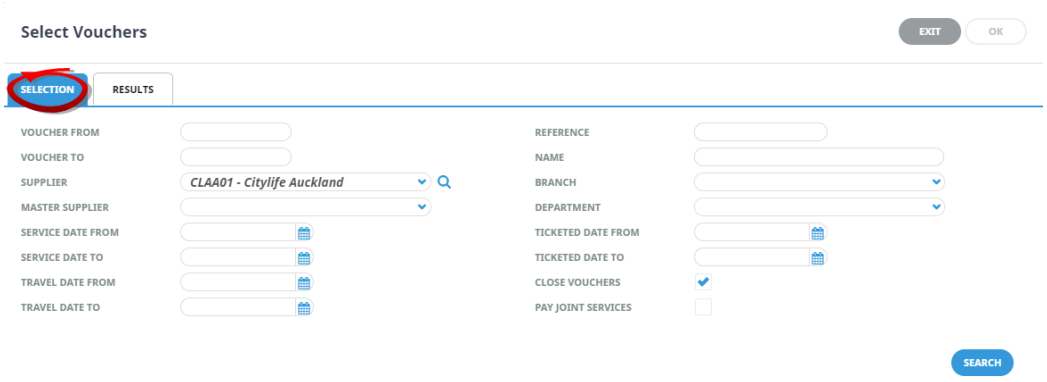
Search for Multiple Vouchers

1. If the Invoice to which multiple invoice lines are to be added does not exist, create the Invoice first (see "Insert Single Invoice Line" on page 156).

2. On the **Invoice line** screen, select the search icon.



3. The Search button will display the Select Vouchers screen, with the **Selection Tab** open.



4. Open the Search **Results Tab**, select the required vouchers, either by clicking the select all button or individual vouchers by checking the check box next to each voucher.

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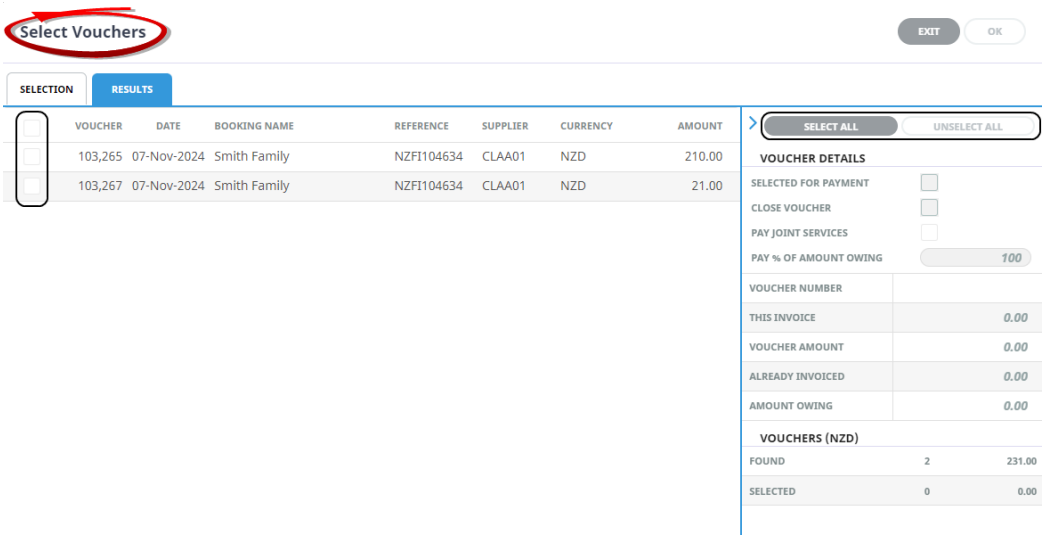

5. Select **Ok** to proceed to the Insert invoice screen.
6. Select **Exit** to return to the transaction screen.
7. If additional lines need to be added to the invoice, click the **Insert** button. The Invoice Line Detail screen will re-display.
8. Once vouchers have been selected:
   a. Select **Insert** to insert a new invoice line.
   b. Select **Exit** to return to the transaction screen.
   c. Select **Save** to save the invoice line(s).

   NOTE: The Delete button will become enabled when the invoice line is saved and is re-opened.

About the Select Vouchers Fields

Services to be paid can be searched for using the following fields:

NOTE: If multiple vouchers are being searched for that are to be paid on one invoice, it is easier to leave these fields (except the Supplier) blank so that all qualifying services will display and can be matched against the suppliers invoice and selected.

Voucher Number From/To

If the voucher number is known, enter it as both the From number and To number. If the approximate numbering range is known, enter the range From/To.

Supplier

This field defaults to the supplier selected when the invoice header was started. If the supplier is changed here, the presumption is that the costs of a voucher that was issued to this supplier for a service is going to be paid to another supplier. An example of this is explained under "Pay Transactions to a Master Supplier" on page 172.

Master Supplier

This drop-down can be used to locate services for the subsidiary suppliers of a Master Supplier. This can then be used to pay the master supplier amounts owed to subsidiary suppliers. Examples of this process are explained under "Pay Transactions to a Master Supplier" on page 172.

Service Date Range From/To

Services can be searched for based on their service date using these two fields.

Travel Date Range From/To

Services can be searched for based on the booking travel date using these two fields.

Booking Reference

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If only the booking reference is known, it can be entered here. Capitalisation is not important nzfi101502 will find NZFI101502.

Booking Name

Enter the first several characters of the name on the booking to search with this field. I.e., if the Booking Name is Hardy/Laurel Party, entering Hardy in this field and clicking Search will locate the service. Entering Laurel and clicking Scroll will not find the service, since the booking name does not start with Laurel.

Branch/Department

These two drop-downs relate to the Booking Reference Branch and Department, so the search can be for services for specific booking Branch and/or booking Department combinations.

Ticketed Date Range

These fields are only used by systems that are configured for the Air add on.

Close Vouchers

When checked, the system will automatically "Close" the voucher when the invoice is saved. Closing the voucher means it is flagged as closed and paid and further access to the voucher will trigger warnings.

Pay Joint Services

In the Resource Assignment module, pax having the same service on the same day at the same time can be joined - e.g., a transfer for 3 individual bookings of 2 pax each off the same flight would generate 3 service lines and vouchers. If this field is left unchecked then the vouchers for the joint services will appear as individual vouchers to be selected and added to the invoice. If it is checked then the joint service vouchers will be grouped together and allow selection of the total.

Search

When selections have been completed, click this button to commence the search.

NOTE: If large quantities of services are located, a message will display advising that a large number of services have been found and the scroll can be cancelled to add filters.

About the Results Tab Fields

Row selection

To select a specific voucher(s) from the list , check the check-box(es) to the left of the voucher number.

NOTE: Checking/Unchecking the check-box in the column header will select/unselect all invoices within the list.

Voucher

The voucher number of the service displayed.

Service Date

The date the service took place.

Booking Name

The booking name.

Reference

The booking reference.

Supplier Code

The code of the supplier being paid.

This will generally be the same code of the supplier/creditor selected at the beginning of the invoicing process. If the services for an alternate supplier have been selected, then the alternate supplier code will display here. See example under "Paying an Alternative Supplier" on page 169.

Currency

The default currency of the Creditor (stored within the Creditor > Currencies Tab).

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Amount

The value outstanding on the voucher. For vouchers that have been part paid, and not closed, this value is the balance outstanding.

Voucher Status (Not selected by default)

The voucher status is a selectable column available to display - click the column headings row to see the available columns. This field indicates the current status of the voucher and can be one of the following:

Status	Meaning
Not Printed	Vouchers have not been printed, but the service meets the criteria to be paid
Generated	The voucher record has been generated.
Reprinted	Subsequent to the voucher being generated, an amendment has been made to the service in the booking and a the voucher has been reprinted.
Liability	The service has been flagged in the product database as a (L)iability only

Voucher Details Section

Select All

When clicked, the services currently displayed will be automatically tagged for processing. They can be untagged individually if required.

NOTE: As many services as are on the suppliers invoice can be selected in this screen and either the vouchered value (Amount) or specific amounts (Invoice) can be entered.

The values can be amended by clicking on the Voucher line and editing the amount in the Voucher Details/ This Invoice on the right hand side of the screen. The values can also be amended from the Invoice Line Screen.

Unselect All

When clicked, the services which display will be automatically un-tagged for processing. They can be tagged individually if required.

Selected for Payment

This checkbox becomes active once a valid voucher is selected.

Close Voucher

This checkbox becomes active once a valid voucher number is found. When checked, the voucher will be Closed when the invoice is saved.

NOTE:

- The default value of either checked or unchecked can be set with the Accounts Payable INI setting AP_DEFAULT_CLOSE_VCH. When this setting is Y or not set, the default is to Close the Voucher. A setting of N will leave the box unchecked.
- When a service has been paid and closed, it is not able to be changed or deleted within the booking. The individual FIT's and Groups INI settings EDITCLOSEDVOUCHER are able to be set on a user by user basis to allow some editing after closing. If further payments are made against a service that has been closed, a warning message will advise that the voucher has already been closed, but further payments can be made.

Pay Joint Services

If this field had been checked in the Selection tab, it would also be checked here.

Pay % of Amount Owing (100)

When a voucher line has been seleted for payment, this field becomes live and percentage figure can be edited to pay a percentage of the amount owing.

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This Invoice

When a voucher line has been selected for payment, the amount to pay can also be edited in this field.

NOTE: All other numeric fields in this section are display only.

Messages Section

(This section only displays if valid financial messages relating to the booking exist)

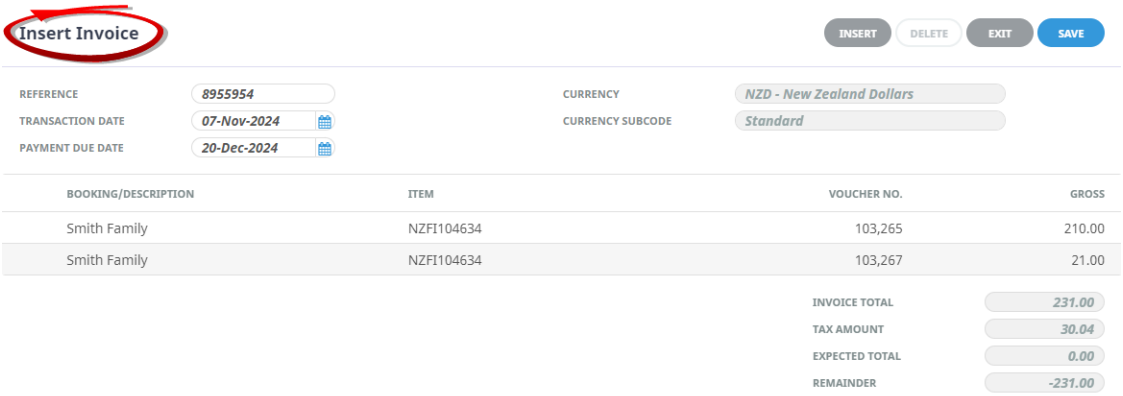
When services have an amount entered in the Invoice column (either by accepting the amount displayed or manually entering the amount), the system checks to see if payment has been received for the booking. One of the warnings will display if:

- The booking has not been invoiced, or
- The booking has been invoiced, but no payment has been received, or
- The booking has been invoiced and less than 80% of the payment has been received.

Vouchers Section

Found – Displays the number of vouchers that have been found and their total value .

Selected - Displays the number of vouchers in the list that have been selected for processing and their total value.



Booking/Description (Display Only)

The booking name.

Item (Display Only)

For bookings payment invoices, the booking reference number; for non booking payment invoices the creditors invoice number.

Voucher No. (Display Only)

The voucher number of the service being paid (Booking services only).

Gross (Display Only)

The gross value of the transaction line from the Invoice Line Detail screen.

Invoice Total (Display Only)

The total value of all invoice lines so far entered.

Tax Amount (Display Only)

The total of tax on all invoice lines so far entered.

Expected Total (Display Only)

The amount that was entered in the Invoice Total field in the invoice header.

Remainder (Display Only)

The calculated value of Expected total less Invoiced total.

NOTE: To edit an existing transaction line, single-click the line.

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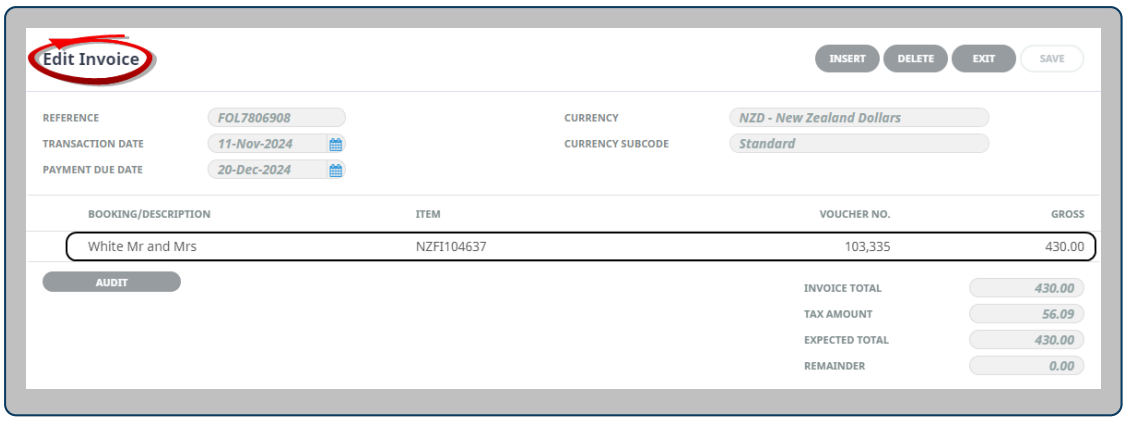
Edit an Existing Invoice

NOTE: Only transactions that are in an open period are able to be edited.

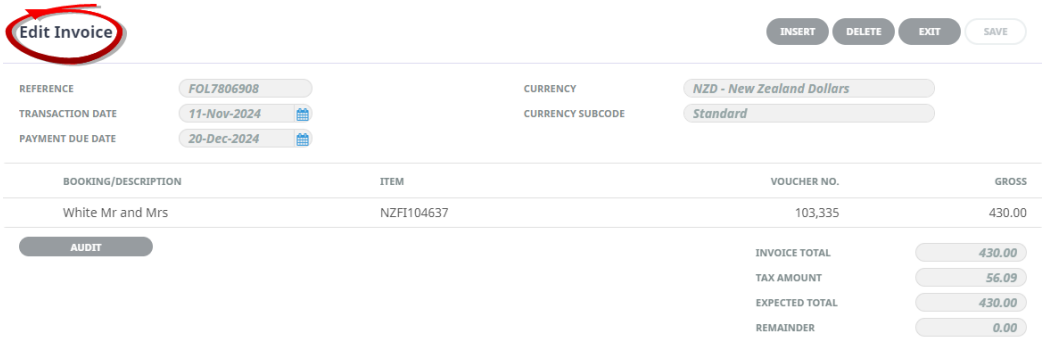
Select the invoice to be edited from the Creditors Transaction List.



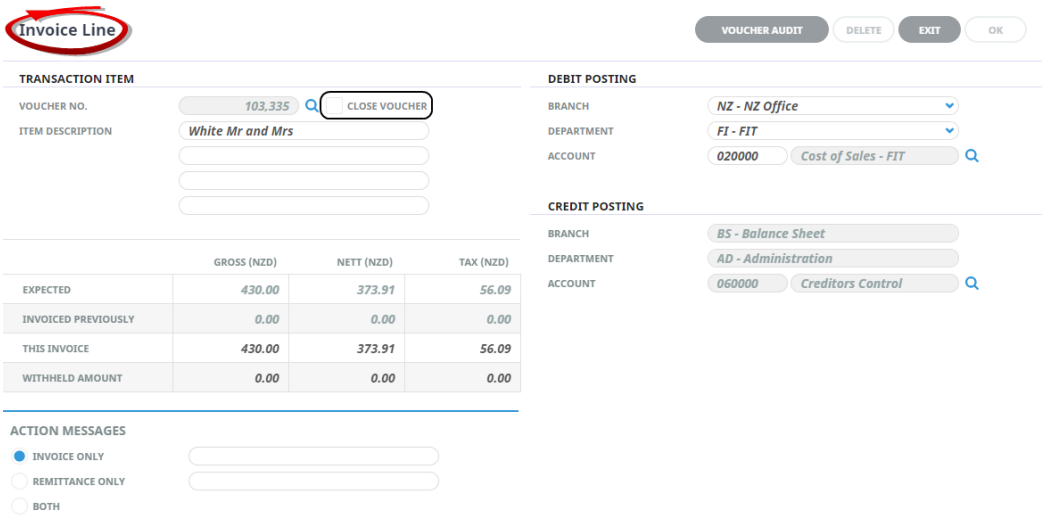
NOTE: The transaction lines are display only in this screen.

Edit an Invoice

1. Make sure to select the invoice to be edited from the Creditors Transaction List. The **Edit Invoice** screen will display.



2. Select the Transaction line to be edited. This will open the **Invoice line** screen.



3. When editing is completed, click **OK**. This will re-display the Edit Invoice screen.

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4. To continue adding lines to the Invoice, click **Insert**.

5. To Save, click **Save**.

NOTE: When Exit or Save are clicked, the Creditors Transaction List screen will display and the creating or editing of a Creditors Invoice is complete.

6. To delete a complete invoice, select the invoice in the CreditorsTransaction List and click **Delete**.

About Edit Invoice (Transaction) Headings

Booking/Description

Description line 1 from the Invoice Line Detail screen.

Item

This is either a) in the case of Booking Transactions, the Booking reference, or b) for non-bookings transactions, the transaction reference (invoice) number.

Voucher

The voucher number from the Invoice Line Detail screen as above.

Gross

The gross value of the transaction line from the Invoice Line Detail screen.

About Invoice Line Fields

This section displays the transaction detail. Some fields in this area can be edited if required.

Voucher Number

The voucher number cannot be changed.

Close Voucher/Open Voucher

This has inherited the setting from the Close checkbox in the tag vouchers screen. If the voucher is not to be closed, uncheck the box. This checkbox heading becomes "Open Voucher" when opening an already saved invoice.

Item Description

The booking name is automatically written to the first description field. This can be edited and additional text can be entered in the second field if required.

Expected (Gross, Nett, Tax) (Display Only)

These three fields display the vouchered amount that was expected to be paid.

Invoiced Previously (Gross, Nett, Tax) (Display Only)

These fields display any amount for this voucher which has been previously invoiced.

This Invoice (Gross, Nett, Tax)

These fields show the amount that was entered or selected in the tag vouchers screen. They can be overwritten.

Withheld Amount (Gross, Nett, Tax)

If an amount is being withheld from the supplier—i.e., an amount in dispute that may be paid at a later date — then the amount being withheld can be entered in these fields. Withheld amounts can be released for payment or crediting (see Accounts User Manual, A.P. Release Withheld Amounts).

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NOTE: When an amount is being withheld, the full amount (including the amount to be withheld) must be entered in the This Invoice field, and the amount being Withheld entered in the *Withheld* fields. Withheld amounts should not be confused with short payments. If the expected/vouchered value is 100.00 and the supplier sends an invoice for 80.00, then the 20.00 residual is not a withheld amount, it is an under payment and the voucher can be closed. If the expected/vouchered value is 100.00 and there is a dispute over 20.00 of the invoice, then the 20.00 is a withheld amount.

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Invoicing Variations

There are variations to invoicing procedures which allow users to cope with unique circumstances.

The variations covered here are:

1. "Paying an Alternative Supplier" below
2. "Paying a Generic Supplier" on page 171
3. "Paying a Master Supplier" on page 171

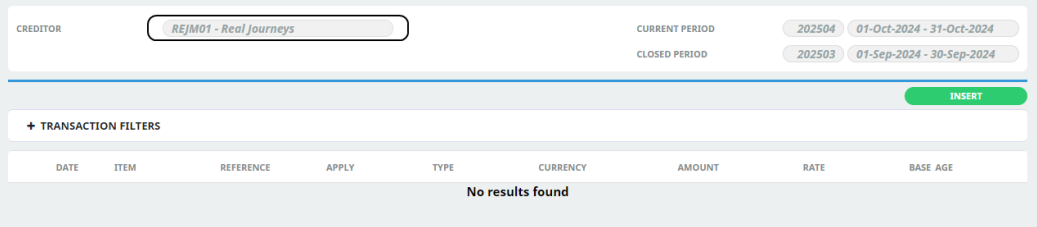
Paying an Alternative Supplier

The situation can arise where the supplier that a voucher has been issued to does not provide the service and an alternate supplier is to be paid.

When the invoice is received from the alternate supplier, select the alternate supplier in Creditors and process the invoice transaction header as per the "Creditors Invoice" on page 153 section.

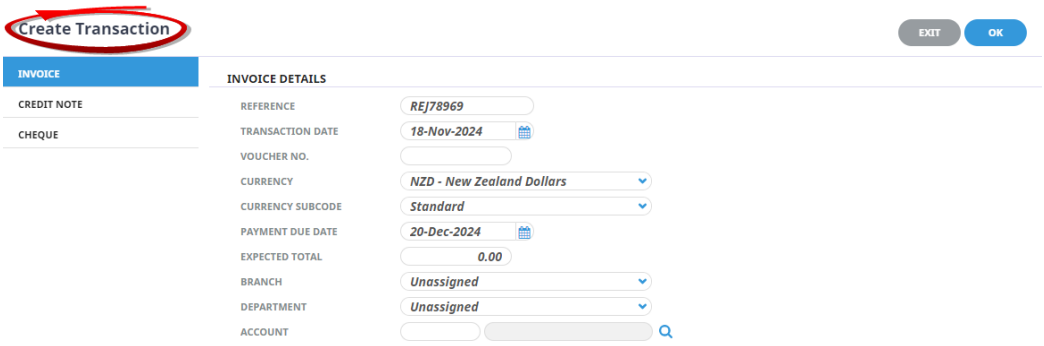
Pay an Alternative Supplier

1. To Pay an Alternate Creditor/Supplier, first select the **Alternate** supplier (i.e., the Supplier who has sent the invoice) in the Creditor application via *Accounting* > *Transactions*.



2. Click **Insert**.

3. On the **Create Transaction** Screen insert a reference number, complete the other applicable fields.



4. Click **OK** to keep the changes and save or update the entry.

5. On the **Invoice Line** screen, use the **Search** icon to search for the voucher number.

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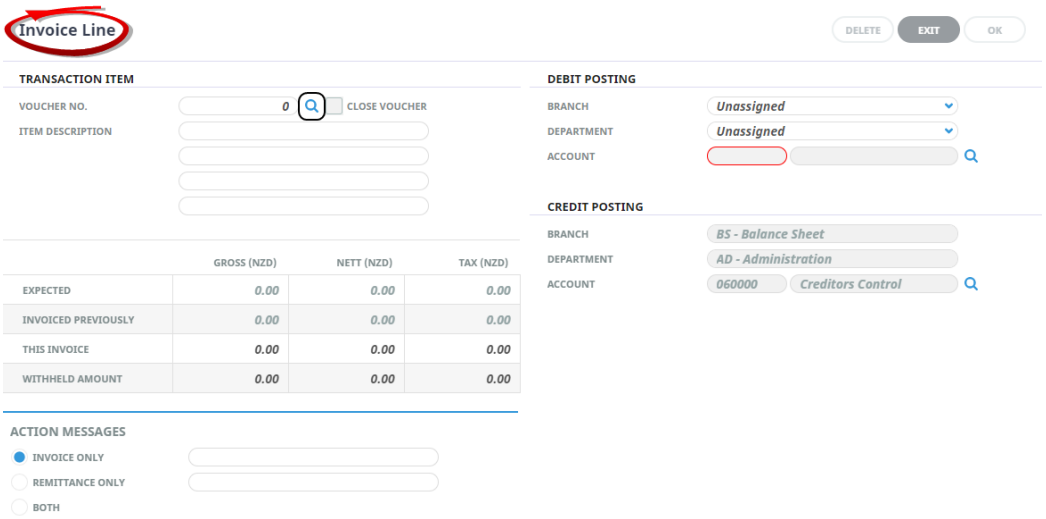
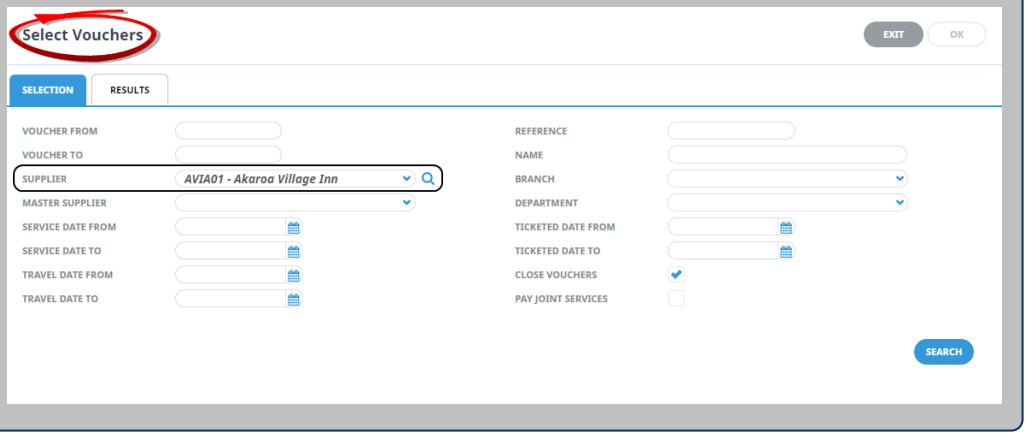


6. If the voucher number is unknown, leave the voucher number blank and click the search button and select the *Original Supplier* from the Supplier drop-down in the Select Voucher screen.

In this example, supplier **REJM01** is the supplier being paid for a voucher issued to **AVIA01**.



7. Click **Search**, or open the Results tab and select the vouchers by checking the required voucher to be paid.

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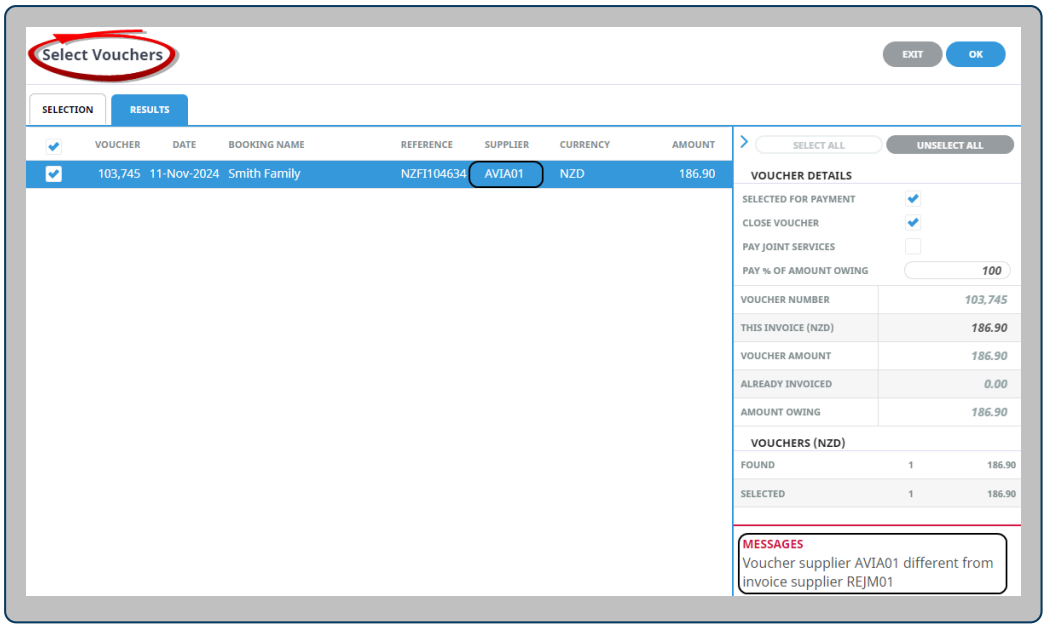

8. Continue processing the payment of the voucher as normal from this point.

NOTE: When the voucher to be paid is selected a 'warning' message will display in the messages section advising that voucher supplier is different from the invoice supplier.

NOTE: When the Financial Analysis Excel reports are used for bookings or service analysis, the original supplier that the voucher was issued to (AVIA01) will be the supplier reported. This is because the bookings or service analysis reports are based on Booking data and since the original supplier (AVIA01) is still the supplier in the booking, this is reported. If the alternate supplier needs to be reported, then the service should be changed in the booking prior to the supplier invoice being processed.

Paying a Generic Supplier

Most companies will have some generic suppliers that are used when a one off request is made for a service that is not in the product database. Although we emphasise that it is practical to create the product that is not always the case. The same procedure as "Paying an Alternative Supplier" on page 169 can be used - simply select from Creditors the supplier that is to be paid and select the generic supplier from the *Supplier* drop-down in the Invoice Line Detail.

Paying a Master Supplier

NOTE: The setting up of master and subsidiary suppliers is in the Creditors Application under the field **Supplier Chain Master/Master Supplier** (see " Creditors Details Tab " on page 129).

There are two ways in which a master supplier can be paid for services that were provided by subsidiary suppliers.

1. The transactions can be entered against the subsidiary supplier(s) and the payment document (Cheque, Remittance Advice, EFT output etc.) can be set up to be addressed to the Master Supplier. In this case, the transactions remain against the subsidiary supplier.

   NOTE: The entering of supplier invoices as already covered in this document is the correct method for this type of processing. The only change is in the output of the physical payment document. This is covered under "Creditor Cheques" on page 178 in this user manual where the output of individual creditor cheques is covered, or under Accounting, Creditors, and Cheque Writer in the Accounts User Manual which details bulk cheque document output.

2. The transactions can be entered against the Master Supplier for the subsidiary supplier(s). In this case, the transactions remain on the Master Supplier. The selection of services can be on an ad hoc basis — i.e., services from a variety of bookings can be paid, or, services for a specific booking can be paid etc. The payment document selected should be one that is addressed to the Master Supplier.

   NOTE: If the Excel Financial Analysis reports are being used to report bookings or service analysis, the subsidiary supplier (i.e., the supplier from the booking) will be the supplier reported for both methods of processing.

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Pay Transactions to a Master Supplier

1. Search for and retrieve a **Master Supplier**.
2. Click **Insert** to add a new entry.

3. On the Invoice Line screen search for the voucher no.
4. On the Invoice Line screen, edit fields if necessary and click **OK**.
5. Click **Save** to save the invoice transaction.

   NOTE: This method puts the transaction against the master.

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Creditors Credit Note

A credit note can be applied against a previously entered creditor's invoice.

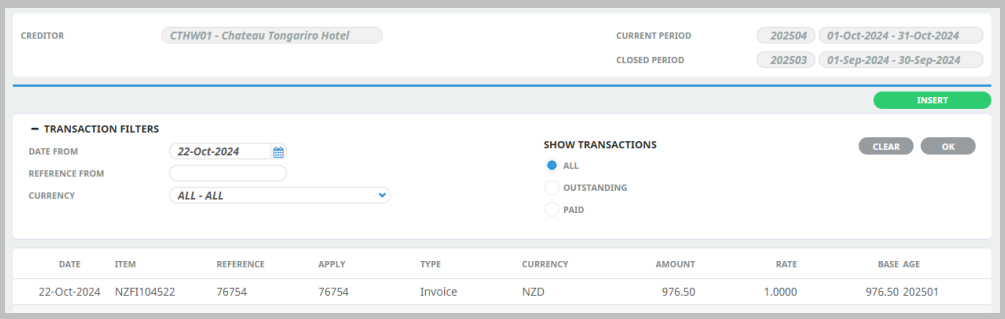
NOTE: Tourplan Accounting is "Open Item" which means that a Credit (or Cheque) transaction must relate to an Invoice transaction. Credit Notes can only be applied against an already existing invoice.

Create Credit Note Transaction

1. Make sure the required creditor / supplier is displayed (see "Retrieve an Existing Creditor" on page 142).

2. From the Creditors menu, select **Accounting > Transactions**.

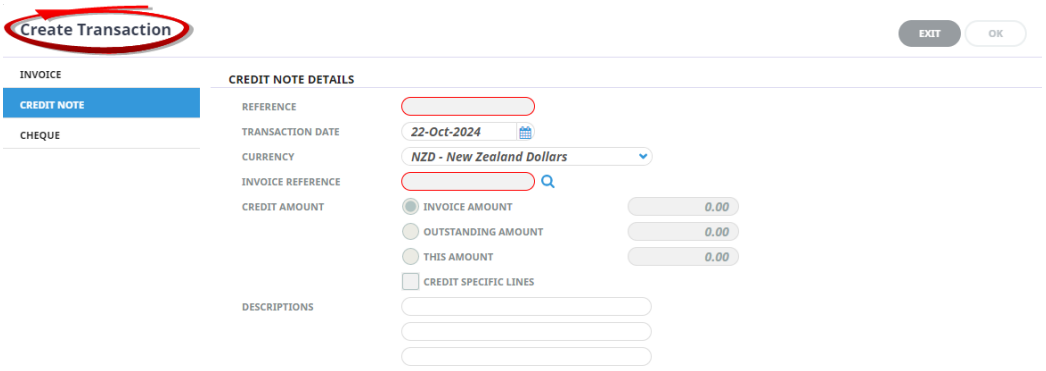
   For example, the transactions list screen for CTHW01 - Chateau Tongariro Hotel.

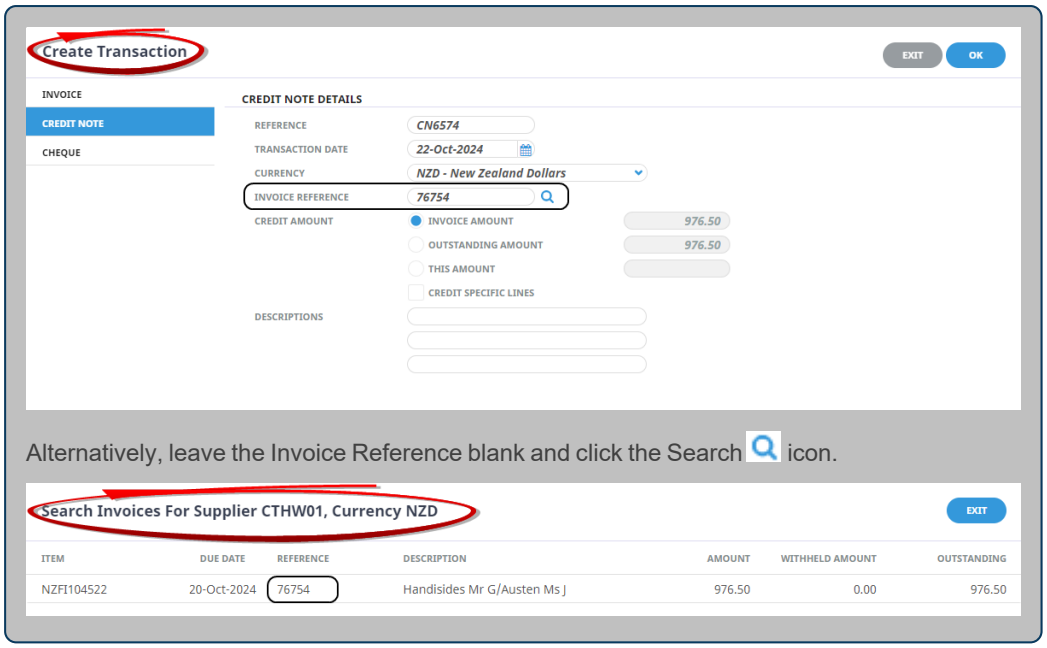
   Remember to apply **Transaction Filter** selection criteria; e.g. set the *Date From* back far enough to retrieve the required transaction(s).

3. Click **Insert** to add a new entry.

4. On the **Create Transaction** screen, select **Credit Note** as the type of transaction and enter details accordingly.

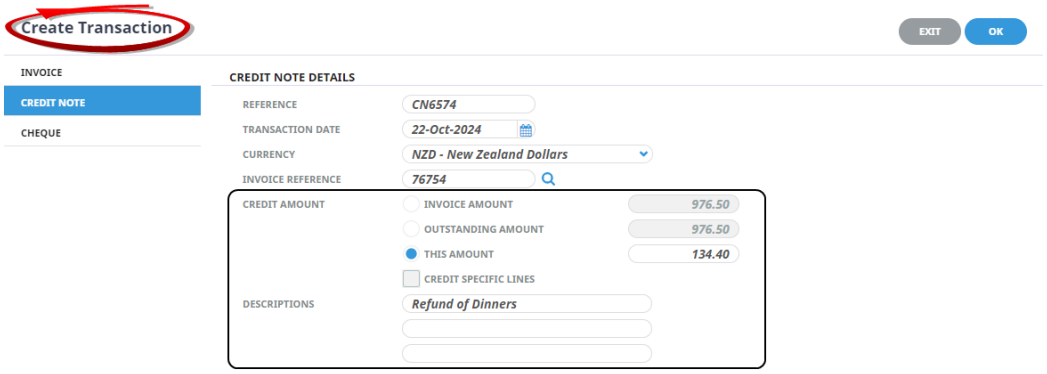
   

   For example, searching for Invoice Reference *76754*.



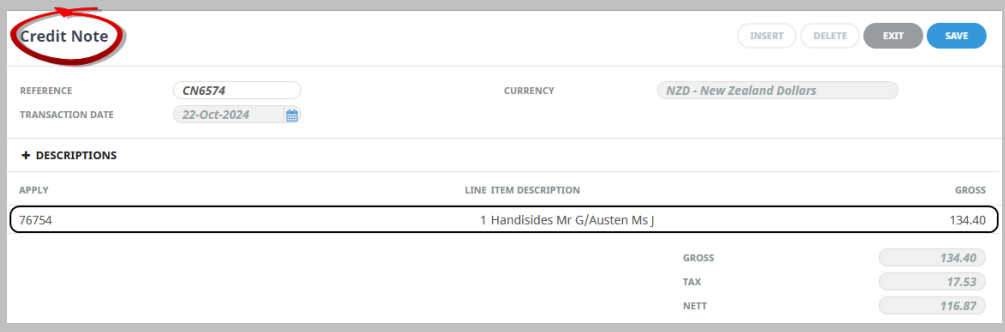
Alternatively, leave the Invoice Reference blank and click the Search icon.

NOTE: When the Creditors Invoice has been located, check the check-box for either the Invoice Amount, Outstanding Amount or This Amount for the Credit Amount.



5. Click **OK** to keep the changes and save or update the entry.
6. Click **Exit** to discard any changes.
7. If **OK** is clicked, the **Credit Note** screen appears.

This screen also displays when a credit note is issued for the Invoice Amount or the Outstanding Invoice Amount and OK is clicked.



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8. Click **Save** to keep the changes.

About the Create Credit Note Transaction Fields

Create Transaction (Credit Note) Fields

Credits can be applied against the invoice total *or* against a specific line of an invoice.

NOTE: The three Radio Button fields *Invoice Amount*, *Outstanding Amount* and *This Amount* control the amount that will be applied against the Credit Note total. The Check-box *Credit Specific Lines* controls applying the credit amount at invoice line level.

Creditors credit notes will only display one line unless the creditor has multiple lines in the booking.

Reference

The Credit Note number. This is the number of the credit note received from the supplier.

If there is no reference number on the credit note, it is not recommended that the booking reference be used as this can lead to confusion during reconciliation. The system will not allow the same reference as any existing invoice, credit note or cheque reference, within the same supplier.

Transaction Date

Credit Note transaction dates always default to current system date. The transaction date can be overridden.

The Transaction Date must be in an open accounting period—the system will not allow a transaction date which is in a closed accounting period.

Credit Notes *always* inherit the age period of the invoice to which they are applied.

Currency

The currency that the credit will be issued in. This can be changed to any of the currencies that are attached to the supplier. The currency which was checked as the default in the currencies screen during supplier set up is the one which displays by default.

A Credit Note cannot be issued in a currency which is different to the currency of the invoice the credit applies to - i.e., an invoice issued in USD can not have a credit note issued against it in NZD. When selecting the invoice to apply the credit to, only invoices with same currency as entered in this header screen will be available for selection.

Invoice Reference

If the reference of the invoice being credited is known, it can be entered in this field. If the reference is unknown, clicking the Search icon will list invoices (in the Credit Note Header currency) that are available for credit.

When an invoice line is selected for credit, by default the system will calculate the credit value to be the outstanding amount of the line. This is calculated as the invoice value less the value of any cheques that have been applied to the invoice.

Credit Amount

The fields in the *Credit Amount* section are:

- **Invoice Amount** - This will display the value of the invoice selected.
- **Withheld Amount** - Displays any amount withheld from the supplier which can be credited.

  NOTE: This field only displays when a Withheld amount is detected on the invoice being credited.
- **Outstanding Amount** - This field displays the residual value of the invoice after any payments or credits have been made.
- **This Amount** - Selecting this radio button allows a value to be inserted.

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» **Credit Specific Lines** - If Invoice Amount or Outstanding Amount radio buttons are selected, Credit Specific Lines becomes live and when OK is clicked, can be selected.

When Credit Specific Lines are selected, If there is only one line in the booking for the current supplier, then only that line will display. If there are multiple lines in the booking for the current supplier, the one(s) to credit can be selected.

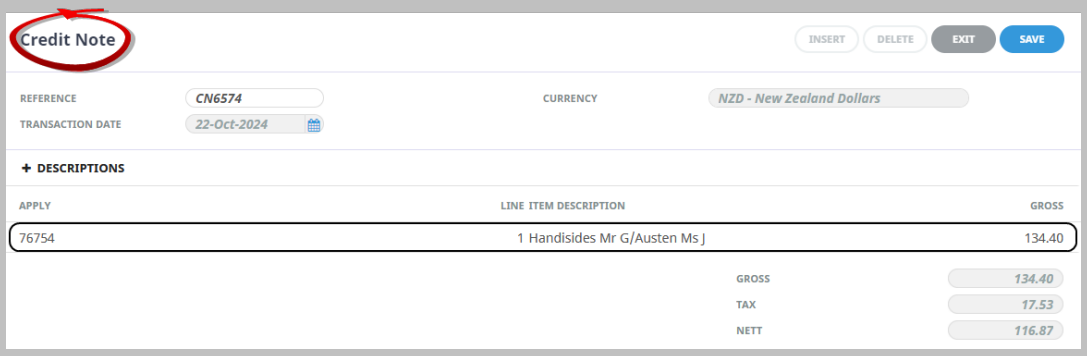
Descriptions

If required, 3 fields are available to describe the reason for the credit.

NOTE: These description fields relate to the Credit Note and are not the same as the description fields which are available within the Credit Note line screen which relate specifically to the credit note line.

Creditors' Credit Notes cannot be printed or output in any way.

An example of the Creditors Credit Note dialogue:



Credit Note Dialogue Fields

Reference, Transaction Date and Currency

Refer "Create Transaction (Credit Note) Fields" on the previous page.

Descriptions

Expand and collapsible descriptions allow users to add and edit additional details for new and existing credit notes.

Apply (Display Only)

Is the invoice number selected for the Credit Note to apply to.

Line (Display Only)

This is the line number of the invoice the credit applies to.

Item Description (Display Only)

When a selection has been made by Line Number, the original description text is defaulted to these lines. Two lines are available for text detail of the item. The description lines can be overridden. Whether both or either of these physically appear on a printed credit note document will depend on how the credit note message format(s) have been defined. Click on the line to edit the description text.

NOTE: These description fields default from the original invoice lines. They are different description lines to the 3 lines available in the Credit Note header.

Gross (Display Only)

Unless an amount has been entered into the 'This Amount' field in the transaction header screen, This will default to the total value of the invoice or invoice line being credited—the presumption being that the full value is being credited. This value can be overridden.

Tax (Display Only)

The total value of the tax amount being applied against the invoice or invoice line being credited.

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Nett (Display Only)

The nett value (Gross less tax) of the amount being applied against the invoice or invoice line being credited.

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Creditor Cheques

The process here in the Creditors application and in the Accounting application (" A.P. Create Cheques" on page 258) creates the payment record associated with the creditors invoice(s) to show that it has been paid. How the payment record is output may well be a cheque - but it could equally be an EFT (Electronic Funds Transfer) payment/direct credit etc.

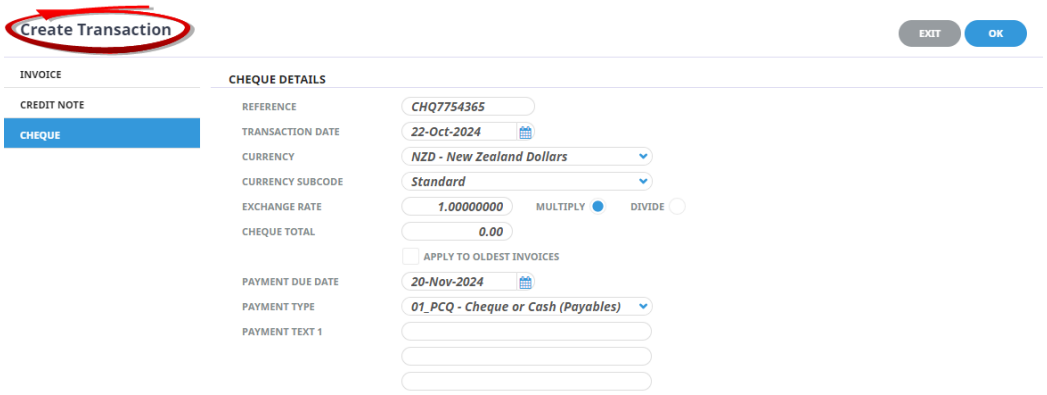
Creditor cheques can be created on an individual basis (i.e. creditor by creditor) from here within the Creditors application. Bulk selections and cheque creation can be made from the Accounting application (see Accounts User Manual).

NOTE: The purpose of this transaction type within Creditors is to issue one-off cheque payments i.e. those that are outside of, or not part of a standard cheque run as processed in the Accounting application.

Insert a Creditor's Cheque

1. From the Home menu, select *Financial* > *Creditors*.
2. Search for and retrieve a Creditor (see "Retrieve an Existing Creditor" on page 142).
3. Click **Insert** to add a new entry.

4. Select **Cheque**.



5. Fill in the required fields and select **OK** to be taken to *Select Invoice Lines* (or select **Exit** to abandon the cheque creation and return to the Accounting Transaction screen).
6. On the Select Invoice Lines **Results** tab, select the invoice lines being paid by this cheque.

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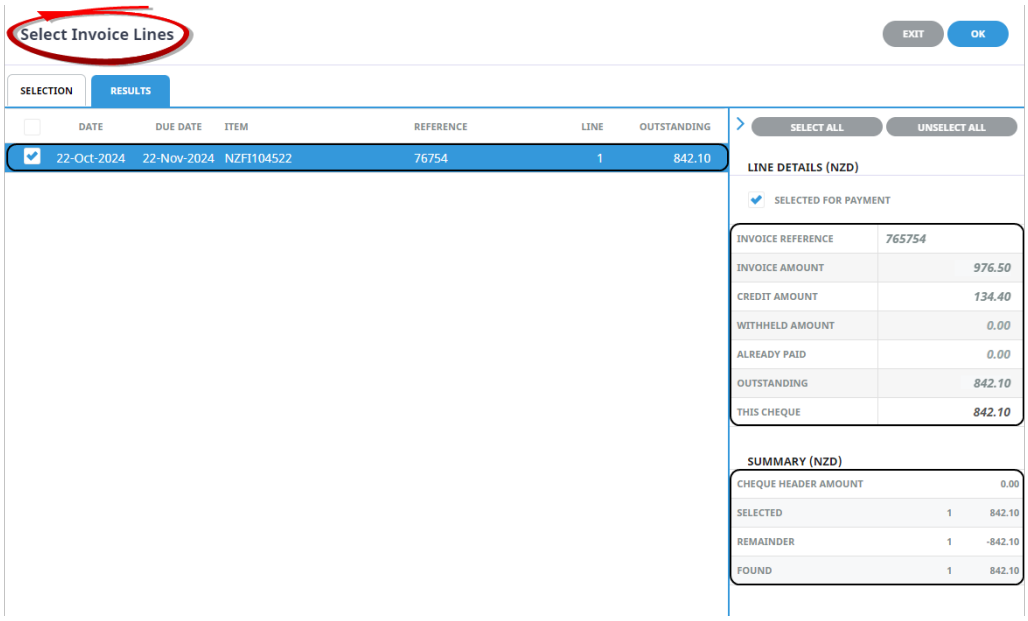
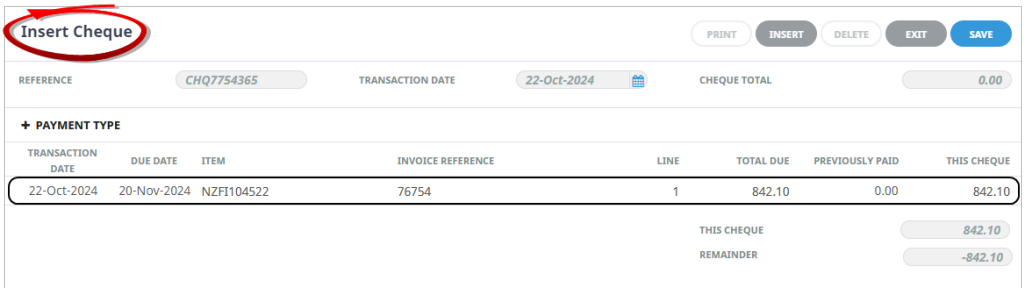


7. Select **OK** to open the **Insert Cheque** Screen (or **Exit** to return to the Accounts Transaction screen).



8. Select **Save** to create the cheque (or **Exit** to abandon the cheque return to the Transaction List screen).
9. Select **Insert** to insert another cheque line.

   NOTE: To delete, select an invoice line and click **Delete** from the Edit Cheque Screen.

About Create Transaction Fields

Reference

The cheque number being issued.

Transaction Date

Effectively the cheque date. This date determines the transaction period.

Currency

The currency the cheque is to be issued in. The supplier default currency is automatically applied to this field but an alternative currency may be selected from the drop-down.

Only creditor invoices with the currency selected here will display on the next screen.

Currency Subcode

If multiple exchange rates have been set up between currencies using Currency Subcodes, then select the Subcode from the dropdown. If currency subcodes are not being used, accept the default.

Exchange Rate

This field defaults to the exchange rate set in the Tourplan currency rate table which is valid for the transaction date. The exchange rate can be overridden here.

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NOTE: The exchange rate of 1.00 will be used where the transaction currency and the system base currency are the same.

Cheque Total

The total amount of the cheque in transaction currency. This value is used as a control total and if the total value of invoices selected to be paid by this cheque does not equal the value in this field, a warning will display.

Apply to Oldest Invoices

When checked, one of two scenarios occurs.

1. If the Cheque Total field has a value in it, the system will find the oldest invoice(s) and apply up to that value. It could be one invoice that has the full Cheque Total Amount applied to it or it could several invoices, some of which are paid in full, and one which has the Cheque Total residual balance applied to after the oldest invoices have been satisfied. The Insert Cheque Screen displays and the amounts applied can be edited.
2. If the Cheque Total field is left empty, then all invoices will be selected for their full value. Again, the Insert Cheque screen will display and amounts can be edited.

Payment Due Date

This field is used to filter invoices available for payment for this supplier with a payment due date on or before the date entered in this field. The payment due date is set when the supplier invoice is being entered.

Payment Type

When cheques are entered into Tourplan NX, a payment type must be applied to the transaction. The payment type is used to direct the credit side of the transaction (which is normally the Bank Account) to the account attached to the payment type. This means that e.g., payments to off-shore suppliers can be made from foreign currency bank account and payments for on-shore suppliers made on a local bank account.

Choose the payment type and associated bank account from which this payment will be made. Payment types are set up in Code Setup (System Setup User Manual).

Payment Text

NOTE: If Payment Type text field headings have been set up in the payment type, these will display next to the text fields.

If specific payment type text is not required, these fields can be used for optional text description of this cheque. This information may then be selectively and optionally output on supplier messages—e.g. the remittance advice. Whether the text is output depends entirely on the set up of the supplier message formats.

About Select Invoice Lines Fields

Row Selection

To include a specific invoice(s) from the list in the cheque, highlight the required row which will select the check-box at the beginning of that row. Alternatively select the required check-box(es) directly.

NOTE: Checking/Unchecking the check-box in the column header will select/unselect all invoices within the list.

NOTE: The column headings displayed are the default columns available in this screen. To change the columns displayed, refer to the " Change Default Column Headings" on page 398.

Date (Display Only)

The date of the invoice(s).

Due Date (Display Only)

The payment due date applied when the invoice transaction was entered into the system.

Item (Display Only)

The transaction item. For bookings transactions, this will always be the Booking Reference. For non-booking transactions, it will be the invoice number that the cheque is paying.

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Reference (Display Only)

The invoice transaction reference of the supplier invoice(s) available to be paid.

Line (Display Only)

The invoice transaction line number.

Outstanding (Display Only)

The outstanding amount of each of the invoices listed.

Select All / Unselect All Buttons

Use these buttons to either select or unselect all found invoice lines.

Line Details Section (Display Only)

NOTE: These fields are empty until at least one invoice has been selected. The fields display details of the currently highlighted invoice line.

Selected for Payment

When checked, it indicates that the currently highlighted line has been selected for inclusion in the cheque.

Invoice Reference (Display Only)

The invoice number of the currently highlighted invoice line.

Invoice Amount (Display Only)

The invoice amount of the currently highlighted invoice line.

Credit Amount (Display Only)

The sum of any credit note(s) already applied to the currently highlighted invoice.

Withheld Amount (Display Only)

Any amount that is currently being withheld from the currently highlighted invoice line.

Already Paid (Display Only)

The sum of any payment amount(s) already applied to the currently highlighted invoice.

Outstanding (Display Only)

The sum of Invoice Amount less Credit(s), Withheld and Already Paid amounts.

This Cheque

The residual balance of the invoice, which is also the amount the system is expecting to pay. This value can be edited.

Summary Section

NOTE: These fields are the cumulative value of the currently selected invoice line(s).

Cheque Header Amount (Display Only)

This field displays the sum of the **Cheque Total** field in the cheque header screen. If the cheque header Cheque Total field has been left at 0.00, this field will display 0.00. This is primarily a Control Total field which during the course of the cheque creation, will display any discrepancy between the expected cheque amount and the actual cheque amount.

Selected (Display Only)

The quantity and value of invoice lines currently selected.

Remainder (Display Only)

The sum of the **Cheque Header amount** *less* the **Selected Amount**. See "Cheque Total " on the previous page above.

Found (Display Only)

The quantity and value of all invoice lines found, whether or not they have been selected.

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About Insert Cheque Fields

The following fields are defaulted from the previous entries.

Reference (Display Only)

The cheque transaction reference as entered in the previous Transaction Header screen.

Transaction Date (Display Only)

The transaction date as entered in the previous Transaction Header screen.

Cheque Total (Display Only)

The cheque total as entered in the Transaction Header screen. If the field was left blank on the Transaction Header screen, then it will show 0.00 here. This field will fill after the cheque has been saved and the Cheque Header amount has been updated.

Payment Type

The Payment Type and Descriptions entered in the Create Transaction screen allow users to add and edit details for new and existing cheque transactions. The descriptions can be expanded to view or collapsed to hide.

About Cheque Line Headings

Transaction Date (Display Only)

This is the Transaction Date of the invoice(s) the cheque is paying.

Due Date (Display Only)

The Payment Due Date of the invoice(s) the cheque is paying.

Item (Display Only)

The transaction item. For bookings transactions, this will always be the Booking Reference. For non-booking transactions, it will be the invoice number that the cheque is paying.

Invoice Reference (Display Only)

The reference number of the invoice(s) the cheque is paying.

Line (Display Only)

The Line Number of the creditors invoice.

NOTE: If there is one voucher per creditors invoice, this will always display '1'. If there are multiple vouchers per creditors invoice, then this value will be the line number from the invoice.

Total Due (Display Only)

The original amount of the voucher line.

Previously Paid (Display Only)

The total of any previously paid amounts.

This Cheque (Display Only)

The sum of the **This Cheque** line values.

Remainder (Display Only)

The sum of the Cheque Total at the top of the screen less This Cheque amount.

NOTE: This field will display any discrepancy between the Transaction Header cheque amount and the actual cheque amount. See "Cheque Total " on page 180 above.

Edit Cheque Line

If the cheque amount needs to be edited, click on the required Transaction line to open the Edit Cheque Line dialogue.

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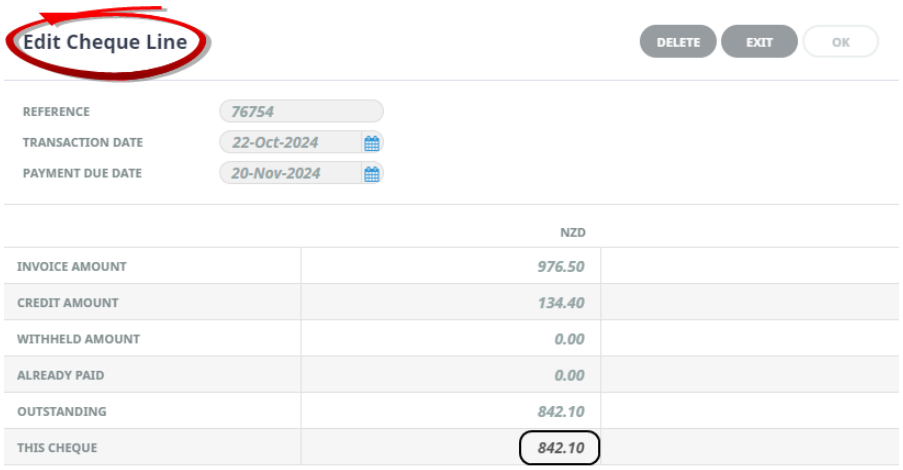


Reference (Display Only)

The suppliers invoice number the cheque line relates to.

Transaction Date (Display Only)

The Suppliers invoice date this cheque line relates to.

Payment Due Date (Display Only)

The payment due date calculated/entered when the invoice transaction was entered into the system.

Invoice Amount (Display Only)

The original amount of the invoice this cheque line relates to.

Credit Amount (Display Only)

Total value of credit notes applied to the invoice this cheque line relates to.

Withheld Amount (Display Only)

Any amount that has been withheld from the invoice this cheque line relates to.

Already Paid (Display Only)

Displays any amount already paid to the supplier for this invoice line.

Outstanding (Display Only)

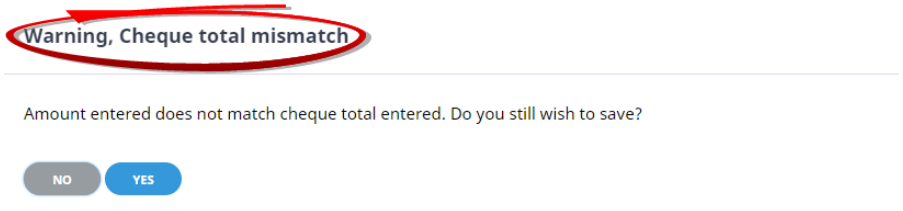
The result of Invoice Amount less Credit Amount, less Withheld Amount, less Already Paid.

This Cheque

The payment amount for this invoice line can be edited here.

A Mismatch

If during the saving of the cheque, the sum of the cheque lines does not equal the amount entered into the Cheque Header field "Cheque Total " on page 180, a warning message appears .



- The cheque can still be saved by clicking yes.
- Clicking No will allow the cheque lines to be edited until the *Remainder* field on the Insert Cheque screen is 0.00.

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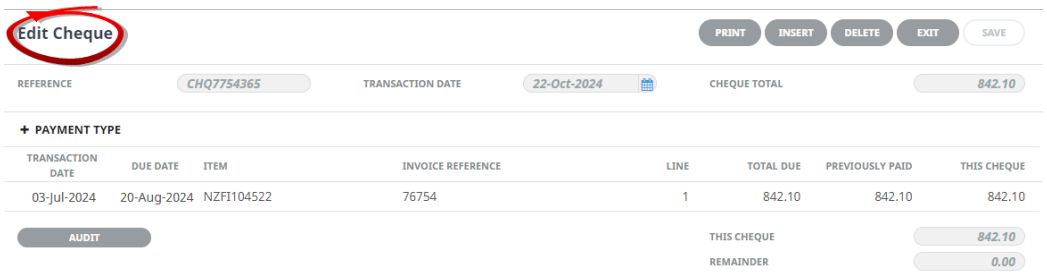
» If the Cheque Header field Cheque Total was left blank/0.00, clicking save will update the header Cheque Total to equal the Cheque Amount.

Printing Cheques

Printing the Cheque

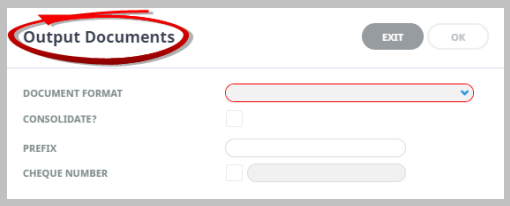
1. After the cheque has saved, the option exists to output it using **Print**.



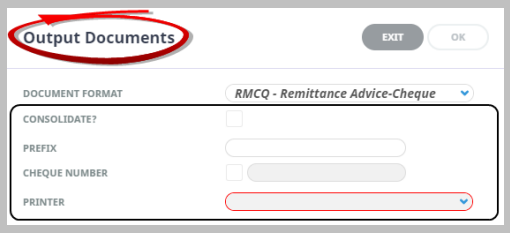
There are some system enforced restrictions on the output of Cheque documents. If the template contains a *cheque definition section*, then there are limitations on how the document can be output. A cheque is expected to be printed and so there is no opportunity to download, edit or email the document.

2. Clicking **Print** on either the Insert Cheque or Edit Cheque screen displays the **Output Documents** dialogue.
3. Select a *Document Format*. The document type chosen (Cheque Message, Remittance/Cheque Message or Remittance Message) will determine which fields display in the dialogue.

The screen shot below is the dialogue prior to a document type being selected.



When the document format is selected that includes a cheque format - i.e., a Cheque or a combined Cheque and Remittance advice document - the dialogue below displays.



NOTE: The Printer drop-down is the only mandatory field in the dialogue.

The printing function is happening on the server where the message generation is occurring and not from the local browser.

4. Click **OK** to send the cheque to the printer.

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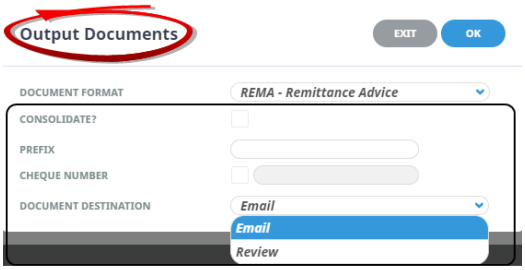
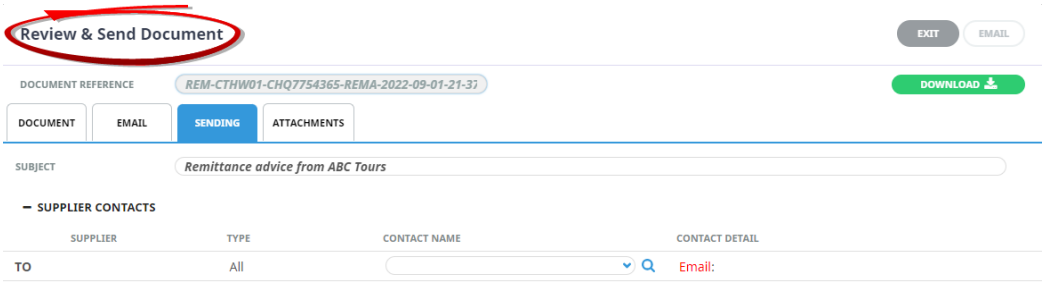
5. When the document format is selected that is a **Remittance Advice** only - i.e., there is no Cheque section in the template.



NOTE: The fields in this dialogue are the same as for the cheque print output, except instead of selecting a printer, the Document Destination field allows Email or Printer output.

6. If Email is selected, after OK has been clicked, the standard Review & Send Document screen opens which allows the review and sending of the document via email, and also offers a **download** option to allow the document to be downloaded.



About Output Document Fields

Consolidate

Where there are multiple vouchers being paid on one cheque, checking this box will output one line (the transaction total) on the remittance advice rather than lines for the individual payments.

Prefix

The system will print the reference as entered in the transaction header. If the cheque needs to be re-printed - e.g., printer malfunction or lost cheque being replaced - then a reference prefix can be entered in this field.

Cheque Number

If the cheque needs to be re-printed - e.g., printer malfunction or lost cheque being replaced - then the new cheque reference can be entered in this field.

NOTE: If a new Prefix/Cheque Number is entered, the Cheque Reference entered in the Transaction Header screen will be overridden with the new prefix/reference.

The Prefix and Cheque Number fields are the same length in total as the Cheque Transaction Header Reference field maximum - 20 characters.

Printer

Select the required printer from the drop-down list.

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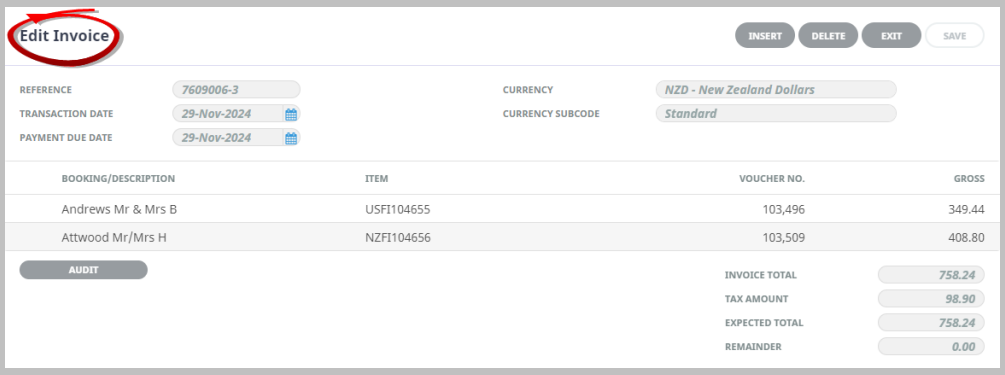
Creditors Transaction Audit

When a creditor's transaction has been selected (clicked) from the transaction list, an Audit button is available to perform an enquiry on the transaction.

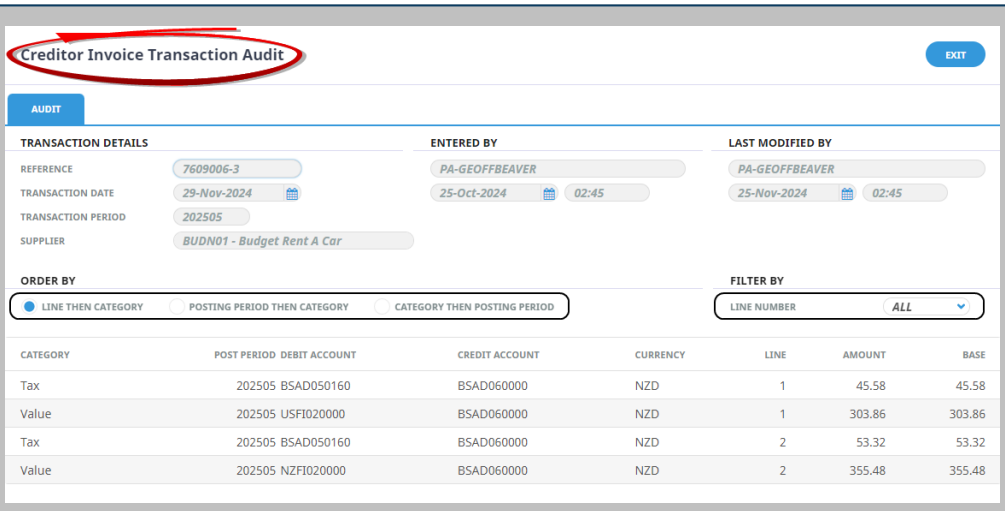
Audit a Creditors Invoice Transaction

1. From the Home menu, select **Financial > Creditors**.
2. Search for and retrieve a Creditor (see "Retrieve an Existing Creditor" on page 142).
3. Select menu **Accounting > Transactions**.
4. Filter the transaction list, so that the Invoice to audit is available.
5. Identify and click the **transaction** to display it in *Edit Invoice* mode.

Invoice **7609006-3** has been selected from the transaction list.



6. When **Audit** is clicked for an invoice, the Creditor Invoice Transaction Audit screen displays.



In this example, there are two vouchers paid on the one invoice. Regardless of which line is clicked, the lines for all vouchers will display.

Order By. This section allows the display order of the transaction lines to be changed and all or specific transaction lines to be viewed. The default display order is *Line Number* then *Line Category*. Other options are *Posting Period* then *Line Category* or *Line Category* then *Posting Period*.

Use the **Filter By** drop-down to select specific invoice lines.

About the Invoice Transaction Audit Fields

Item	Description
Reference	The invoice transaction reference.
Transaction Date	Invoice transaction date.

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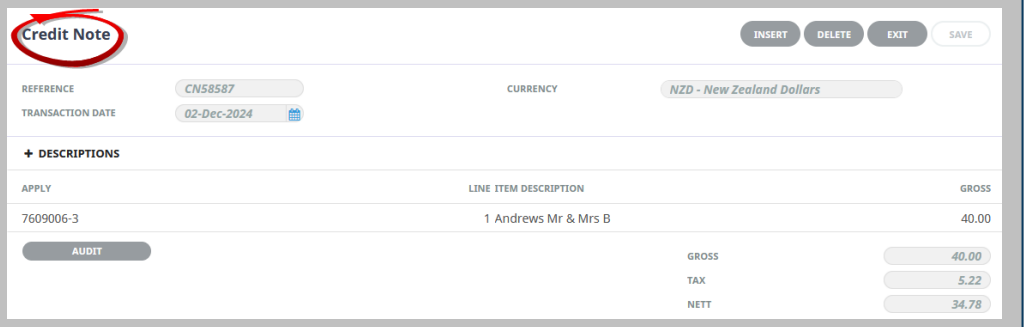
Item	Description
Transaction Period	Transaction Period (TRP).
Supplier	The Creditor/Supplier code and name.
Entered By/Last Modified By	The user name and time of transaction creation and last modification.
Order By	These radio buttons can be used to change the order of the display.
Filter By	The selection here can be All, or by a specific line number.
Category	The Line Category. (See "Transaction Line Categories" on page 404).
Post Period	The G.L. posting period (GLP).
Debit Account	The. G.L. Account to be debited with the line amount.
Credit Account	The G.L. Account to be credited with the line amount.
Currency	The Currency of the transaction.
Line	The transaction Line Number.
Amount	The line amount in transaction currency.
Base	The amount in system base currency.

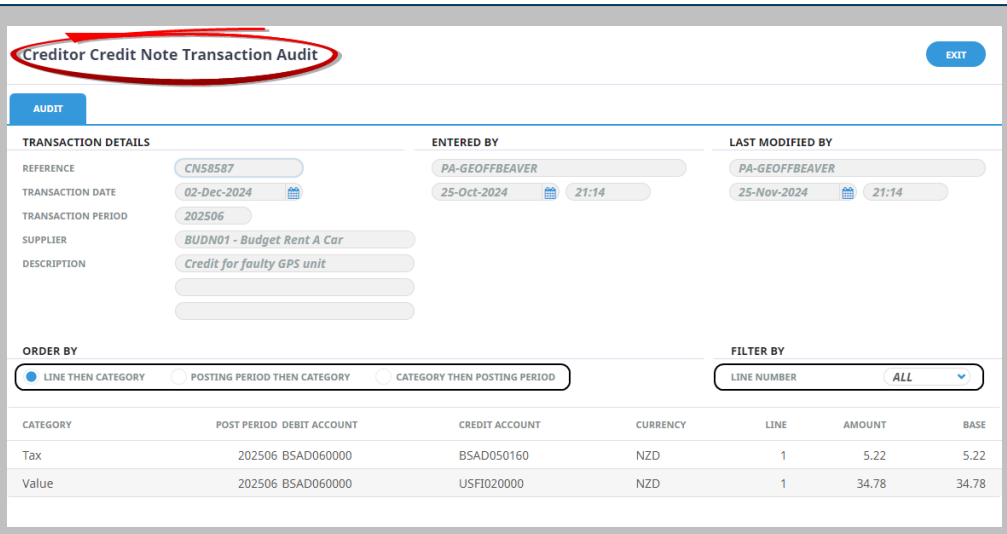
Audit a Creditors Credit Note Transaction

1. From the Home menu, select **Financial > Creditors**.
2. Search for and retrieve a Creditor (see "Retrieve an Existing Creditor" on page 142).
3. Select menu **Accounting > Transactions**.
4. Filter the transaction list, so that the Credit Note to audit is available.
5. Identify and click the **transaction** to display it in *Edit Invoice* mode.

Credit Note **CN58587** has been selected from the transaction list.



6. When **Audit** is clicked for a Credit Note, the Creditor Credit Note Transaction Audit screen displays.



In this example, there are two vouchers paid on the one invoice. Regardless of which line is clicked, the lines for all vouchers will display.

Order By. This section allows the display order of the transaction lines to be changed and all or specific transaction lines to be viewed. The default display order is *Line Number* then *Line Category*. Other options are *Posting Period* then *Line Category* or *Line Category* then *Posting Period*.

Use the **Filter By** drop-down to select specific invoice lines.

About the Credit Note Transaction Audit Fields

Item	Description
Reference	The suppliers credit note transaction reference.
Transaction Date	Credit Note transaction date.
Transaction Period	Transaction Period (TRP).
Supplier	The Creditor/Supplier code and name.
Entered By/Last Modified By	The user name and time of transaction creation and last modification.
Description	The 3 description lines from the transaction header.
Order By	These radio buttons can be used to change the order of the display.
Filter By	The selection here can be All, or by a specific line number.
Category	The Line Category. (See "Transaction Line Categories" on page 404).
Post Period	The G.L. posting period (GLP).
Debit Account	The. G.L. Account to be debited with the line amount.
Credit Account	The G.L. Account to be credited with the line amount.
Currency	The Currency of the transaction.
Line	The transaction Line Number
Amount	The line amount in transaction currency.
Base	The amount in system base currency.

Audit a Creditors Cheque Transaction

1. From the Home menu, select **Financial > Creditors**.
2. Search for and retrieve a Creditor (see "Retrieve an Existing Creditor" on page 142).

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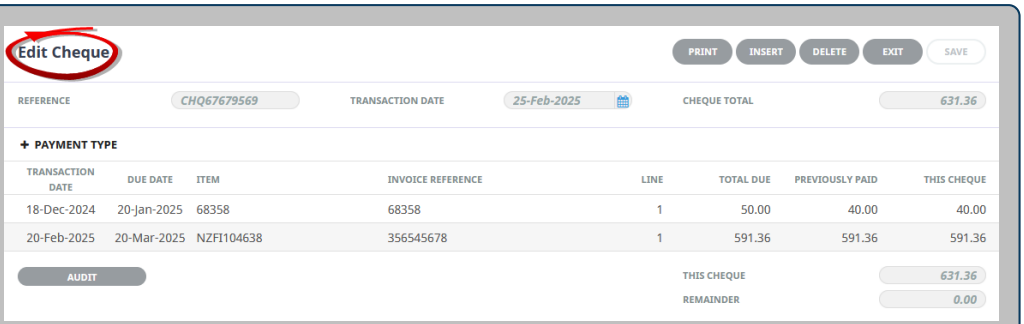
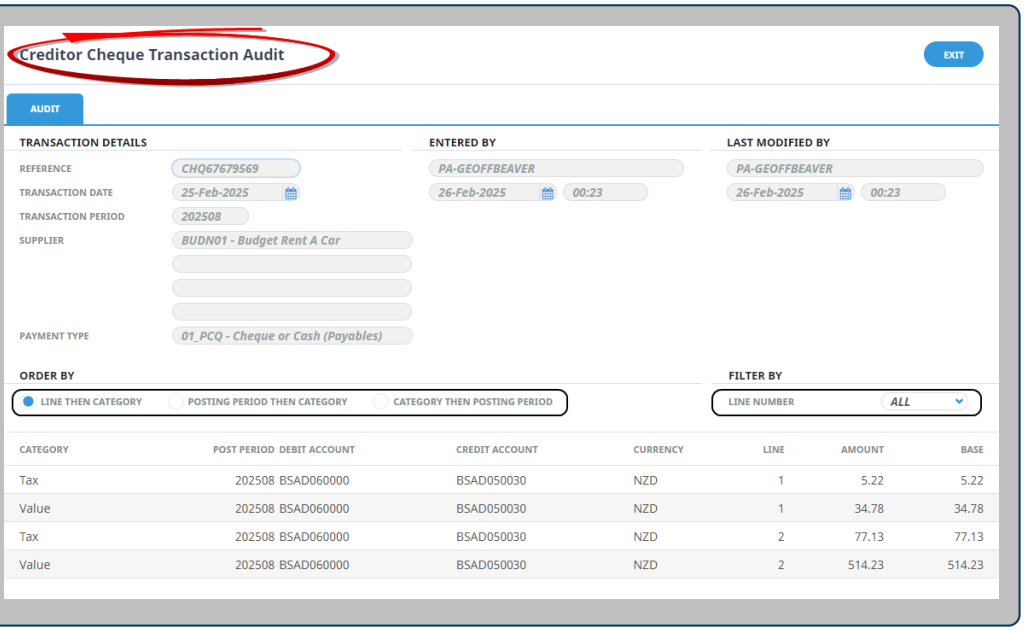
3. Select menu **Accounting > Transactions**.
4. Filter the transaction list, so that the one to audit is available.
5. Identify and click a **transaction** to display it in *Edit Cheque* mode.



Cheque **CHQ67679569** has been selected from the transaction list.

6. When **Audit** is clicked for a cheque, the Creditor Cheque Transaction Audit screen displays.



Order By. This section allows the display order of the transaction lines to be changed and all or specific transaction lines to be viewed. The default display order is *Line Number* then *Line Category*. Other options are *Posting Period* then *Line Category* or *Line Category* then *Posting Period*.

Use the **Filter By** drop-down to select specific invoice lines.

About the Cheque Transaction Audit Fields

Item	Description
Reference	The cheque transaction reference.
Transaction Date	Cheque transaction date.
Transaction Period	Transaction Period (TRP).
Supplier	The Creditor/Supplier code and name.
Description	The 3 payment type description fields from the cheque transaction header.
Payment Type	The payment type used.

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Item	Description
Entered By/Last Modified By	The user name and time of transaction creation and last modification.
Order By	These radio buttons can be used to change the order of the display.
Filter By	The selection here can be All, or specific line number.
Category	The Line Category. (See "Transaction Line Categories" on page 404).
Post Period	The G.L. posting period (GLP).
Debit Account	The. G.L. Account to be debited with the line amount.
Credit Account	The G.L. Account to be credited with the line amount.
Currency	The Currency of the transaction.
Line	The transaction Line Number.
Amount	The line amount in transaction currency.
Base	The amount in system base currency.

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Creditor Transaction Change History

Change history for individual transaction activities performed within Tourplan NX can be viewed. This can be seen via the audit view available at the transaction level. Change history shows *what* (if anything) was changed, the *date and time* the change was made, and *who* made the change.

Before the transaction change history can be seen, the functionality must first be setup in *Code Setup > INI Settings > System* via the TRANSACTION_AUDITING setting. This can only be actioned by users with sufficient user permissions to grant access to Tourplan NX code maintenance and should not be done without consultation from your Tourplan system administrator. For full details relating to INI settings, see the System Setup User Manual.

Organisations wanting to take advantage of the change history functionality should be aware that the recording of **ALL** the transaction activity with Tourplan NX will result in significant data storage requirements.

When in use within Tourplan NX, a **Change History** tab will be visible during the following processes:

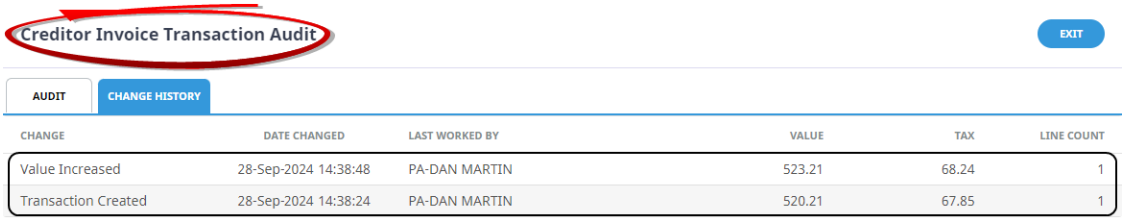
- Debtor Transaction Audit.
- Creditor Transaction Audit.
- General Ledger Transaction Audit.

About Change History Tab

Creditor Transaction Audit

The process is actioned as normal until the *Creditor Transaction Audit Screen* (see "Creditors Transaction Audit" on page 186). At which point an additional Change History tab will be available. Within this tab key information about the transaction history will be displayed.

NOTE: A *Creditor Transaction Audit* can also be actioned via the General Ledger if one is in use.



CHANGE	DATE CHANGED	LAST WORKED BY	VALUE	TAX	LINE COUNT
Value Increased	28-Sep-2024 14:38:48	PA-DAN MARTIN	523.21	68.24	1
Transaction Created	28-Sep-2024 14:38:24	PA-DAN MARTIN	520.21	67.85	1

Change

The type of change that was made to the invoice during the recorded activity - see the "Change Types" on the next page definitions table below for a full list.

Date Changed

The date and time of the recorded change activity.

Last Worked By

The name of the user who performed the change activity.

Value

The total value of the invoice at the point when the change activity was saved.

Tax

The total tax value of the invoice at the time the change activity was saved.

Line Count

The total number of transaction lines in the invoice at the time the change activity was saved.

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NOTE: Other columns available are *Last Worked Date*, *Total Lines*, *Future Expenses*, *Future Expenses Tax*, *Journal Credit*, and *Journal Debit*. Refer to " Change Default Column Headings" on page 398 for information on changing column headings.

Change Types

Change	Definition
Transaction Created	Details of the transaction when it was first created.
Lines Added	Transaction Lines were added.
Lines Removed	Transaction Lines were removed.
Value Increased	The 'Value' amount has increased.
Value Decreased	The 'Value' amount has decreased.
Tax Increased	The 'Tax' value has increased.
Tax Decreased	The 'Tax' value has decreased.
Commission Increased	The 'Commission' value has increased.
Commission Decreased	The 'Commission' value has decreased.
Commission Tax Increased	The 'Commission Tax' value has increased.
Commission Tax Decreased	The 'Commission Tax' value has decreased.
Journal Credit Increased	The 'Journal Credit' value has increased.
Journal Credit Decreased	The 'Journal Credit' value has decreased.
Journal Debit Increased	The 'Journal Debit' value has increased.
Journal Debit Decreased	The 'Journal Debit' value has decreased.
Cash Allocated	Cash has been allocated.
None Detected	A 'Save' was performed but no change to the invoice values was made, e.g. a description was updated.
TRL Lines Added	A TRL has been added e.g. commission or tax.
TRL Lines Removed	A TRL has been removed e.g. commission or tax.
Futures Changed	A date has changed on a transaction, e.g. The booking date for an AP Invoice line has been change to a different accounting period.

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Voucher Audit

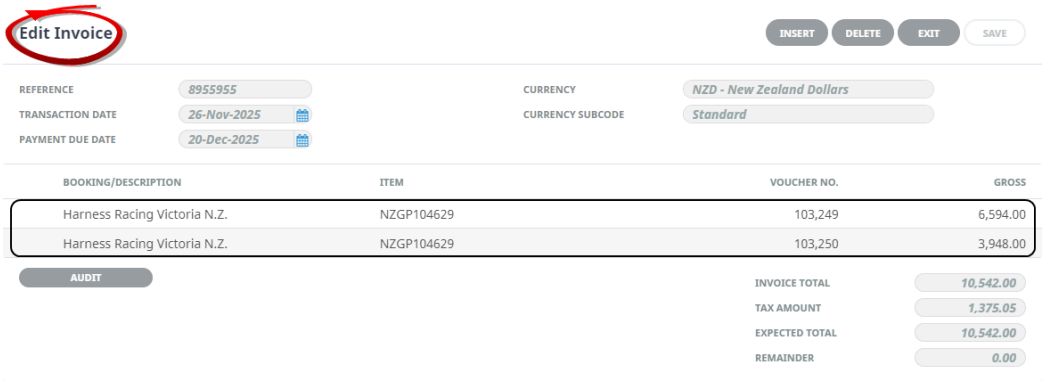
There are two transaction audits available within this screen:

1. One is the Voucher Audit which provides a high level view of the detail of the voucher(s) paid by the invoice. (This topic)
2. The other is the Invoice Audit of the total invoice transaction which has high level detail of the invoice, such as posting accounts, periods and amounts. All lines in the invoice are displayed in the Audit screen. (See "Audit a Creditors Invoice Transaction" on page 186).

The Voucher Audit is also available from the Tour Window "AP Transactions Tab" on page 243 screen.

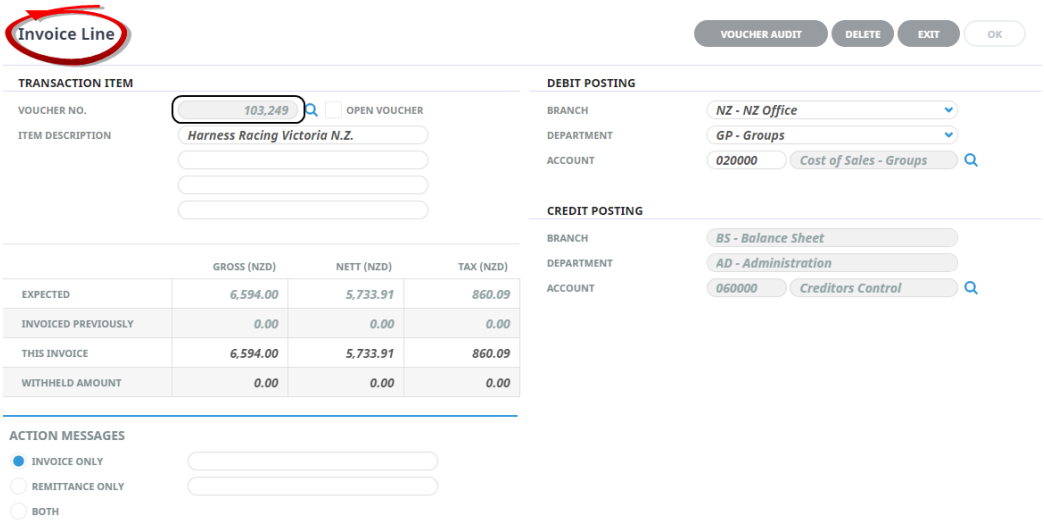
Audit a Voucher

1. Within the Creditor, select **Accounting > Transactions**. Click the Invoice that paid the voucher to be audited and the **Edit Invoice** screen will display.



NOTE: The **Audit** button that displays below the Invoice Lines is the **Invoice** Audit (see "Audit a Creditors Invoice Transaction" on page 186), not the Voucher Audit.

2. Click the invoice line of the voucher to be audited and the **Invoice Line** screen will display.



3. To view the Voucher Audit screens, click **Voucher Audit**.

4. The **Details tab** will display on the Voucher Audit screen.

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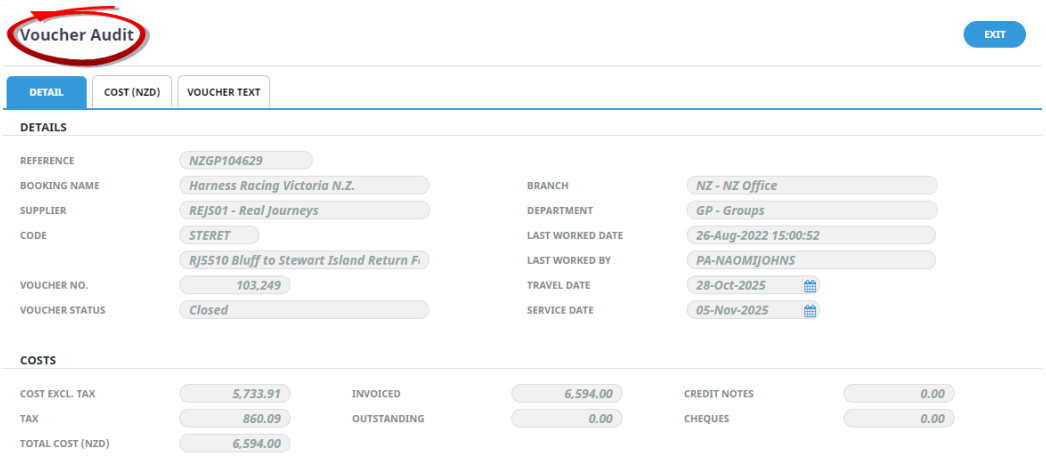
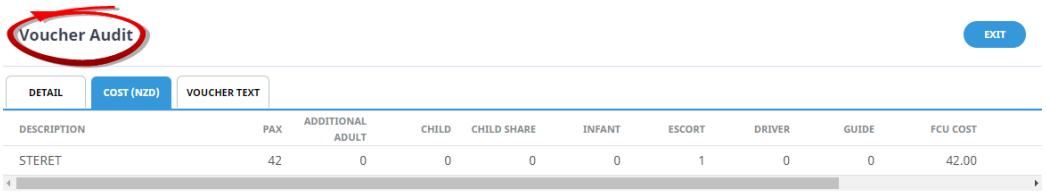


NOTE: Only the Detail and Cost (CUR) tabs are reproduced here and all fields under the tabs are display only.

5. Click the **Cost (CUR)** tab.



Greater detail is displayed in the cost detail tab for accommodation services than for non-accommodation services. There is a subtle difference in the way accommodation services for FITs and Groups are presented in this screen. For FITs services, there is a row for each Room in the booking that has used the service—e.g., if there were two double rooms using the service, then Double would show twice. In Groups, there is one row per room type.

About Voucher Audit Cost Tab Column Headings

The column headings in this screen are as follows.

NOTE: These are defaults and the only headings available in this screen.

Heading	Displays
Pax	The number of adult pax per service or by room based on the room type for accommodation services.
Additional Adult	The number of additional adult pax per service or per room based on the room type.
Child	The number of Child Supplements per service or per room based on the room type.
Child Share	The number of Child Shares per service or per room based on the room type.
Infant	The number of infants per service or per room based on the room type.
Escort	The number of escorts on the service or per room.
Driver	The number of drivers per service or per room.
Guide	The number of guides per service or per room.
FCU Cost	This field is the quantity of First Charge Units, (e.g., Person, Rooms etc) net of any additional FOC's that may have been given to the Agent.

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Heading	Displays
SCU	The number of second charge units—e.g. Trips, Nights.
Total Cost	The cost (per room) of the service, including tax.
Tax	The tax component of the cost.

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Delete Creditor Transactions

The Tourplan NX system allows transactions to be deleted. There are some rules which accompany this functionality:

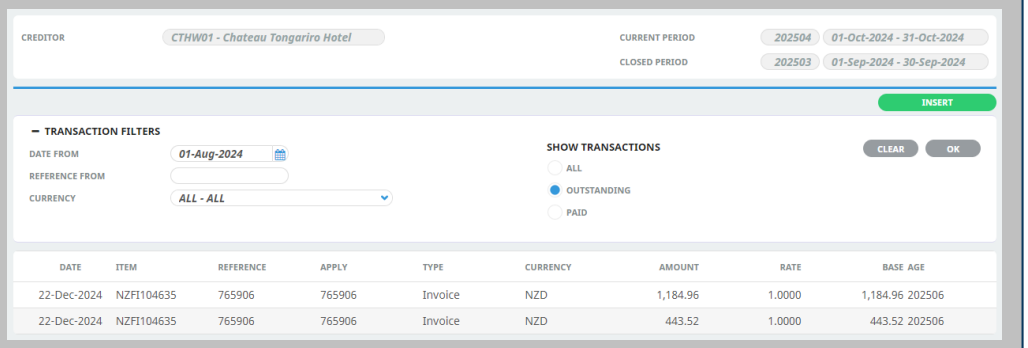
- Transactions in closed accounting periods cannot be deleted. This means that only transactions in the current or future accounting periods can be deleted.
- Subsidiary transactions must be deleted before source transactions. This means that an invoice that already has receipts or credits applied to it cannot be deleted. If the invoice must be deleted, then the credit(s) and receipt(s) applying to it must be deleted first.

Delete Creditor Transaction

1. Make sure the required creditor / supplier is displayed (see "Create a New Creditor" on page 127 or "Retrieve an Existing Creditor" on page 142).

2. From the Creditors menu, select **Accounting > Transactions**.

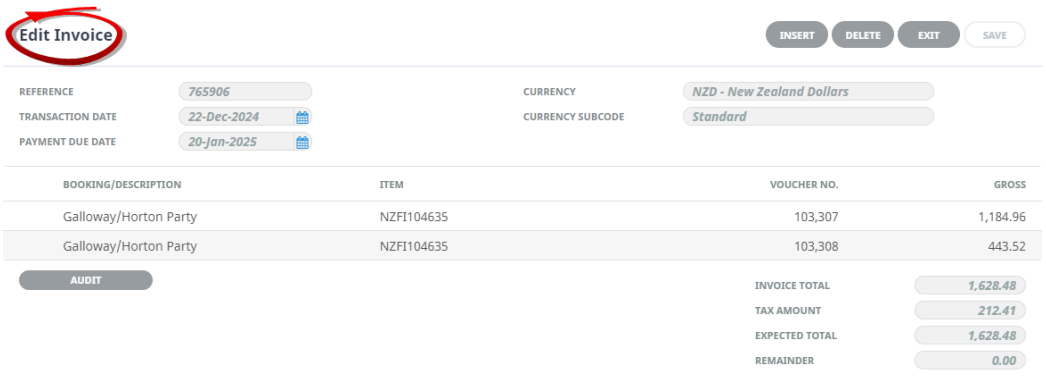
   For example, the transactions list screen for CTHW01 - Chateau Tongariro Hotel (Show Transactions Outstanding):

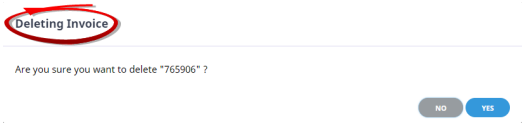
3. On the Creditors transactions list screen, click the transaction to delete.

   NOTE: The layout of the next screen displayed depends on the type of transaction clicked, however, all types include a **Delete** button.

4. Using an Invoice transaction as an example, on the **Edit Invoice** screen, click **Delete**.

5. On the **Deleting Invoice** dialogue, click **Yes**.

6. The transaction line is removed from the transaction list.

NOTE: Confirmation of the delete action is required for all transaction types.

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CHAPTER 7

Creditor Communications

Once created, Creditors need to be viewed, edited, added-to, reported-on and otherwise worked with. Tourplan NX arranges these operations into three categories:

1. Detail
2. Accounting
3. Communication

Each category has a number of sub-categories that group related screens and fields together, enabling relevant tasks to be carried out on the Creditor.

This chapter describes *communication* functions related to managing Creditors, including maintaining contact details and generating documentation and messages.

In this chapter ...

Creditor Contacts 198
Creditor Documentation 200
Creditor Queue Entries 203

TOURPLAN

Creditor Contacts

This is the first of three tasks in this section of the user manual that describe communications-related functions under the *Creditors > Communication* menu.

NOTE: The numbering is simply for reference - there is no particular order in which tasks need to be completed and, depending on the Creditor, they might not all be needed.

The list is:

1. "Creditor Contacts" above (this task)
2. "Creditor Documentation" on page 200
3. "Creditor Queue Entries" on page 203

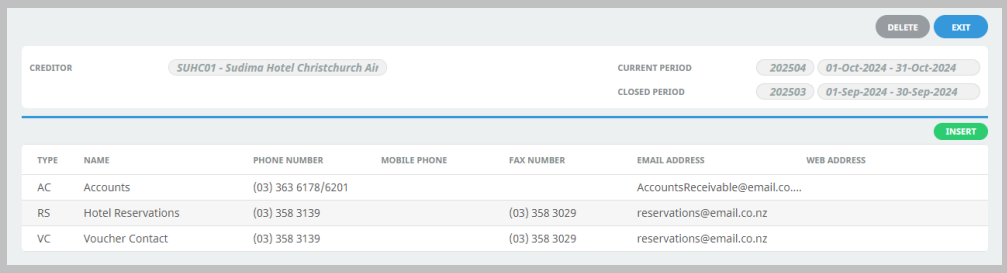
The *Contacts* screen displays all contacts for a Creditor.

Add Creditor Contact Details

1. Make sure the required creditor / supplier is displayed (see "Create a New Creditor" on page 127 or "Retrieve an Existing Creditor" on page 142).

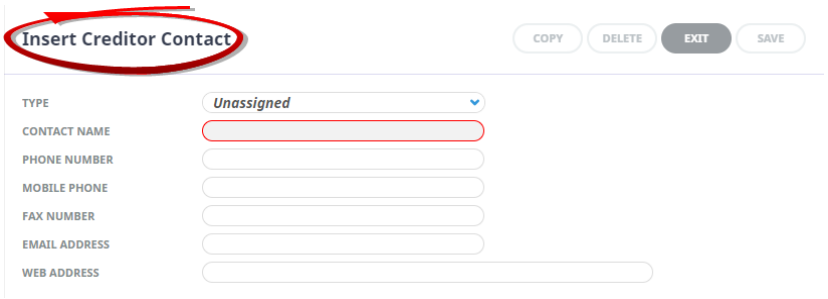
2. From the Creditors menu, select **Communication > Contacts**.

   For example, the contacts list screen for SUHC01 - Sudima Hotel Christchurch Airport (three contacts):

3. Click **Insert** to add a new entry.

4. On the **Insert Creditor Contact** screen, select a *Contact Type*, enter a *Contact Name* and fill-in any other contact details required.

   For example:

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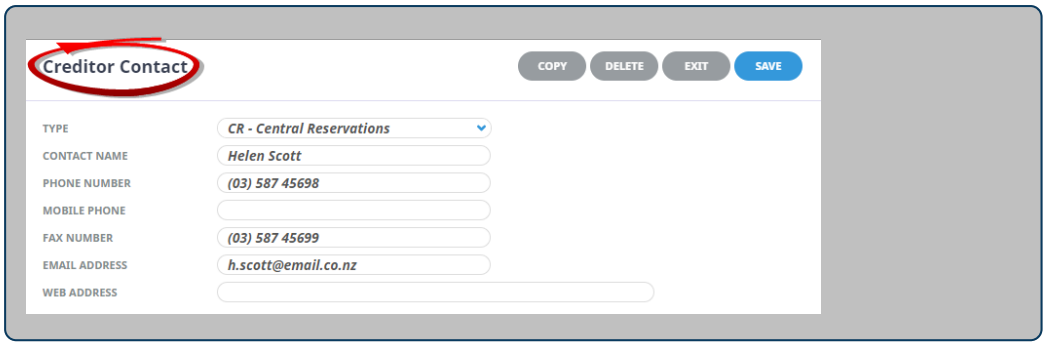

5. Click **Save** to keep the changes.

> **Insert Creditor Contact Screen**
>
> If ***Save*** is clicked, the *Insert Creditor Contact* screen re-appears with the (mandatory) Contact Name field empty, waiting for another contact to be entered. This allows further contacts to be added reusing some or all of the precious contacts detail - email domain, web, phone etc but not Contact Name.

6. Click **Exit** to discard any changes.

Insert Creditor Contact Fields

Contact Type

The type of contact.

> Examples are: AC – Accounts; SA – Sales; RS – Reservations; AD – Administration etc. These must first be set up in **Code setup > Messaging > Contact Types.**

> Contact Types can be used multiple times in this screen - e.g., there can be more than one contact with a Contact Type of 'RS' (Reservations), provided the Contact Name is different for each contact.

Contact Name

The name of the contact. E.g. Ms Catherine Watson. Generic names can also be used—e.g. Reservations, Accounts etc.

Phone Number

The phone number for this contact. The number may be different to other contacts at this supplier.

Mobile Phone Number

The mobile phone number for this contact. The number may be different to other contacts at this supplier.

Fax Number

The fax number for this contact. The number may be different to other contacts at this supplier.

Email Address

The email address for this contact.

Web Address

The web address for this supplier(optional).

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NOTE:

- When the above entries have been completed, click the OK button to save the contact details. The Contact Name field will be cleared and details of the next contact can be entered. Phone, fax, email and web details are retained, but can be overridden if necessary.
- When entries of all contacts for this supplier have been completed, click the **Cancel** button to return to the Creditor Contacts screen, where an updated list of the contacts is now displayed.

Updating Contact Details

To change the details of a contact, single-click the contact to open the Creditor Contact screen and edit the fields as required. Click **Save** when done.

Deleting Contact Details

To delete a contact from the list, single-click the contact to open the Creditor Contact screen and click **Delete**.

Creditor Documentation

This is the second of three tasks in this section of the user manual that describe communications-related functions under the *Creditors > Communication* menu.

NOTE: The numbering is simply for reference - there is no particular order in which tasks need to be completed and, depending on the Creditor, they might not all be needed.

The list is:

1. "Creditor Contacts" on page 198
2. "Creditor Documentation" above (this task)
3. "Creditor Queue Entries" on page 203

The Documentation screen displays a list of documents and messages previously generated for a Creditor and allows the creation of new documentation.

Depending on the message template setup, not all sent messages will display and of those that do, not all will be able to be either a) Viewed and/or b), Re-sent.

NOTE: The setting up of message templates and the technical aspects of messaging are not discussed here. This section simply describes generating and outputting messages. The assumption is that message formats have been defined. The Messaging sub-system is covered in the System Setup User Manual.

View and/or Generate Documentation Messages

1. Make sure the required Creditor/Supplier is displayed (See "Create a New Creditor" on page 127 or "Retrieve an Existing Creditor" on page 142).
2. Open the Creditors Menu from **Home > Financials > Creditors**.
3. Any documentation already generated from Bookings or from within the Creditor will display, subject to the Message History settings in the message template (See System Setup User Manual > Message Definitions > Message History).
   - The documents display in Date Sent (descending) order and show the Date Sent, the Message Template Code, the Message Status, the Sent To destination and who Sent it.
   - In the detail area to the right of the list, the detail shown relates only to the message currently highlighted in the list.

NOTE: What displays in this segment will vary with each message type.

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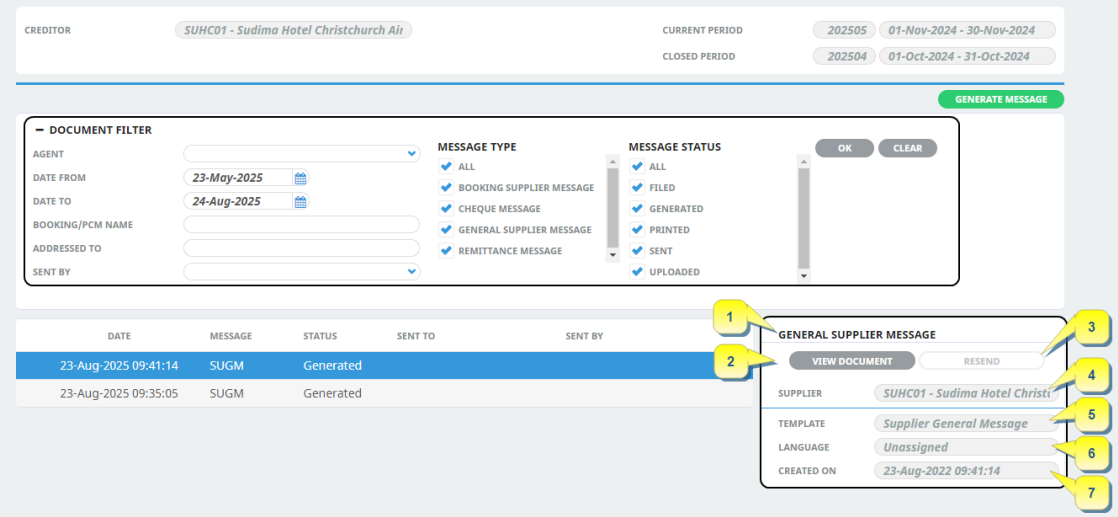
About View Documentation Messages Screen



Document Filters

Messages can be filtered allowing users to search for specific criteria to return messages previously sent.

List of Messages Previously Sent

NOTE: In the detail area to the right of the list, the detail shown relates only to the message currently highlighted in the list:

1. The type of message - e.g., Booking Supplier, Supplier General, Voucher etc. (See Messaging User Manual for the list of valid Message Types).
2. The document action button. Although View Document is displayed in this example, the button can display a different option - e.g. Edit Document - depending the template history settings..
3. The document resend button. Again, this button is only active based on message history and status settings.
4. The name of the message template used for the message.
5. The language associated with the message.
6. The date the message was created.

Generate Creditor General Message

NOTE: The only message types that can be created and sent in Creditors Communications are General Supplier Messages. These are not booking related. A General Supplier message format simply holds addressing information and allows a message to be created and typed (either in Word or directly in NX depending on the Template setup) and sent to the creditor.

Sending a General Creditor message

To send a message from a Creditor.

1. Click **Generate Message**.

2. The New Document dialogue will display. Select the required **Document Template** from the Document Format Drop-down.

3. Click **OK** to keep the changes and save or update the entry.

4. Click **Exit** to discard any changes.

5. If **Ok** was selected the **Review & Send Document** screen will display. There are three tabs in this screen and the entry default tab is the Sending tab. The Message subject has been entered into the Subject field and the correct receipient has been selected from the Contact Name drop-down.

NOTE: That email is enabled because an Email Address is present in the Contact Detail field.

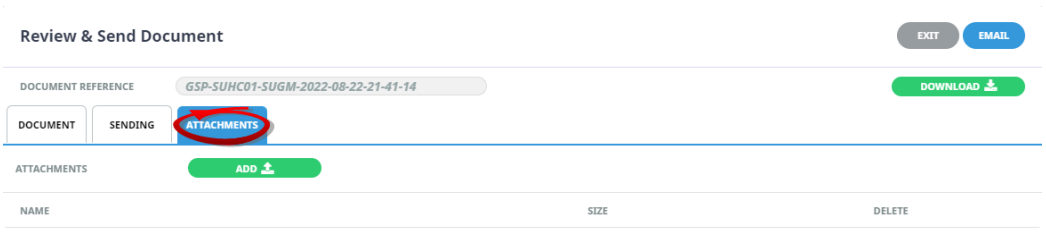
6. The document tab displays . Depending on whether the template has been set up to allow editing Internally (using the NX Editor), or Externally (using Microsoft Word), there are choices within this screen.

In this example, the template is set up for external editing, so the Download button is live which allows the template to be downloaded and opened in Microsoft Word for message creation/editing.

NOTE: An example of Internal editing is given in "Debtor Documentation" on page 117

   a. Once editing is complete in Word, save the document and go back to the Review & Send screen. Download has been replaced by **Upload**.
   b. Upload the document.
   c. It will display with the edits visible.

7. If an attachment is to be sent with the document, select the **Attachments Tab** and click Add.



8. When the message has been completed, click **Email** to send the message.

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Creditor Queue Entries

This is the third of three tasks in this section of the user manual that describe communications-related functions under the *Creditors > Communication* menu.

NOTE: The numbering is simply for reference - there is no particular order in which tasks need to be completed and, depending on the Creditor, they might not all be needed.

The list is:

1. "Creditor Contacts" on page 198
2. "Creditor Documentation" on page 200
3. "Creditor Queue Entries" above (this task)

Queues provide a means of sending messages amongst Tourplan NX users or groups of users on the local Tourplan NX system. These permit workflow based reminders to be queued for some future action, as well as being used for general reminders or office communication. They are context sensitive and can be attached to a booking, PCM, agent and/or supplier and therefore be viewed from a number of areas within the system.

Queue entries flagged as deleted are not physically deleted, and they display with a Status of **Deleted**. Full details on setting up queues and messages are in the System Setup User Manual.

NOTE: For suppliers, the Message/Queues screen provides details of internal queue messages regarding the supplier.

View and/or Insert Queue Messages

1. Make sure the required Creditor/Supplieris displayed. (See "Create a New Creditor" on page 127 or "Retrieve an Existing Creditor" on page 142). (

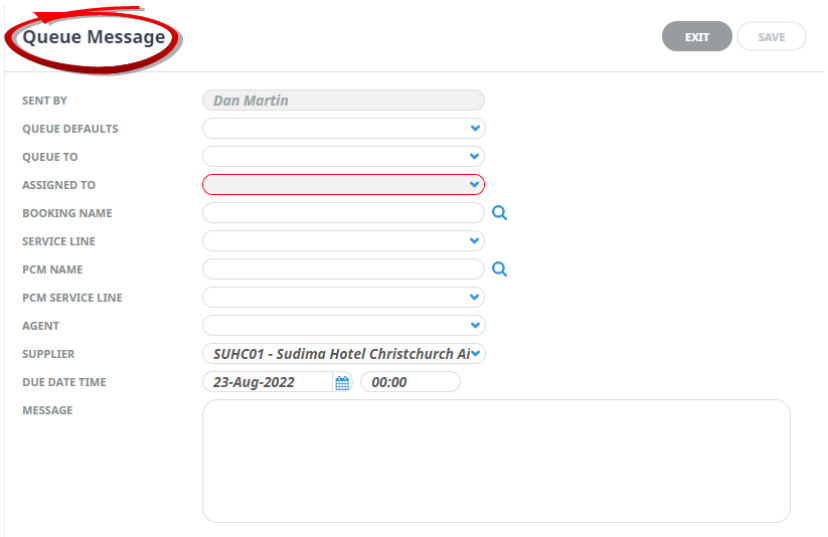
1. Open the Creditors Menu from **Home > Financials > Creditor**.

   NOTE: The column headings at the top of the list of messages are the default headings for this screen. The default headings can be changed - see the " Change Default Column Headings" on page 398 section.

2. Click **Insert**.

   INSERT

3. The **Queue Message** window for a new message appears.



4. Enter details into fields as required and click **Save**. This message will now display on the users queued entries.

5. The Queue messages will display in the Creditors Queue list under **Communication > Queues.** It will also display in the My Messages section of the senders Tourplan NX Home Screen.

About the Creditor Queue Message Screen

Sent By

User Name.

Queue Defaults

The code and name for any defaults selected.

NOTE: Only Queue Defaults whose Queue Scope has been set as Supplier will display.

Queue To

Send to a pre-defined group of users.

Assigned To

Specific User Name to assign the Queue Message to.

Booking Name

If the Queue message is booking related, the Booking Name the Queue refers to.

Service Line

If a Booking Name has been selected in the previous field, a list of the booking services will display in this drop-down and if the Queue is related to a specific service, that service can be selected.

PCM Name

If the Queue message is PCM related, the PCM name the Queue refers to.

PCM Service Line

If a PCM Name has been selected in the previous field, a list of the PCM services will display in this drop-down and if the Queue is related to a specific service, that service can be selected.

Agent

If the Queue relates to an Agent, select the agent.

Supplier

Defaults to the current Supplier. A different Supplier can be selected.

NOTE: Changing the Supplier will attach the Queue Entry to the new Supplier. Connection to the original supplier will be lost.

Due Date Time

The date and time (24 hr format) that the queued task is due.

Message

The content of the message.

Supporting Information

See also "Communications Columns from within Debtors or Creditors" on page 400 in the appendix.

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CHAPTER 8

General Ledger Overview

The General Ledger is not available in the Tourplan NX Small Business edition.

The General Ledger (G.L.) (also known as the 'Nominal Ledger') is where transactions from the two Subsidiary Ledgers (Accounts Receivable/Debtors and Accounts Payable/Creditors) are consolidated to provide accurate reporting and analysis.

There are standard G.L. Reports available from *Menu* > *Reports* > *Financial Reports*:

- G.L. Trial Balance
- G.L. Transaction Ledger
- Suspense Account
- Future Transactions

In addition, there are two reports available in Excel format (for both hosted and onsite clients) which allow users to "write" their own Financial Analysis and output a Standard P&L and Balance Sheet:

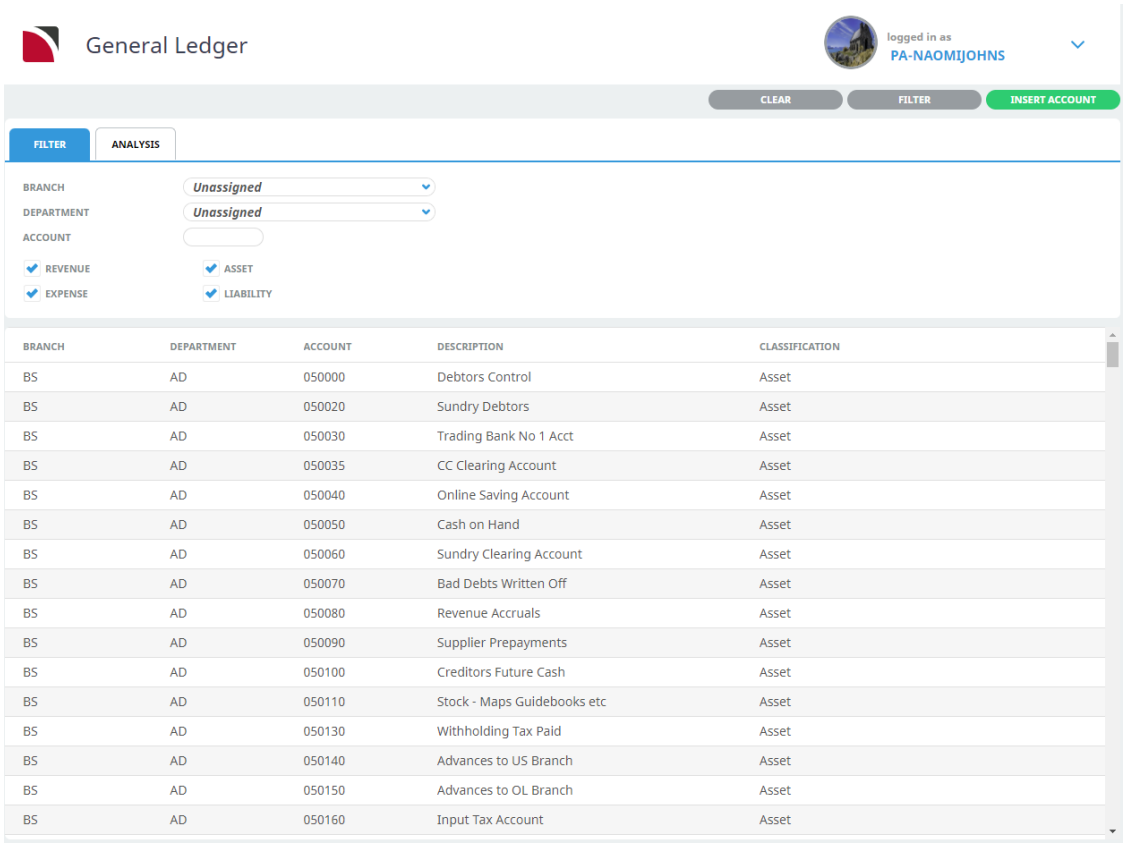
- NXGeneralLedgerV1
- NXFinancialAnalysisV1

In this chapter ...

Creating a General Ledger Account 206
View General Ledger Account Balances 209
View General Ledger Account Transactions 211
General Ledger Transaction Audit 213
GL Transaction Change History 216
Amending a General Ledger Account 218
Finding a General Ledger Account 220
General Ledger Journals 222
General Ledger Standing Journals Setup 227
Process Standing Journals 231
Profit Transfer 232
Lock (G.L.) Period 235

Creating a General Ledger Account

Creating a new General Ledger account is accessed via ***Financials > General Ledger.***



BRANCH	DEPARTMENT	ACCOUNT	DESCRIPTION	CLASSIFICATION
BS	AD	050000	Debtors Control	Asset
BS	AD	050020	Sundry Debtors	Asset
BS	AD	050030	Trading Bank No 1 Acct	Asset
BS	AD	050035	CC Clearing Account	Asset
BS	AD	050040	Online Saving Account	Asset
BS	AD	050050	Cash on Hand	Asset
BS	AD	050060	Sundry Clearing Account	Asset
BS	AD	050070	Bad Debts Written Off	Asset
BS	AD	050080	Revenue Accruals	Asset
BS	AD	050090	Supplier Prepayments	Asset
BS	AD	050100	Creditors Future Cash	Asset
BS	AD	050110	Stock - Maps Guidebooks etc	Asset
BS	AD	050130	Withholding Tax Paid	Asset
BS	AD	050140	Advances to US Branch	Asset
BS	AD	050150	Advances to OL Branch	Asset
BS	AD	050160	Input Tax Account	Asset

The Analysis Tab allows pre-determined analysis codes to be assigned to the General Ledger. Once assigned, the codes can be used to categorise accounts and can be used as additional filter fields or for reporting purposes.

- **General Ledger Analysis**. These check-boxes allow pre-defined analysis codes to be attached to the General Ledger.

Add a General Ledger Account

1. On the General Ledger screen, click **Insert Account**.

2. On the **Insert General Ledger Account** screen, complete the fields (see example screenshot).
3. Click **Save**.

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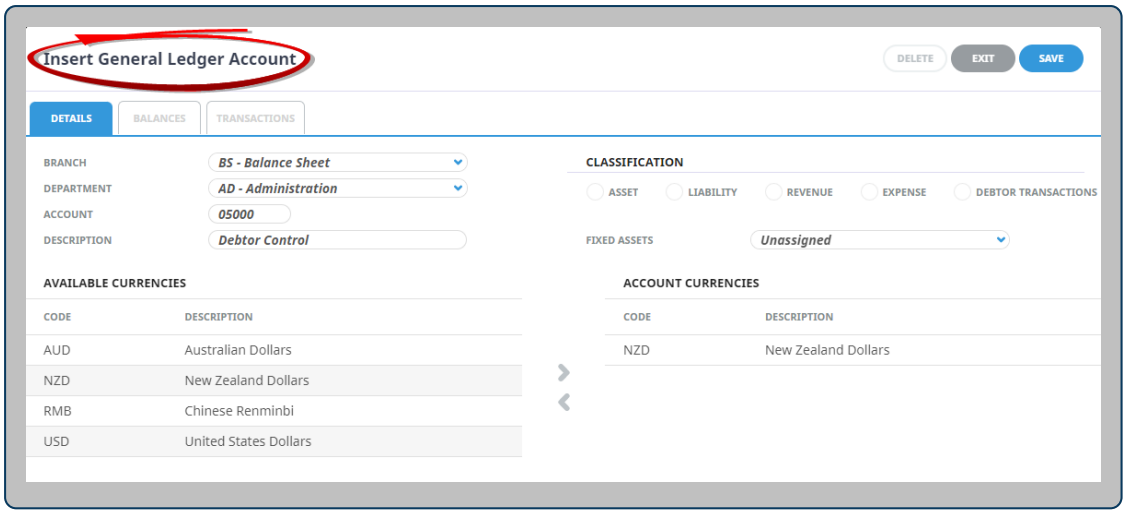

About Insert General Ledger Account Tabs

The Insert General Ledger Account screen has three tabs:

1. **Details** allows the account setup to be viewed. Changes can also be made to the account setup and the account can also be deleted whilst the details screen is displayed, provided there are no transactions against the account.
2. **Balances** enable the period and Year-to-Date (YTD) balances to be viewed for current and prior periods.
3. **Transactions** that have posted to the account can be viewed and enquired on under the Transactions node.

About Details Tab

Branch

Select the Branch that the account is for from the drop-down.

Department

Select the Department for the account from the drop-down.

Account

The account field can be numeric or alpha or a combination of both.

NOTE:

- The sort order of GL accounts within Tourplan is by Branch, then by Department, then by Account. Care should be taken if using alpha numeric in this field if the sort order of accounts is critical. In the Excel Profit & Loss and Balance Sheet reports, the sort order is by Classification; (Revenue then Expense on the P&L and Asset then Liability on the Balance Sheet) then Branch, Department and Account.
- Depending on spread sheet settings, it is possible that any leading zeros will be dropped when the P&L and Balance sheet reports are built. It's not critical, but if a combination of leading zero accounts and non-leading zero accounts are used, accurate sorting will be difficult.

Description

The account description.

Classification

Click the button appropriate to the classification of the account being set up—either Revenue or Expense for a P&L account; Asset or Liability for a Balance Sheet account.

Amendment to this field will affect all existing financial reports and care should be taken if changing this setting once in use. Please contact your local Tourplan Support office to discuss the implications in changing this field.

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Fixed Assets

This drop-down allows the selection of a pre-defined *Analysis Code* to be attached to the account (See System Setup User Manual).

Currencies – Available Currencies/Account Currencies

The system Base Currency must be in the Account Currencies list and is there by default when a new account is created. It must not be removed. Any additional currencies which this account will have transactions in, must also be moved from the Currencies Available list to the Account Currencies list.

NOTE: It is not necessary to attach ALL currencies to every GL Account. Only attach currencies that will be used by the account.

When the account has been saved, the Account Balances screen is the default display.

Supporting Information

See also "General Ledger Columns" on page 402 in the appendix.

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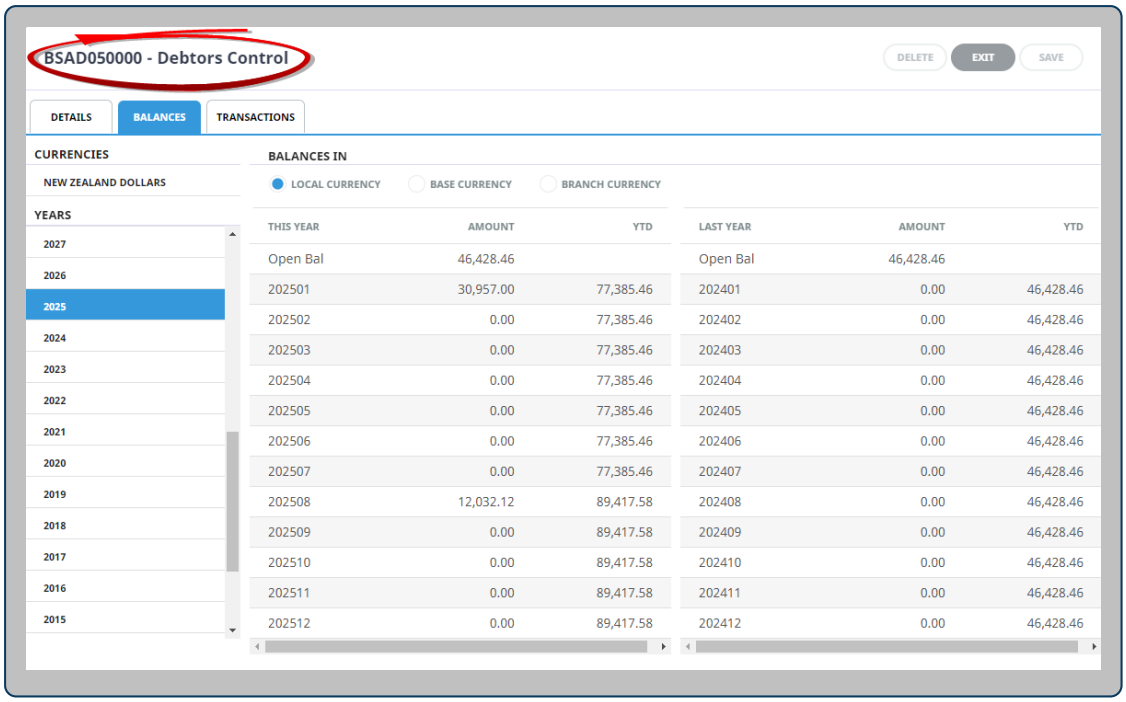
View General Ledger Account Balances

This screen enables the period and YTD totals of the transaction balances posted to a GL account to be viewed for any period of any financial year.



About Balances Tab Fields

Currencies Section

This panel displays the currencies that are attached to the select account. On entry to this screen, 'Base Currency' is highlighted.

In the General Ledger, all accounting is performed in 'Base Currency'. This is the currency of the country that the Tourplan NX user company is resident in. In the example **BSAD050000- Debtors Control**, the Base Currency is N.Z Dollars.

If there is only one currency attached to the G.L. Account and that currency is the same as Base Currency, then the term "Base Currency" is not used; the description of the Base Currency - e.g., New Zealand Dollars - displays instead. Where the Transaction (Local) Currency is the same as the Base Currency (in this example NZD), then the displayed values are same.

When there are multiple currencies, the balance that displays when base currency is highlighted is the sum of all transactions for the period (regardless of currency) converted to base currency at the exchange rate that prevailed (or was entered) at the time of the transaction.

Balances In Section

When a currency other than Base Currency is selected, these two radio buttons become active and allow the balances to be viewed in either Transaction (Local) Currency or Base Currency.

Local Currency

This radio button displays the balances in the currency currently highlighted.

NOTE: Only applicable when more than the Base Currency is attached to the account.

Base Currency

Displays the balances of the currently selected currency in Base Currency.

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Branch Currency

Displays the value of transactions made in the highlighted currency, in Branch Currency.

NOTE: Branch Currency is only used by those companies who have separate branch accounting and have performed the required setup. Branch Currency is not turned on by default.

Years Section

Clicking on any one of these financial years will display the period-by-period and year-to-date (YTD) balances for the selected year and the previous (Last) year.

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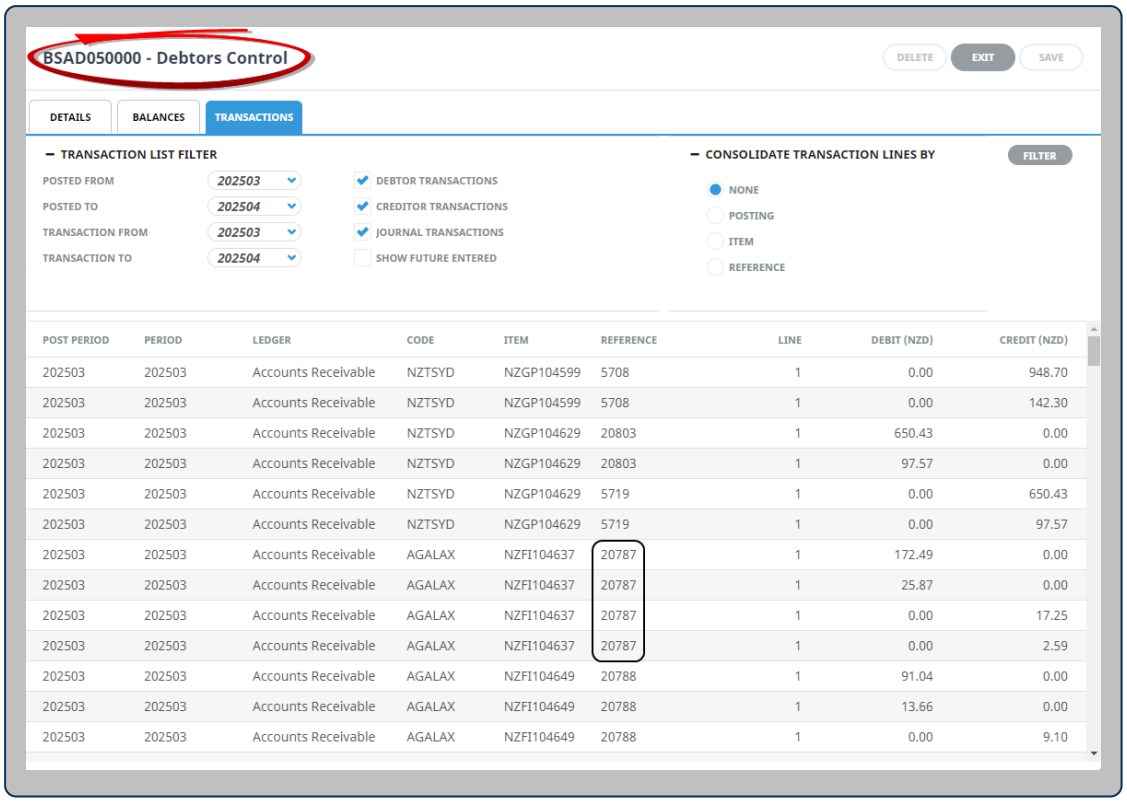
View General Ledger Account Transactions

The Transactions node allows transactions posted to the account to be viewed. A filter screen is available allowing criteria to be used to select the transactions to be viewed.



Filter and Retrieve Transactions

1. On the **General Ledger** screen, choose an account to view and single-click it (e.g. **BSAD050000 Debtors Control**).
2. On the account screen, click the **Transactions** tab. The individual lines of the transactions display by default. See **Consolidate Transaction Lines By** below for further understanding.
3. Select criteria for filtering transactions under **Transaction List Filter** and **Consolidate Transaction Lines By**.

   In particular, make sure relevant date ranges for both **Posted From / Posted To** and **Transaction From / Transaction To** are selected.

4. Click **Filter**.

   FILTER

Transaction Types

Period Range

The drop-downs for Posted From/To and Transaction From/To, default to the current G.L. Period. These can be changed to search over a range of accounting periods.

Transaction Selections

Selection can be made to see Debtor, Creditor or Journal (G.L.) transactions by checking/unchecking the check-boxes.

Show Future Entered

When checked, any transactions posting to the account that have a transaction period that is in advance of the current G.L. Period will also display.

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Consolidate Transactions Lines By

The choices are:

- None - no consolidation is done i.e., all lines of each transaction display.
- Posting - This radio button will consolidate all lines of all transactions into one line for the selected posting periods and display debit and credit totals.
- Item - This button will consolidate the transaction lines by Transaction Item.
- Reference - For bookings related AR & AP transactions, the booking reference. For non-bookings related AR & AP transactions, the invoice number. For G.L. Journals, the journal reference.

NOTE: After checking any Filters and Consolidation choices, the Filter Button must be clicked to refresh the display.

Transaction List

Post Period

The posting period of the transaction.

Period

The transaction period of the transaction based on the transaction date.

Ledger

The Ledger the transaction was posted from:

- Accounts Receivable (Debtors)
- Accounts Payable (Creditors)
- General = General Ledger Journal or Standing Journal

Code

The originating debtor or creditor code. This field is blank for G.L. Journal transactions.

Item

The transaction item code. For bookings related AR & AP transactions, the booking reference. For non-bookings related AR & AP transactions, the invoice number. For G.L. Journals, the journal reference.

Reference

The transaction reference—Invoice, Credit Note, Cheque, Receipt or G.L. Journal Reference.

NOTE: For G.L. Journal References, this field excludes any manually entered Journal Reference Prefix or Suffix.

Line

The line number of the transaction.

Debit

The debit value of the transaction, if any.

Credit

The credit value of the transaction, if any.

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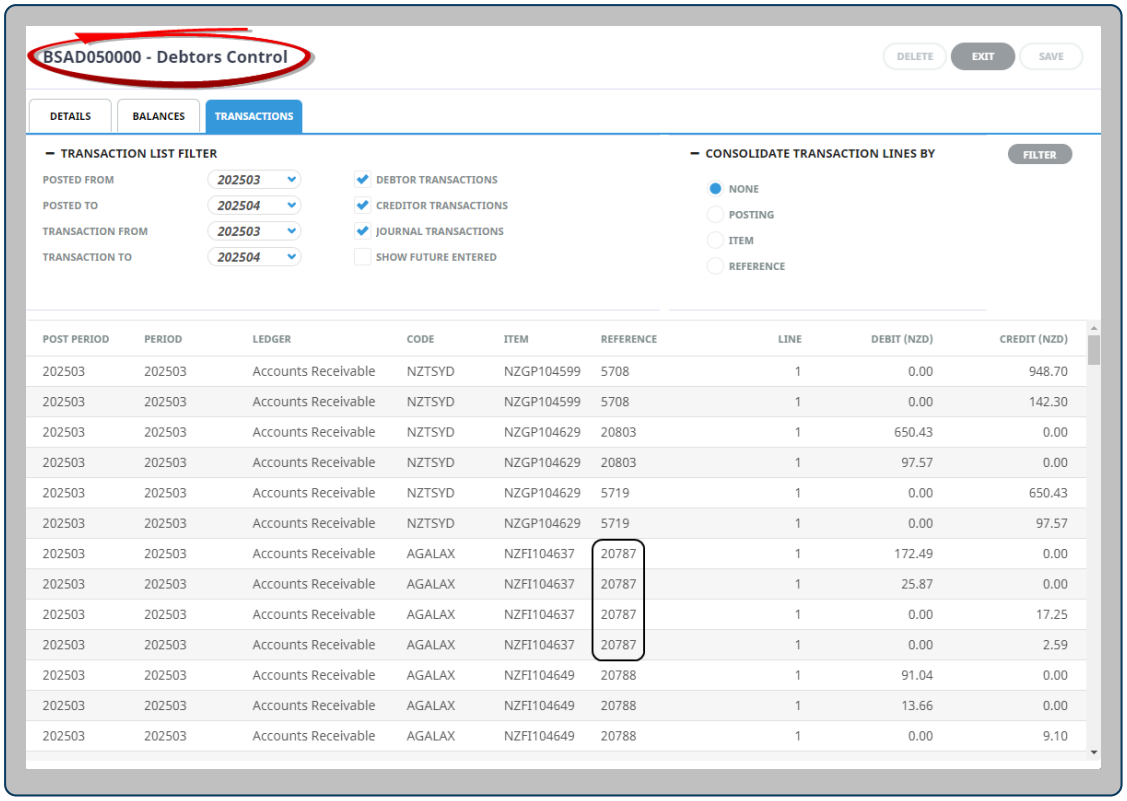
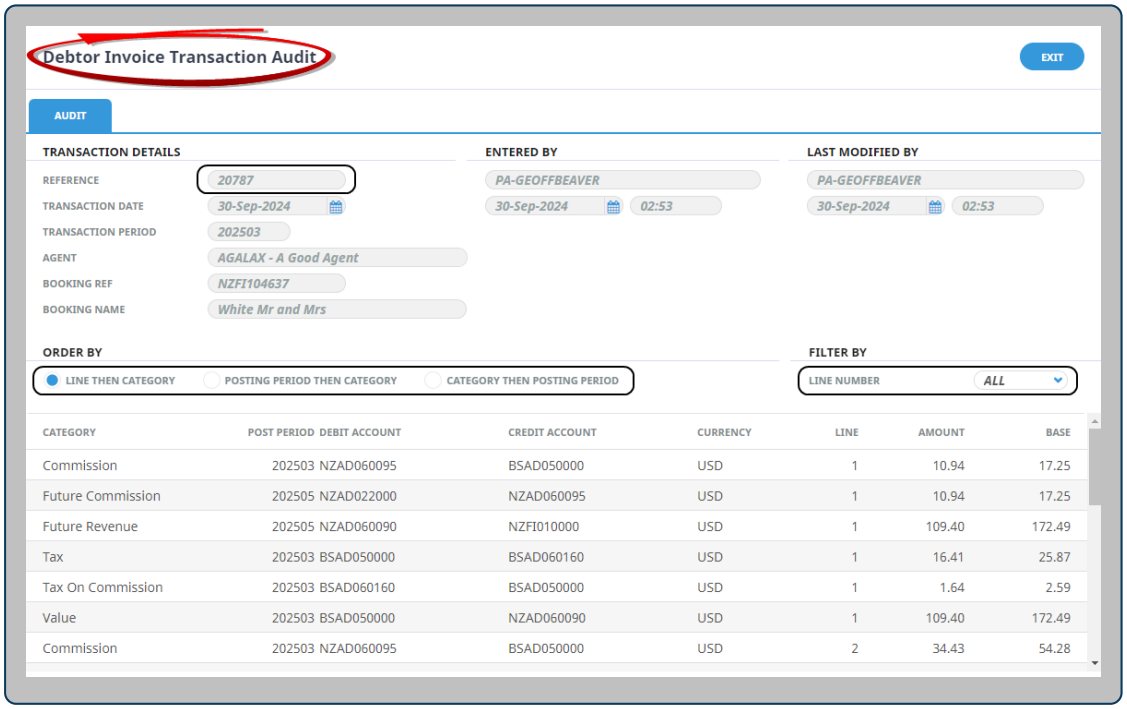
General Ledger Transaction Audit

In the Transaction scroll, transaction lines can be clicked to open a Transaction Audit window.



To Audit the transaction click on any line of the required transaction to open the transaction Audit Screen.



NOTE:

- The column headings at the top of the scrolled rows are the only headings for this screen.
- All fields in this list are read-only.

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» When transactions are displayed in Consolidated mode, the audit window is not available. In other words, **None** must be selected in the Transactions tab under **Consolidate Transaction Lines By**.

Depending on the Transaction Type, the Transaction Details section will contain slightly different information.

The Transaction Details fields for each transaction type are as follows:

» **Debtors Invoice Transaction Details**

Field	Description
Reference	The invoice reference number.
Transaction Date	Transaction date.
Transaction Period	Transaction Period (TRP).
Agent	The Debtor/Agent code and name.
Booking Ref	The booking reference that the Invoice applies to.
Booking Name	The booking name that the Invoice applies to.

» **Debtors Credit Note Transaction Details**

Field	Description
Reference	The credit note reference number.
Transaction Date	Transaction date.
Transaction Period	Transaction period (TRP).
Agent	The Debtor/Agent code and name.
Booking Ref	The booking reference the credit note applies to.
Booking Name	The booking name the credit note applies to.
Descriptions 1 - 3	The 3 description fields from the Credit Note header.

» **Debtors Receipt Transaction Details**

Field	Description
Reference	The receipt reference number.
Transaction Date	Transaction date.
Transaction Period	Transaction Period (TRP).
Agent	The Debtor/Agent code and name.
Descriptions 1 - 3	The 3 description fields from the Receipt Type.
Receipt Type	Receipt type code and name.

» **Creditors Invoice Transaction Details**

Field	Description
Reference	The invoice reference number.
Transaction Date	Transaction date.
Transaction Period	Transaction Period (TRP).
Supplier	The Creditor/Supplier code and name.

» **Creditors Credit Note Transaction Details**

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Field	Description
Reference	The credit note reference number.
Transaction Date	Transaction date.
Transaction Period	Transaction period (TRP).
Supplier	The Creditor/Supplier code and name.
Descriptions 1 - 3	The 3 description fields from the Credit Note header.

» **Creditors Cheque Transaction Details**

Field	Description
Reference	The cheque reference number.
Transaction Date	Transaction date.
Transaction Period	Transaction Period (TRP).
Supplier	The Creditor/Supplier code and name.
Descriptions 1 - 3	The 3 description fields from the Payment Type.
Payment Type	Payment type code and name.

» **General Ledger Transaction Details**

Field	Description
Reference	The G.L. Journal reference.
Transaction Date	Transaction date.
Transaction Period	Transaction Period (TRP).

» **Common Section Details**

Field	Description
Entered By/ Last Modified By	The user name and time of transaction creation and last modification.
Order By	These radio buttons can be used to change the order of the display.
Filter By	This drop-down can be used to select a particular line number to be filtered by.
Category	The extended category description.
Post Period	The G.L. posting period (GLP).
Debit Account	The. G.L. Account to be debited with the line amount.
Credit Account	The G.L. Account to be credited with the line amount.
Currency	The Currency of the transaction.
Line	The transaction Line Number.
Amount	The line amount in transaction currency
Base	The amount in system base currency

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GL Transaction Change History

Change history for individual transaction activities performed within Tourplan NX can be viewed. This can be seen via the audit view available at the transaction level. Change history shows *what* (if anything) was changed, the *date and time* the change was made, and *who* made the change.

Before the transaction change history can be seen, the functionality must first be setup in *Code Setup > INI Settings > System* via the TRANSACTION_AUDITING setting. This can only be actioned by users with sufficient user permissions to grant access to Tourplan NX code maintenance and should not be done without consultation from your Tourplan system administrator. For full details relating to INI settings, see the System Setup User Manual.

Organisations wanting to take advantage of the change history functionality should be aware that the recording of **ALL** the transaction activity with Tourplan NX will result in significant data storage requirements.

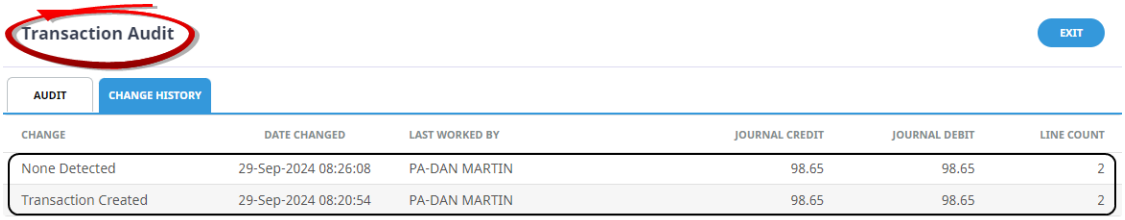
When in use within Tourplan NX, a **Change History** tab will be visible during the following processes:

- Debtor Transaction Audit.
- Creditor Transaction Audit.
- General Ledger Transaction Audit.

About Change History Tab

General Ledger Transaction Audit

The process is actioned as normal until the *Transaction Audit Screen* (see "General Ledger Transaction Audit" on page 213). At which point an additional Change History tab will be available. Within this tab key information about the transaction history will be displayed.



General Ledger Transaction Audit

Depending on the type of transaction being audited, Debtor, Creditor or Journal, the columns in the change history tab will differ. The columns for Debtors and Creditors have been covered in "Debtor Transaction Change History" on page 110 and "Creditor Transaction Change History" on page 191. Therefore this section will cover the Journal columns.

Change

The type of change that was made to the invoice during the recorded activity - see the "Change Types" on the facing page definitions table below for a full list.

Date Changed

The date and time of the recorded change activity.

Last Worked By

The name of the user who performed the change activity.

Journal Credit

The total credit value of the journal at the time the change activity was saved.

Journal Debit

The total debit value of the journal at the time the change activity was saved.

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Line Count

The total number of transaction lines in the journal at the time the change activity was saved.

NOTE: Other columns available are *Last Worked Date*, and *Total Lines*. Refer to " Change Default Column Headings" on page 398 for information on changing column headings.

Change Types

Change	Definition
Transaction Created	Details of the transaction when it was first created.
Lines Added	Transaction Lines were added.
Lines Removed	Transaction Lines were removed.
Value Increased	The 'Value' amount has increased.
Value Decreased	The 'Value' amount has decreased.
Tax Increased	The 'Tax' value has increased.
Tax Decreased	The 'Tax' value has decreased.
Commission Increased	The 'Commission' value has increased.
Commission Decreased	The 'Commission' value has decreased.
Commission Tax Increased	The 'Commission Tax' value has increased.
Commission Tax Decreased	The 'Commission Tax' value has decreased.
Journal Credit Increased	The 'Journal Credit' value has increased.
Journal Credit Decreased	The 'Journal Credit' value has decreased.
Journal Debit Increased	The 'Journal Debit' value has increased.
Journal Debit Decreased	The 'Journal Debit' value has decreased.
Cash Allocated	Cash has been allocated.
None Detected	A 'Save' was performed but no change to the invoice values was made, e.g. a description was updated.
TRL Lines Added	A TRL has been added e.g. commission or tax.
TRL Lines Removed	A TRL has been removed e.g. commission or tax.
Futures Changed	A date has changed on a transaction, e.g. The booking date for an AP Invoice line has been change to a different accounting period.

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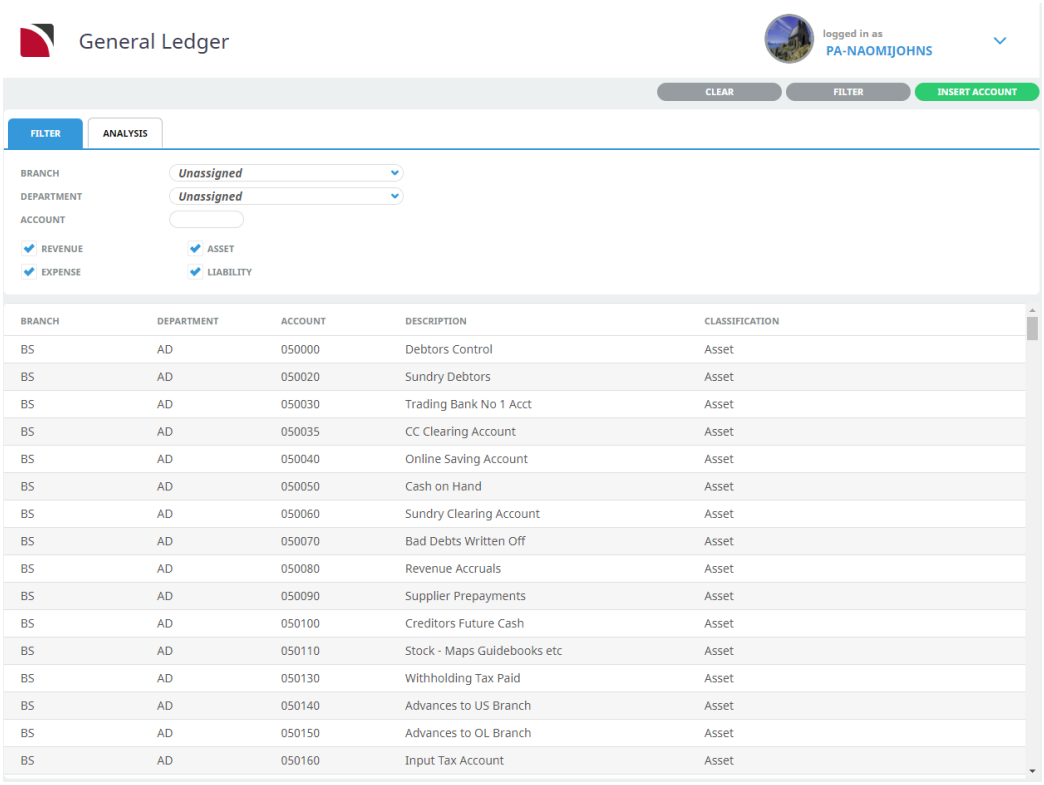
Amending a General Ledger Account

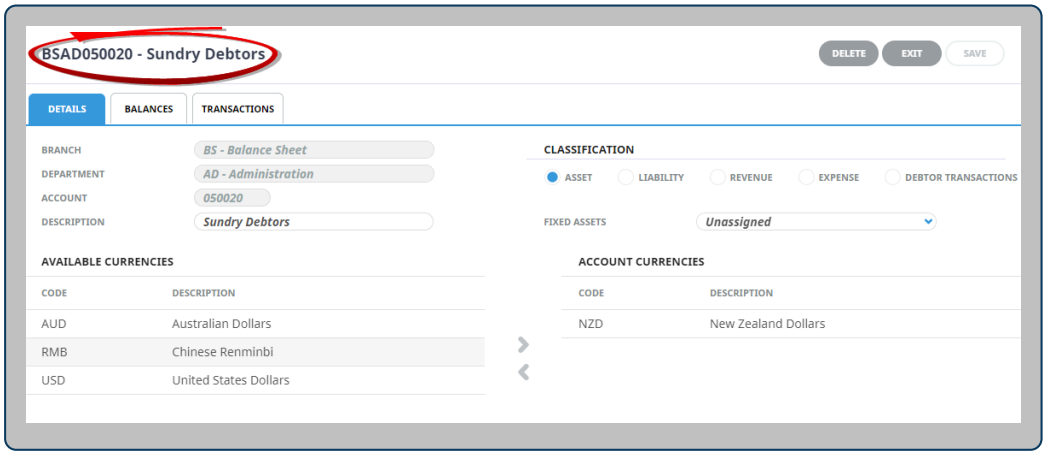
Limited amendments only can be made to a General Ledger Account once it has been created. The ability to change is even more limited if there are transactions posted to the account.

Amend a GL Account

1. From the Home menu, select **Financials > General Ledger**.
2. The **General Ledger** screen will display with the **Filter** tab open.



3. Select the necessary filter fields to narrow the search criteria.
4. Or on the General Ledger screen, click the account to amend (in this example **BSAD050020 - Sundry Debtors**).



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NOTE: The header section of this screen is display only and cannot be amended. Further, the account can be deleted only if there are no transactions posted to it. To delete an account, click the grey **Delete** button. Confirmation of the delete is required. If postings are present, an error message displays advising that postings are present and deletion is denied.

5. Amend any details (that can be modified) as required and click **Save**.

About General Ledger Details

Branch

Cannot be changed.

Department

Cannot be changed.

Account

Cannot be changed.

Description

Can be edited.

Classification

Can be changed.

Currencies Available

New currencies can be added to the Account Currencies.

Account Currencies

Can only be removed if there are no transactions in that currency posted to the account.

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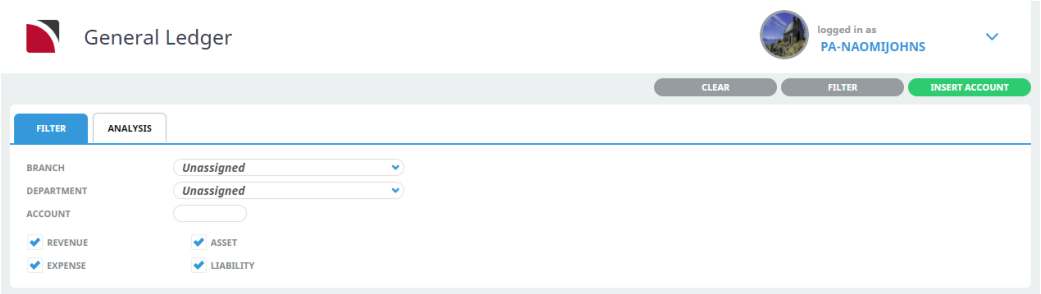
Finding a General Ledger Account

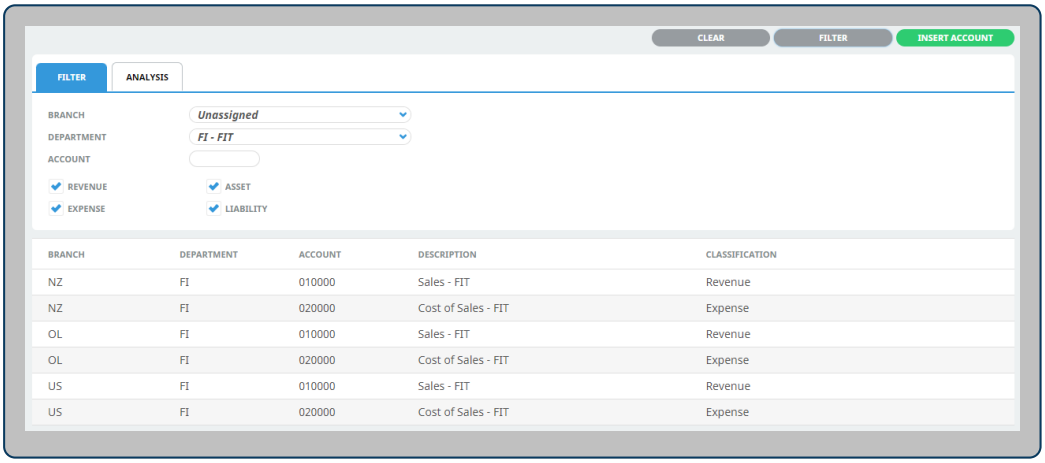
To locate a General Ledger account, use the fields in the header to filter the selection - e.g., selecting a specific Department and clicking the Filter Button will list all accounts in that department. All fields in the header (including the Classification radio buttons) can be used to filter the search.

Find a GL Account

1. From the Home menu, select **Financials > General Ledger.**
2. In the **Filter Tab** fields, enter search criteria.



3. Click **Filter** to return a list of accounts meeting the search criteria.



The example shown above allows searching for an account to be based on:

- **Branch** and/or
- **Department** (where Department is **FI - FIT**) and/or
- **Account** and/or
- Account **Classification** (any Revenue, Asset, Expense or Liability accounts)

Analysis Tab

Additional GL Analysis Fields (if previously configured in Code Setup) can be used to further filter when searching for an account.

> You can see from this example that two of the 6 fields have been labeled for accounts to be categorised by: Plant and Equipment, and an Unassigned option.

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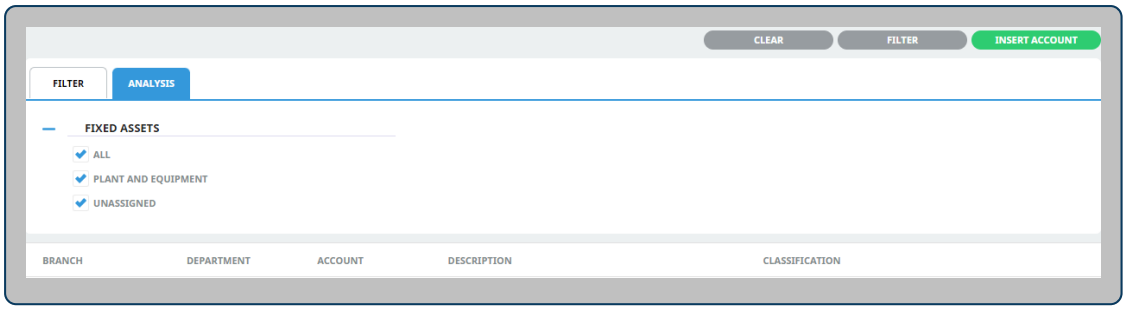

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General Ledger Journals

In the Tourplan NX Professional and Enterprise editions, General Ledger Journals are able to be entered in the Accounting application under **Home > Financials > Journals**.

Journals enable Standard and Accrual Journals to be entered, edited and viewed.

Standard & Accrual Journals

A standard General Ledger (G.L.) journal is a manually entered G.L. transaction (as opposed to postings being created in the Debtors or Creditors Ledger) which debits one or more G.L. account(s) and credits one or more G.L. account(s) with balancing amount(s).

Examples of standard G.L. journals are:

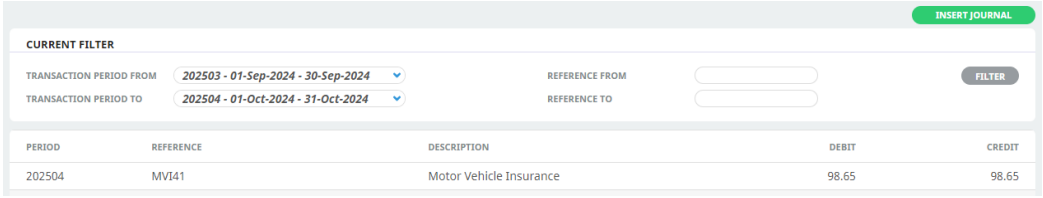
- Wages and Salaries.
- Entering opening G.L. account balances.
- Bank fees and other bank statement charges.
- Year-end adjustments.

An Accrual G.L. Journal is similar to a Standard Journal, except that it reverses in the following period. An example of an Accrual Journal is the Outstanding Vouchers Monthly Accrual.

G.L. Journal

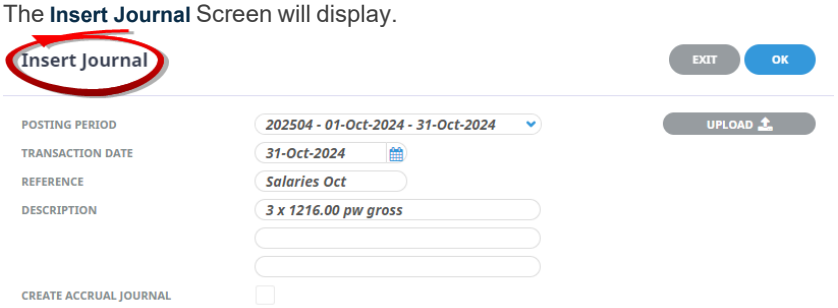
1. From the Home Menu select **Home > Financials > Journals.**

2. Any existing **Journals** (which are dated in the displayed Posting Period or later) will display.



3. To create a new Journal, click **Insert Journal.**

4. The **Insert Journal** Screen will display.



NOTE: The Posting Period and Transaction Date default to current period and last day of current period. The Reference is a mandatory field. Once the Reference field is completed the **OK** button becomes active.

5. When the Journal Header is completed, click **OK.**

The Journal Line screen will display.

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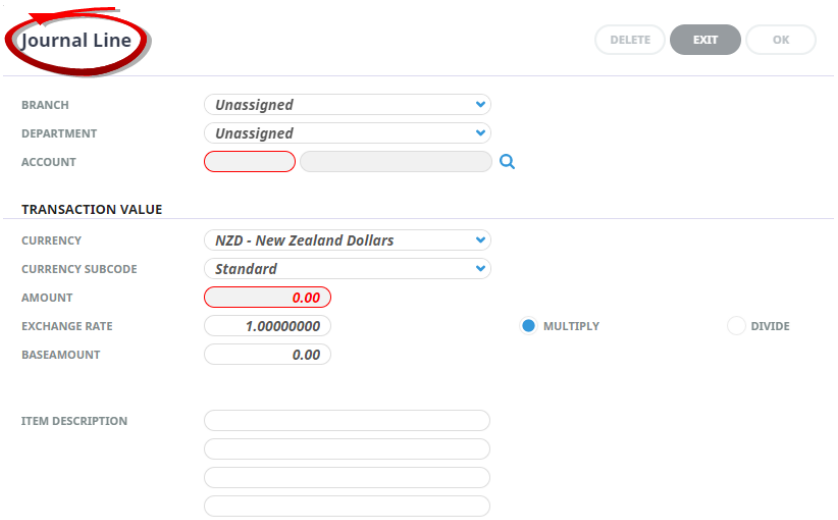


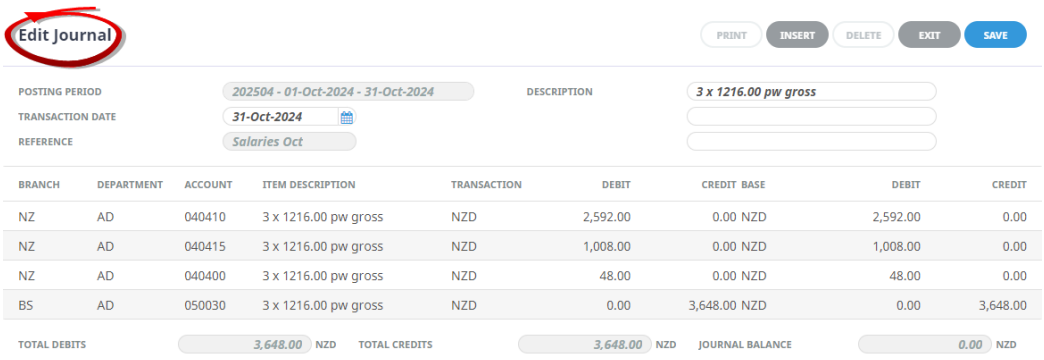
6. The Journal Line screen represents *one* line of the Journal - either a debit line or a credit line.

7. When each Journal line is completed, click **OK.**

8. The Journal Line screen will automatically re-display ready for another entry.

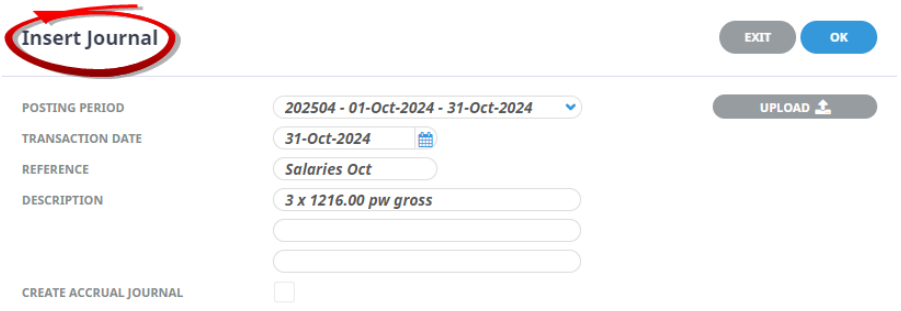
9. When all lines have been added, click **Exit.**

The Journal Lines will display in the Edit Journal screen and allows the Journal to be Saved, Exited (without saving), additional line(s) to be Inserted, line(s) to be highlighted and Deleted and (after the Journal is saved it can be Printed.



NOTE: The sum of Debits and Credits in the Journal must equal 0.00 before the Journal can be saved and/or exited.

About Define Journal Header



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Posting Period

This defaults to the current G.L. accounting period, but can be changed to any future G.L. accounting period. This is the G.L. accounting period that the account(s) in the G.L. journal will receive the debit or credit. The beginning and end dates of the selected period display to the right of the Posting Period.

Transaction Date

The journal processing date. This defaults to the last day of the current period, but can be changed to be any date in any open G.L. accounting period.

NOTE: If the Journal Date Period is later than the current G.L. accounting period, the journal transactions will not be visible, nor will the balances of the G.L. accounts be updated. This will occur when the journal date period becomes the current accounting period.

Reference

Enter a journal Reference to identify the journal.

NOTE: If required, G.L. INI fields can be set to automatically generate journal references and optionally have reference prefixes and/or suffixes attached which can be user specific.

Description

These fields can be used to enter a description specific to the Journal line.

Upload

The G.L. Journal import allows a .csv format file containing the journal lines to be imported into the journal being created. The file *must* contain the follow columns:

- Branch - A valid Tourplan Branch code.
- Department - A valid Tourplan Department code.
- Account - A valid Tourplan G.L. Account (when combined with the branch and department codes supplied).
- Currency - The currency that the line amount is in.
- Currency Subcode - The subcode for that currency.
- Amount - The value of the journal line. Positive values are debit amounts and negative amounts are credits.
- Base Exchange Rate - The exchange rate between the journal line currency and the system base currency.
- Branch Exchange Rate - The exchange rate between the journal line currency and the system branch currency.

NOTE: This is necessary for those clients using the optional Branch Accounting. For those clients *not* using Branch Accounting, use the rate of 1.00000 in the csv file.

NOTE: All of the standard validation for Journals still takes place.

Create Accrual Journal

When an Accrual Journal is created, the detail in the header at the top of the screen is replicated in the header at the bottom of the screen — the only difference being the Posting Period and Journal Date have been advanced to the first day of the next period. These can be overridden.

NOTE: The Accrual must have a different reference to the standard header reference.

Although the lines are entered once only, when saved, a second journal is created for the accrual period.

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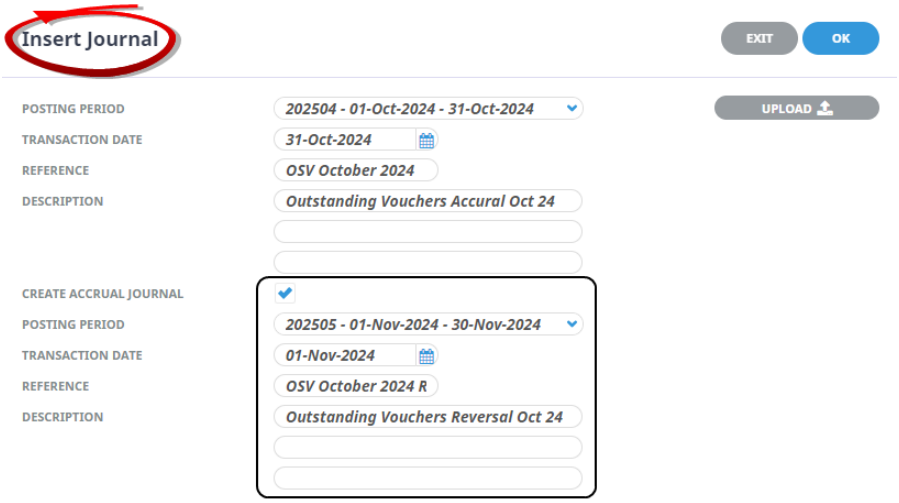
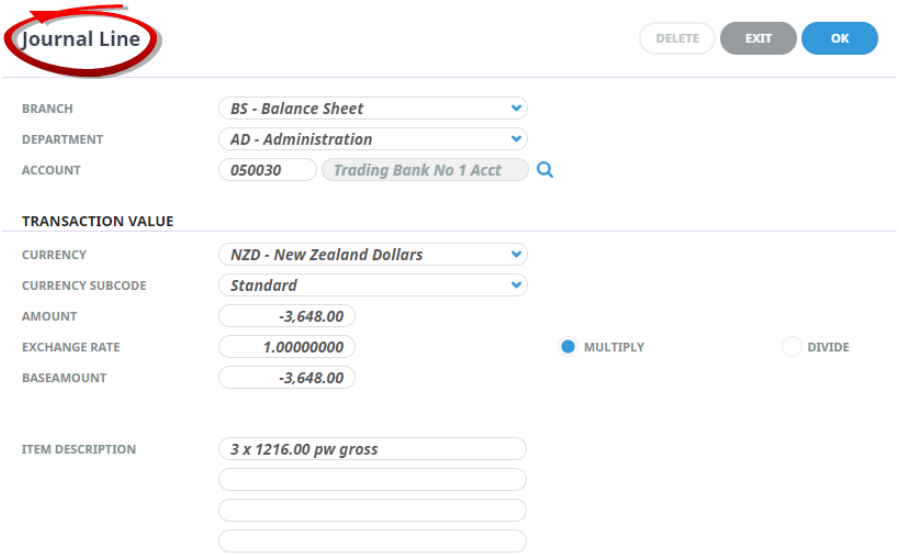


About Journal Line Fields



Branch/Department/Account

These three fields are used to select a G.L. account to be debited or credited in this journal line. Alternatively, clicking the Browse button next to the account field will display the list of G.L. accounts (based on any Branch/Department search criteria entered).

Currency

By default, the system base currency displays. If this journal line is to be in a different currency, select the currency to use from the drop-down list.

NOTE: Journals can have lines with different currencies in them—i.e., there can be a debit line in USD and a credit line in AUD. Provided the net balance of the journal is 0.00 in base currency, any combination of currencies are able to be used in a single journal.

Currency Subcode

If foreign currency subcodes are being used, select the correct code.

Amount

Enter the debit or -credit amount of this journal line.

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NOTE: A positive amount is a debit and negative amount is a credit.

Exchange Rate

If a currency other than base currency has been selected for this line, enter an exchange rate in this field to convert the foreign currency amount to base currency.

Multiply/Divide

The exchange rate can be shown as either a multiplier or divider by clicking the appropriate radio button.

Base Amount

This is the foreign currency in the Amount field converted at the exchange rate in the Rate field to Base currency. This amount can be manually edited.

NOTE: If the base amount is edited, the foreign currency amount in the Amount field will change, using the exchange rate in the Rate field.

Item Description

These lines can be used to enter a detailed description specific to the line.

Supporting Information

See also "Journals Columns" on page 401 in the appendix.

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General Ledger Standing Journals Setup

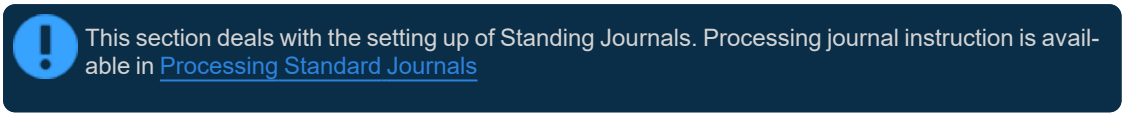
G.L. Standing Journals are able to be set-up in the Accounting application under Standing Journals Setup.

Standing Journals are journals for fixed amounts that are processed on a periodic (usually monthly) basis. A few examples of standing journals are:

- Rent payments.
- Fixed salary amounts.
- Monthly insurance payments.
- Monthly depreciation.

There are two stages to standing journals:

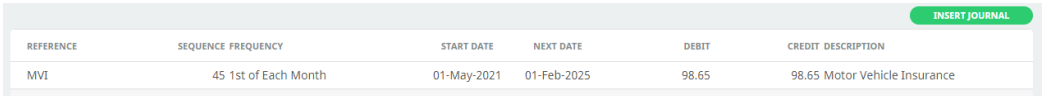
1. Setting up journals.
2. Processing journals.



Standing Journals Setup

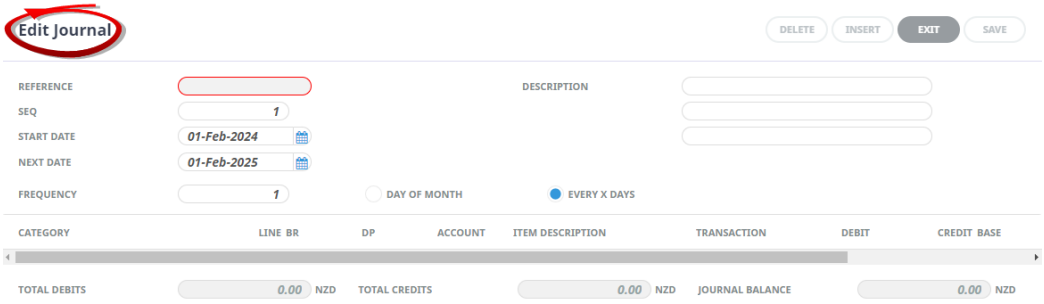
1. From the Home Menu select **Home > Financials > Accounting > General Ledger > Standing Journal Setup.**

2. Any existing **Standing Journals** display.



3. To create a new Standing Journal, click **Insert Journal.**

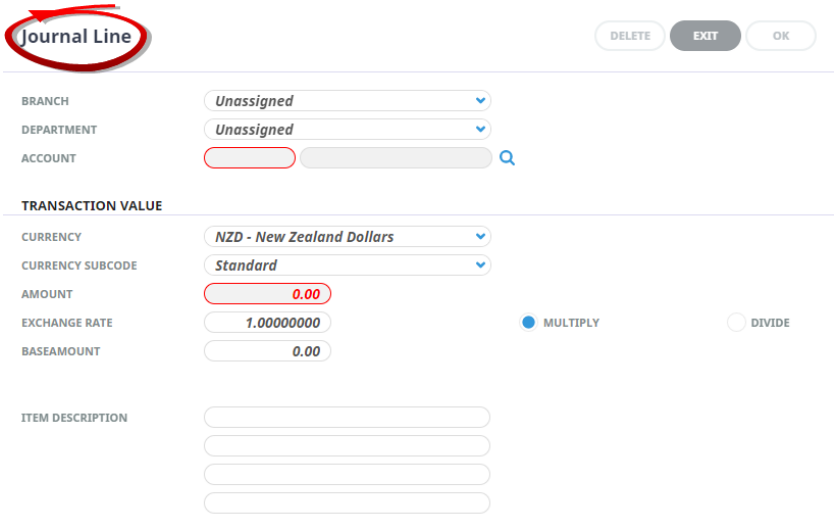
4. The **Edit Journal** Screen will display.



NOTE: The Reference is a mandatory field. Once the Reference field is completed the **Insert** button becomes active.

5. When the Standing Journal Header is completed, click **Insert.**

6. The **Journal Line** screen will display. The Journal Line screen represents one line of the Standing Journal - either a debit line or a credit line.

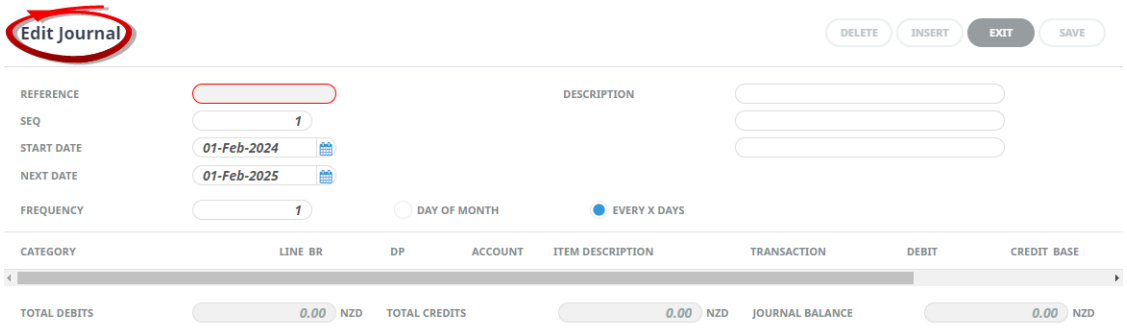


7. When each Standing Journal line is completed, click **OK.**

8. The Journal Line screen will automatically re-display ready for another entry.
9. When all lines have been added, click **Exit**. The Journal Lines will display.

10. When all lines have been added exit the Journal Lines screen and click **Save** to save the Journal.

About Edit Journal Fields



Reference

Enter a journal Reference to identify the standing journal.

NOTE: If automatic journal referencing is being used, then any reference entered here will be discarded and the next journal reference will take precedence when the journals are created.

Sequence

This is a number which increments each time the journal is processed, and is appended to the Journal Reference.

Start Date

Enter the date that the Standing Journal will be first used.

Next Date

This date indicates the periodic spacing between the start date and next date. e.g., the Start Date could be 01 February, and the next date 01 March (if the journal is to be processed on a monthly basis).

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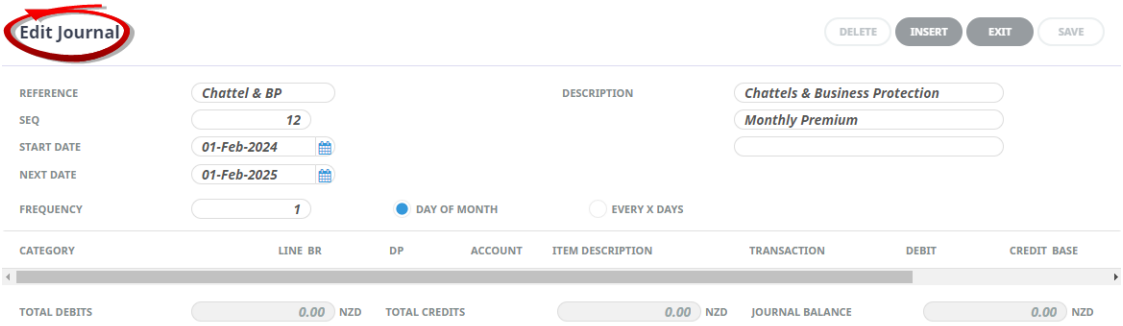
Frequency

This field determines how often the standing journal needs to be generated. The values available are by:

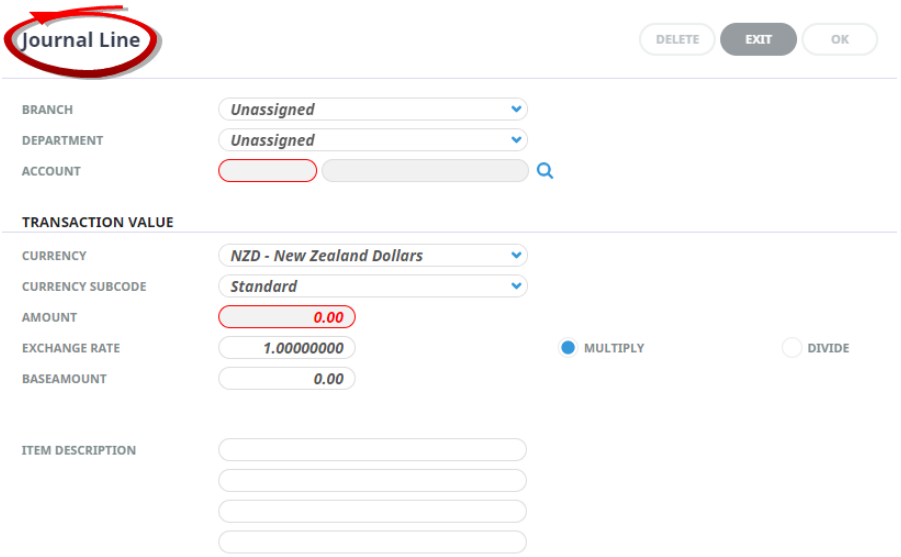
- a specific day of the month - e.g. 1st of the Month or,
- every nn number of days.

Description

Three lines of journal description fields are available.



About Journal Line Fields



Branch/Department/Account

These three fields are used to select a G.L. account to be debited or credited in this journal line. Alternatively, clicking the Browse button next to the account field will display the list of G.L. accounts (based on any Branch/Department search criteria entered.

Currency

By default, the system base currency displays. If this journal line is to be in a different currency, select the currency to use from the drop-down list.

NOTE: Journals can have lines with different currencies in them—i.e., there can be a debit line in USD and a credit line in AUD. Provided the net balance of the journal is 0.00 in base currency, any combination of currencies are able to be used in a single journal.

Currency Subcode

If foreign currency subcodes are being used, select the correct code.

Amount

Enter the debit or -credit amount of this journal line.

NOTE: A positive amount is a debit and negative amount is a credit.

Exchange Rate

If a currency other than base currency has been selected for this line, enter an exchange rate in this field to convert the foreign currency amount to base currency.

Multiply/Divide

The exchange rate can be shown as either a multiplier or divider by clicking the appropriate radio button.

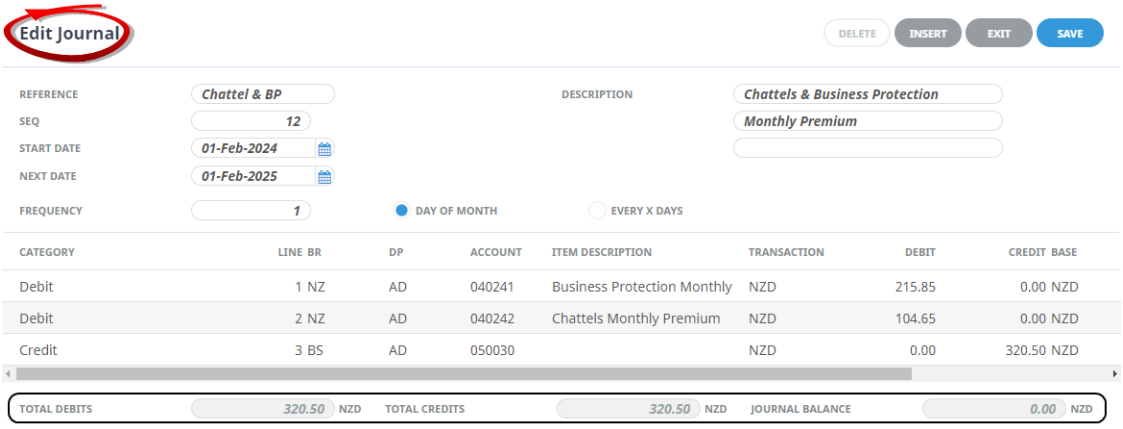
Base Amount

This is the foreign currency in the Amount field converted at the exchange rate in the Rate field to base currency. This amount can be manually edited.

NOTE: If the base amount is edited, the foreign currency amount in the Amount field will change, using the exchange rate in the Rate field.

Item Description

These lines can be used to enter a detailed description specific to the line.



NOTE: The sum of Debits and Credits in the Journal must equal 0.00 before the Journal can be exited.

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Process Standing Journals

The processing of Standing Journals is not an automatic function - the Process Standing Journals application must be run and the Journals that are to be processed must be selected.

Process Standing Journals

1. From the Home Menu select **Home > Financials > Accounting > General Ledger > Process Standing Journals.**
2. When this screen is first accessed, the Process Journals Due By date will display today's date.
3. Select the **Date** that Standing Journals are due by.

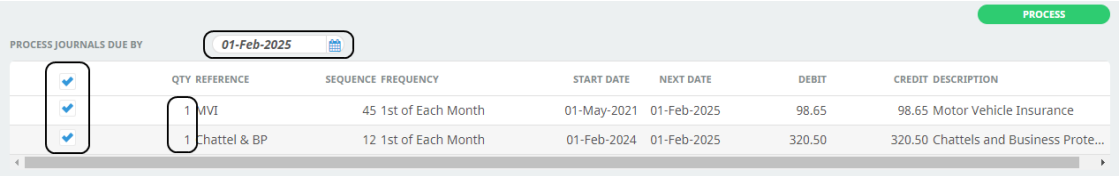
   NOTE: The system will search based on the selected date and will display all standing journals that need to be processed up to the date specified.

4. To process the Standing Journals, click **Process**.

   PROCESS

5. Once the journal(s) have been processed, they are visible under **Home > Financials**.

About Process Journals By Due Date Screen



Process Journals Due By

Select the date that standing journals are due by. This date determines the journal date/transaction period. If the journal date period is later than the current G.L. accounting period, the journal transactions will not be visible, nor will the balances of the G.L. accounts be updated. This will occur when the journal date period becomes the current G.L. accounting period.

Qty column will show how many times the journal needs to be processed based on the system calculation from when the journal was last run to the date the journal is due by. This means if it's Weekly or Fortnightly etc, the column may show that it needs to be run 2 or 3 times.

NOTE: Once the journal(s) have been processed, they are visible under **Home > Financials > Journals.**

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Profit Transfer

This process transfers the balances of G.L. Revenue and Expense accounts (P & L accounts) to the G.L. Retained Earnings (Balance Sheet account).

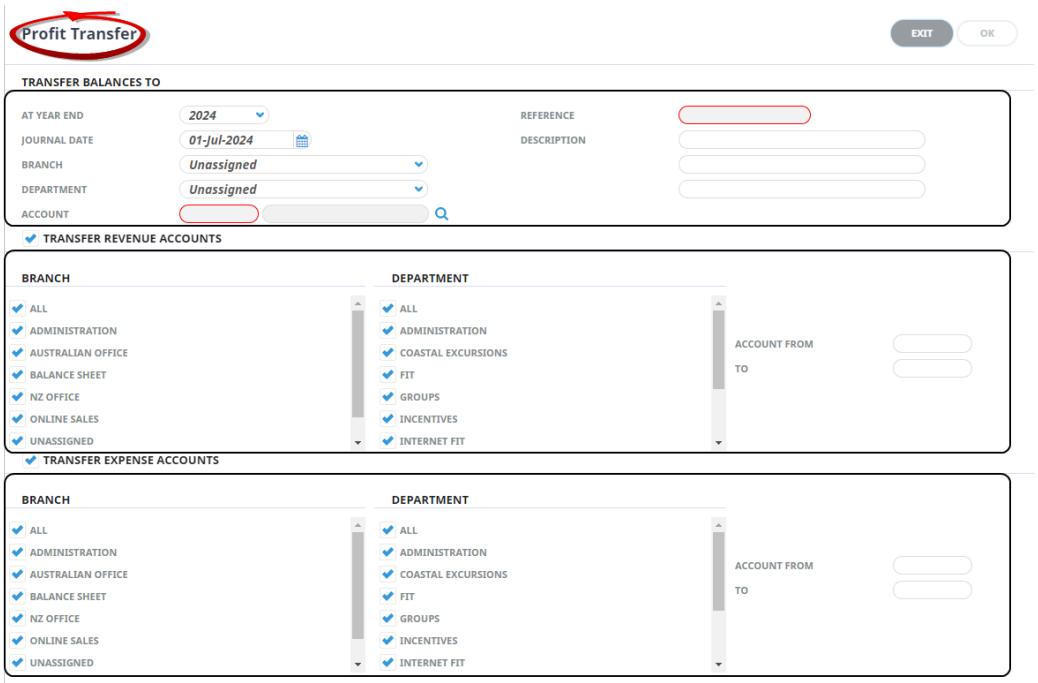
The process is run after the last period of the financial year has been closed, and for preference, it should be processed in period 1 of the new financial year.

NOTE: Profit transfers are effectively a G.L. journal, and as such abide by the rules accompanying G.L. journal postings. The balances for the year-end transfer are always *As at Year-end NNNN* — i.e., the balance figure is never calculated as at the end of the last closed period. If the year-end transfer is run in the new year, (e.g.), period 03, then the Balance Sheet Net Assets vs. P & L Year To Date Profit will be out of balance by the amount of the transfer in the new financial year periods 1 and 2. These circumstances are why the Lock G.L. Period function (see "Lock (G.L.) Period" on page 235) was designed. With the G,L. locked for period 12 last financial year, no Debtor or Creditor transactions can be posted to the previous year to distort the Revenue or Expense balances.

Processing a Profit Transfer

1. From the Home Menu select.**Financials > Accounting > General Ledger > Profit Transfer.**

2. The **Profit Transfer** screen will display.



3. Click **OK** to keep the changes and save or update the entry.

4. Click **Exit** to discard any changes.

5. The journal lines are created as debits or credits against the various revenue/expense accounts selected. The balancing entries to the retained earnings account are shown in the bottom section of the list within the **Edit Journal** Screen.
   NOTE: The application heading has changed from Profit Transfer to Edit Journal, indicating that standard editing journal functions are now available.

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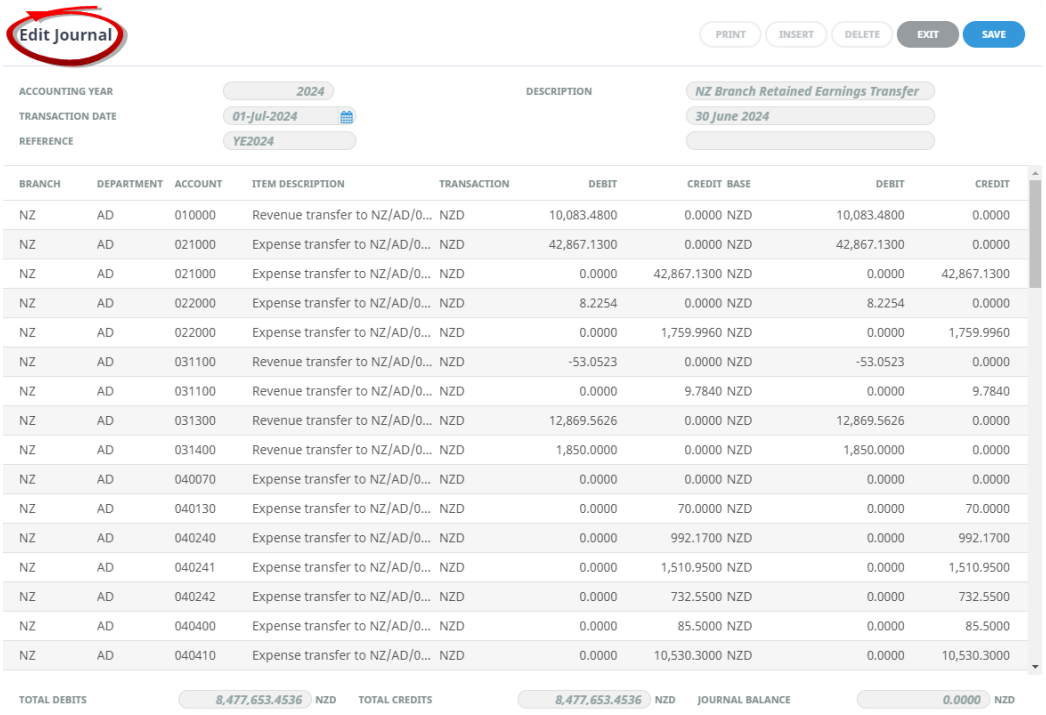


At this stage the journal has not been saved, so exiting at this stage will discard the journal.

6. Click **Save** to keep the changes.
7. Click **Exit** to discard any changes.
8. To print the Journal, click **Print**.

   PRINT

   The report can be downloaded in pdf or csv format.

Only Journals in an open accounting period can be printed

About Profit Transfer Screen

Transfer Balances To Section

At Year-End

This field determines which financial years revenue/expense balances are to be transferred to retained earnings. On entry to the screen, the G.L. current period year defaults. Select the correct year from the drop-down.

Journal Date

This date will determine the transaction period of the journal and should be a date in period 01 in the new financial year.

Branch/Department/Account

Select or enter the Retained Earnings account, or use the Search button to find the correct Retained Earnings account.

Reference

Enter a reference for the year-end journal.

NOTE: If automatic journal referencing is being used, then any reference entered here will be discarded and the next journal number will take precedence when the journals are created.

Description

Enter up to 3 lines of descriptive journal text.

Transfer Revenue Accounts Section

Branch/Department/Account

Check the Branch and Department combinations whose Revenue account balances are to be transferred. When checked, the multi-select list checkboxes can be used (if required) to filter the range of accounts from which revenue will be transferred to retained earnings.

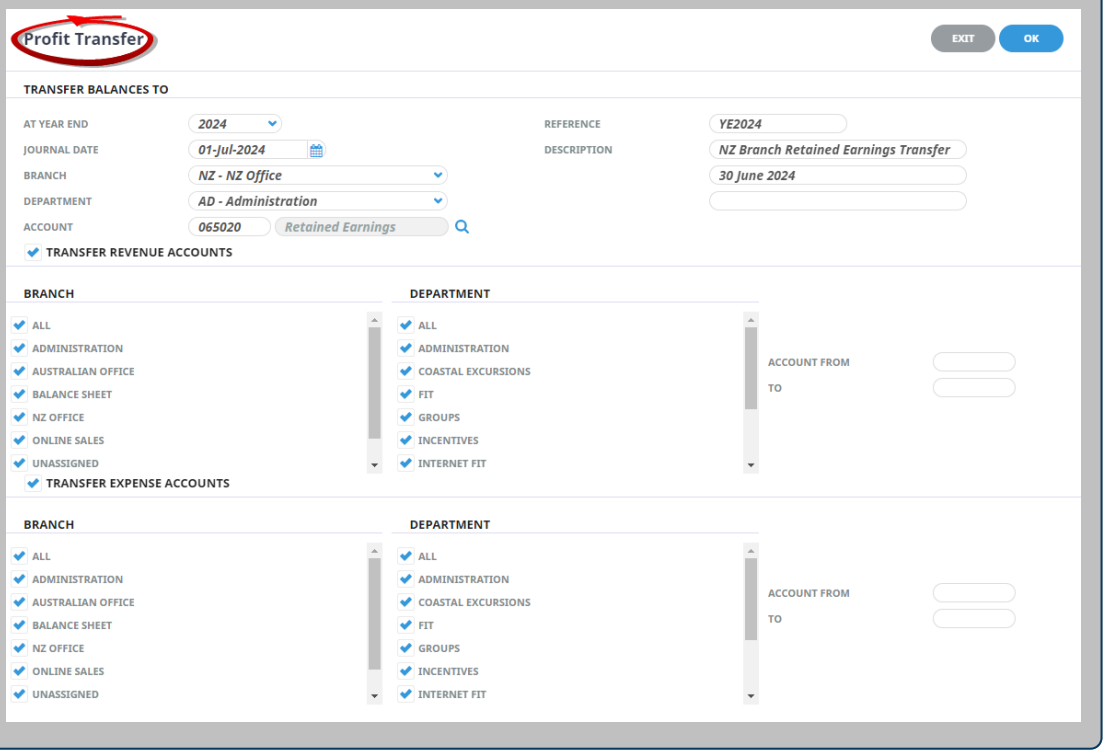
Transfer Expense Accounts Section

Branch/Department/Account

Check the Branch and Department combinations whose Expense account balances are to be transferred. When checked, the multi-select list checkboxes can be used (if required) to filter the range of accounts from which expenses will be transferred to retained earnings.

NOTE: Revenue and Expense accounts are those whose classification in the General Ledger account setup has been set up as either (R)evenue or (E)xpense.

The example will create a journal with the reference YE2024 and post the balances of all NZ Branch revenue accounts and expense accounts to retained earnings account NZ AD 065020



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Lock (G.L.) Period

Transactions from Creditors and Debtors will update G.L. account balances if the Creditors and Debtors periods are closed for a particular period, but the G.L. is still open for that period.

An issue can arise, particularly at the end of certain accounting periods — half year, year-end etc. — when Accountants and/or Auditors need access to the G.L. to make adjustments, but system to postings from Debtors and Creditors should not happen.

As an example, a system has the Debtors and Creditors periods as Closed = Current Year 02, Current = Current Year 03; G.L. Closed = Last Year 11, Current = Last Year 12.

If a transaction is entered in, e.g. Creditors in period 03 that has a posting period of Last Year 12, then this transaction will post (and depending on settings, could age) into the G.L. in Last Year 12. This would mean that the Creditors balances in Last Year period 12 would be different to what was reported at the end of period 12.

The Lock Current Period function prevents updating the G.L. from the Creditors and Debtors ledgers for the closed Debtor/Creditor period but leaves the period open for G.L. journals transactions to be entered.

Lock GL Period

1. From the Home Menu select . **Financials > Accounting > General Ledger > Lock Period.**
2. The Lock Period screen will display with the period that is currently locked, select the **Lock Current Period** check box.
3. To lock the period, click **Save**.

4. Click **Exit** to discard any changes.

About Lock Period Fields

Lock Current Period?

Select the check-box to lock the current period.

Locked Period (Display Only)

This field displays the period that is currently locked.

Period to Lock (Display Only)

This field shows the current G.L. period. When the system is advanced to G.L. current = Next Year Period 01, this field will change to Next Year 01.

There are a number of rules relating to the setting of the locked G.L. period:

- Only the current G.L. period can be locked.
- For a G.L. period to be locked, the subsidiary ledgers (Debtors and Creditors modules) must be closed for the corresponding period. For example, to lock the G.L. for This Year period 12 then the Debtors and Creditors modules must both have that same period closed.
- Any Debtors and Creditors transactions which attempt posting into the locked period will posted to the next open G.L. period.

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CHAPTER 9

Tour Window

The Tour Window is an on-screen dissection of an individual booking, where all financial aspects of the booking can be viewed. A printed financial summary of the booking can be output.

Information in the Tour Window is displayed via six tabs:

- Summary
- AR Transactions
- AP Transactions
- Vouchers
- Agent Notes
- Booking Notes

The Tour Window is often used in conjunction with the Tour Financial Summary Report (See Reports User Manual) to scrutinise bookings that show up as exceptions on that report. The Tour Window shows the values of transactions in a booking regardless of what their accounting timings (e.g. Future Revenue, Prepayments) may be.

NOTE: All data in the Tour Window is display only — it cannot be edited/changed.

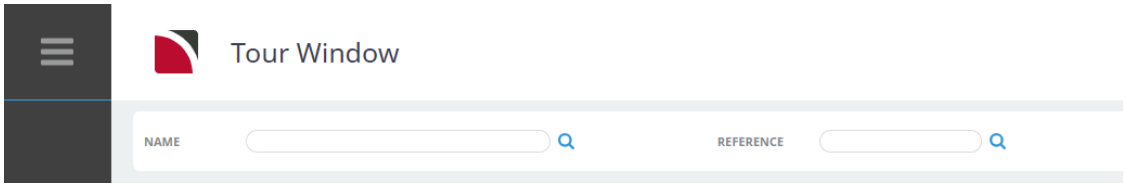
NOTE: The Tour Window is also available from within FIT and Group Bookings when a booking is loaded. In those applications, the Agent and Booking Notes Tabs are not displayed, but the notes can be viewed in the booking under Booking Details > Booking Notes and Agent Notes.

In this chapter ...

Summary Tab 238
AR Transactions Tab 242
AP Transactions Tab 243
Vouchers Tab 245
Agent Notes and Booking Notes 249

Summary Tab

The Tour Window opens as a search screen and a booking must be retrieved before it can be viewed. Enter either a Booking **Name** or a Booking **Reference** and click the corresponding Search icon to retrieve a booking:



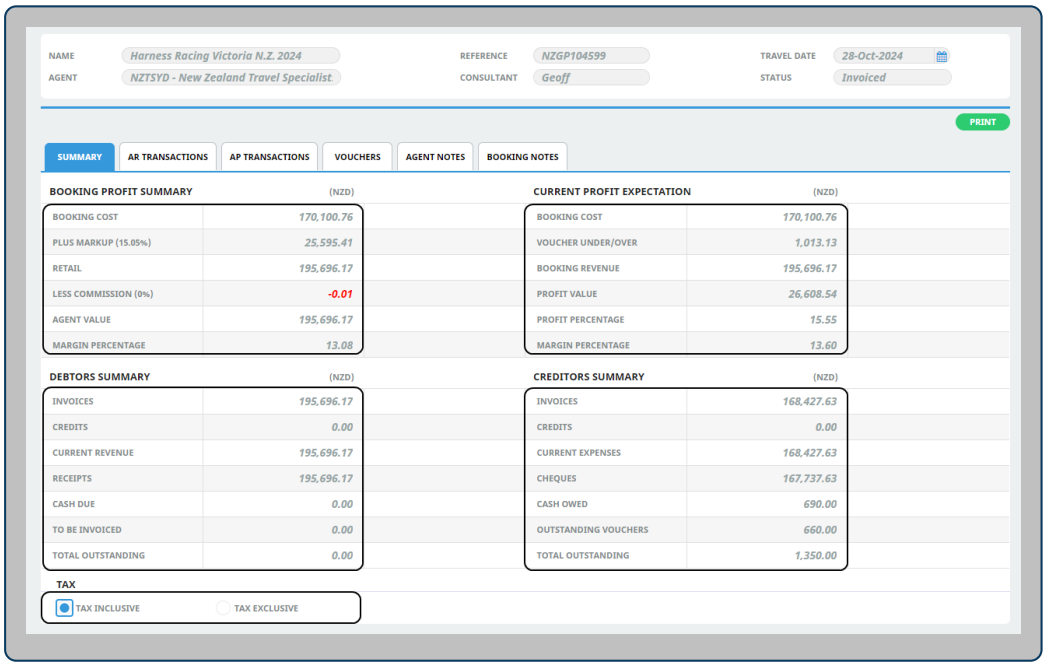
NOTE: The tour window is also available from within FITs and Groups for consultants to view the booking financial details. Viewing the Tour Window through Financials gives an accountant or financial employees an overview of a booking without having to go into FITs or Groups.

Enter partial details to display a list of matching bookings, then click the required booking to open it. Either field can be left blank and clicking either of the Search icons will open the full **Booking Search** screen. Refer to the FITs User Manual or the Groups User Manual for more information on the full Booking Search screen.

NOTE: Only one booking at a time can be viewed in the Tour Window.

View a Booking in the Tour Window

1. From the Home menu, select **Financials > Tour Window**.
2. Search for and retrieve a booking to view using one of the search methods. For example:



3. By default, the Tour Window opens with the Summary tab displayed. Click another tab to view specific details.

NOTE: All Percentages are calculated to 6 decimal places, but are displayed to 2 decimal places.

The green Print button can be accessed from within any of the tabs. The report produced is the same whichever tab it is printed from.

NOTE: When a booking is first loaded in the Tour Window, the Tax radio button defaults to Tax Exclusive.

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Summary Tab Sections

Booking Profit Summary

BOOKING PROFIT SUMMARY	(NZD)
BOOKING COST	170,100.76
PLUS MARKUP (15.05%)	25,595.41
RETAIL	195,696.17
LESS COMMISSION (0%)	-0.01
AGENT VALUE	195,696.17
MARGIN PERCENTAGE	13.08

NOTE: The Booking Profit Summary section displays the total booking values from the Booking Header Screen.

Booking Cost

This is the total of the booking service costs — i.e., the amount that is expected to be paid to suppliers. In other words, the voucher cost.

Plus Markup

The amount that has been added at either database and/or booking level to obtain the retail value.

Retail

The sum of Booking Cost plus Mark-up equals Retail.

Less Commission

The amount of agents commission (if applicable) that the agent may be given. The commission amount displayed as a percentage of retail displays to the right of the commission amount.

NOTE: In the example above, the rounding value of -0.01 displays as a negative percentage value.

Agent Value

The sum of Booking Cost plus Mark-up less Commission. This is the amount expected to be collected from the agent.

Margin Percentage

The mark-up expressed as a percentage of Retail.

Current Profit Expectation

CURRENT PROFIT EXPECTATION	(NZD)
BOOKING COST	170,100.76
VOUCHER UNDER/OVER	1,013.13
BOOKING REVENUE	195,696.17
PROFIT VALUE	26,608.54
PROFIT PERCENTAGE	15.55
MARGIN PERCENTAGE	13.60

This section displays the Current profit based on financial transactions entered against the booking so far. The figures in this section will alter as debtors and creditors transactions are entered and if vouchers are reprinted with different costs.

Booking Cost

The booking vouchered value. The amount expected to be paid to suppliers.

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Voucher Under/Over

The sum of any underpayment or overpayment of vouchers. Voucher Unders/Overs will only occur when there is a discrepancy between the creditors invoice value and the voucher value and the voucher is closed when the invoice is processed.

Booking Revenue

The sum of Debtors invoices less debtors credit notes issued for the booking.

Profit Value

Booking Revenue minus Booking Cost plus/minus Voucher Under/Overs.

Profit Percentage

Booking Profit (including Voucher under/overs) as a percentage of Booking Cost

Margin Percentage

Profit expressed as a percentage of Booking Revenue.

Debtors Summary

DEBTORS SUMMARY	(NZD)
INVOICES	195,696.17
CREDITS	0.00
CURRENT REVENUE	195,696.17
RECEIPTS	195,696.17
CASH DUE	0.00
TO BE INVOICED	0.00
TOTAL OUTSTANDING	0.00

This section displays the Debtor (Agent) transaction values applying to the booking.

Invoices

The sum of all debtors' invoices raised against the booking.

Credits

The total of all debtors' credit notes raised against the booking.

Current Revenue

The sum of Invoices less Credits.

Receipts

The total of all debtors' cash receipts issued against any invoice raised in the booking.

Cash Due

The sum of Current Revenue minus Receipts.

To Be Invoiced

The sum of Agent value less Current Revenue.

Total Outstanding

The sum of Agent value less Receipts.

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Creditors Summary

CREDITORS SUMMARY	(NZD)
INVOICES	168,427.63
CREDITS	0.00
CURRENT EXPENSES	168,427.63
CHEQUES	167,737.63
CASH OWED	690.00
OUTSTANDING VOUCHERS	660.00
TOTAL OUTSTANDING	1,350.00

This section displays the Creditor transaction values applying to the booking.

Invoices

The total of creditors' invoices entered for the booking.

Credits

The total of creditors' credit notes entered for the booking.

Current Expenses

The sum of creditors invoices less creditors credit notes.

Cheques

The total of creditor payments made against creditor invoices entered for the booking.

Cash Owed

The sum of Current Expenses less Cheques - i.e., the value of creditor invoices processed that have not yet had cheques issued.

Outstanding Vouchers

The following sum is performed on any vouchers which are not closed: Voucher value less Creditor Invoice (s) less Creditor Credit Note(s).

Total Outstanding

The sum of Outstanding Vouchers plus Cash Owed.

Tax

Use these radio buttons to display the booking either Inclusive or Exclusive of tax.

The Tour Window is a 'dynamic report' in that it displays transactions as they occur. There can be variations between the expected financial result and the actual financial result of a booking—variations caused by a number of factors. The 'Expected' result is displayed in the Booking Profit Summary and the 'Actual' (to date) result is displayed in the Current Profit Expectation.

If the Tour Window is onscreen and further debtor or creditor transactions are added, the Tour Window screen needs to be refreshed (F5 in most browsers) before the updated values will display.

Supporting Information

See also "Tour Window Columns" on page 402 in the appendix.

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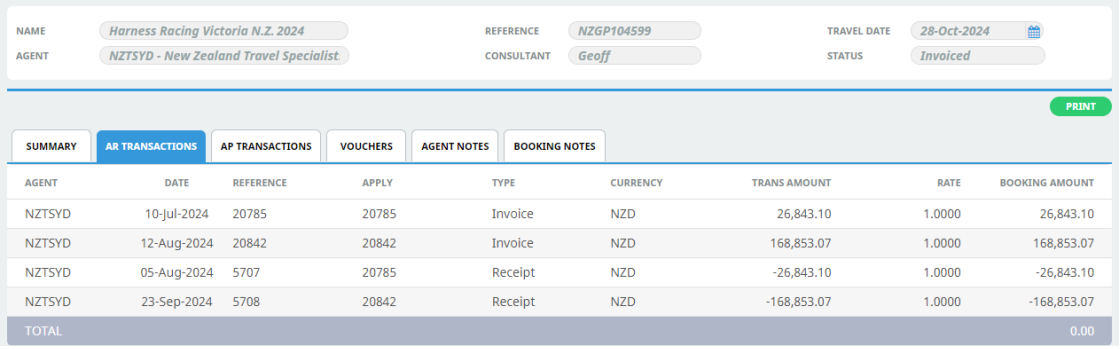
AR Transactions Tab

Clicking the AR Transactions Tab will display all of the current AR (Debtors) Transactions for the booking.



AGENT	DATE	REFERENCE	APPLY	TYPE	CURRENCY	TRANS AMOUNT	RATE	BOOKING AMOUNT
NZTSYD	10-Jul-2024	20785	20785	Invoice	NZD	26,843.10	1.0000	26,843.10
NZTSYD	12-Aug-2024	20842	20842	Invoice	NZD	168,853.07	1.0000	168,853.07
NZTSYD	05-Aug-2024	5707	20785	Receipt	NZD	-26,843.10	1.0000	-26,843.10
NZTSYD	23-Sep-2024	5708	20842	Receipt	NZD	-168,853.07	1.0000	-168,853.07
TOTAL								0.00

NOTE:

- The column headings displayed are the default columns available in this screen. To change columns displayed, refer to " Change Default Column Headings" on page 398.
- Transactions can be viewed in either Tax Exclusive or Tax Inclusive. (Change the tax basis in the Summary tab).
- Clicking a transaction line will open a facsimile of the original transaction. If the transaction has multiple lines, they will all display. Clicking an individual line will then display the values for that particular line. The Transaction Audit button is available within the facsimile to view the transaction postings.

AR Transactions Columns

Agent

The code of the agent the transaction has been issued against.

Date

The transaction date.

Reference

The transaction reference.

Apply

The transaction apply reference. In the case of credit notes and receipts, this is the invoice reference that the credit note or receipt applies to.

Type

The transaction type Invoice; Credit Note; Receipt.

Currency

Transaction currency.

Trans Amount

The transaction amount in transaction currency.

Rate

The exchange rate used in the transaction.

Booking Amount

The transaction amount in booking currency.

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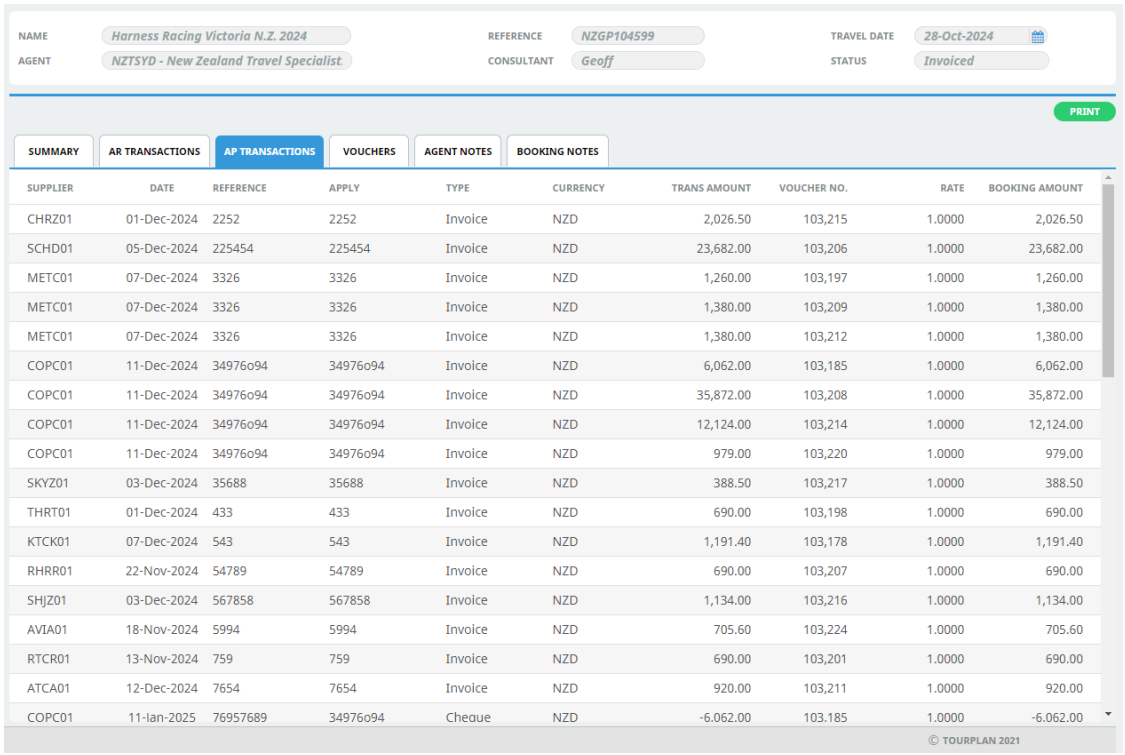
AP Transactions Tab

Clicking the AP Transactions Tab will display all of the current AP (Creditors) Transactions for the booking.



NOTE:

- The column headings displayed are the default columns available in this screen. To change columns displayed, refer to " Change Default Column Headings" on page 398.
- Transactions can be viewed in either Tax Exclusive or Tax Inclusive (change the tax basis in the Summary tab).
- Clicking a transaction line will open a facsimile of the original transaction. If the transaction has multiple lines, they will all display. Clicking an individual line will then display the values for that particular line. The Transaction Audit button is available within the facsimile to view the transaction postings.

AP Transactions Columns

Supplier

The supplier the transaction has been issued for.

Date

The transaction date.

Reference

The transaction reference.

Apply

The transaction apply reference. In the case of credit notes and receipts, this is the invoice reference that the credit note or receipt applies to.

Type

The transaction type Invoice; Credit Note; Cheque.

Currency

Transaction currency.

Trans Amount

The transaction amount in transaction currency.

Voucher No.

The voucher number of the service.

Rate

The exchange rate used in the transaction.

Booking Amount

The transaction amount in Booking Currency.

Due Date

The date the transaction is due.

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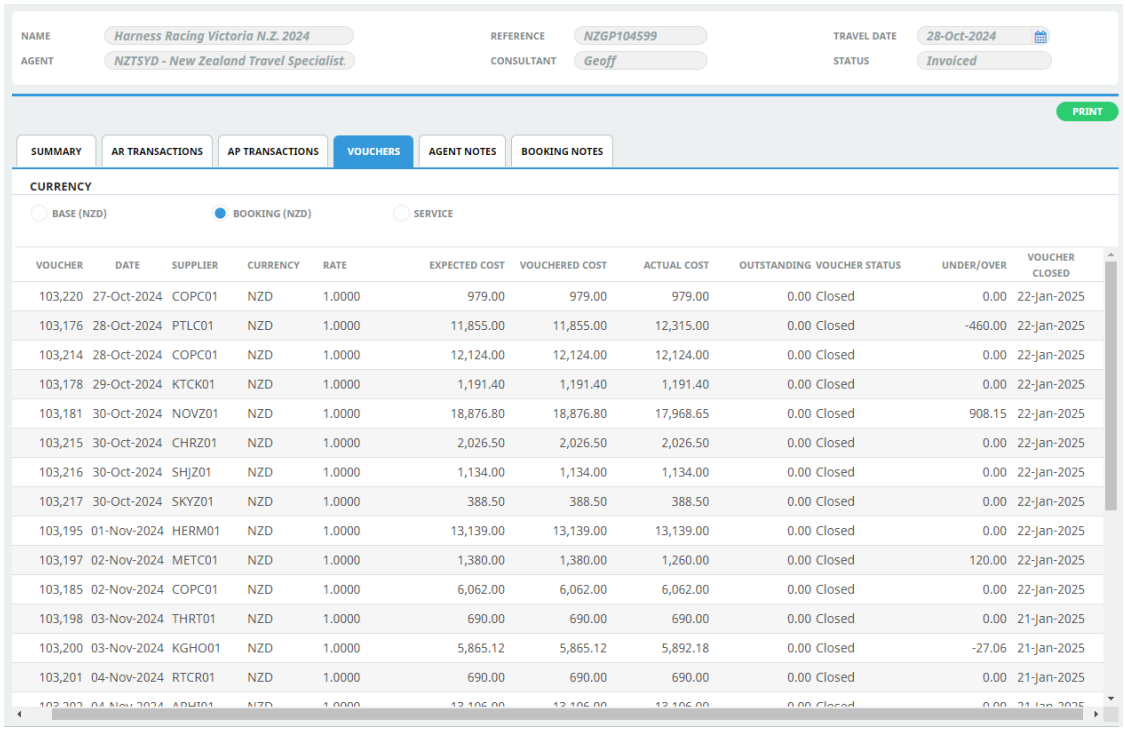
Vouchers Tab

Clicking the Vouchers tab displays all vouchers associated with the booking.



VOUCHER	DATE	SUPPLIER	CURRENCY	RATE	EXPECTED COST	VOUCHERED COST	ACTUAL COST	OUTSTANDING	VOUCHER STATUS	UNDER/OVER	VOUCHER CLOSED
103,220	27-Oct-2024	COPC01	NZD	1.0000	979.00	979.00	979.00	0.00	Closed	0.00	22-Jan-2025
103,176	28-Oct-2024	PTLC01	NZD	1.0000	11,855.00	11,855.00	12,315.00	0.00	Closed	-460.00	22-Jan-2025
103,214	28-Oct-2024	COPC01	NZD	1.0000	12,124.00	12,124.00	12,124.00	0.00	Closed	0.00	22-Jan-2025
103,178	29-Oct-2024	KTCK01	NZD	1.0000	1,191.40	1,191.40	1,191.40	0.00	Closed	0.00	22-Jan-2025
103,181	30-Oct-2024	NOVZ01	NZD	1.0000	18,876.80	18,876.80	17,968.65	0.00	Closed	908.15	22-Jan-2025
103,215	30-Oct-2024	CHRZ01	NZD	1.0000	2,026.50	2,026.50	2,026.50	0.00	Closed	0.00	22-Jan-2025
103,216	30-Oct-2024	SHJZ01	NZD	1.0000	1,134.00	1,134.00	1,134.00	0.00	Closed	0.00	22-Jan-2025
103,217	30-Oct-2024	SKYZ01	NZD	1.0000	388.50	388.50	388.50	0.00	Closed	0.00	22-Jan-2025
103,195	01-Nov-2024	HERM01	NZD	1.0000	13,139.00	13,139.00	13,139.00	0.00	Closed	0.00	22-Jan-2025
103,197	02-Nov-2024	METC01	NZD	1.0000	1,380.00	1,380.00	1,260.00	0.00	Closed	120.00	22-Jan-2025
103,185	02-Nov-2024	COPC01	NZD	1.0000	6,062.00	6,062.00	6,062.00	0.00	Closed	0.00	22-Jan-2025
103,198	03-Nov-2024	THRT01	NZD	1.0000	690.00	690.00	690.00	0.00	Closed	0.00	21-Jan-2025
103,200	03-Nov-2024	KGHO01	NZD	1.0000	5,865.12	5,865.12	5,892.18	0.00	Closed	-27.06	21-Jan-2025
103,201	04-Nov-2024	RTCR01	NZD	1.0000	690.00	690.00	690.00	0.00	Closed	0.00	21-Jan-2025

NOTE:

- The column headings displayed are the default columns available in this screen. To change columns displayed, refer to " Change Default Column Headings" on page 398.
- Voucher values can be viewed in Base currency, Booking Currency or Service Currency.
- Voucher values can be viewed either Tax Exclusive or Tax Inclusive (change the tax basis in the Summary tab).
- Clicking a transaction line will open the Voucher Audit window for the voucher.

Voucher Columns

Voucher

The voucher number.

Date

The service date.

Supplier

The service supplier.

Currency

The service line currency.

Rate

The service line exchange rate between Service Line currency and Booking currency.

Expected Cost

The service line cost - which could be different to the voucher amount.

Vouchered Cost

The service line voucher amount - which could be different to the cost amount.

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Actual Cost

The amount invoiced by and paid to the supplier.

Outstanding

Any unpaid amount of an unclosed voucher.

Voucher Status

The voucher status:

Status	Status Meaning
Not Printed	Voucher not yet printed.
Printed/Sent	The Voucher record has been printed or sent.
Liability	Liability only. A payment recorded exists, but a voucher will not be printed.
Generated	The voucher record has been created.
Downloaded	The service details have been downloaded from an external source.
Closed	Voucher has been fully invoiced and closed.
Itinerary	An Itinerary only service with no cost or selling price.
No Cost	A product which is flagged as no cost in the product database.
Reprinted	This means the details e.g. the date of the service have been changed and the voucher needs to be printed.
Package Excluded	Indicates either (a) a package service where vouchers are not to be produced or (b) a service within a package for which vouchers are not produced.

Under/Over

The difference between the Vouchered value and the Invoice value.

NOTE: Under/Over amounts can also be present when the service is in a different currency to the booking and there is a change in the exchange rate between the time the service is entered and the time the service is vouchered.

Invoiced

The amount that was invoiced.

Credited

The amount which was credited.

Paid

The amount paid against the voucher.

Voucher Closed

The date the Voucher was closed.

Voucher Audit

When a Voucher transaction line is clicked, the Voucher Audit window opens and by default displays the Detail tab open as the example.

Voucher Audit can also be selected from within Creditors Transactions "Voucher Audit" on page 193.

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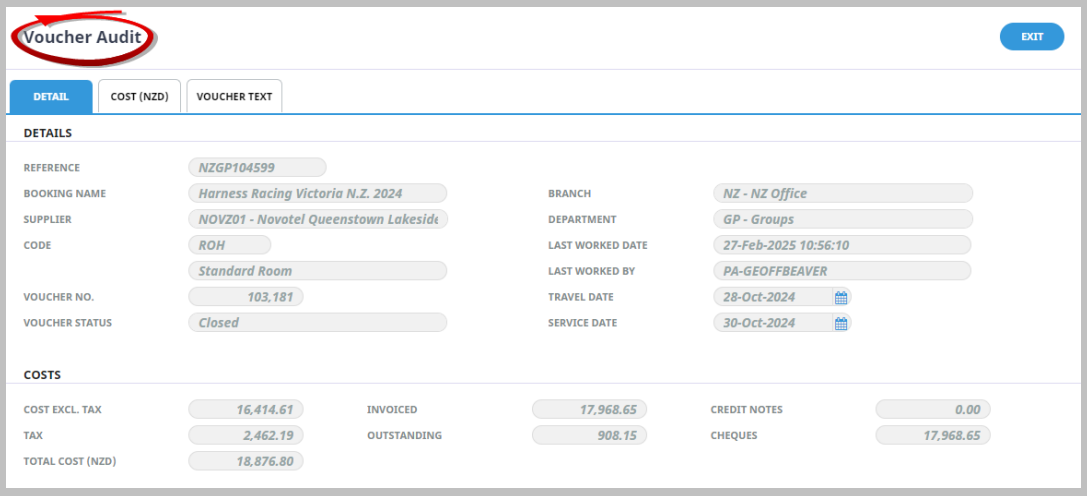
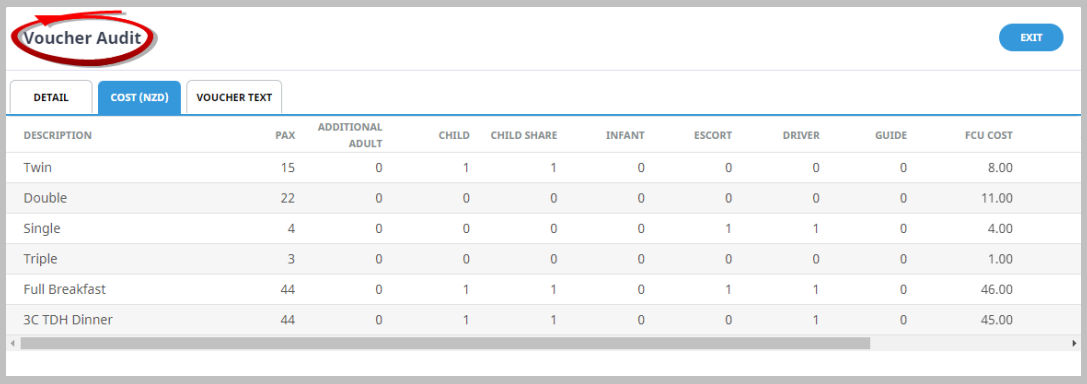
Voucher Audit - Detail Tab



This tab has basic service and total cost detail for the service.

Voucher Audit - Cost Tab



DESCRIPTION	PAX	ADDITIONAL ADULT	CHILD	CHILD SHARE	INFANT	ESCORT	DRIVER	GUIDE	FCU COST
Twin	15	0	1	1	0	0	0	0	8.00
Double	22	0	0	0	0	0	0	0	11.00
Single	4	0	0	0	0	1	1	0	4.00
Triple	3	0	0	0	0	0	0	0	1.00
Full Breakfast	44	0	1	1	0	1	1	0	46.00
3C TDH Dinner	44	0	1	1	0	0	1	0	45.00

This tab has basic pax numbers and cost detail for the service.

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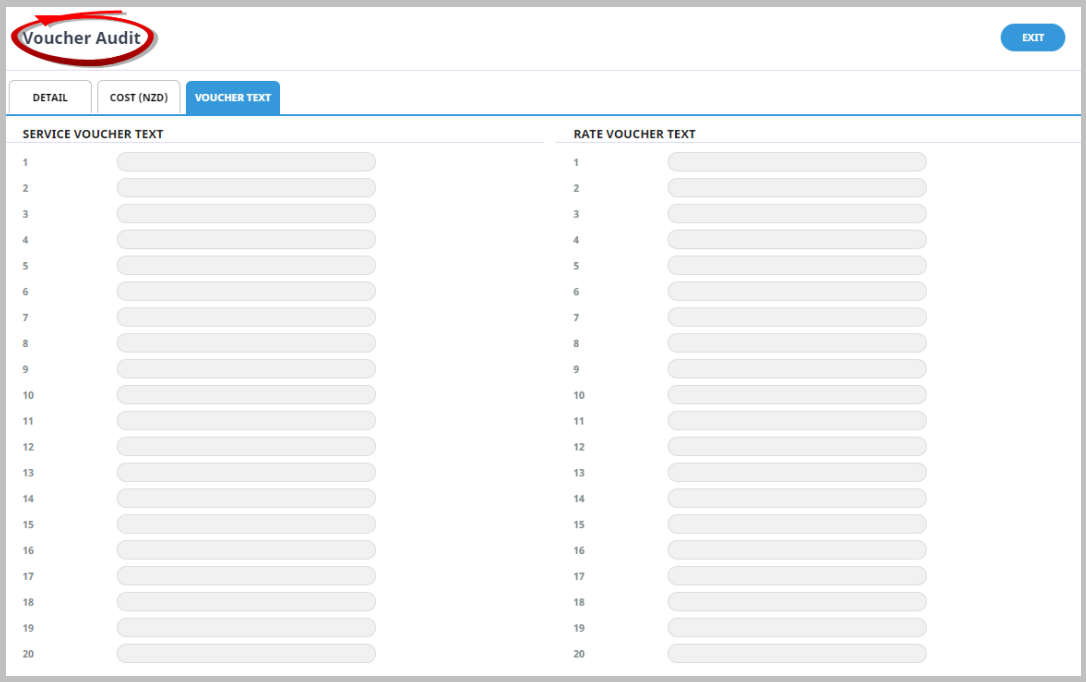
Voucher Audit - Voucher Text Tab



This tab displays any voucher text that has been entered for the service.

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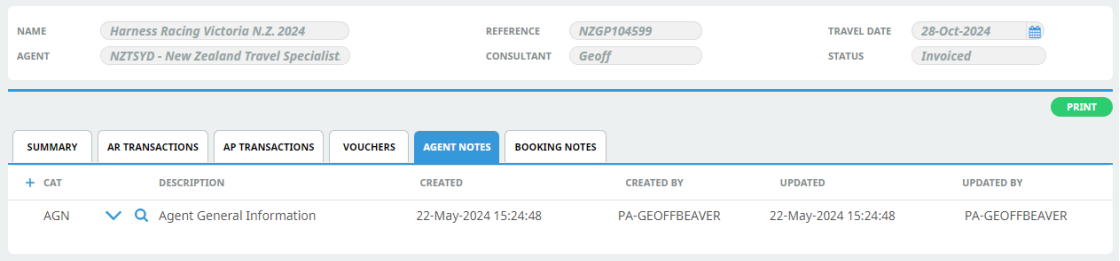
Agent Notes and Booking Notes

Agent Notes

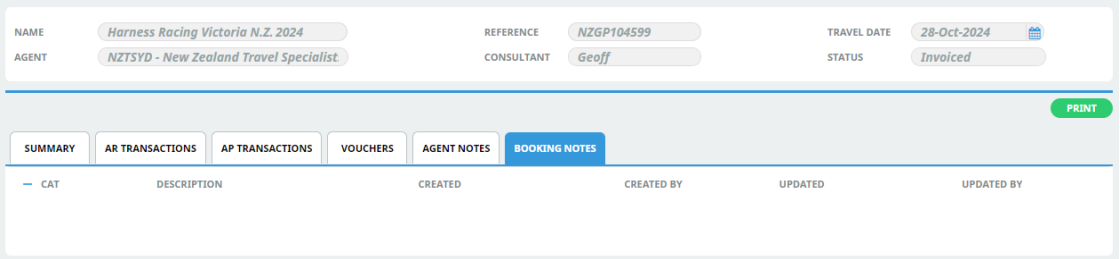
Agent Notes can be viewed in this tab. Use the magnifying glass to open and view the note text, or use the drop down arrow to view.



Booking Notes

Booking Notes can be viewed in this tab.

Any booking notes included in the booking can be seen by accounts.



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CHAPTER 10

Periodic Processes

The accounting functions covered under Periodic Processes are those which can be (and generally are) performed on an "as needed" basis. The Period End processing and/or Year End processing is not necessarily dependent on these functions having been done.

In this chapter ...

A.R Agent Commission Processing 252
Print Debtor Receipts 253
A.P. Create Cheques 258
Print Remittances/Cheques/Cheque Remittances 266
A.P. Release Withheld Amounts 272
A.P. Creditor Pre-payments 278
Generate EFT 285

A.R Agent Commission Processing

This process is used to generate commission payments to agents.

For more information about this please contact your Tourplan Support Team.

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Print Debtor Receipts

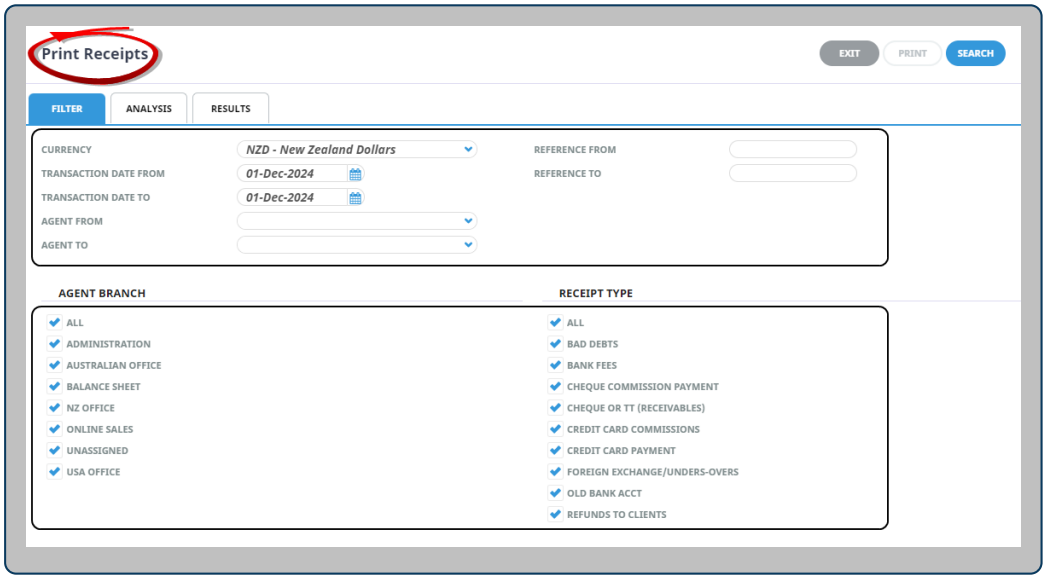
When bookings and sundry invoices have been paid by agents and the receipting process completed, receipts can be printed. They can be output from within Debtors as the receipt is saved, or they can be printed in bulk from here.

Print Receipts

1. From the Home menu, select **Financials > Accounting > Accounts Receivable > Print Receipts**.
2. The **Print Receipts** screen will open with the **Filter Tab** open.
3. On the **Print Receipts Filter Tab**, enter the required filters to set the Receipt search criteria. Selections can be filtered by:
   a. **Currency** (mandatory)
   b. **Transaction Date From/To**
   c. **Transaction Reference From/To**
   d. **Agent From/To**

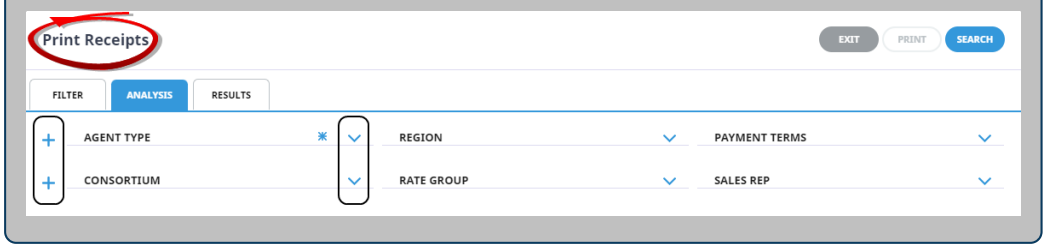
   NOTE: The currency is the minimum selection that can be made before the Search button becomes active.
4. Within the **Print Receipts Filter Tab**, select by **All**, or specific **Agent Branch** and/or **Receipt Type**.

   NOTE: This is the Branch and Payment Type of the **Agent**, not the Booking.



5. Check the **Completed Screen**.
6. Select the Analysis Tab, and if required filter by the **6 Analysis Codes** attached to Agents. When the Analysis Tab is accessed, the available selections are in collapsed mode. Click the + to expand the selections and the ⌄ to expand a drop-down.

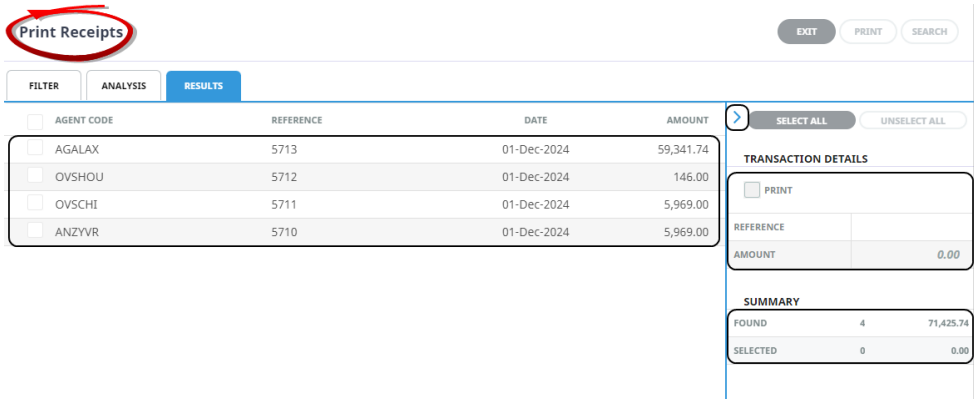
For example:



NOTE: When a selection has been made with an Analysis Code, and the selections are collapsed, an * appears next to the Analysis Code name.

7. When selections have been completed, click **Search,** to display results.

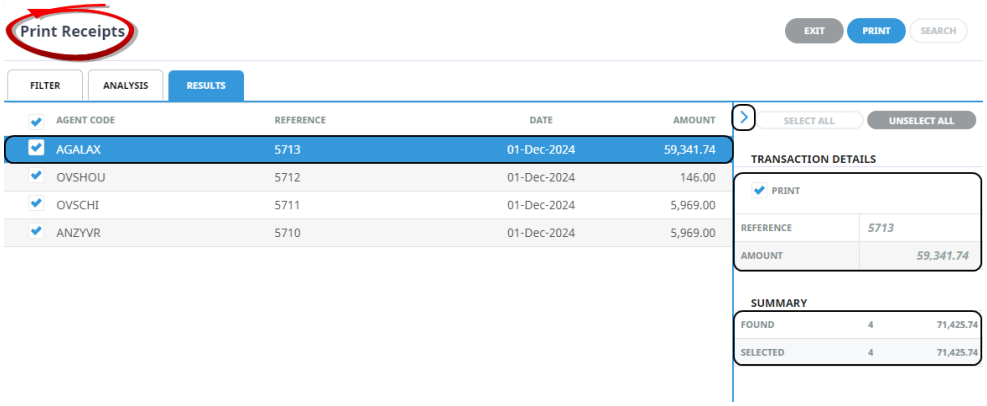
   a. Or select the **Results Tab**. Any Receipts found that meet the filter criteria will display.



   NOTE: The › to the left of the Select All/Unselect All can be used to hide the side panel. When the side panel is hidden, the Right Arrow is replaced by a Left Arrow ‹ which can be used to reveal the panel.

8. Click **Select All** to select all transactions.

   a. Or, Select the receipts to print by clicking the required **Check-box(es)**, and select **print**.



   NOTE: The › to the left of the Select All/Unselect All can be used to hide the side panel. When the side panel is hidden, the Right Arrow is replaced by a Left Arrow ‹ which can be used to reveal the panel.

9. Check the **Completed Screen**.

10. Click **Print** to output the Document.

11. The **Output Documents** screen will display.

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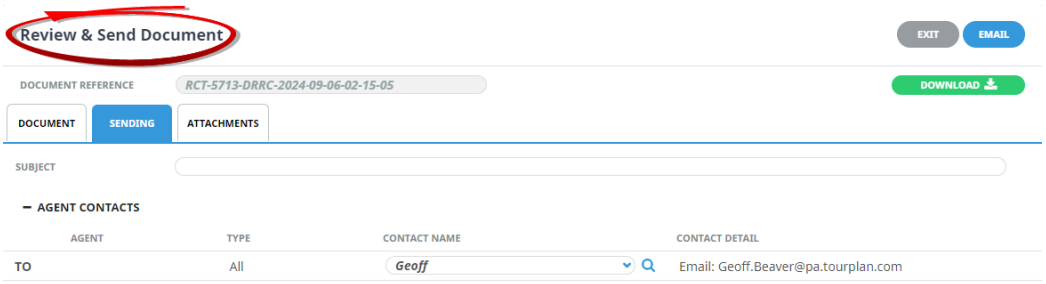
12. Select the required Format the drop-down list. To consolidate multiple receipt lines to one line, check the **Consolidate** check box.

13. Click **OK** to keep the changes and save or update the entry.

14. Click **Exit** to discard any changes.

15. The standard **Review & Send Document** screen will display allowing the receipts to be downloaded. Once a valid email address is selected, the document can be emailed.

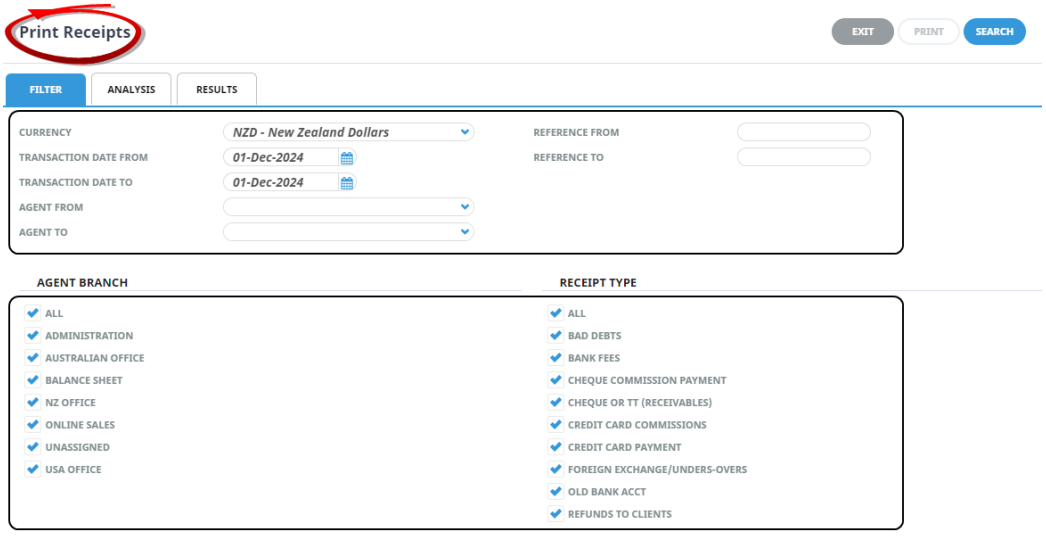


16. The receipt document can be viewed in the Document Tab

    NOTE: If **OK** is selected from the Output Document screen, and the receipt output is complete, a summary screen will display advising success or failure of the output of each receipt. Select **OK**.

About Print Receipts Screen

Filter Tab



Selections can be filtered by Currency, Transaction Date From/To, Transaction Reference From/To, Agent From/To and by all or specific Agent Branch codes and/or Receipt Types.

Note that this is the Branch of the *Agent*, not the Booking.

NOTE: The Currency is the minimum selection that can be made before the Search button becomes active.

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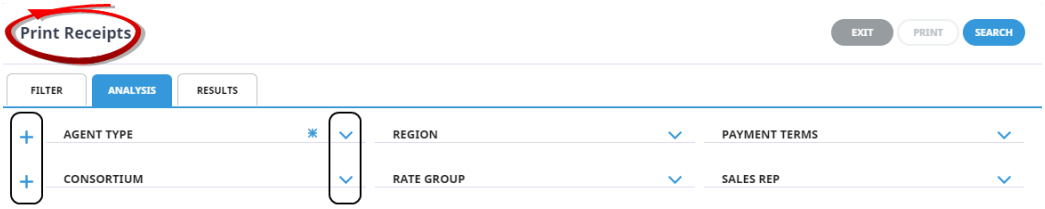
Analysis Tab

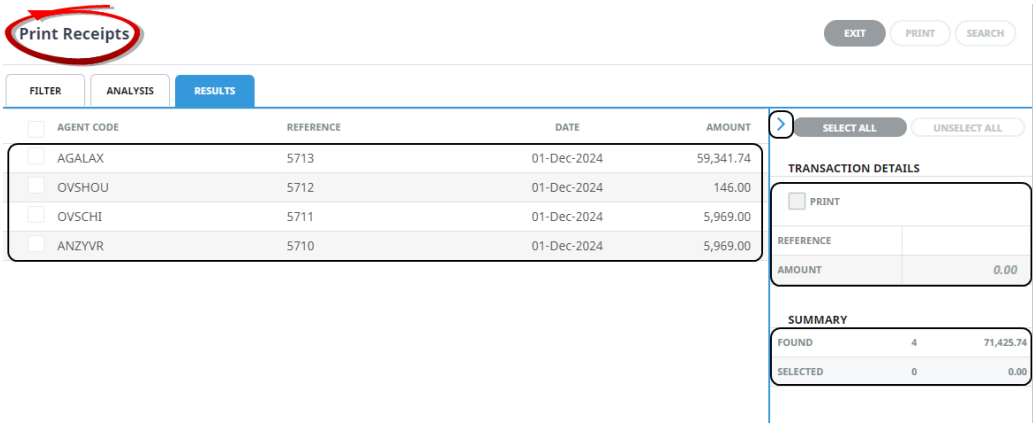
The Analysis Tab allows filtering by the 6 Analysis Codes attached to the Agent.

When the Analysis Tab is accessed, the available selections are in collapsed mode. Click the + to expand the selections and the ⌄ to expand a drop-down.



When selections have been completed, click the blue Search button or the Results tab and any creditor invoices found that meet the search criteria will display under the Results Tab.

Results Tab



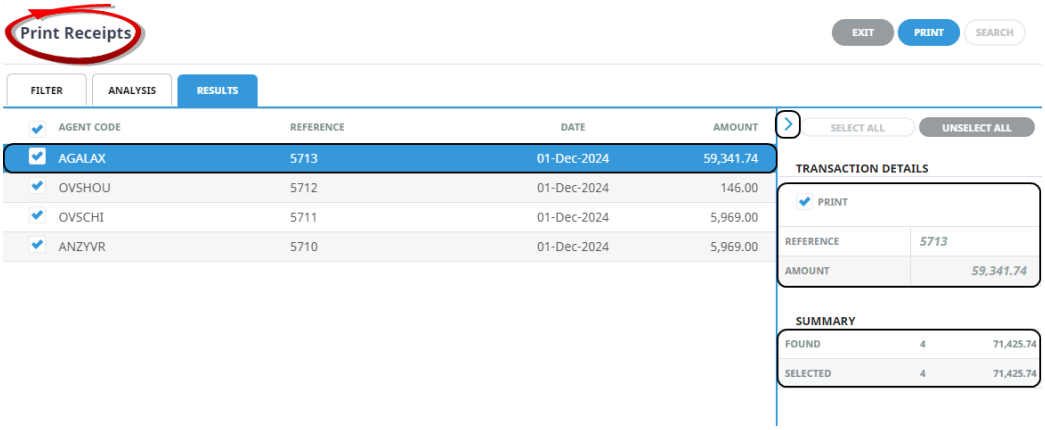
NOTE: The › to the left of the Select All/Unselect All Buttons can used to hide the side panel. When the side panel is hidden, the Right Arrow is replaced by a Left Arrow ‹ which can be used to reveal the panel.

The screen is in three sections. Any receipt transactions which match the filter criteria display in rows on the left of the screen and show the Agent Code, Receipt Reference, Transaction Date and the Amount.

Results Tab - **Transaction and Summary Details**

The Transaction Details section on the right of the screen shows the values of the currently high-lighted transaction.

The Summary Details section below the Transaction Details show the total transactions found and their value, as well as the number that have been selected and their value.



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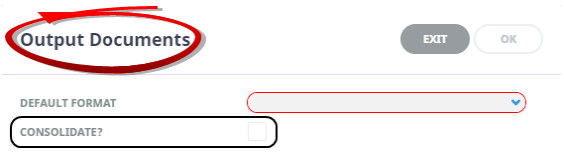
About the Output Documents Fields

The Output Documents dialogue will display when **Print** is selected.



Default Format

Select the required document template from the drop-down list.

Consolidate

Checking this box will output one line (the sum total of receipts for the agent) on the receipt, rather than lines for individual receipts.

A.P. Create Cheques

A.P. Create Cheques allows cheque transactions to be created in bulk against previously entered Supplier/Creditor invoices (as opposed to processing individual cheques in each Creditor). Once the cheque transactions are created, the cheque document can be output using "Print Remittances/Cheques/Cheque Remittances" on page 266for printed output and "Generate EFT" on page 285 for Electronic Payments.

Cheques can only be output for Creditor transactions. Creation of cheques for Debtors will be implemented in a future NX Version.

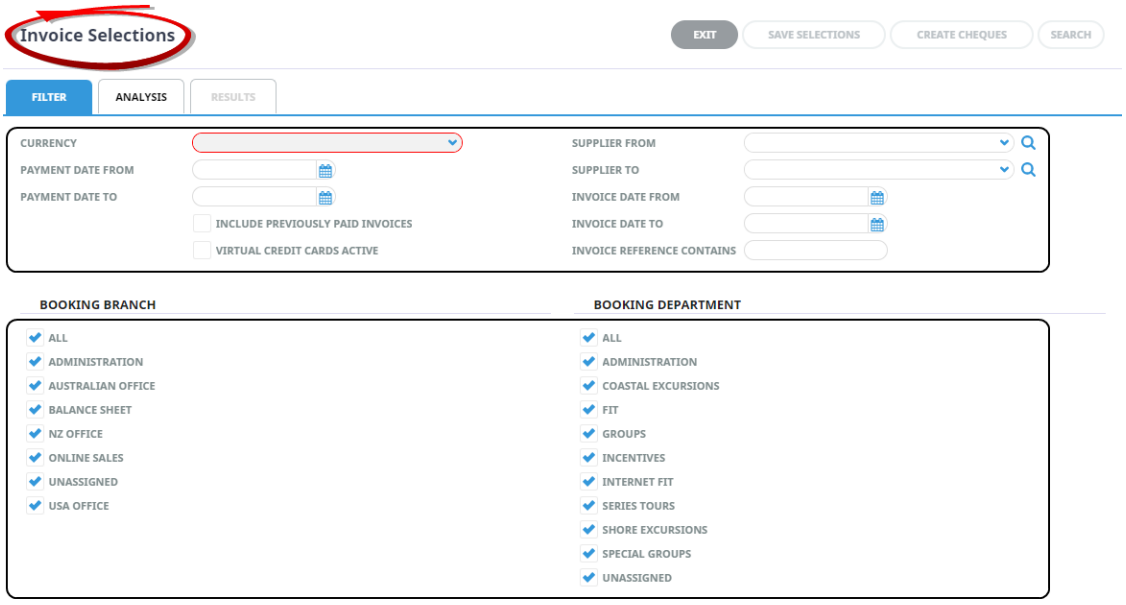
NOTE: The system does not really care what, if anything is output. It considers that once the cheque create process has been undertaken, then the item is paid. The terminology "cheques" is in fact referring to "payment documents" - which could be cheques, cheques/remittances, remittances only or an EFT file.

In Tourplan NX, documents which include cheque formatting can not be downloaded, edited or emailed. If the transactions are to be printed, they must be printed via the *Accounting Menu > Accounts Payable > Print Remittances*.

NOTE: Before the cheque transaction can be output in any format or style, the appropriate layout template must be available in Messaging User Manual.

Create Cheques can be used to produce a list of all supplier invoices due for payment based on payment due date parameters. This list can be saved in Create Cheques and a copy of the selections printed. It can then be used to check that all invoices listed are authorised for payment. The saved list in the Cheque Writer can be edited to have transactions added or removed at any time prior to the cheque transactions being created.

Create Cheques - Invoice Selections - Filter Screen



Create Cheques

1. From the Home menu, select **Financials > Accounting > Accounts Payable > Create Cheques**.
2. The Invoice Selections screen will open with the **Filter Tab** open. Select the required **Currency**.
   NOTE: The transaction currency is a mandatory field.

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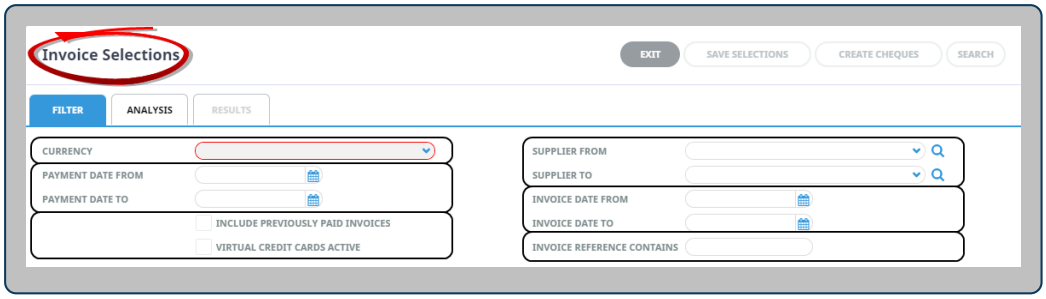
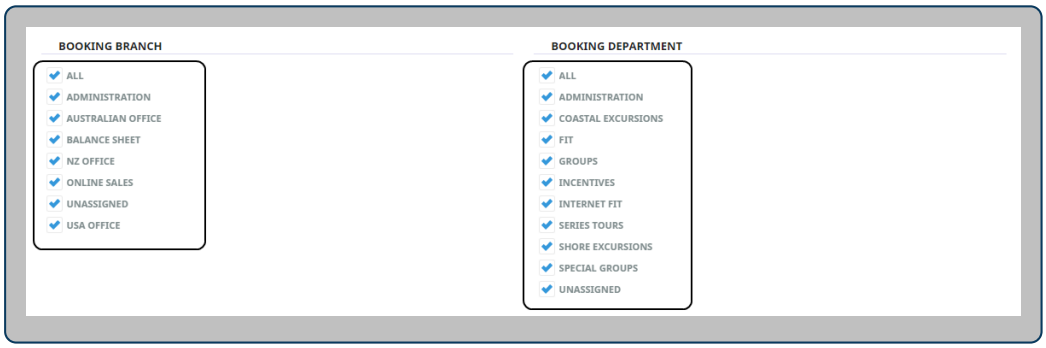
3. On the Invoice Selections Filter Tab, enter the required filters to set the invoice search criteria, selections can be filtered by:
   a. Payment Due Date From/To
   b. Include Previously Paid Invoices
   c. Virtual Credit Cards Active
   d. Supplier From/To
   e. Invoice DateFrom/To
   f. Invoice Reference Contains



4. In the lower section of the Filter Tab, selection is available **by all**, or specific **Booking Branch** and/or **Booking Department**.

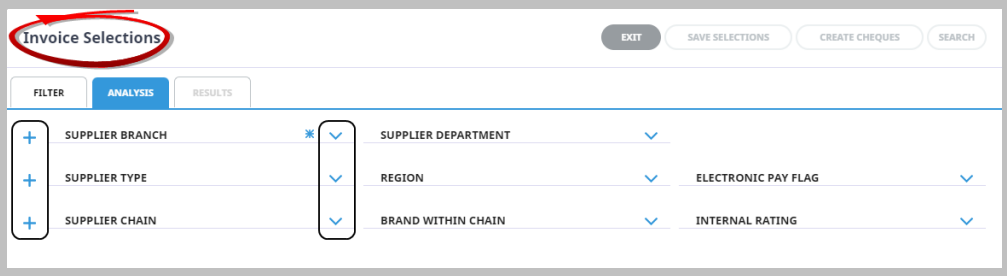
   NOTE: This is the Branch and Department of the **Booking**, not the Supplier. The Supplier Branch and Department filters are available on the Analysis Tab.



5. Check the **completed screen**.
6. Select the **Analysis Tab**, and, if required, filter by the **Supplier Branch**, the **Supplier Department** and the **6 Analysis Codes** attached to the Supplier.

   NOTE: When the Analysis Tab is accessed, the available selections are in collapsed mode. Click the + to expand the selections and the ⌄ to expand a drop-down.

For example:



NOTE: When a selection has been made with an Analysis Code, and the selections are collapsed, an * appears next to the Analysis Code name.

7. When selections have been completed, click **Search,** to display results.

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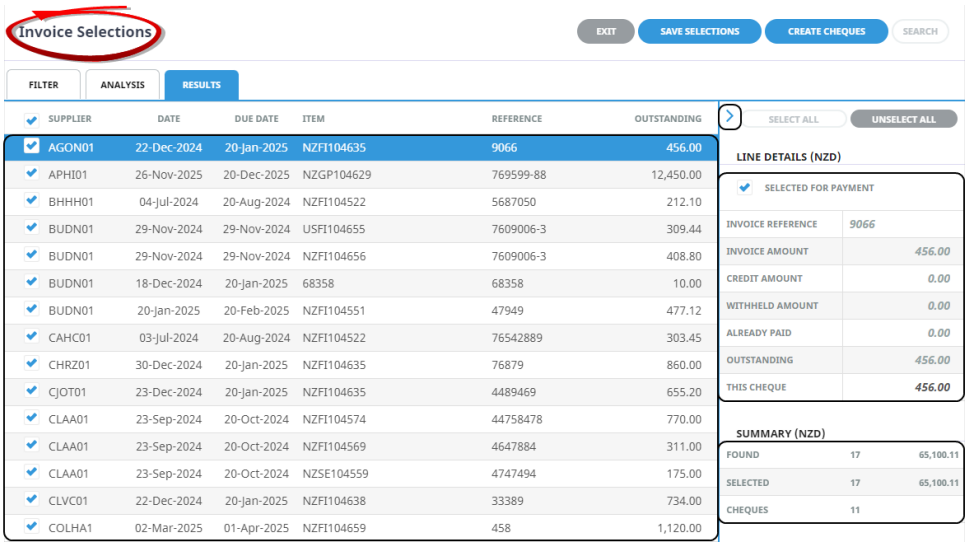
SEARCH

a. Or select the **Results Tab**, all invoice transactions that meet the search criteria will display under the Results Tab.

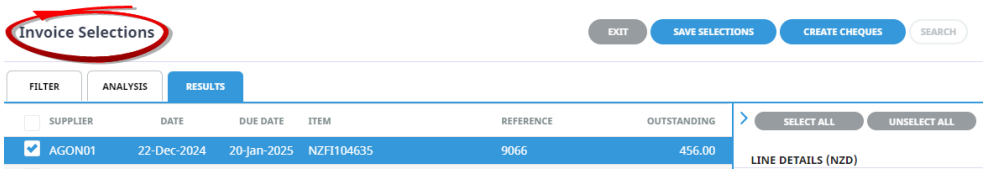


NOTE: The › to the left of the Select All/Unselect All can be used to hide the side panel. When the side panel is hidden, the Right Arrow is replaced by a Left Arrow ‹ which can be used to reveal the panel.

8. Click **Select All** to select all invoices.

SELECT ALL

a. Or, Select the invoice(s) to include in the cheque by clicking the required **check-box(es)**.



9. Check the **Completed Screen**.

10. Click **Save Selections** to save the selections.

SAVE SELECTIONS

11. Or, Click **Create Cheques** to create the cheque(s).

CREATE CHEQUES

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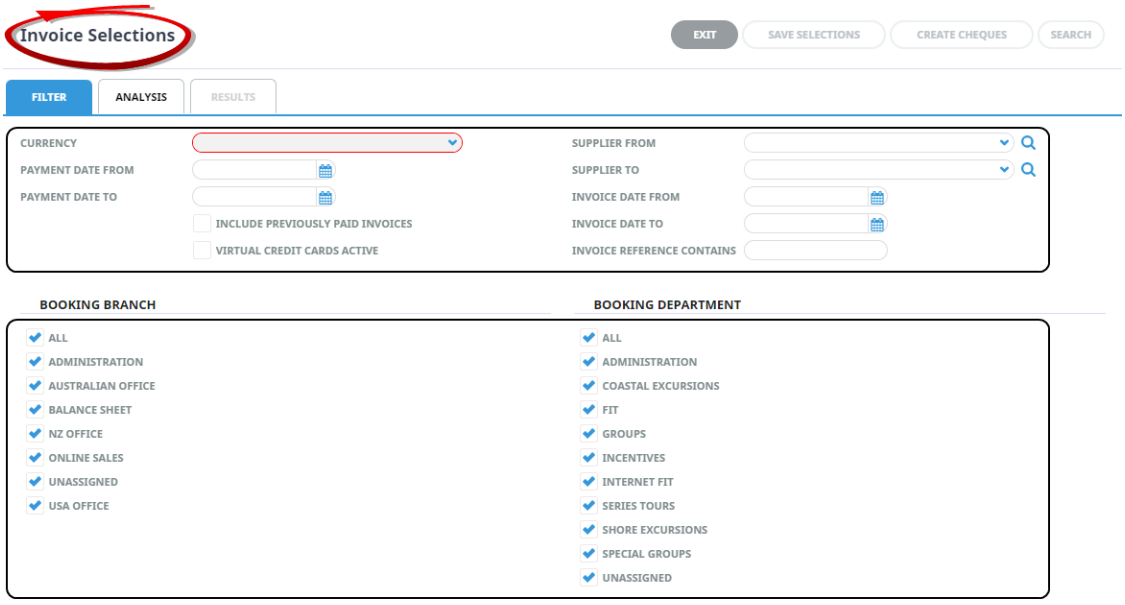
About Creditor Invoice Filter Screen



Currency

The currency that the Cheque will be issued in.

Cheques can only be issued in the same currency that the creditors invoice has been entered into the system in - i.e., a USD cheque can not be applied to a NZD Invoice.

Payment Date From/To

The Payment Due From/To dates that are to be included in the selection process.

Include Previously Paid Invoices

Checking this box will list all invoices which have been previously fully paid for the selected suppliers.

Virtual Credit Cards Active

Checking this box will list all invoices for suppliers that are nominated to be paid by virtual credit card (VCC).

Supplier From/To

Selection of Suppliers can be used to filter the results of invoices for inclusion in the cheque run.

Invoice Date From /To

Results can be filtered based on a range of Invoice (Transaction) Dates.

Invoice Reference Contains

Results can be filtered based on invoice references matching any combination of consecutive characters entered into this field, regardless of where in the invoice reference the string occurs.

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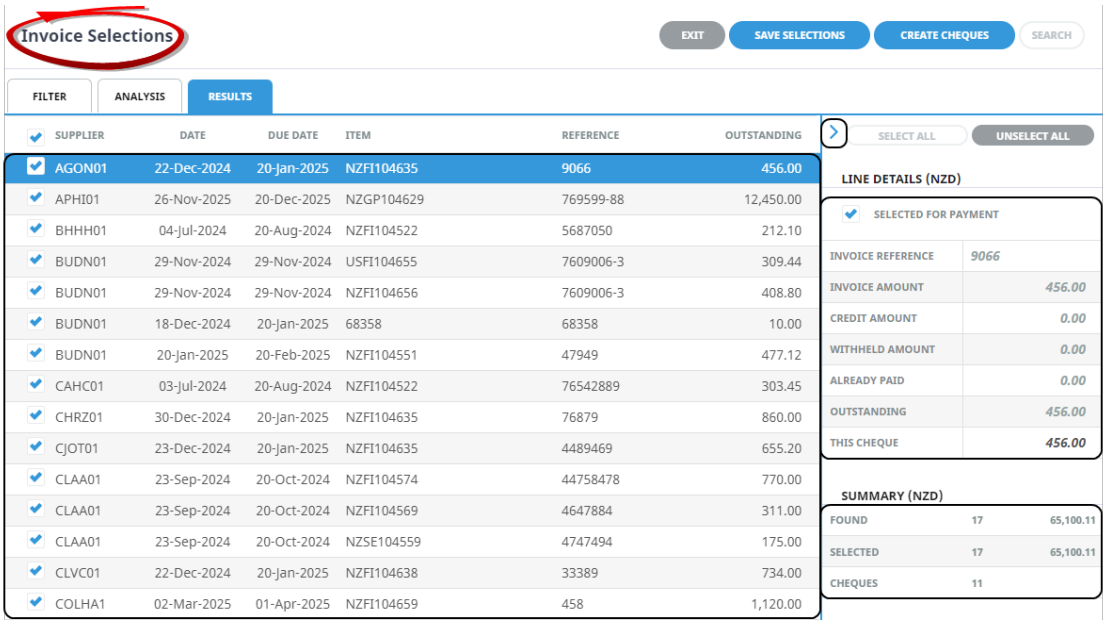
Selection Results Screen



NOTE: The to the left of the Select All/Unselect All can be used to hide the side panel. When the side panel is hidden, the Right Arrow is replaced by a Left Arrow which can be used to reveal the panel.

At the top of the screen, the two buttons Save Selections and Create Cheques become active once selections have been made.

The screen is in three sections.

- Creditor invoices that meet the search criteria display in the left of the screen and show the Supplier Code, Invoice Date, Payment Due Date, Item (the Booking Reference for bookings related transactions), invoice Reference, and total amount Outstanding on the invoice.
- The Line Details section on the right of the screen shows the values of the currently highlighted invoice line.
- The Summary section shows the total number of invoices found, their total value and the number that have been checked for processing and their total value.

The Select All/Unselect All Buttons above the Line Details section can be used to Select/Unselect all transactions.

About Save Selections

An alternative selection can be made instead of creating the cheque. Use the Save Selections Button to save the selections and return to create the cheques at a later date.

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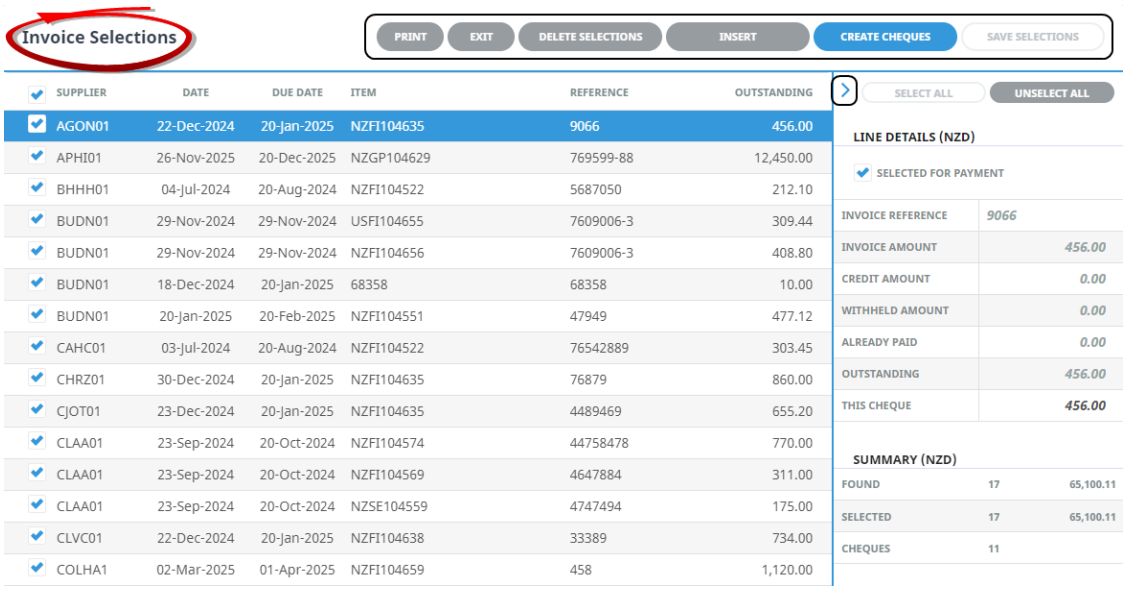


SUPPLIER	DATE	DUE DATE	ITEM	REFERENCE	OUTSTANDING
AGON01	22-Dec-2024	20-Jan-2025	NZFI104635	9066	456.00
APHI01	26-Nov-2025	20-Dec-2025	NZGP104629	769599-88	12,450.00
BHHH01	04-Jul-2024	20-Aug-2024	NZFI104522	5687050	212.10
BUDN01	29-Nov-2024	29-Nov-2024	USFI104655	7609006-3	309.44
BUDN01	29-Nov-2024	29-Nov-2024	NZFI104656	7609006-3	408.80
BUDN01	18-Dec-2024	20-Jan-2025	68358	68358	10.00
BUDN01	20-Jan-2025	20-Feb-2025	NZFI104551	47949	477.12
CAHC01	03-Jul-2024	20-Aug-2024	NZFI104522	76542889	303.45
CHRZ01	30-Dec-2024	20-Jan-2025	NZFI104635	76879	860.00
CJOT01	23-Dec-2024	20-Jan-2025	NZFI104635	4489469	655.20
CLAA01	23-Sep-2024	20-Oct-2024	NZFI104574	44758478	770.00
CLAA01	23-Sep-2024	20-Oct-2024	NZFI104569	4647884	311.00
CLAA01	23-Sep-2024	20-Oct-2024	NZSE104559	4747494	175.00
CLVC01	22-Dec-2024	20-Jan-2025	NZFI104638	33389	734.00
COLHA1	02-Mar-2025	01-Apr-2025	NZFI104659	458	1,120.00

NOTE: The to the left of the Select All/Unselect All can be used to hide the side panel. When the side panel is hidden, the Right Arrow is replaced by a Left Arrow which can be used to reveal the panel.

About Save Selection Buttons

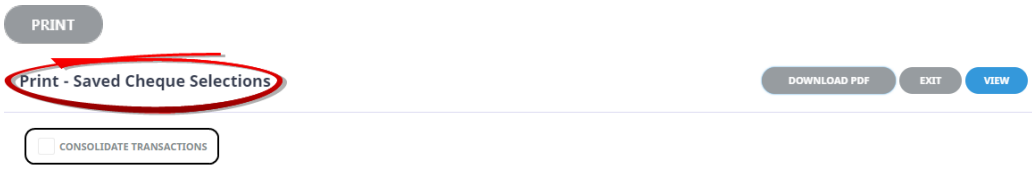
Selections are able to be saved and more selections made (and saved) if the process needs to be done in multiple stages. This can be for example, if selections are required to be made for different Booking branches or departments, or selections not completed etc.

NOTE: Selections do not have to be saved if cheques are to be created immediately.

When **Save Selections** is clicked, the checked selections remain displayed, along with the Line details and Summary Sections.

The Invoice Selections screens re-displays with the Save Selections button disabled. There are 5 active buttons across the top of the screen.

1. Print.



Clicking the Print Button will open a print dialogue to output the Saved Cheque Selections Report. There are options to Download the report as a PDF file, view the report on-screen, or Exit the print dialogue.

Consolidate Transactions

Checking the Consolidate Transactions check-box will consolidate into a one line total all of the transactions for suppliers that have multiple invoice lines selected.

2. Exit.

Clicking the Exit button will exit Create Cheques to the Current Filter screen where all Saved Selections are visible per user.

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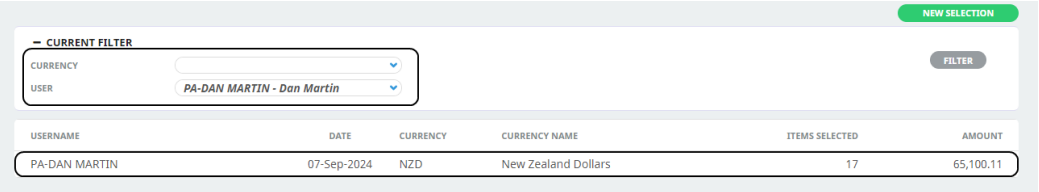
NOTE: When there are saved selections in the name of the user who accesses Create Cheques, the Current Filter screen will display before the Invoice Selections Screen will display.



- To keep the current saved selections and create new selections, click the New Selection button.

  NEW SELECTION

- This will open the Invoice Selections Screen.

3. Delete Selections.

   DELETE SELECTIONS

   Clicking this button will delete the current saved selections list.

4. Insert.

   INSERT

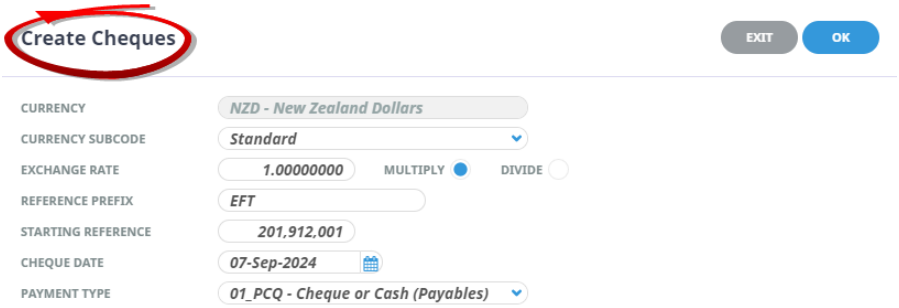
   Clicking this button will allow additional selections to be made, based on different filter criteria, *except* the currency which must remain the same as the saved selections.

5. Create Cheques.

   CREATE CHEQUES

   Clicking this button will open the Create Cheques Dialogue. This is the same dialogue that displays if selections are not saved and cheques are created directly from the Invoice Selections Results Tab.

About Create Cheques Fields



Currency (Display Only)

This field displays the currency that was originally selected on the Invoice Selections Filter Tab and it can not be changed here.

Currency Sub-code

If a non-base (i.e., foreign) currency is being paid and currency sub codes are being used, select the appropriate sub code.

Exchange Rate

When the currency and sub code have been selected, this field will default to the current day's exchange rate (as set up in the Tourplan NX currency exchange rates table). This value may be edited here for this cheque creation session only.

Multiply/Divide

If the exchange rate is edited, the Multiply/Divide radio buttons can be set to apply to the new rate.

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Reference Prefix

A prefix can be entered which prepends the cheque reference as each cheque transaction is created. This is mandatory and it can be helpful where multiple Create Cheque sessions are being done—e.g., by branch, or trade creditors vs overhead creditors, or where one payment run is on printed cheques and another with EFT.

Starting Reference

This is the starting reference that Tourplan will use when creating the cheque transactions. It may or may not be an actual cheque number—it may well be a reference for a run of electronic payment transactions.

Cheque Date

This date determines both the transaction period and the period in which the General Ledger bank account will be updated.

Payment Type

Payment types are used to direct the bank leg of cash transactions to the correct G.L. Bank Account. In Creditors, a cheque transaction will debit the creditors control account and credit the bank account.

About Cheque Summary Screen

An on-screen Cheque Summary report displays when the cheques have been created. Once the cheques have been created, the Saved Selections are deleted.

NOTE: Cheques can now be printed using "Print Remittances/Cheques/Cheque Remittances" on the next page or if the Create Cheques process was for EFT Payments, the EFT file can be created using "Generate EFT" on page 285.

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Print Remittances/Cheques/Cheque Remittances

The Create Cheques process (and "A.P. Creditor Pre-payments " on page 278) create payment transactions. To output the printed (or email) payment documents, this process can be run. It can be run multiple times - for example if separate cheques and remittances are used, the remittances can be printed and then, using the same selections but different document template, the cheques can be output.

NOTE: Remittances can only be output for Creditor transactions.

Documents which include cheque formatting can not be downloaded, edited or emailed. Transactions are able to be printed individually from within the Creditor, or in bulk via this application or Generate EFT, depending what transaction type is being output. If the template contains cheque formatting, then Print is the only output option. Further detail is available in the System Setup User Manual.

Print Remittances

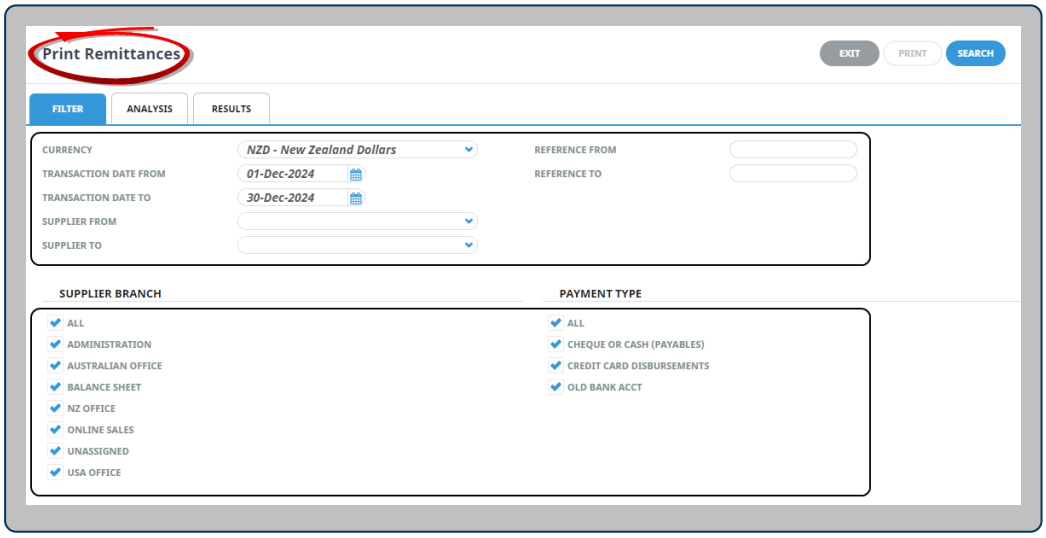
1. From the Home menu, select **Financials > Accounting > Accounts Payable > Print Remittances**.
2. The **Print Remittances** screen will open with the **Filter Tab** open.
3. On the **Print Remittances** Filter Tab, enter the required filters to set the Remittance search criteria.

   Selections can be filtered by:

   a. **Currency** (mandatory)
   b. **Transaction Date From/To**
   c. **Transaction Reference From/To**
   d. **Supplier From/To**

   The currency is the minimum selection that can be made before Search becomes active.
4. Select by **All**, or specific **Supplier Branch** and/or **Payment Type**.

   This is the Branch and Payment Type of the **Supplier**, not the Booking.



5. Check the **Completed Screen**.
6. Select the Analysis Tab, and if required filter by the **6 Analysis Codes** attached to the Supplier.

   When the Analysis Tab is accessed, the available selections are in collapsed mode. Click the + to expand the selections and the ⌄ to expand a drop-down.

   When a selection has been made with an Analysis Code, and the selections are collapsed, an * appears next to the Analysis Code name.

   For example:

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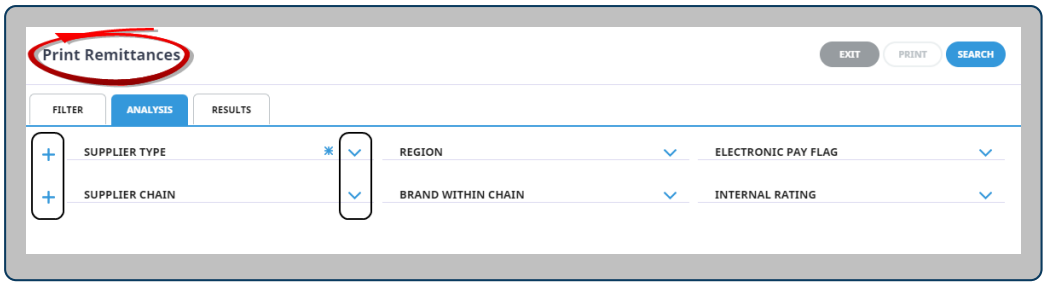
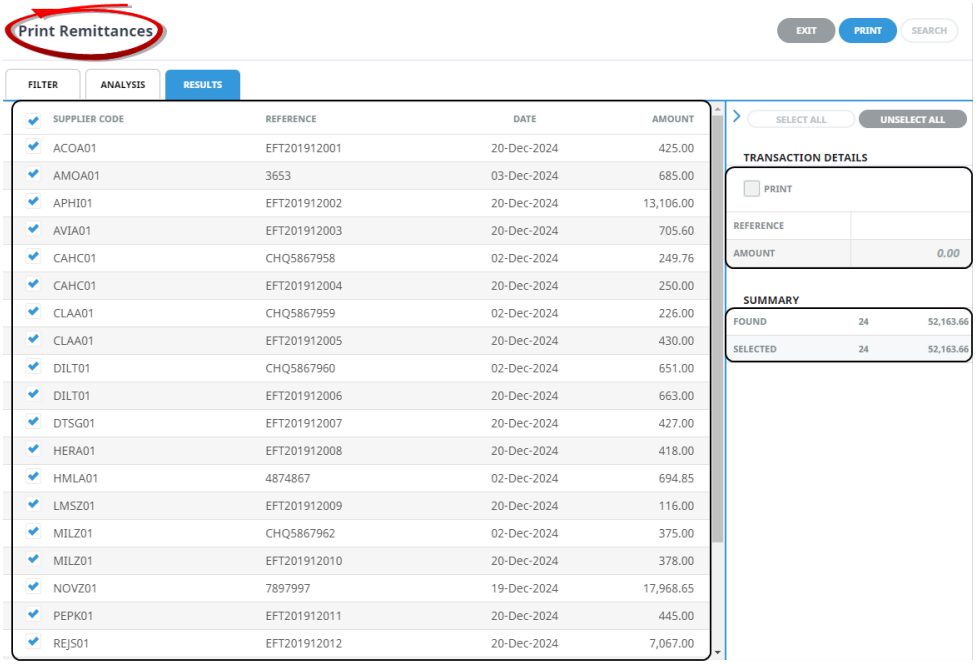


7. When selections have been completed, click **Search,** to display results.

   a. Or select the **Results Tab**, any creditor payments found that meet the search criteria will display.



   The to the left of the Select All/Unselect All can be used to hide the side panel. When the side panel is hidden, the Right Arrow is replaced by a Left Arrow which can be used to reveal the panel.

8. Click **Select All** to select all transactions.

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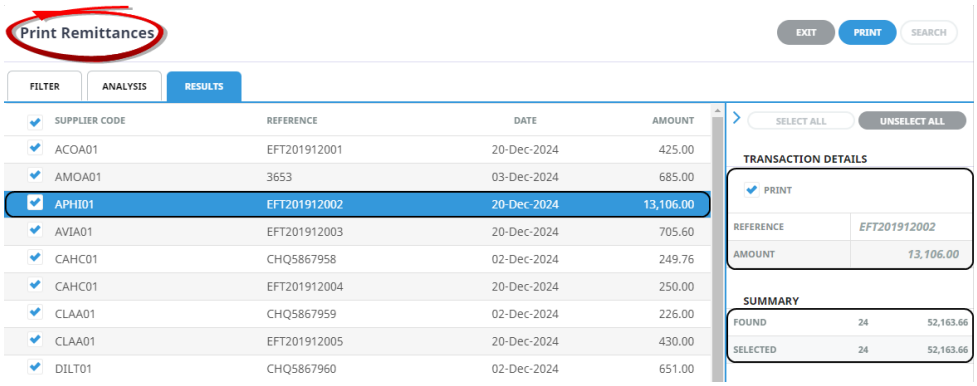
a. Or, Select the transactions to include in the remittance by clicking the required **Check-box(es)**, and select the **print** check-box.

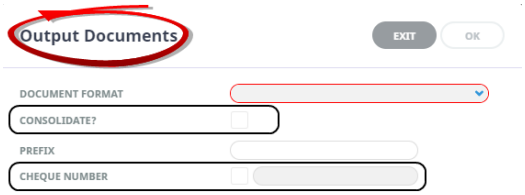


The › to the left of the Select All/Unselect All can be used to hide the side panel. When the side panel is hidden, the Right Arrow is replaced by a Left Arrow ‹ which can be used to reveal the panel.

9. Check the **Completed Screen**.

10. Click **Print** to output the Document.

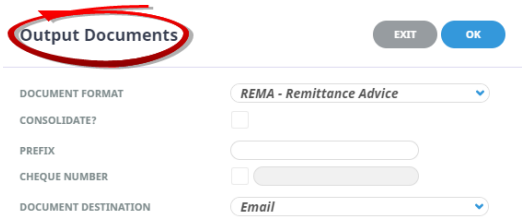
11. The **Output Documents** screen will display.



12. Select the required Document Format the drop-down list. To consolidate multiple cheque lines to one line, check the **Consolidate** check box.
13. It is possible to update the Prefix and Cheque/Transaction Number that was entered during the Create Cheque process. This useful in a situation such as cheque documents becoming jammed in a printer and a replacement has to be issued.

14. Selecting a **Printer** is only available when there is cheque formatting in the template.

    For templates that have cheque formatting, the document will be sent to the selected printer. For remittances, the standard messaging Review & Send Document Messaging dialogue will open allowing the document to be sent via email, or it may be downloaded for printing.



15. Click **OK** to keep the changes and save or update the entry.

16. Click **Exit** to discard any changes.
17. If **OK** was selected a summary screen will display. Select **OK**.

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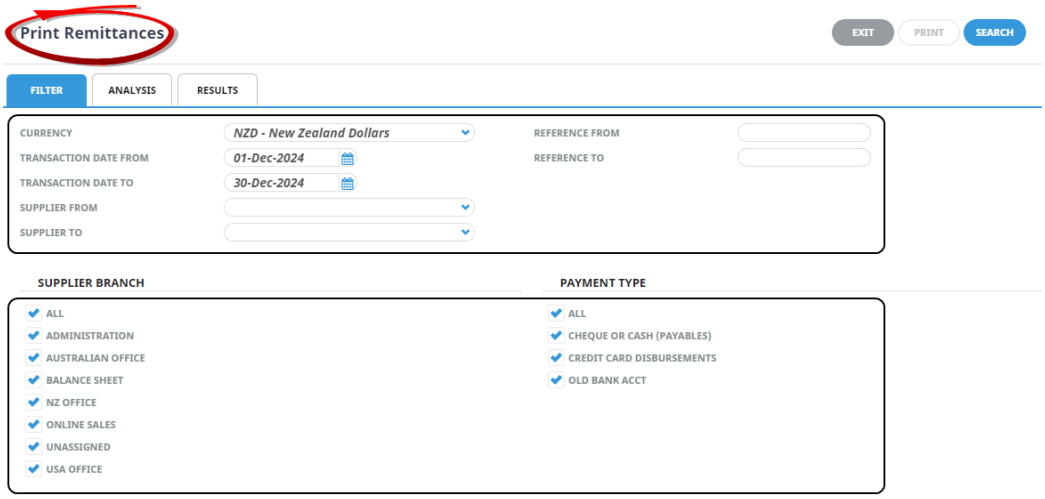
About Print Remittance Fields

Filter Tab



Selections can be filtered by Currency, Transaction Date From/To, Transaction Reference From/To, Supplier From/To and by all or specific Supplier Branch codes and/or Payment Types.

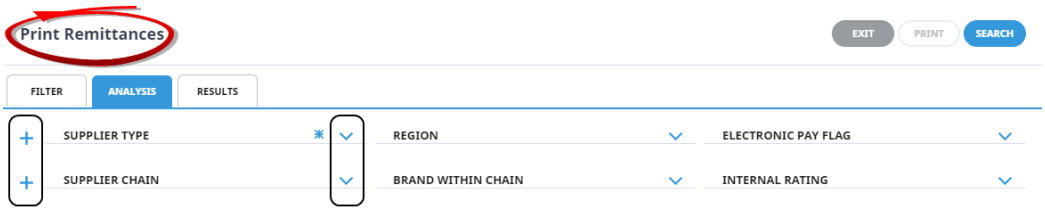
Note that this is the Branch of the *Supplier*, not the Booking.

The Currency is the minimum selection that can be made before the Search button becomes active.

Analysis Tab

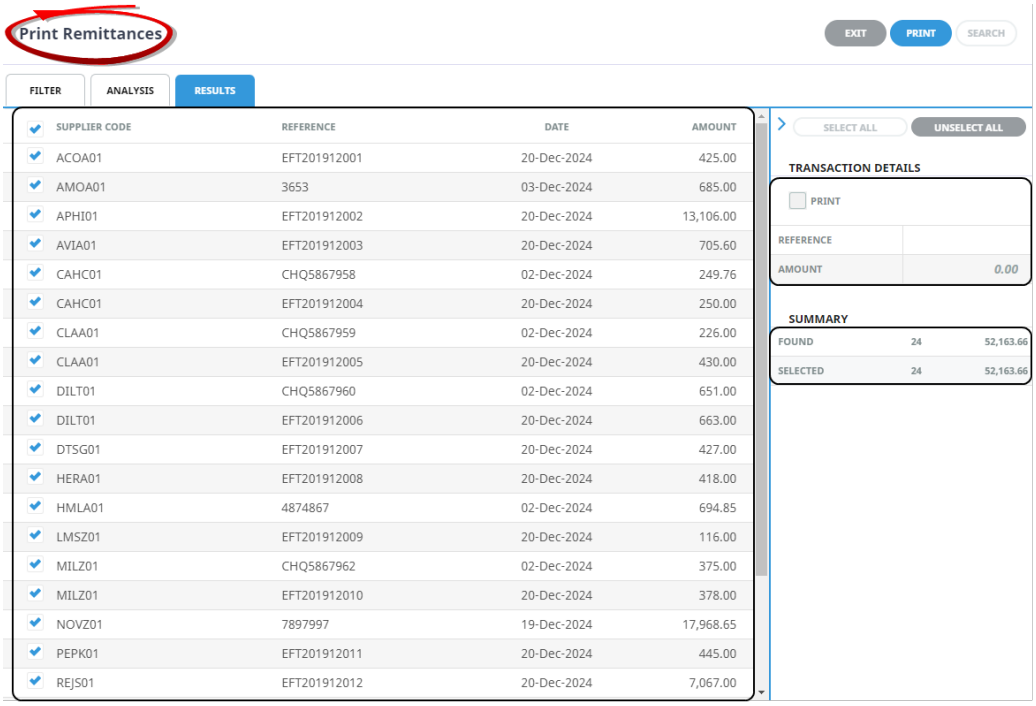
The Analysis Tab allows filtering by the Supplier Branch and Department and the 6 Analysis Codes attached to the Supplier.

When the Analysis Tab is accessed, the available selections are in collapsed mode. Click the + to expand the selections and the ⌄ to expand a drop-down.



When selections have been completed, click the blue Search button or the Results tab and any creditor invoices found that meet the search criteria will display under the Results Tab.

Results Tab



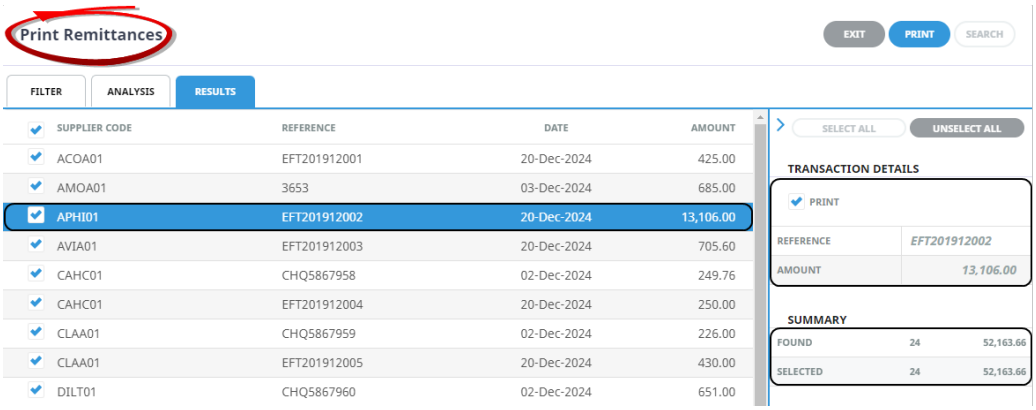
The to the left of the Select All/Unselect All can be used to hide the side panel. When the side panel is hidden, the Right Arrow is replaced by a Left Arrow which can be used to reveal the panel.

The screen is in three sections. Any cheque transactions which match the filter criteria display in rows on the left of the screen and show the Supplier Code, Cheque Transaction Reference, Transaction Date and the Cheque Amount.

Results Tab - **Transaction and Summary Details**

The Transaction Details section on the right of the screen shows the values of the currently highlighted transaction.

The Summary Details section below the Transaction Details show the total transactions found and their value, and the number that have been selected and the value.



About the Output Documents Fields

The Output Documents dialogue will display when **Print** Remittance is selected.

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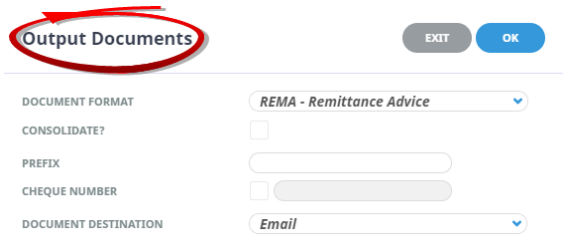


Document Format

Select the required document template from the drop-down list.

Consolidate

Checking this box will output one line (the sum total of transactions for the supplier) on the remittance advice rather than lines for individual payments.

Prefix

This enables a prefix to be added to the beginning of the cheque reference. An example of this is (e.g.) CHQ to differentiate between EFT payments and cheque payments.

Cheque Number

The Prefix & Cheque Number fields relate to the output of a document that includes a physical cheque, and they only need to be completed if a new (replacement) document is to be output.

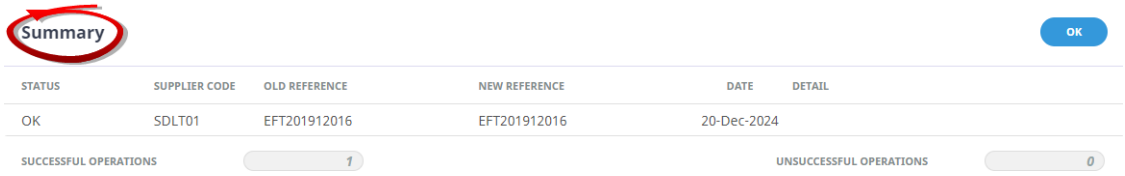
Printer/Document Destination

This drop-down may display differently depending on the document format selected.

If the document includes cheque formatting, then only the allowable printer(s) defined in the cheque format will display.

For remittances, the standard messaging Review & Send Document Messaging dialogue will open allowing the document to be sent via email, or it may be downloaded for printing.

When completed, a summary screen displays.



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A.P. Release Withheld Amounts

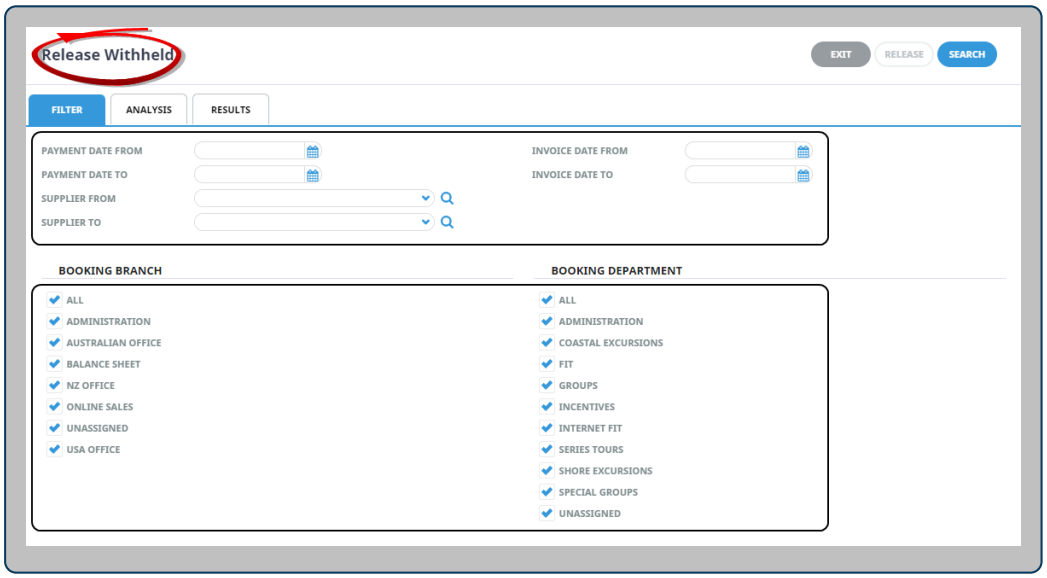
If an amount is being withheld from the supplier — i.e., an amount in dispute that may or may not be paid at a later date — the withheld amount can be entered during entry of the A.P. invoice transaction. See the **Accounts User Manual**.

This section relates to releasing amounts that have been withheld. These amounts can then be included in a cheque run, or credited by the Supplier. In this example, the invoice was for $50.00 of which $10.00 is being withheld.

When a decision has been made on what is to happen to a withheld amount, it must be released before it can either be paid or credited.

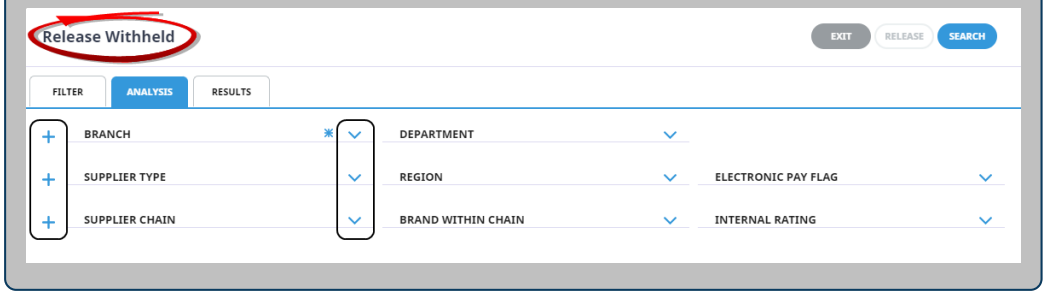
Release an Amount

1. From the Home menu, select **Financials > Accounting > Accounts Payable > Release Withheld**
2. The Release Withheld screen will open with the **Filter Tab** open.
3. On the Release Withheld Filter Tab, enter the required filters to set the search criteria for the transaction(s) to release. Selections can be filtered by:
   a. **Payment Date From/To**
   b. **Supplier From/To**
   c. **Invoice Date From/To**
4. Keeping with the Release Withheld Filter Tab select by **all**, or specific **Booking Branch** and/or **Booking Department**.



5. Check the **Completed Screen**.
6. Select the Analysis Tab, and if required filter by the **Branch** and **Department** the **6 Analysis Codes** attached to the Supplier. When the Analysis Tab is accessed, the available selections are in collapsed mode. Click the + to expand the selections and the ⌄ to expand a drop-down.

For example:



© Tourplan, 2024

NOTE: When a selection has been made with an Analysis Code, and the selections are collapsed, an * appears next to the Analysis Code name.

NOTE: That this is the Branch and Department of the **Booking**, not the Supplier.

7. When selections have been completed, click **Search,** to display results.

   a. Or select the **Results Tab**. Any withheld invoices found that meet the search criteria will display.

   The to the left of the Select All/Unselect All can be used to hide the side panel. When the side panel is hidden, the Right Arrow is replaced by a Left Arrow which can be used to reveal the panel.

8. Click **Select All** to select all invoices.

9. Check the **completed screen**.

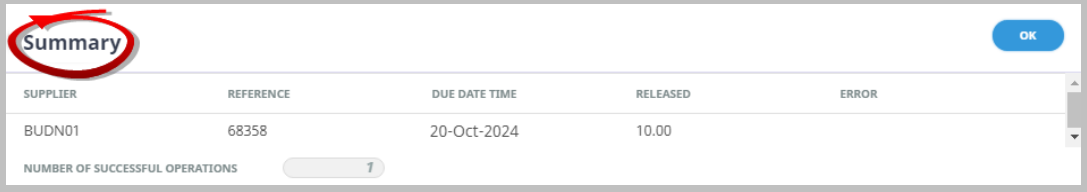
10. Click **Release** to release invoices.

11. A confirmation window will display.

12. To keep the changes, click **Yes**.

13. To discard any changes, click **No**.

If **Yes** was selected a summary screen will display. Select **OK**



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The released amounts can now be included in the next payment to the supplier, credited by the supplier or taken as additional profit on the booking.

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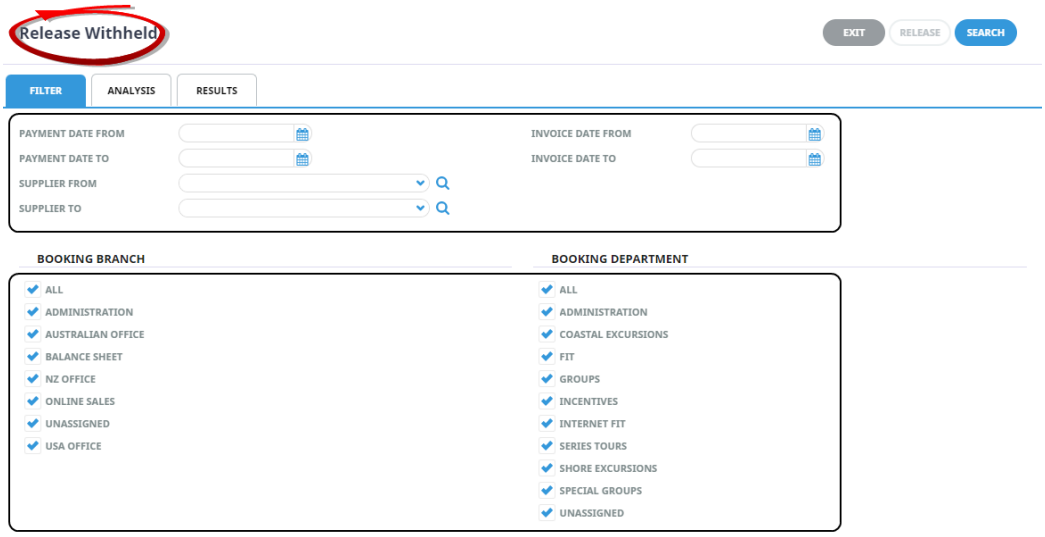
About Release Withheld Fields

Filter Tab



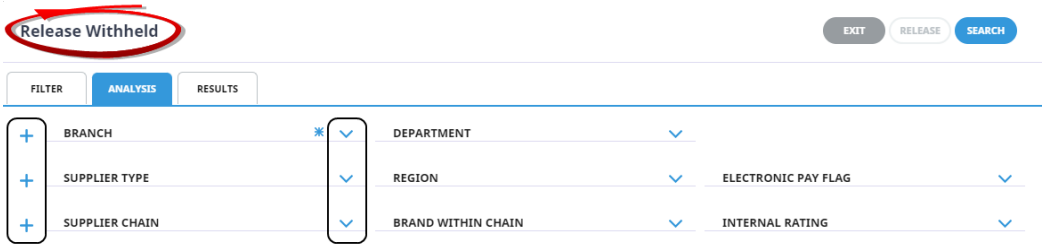
Selections can be filtered by Payment Due Date From/To; Invoice Date From/To, Supplier From/To and by all or specific Booking Branch and/or Booking Department.

Note that this is the Branch and Department of the *Booking*, not the Supplier. The Supplier Branch and Department filters are available on the Analysis Tab

Analysis Tab

The Analysis Tab allows filtering by the Supplier Branch and Department and the 6 Analysis Codes attached to the Supplier.

When the Analysis Tab is accessed, the available selections are in collapsed mode. Click the + to expand the selections and the ⌄ to expand a drop-down.



When selections have been completed, click the blue Search button or the Results tab and any withheld amounts that meet the search criteria will display under the Results Tab.

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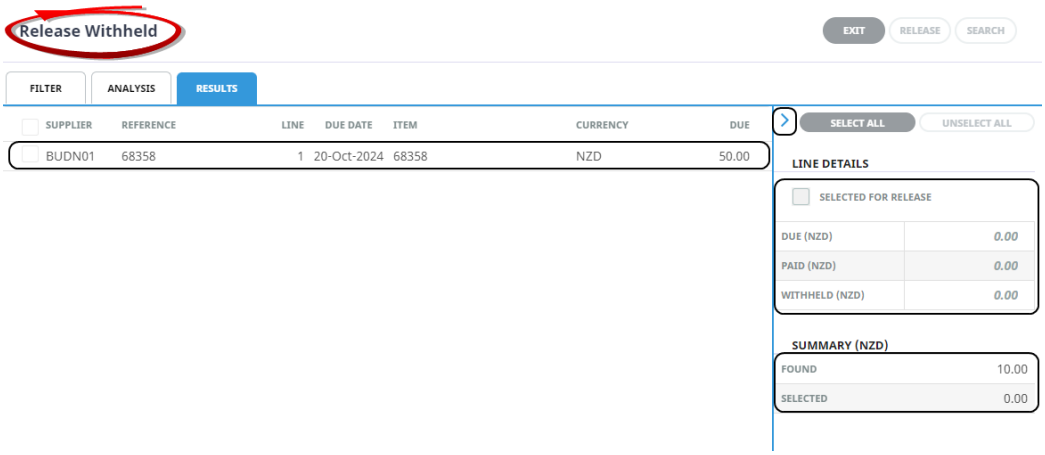
Results Tab



NOTE: The to the left of the Select All/Unselect All can be used to hide the side panel. When the side panel is hidden, the Right Arrow is replaced by a Left Arrow which can be used to reveal the panel.

The screen is in three sections. Any withheld amounts display in the left of the screen and show the supplier code, invoice reference, invoice line number, payment due date, Item/Booking Reference, invoice currency and invoice total amount (including the withheld amount).

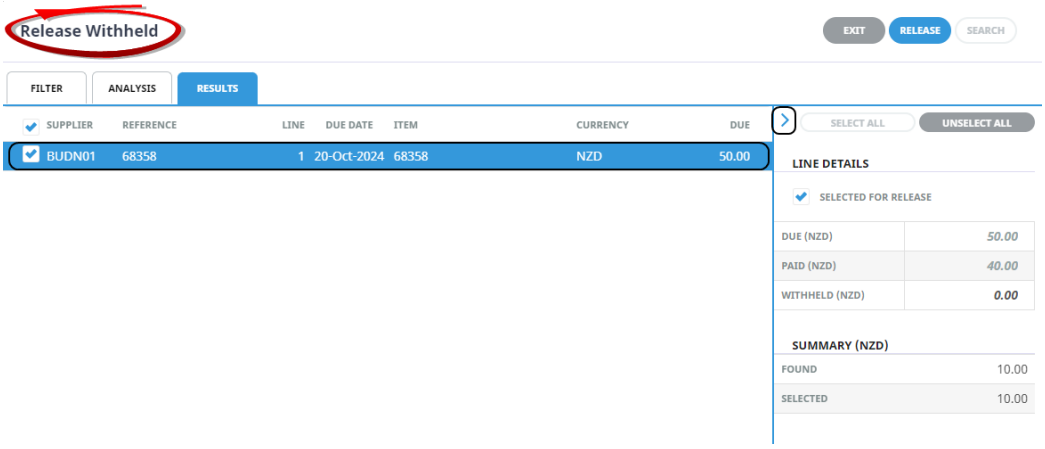
Results Tab - **Line Details**

The Line Details section on the right of the screen shows the values of the currently highlighted invoice line.

NOTE: When the invoice line is highlighted but not checked for release, the Line Details Section will display the original invoice total, any amount already paid and the withheld amount.

Results Tab - **Summary**

NOTE: The Summary Section will show the sum total of found withheld amounts and 0.00 in the Selected field. When the invoice line is checked, the Withheld amount will display in the Selected field.



NOTE: The to the left of the Select All/Unselect All can be used to hide the side panel. When the side panel is hidden, the Right Arrow is replaced by a Left Arrow which can be used to reveal the panel.

When using **Release**to release the amount a confirmation window will display.

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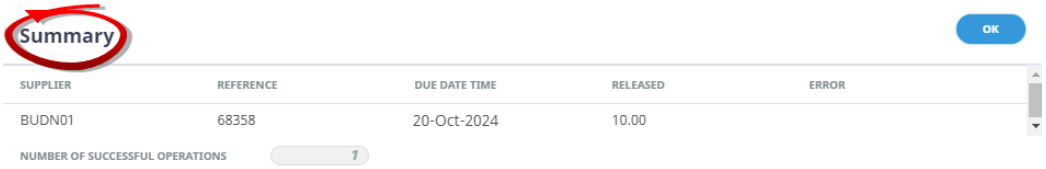
When confirmed, a summary screen displays.



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A.P. Creditor Pre-payments

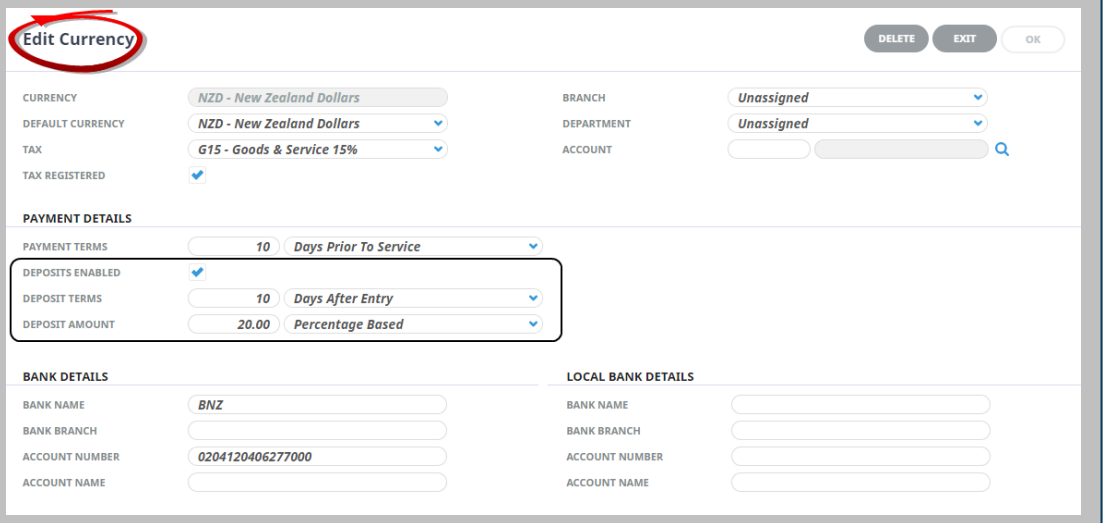
This process creates payables transactions based on pre-payment and deposit terms that have been set up against creditors. Detail on setting pre-payment or deposit terms against creditors is covered in the **Accounts User Manual**.

When pre-payment or deposit details are set up for a supplier, the deposit amount (as a percentage or fixed amount) and the payment due terms of pre-payments are known.

Pre-payments are those where the standard payment terms defined against a Supplier include the word prior—i.e. number of Days Prior to Travel or number of Days Prior to Service.

A deposit is a partial payment amount that is made in advance of the service being used and is controlled by the Deposit Terms check-box in the supplier currencies screen, the terms of the deposit, and the type of deposit (percentage or amount).

Example Supplier Currency Screen - Deposit Terms Applied



For this supplier, the normal payment terms are 10 Days Prior to Service. Deposit terms have been applied which require a 20% deposit to be paid 10 Days after the Service has been entered into the system.

The Pre-payment process uses the Payment Terms 2 and the Deposit Terms 2 fields that have either "Prior to Service", "Prior To Travel", "Days After Entry" or "Days After Travel" in them to locate and calculate deposit payments and full payment based on the settings and then creates the appropriate creditors invoice transactions to generate the payments.

This process will find service lines in bookings that meet the pre-payment or deposit criteria and create a creditors invoice transaction for the pre-payment/deposit amount. The invoice transactions created can be included in a standard cheque payment run.

NOTE: Only those booking services that a) meet the selection criteria entered in the Creditor Pre-payments screen and b) have a service status that permits accounting transactions to be entered against the line. And c) the booking status allows accounting transactions, will be selected.

Process Pre-payments

1. From the Home menu, select **Financials > Accounting > Accounts Payable > Process Prepayments**.
2. The Process Prepayments screen will open with the **Filter Tab** open.
3. On the Process Prepayments Filter Tab, enter the required filters to set the Prepayments search criteria, selections can be filtered by:
   a. **Currency** (Mandatory)
   b. **Payment Date From/To**
   c. **Supplier From/To**

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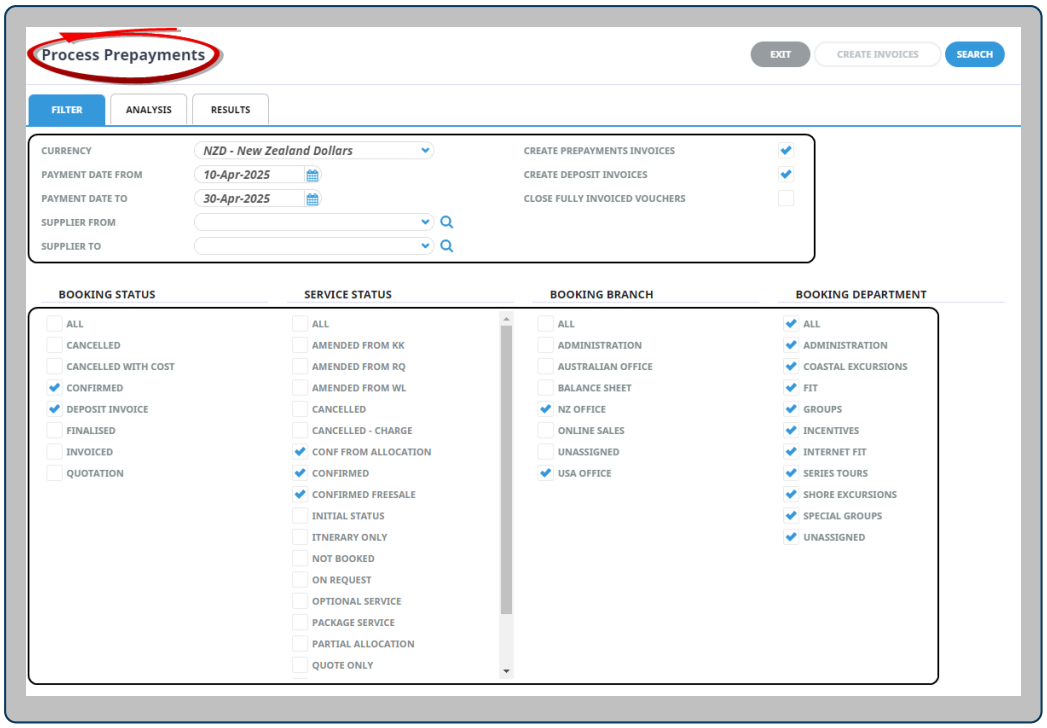
4. Keeping with Process Prepayment Filter Tab select by **All**, or specific **Booking Statuses**, **Service Statuses**, **Booking Branches** and **Booking Departments.**

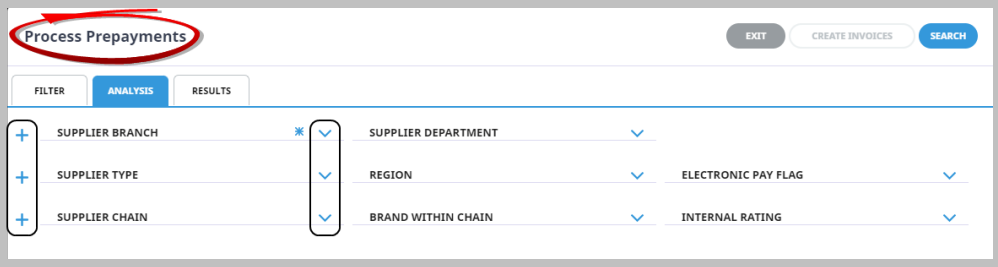


5. Check the **Completed Screen**.
6. Select the Analysis Tab, and if required filter by the **Supplier Branch**, **Supplier Department** and the **6 Analysis Codes** attached to the Supplier.

   When the Analysis Tab is accessed, the available selections are in collapsed mode. Click the + to expand the selections and the ⌄ to expand a drop-down.

   NOTE: This is the Branch and Department of the **Supplier**, not the Booking.

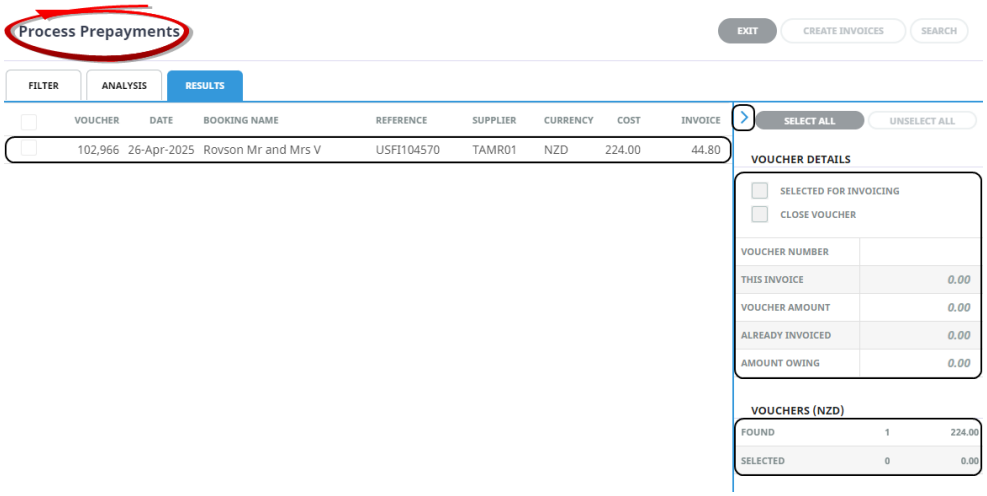
   For example:



   NOTE: When a selection has been made with an Analysis Code, and the selections are collapsed, an * appears next to the Analysis Code name.

7. When selections have been completed, click **Search** to display results.

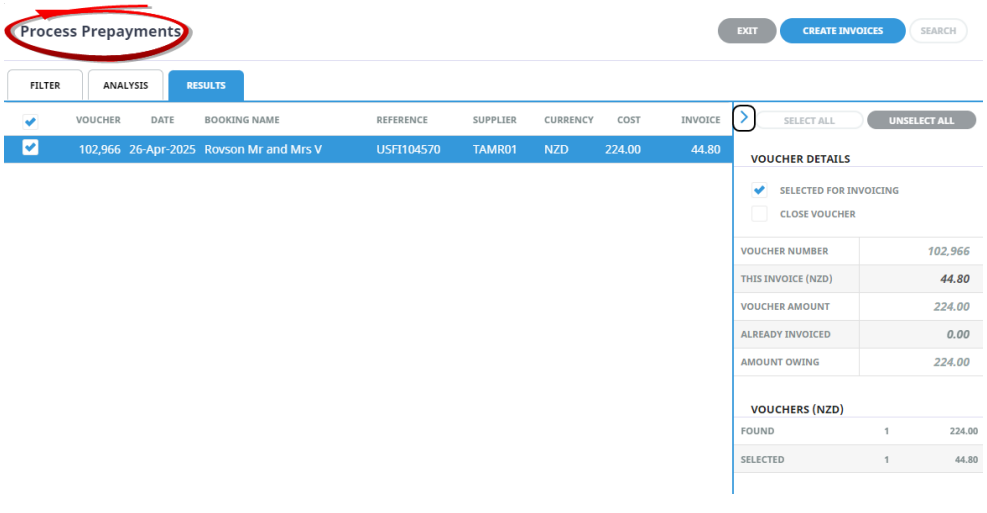
a. Or select the **Results Tab**. Any booking services found that meet the search criteria will display.



NOTE: The › to the left of the Select All/Unselect All can be used to hide the side panel. When the side panel is hidden, the Right Arrow is replaced by a Left Arrow ‹ which can be used to reveal the panel.

8. Click **Select All** to select all booking services.

a. Or, Select the booking services to include in the remittance by clicking the required **check-box (es),** and check the **Selected For Invoicing** check-box.



NOTE: A Messages section will display below the **Vouchers** section if (e.g.) if the Cash balance of the booking is insufficient to create and pay the invoice. The message is a warning only and does not prevent invoice creation.

9. Check the **Completed Screen**.

10. Click **Create Invoices.**

11. The **Create Invoices** Screen will display.

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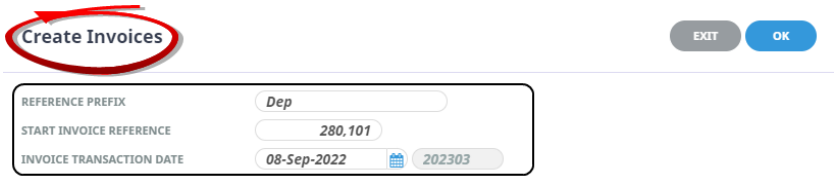
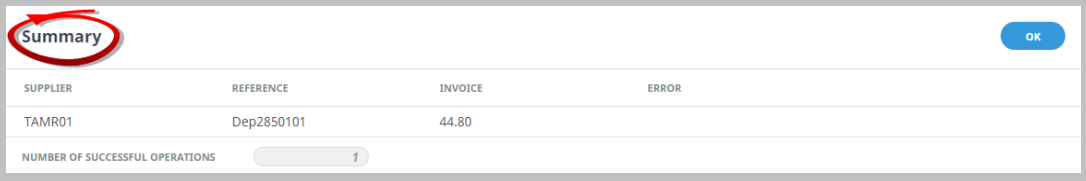
12. Enter a **Reference Prefix**(if required), **Start Invoice Reference** and select the **Invoice Transaction Date**.



13. Click **OK** to keep the changes and save or update the entry.

14. Click **Exit** to discard any changes.

If **OK** was selected a summary screen will display. Any errors will show in the Detail column.



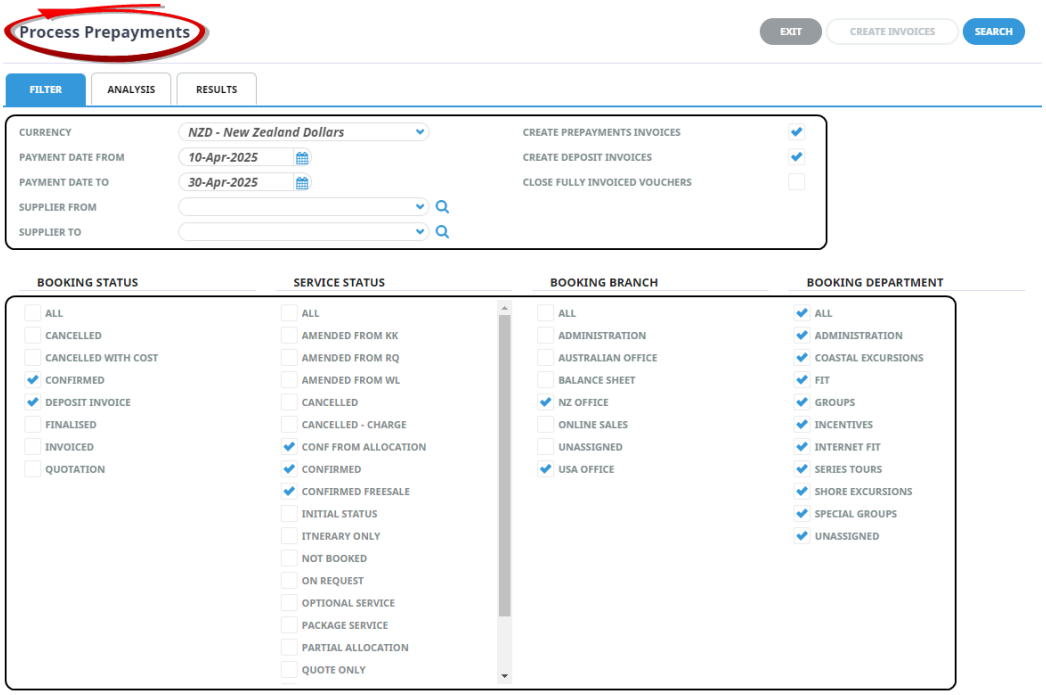
About Process Prepayments Fields

Filter Tab

Selections can be filtered by Currency, Payment Date From/To, Supplier From/To and by all or specific Booking Statuses and/or Service Statuses and by all Booking Branch and/or Booking Department.

NOTE: The Currency is the minimum selection that can be made before the Search button becomes active.

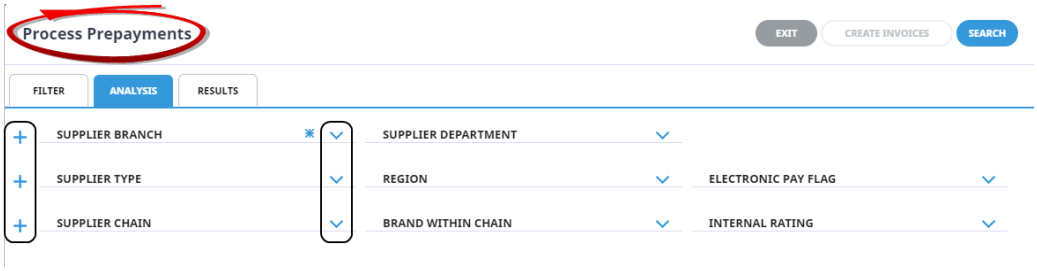
The Payment Dates From/To are the only dates used to calculate the pre-payments and deposits -'todays date' is not used - so the use of these two fields is critical. If they are left blank, all pre-payments will be selected and they will be for the full amount - regardless if criteria for a deposit payment only are met.



Note that this is the Branch and Department of the *Booking*, not the Supplier. The Supplier Branch and Department filters are available on the Analysis Tab

Analysis Tab

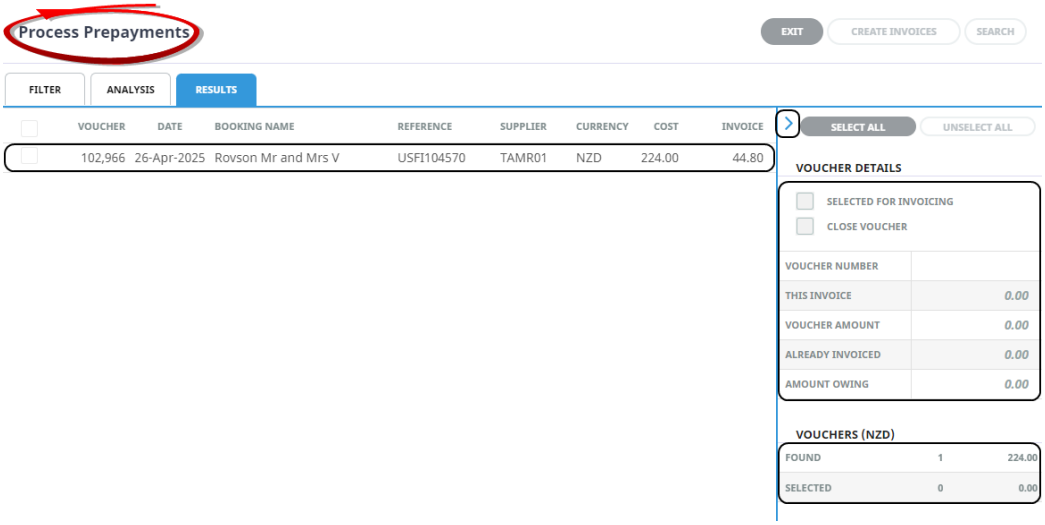
When the Analysis Tab is accessed, the available selections are in collapsed mode. Click the + to expand the selections and the ⌄ to expand a drop-down.



NOTE: If a selection is made using any of the analysis fields, an * appears next to the Analysis Name.

Results Tab

When selections have been completed, click the blue Search button or the Results tab and any booking services found that meet the search criteria will display under the Results Tab.



The screen is in three sections. Any service details which match the filter criteria display in rows on the left of the screen and show the Voucher Number, Service Date, Booking Name, Booking Reference, Supplier Code, Currency, Cost Amount and Invoice which is the value of the invoice that will be generated by this process.

NOTE: The invoice values may vary from what is expected. This is because there may have been a previous payment made, or the time frame between the payment due dates and the service dates may mean that full payment is being generated etc.

Voucher Details Section

Selected for invoicing - Checking this box will select the vouchers for invoicing.

Close Voucher - Checking this box will close the voucher. Where a full payment is being made or the sum of the 'previous Invoice' plus "invoice fields is equal to or greater than the cost field, the voucher will be closed.

The remaining fields under the Voucher Details section show Voucher Number, This Invoice amount, Voucher Amount, any amounts Already Invoiced, and the amount calculated as owing.

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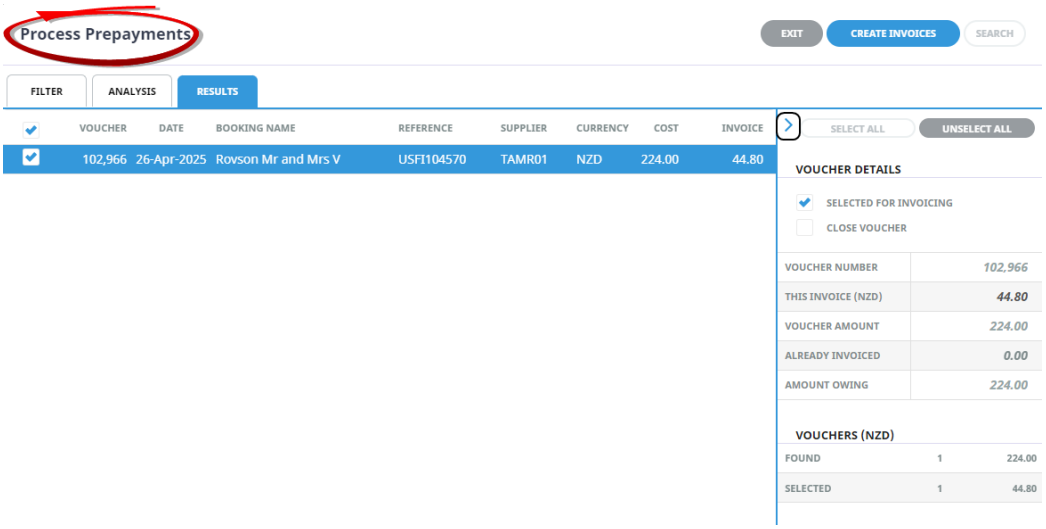
Vouchers

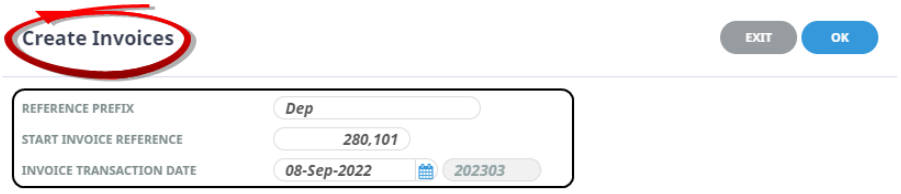
The Voucher section on the right of the screen shows the values of the currently highlighted invoice line.



To generate the creditor invoice(s) for the selected line(s), click the blue Create Invoices button.

NOTE: Because the payments being created are pre-payments or deposits, generally no invoice has been received from the supplier. This means that a meaningful user decided invoice reference will need to be entered into these fields.

About Create Invoices Fields



Reference Prefix

The invoice reference can be made up of two components - a prefix (if required) and the Invoice Reference.

Start Invoice Reference

The second portion of the reference allows a numeric reference value to be entered.

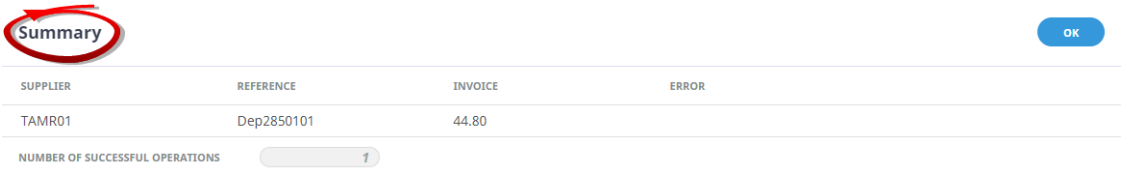
NOTE: When there is more than one transaction generated, Tourplan will increment the invoice Reference by 1 for each supplier invoice generated.

Invoice Transaction Date

The transaction date for the invoices. This will determine the transaction period which will display in the field to the right of the transaction date.

Prepayments Summary

When completed, a summary screen displays.



Supplier Code - The 6 character Supplier code.

Reference - This reference number is made up from the Reference Prefix and the start invoice reference number given in the create invoices screen.

Invoice - The amount of the generated invoice.

Error- Any processing errors will display in this column.

Successful Operations - Shows the number of invoices processed successfully.

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Generate EFT

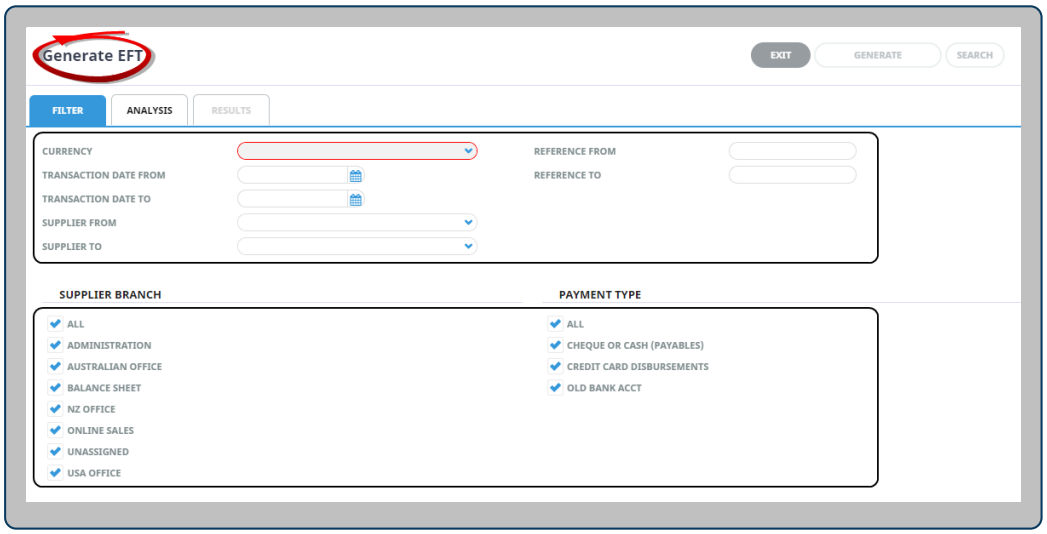
The Create Cheques process creates payment transactions. If payments are to be made using an Electronic Fund Transfer file imported into a banks software, then Generate EFT must be used to generate that file output. The normal process is to use **Print Remittances** to output remittances to suppliers and then use EFT to output the file for processing in the bank software.

NOTE: EFT can be used to generate commission payments. The procedure below details generating an EFT payment to pay suppliers.

To generate an Agent EFT message select **Menu > Financials > Accounting > Accounts Receivable > EFT.** There will be screen and field variations for agent EFT processing however the procedure to generate the document is the same as an Accounts Payable processing.

Generate EFT

1. From the Home menu, select **Financials > Accounting > Accounts Payable > EFT**.
2. The Generate EFT screen will open with the **Filter Tab** open. Select the required **Currency**.
3. On the Generate EFT Filter Tab, enter the required filters to set the search criteria, selections can be filtered by:
   a. **Currency** (Mandatory)
   b. **Transaction Date From/To**
   c. **Supplier From/To**
   d. **Reference From/To**



4. Within the Generate EFT Filter Tab select **by all**, or specific **Supplier Branch** and/or **Payment Type**.
5. Check the **completed screen**.
6. Select the **Analysis Tab**, and if required filter by the **6 Analysis Codes** attached to the Supplier.

   When the Analysis Tab is accessed, the available selections are in collapsed mode. Click the + to expand the selections and the ⌄ to expand a drop-down.

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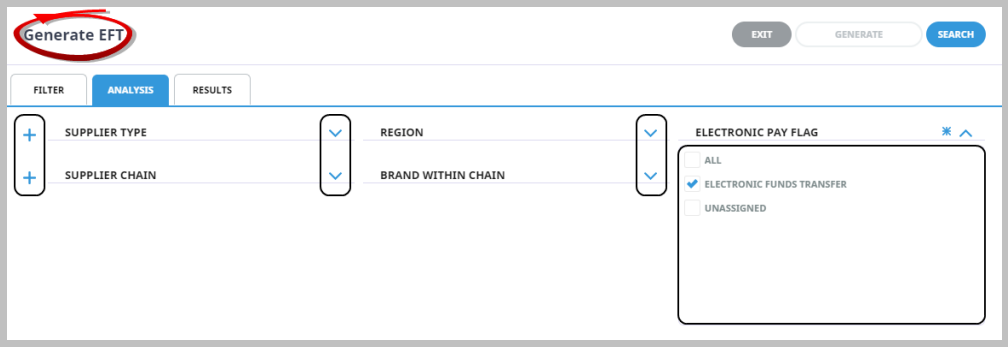
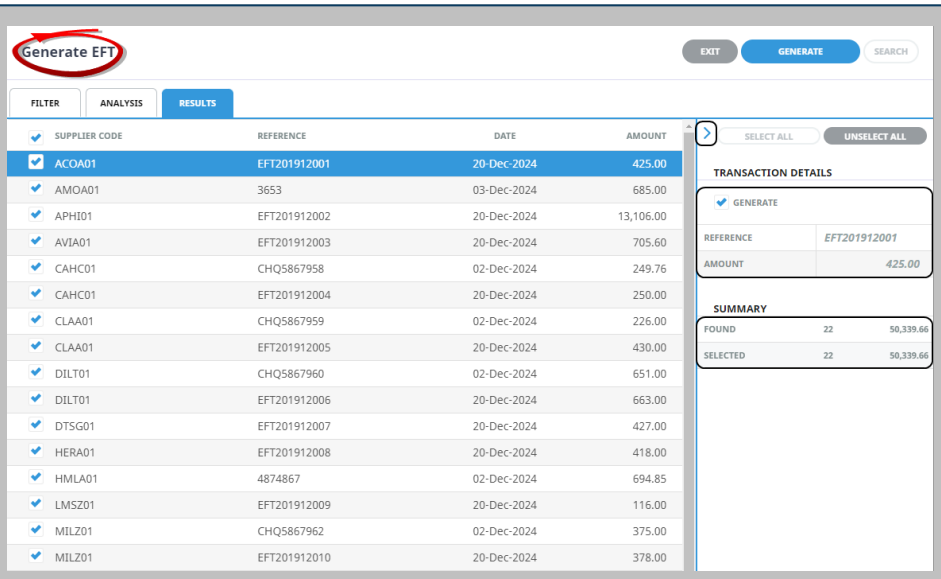
For example:



NOTE: If a selection is made using any of the analysis fields, an * appears next to the Analysis Name.

7. When selections have been completed, click **Search** to display results.

   a. Or select the **Results Tab**, all payment transactions that meet the search criteria will display under the Results Tab.



NOTE: The to the left of the Select All/Unselect All can be used to hide the side panel.

When the side panel is hidden, the Right Arrow is replaced by a Left Arrow which can be used to reveal the panel.

8. Click **Select All** to select all transactions.

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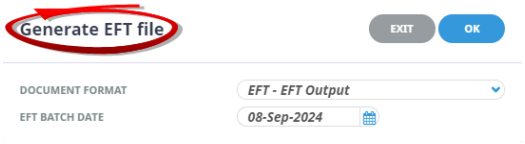
a. Or, Select the transactions to include in the EFT payment by clicking the required **Check-Box (es)** or the **Generate** Check-Box in the **Transaction Details** section.

9. Check the **Completed Screen**.

10. Click **Generate** to create the EFT Payment file.

11. A **Generate EFT file** screen will display.

12. Select a **Document Format** and an **EFT Batch Date**.



13. Click **OK** to keep the changes and save or update the entry.

14. Click **Exit** to discard any changes.

15. The standard Windows "Save As" dialogue will open and the file location and name can be entered.

    The file name will default to "**eft-yyyy-mm-dd-Thh-mm-ss.txt**" being "eft" and todays date and time.

The file import software of some banks require specific file naming. The default file name can only be changed in the Save As dialogue.

Example EFT File Output

```
0 01WBC ABC Tours Limited 087434Creditor
241220 0108670168324000 50 0000042500 Auckland City Oaks              Invoices Paid 032-003 19-4812ABC Tours Limited
241203 0205000546800000 50 0000068500 Amora Hotel Auckland            Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0309310336338020 50 0001310600 Ascot Park Hotel                Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0208200031072000 50 0000070560 Akaroa Village Inn              Invoices Paid 032-003 19-4812ABC Tours Limited
241202 0208000402200026 50 0000024976 Commodore Airport Hotel         Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0208000402200026 50 0000025000 Commodore Airport Hotel         Invoices Paid 032-003 19-4812ABC Tours Limited
241202 0101020805555000 50 0000022600 Citylife Auckland               Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0101020805555000 50 0000043000 Citylife Auckland               Invoices Paid 032-003 19-4812ABC Tours Limited
241202 0209220235869000 50 0000065100 Distinction Luxmore Hotel       Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0209220235869000 50 0000066300 Distinction Luxmore Hotel       Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0306750059123000 50 0000042700 Dart Stables Glenorchy          Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0101020007115000 50 0000041800 The Heritage Auckland           Invoices Paid 032-003 19-4812ABC Tours Limited
241202 0601930208982000 50 0000069485 Hallmark Limousines Ltd         Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0609490113597000 50 0000011600 Limousine South                 Invoices Paid 032-003 19-4812ABC Tours Limited
241202 0101020683113000 50 0000037500 Millennium Queenstown           Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0101020683113000 50 0000037800 Millennium Queenstown           Invoices Paid 032-003 19-4812ABC Tours Limited
241219 0302520845843000 50 0001796865 Novotel Queenstown Lakeside Hote Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0608450248737001 50 0000044500 Peppers Carrington Resort       Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0209650017597000 50 0000706700 Real Journeys                   Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0209650017597000 50 0000418080 Real Journeys H.O.              Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0204850437854000 50 0000069000 Riverton Trotting Club          Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0209000525435003 50 0000018800 Southern Discoveries Ltd        Invoices Paid 032-003 19-4812ABC Tours Limited
7999-999            0005033966 0000000000                      22
```

About Generate EFT Screen

The Generate EFT screen is separated into three tabs:

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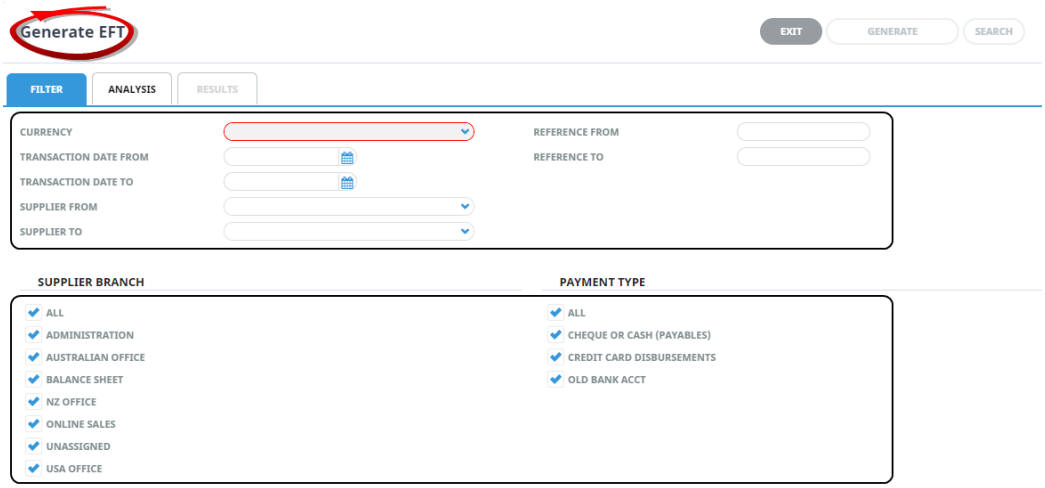
Filter Tab



Selections can be filtered by Currency, Transaction Date From/To, Transaction Reference From/To, Supplier From/To and by all or specific Supplier Branch codes and/or Payment Types.

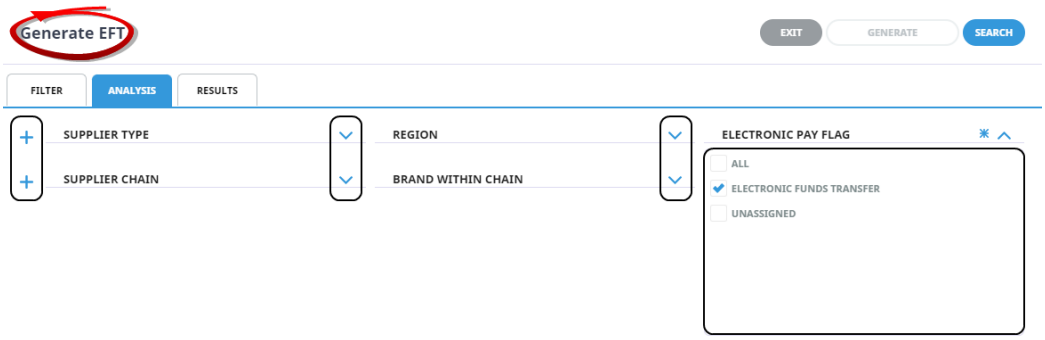
Note that this is the Branch of the *Supplier*, not the Booking.

NOTE: The Currency is the minimum selection that can be made before the Search button becomes active.

Analysis Tab

The Analysis Tab allows filtering by the Supplier Branch and Department and the 6 Analysis Codes attached to the Supplier.

When the Analysis Tab is accessed, the available selections are in collapsed mode. Click the + to expand the selections and the ⌄ to expand a drop-down.



NOTE: If a selection is made using any of the analysis fields, an * appears next to the Analysis Name.

When selections have been completed, click the blue Search button or the Results tab and any booking services found that meet the search criteria will display under the Results Tab.

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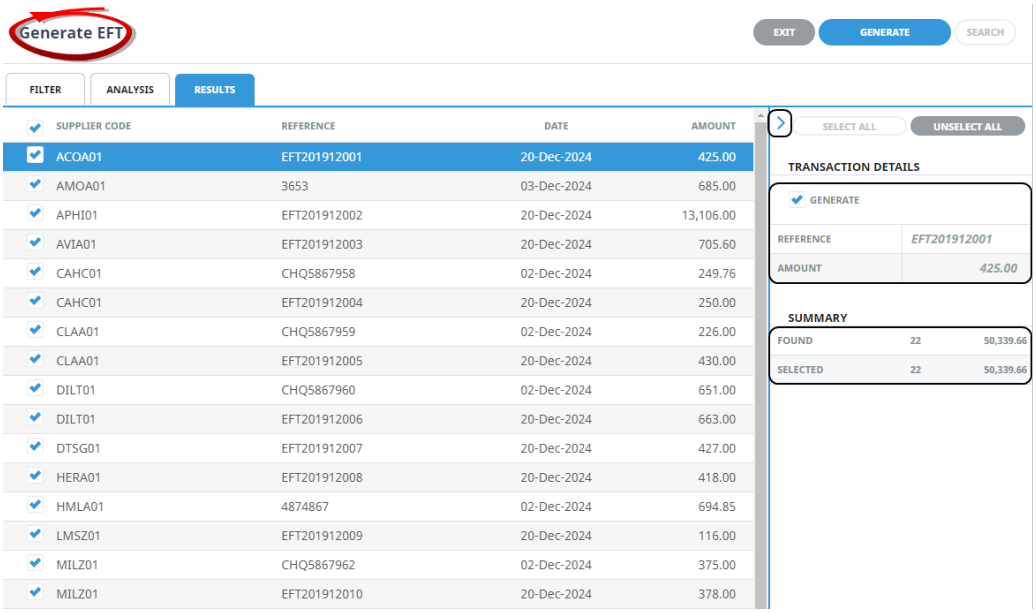
Results Tab



NOTE: The to the left of the Select All/Unselect All can be used to hide the side panel. When the side panel is hidden, the Right Arrow is replaced by a Left Arrow which can be used to reveal the panel.

The screen is in three sections:

Main Screen

Any payment transactions which match the filter criteria display in rows on the left of the screen and have a selection check-box first and then shows the Supplier Code, Payment Transaction Reference, Transaction Date and the Payment Amount.

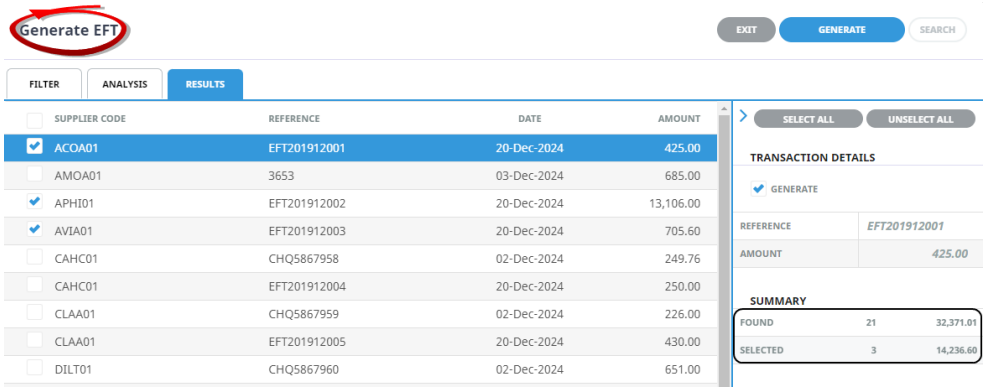
Transaction Details

The Transaction Details section on the right of the screen shows the values of the currently highlighted transaction.

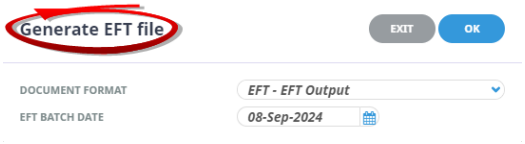
Summary Details

The Summary Details section on the right of the screen shows: the total transactions found

and their value, and the number that have been selected and their value.



Generate EFT Dialogue



Document Format

Select the required EFT template from the drop-down list.

EFT Batch Date

This field defaults to today's date. It can be changed and if the bank's EFT format supports it, this date can be written into the EFT file as the EFT batch date.

File Output

The standard Windows "Save As" dialogue will open and the file location and name can be entered. The file name will default to "eft yyyy-mm-ddThh-mm-ss.txt" being "eft" and todays date and time. The file is generated in plain text format.

Example EFT File Output

```
0 01WBC ABC Tours Limited 087434Creditor
241220 0108670168324000 50 0000042500 Auckland City Oaks              Invoices Paid 032-003 19-4812ABC Tours Limited
241203 0205000546800000 50 0000068500 Amora Hotel Auckland            Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0309310336338020 50 0001310600 Ascot Park Hotel                Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0208200031072000 50 0000070560 Akaroa Village Inn              Invoices Paid 032-003 19-4812ABC Tours Limited
241202 0208000402200026 50 0000024976 Commodore Airport Hotel         Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0208000402200026 50 0000025000 Commodore Airport Hotel         Invoices Paid 032-003 19-4812ABC Tours Limited
241202 0101020805555000 50 0000022600 Citylife Auckland               Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0101020805555000 50 0000043000 Citylife Auckland               Invoices Paid 032-003 19-4812ABC Tours Limited
241202 0209220235869000 50 0000065100 Distinction Luxmore Hotel       Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0209220235869000 50 0000066300 Distinction Luxmore Hotel       Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0306750059123000 50 0000042700 Dart Stables Glenorchy          Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0101020007115000 50 0000041800 The Heritage Auckland           Invoices Paid 032-003 19-4812ABC Tours Limited
241202 0601930208982000 50 0000069485 Hallmark Limousines Ltd         Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0609490113597000 50 0000011600 Limousine South                 Invoices Paid 032-003 19-4812ABC Tours Limited
241202 0101020683113000 50 0000037500 Millennium Queenstown           Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0101020683113000 50 0000037800 Millennium Queenstown           Invoices Paid 032-003 19-4812ABC Tours Limited
241219 0302520845843000 50 0001796865 Novotel Queenstown Lakeside Hote Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0608450248737001 50 0000044500 Peppers Carrington Resort       Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0209650017597000 50 0000706700 Real Journeys                   Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0209650017597000 50 0000418080 Real Journeys H.O.              Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0204850437854000 50 0000069000 Riverton Trotting Club          Invoices Paid 032-003 19-4812ABC Tours Limited
241220 0209000525435003 50 0000018800 Southern Discoveries Ltd        Invoices Paid 032-003 19-4812ABC Tours Limited
7999-999            0005033966 0000000000                      22
```

NOTE: Formatting of the EFT Message Definition is included in the Messaging User Manual. Advice from the local Tourplan Support Office is advised, as banks have their own formatting requirements.

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CHAPTER 11

Period End Accounting Processes

The accounting functions covered under Period End Processes are those which need to be performed in order to close the monthly accounting periods. Not all are compulsory - individual company requirements will dictate which are mandatory.

In this chapter ...

Agent (Debtor) Statements 292
Forex Processing 298
Accounting Period Rebuild 301
Accounting Period Close 304

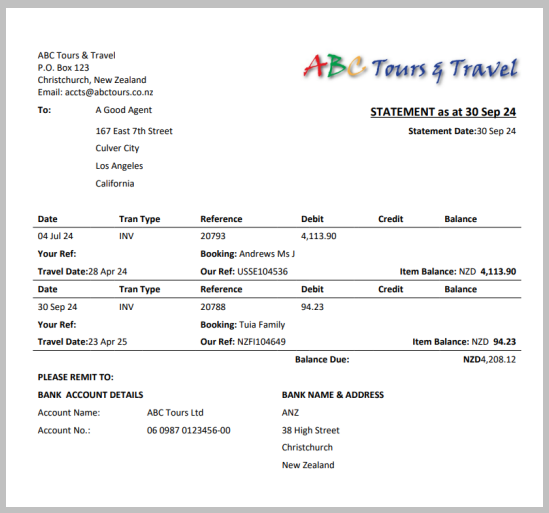
TOURPLAN

Agent (Debtor) Statements

Agent (Debtor) statements are able to be output in printed form, or sent by email.

NOTE: Before statements can be sent, at least one agent statement message template must have been set up. See the System Setup User Manual for detail on message templates.

Example Agent Statement



ABC Tours & Travel
P.O. Box 123
Christchurch, New Zealand
Email: accts@abctours.co.nz

ABC Tours & Travel

To: A Good Agent
167 East 7th Street
Culver City
Los Angeles
California

STATEMENT as at 30 Sep 24
Statement Date: 30 Sep 24

Date	Tran Type	Reference	Debit	Credit	Balance
04 Jul 24	INV	20793	4,113.90		
Your Ref:		**Booking:** Andrews Ms J			
Travel Date: 28 Apr 24		**Our Ref:** USSE104536		**Item Balance:** NZD	**4,113.90**
Date	**Tran Type**	**Reference**	**Debit**	**Credit**	**Balance**
30 Sep 24	INV	20788	94.23		
Your Ref:		**Booking:** Tuia Family			
Travel Date: 23 Apr 25		**Our Ref:** NZFI104649		**Item Balance:** NZD	**94.23**
			Balance Due:		**NZD** 4,208.12

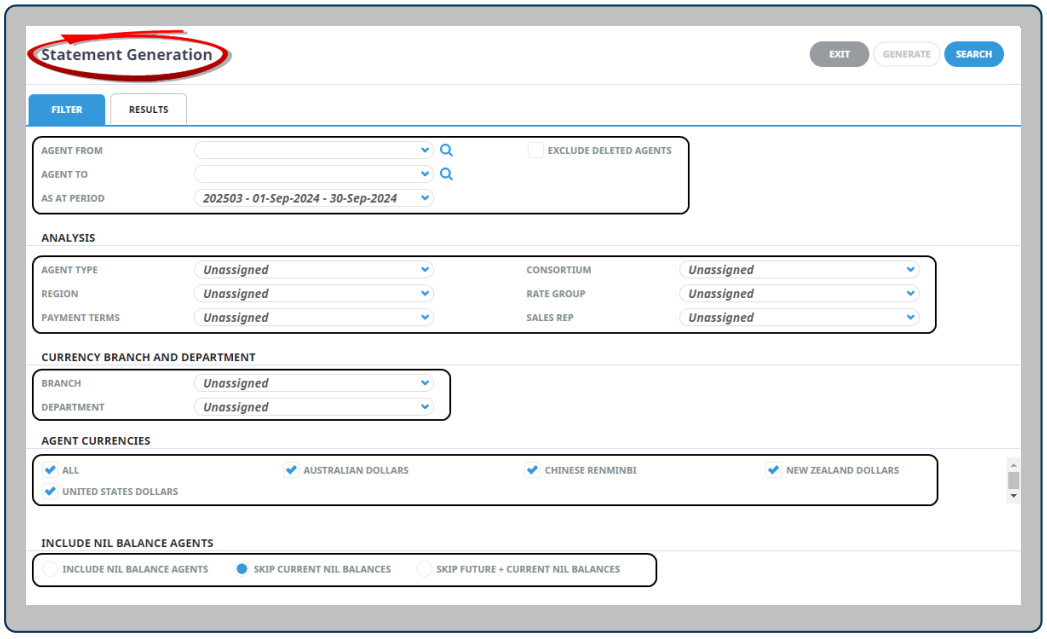
PLEASE REMIT TO:

BANK ACCOUNT DETAILS
Account Name: ABC Tours Ltd
Account No.: 06 0987 0123456-00

BANK NAME & ADDRESS
ANZ
38 High Street
Christchurch
New Zealand

Statement Generation

1. From the Home menu, select **Financials > Accounting > Accounts Receivable > Statement**.
2. The Statement Generation screen will open with the **Filter Tab** open.
3. On the **Filter Tab**, enter the required filters to set the debtor search criteria. Selections can be filtered by:
   a. **Agent From/To**
   b. **As at Period**
   c. and an option to **Exclude Deleted Agents** can be selected.



4. Selection is also available, if required by the **6 Analysis Codes** attached to the Agent.

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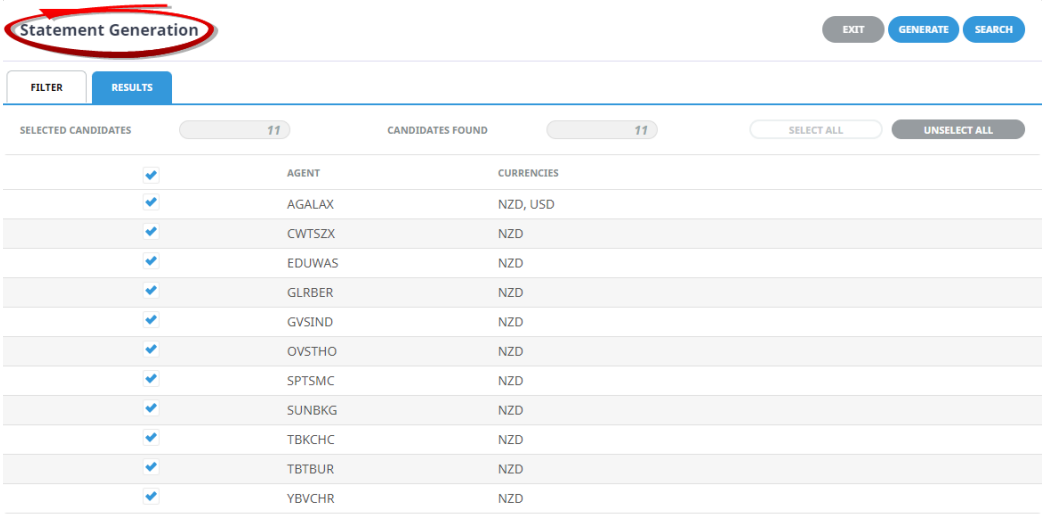
5. Within the **Filter Tab**, selection is also available by Agent currency **Branch** and/or **Department**. To include all agents, leave these fields blank.

   NOTE: These are the Branch and Department attached to the agent *currency* record(s), *not* Booking Reference branch and departments.

6. Select All or Specific **Agent Currencies**.
7. Select the required check box from the following options:
   - Include Nil Balance Agents
   - Skip Current Nil Balances
   - or Skip Future and Current Nil Balances
8. Check the **completed screen**.
9. When selections have been completed, click **Search** to display results.

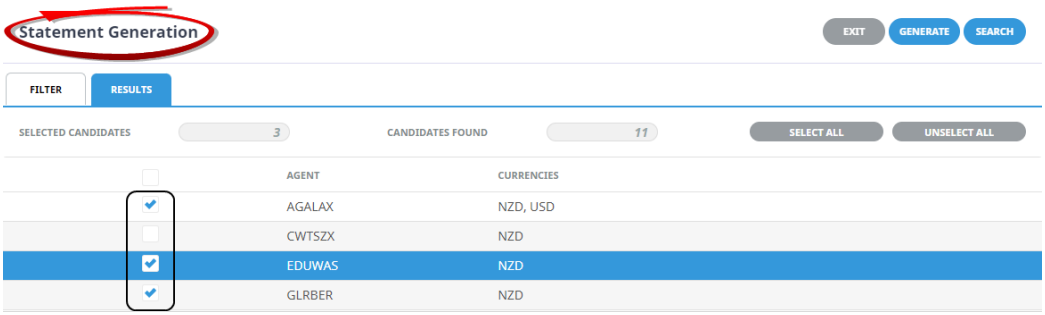
   SEARCH

   Or select the **Results Tab**. All Agents that meet the search criteria will display under the Results Tab.



10. **Select All** is defaulted.

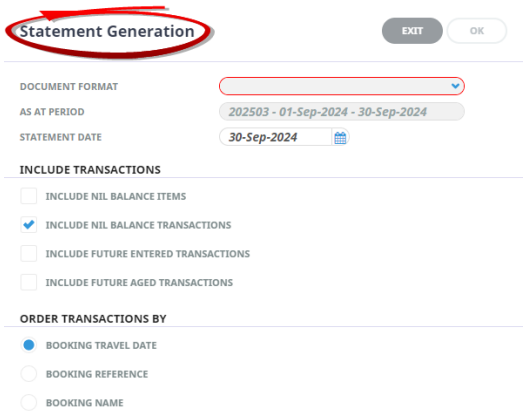
    Or, Unselect all and select specific agents to include in the Agent Statement by clicking the required **Check-Box(es)**.



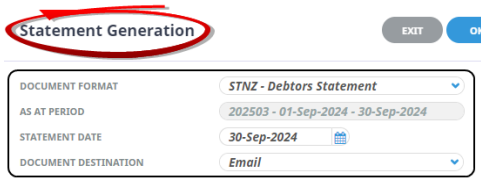
11. Check the **Completed Screen**.
12. Click **Generate** to create Agent Statement.

    GENERATE

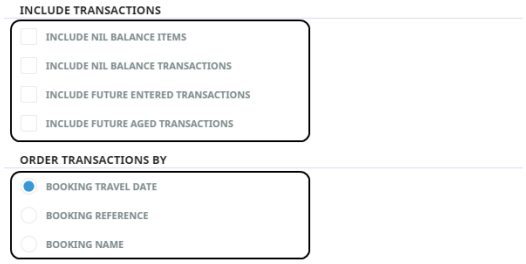
13. The **Statement Generation** screen will display.



14. Select a **Document Format**, a **Statement Date**, and a **Document Destination**. The Statement Date defaults to the last day of the accounting period in the As At Period field and can be amended if required.



15. Select the required **Include Transactions** by checking the required check-box, and select the **Order Transactions By** to choose the order in which transactions are to appear.



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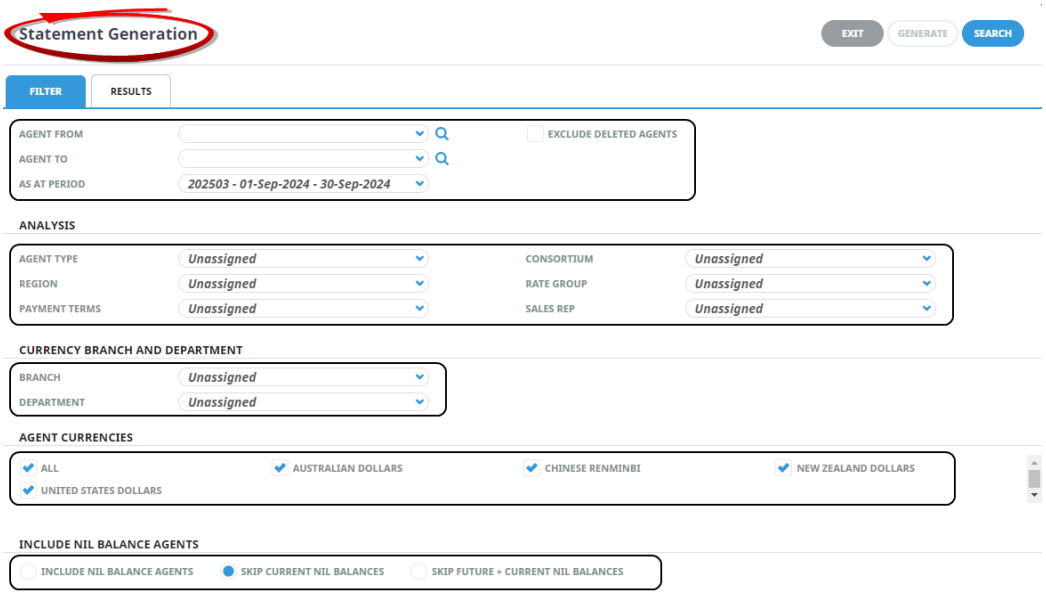
About the Statement Generation Fields

Filter Tab



The Filter screen is in 5 Sections.

- The top **(un-labelled)** section has the basic selections of:

  Agent From/To

  These two fields allow statements to be sent to all agents (leave both of the fields blank); to a selected agent (select the agent code in both fields); or a range of agents (select the first agent code in the From field and the last agent code in the To field), who meet all other selection criteria.

  As At Period

  Select the debtors accounting period that the statement is valid to.

  NOTE: This field allows statements to be produced for previous accounting periods, reflecting the state of the account as at the previous period end.

  Exclude Deleted Agents

  When this box is checked, those agents that have had the "Deleted" check-box checked (see Accounts User Manual) will be excluded from the statement run even though they may meet the selection criteria.

- **Analysis Section**

  Agents can be selected on the basis of the six Agent analysis fields.

- **Currency Branch and Department**

  The G.L. branch and department codes attached to agents in the Agent Currencies screen (see Accounts User Manual). To include all agents, leave these fields blank.

- **Agent Currencies**

  Agents can be selected based on the selling currencies which are attached to them.

- **Include Nil Balance Agents**

  Three choices are available:

  - *Include Nil Balance Agents*. This selection will output statements for all agents, regardless of the agent balance. This means that agents with transactions in the statement period that have reduced the agent balance to 0.00 can be output.

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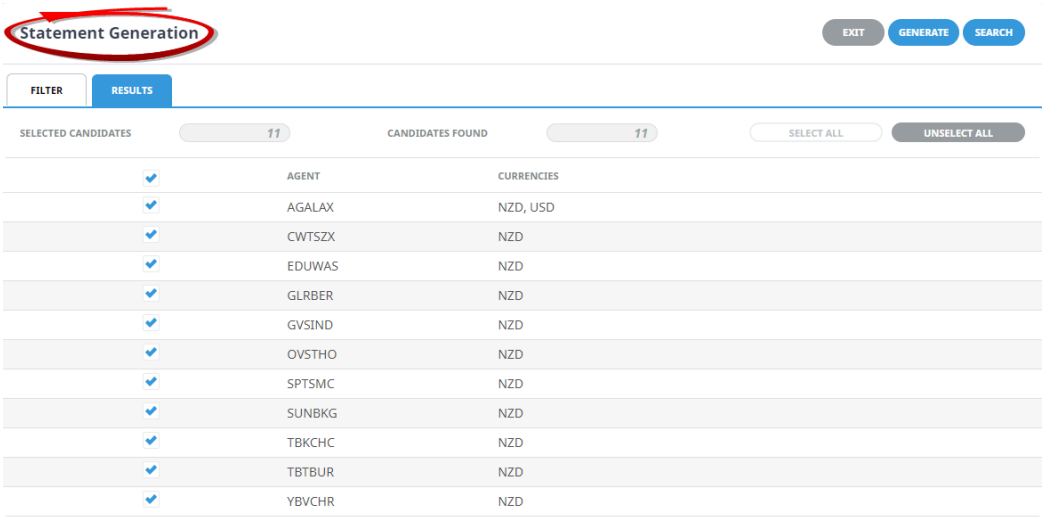
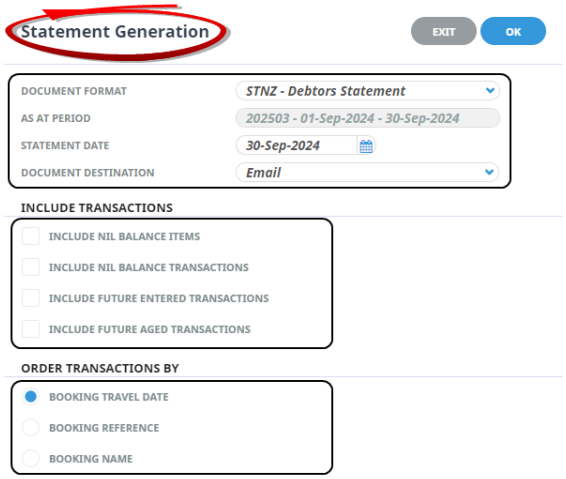
- *Skip Current Nil Balances* (Default). This selection will not output agents whose balance in the current period is nil. Those agents with balances in the current period that reduce to 0.00 in a future period will be output.
- *Skip Future + Current Nil Balances*. When selected, only agents that have a balance owing either overdue or current will be output.

- **Results Tab**



By default all agents that meet the selection criteria are tagged/checked for inclusion in the statement run. They can be individually unchecked if not required.

About the Statement Generation - Output Dialogue Fields



Document Format

Select the required Statement document format from the drop-down.

As At Period

The accounting period the statement covers. This was initially selected from a drop-down on the Filter Tab and cannot be changed here.

Statement Date

The date that can optionally be printed on the statement. This date defaults to the last day of the accounting period in the 'As At Period' field, but may be changed here.

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Include Transactions

- *Include Nil Balance Items*. When checked, all transactions for an **item** that balances to 0.00 will be output.

  NOTE: An **item** is a collection of transactions relating to a single booking and identified by the Tour Reference.

- *Include Nil Balance Transactions* (Default). When checked, transactions (within an item) that balance to 0.00 will be output.
- *Include Future Entered Transactions*. When checked, transactions that have been entered into the system in an accounting period in advance of the current (statement) period will be output.
- *Include Future Aged Transactions*. When checked, transactions that are dated in or prior to the current (statement) period, but whose age period is greater than the transaction period will be output.

Order Transactions By

Transactions on the statement may be ordered by:

- *The Booking Travel Date* or by
- *Booking Reference* or by
- *Booking Name*.

An output summary will be displayed once the statements have been output.

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Forex Processing

The processing of Debtors and Creditors foreign exchange variations and the screens/selections used are identical.

Debtors Forex processing is run from **Financials > Accounting > Accounts Receivable > Forex**.

Creditors Forex processing is run from **Financials > Accounting > Accounts Payable > Forex**.

Only the Debtors Forex screens are being used for this topic.

NOTE: If foreign currencies are not being used, this procedure does not need to be run.

Processing can only be run for either the current (open) accounting period, or the last closed accounting period—it cannot be run for accounting periods in advance of the current accounting period, nor for accounting periods prior to the last closed accounting period.

Forex processing can be performed on Debtors or Creditors at any time.

There are two types of Forex calculations in Tourplan:

1. Realised - Realised Forex is generated when:
   - The process is being run for a closed accounting period. Any Invoice transaction that is fully paid, or credited, and all transactions applied to it are in a closed accounting period will have its forex variation defined as being realised.
2. Unrealised - Unrealised Forex will be generated when:
   - The process is being run for an open accounting period.
   - The process is being run for a closed period and the invoice transactions that are not fully paid or credited by transactions in closed periods.

At period end, the normal Forex processing procedure is run for the closed accounting period.

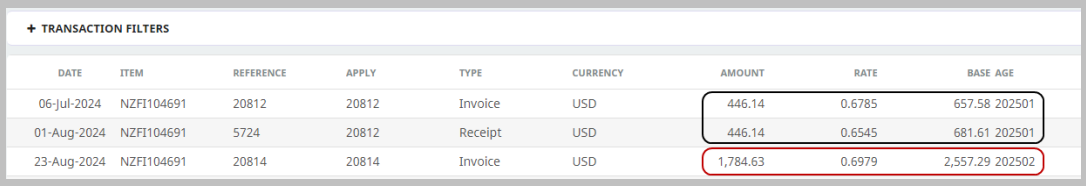
If necessary, separate GL accounts can be set up for Debtors Unrealised, Creditors Unrealised, Debtors Realised and Creditors Realised, but there can only be one account per type—i.e., there cannot be one account per branch and department for Debtors Realised, there can only be one Debtors Realised Forex account. This is because the Forex variations may have originated in bookings with different branch/department combinations, but in the Forex Processing they are bundled up by currency into one transaction amount, so cannot be split out to different posting accounts.

NOTE: The General Ledger INI settings must hold the correct account information for debtors and creditors Forex accounts.

NOTE: It is best practice to have separate accounts for realised/unrealised. However, one account can be set for both if appropriate.

A foreign exchange gain or loss occurs when there is a difference in the exchange rate used in the invoice transaction and the exchange rate used in the cash transaction (debtor's receipt or creditor's cheque).

Example Debtor Forex Difference


+ TRANSACTION FILTERS

DATE	ITEM	REFERENCE	APPLY	TYPE	CURRENCY	AMOUNT	RATE	BASE AGE
06-Jul-2024	NZFI104691	20812	20812	Invoice	USD	446.14	0.6785	657.58 202501
01-Aug-2024	NZFI104691	5724	20812	Receipt	USD	446.14	0.6545	681.61 202501
23-Aug-2024	NZFI104691	20814	20814	Invoice	USD	1,784.63	0.6979	2,557.29 202502

In the Debtors transaction Example above, accounting period **202501** deposit invoice 20812 (in black) for USD 446.14 has been entered with the exchange rate (on the date of the invoice) of 0.6785, giving a base currency (NZD) value of 657.58. When the receipt for that invoice was issued, the rate was 0.6545 which now gives a base currency (NZD) value of 681.61 - an exchange variation of NZD -24.03.

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In accounting period **202502**, the final invoice 20814 (in red) for USD 1784.63 has then been entered with the exchange rate (on the day of the invoice) of 0.6979, giving a base currency value of 2557.29 and no payment has been received.

Debtor Balances Screen

CURRENCY

BASE CURRENCY

UNITED STATES DOLLARS

PERIOD

202503

202502

AGED BALANCES

	USD	NZD
OVERDUE 4+	0.00	0.00
OVERDUE 3	0.00	0.00
OVERDUE 2	0.00	0.00
OVERDUE 1	0.00	-24.03
CURRENT	1,784.63	2,654.46
TOTAL DUE	1,784.63	2,630.42
FUTURE AGED	0.00	0.00
FUTURE ENTERED	0.00	-73.13
TOTAL	1,784.63	2,557.29

ANALYSIS

In the Debtor Balances Screen above which is for accounting period 202502, there is a 0.00 overdue 1 balance in USD but the NZD overdue 1 balance is showing a credit of -24.03 which is the exchange variation between the value of the invoice and the value of the receipts when converted to base currency.

Processing Forex Variations - Debtors

1. From the Home menu, select **Financials > Accounting > Accounts Receivable > Forex**.
2. The Debtors Forex Variations screen will open. Select the required **Code From/To**, **Forex As At End Of** and if required a **Currency Sub-code**.
3. Select the Transaction currencies by clicking currency **Check-box** in the Apply column.
4. Click **Save** to keep the changes.
5. Click **Exit** to discard any changes.

About Forex Variations Screen

NOTE: In the following example, the Debtors Forex processing screen is displayed. The Creditors Forex processing screen is identical except it is titled Creditors Forex Variations.

Debtors Forex Variations

EXIT SAVE

CODE FROM

CODE TO

FOREX AS AT END OF 202502 - 01-Aug-2024 - 31-Aug-2024

CURRENCY SUBCODE Standard

SELECT TRANSACTION CURRENCIES

CURRENCY	UNIT	RATE	
NZD	New Zealand Dollars	1.00000000	
AUD	Australian Dollars	1.08695652	✔
RMB	Chinese Renminbi	0.24213075	✔
USD	United States Dollars	1.47393276	✔

Code From/To

To process all Debtors/Creditors leave these fields blank. For a specific Debtor/Creditor - select the agent/supplier code in both fields and for a range of Debtors/Creditors - select the first agent/supplier code in the From field and the last agent/supplier code in the To field.

Forex as at End Of

Only two accounting periods are available for selection in this screen — the current accounting period and the last closed accounting period. Selecting the current period will result in all of the Forex being calculated

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as 'Unrealised' selecting the closed period will allow the Forex process to calculate 'Realised' variations when invoices are fully paid.

Sub code

The exchange rate to use for the Forex processing can be from a specific currency sub code if required.

Select Transaction Currencies

By default, all currencies (except the system base currency – NZD in this example) are checked for processing. To process specific currencies, check/uncheck the currency in the Apply column. The currency rates in the rate column are the rates *as at the processing date*. They can be edited in this screen.

By default, the system Base Currency is unchecked, as it is not normally required when processing foreign currency variations. However, there is an instance in *Debtors Forex processing* when it must be included with the selected currencies

- The *invoice* is in base currency, the *receipt* is in foreign currency.

The Forex process will calculate both realised and unrealised transactions as appropriate. Unrealised transactions generate a reversal transaction in the following period and will be regenerate the next time the process is run.

Unrealised Forex Transactions

DATE	ITEM	REFERENCE	APPLY	TYPE	CURRENCY	AMOUNT	RATE	BASE AGE
06-Jul-2024	NZFI104691	20812	20812	Invoice	USD	446.14	0.6785	657.58 202501
01-Aug-2024	NZFI104691	5724	20812	Receipt	USD	446.14	0.6545	681.61 202501
23-Aug-2024	NZFI104691	20814	20814	Invoice	USD	1,784.63	0.6979	2,557.29 202502
31-Aug-2024	FX202502-USD-F	FX202502-USD-F		Realised Forex	USD	0.00	0.6785	24.03 202502
31-Aug-2024	FX202502-USD-U	FX202502-USD-U		Unrealised Forex	USD	0.00	0.6785	73.13 202502
01-Sep-2024	FX202502-USD-R	FX202502-USD-R		Unrealised Forex	USD	0.00	0.6785	-73.13 202503

Using the previous example, the above Debtors transaction shows that the final invoice 20814 (in red) for USD 1784.63 has then been entered with the exchange rate (on the day of the invoice) of 0.6979, giving a base (NZD) value of 2557.29.

However, when the Forex was run no payment had been received, and the exchange rate for USD to NZD was 0.6784570 (un -rounded). Meaning that the actual base value (NZD) of the invoices is currently 2630.42 - an exchange Variation and Unrealised Forex value of 73.13 from the exchange rate used on creation.

Therefore at the time of the Forex being run the Unrealised Forex calculation was: The previously invoiced amount 1784.63 USD divided by 0.6784570 (rate) = 2630.42, minus 2557.29 (invoiced amount) = 73.13 (NZD).

When the Forex processing is run for the closed period, a Finalised transaction will be created for any fully paid invoices. If the process had previously been run for that period when it was open then the unrealised and reversal transactions will be removed.

Realised Forex Transaction

DATE	ITEM	REFERENCE	APPLY	TYPE	CURRENCY	AMOUNT	RATE	BASE AGE
06-Jul-2024	NZFI104691	20812	20812	Invoice	USD	446.14	0.6785	657.58 202501
01-Aug-2024	NZFI104691	5724	20812	Receipt	USD	446.14	0.6545	681.61 202501
23-Aug-2024	NZFI104691	20814	20814	Invoice	USD	1,784.63	0.6979	2,557.29 202502
31-Aug-2024	FX202502-USD-F	FX202502-USD-F		Realised Forex	USD	0.00	0.6785	24.03 202502
31-Aug-2024	FX202502-USD-U	FX202502-USD-U		Unrealised Forex	USD	0.00	0.6785	73.13 202502
01-Sep-2024	FX202502-USD-R	FX202502-USD-R		Unrealised Forex	USD	0.00	0.6785	-73.13 202503

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Accounting Period Rebuild

NOTE: Re-building the accounting period balances is not a mandatory part of the accounting period end process, but it is wise to perform this task during the period end to ensure data integrity. Period re-builds can be run at any time if necessary.

The balances in debtor, creditor and G.L. accounts are made up of the sum of the transactions in the account, by accounting period. For example:

Example Account Balances

Debtor ABCDEF		Balance
Period YYYY01 Invoice	1200.00	1200.00
Period YYYY01 Invoice	1600.00	2800.00
Period YYYY02 Receipt	-1200.00	1600.00

The account balance is 1600.00, but it may show as something different—e.g., 2800.00 if the receipt hadn't updated correctly. This can be caused by any number of reasons; the main ones being hardware or network cabling faults where transaction time-outs or connection failures can lead to the software backing the transaction out if possible. The period re-build processes will re-build the account balance based on the transactions that do exist.

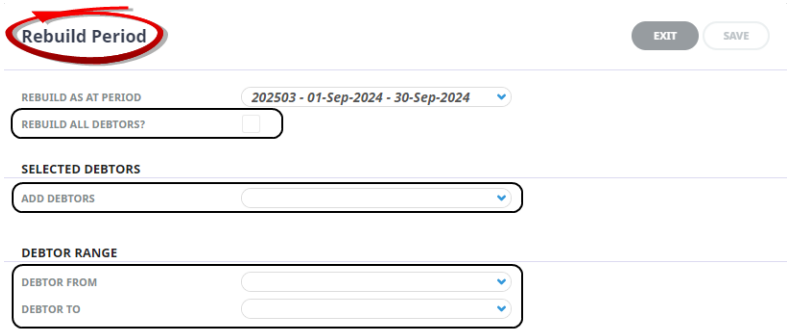
Debtor Balance Rebuild

The re-build process is the same for all three ledgers, (and has to be performed on **all three ledgers**) so the detail of the process is only described once here for Accounts Receivable and Payable and further down for General Ledger.

NOTE: The Debtors and Creditors re-build screens are exactly the same.

1. From the Home menu, select **Financials > Accounting > Accounts Receivable > Rebuild**
2. The Rebuild Period screen will open. Select a Rebuild As At Period, and the Check-Box **Rebuild All Debtors/Creditors** will be checked by default.

    a. To select specific Debtors/Creditors, unselect the **Rebuild all Debtors/Creditors** Check-box and select specific Debtors/Creditors from the **Add Debtors/Creditors** or a range from **Debtor/Creditor From/To** drop-down selections.



3. Click **Save** to keep the changes.
4. Click **Exit** to discard any changes.

About Rebuild Period Fields

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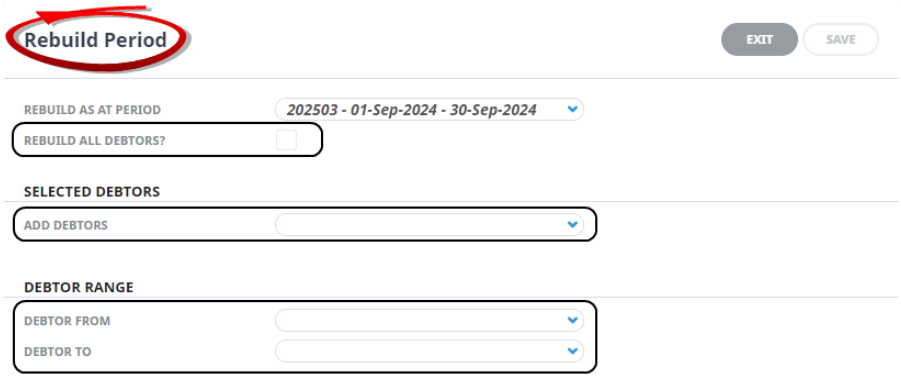
Rebuild as at Period

This will default to the current accounting period for the ledger being processed. This default should be retained, but balances can be rebuilt as at any previous accounting period.

Rebuild All Debtors/Creditors

This field is checked by default. When unchecked, the screen expands to allow a list of selected debtors/creditors or a range of debtors/creditors to be rebuilt.



Add Debtors/Creditors

Use the drop-down to add specific debtors/creditors to the list to have the balances rebuilt.

Debtor/Creditor From/To

Use these drop-downs to select a range of debtors/creditors to be added to the list to have the balances rebuilt.

Once started, the process can not be stopped and must be allowed to finish.

A System Message advising the rebuild is completed will display when the process is finished.

General Ledger - Rebuild

1. From the Home menu, select **Financials > Accounting > General Ledger > Rebuild**.
2. The Rebuild Period screen will open. Select a **Rebuild As At Period**, a **Branch**, **Department** and **Account**.

3. Click **Save** to keep the changes.
4. Click **Exit** to discard any changes.

About General Ledger Rebuild Period Fields

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The G.L. Re-build screen is slightly different from the debtors/creditors re-build in that a specific G.L. Branch and/or Department and/or Account can be selected to re-build.

Rebuild As At Period

Unlike the debtor (creditor) re-build screen, the G.L. re-build does not default the current period into this field. To re-build for a specific period, select the period. To rebuild all periods, leave this field blank.

Branch/Department/Account

To re-build all G.L. account balances leave these 3 fields blank.

Using the drop-downs and the Account number field, selections can be made to re-build a specific account only, a range of accounts by Branch, a range of accounts by Department, a range of accounts by branch and department.

As the volume of data in the system builds up, a rebuild of all balances of all accounts and periods could take some time.

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Accounting Period Close

The process to close and advance accounting periods is a separate exercise for Debtors, Creditors and G.L. However, the process itself is identical for all three ledgers.

The process updates the closed and current accounting periods of each ledger and is performed at the end of each accounting period after all reports have been run and transactions have been checked.

The period close is multi-functional — i.e. it:

- Ages the ledger balances.
- Closes the ledger current period so that transactions can no longer be entered into that period.
- Advances the ledger to the next period.

Example Accounting Period Close Screen

Period Close - Debtor

1. From the Home menu, select **Financials > Accounting > Accounts Receivable > Period Close**.
2. The Period Close screen will open. Select the checkbox **Close Debtors Period** to close the period.
3. Click **Save** to keep the changes.
4. Click **Exit** to discard any changes.

Period Close - Creditor

1. From the Home menu, select **Financials > Accounting > Accounts Payable > Period Close**.
2. The Period Close screen will open. Select the check-box **Close Creditors Period** to close the period.
3. Click **Save** to keep the changes.
4. Click **Exit** to discard any changes.

Period Close - General Ledger

1. From the Home menu, select **Financials > Accounting > General Ledger > Period Close**.
2. The Period Close screen will open. Select the checkbox **Close General Ledger Period** to close the period.
3. Click **Save** to keep the changes.
4. Click **Exit** to discard any changes.

About Period Close Fields

Close Debtors/Creditors/General Ledger Period

Checking the 'Close (ledger) Period check-box will enable the Save button.

Period To Close

The example above shows that the current period is 202503—i.e. the 3rd financial period for the 2024 financial year (1st September 2024 to 30st September 2025).

This defaults to the current accounting period for the ledger being processed and can not be changed.

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New Current Period

The above example shows that the new current period will be 202504 (October 2024) when the period close is performed.

Once started, the process can not be stopped and must be allowed to finish.

A Status field will open below the New Current Period field advising the status of the Close.

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CHAPTER 12

Month End Check-list

This document will help you to:

- Close off your accounting period
- Verify the integrity of your data
- Produce accurate Management Reports

In this chapter ...

Processing a Period End 308
Step 1 - Rebuild the Debtor, Creditor and GL Accounts 309
Step 2 - Run the Suspense Report 311
Step 3 - Accounts Receivable / Debtors Procedures 312
Step 4 - Accounts Payable / Creditors Procedures 314
Step 5 - General Ledger Procedures 316
Recommended Procedures 318

Processing a Period End

The goal of this topic is to learn the steps required to follow to complete a month end process including how to :

- do the rebuild of debtors, creditors and the GL
- check and generate accounts reports
- check the balances of the GL accounts
- close the period for debtors, creditors and the GL
- run the Forex for debtors and creditors
- issue Agent Statements
- lock the GL period
- close bookings
- close vouchers

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Step 1 - Rebuild the Debtor, Creditor and GL Accounts

The first step is to run a re-build for each ledger to ensure that the balances are equal to the transactions shown.

The period rebuild double checks the integrity of all transactions and balances correcting any discrepancies that are detected. While not strictly necessary it is a good health check of your accounting records,

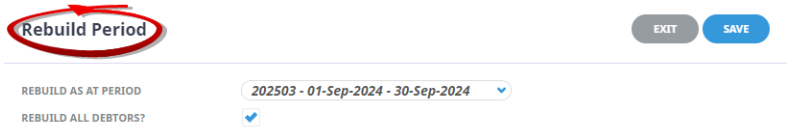
Re-build Accounts.

1. Rebuild the Subsidiary Ledgers and the General Ledger.
2. Open Financials > Accounting.

   NOTE: For Debtors and Creditors the system will default to the current open period, do not change. For more information on the re-build click Accounting Period Rebuild.
3. Rebuild Debtors.

   a. Open **Accounts Receivable > Rebuild**.

   b. Click the check box to 'Rebuild All Debtors'.

   c. Click **Save**.

   NOTE: At month end, you rebuild for all Debtors.
4. Rebuild Creditors.

   a. Open **Accounts Payable > Rebuild**.

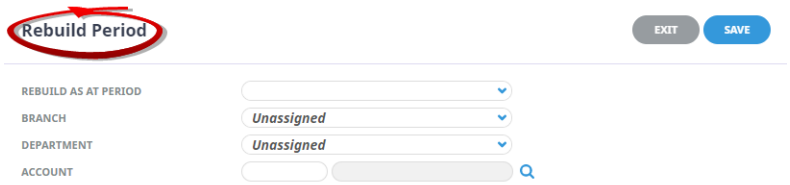
   b. Click the check box to 'Rebuild All Creditors'.

   c. Click **Save**.

   NOTE: At month end, you rebuild for all Creditors.
5. Rebuild the General Ledger -

NOTE: For the GL do not enter any period, leave as blank.

a. Open **General Ledger > Rebuild**.
b. Leave it blank for all the General Ledger Accounts.



c. Click **Save**.

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Step 2 - Run the Suspense Report

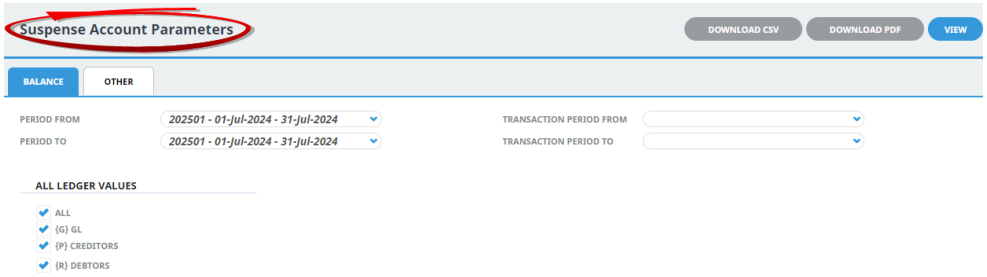
The suspense account report should now be run to see if there are any transaction which may have been miss-posted. This step allows us to correct any errors before we close the periods.

Running a suspense report

1. Check that the Suspense Report is clear.

    a. Open **Main Menu > Reports > Financial Reports > Suspense Account**.

    b. Select the transaction 'Period From/To' to be the Debtors & Creditors period that you are closing.



    c. Download, print or view the suspense account report.

> The suspense account exists to accumulate transactions that do not have valid GL posting accounts. If any system generated transactions exist in the suspense account the problem for why they are in suspense must be diagnosed and corrected prior to closing the month. Any manual GL journals into the suspense account are your responsibility to reverse out prior to month end.

> **Tip:** If a transaction is in an open period, you can simply delete it and re-raise it. This can be helpful during new system implementation when you may have neglected to create some of the required GL accounts before entering and related transactions.

2. Check that the balance for the Tourplan System Suspense Account is **Zero**.

    a. Open **Main Menu > Financials > General Ledger**.

    NOTE: If you go to the transaction tab you will see which transaction is making up the balance.

3. Check that all the System 'Future' accounts have a Zero Balance for the last defined period.

    a. Open **Main Menu > Financials > General Ledger**.

Creditors Foreign Exchange (unrealised)	
Creditors Future Cash	
Debtors Foreign Exchange (unrealised)	
Debtors Future Cash	
Future Commission	
Future Expense	
Future Expense Tax	
Future Revenue	
Future Revenue Tax	

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Step 3 - Accounts Receivable / Debtors Procedures

1. Check for uninvoiced / under invoiced bookings.

    a. Open **Main Menu > Reports > Operations Reports> Tour Summary.**

    b. Use either the Tour Summary Report" or the "Tour Financial Summary" to establish any bookings which have not been fully invoiced during the month you are closing. Take appropriate action prior to closing.

2. Once A/R Invoicing and Receipt processing is completed for the month, check your AR Trial Balance Current Total against the General Ledger AR Control account. You will need to account for any unallocated cash – any receipt amounts not allocated to a specific invoice – by aggregating the A/R Control and the Unallocated Cash accounts.

    a. Open **Main Menu > Reports > Financial Reports > Debtors Trial Balance**.

    NOTE: In the Other Tab, un-tick the 'Show Future Balances'.

Current Total	Currency _____

    b. Either

    Open **Main Menu > Financials > General Ledger**.

Debtors Control Account Number	
Debtors Unallocated Cash Account Number	
Debtors Control Balances	Currency _____
Debtors Unallocated Cash Balance	Currency _____

    c. Or you can run a report.

        i. Open **Main Menu > Reports > Financial Reports > GL Trial Balance**.

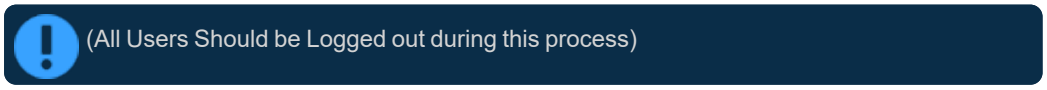
        ii. Fill in the' Account Code From' as the Debtors Control Account and the 'Account Code To' as the Debtors Unallocated Cash.

        You can also run these accounts separate by making the from and to the same if there are accounts between these two.

Current Total	Currency _____

        iii. View on screen, or download to CSV or PDF file.

3. Reconcile any discrepancies before proceeding.
4. Run the Period Close for Debtors.



    a. Open **Main Menu > Financials > Accounting > Accounts Receivable > Period Close**.

    b. The 'Period To Close' will default to the current Debtors Period. The 'New Current Period' will default to the next defined period from the System Setup Calendar.

    c. Click **Save**.

    NOTE: This is just for the Debtor, the General Ledger is still open.

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If working with foreign currencies, you must now run the Foreign Exchange Variations. This will transfer any variations based on forex timing differences between date of invoice and date of receipt. These become realised forex gains or losses from fully balanced items to your nominated foreign exchange loss or gain account in the General Ledger.

Foreign exchange loss/gain will also be calculated on any open items if they were entered into the system at a different rate of exchange than the current rate at this period end. The entry however will be reversed in the now current period as it is an 'unrealised' loss or gain.

5. Run the Debtors Forex for the period just closed.

    a. Open **Main Menu > Financials > Accounting > Accounts Receivable > Forex**.

    b. Change the period back to the period you just closed and tick all currencies.

    NOTE: The exchange rate that will be used to calculate the forex for the un-realised items is the rate found in your system currency between the nominated currency and your base rate. This can be manually changed at this point if this is required.

    c. Once you click **Save** you will see the system processing each foreign currency.

6. Issue Agent Statements for the New Month.

    a. Open **Main Menu > Financials > Accounting > Accounts Receivable > Statements**.

    b. Tick the 'Agents' and click 'Generate'.

    NOTE: Tourplan will generate a statement for each currency.

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Step 4 - Accounts Payable / Creditors Procedures

1. Check for un-vouchered bookings.

   a. Open **Main Menu > Reports > Financial Reports > Tour Financial Summary.**

Booking Value	
Total Sales Costs	
Vouchered	
Actual	
Expected	
Current	
Profit PP	
Received	
Paid	
Balance	

   b. View on screen, or download to CSV or PDF file.

2. Compare the AP Aged Trial Balance for the period you are about to close to the GL Balance for the Accounts Payable Account.

   a. Open **Main Menu > Reports > Financial Reports > Creditors Trial Balance**.

   NOTE: In the Other Tab, un-tick the Show Future Balances.

Current Total	Currency _____

   b. Either

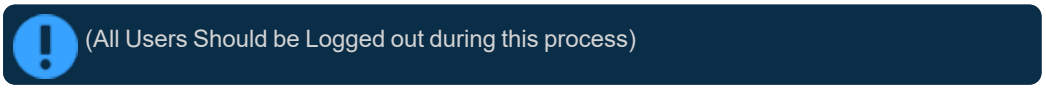
   Open **Main Menu > Financials > General Ledger**.

Creditors Control Account Number	
Debtors Control Balances	Currency _____

   c. Or you can run a report.

      i. Open **Main Menu > Reports > Financial Reports > GL Trial Balance**.
      ii. Fill in the 'Account Code From and To' as the Creditors Control Account.

3. Run the Period Close for Creditors.



   a. Open **Main Menu > Financials > Accounting > Accounts Payable > Period Close**.
   b. Tick the check-box.
   c. The 'Period To Close' will default to the current creditors period. The 'New Current Period' will default to the next defined period from the System Setup Calendar.
   d. Click **Save**.

   NOTE: This is just for the Creditor, the General Ledger is still open.

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If working with foreign currencies, you must now run the Foreign Exchange Variations. This will transfer any variations based on forex timing, the differences between date of invoice and date of payment. These become realised forex gains or losses from fully balanced items to your nominated foreign exchange loss or gain account in the General Ledger.

Foreign exchange loss/gain will also be calculated on any open items if they were entered into the system at a different rate of exchange than the current rate at this period end. The entry however will be reversed in the now current period as it is an 'unrealised' loss or gain.

4. Run the Creditors Forex for the period just closed.

    a. Open **Main Menu > Financials > Accounting > Accounts Payable > Forex**.

    b. Change the period back to the period you just closed and tick all currencies.

    NOTE: The exchange rate that will be used to calculate the forex for the unrealised items is the rate found in your system currency between the nominated currency and your base rate. This can be manually changed at this point if this is required.

    c. Once you click 'Save' you will see the system processing each foreign currency.

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Step 5 - General Ledger Procedures

1. As soon as both Debtors and Creditors have been closed lock the current period for the GL. To read more on why we use the "Lock (G.L.) Period" on page 235 click on the link for more information.

   a. Open **Main Menu > Financials > Accounting > General Ledger > Lock Period**.

   b. Tick the check-box.

   c. The 'Locked Period' and 'Period Lock' will default to the current General Ledger Period.

   d. Click **Save**.

2. Raise an accrual for your Cost of Sales - Outstanding Vouchers.

   a. Open **Main Menu > Reports > Operations Reports > Voucher List**.

   NOTE: In the Other Tab, un-tick the Show Future Balances.

Outstanding Nett Total	Currency _____

   b. Raise an Accrual Journal - refer to Journals previously discussed in this document.

3. Process any necessary Journals.
   a. Refer to Journals previously discussed.
4. Complete the Bank Reconciliations.
   a. Refer to Bank Reconciliation Course Notes or the Accounts 2 User Manual.
5. Check that the General Ledger Trial Balances. (GL Trial Balance)

   You should now double check that your Creditors Ledger and Debtors Ledger are in balance with your General Ledger Creditors and Debtors Control Account (note to adjust the balance for unallocated cash).

   a. Open **Main Menu > Reports > Financial Report > GL Trial Balance**.
   b. YTD Balance Report Total should be Zero.
   c. From the previously generated Debtors Trial Balance report check:
      i. That the balance showing for the column headed 'Total' Agrees to the General Ledger YTD Balance for the same period to the Debtors Control added with the unallocated cash.
   d. From the Creditors Trial Balance Report check:
      i. That the AP Aged Trial Balance agrees to the General Ledger Creditors Control Account.

   If both Debtors and Creditors balances match your GL accounts, you may proceed to the next step once you are ready. In the instance where they do not agree, please contact support for assistance.

6. Run Period Close for the General Ledger.

   (All users should be logged out during this process)

7. Once you have reconciled your bank account and entered all journals for the period you can now close off the General Ledger and move into the new accounting period.

   a. Open **Main Menu > Financials > Accounting > General Ledger > Period Close**.

   b. Tick the box.

   c. The 'Period To Close' will default to the current General Ledger Period. The 'New Current

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Period' will default to the next defined period from the System Setup Calendar.

d. Click **Save**.

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Recommended Procedures

Close Bookings

This will prevent historical bookings from being edited or changed. For more information on closing bookings see the topic "Close Bookings" on page 342.

1. Close Bookings (for example, all bookings with a travel date more than 3 months ago).
2. Open **Main Menu > Financials > Accounting > Bookings Management > Close Bookings**.

1. Fill in the Filters.
2. Click 'Search' or open the 'Results Tab'.
3. 'Select All' button or use the 'Check-box' to the left of the screen on the table heading of the Results tab.
4. Click **Close Bookings**.

Close Vouchers

For more information on closing vouchers please see the topic "Close Vouchers" on page 347.

1. Close Vouchers (For example, all outstanding vouchers older than 6 months).
2. Open **Main Menu > Financials > Accounting > Bookings Management > Close Vouchers**.
3. Fill in the Filters.
4. Click 'Search' or open the 'Results Tab'.
5. 'Select All' button or use the 'Check box' to the left of the screen on the table heading of the Results tab.
6. Click **Close Vouchers**.

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CHAPTER 13

Bank Reconciliation

The Bank Reconciliation enables transactions that have been posted to Tourplan G.L. bank accounts to be reconciled against physical bank statements.

In this chapter ...

About Bank Reconciliation 320
Bank Reconciliation Setup 321
Bank Reconciliation Initialisation 325
Debtors Banking 328
Creditors Banking 333
Bank Reconciliations 337
Bank Reconciliation Refresh 339

About Bank Reconciliation

Advice should be sought from Tourplan before any set up or use of the Bank Reconciliation is commenced. This is because the initial reconciliation needs to be carefully thought through and if any errors or incorrect opening balance calculations have been made in preparing the initial data for entry, they may not be able to be corrected.

The bank reconciliation module has 3 main components:

Bank Reconciliation

Accessed from **Main Menu > Accounting > Bank Reconciliation**.

This process is used to:

- Set up physical bank account details and attach them to Tourplan NX G.L. bank accounts.
- Tag Tourplan G.L. bank account transactions that are presented/banked items on the bank statement.
- Print bank reconciliation reports.

Debtors Banking

Accessed from **Main Menu > Financials > Accounting > Accounts Receivable > Banking**.

This process is used to consolidate multiple debtors receipts into one banking total.

Creditors Banking

Accessed from **Main Menu > Financials > Accounting > Accounts Payable > Banking**.

This process is used to consolidate multiple creditors cheques into one banking total.

NOTE: Debtors and Creditors banking does not always have to be used. In general terms, it depends on how individual banks handle multiple transaction deposits and withdrawals. Deposits are not normally an issue, but withdrawals (payments to suppliers) by electronic transfer are handled differently by some banks. Some will show the individual transactions on bank statements, others will show the total amount of any electronic EFT transactions.

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Bank Reconciliation Setup

The Bank Reconciliation enables transactions that have been posted to Tourplan G.L. bank accounts to be reconciled against physical bank statements.

When the Bank Reconciliation is first used, there is an initialisation process to go through. This should not be done without first consulting Tourplan Support. The initialisation process is a one off process and is dealt with on an individual company basis, so is not covered in detail in our User Manuals.

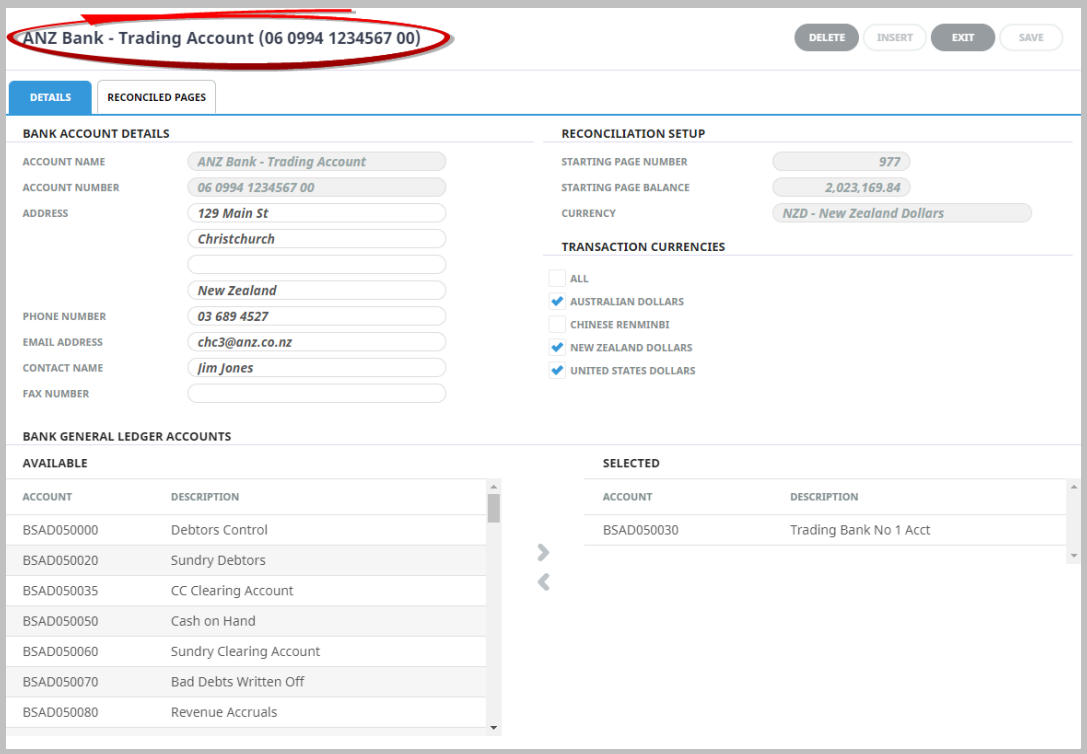
The initialisation effectively allows the tagging of those historic transactions which are not going to appear on any future bank statement.

The Bank Reconciliation set up requires:

- Details of physical bank account(s) to be entered into Tourplan NX.
- Those physical bank accounts to be linked to Tourplan NX G.L. bank accounts.
- The starting bank statement page number and starting page balance to be entered.

These set up steps are entered in the Bank Reconciliation application.

Example shows a Completed Bank Reconciliation - Bank Account Details Tab



Bank Reconciliation Setup

1. From the Home menu, select **Financials > Accounting > Bank Reconciliation**.
2. The Bank Reconciliation screen will open. Click **Insert Account**.

3. The Bank Account Details screen will display with the **Details tab** open. Enter Bank Account Details including **Account Name, Account Number** and **Contact Information**.

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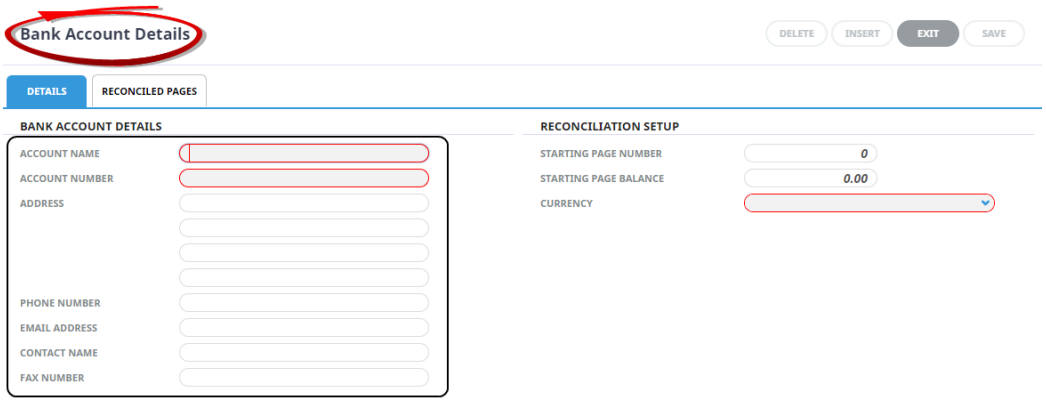
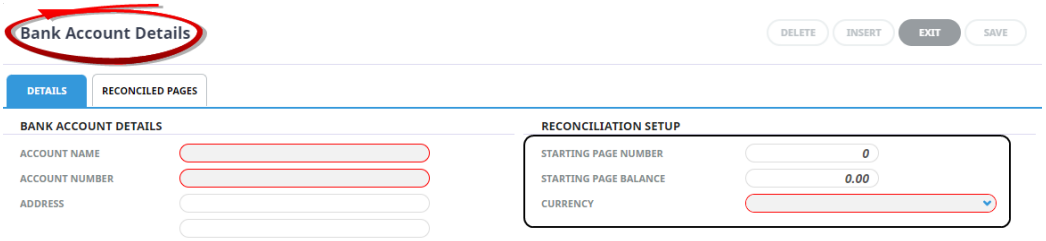
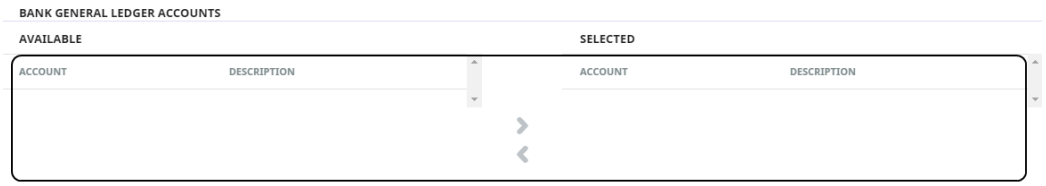


4. Enter a **Starting Page Number** and **Page Balance**, then select a **Currency**.



5. Attach a General Ledger account to the Bank Account by highlighting the Account in the **Available** column and using the blue arrow to move the Account to the **Selected** column.



6. Click **Save** to keep the changes.

7. Click **Exit** to discard any changes.

About the Bank Account Details Fields

When a new or additional physical bank account is created, information is displayed across two tabs; the *Details* tab and the *Reconciled Pages* tab. This screenshot (and following field descriptions) highlights the Details tab. The Reconciled Pages tab is covered in the next section called "Bank Reconciliation Initialisation" on page 325.

The Details Tab is in 3 distinct sections.

- Bank Account Details Section
- Reconciliation Setup Section
- Bank General Ledger Accounts Section

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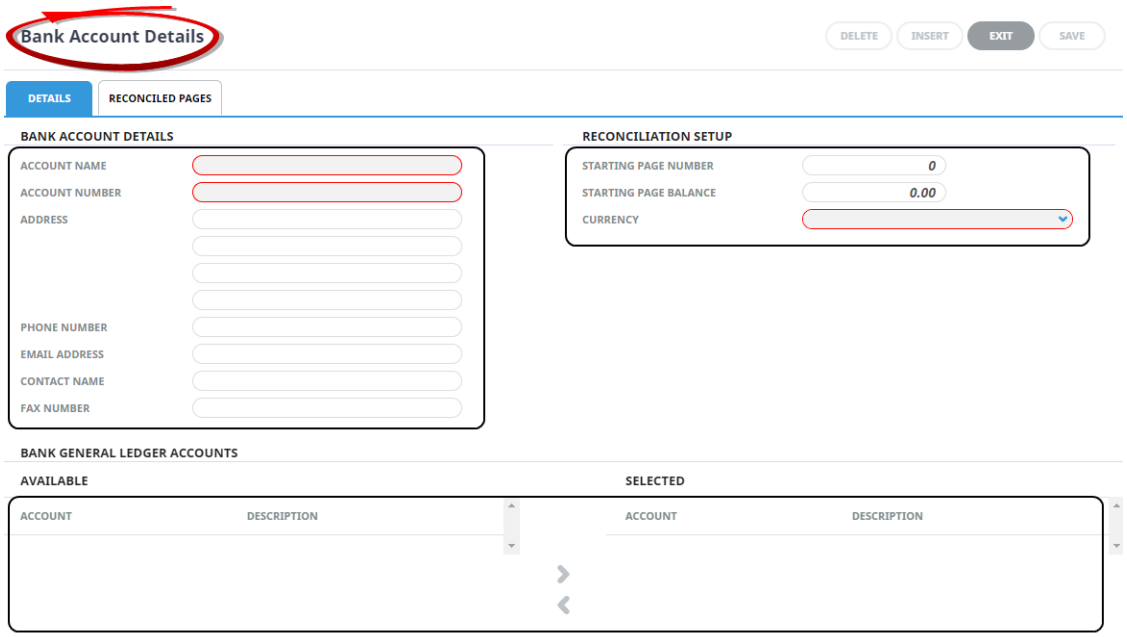

About Details Tab

Bank Account Details Section

Account Name

The bank account name as printed on the bank statement. This field can be used to select the bank account during the reconciliation or banking processes.

Account Number

The number of the physical bank account. This field can be used to select the bank account during the reconciliation or banking processes.

Address and Contact Details

These fields are optional and are for information only.

Reconciliation Setup Section

Starting Page Number

NOTE: Enter the number *prior* to the number of the first bank statement to be reconciled. This will be used as the number of the initialisation .

The initialisation will hold all of the transactions which either make up or contribute to the opening balance of the first statement to be reconciled.

Starting Page Balance

Enter the amount that has been determined (in consultation with Tourplan Support) as being the balance that the Bank Reconciliation is going to commence with.

Currency

Select the currency for this bank account.

This is the currency of the physical bank statement for the bank account. When a currency has been selected, the available transaction currencies will display below the Bank Account Currency field and a list of available NX General Ledger accounts will display in the Bank General Ledger Accounts Section.

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If the currency selected in the Account Currency field is *not* base currency, then the multi-list select box Transaction Currencies does not display. This is because another level of exchange rates would be required to get back to base currency and this is not possible.

Transaction Currencies

The transaction currencies that can be posted to this bank account.

The currencies that are checked here do not have to match the currencies which are attached to the G.L. account(s) that this bank account applies to. For example, the G.L. account may only have base currency (which is NZD in this example) attached, but transactions in other currencies may be created which will post to this G.L. account—e.g., a debtors receipt in USD which will be converted to NZD when posted to the GL. If USD is not checked in the Bank Reconciliation Transaction Currency list (above), then it will not display in the Bank Reconciliation.

Bank General Ledger Accounts Section

This section is used to attach Tourplan NX G.L. accounts that have transactions that will appear on Bank Statements for the physical bank account.

To attach a G.L. account to the physical bank account, highlight the account in the Available column and click the arrow. To remove a G.L. account from the Selected list, highlight the account and click the arrow.

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Bank Reconciliation Initialisation

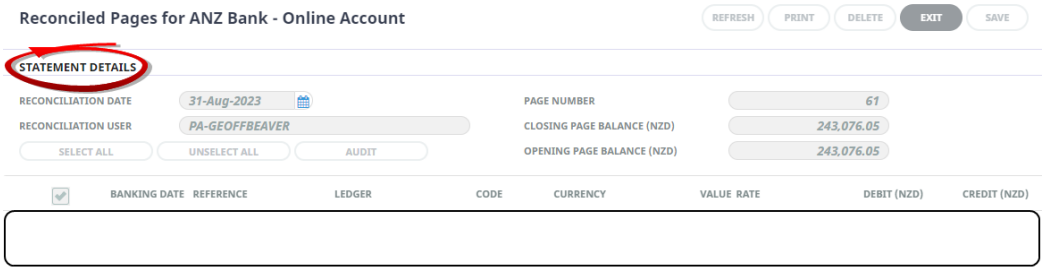
If Tourplan NX accounting has been used for a time prior to the Bank Reconciliation being used, then a Bank Reconciliation starting date needs to be determined and any existing transactions dated prior to the reconciliation start date need to be tagged to prevent them from appearing in the reconciliation in the future.

In other words remove by tagging all those transactions that will not appear on a future bank statement page.

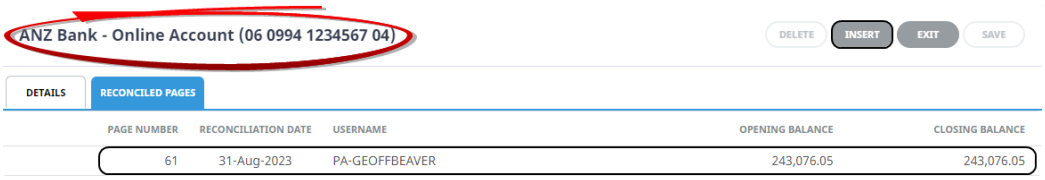
If the Bank Reconciliation is being used from the outset, then the initialisation process is not necessary.

Bank Reconciliation Initialisation

1. From the Home menu, select **Financials > Accounting > Bank Reconciliation**.
2. Make sure you have completed the Bank Reconciliation Setup. See "Bank Reconciliation Setup" on page 321.
3. When the Bank Reconciliation Setup is completed and saved, the **Statement Details** Screen displays with no reconciled pages listed. Click **Exit**.

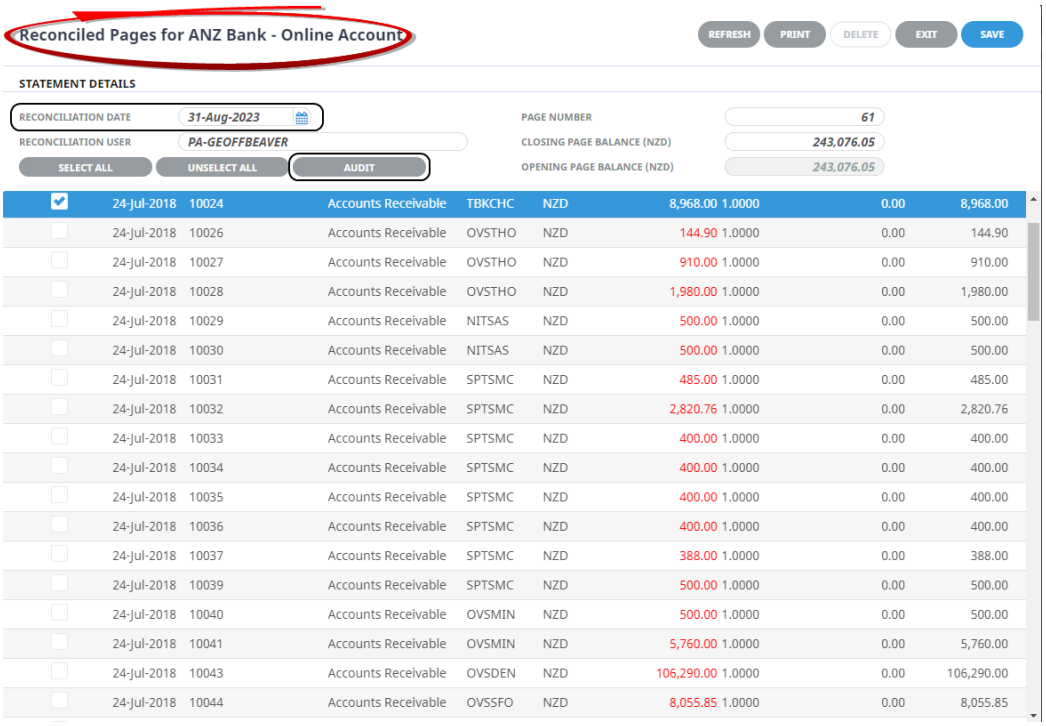


4. The **Bank Account** screen will display with the Reconciled Pages tab open. Either click **Insert** or the **Page Line**.



Any edits to the date etc. can be made in the next screen.

5. Select the **Reconciliation Date**, tag the check box(es) for the required transaction lines to be included in the initialisation.



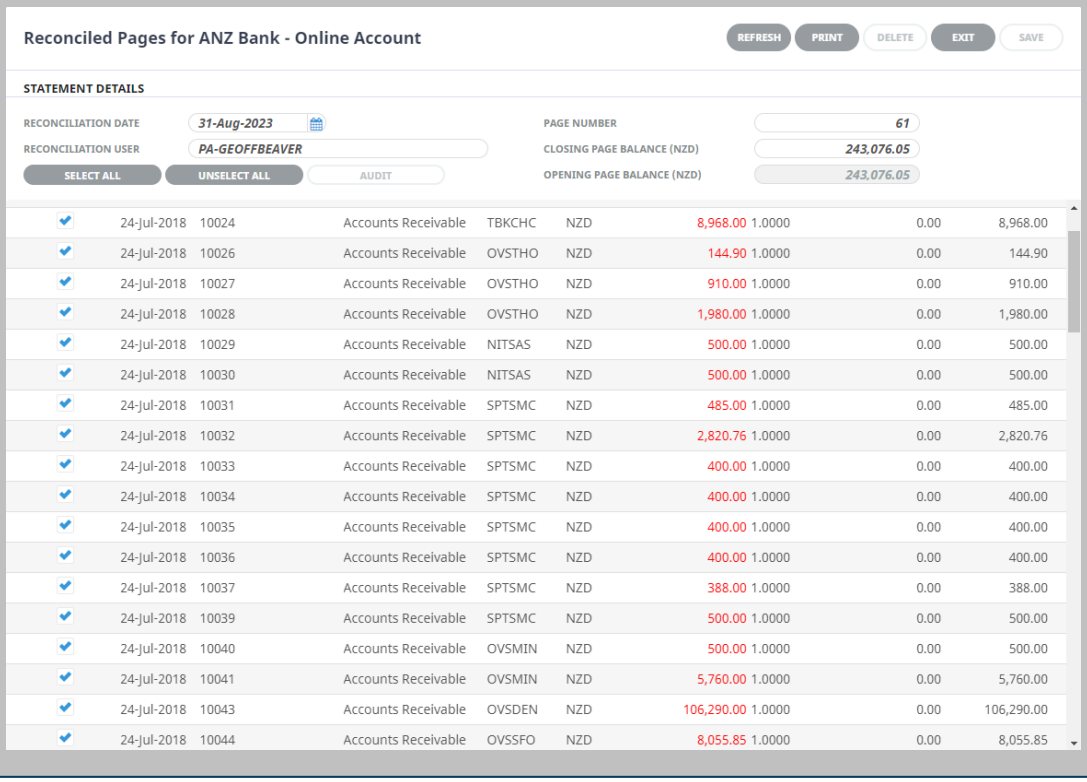
☑	24-Jul-2018	10024	Accounts Receivable	TBKCHC	NZD	8,968.00 1.0000	0.00	8,968.00
☐	24-Jul-2018	10026	Accounts Receivable	OVSTHO	NZD	144.90 1.0000	0.00	144.90
☐	24-Jul-2018	10027	Accounts Receivable	OVSTHO	NZD	910.00 1.0000	0.00	910.00
☐	24-Jul-2018	10028	Accounts Receivable	OVSTHO	NZD	1,980.00 1.0000	0.00	1,980.00
☐	24-Jul-2018	10029	Accounts Receivable	NITSAS	NZD	500.00 1.0000	0.00	500.00
☐	24-Jul-2018	10030	Accounts Receivable	NITSAS	NZD	500.00 1.0000	0.00	500.00
☐	24-Jul-2018	10031	Accounts Receivable	SPTSMC	NZD	485.00 1.0000	0.00	485.00
☐	24-Jul-2018	10032	Accounts Receivable	SPTSMC	NZD	2,820.76 1.0000	0.00	2,820.76
☐	24-Jul-2018	10033	Accounts Receivable	SPTSMC	NZD	400.00 1.0000	0.00	400.00
☐	24-Jul-2018	10034	Accounts Receivable	SPTSMC	NZD	400.00 1.0000	0.00	400.00
☐	24-Jul-2018	10035	Accounts Receivable	SPTSMC	NZD	400.00 1.0000	0.00	400.00
☐	24-Jul-2018	10036	Accounts Receivable	SPTSMC	NZD	400.00 1.0000	0.00	400.00
☐	24-Jul-2018	10037	Accounts Receivable	SPTSMC	NZD	388.00 1.0000	0.00	388.00
☐	24-Jul-2018	10039	Accounts Receivable	SPTSMC	NZD	500.00 1.0000	0.00	500.00
☐	24-Jul-2018	10040	Accounts Receivable	OVSMIN	NZD	500.00 1.0000	0.00	500.00
☐	24-Jul-2018	10041	Accounts Receivable	OVSMIN	NZD	5,760.00 1.0000	0.00	5,760.00
☐	24-Jul-2018	10043	Accounts Receivable	OVSDEN	NZD	106,290.00 1.0000	0.00	106,290.00
☐	24-Jul-2018	10044	Accounts Receivable	OVSSFO	NZD	8,055.85 1.0000	0.00	8,055.85

NOTE: When a transaction line has been tagged, **Audit** becomes active. Clicking the Audit will open the currently highlighted transaction to provide full details of it.

6. Click **Save** to keep the changes.

7. Click **Exit** to discard any changes.

Example Bank Reconciliation - Initialisation Page



☑	24-Jul-2018	10024	Accounts Receivable	TBKCHC	NZD	8,968.00 1.0000	0.00	8,968.00
☑	24-Jul-2018	10026	Accounts Receivable	OVSTHO	NZD	144.90 1.0000	0.00	144.90
☑	24-Jul-2018	10027	Accounts Receivable	OVSTHO	NZD	910.00 1.0000	0.00	910.00
☑	24-Jul-2018	10028	Accounts Receivable	OVSTHO	NZD	1,980.00 1.0000	0.00	1,980.00
☑	24-Jul-2018	10029	Accounts Receivable	NITSAS	NZD	500.00 1.0000	0.00	500.00
☑	24-Jul-2018	10030	Accounts Receivable	NITSAS	NZD	500.00 1.0000	0.00	500.00
☑	24-Jul-2018	10031	Accounts Receivable	SPTSMC	NZD	485.00 1.0000	0.00	485.00
☑	24-Jul-2018	10032	Accounts Receivable	SPTSMC	NZD	2,820.76 1.0000	0.00	2,820.76
☑	24-Jul-2018	10033	Accounts Receivable	SPTSMC	NZD	400.00 1.0000	0.00	400.00
☑	24-Jul-2018	10034	Accounts Receivable	SPTSMC	NZD	400.00 1.0000	0.00	400.00
☑	24-Jul-2018	10035	Accounts Receivable	SPTSMC	NZD	400.00 1.0000	0.00	400.00
☑	24-Jul-2018	10036	Accounts Receivable	SPTSMC	NZD	400.00 1.0000	0.00	400.00
☑	24-Jul-2018	10037	Accounts Receivable	SPTSMC	NZD	388.00 1.0000	0.00	388.00
☑	24-Jul-2018	10039	Accounts Receivable	SPTSMC	NZD	500.00 1.0000	0.00	500.00
☑	24-Jul-2018	10040	Accounts Receivable	OVSMIN	NZD	500.00 1.0000	0.00	500.00
☑	24-Jul-2018	10041	Accounts Receivable	OVSMIN	NZD	5,760.00 1.0000	0.00	5,760.00
☑	24-Jul-2018	10043	Accounts Receivable	OVSDEN	NZD	106,290.00 1.0000	0.00	106,290.00
☑	24-Jul-2018	10044	Accounts Receivable	OVSSFO	NZD	8,055.85 1.0000	0.00	8,055.85

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The example above is showing old transactions, which is not uncommon when the Bank Reconciliation is started some months or years after the system has been installed and used - generally as a result of a staggered implementation.

About Bank Reconciliation Fields

Reconciliation Date

This defaults to todays date, but can be overridden to be the bank statement date.

Reconciliation User

This field defaults to the current logged in user, it can be overridden to another user name if required.

Page Number

The page number automatically increments by 1 from the previous reconciliation page number. This should match the page number of the bank statement being reconciled. The page number can be edited, but only if the accounting period the reconciliation is in is an open period.

Closing Page Balance

Enter the closing balance from the bank statement being reconciled.

Opening Page Balance

The closing balance from the previously reconciled bank statements.

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Debtors Banking

The Debtor Banking application can be found in the following menu selection **Main Menu > Financials > Accounting > Accounts Receivable > Banking**.

There are two functions of this application:

- To produce a consolidated banking value for the bank reconciliation program.
- To optionally produce a banking supplement report.

Whether this application or process needs to be run is entirely dependent on how the user company's bank processes multiple item deposits or withdrawals.

Debtors Banking

As an example, 5 cheques are to be physically banked (not direct credited), and a deposit form is filled out detailing the 5 cheques.

If the physical bank statement shows the total sum of the 5 cheques as one line, then debtors banking should be run to consolidate the 5 receipts in Tourplan NX into one line for the bank reconciliation.

If the bank statement shows the individual value of each cheque, then debtors banking will not have to be run since the separate Tourplan receipts will be displayed in the bank reconciliation.

Create a Banking Transaction

The Debtors Banking program are accessed from the Accounting application.

On entry to the Banking Transaction program, there are From/To date filter selection fields to find and scroll existing bankings. They default to the current date.

1. From the Home menu, select **Financials > Accounting > Accounts Receivable > Banking**.
2. Select **Banking Date From/To**, select the required **Currency** and click **Filter**.

3. Click **New Banking**.

4. The Transaction Selections screen will display with the **Filter** tab open.
5. On the Transaction Selection Filter Tab, enter the required detail to set the Transaction search criteria. Selections can be filtered by:
   a. **Date Entered From/To**
   b. **Account Name & Number**
   c. **Currency**
   d. **Transaction Date From/To**
6. Within the Transaction Selection Filter Tab, select the required payment type(s) by checking **all**, or specific **Payment Type**. If G.L. Banking Transactions are to be included in the banking, select **Transactions From** General Ledger.
7. When selections are complete, click either **Search or the Results Tab** to view the selected transactions.

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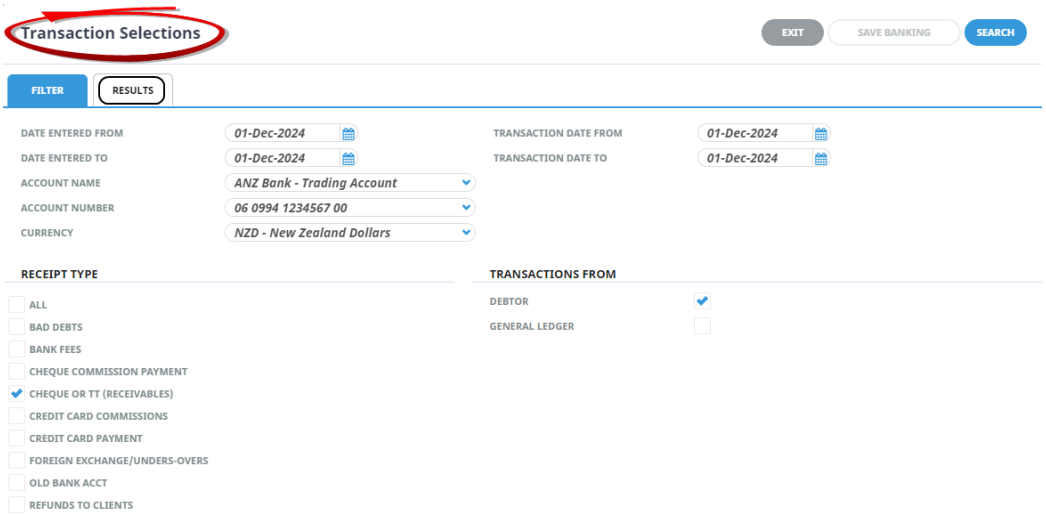
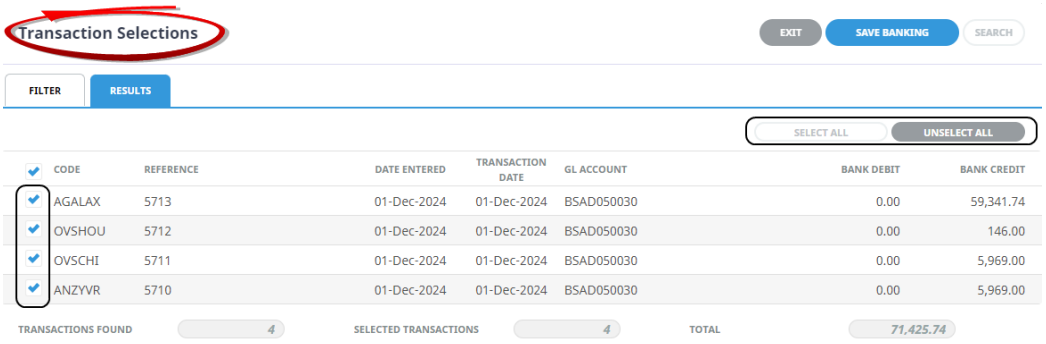
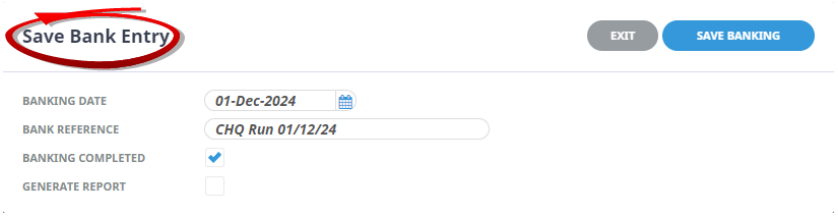


8. In the Results Tab, Click **Select All** to select all displayed transactions, or individually select them using the **Check Boxes** next to the Code column. To Unselect all transactions, click **Unselect All** to select individual transactions.



9. Click **Save Banking** to keep the changes.

10. The save banking Entry screen displays. Enter a **Banking Date**, enter a Reference to identify the banking and select the Banking Completed checkbox if the banking is completed.



11. Click **Save Banking** to keep the changes.

12. Click **Exit** to discard any changes.

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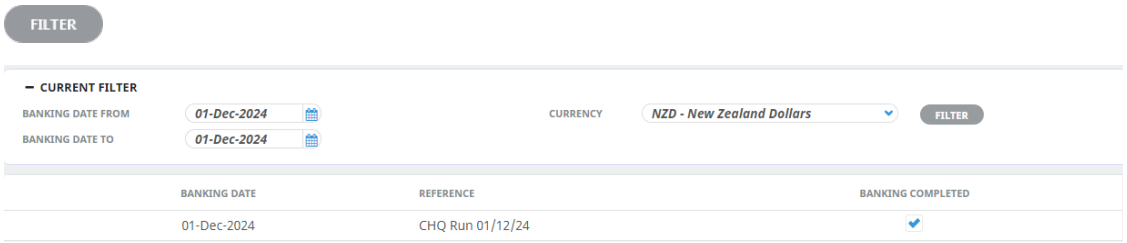
About Banking Transaction Fields

Filter Screen

When **Filter** is clicked, any bankings which meet the filter criteria will display. If the Banking Completed box has been checked, the banking contents can be viewed, but not edited.



Banking Date From/To

Set the date filters to search for transactions to be included in the banking.

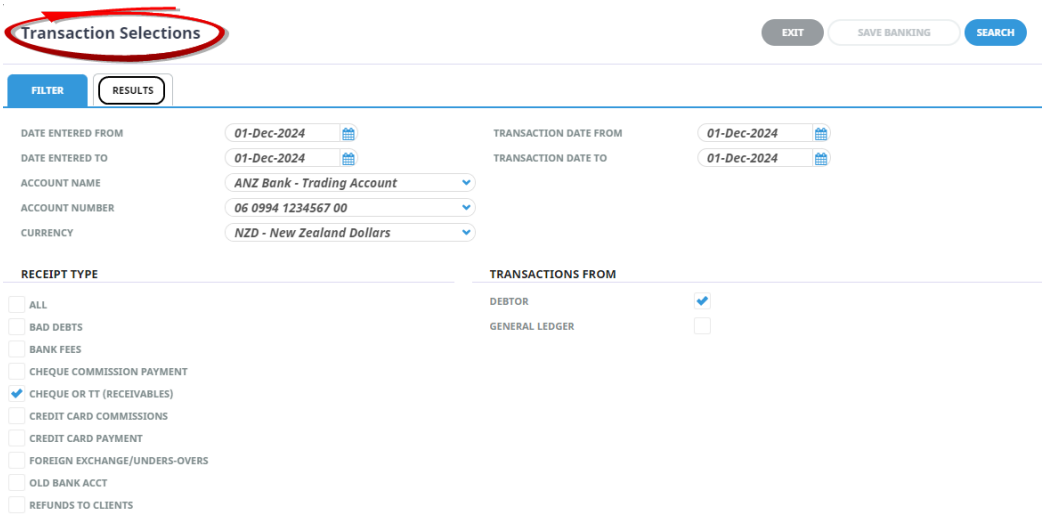
Currency

Select the currency matching the transactions to be included in the banking.

Transaction Selection Screen

Filter Tab

The Transaction Selection screen displays with the filter tab highlighted.



Date Entered From/To

Enter the Entered Date range that will encompass the transactions to be included in the banking.

Transaction Date From/To

Ensure that a transaction date range is entered that is wide enough to include the transaction dates entered in the fields above.

Account Name/Number

Selecting the (physical) Bank Account that the banking is to be applied against from the drop-down will also select the Account Number. Selecting the Account Number will also select the Account Name.

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NOTE: The physical bank details have specific Tourplan NX G.L. Bank Account numbers attached to them (see "Bank Reconciliation Setup" on page 321), and only transactions with those G.L. Bank Account numbers will be selected.

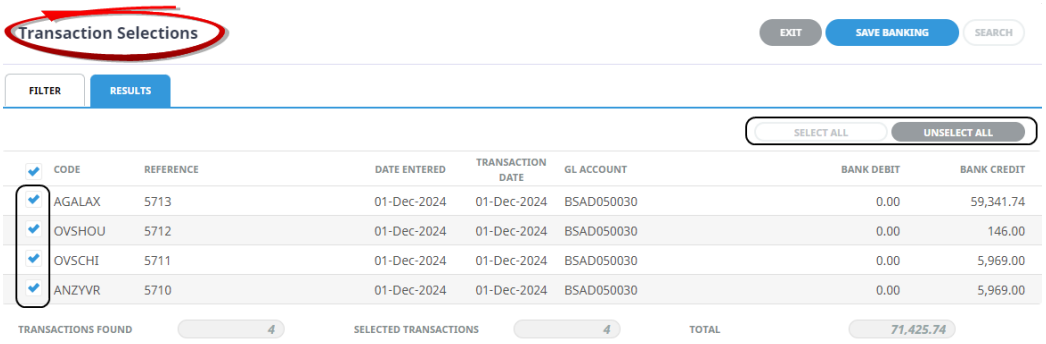
Receipt Types Section

By default the system includes all receipt types. They can be limited by checking only the types to be included in the banking.

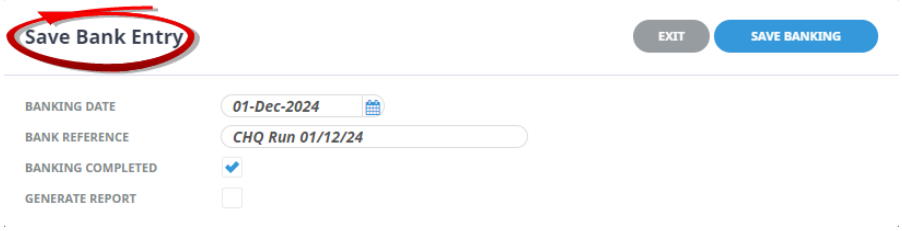
Transactions From Section

In Debtors banking, Debtors is checked by default. In addition, transactions that have been entered via GL Journals to the Tourplan GL Account(s) attached to the bank account can also be included if necessary by checking the General Ledger check-box.

» **Results Tab**



About Save Banking Entry Fields



Banking Date

Enter the date on which the transactions were banked. This date will display in the Bank Reconciliation program.

Banking Reference

Enter a reference for the banking. This reference will display in the Bank Reconciliation program.

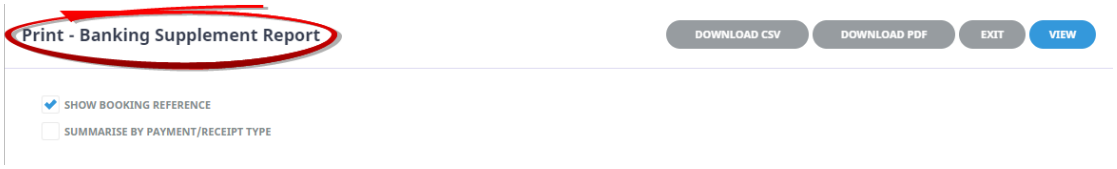
Banking Completed

If unchecked this banking will be left open for transactions to be added or deleted. Once checked, the banking can not be amended.

Generate Report

If checked, a Print banking Supplement Report screen will display which will allow for viewing of the banking supplement report showing booking references or summarising any payment/receipt lines where appropriate. It also allows for this report to be downloaded as a PDF or CSV file.

About Print Banking Supplement Report Fields



© Tourplan, 2024

Show Booking Reference

If checked the output report will include booking reference details for each payment/receipt line where appropriate.

Summarise by Payment/Receipt Type

If checked the output report will summarise each transaction into one payment/receipt line.

NOTE: If both check-boxes are selected the Summarise by Payment/Receipt type choice will override the Show Booking Reference choice and summarise the output report.

© Tourplan, 2024

Creditors Banking

Creditors Banking application can be found in the following menu selection **Main Menu > Financials > Accounting > Accounts Payable > Banking**.

There are two functions of this application:

- To produce a consolidated banking value for the bank reconciliation program.
- To optionally produce a banking supplement report.

Whether this application or process needs to be run is entirely dependent on how the user company's bank processes multiple item deposits or withdrawals.

Creditors Banking

Creditors are slightly different from Debtors in that cheques sent to suppliers are presented to the bank as individual transactions.

Where electronic payment transactions (EFT) are being used, some banks output the total amount of the EFT banking as one line on the bank statement, whereas others will output the value of the individual transactions.

If the EFT total is the value output on the bank statement, then creditors banking will need to be run to consolidate the EFT payments in Tourplan NX to one line in the bank reconciliation.

Create a Banking Transaction

The Creditors Banking program are accessed from the Accounting application.

On entry to the Banking Transaction program, there are From/To date filter selection fields to find and scroll existing bankings. They default to the current date.

1. From the Home menu, select **Financials > Accounting > Accounts Payable > Banking**.
2. Select **Banking Date From/To**, select the required **Currency** and click **Filter**.

3. Click **New Banking**.

4. The Transaction Selections screen will display with the **Filter** tab open.
5. On the Transaction Selection Filter Tab, enter the required detail to set the Transaction search criteria. Selections can be filtered by:
   a. **Date Entered From/To**
   b. **Account Name & Number**
   c. **Currency**
   d. **Transaction Date From/To**
6. Within the Transaction Selection Filter Tab, select the required payment type(s) by checking **all**, or specific **Payment Type**. If G.L. Banking Transactions are to be included in the banking, select **Transactions From** General Ledger.
7. When selections are complete, click either **Search or the Results Tab** to view the selected transactions.

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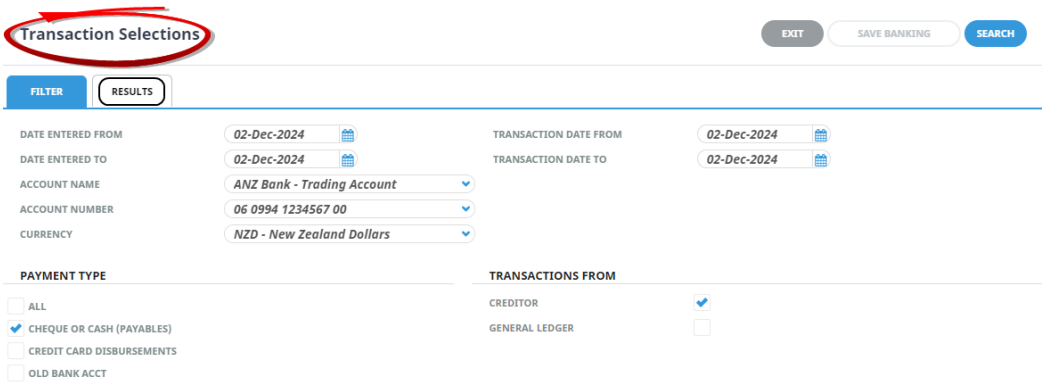
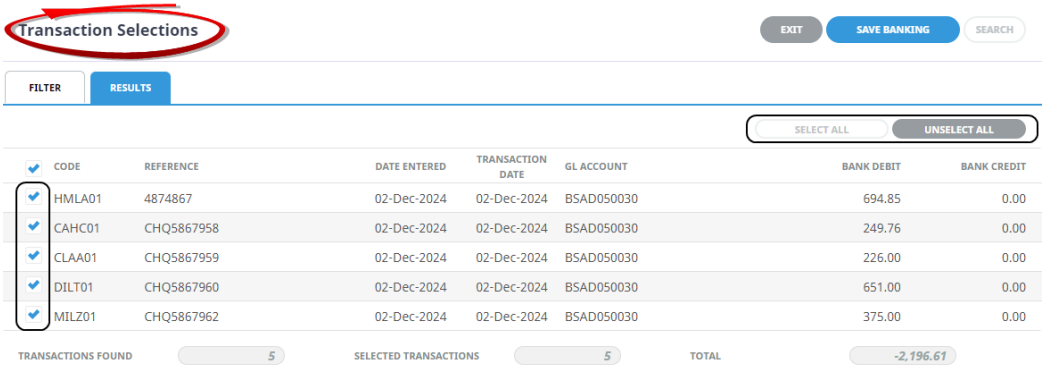
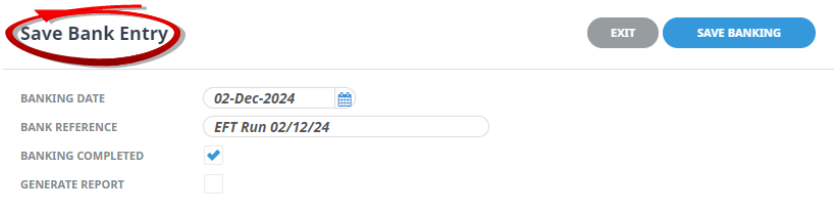


8. In the Results Tab screen, Click **Select All** to select all displayed transactions, or individually select them using the **Check Boxes** next to the Code column. To Unselect all transactions, click **Unselect All** to select individual transactions.



9. Click **Save Banking** to keep the changes.

10. The save banking Entry screen displays. Enter a **Banking Date**, enter a Reference to identify the banking and select the Banking Completed checkbox if the banking is completed.



11. Click **Save Banking** to keep the changes.

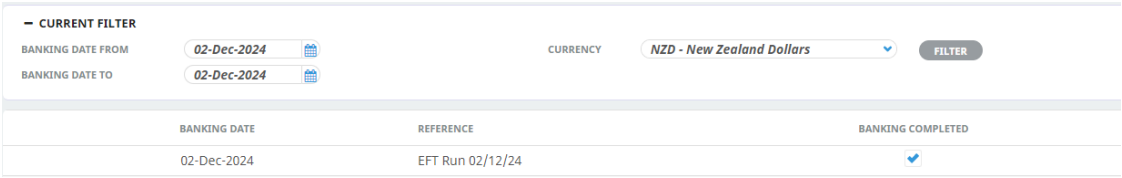
12. Click **Exit** to discard any changes.

About Banking Transaction Fields

Filter Screen

When **Filter** is clicked, any bankings which meet the filter criteria will display. If the Banking Completed box has been checked, the banking contents can be viewed, but not edited.

© Tourplan, 2024



Banking Date From/To

Set the date filters to search for transactions to be included in the banking.

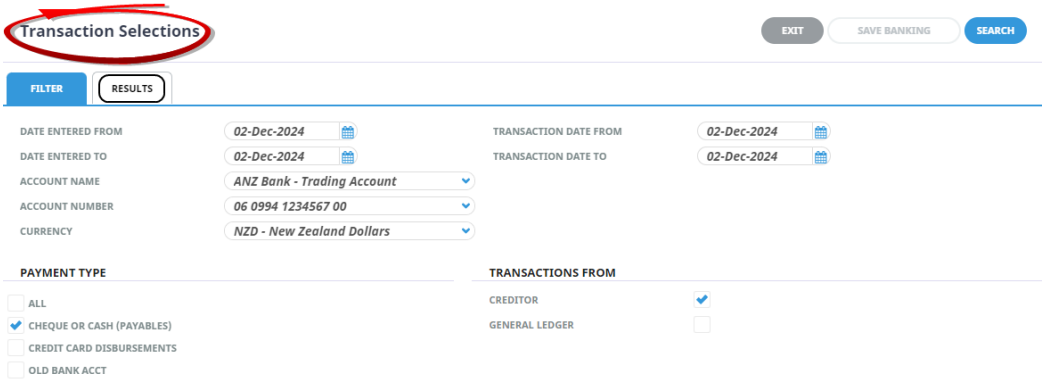
Currency

Select the currency matching the transactions to be included in the banking.

Transaction Selection Screen

Filter Tab

The Transaction Selection screen displays with the filter tab highlighted.



Date Entered From/To

Enter the Entered Date range that will encompass the transactions to be included in the banking.

Transaction Date From/To

Ensure that a transaction date range is entered that is wide enough to include the transaction dates entered in the fields above.

Account Name/Number

Selecting the (physical) Bank Account that the banking is to be applied against from the drop-down will also select the Account Number. Selecting the Account Number will also select the Account Name.

NOTE: The physical bank details have specific Tourplan NX G.L. Bank Account numbers attached to them (see "Bank Reconciliation Setup" on page 321), and only transactions with those G.L. Bank Account numbers will be selected.

Payment Types Section

By default the system includes all payment types. They can be limited by checking only the types to be included in the banking.

Transactions From Section

In Creditors banking, Creditors is checked by default. In addition, transactions that have been entered via GL Journals to the Tourplan GL Account(s) attached to the bank account can also be included if necessary by checking the General Ledger check-box.

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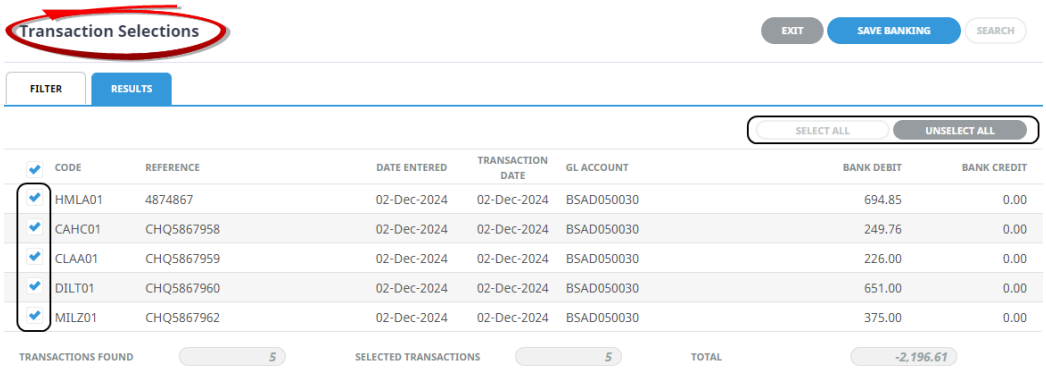
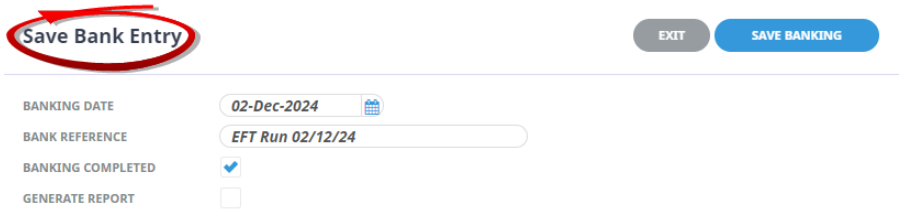
Results Tab



About Save Banking Entry Fields



Banking Date

Enter the date on which the transactions were banked. This date will display in the Bank Reconciliation program.

Banking Reference

Enter a reference for the banking. This reference will display in the Bank Reconciliation program.

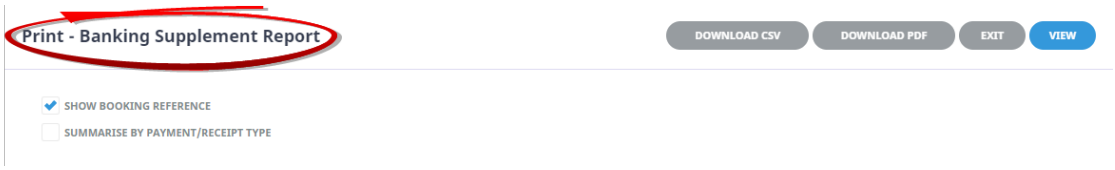
Banking Completed

If unchecked this banking will be left open for transactions to be added or deleted. Once checked, the banking can not be amended.

Generate Report

If checked, a Print banking Supplement Report screen will display which will allow for viewing of the banking supplement report showing booking references or summarising any payment/receipt lines where appropriate. It also allows for this report to be downloaded as a PDF or CSV file.

About Print Banking Supplement Report Fields



Show Booking Reference

If checked the output report will include booking reference details for each payment/receipt line where appropriate.

Summarise by Payment/Receipt Type

If checked the output report will summarise each transaction into one payment/receipt line.

NOTE: If both check-boxes are selected the Summarise by Payment/Receipt type choice will override the Show Booking Reference choice and summarise the output report.

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Bank Reconciliations

The Tourplan NX Bank Reconciliation main function is to reconcile the Tourplan NX bank account(s) with actual bank statements.

When the Bank Reconciliation is first used, there is an initialisation process to go through. This is discussed in "Bank Reconciliation Initialisation" on page 325

Bank Reconciliation

1. From the Home menu, select **Financials > Accounting > Bank Reconciliation**.

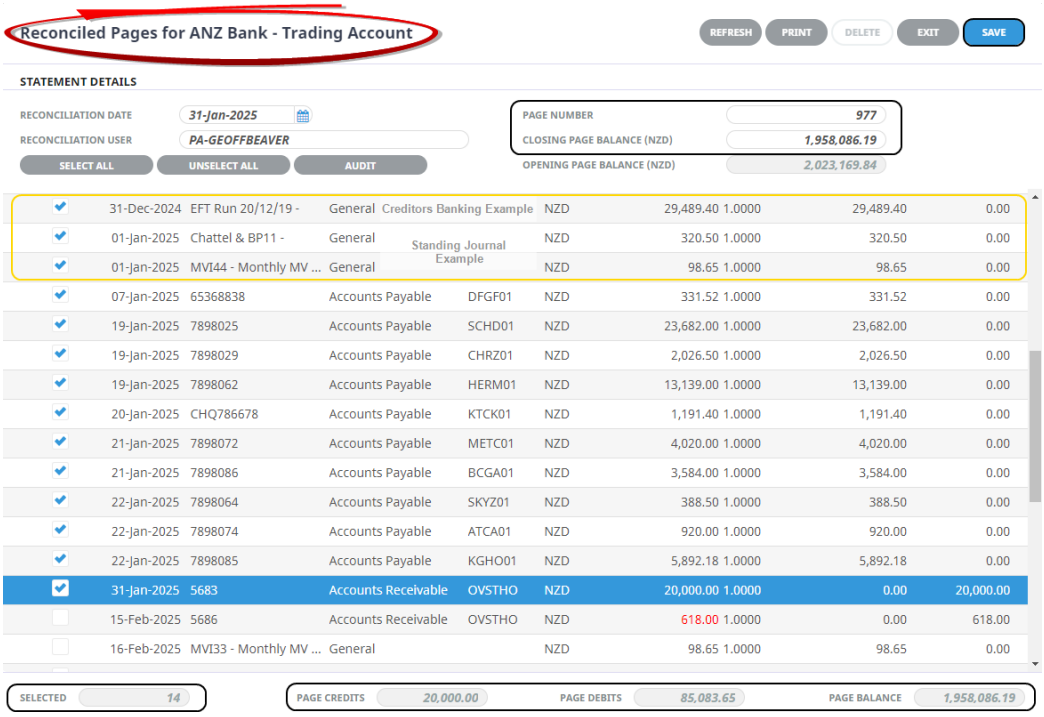
2. From the list of available accounts, select by clicking on the **Physical Bank Account** to be reconciled.

ACCOUNT NUMBER	ACCOUNT NAME	CURRENCY	STARTING PAGE NUMBER	STARTING PAGE BALANCE
06 0994 1234567 00	ANZ Bank - Trading Account	NZD	977	2,023,169.84
06 0994 1234567 04	ANZ Bank - Online Account	NZD	61	243,076.05

3. The Bank Account screen will display with the Reconciled Pages tab open. To start a new reconciliation page, click **Insert**.

4. The un-reconciled transactions will display. The **Reconciliation Date** should be changed to match the closing date of the bank statement being reconciled. The **Reconciliation User** is login name of the user performing the reconciliation, and the **Closing Page Balance** figure should be entered as the closing page balance of the bank statement being reconciled.

5. Tag the on-screen transactions that appear on the bank statement and when completed, ensure that the **Page Balance** at the bottom of the screen matches the Closing Page Balance at the top of the screen. The page can not be saved until the two figures balance.



6. Click **Save** to keep the changes.

7. Click **Exit** to discard any changes.

© Tourplan, 2024

About Bank Reconciliation Fields

Reconciliation Date

The Closing Date of the bank statement.

Reconciliation User

The user who is logged into Tourplan will display here. The user can be overridden to another user if required.

Page Number

The Page Number will automatically increment by 1 from the previous reconciliation. It can be edited.

NOTE: This should match the page number of the bank statement being reconciled. The page number can be edited, but only if the accounting period the reconciliation is for is in an open period.

Closing Balance

NOTE: The closing page balance of the physical bank statement must be entered and must equal the Page Balance at the bottom of the Reconciliation Page before the reconciliation can be saved.

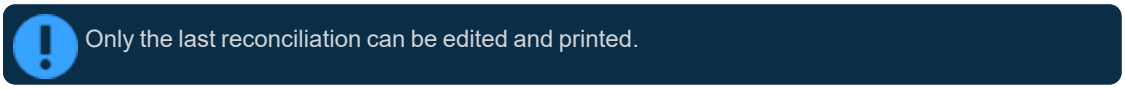
Transaction Selection List

The un-reconciled transactions display. Tag those that also appear on the physical bank statement. As transactions are tagged, the count of them is displayed in the Selected Field at the bottom of the screen, as is a running total of Page Debits, Page Credits and the Page Balance.

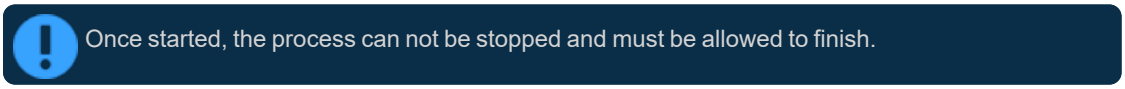
When all transactions from the physical bank statement have been located in the list and tagged and the Page Balance equals the closing page balance, the reconciliation can be saved.

Buttons

- **Print** - Once the reconciliation has been saved, the Print Button becomes active. Is used to print a reconciliation page report.



- **Save** - Will save the reconciliation.
- **Exit** - Will exit you out of the reconciliation.



- **Audit** - When used the currently highlighted transaction component lines will display.

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Bank Reconciliation Refresh

It is important to refresh the list of transactions to include any additional transactions for the bank account.

This is the final check to ensure recently generated transactions do not need to be included.

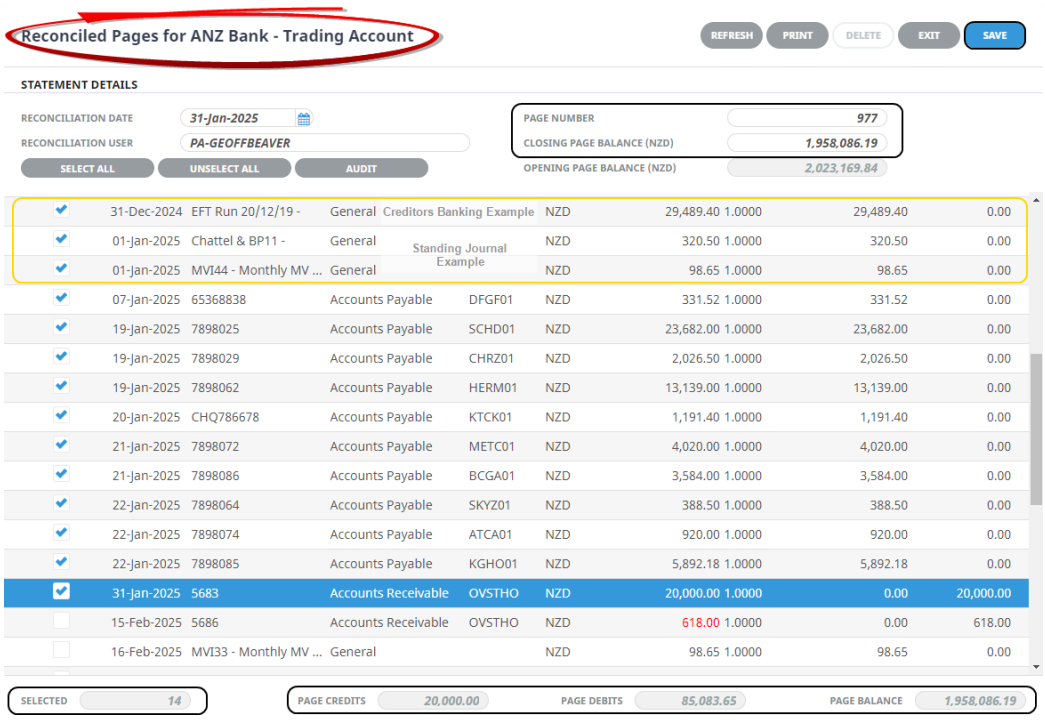
Bank Reconciliation - Refresh

1. From the Home menu, select **Financials > Accounting > Bank Reconciliation**.
2. From the list of available accounts, select by clicking on the **Physical Bank Account** to be Refreshed.

ACCOUNT NUMBER	ACCOUNT NAME	CURRENCY	STARTING PAGE NUMBER	STARTING PAGE BALANCE
06 0994 1234567 00	ANZ Bank - Trading Account	NZD	977	2,023,169.84
06 0994 1234567 04	ANZ Bank - Online Account	NZD	61	243,076.05

3. The Bank Account screen will display with the Reconciled Pages tab open. To check for new transactions click **Refresh**.

4. Tag any additional on-screen transactions that appear on the bank statement and when completed, ensure that the **Page Balance** at the bottom of the screen matches the Closing Page Balance at the top of the screen. The page can not be saved until the two figures balance.



5. Click **Save** to keep the changes.
6. Click **Exit** to discard any changes.

About Bank Reconciliation Fields

Reconciliation Date

The Closing Date of the bank statement.

Reconciliation User

The user who is logged into Tourplan will display here. The user can be overridden to another user if required.

Page Number

The Page Number will automatically increment by 1 from the previous reconciliation. It can be edited.

NOTE: This should match the page number of the bank statement being reconciled. The page number can be edited, but only if the accounting period the reconciliation is for is in an open period.

Closing Balance

NOTE: The closing page balance of the physical bank statement must be entered and must equal the Page Balance at the bottom of the Reconciliation Page before the reconciliation can be saved.

Transaction Selection List

The un-reconciled transactions display. Tag those that also appear on the physical bank statement. As transactions are tagged, the count of them is displayed in the Selected Field at the bottom of the screen, as is a running total of Page Debits, Page Credits and the Page Balance.

When all transactions from the physical bank statement have been located in the list and tagged and the Page Balance equals the closing page balance, the reconciliation can be saved.

Buttons

- **Print** - Once the reconciliation has been saved, the Print Button becomes active. Is used to print a reconciliation page report.

Only the last reconciliation can be edited and printed.

- **Save** - Will save the reconciliation
- **Exit** - Will exit you out of the reconciliation.

Once started, the process can not be stopped and must be allowed to finish.

- **Audit** - When used the currently highlighted transaction component lines will display.

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CHAPTER 14

Bookings Management

Bookings Management is a collection of utility programs that allows some bookings tasks to be performed on bookings in bulk.

In this chapter ...

Close Bookings 342
Open Bookings 345
Close Vouchers 347
Open Vouchers 353
Bulk Printing 358
Bulk Invoicing 362
Batch Invoice Transactions 366

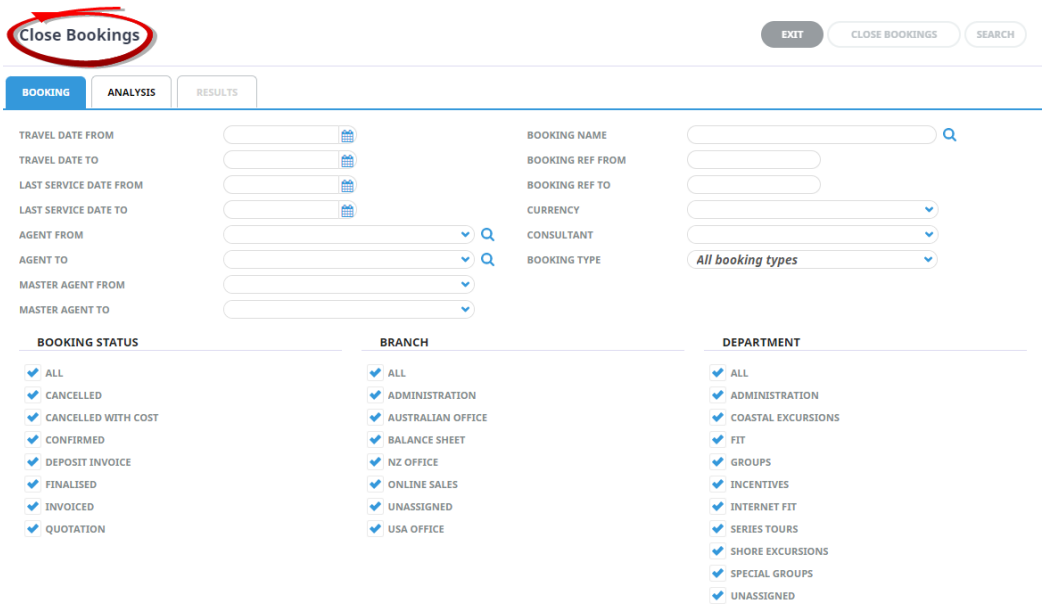
Close Bookings

This utility can be used to 'close' bookings so that they can not be edited or changed. Bookings that are Closed can be viewed but, in an enquiry mode only. If bookings that have been closed need to be re-opened, use "Open Bookings" on page 345.

Close Bookings

1. From the Home Menu select **Home > Financials > Accounting > Bookings Management > Close Bookings.**

2. There are **two Tabs** which allow a range of filter selections to be made.



3. If the required selections have been made from the Booking Tab, click the Results tab or **Search**.

4. Further selection filters can be set within the **Analysis Tab** using the 6 Booking Analysis codes and the 6 Booking Agent Analysis Codes.

   NOTE: When the screen displays, by default the codes are in collapsed mode. Click the blue **+** to expand the code lists as required.

5. When all selections have been made, click the Results Tab, or **Search**.

6. Bookings that match the selection criteria will display in the **Results Tab**.

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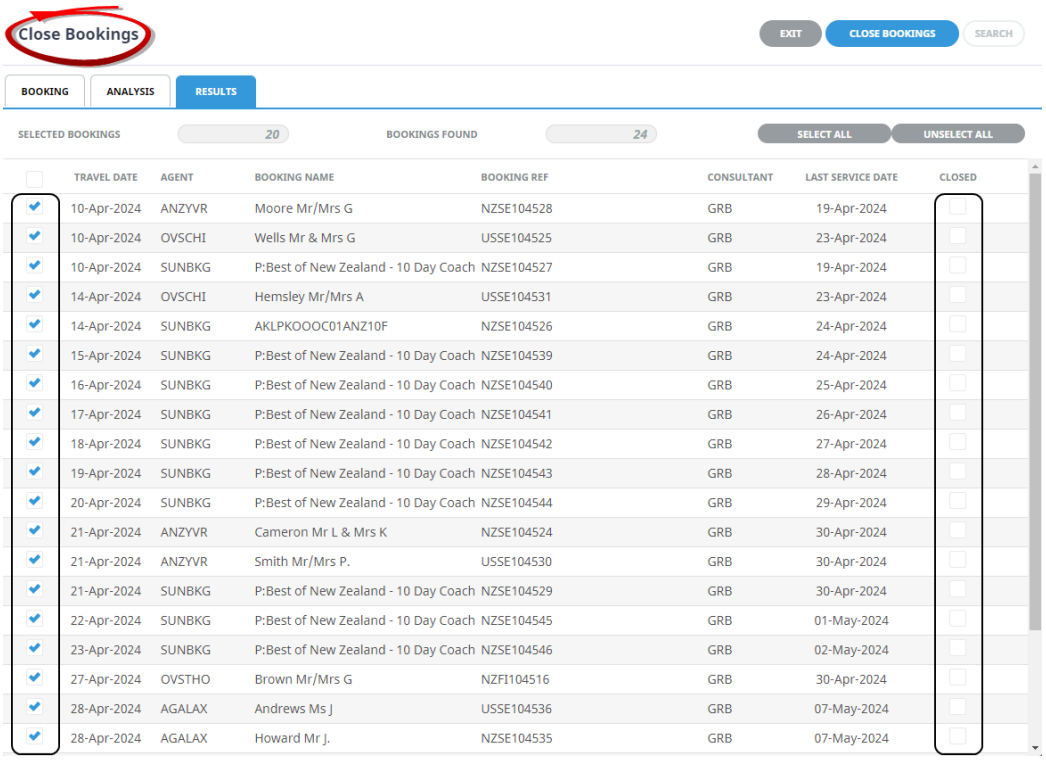

TRAVEL DATE	AGENT	BOOKING NAME	BOOKING REF	CONSULTANT	LAST SERVICE DATE	CLOSED
10-Apr-2024	ANZYVR	Moore Mr/Mrs G	NZSE104528	GRB	19-Apr-2024	
10-Apr-2024	OVSCHI	Wells Mr & Mrs G	USSE104525	GRB	23-Apr-2024	
10-Apr-2024	SUNBKG	P:Best of New Zealand - 10 Day Coach	NZSE104527	GRB	19-Apr-2024	
14-Apr-2024	OVSCHI	Hemsley Mr/Mrs A	USSE104531	GRB	23-Apr-2024	
14-Apr-2024	SUNBKG	AKLPKOOOC01ANZ10F	NZSE104526	GRB	24-Apr-2024	
15-Apr-2024	SUNBKG	P:Best of New Zealand - 10 Day Coach	NZSE104539	GRB	24-Apr-2024	
16-Apr-2024	SUNBKG	P:Best of New Zealand - 10 Day Coach	NZSE104540	GRB	25-Apr-2024	
17-Apr-2024	SUNBKG	P:Best of New Zealand - 10 Day Coach	NZSE104541	GRB	26-Apr-2024	
18-Apr-2024	SUNBKG	P:Best of New Zealand - 10 Day Coach	NZSE104542	GRB	27-Apr-2024	
19-Apr-2024	SUNBKG	P:Best of New Zealand - 10 Day Coach	NZSE104543	GRB	28-Apr-2024	
20-Apr-2024	SUNBKG	P:Best of New Zealand - 10 Day Coach	NZSE104544	GRB	29-Apr-2024	
21-Apr-2024	ANZYVR	Cameron Mr L & Mrs K	NZSE104524	GRB	30-Apr-2024	
21-Apr-2024	ANZYVR	Smith Mr/Mrs P.	USSE104530	GRB	30-Apr-2024	
21-Apr-2024	SUNBKG	P:Best of New Zealand - 10 Day Coach	NZSE104529	GRB	30-Apr-2024	
22-Apr-2024	SUNBKG	P:Best of New Zealand - 10 Day Coach	NZSE104545	GRB	01-May-2024	
23-Apr-2024	SUNBKG	P:Best of New Zealand - 10 Day Coach	NZSE104546	GRB	02-May-2024	
27-Apr-2024	OVSTHO	Brown Mr/Mrs G	NZFI104516	GRB	30-Apr-2024	
28-Apr-2024	AGALAX	Andrews Ms J	USSE104536	GRB	07-May-2024	
28-Apr-2024	AGALAX	Howard Mr J.	NZSE104535	GRB	07-May-2024	

NOTE:

- Any bookings already closed will display in the scroll with a check against them in the *Closed* column.
- *Selected Bookings* displays the number of bookings in the list that have been selected.
- *Bookings Found* displays the total number of bookings found based on the search criteria.

7. To select specific bookings in the list, check the check-box(es) to the left of the booking travel date.

   a. To select all bookings listed, click **Select All**.

   a. To unselect all selected bookings click **Unselect All**.

   b. To close the bookings, click **Close Bookings**.

8. A confirmation to close will be displayed and when the close has finished, a further confirmation message will display.

About the Close Bookings - Booking Tab

The Bookings tab allows booking selection filters to be set based on a specific range of Booking Header criteria:

- Travel Date From/To
- Last Service Date From/To
- (Booking) Agent From/To
- Master Agent From/To
- Booking Name
- Booking (Full) Reference From/To
- (Booking) Currency
- Consultant

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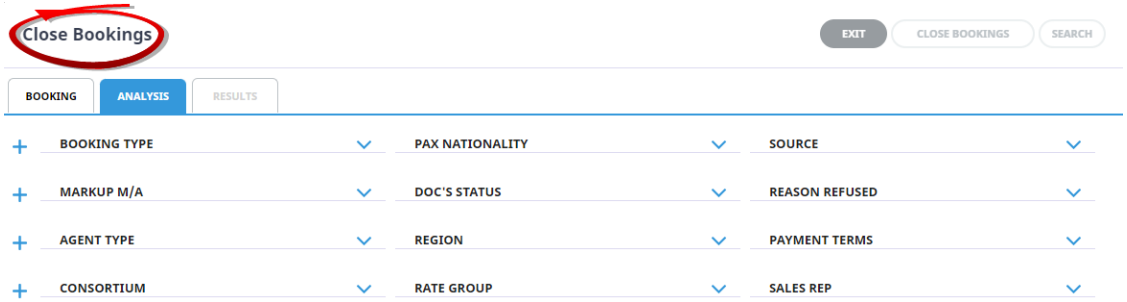
- Booking Type - All, Groups or FIT's
- Booking Status
- (Booking) Branch
- (Booking) Department

About the Close Bookings - Analysis Tab Screen



Further selection filters can be set using the 6 Booking Analysis codes and the 6 Booking Agent Analysis Codes.

When the screen displays, by default the codes are in collapsed mode. Click the **+**to expand the code lists as required.

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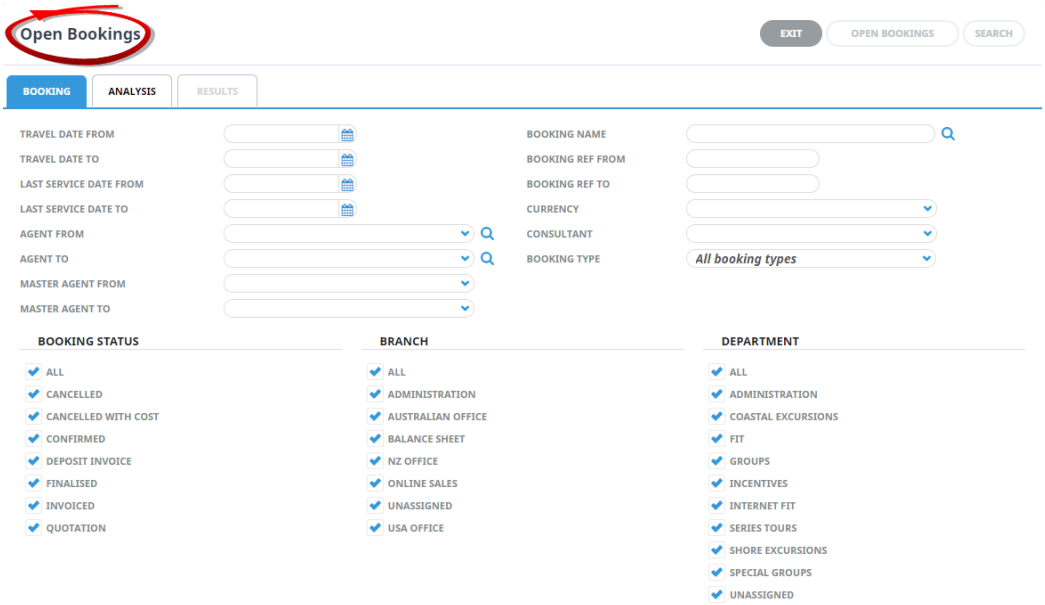
Open Bookings

This utility can be used to re-open bookings that have been closed. Bookings are Closed using the "Close Bookings" on page 342 application.

Open Bookings

1. From the Home Menu select **Home > Financials > Accounting > Bookings Management > Open Bookings.**

2. There are **two Tabs** which allow a range of filter selections to be made.



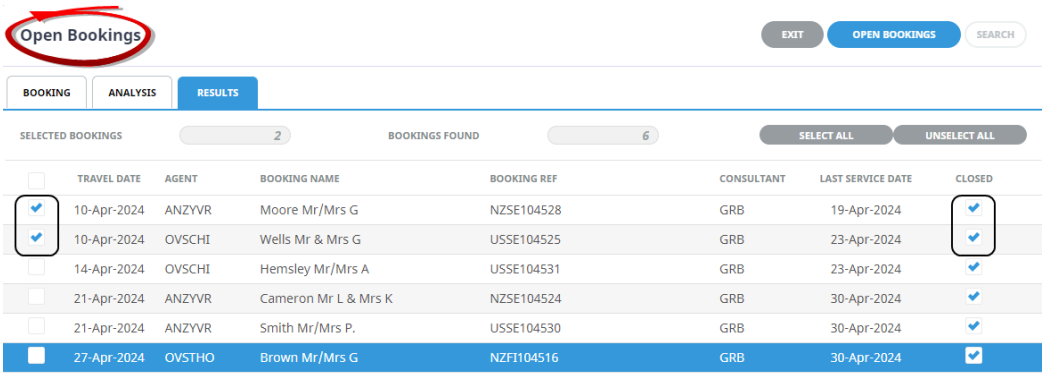
3. When the required selections have been made from the Booking Tab, click the Results tab or **Search**.

4. Further selection filters can be set using the 6 Booking Analysis codes and the 6 Booking Agent Analysis Codes.

   When the screen displays, by default the codes are in collapsed mode. Click the **+** to expand the code lists as required.

5. When all selections have been made, click the Results Tab, or **Search**.

6. Bookings that match the selection criteria will display on the **Results Tab**.



© Tourplan, 2024

NOTE: Any bookings already closed will display in the scroll with a check against them in the Closed column.

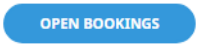
7. To select specific bookings in the list, check the check-box(es) to the left of the booking travel date.

   a. To select all bookings listed, click **Select All**.

   NOTE: Selected Bookings displays the number of bookings in the list that have been selected and Bookings Found displays the total number of bookings found based on the search criteria.

   b. To unselect all selected bookings click **Unselect All**.

   c. To open the bookings, click **Open Bookings**.

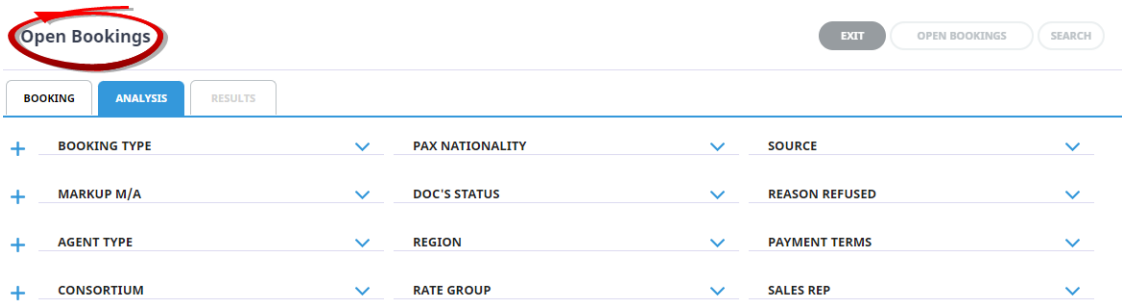
8. A confirmation to Open will be displayed and when the Open has finished, a further confirmation message will display.

About the Open Bookings - Booking Tab Screen

The Bookings tab allows booking selection filters to be set based on a specific range of Booking Header criteria.

- Travel Date From/To
- Last Service Date From/To
- (Booking) Agent From/To
- Master Agent From/To
- Specific Booking Name
- Booking (Full) Reference From/To
- Booking Currency
- Consultant
- Booking Type - All, Groups or FIT's
- Booking Status
- (Booking) Branch
- (Booking) Department

About the Open Bookings - Analysis Tab Screen



Further selection filters can be set using the 6 Booking Analysis codes and the 6 Booking Agent Analysis Codes.

When the screen displays, by default the codes are in collapsed mode. Click the **+**to expand the code lists as required.

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Close Vouchers

Not all 'vouchers' in Tourplan that have been utilised and which are accountable will be closed during supplier invoice processing. This can be for a number of reasons, some of which are:

- No invoice is ever received from the supplier (aka ‘breakage’).
- The service is cancelled after vouchers have been issued, and the service line remains in the booking with a service status that allows a voucher to be issued.
- The invoiced value was less than the voucher value and the voucher was not closed pending a possible additional invoice being received from the supplier for the balance.
- The service may be in an FIT booking as part of a Book On package where the costs of the service are bundled into the Package, not applied to individual services.

It is not necessary for a document to have been printed for a ‘voucher’ to exist. Provided the Booking and the Service Line have statuses that allow vouchers, then the service is deemed to have been "Vouchered".

It is necessary to have some understanding of the effect *not* closing vouchers can have on the accounting figures in the system. The Tour Operators profit on a tour is the difference between the money received for the tour (debtor’s invoices and receipts) and the money paid out for the tour (creditor’s invoices and payments). In this industry, the payments to suppliers are, in general terms, historical—i.e., invoices are received from the suppliers after the service has been supplied and in some cases this can be quite some time after the event. If an example is used (ignoring taxes) where the income from the booking is 1000.00 and the expected costs (service lines vouchered amount) is 800.00. This would be expected to produce a profit of 200.00.

Some or all of the booking income of 1000.00 may have been received some months before the tour travelled, so there could be 1000.00 in revenue in the accounts, but no costs, since the services have not yet been supplied, nor the invoices received from the suppliers.

Actual Income	**1000.00**
Actual Expenses	**0.00**
Profit	**1000.00**

This is not a true reflection of the actual state of the booking, because there are expected expenses of 800.00, so at the end of each accounting period, the Voucher List Report is run and the value of outstanding vouchers is accrued as an expected expense. The accrued amount is automatically reversed in the following accounting period.

Actual Income	**1000.00**
Actual Expenses	**0.00**
Outstanding Vouchers	**800.00**
Profit	**200.00**

In the course of the next accounting period, actual expenses of 750.00 may have been received, so the figures will be:

Actual Income	**1000.00**
Actual Expenses	**750.00**
Outstanding Vouchers	**50.00**
Profit	**200.00**

If a supplier’s invoice is never received for the outstanding value of 50.00, the booking profit is understated by that amount. I.e., the difference between income and expenses for the tour (the Tour Operators profit) is in fact 250.00, not the 200.00 showing in the accounts.

Close Vouchers can be used to ‘close and remove’ the outstanding voucher and its residual value of 50.00 making the profit of the tour 250.00 and removing the expected liability of 50.00 from the accounts.

There are no hard and fast rules regarding the time frame between the end of a booking and when any outstanding's can or should be taken up via Close Vouchers. The system itself has no rules. Industry guidelines seem to be that vouchers older than 2–6 months are closed using this process.

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NOTE: If an invoice is received from a supplier subsequent to the voucher being closed, it can still be paid—a warning message will display advising that the voucher had previously been closed, but does not prevent payment.

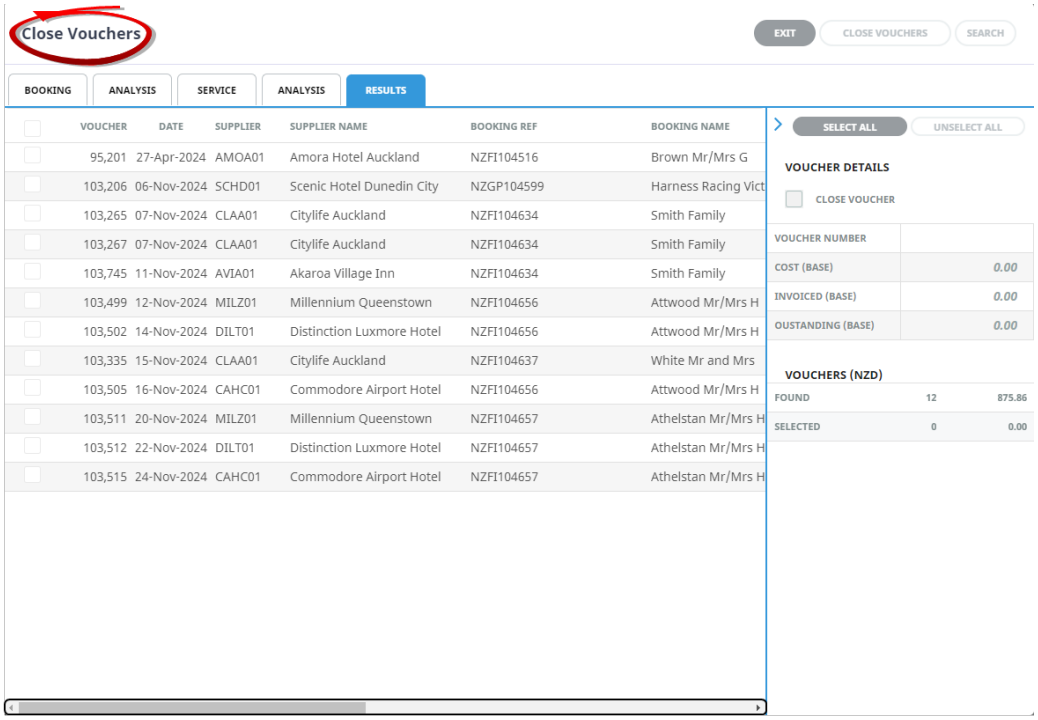
Close Vouchers

1. From the Home Menu select **Home > Financials > Accounting > Bookings Management > Close Vouchers.**
2. There are 4 selection tabs across the top of the screen:
   - Booking
   - Analysis (Booking & Agent)
   - Service
   - Analysis (Supplier & Product)
3. If the required selections have been made from the Booking Tab, click the Results tab or **Search**.

   SEARCH
4. Further selection filters can be set using the 6 Booking Analysis codes and the 6 Booking Agent Analysis Codes.

   When the screen displays, by default the codes are in collapsed mode. Click the **+** to expand the code lists as required.
5. When all selections have been made, click the Results Tab, or **Search**.

   SEARCH
6. Vouchers that match the selection criteria will display on the **Close Vouchers** Results Tab.



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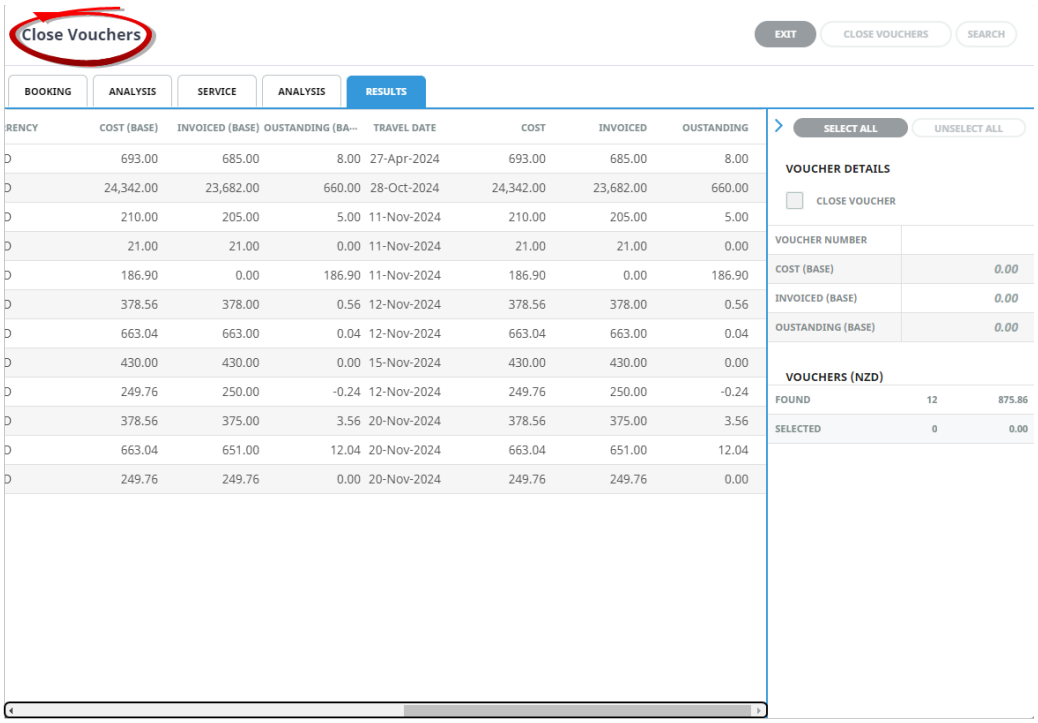

The information displayed is too wide to fit in one screen-shot. The scroll bar at the bottom of the screen can be used to scroll across.

7. To select vouchers in the list, check the check-box(es) to the left of the Voucher.

   a. To select all vouchers listed, click **Select All**.

   NOTE: Selected displays the number of vouchers in the list that have been selected and Found displays the total number of vouchers found based on the search criteria.

   b. To unselect all selected vouchers click **Unselect All**.

   c. To close the vouchers, click **Close Vouchers**.

8. Prior to processing commencing, a confirmation dialogue displays. This dialogue also gives the option of outputting a Closed Voucher Report.

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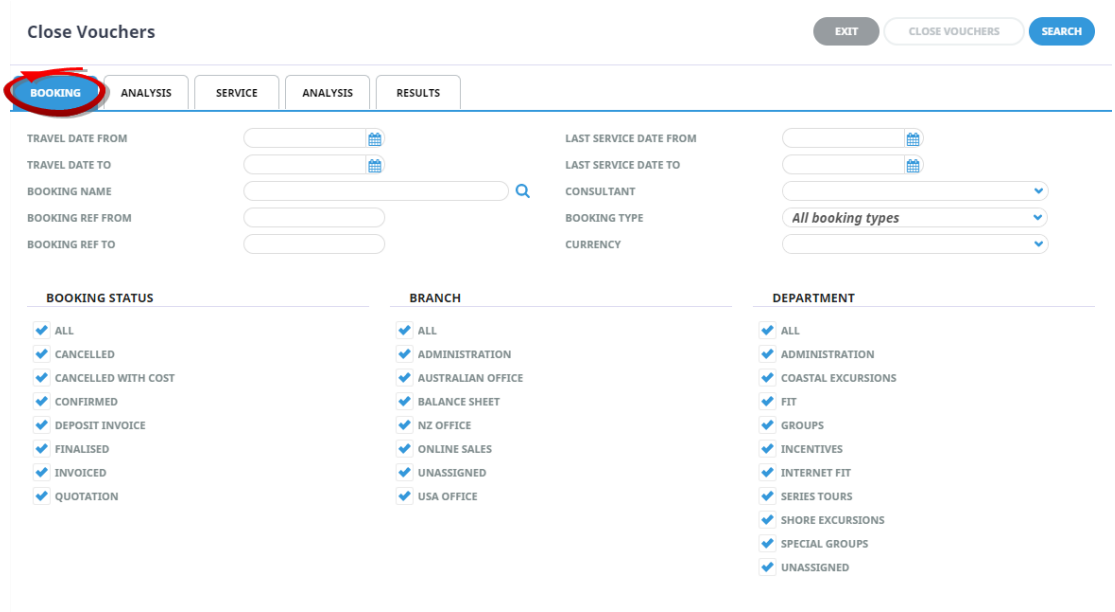
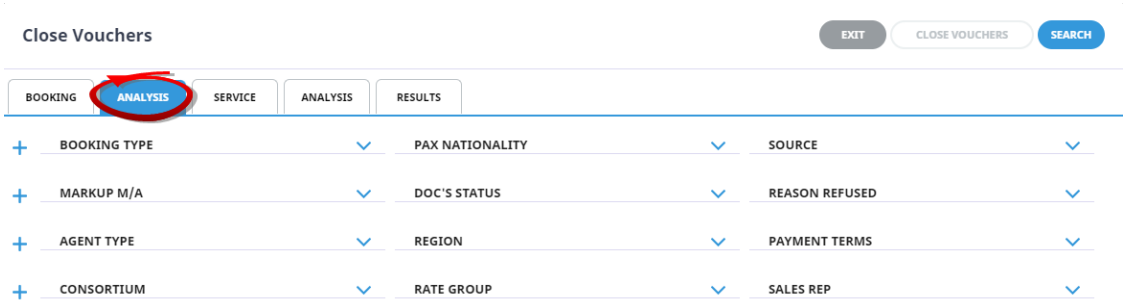
About the Close Vouchers - Bookings Tab



The Bookings tab allows voucher selection filters to be set based on a specific range of Booking Header criteria.

- Travel Date From/To
- Booking Name
- Booking (Full) Reference From/To
- Last Service Date From/To
- Consultant
- Booking Type - All, Groups or FIT's
- (Booking) Currency
- Booking Status
- (Booking) Branch
- (Booking) Department

About the Close Vouchers - (Bookings & Agent) Analysis Tab



Further selection filters can be set using the 6 Booking Analysis codes and the 6 Booking Agent Analysis Codes.

When the screen displays, by default the codes are in collapsed mode. Click the **+** to expand the code lists as required.

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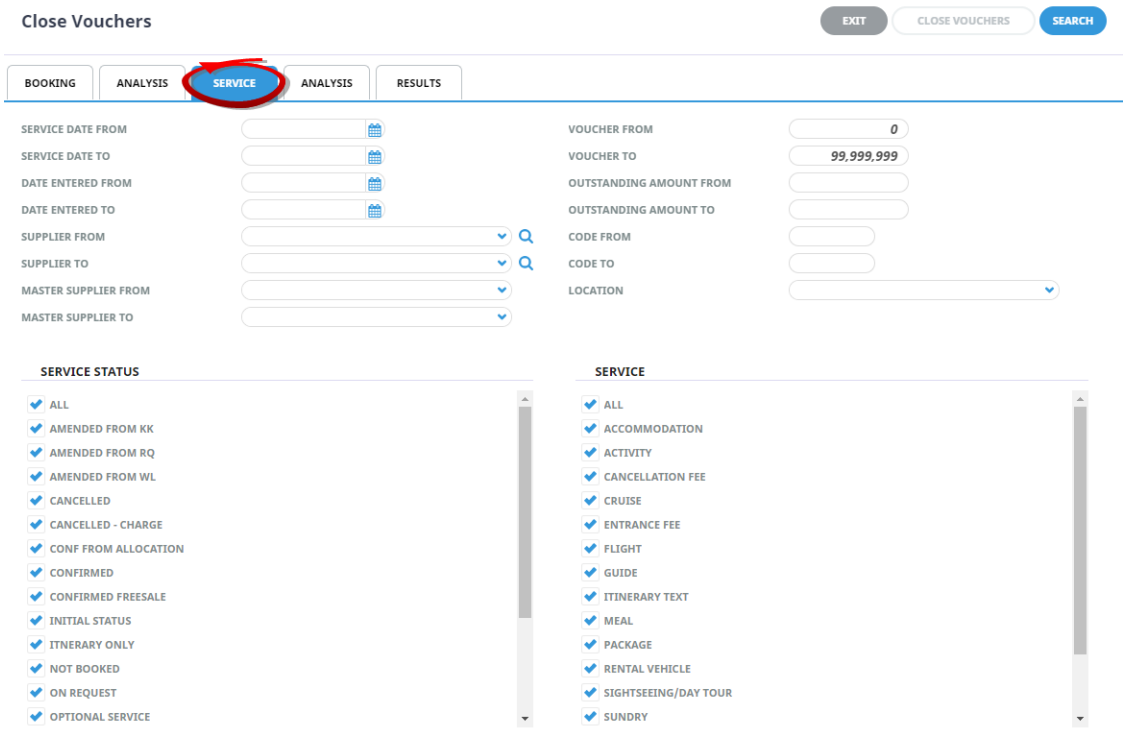
About the Close Vouchers - Service Tab

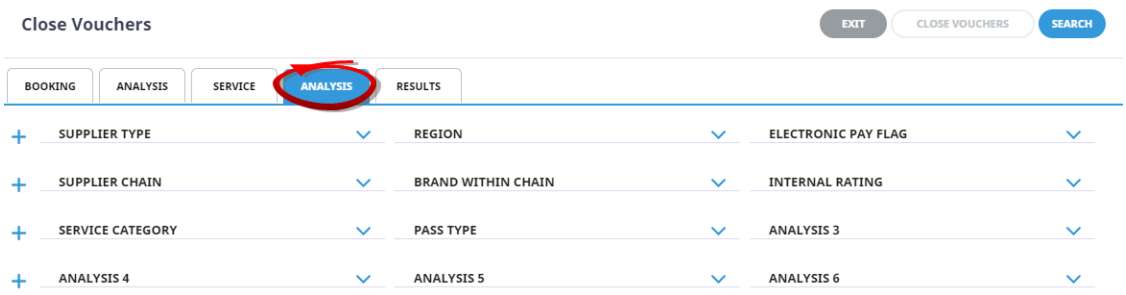


The Service tab allows voucher selection filters to be set based on a range of specific Service and Product criteria.

- Service Date From/To
- Service Date Entered From/To
- Supplier From/To
- Master Supplier From/To
- Voucher (Number) From/To
- Outstanding Amount From/To
- (Product) Code From/To
- Location
- Service Status
- Service Code

NOTE: The Voucher From field cannot be blank. It defaults to 0 to enable the Search button. To define a voucher search range, enter the required voucher from and to.

About the Close Vouchers - (Service & Supplier) Analysis Tab



Further selection filters can be set using the 6 Supplier Analysis codes and the 6 Product Analysis Codes.

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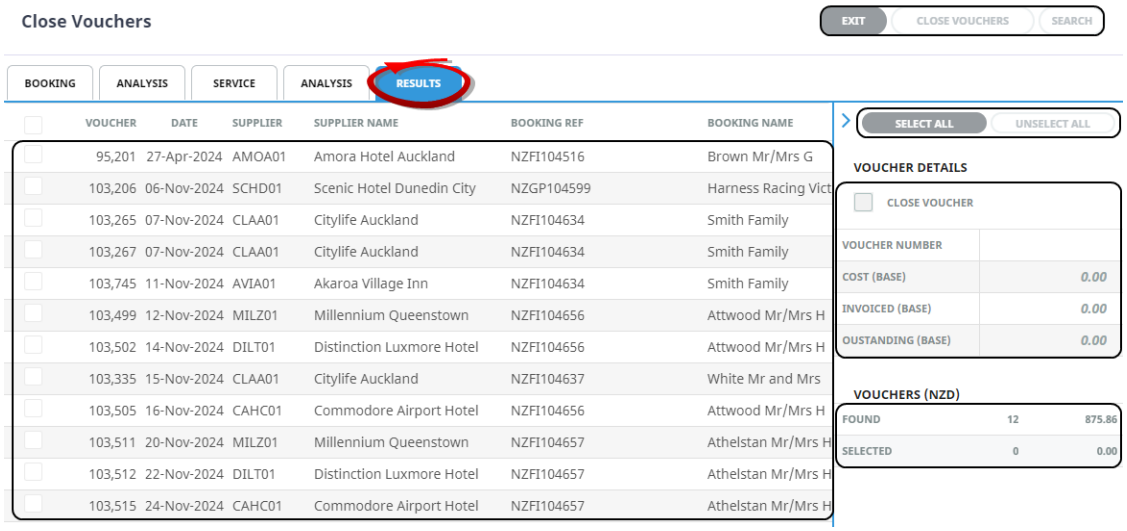
When the screen displays, by default the codes are in collapsed mode. Click the **+** to expand the code lists as required.

About the Close Vouchers - Results Tab



NOTE: The arrow to the left of the Select All/Unselect All can be used to hide the side panel. When the side panel is hidden, the Right Arrow is replaced by a Left Arrow which can be used to reveal the panel.

Voucher Details Section

This section displays the details of the currently highlighted voucher line - regardless of whether it has been checked for closure or not.

Close Voucher

This is the only selectable field in this section of the screen. The check-box shows that the voucher has been selected for closing. It can be unchecked here.

Voucher Number

The number of the current voucher.

Cost (Base)

The cost of the service in system base currency.

Invoiced (Base)

The sum of all amounts that have been invoiced by the supplier for the voucher.

Outstanding (Base)

The amount currently un-invoiced (or over-invoiced) for the voucher. This is the amount that will be added (or subtracted) to the booking profit.

Vouchers Section

The total number of vouchers found which match the selection criteria and the number selected for closing.

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Open Vouchers

The Open Vouchers utility allows users to reopen vouchers that were previously closed. Closing vouchers is a standard practice in accounting to ensure accurate and up-to-date financial statements. However, unforeseen circumstances may arise, leading to the need for reopening closed vouchers. By utilizing the Open Vouchers utility, users can efficiently reconcile Closed Vouchers with outstanding or residual amounts, ensuring accurate financial records, preventing discrepancies.

There are several scenarios where reopening vouchers becomes necessary:

- Delayed Invoices - in some cases, suppliers may send invoices months after the tour has concluded. The Open Vouchers utility allows users to reopen these vouchers and incorporate the delayed invoice accurately.
- Outstanding Amounts - vouchers may have been closed with residual amounts left unsettled. Opening vouchers enables users to reconcile these outstanding amounts and bring the financial records up to date.

Open Vouchers

1. From the Home Menu select **Home > Financials > Accounting > Bookings Management > Open Vouchers.**
2. There are 4 selection tabs across the top of the screen:
   - Booking
   - Analysis (Booking & Agent)
   - Service
   - Analysis (Supplier & Product)
3. If the required selections have been made from the Booking Tab, click the Results tab or **Search**.

4. Further selection filters can be set using the 6 Booking Analysis codes and the 6 Booking Agent Analysis Codes.

   When the screen displays, by default the codes are in collapsed mode. Click the **+** to expand the code lists as required.
5. When all selections have been made, click the Results Tab, or **Search**.

6. Vouchers that match the selection criteria will display on the **Open Voucher** Results Tab.

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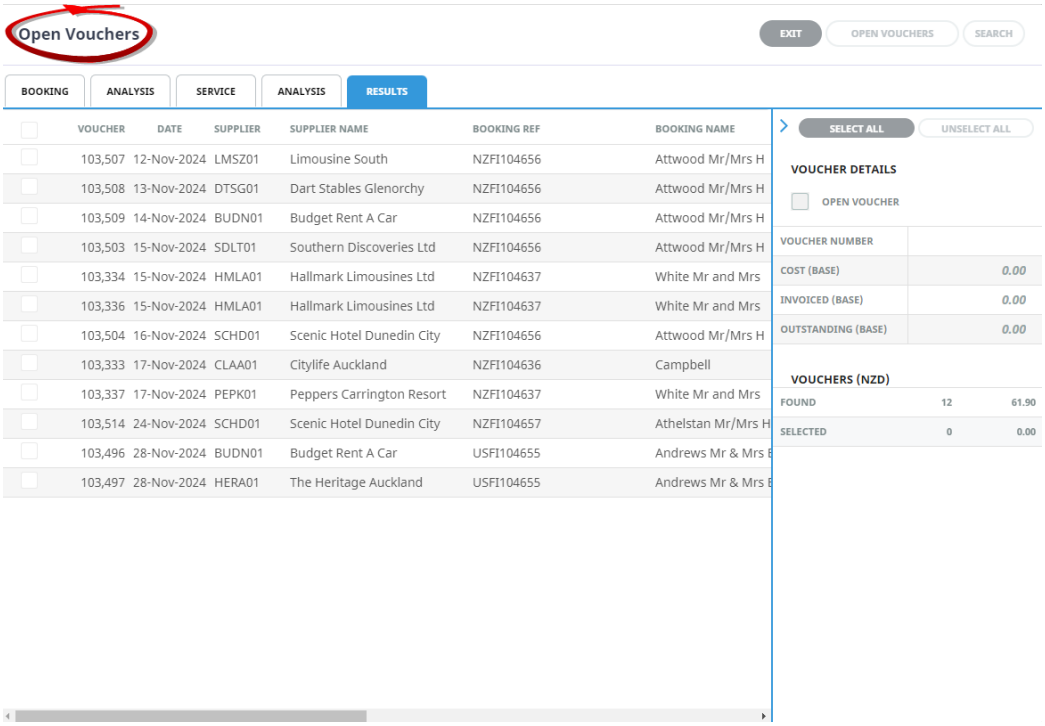

The information displayed is too wide to fit in one screen-shot. The scroll bar at the bottom of the screen can be used to scroll across.

7. To select vouchers in the list, check the check-box(es) to the left of the Voucher.

   a. To select all vouchers listed, click **Select All**.

   NOTE: Selected displays the number of vouchers in the list that have been selected and Found displays the total number of vouchers found based on the search criteria.

   b. To unselect all selected vouchers click **Unselect All**.

   c. To open the vouchers, click **Open Vouchers**.

8. Prior to processing commencing, a confirmation dialogue displays. This dialogue also gives the option of outputting a Open Voucher Report.

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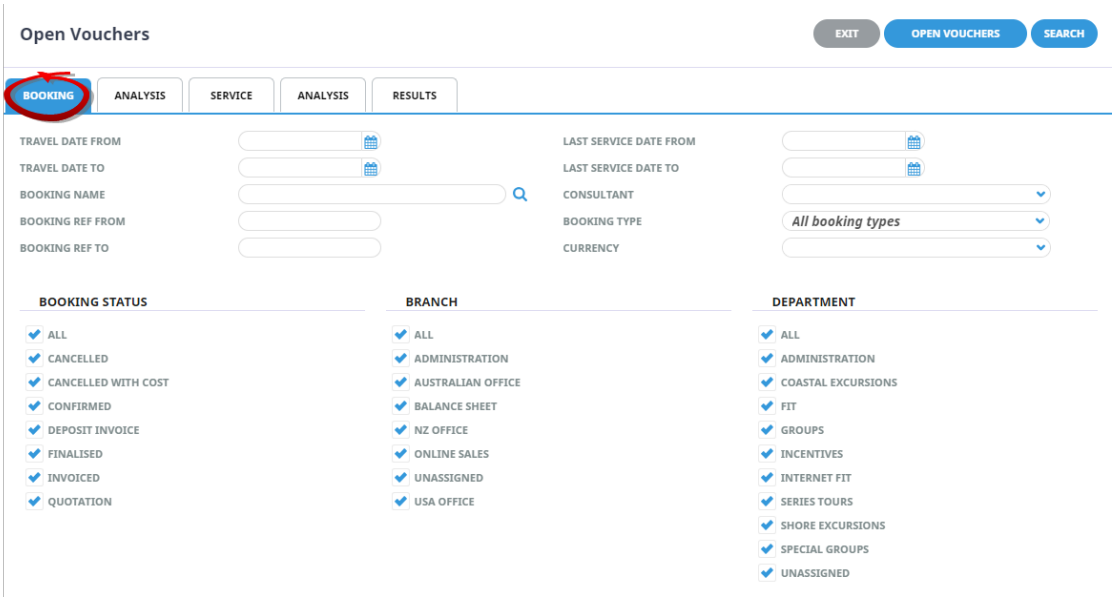
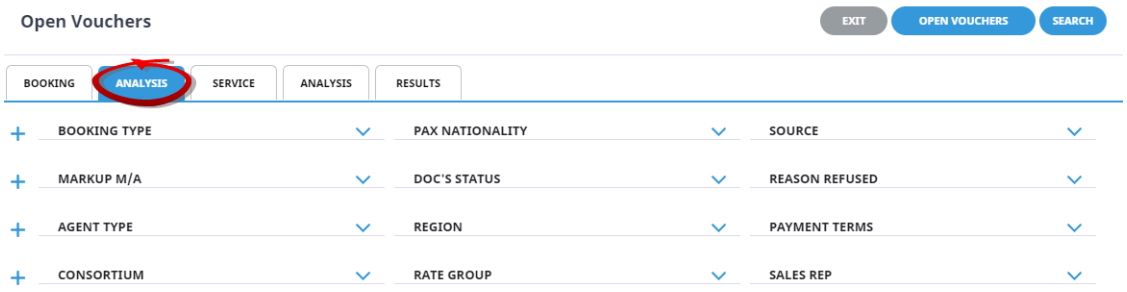
About the Open Vouchers - Bookings Tab



The Bookings tab allows voucher selection filters to be set based on a specific range of Booking Header criteria.

- Travel Date From/To
- Booking Name
- Booking (Full) Reference From/To
- Last Service Date From/To
- Consultant
- Booking Type - All, Groups or FIT's
- (Booking) Currency
- Booking Status
- (Booking) Branch
- (Booking) Department

About the Open Vouchers - (Bookings & Agent) Analysis Tab



Further selection filters can be set using the 6 Booking Analysis codes and the 6 Booking Agent Analysis Codes.

When the screen displays, by default the codes are in collapsed mode. Click the **+** to expand the code lists as required.

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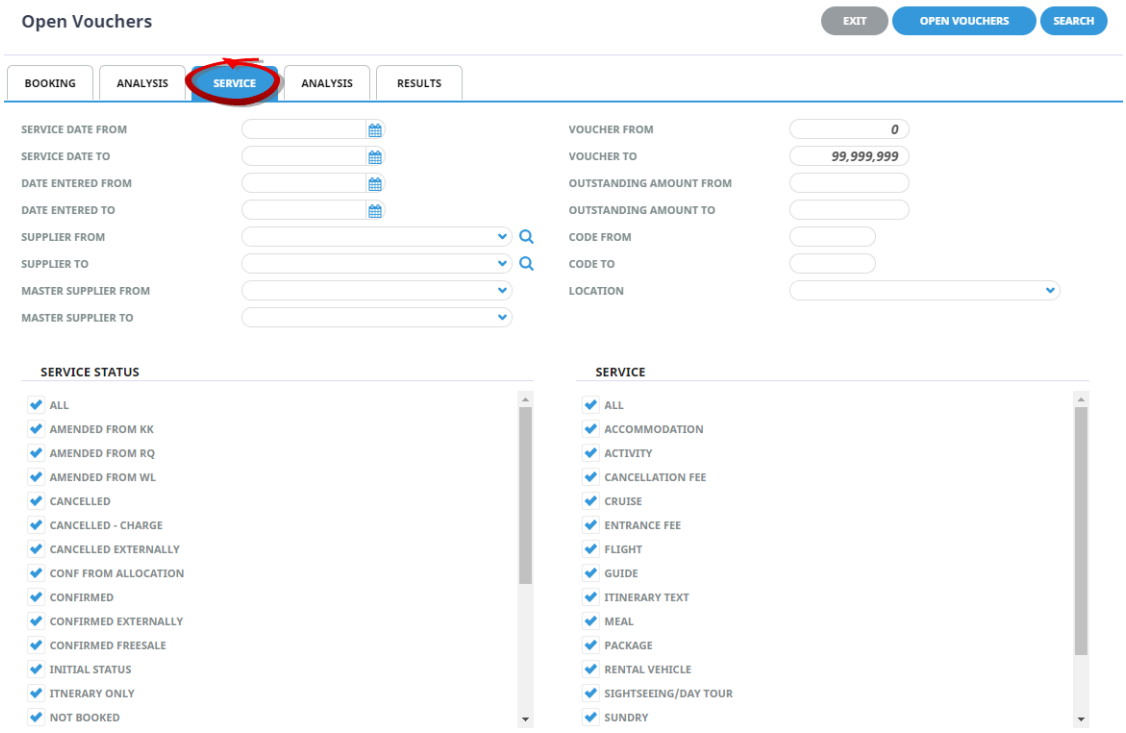
About the Open Vouchers - Service Tab

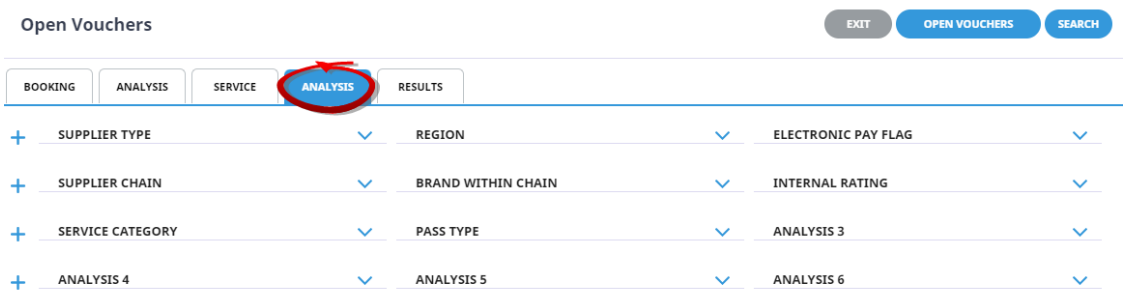


The Service tab allows voucher selection filters to be set based on a range of specific Service and Product criteria.

- Service Date From/To
- Service Date Entered From/To
- Supplier From/To
- Master Supplier From/To
- Voucher (Number) From/To
- Outstanding Amount From/To
- (Product) Code From/To
- Location
- Service Status
- Service Code

NOTE: The Voucher From field cannot be blank. It defaults to 0 to enable the Search button. To define a voucher search range, enter the required voucher from and to.

About the Open Vouchers - (Service & Supplier) Analysis Tab



Further selection filters can be set using the 6 Supplier Analysis codes and the 6 Product Analysis Codes.

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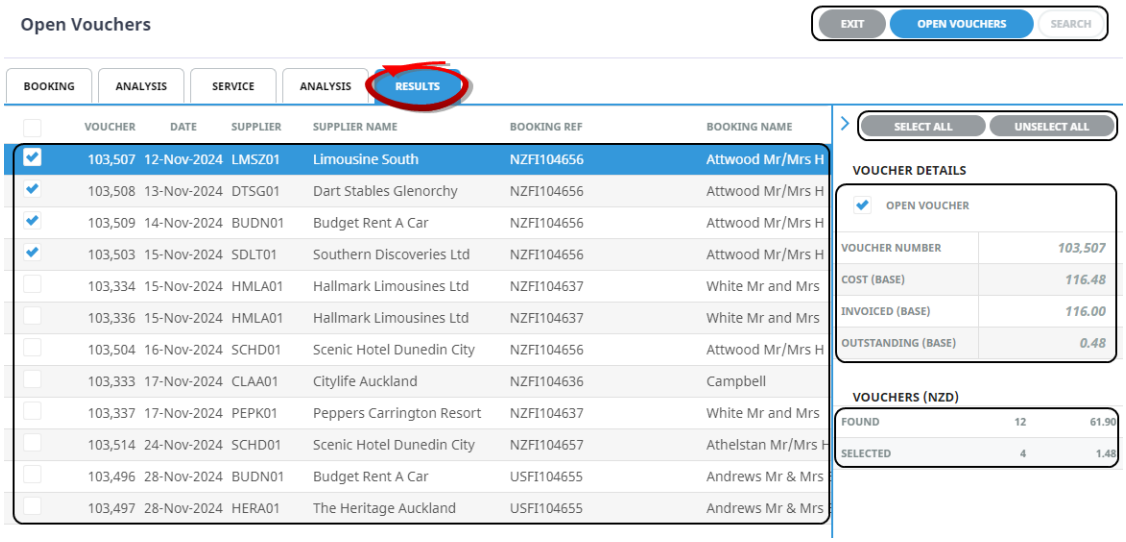
When the screen displays, by default the codes are in collapsed mode. Click the **+** to expand the code lists as required.

About the Open Vouchers - Results Tab



NOTE: The arrow to the left of the Select All/Unselect All can be used to hide the side panel. When the side panel is hidden, the Right Arrow is replaced by a Left Arrow which can be used to reveal the panel.

Voucher Details Section

This section displays the details of the currently highlighted voucher line - regardless of whether it has been checked for opening or not.

Open Voucher

This is the only selectable field in this section of the screen. The check-box shows that the voucher has been selected for opening. It can be unchecked here.

Voucher Number

The number of the highlighted voucher.

Cost (Base)

The cost of the service in system base currency.

Invoiced (Base)

The sum of all amounts that have been invoiced by the supplier for the voucher.

Outstanding (Base)

The amount currently un-invoiced (or over-invoiced) for the voucher. This is the amount that will be added (or subtracted) to the booking profit.

Vouchers Section

The total number of vouchers found which match the selection criteria and the number selected for opening.

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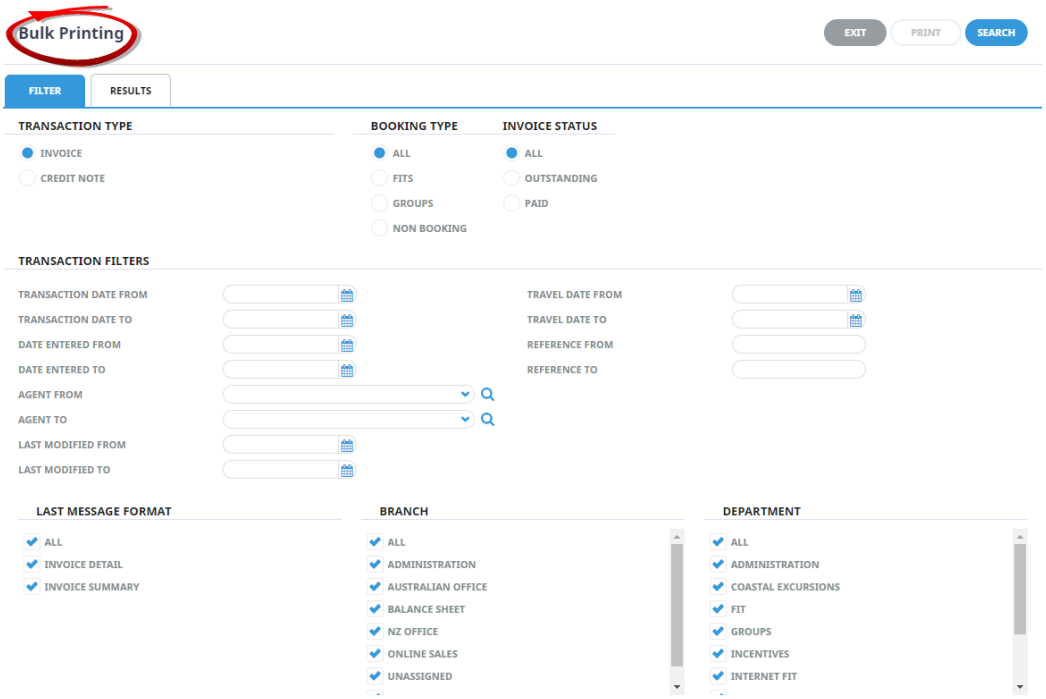
Bulk Printing

This option will only print debtors' invoice or credit note documents - it does not create them. Debtors' Invoices can be created in bulk using the "Bulk Invoicing" on page 362 option.

Bulk Printing

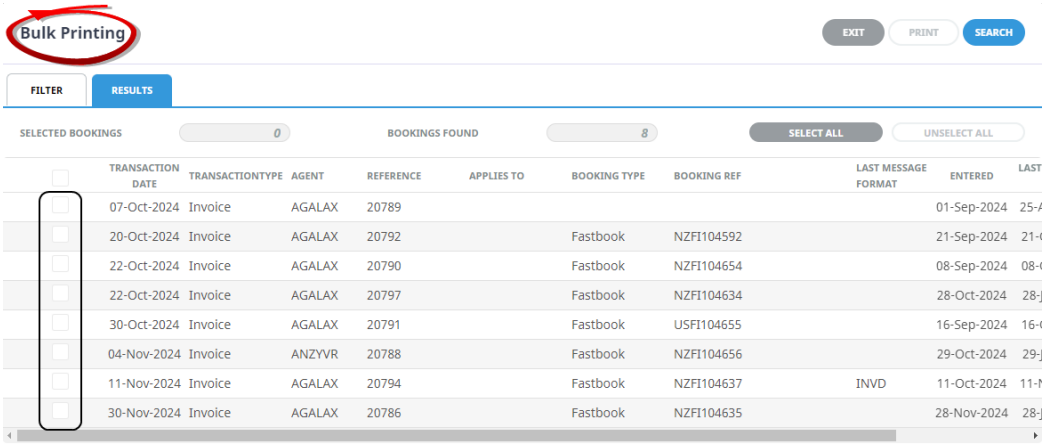
1. From the Home Menu select **Home > Financials > Accounting > Bookings Management > Bulk Printing.**

2. There is **one Tab** which allows a range of filter selections to be made.



3. When the required selections have been made from the Filter Tab , click the Results Tab or **Search**.

4. **Documents** that match the selection criteria will display.



NOTE: Selected Bookings displays the number of bookings in the list that have been selected and Bookings Found displays the total number of bookings found based on the search criteria.

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5. To select document(s) in the list, check the check-box(es) to the left of the transaction date.

   a. To select all documents listed, click **Select All**.

   b. To unselect all selected documents click **Unselect All**.

6. When selections have been made

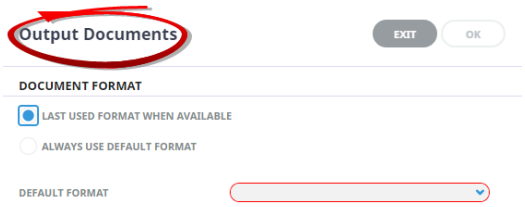
   a. Click **Print**

   b. Or, Click **Exit** to discard any changes.

NOTE: Multiple selections can also be made based on the last message format that was used to output the invoices or credit notes.

7. If Print is selected, the **Output Documents** screen will display.

   This screen is used to determine which message format the system should use to output the selected document(s).



8. To Continue, click **OK**.

9. The **Review and Send Document** screen will display. The document(s) can be viewed on-screen in the Document Tab. They cannot be edited.

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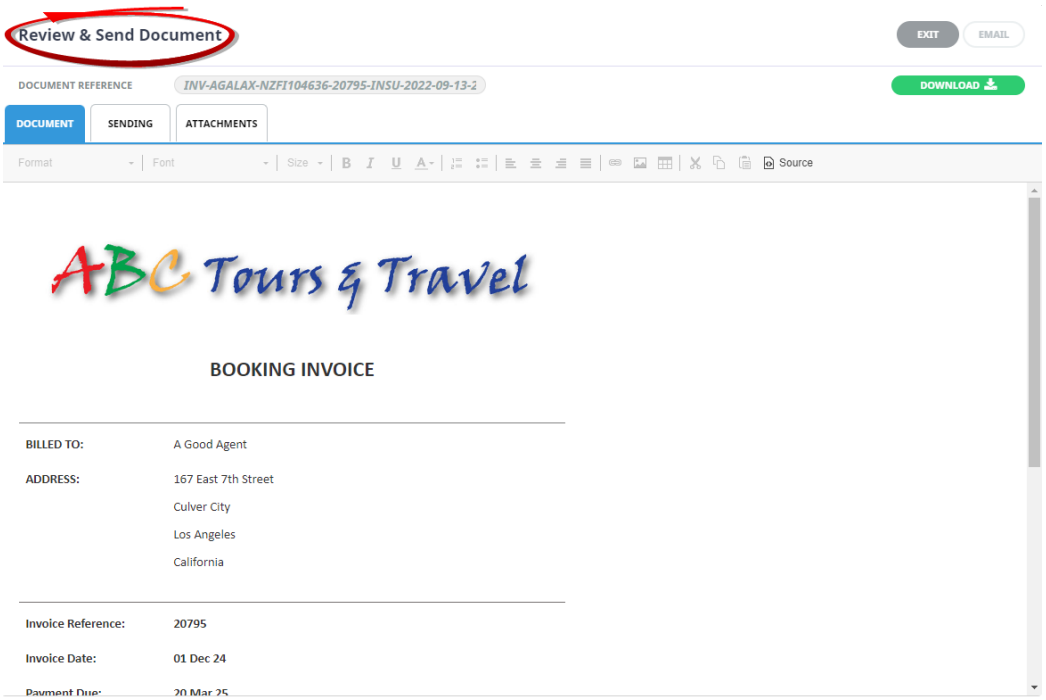
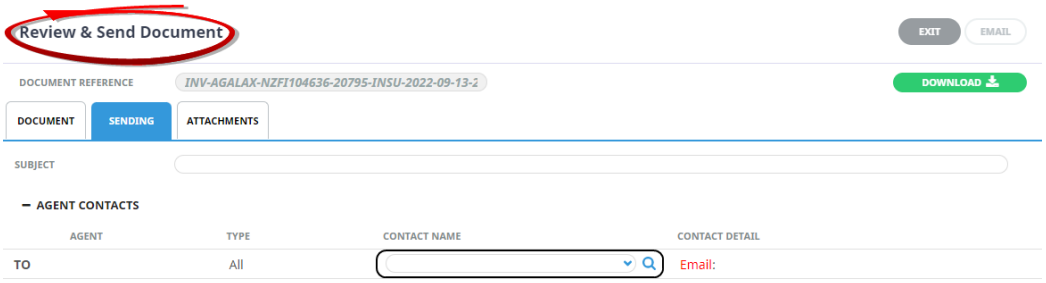


NOTE: If Tourplan NX is set up to send email messages, and email addresses exist for the agent, then the documents can be emailed.

Select the contact name and when the Email Address displays, the **Email** button becomes active.



10. Click **Exit** to discard any changes.
11. Click **Download** to Download the document.

About the Bulk Printing - Filter Tab

Transaction Type

- **Invoice:** Only debtors' invoices will be selected for printing.
- **Credit Note:** Only debtors' credit notes will be selected for printing.

Booking Type

- **All**: All transactions regardless of booking type (including Non-Booking transactions) will be selected.
- **FITs:** Only invoices for FIT bookings will be selected.
- **Groups:** Only invoices for Group bookings will be selected.
- **Non-Booking:** Invoices that are not related to bookings will be selected.

Invoice Status

This drop-down becomes active when Invoices is selected and allows either:

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- **All:** Invoices.
- **Outstanding:** Invoices only.
- **Paid:** Invoices.

Transaction Filters (All From/To Selections)

This section of the selections screen has six 'From/To' selections available. All From/To selections are 'Inclusive' - i.e. transaction date from 01 Aug to 31 Aug will include transactions for 01 Aug and 31 Aug. The available selection fields are:

- **Transaction Date:** The Transaction Date range of the document(s) to be printed.
- **Date Entered:** The Date Entered range of the document(s) to be printed.
- **Agent:** Print document(s) for a range of debtors or a specific debtor.
- **Last Modified:** The Date Last Modified range of the document(s) to be printed.
- **Travel Date:** The Travel Date range of the document(s) to be printed.
- **Reference:**. Document reference number range to print.

All selection criteria are 'and', not 'or'. This means that if (e.g.) Transaction Date = 01 Aug to 31 Aug and Last Modified Date = 01 Jul to 30 Jul is selected, no results are likely to be returned since the system is looking for transactions dated between 01 Aug and 31 Aug and whose Last Modified Date is in the range 01 Jul to 30 Jul, not transactions dated between 01 Aug and 31 Aug or whose Last Modified Date is in the range 01 Jul to 30 Jul.

Last Message Format Section

- All. When **All** is checked, the available document template(s) display. If the document(s) have already been output, the template that was last used will be used again.
- If the invoice(s) have not already been output, then check the invoice template button of the format they are to be output in.

Branch

Select as many or as few booking reference Branch codes as required.

Department

Select as many or as few booking reference Department codes as required.

About the Bulk Printing - Output Documents Screen

Document Format

There are two choices:

- **Last Used Format When Available**. If the document has already been output, this button can be checked, and the message format code that was last used will be used again.
- **Always Use Default Format**. If the transactions have not already been output, then check this button and select the **Default Format** from the from the drop-down.

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Bulk Invoicing

Bulk Invoicing allows debtors invoices to be created in bulk. Selections are based on Booking Header, Booking and Agent Analysis, Booking Status, Booking Branch and Booking Department.

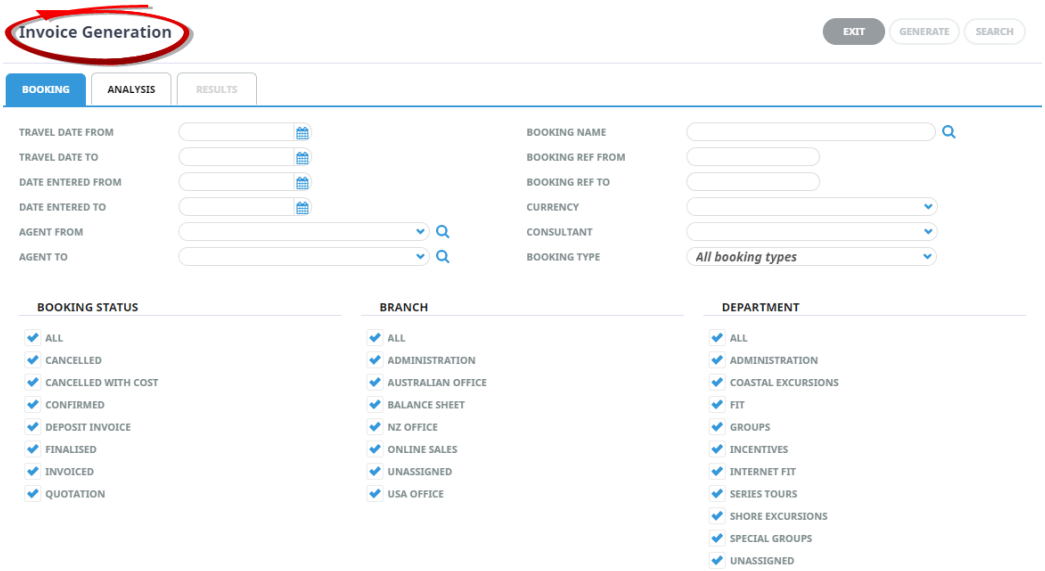
The amount of each invoice raised is the Agent value of the booking. If a part invoice has already been raised, this process will invoice the balance. If a booking that is selected has been invoiced for an amount equal to or greater than the Agent value, an invoice will not be created in this process.

NOTE: Auto receipting and credit notes cannot be generated when using batch invoicing. These procedures would need to be created in other applications, for example: Credit Notes in bookings or debtors, and receipting in the debtor application.

Bulk Invoicing

1. From the Home Menu select **Home > Financials > Accounting > Bookings Management > Bulk Invoicing.**

2. There are **two Tabs** which allow a range of filter selections to be made.

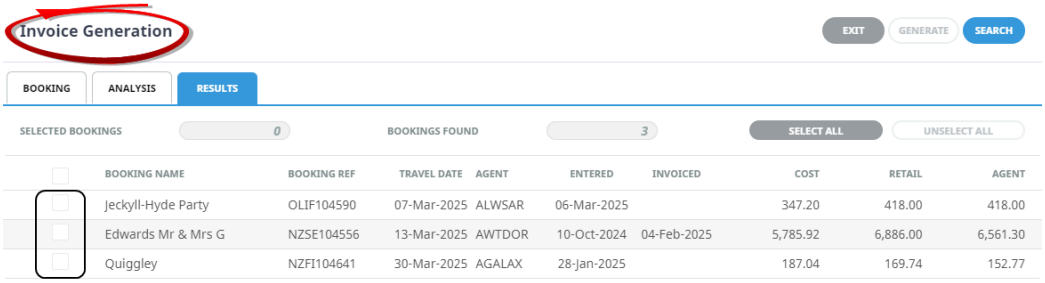


3. Further selection filters can be set using the 6 Booking Analysis codes and the 6 Booking Agent Analysis Codes.

   When the screen displays, by default the codes are in collapsed mode. Click the blue **+** to expand the code lists as required.

4. When all selections have been made, click the Results Tab, or **Search**.

5. **Bookings** that match the selection criteria will display.



© Tourplan, 2024

6. To select specific bookings in the list, select the checkbox(es) to the left of the booking reference.

   a. To select all bookings listed, click **Select All**.

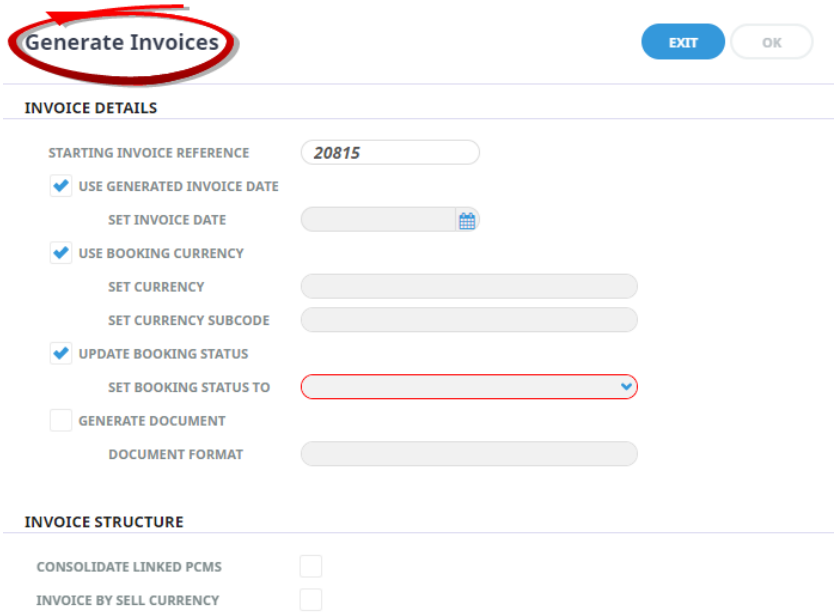
   b. To unselect all selected bookings click **Unselect All**.

   c. Click **Exit** to discard any changes.

   d. Click **Generate** to create the invoice(s).

7. If Generate is selected the **Output Documents** screen will display.

   This screen is used to determine which message format the system should use to output the selected transactions, and the output method.



8. Click **Exit** to discard any changes.
9. Click **OK** to keep the changes and save or update the entry.
10. A summary screen advising the success status of the generation or any exceptions is output on completion.

About the Bulk Invoice Generation - Booking Tab

Travel Date From/To

Selection can be made based on a specific booking travel date or a range of travel dates.

Date Entered From/To

Selection can be made based on a specific booking entered date or a range of entered dates.

Agent From/To

Selection can be made based on a specific booking agent or a range of booking agents.

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Booking Name

Selection can be made based on a specific booking name.

Booking Reference From/To

Selection can be made based from a specific booking reference or for a range of booking references.

Currency

Selection can be made based on a specific booking currency.

Consultant

Selection can be made based on a specific booking consultant.

Booking Type

Selection can be based on All Bookings that meet the criteria, or whether the bookings are Group or FIT. The default is All Booking Types.

Booking Status

Multiple selections can be made based on the Status of the booking.

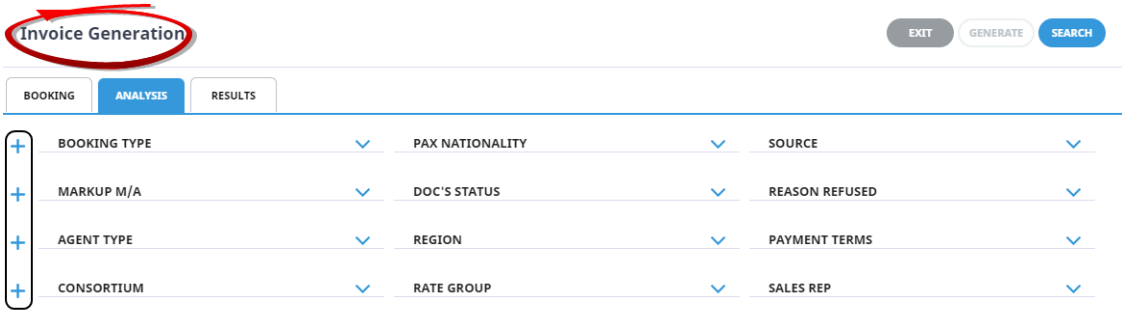
Branch

Select as many or as few booking reference Branch codes as required.

Department

Select as many or as few booking reference Department codes as required.

About the Bulk Invoicing - Analysis Tab



Further selection filters can be set using the 6 Booking Analysis codes and the 6 Booking Agent Analysis Codes.

When the screen displays, by default the codes are in collapsed mode. Click the blue **+** to expand the code lists as required.

About the Bulk Invoicing - Generate Invoices Screen

Starting Invoice Reference

This field will default to the next debtors invoice number from the system INI settings.

NOTE: This field is only accessible if the INI Setting AR_MANUAL_INVOICE is set to 'Y'.

Use Generated Invoice Date

When checked, the system will generate the Invoice Date (and thus the Transaction Period) based on the INI setting AR_INVOICE_DATE. When un-checked, an invoice date can be manually set.

NOTE: Setting the date manually will override the INI setting AR_INVOICE_DATE and determine the transaction period of the invoice. If today's date is used and the AR_INVOICE_DATE setting is 'System Date', there will be no effect. Any other setting of the INI flag is likely to be overridden. Similarly, the INI setting AR_INVOICE_AGE will be ignored if it is set to 'Invoice Date'.

Use Booking Currency

When checked, the system will generate the Invoices in the Booking Header currency.

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When un-checked, a specific currency is able to be selected which will be used for all invoices being generated. If required, a specific Currency Sub code can be used to determine which rate between the currencies will be used.

NOTE: If a specific currency is going to be used, there must be valid exchange rates in the Currency Rates table for each Currency and Currency Subcode for each currency contingency that is likely to be encountered during the bulk invoicing process.

Update Booking Status

When checked, the Booking Status drop-down becomes active and the status of each booking being invoiced can be updated with the booking status selected.

Generate Document

To output invoices during the bulk invoice process, check this box. When checked, the Document Format drop-down will become active so that an Invoice message template can be selected.

NOTE: If Generate Document is not checked, the invoice will be created, but no invoice document will be produced.

Invoice Structure

Consolidate Linked PCM's

When checked, linked PCM's that may be included in a booking will be consolidated to one line in the invoice. When unchecked, all PCM lines will be output.

Invoice By Sell Currency

Ticking this checkbox will invoice only those services whose sell currency matches the currency selected from the currency drop-down above. If (e.g.) there are services in the booking whose sell currency is USD and the booking currency is NZD, then selecting USD from the currency drop-down and ticking this checkbox will only invoice those services with USD as the sell currency.

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Batch Invoice Transactions

Batch transaction processing allows users to generate and allocate batch numbers to invoices created within the Tourplan NX bulk invoicing process. This also has the flow on effect of being able to produce receipting transactions that include, or are specifically for, those batched invoices. Along with complementarity batch referenced bulk messaging .

Before batch transaction numbers can be generated and actioned, the functionality must first be setup in *Code Setup* > *INI Settings* > *System* via the AR_NEXT_BATCH and AR_BATCH_PREFIX settings. This can only be actioned by users with sufficient user permissions to grant access to Tourplan NX code maintenance and should not be done without consultation from your Tourplan system administrator. For full details relating to INI settings, see the System Setup User Manual.

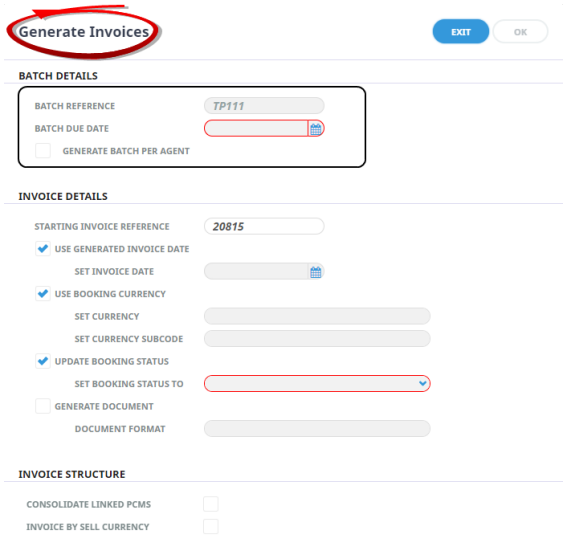
When the batch transaction processing is turned on within Tourplan NX it will be visible in the following processes:

- Bulk invoicing.
- Bulk invoice messaging.
- Debtors receipting.
- Unallocated Cash

Bulk Invoicing

The process is actioned as normal until the **Output Documents** view (see "Bulk Invoicing" on page 362), at this point there is an additional section added to the dialogue called 'Batch Details' which displays the *Invoice Batch Reference*, *Batch Due Date* and also allows for batch reference details to be generated *Per Agent* if required.

NOTE: For batches that include different bookings with different currencies the **Use Booking Currencies** option within the Output Documents dialogue will be disabled and the currency and currency subcode (if appropriate) for the invoices must be specified in order to generate them.



Bulk Invoice Messaging

Batch specific messaging can be setup via a message template using Transaction substitution codes, to learn more see the Messaging User Manual, for assistance in creating these please contact your local Tourplan Support office.

About the Batch Details Section

Invoice Batch Reference

The combination of Batch Prefix (if defined) and Batch Number. The Batch Number is sequentially allocated via the System INI setting AR_NEXT_BATCH and the Batch Prefix (if defined) is allocated via the INI

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setting AR_BATCH_PREFIX.

Batch Due Date

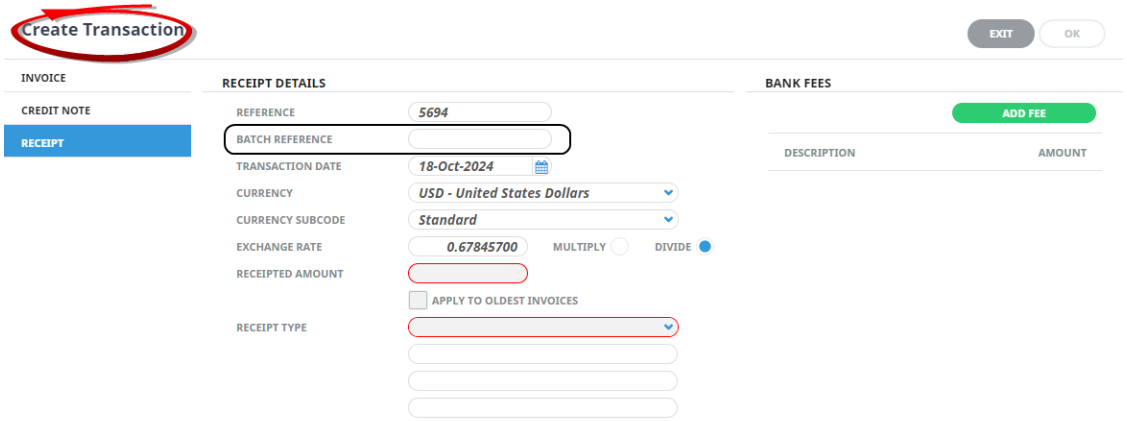
The invoice due date.

Generate Batch Per Agent

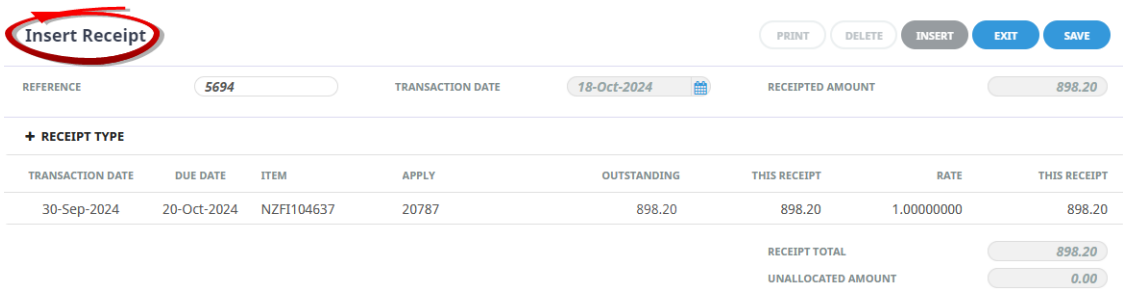
When checked, this will result in the invoices selected being grouped *per agent*, meaning that each group of agent invoices will be allocated an individual batch number created sequentially.

Debtors Receipting

If Batch Invoice Transaction processing is in use, the processing of debtors receipts will allow for an 'Invoice Batch Reference' to be entered in the **Create Transaction** view. This returns only invoices related to that batch reference, in order to apply the receipt against.



If the receipting amount entered in the **Create Transactions** view matches the value of outstanding invoices, the **Insert Receipt** view displays and processing can be saved (See " Debtors Receipt" on page 82).



If the receipting amount does not match the value of outstanding invoices the **Select Invoices** view will display, allowing for the required invoices to be selected (See " Debtors Receipt" on page 82).

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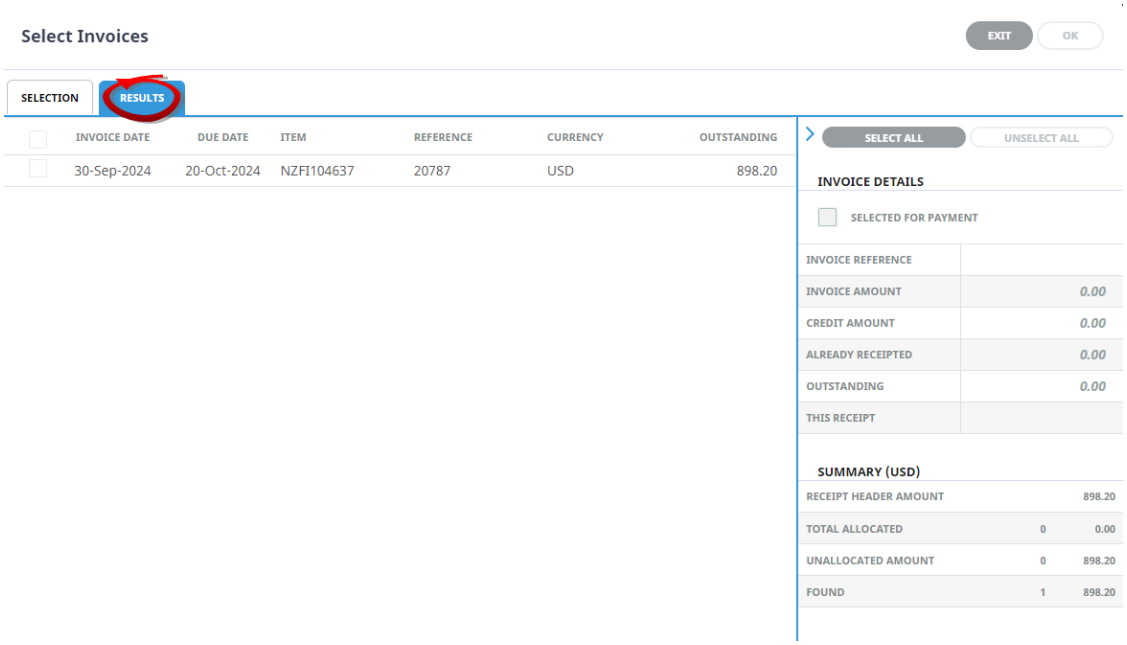

NOTE: If there is an unallocated cash balance for receipts greater than the value of the invoices in the batch, the Unallocated Cash dialogue is displayed (See " Receipting Options" on page 90).

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CHAPTER 15

Multi Branch Level Accounting

This chapter will help you to understand who needs to use Branch Level Accounting, and provides the steps required to implement Branch Level Accounting.

We do not endorse implementation of this configuration on existing systems. This feature must be implemented on initial setup of Tourplan.

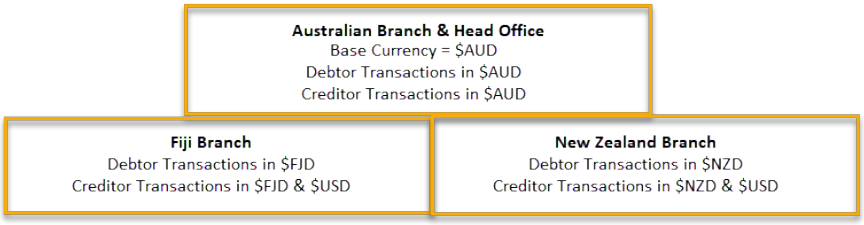
TOURPLAN

Multi Branch Accounting

In a simple sense, Tourplan has always been able to operate as a “Multi Branch” accounting system. Offering a solution for companies that operate a single Tourplan system and have multiple branches in a single country using a single currency. Companies operating a single system and multiple branches in different countries and with different currencies is also possible.

Tourplan has the ability to have a currency attached at a Branch level. There is still only a single base currency in the system, a Branch Currency concept allows reporting by branch currency including the ability to reconcile by branch.

As a simple example, a company based in Australia with branches in Fiji, and N.Z. and using a single common Tourplan system can reconcile their debtors and creditors control accounts in different branch currencies.



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Implementation

Branch Level Accounting is simple to implement, but it must be understood that any existing financial transactions can not be amended to cater for it. For this reason one of the system settings is an INI setting MULTI_COMPANY_START which is the accounting period in which Branch Level Accounting is to commence. The start accounting period should be one where Forex processing has not yet been completed.

Once the start accounting period has been determined, the INI Setting MULTI_COMPANY_START must be set with the starting period and the System INI setting MULTI_COMPANY_SUPPORT set to Y.

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Debtor & Creditor Transaction Processing

There is no change to the method of processing Debtor, Creditor or G.L. transactions. What needs some explanation is the changes to the transaction list screens and the way the values in those screens affect reporting.

NOTE: All exchange rates used in this document are examples only and do not reflect actual exchange rates on the dates they were used.

For ease of demonstration, the following applies for all of the Debtor & Creditor examples below:

1. Each agent had 4 bookings created and the same services were put into all 12 bookings.
2. All service currencies were the same as their supplier currencies - e.g., AU Supplier=$AUD, FJ Supplier=$FJD, NZ Supplier=$NZD.
3. The services were: AU-Accommodation; AU-Non Accommodation; FJ-Accommodation; FJ-Non Accommodation;' NZ-Accommodation; NZ-Non Accommodation.
4. The same costs were used across the services - e.g., AUD$220.00, FJD$220.00, NZD$220.00 etc.
5. All bookings had their booking currency the same as the agent currency - AUAG01=$AUD; FJAG01=$FJD; NZAG01=$NZD
6. The transaction screens below have had the transactions sorted by Item (i.e., Booking Reference) so that Invoice/Receipt transactions are grouped by booking. The default display is by transaction date descending.
7. In the Debtors screens, the yellow highlighted transactions are those that balance to 0.00; the grey highlighted transactions are those invoices that do not balance to 0.00. The Creditors screens have not had the colours applied, since not all transactions display, so an accurate representation is not possible.

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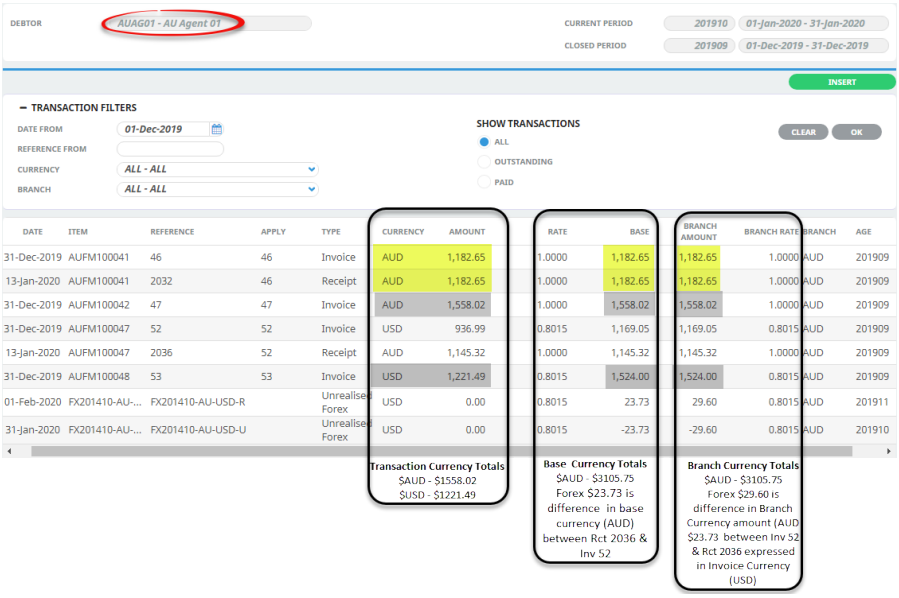
Debtors Transactions

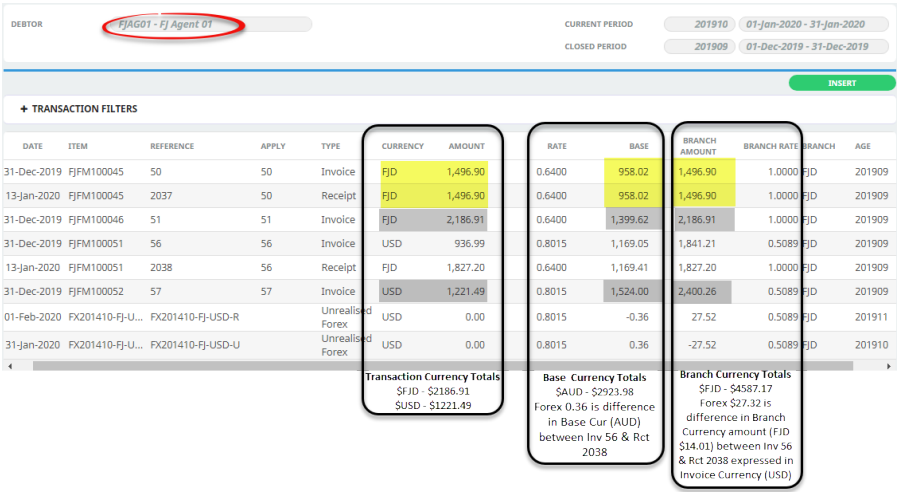
The following are the transaction list screens of the three Debtors used in the generating of the Branch Level Accounting examples.

Debtor AUAG01 (Branch Currency AUD)



These balances can be viewed in the Debtor Balances screen. See "Debtor AUAG01 Balances" on page 378

Debtor FJAG01 (Branch Currency FJD)



These balances can be viewed in the Debtor Balances screen. See "Debtor FJAG01 (Branch Currency FJD)" on page 379.

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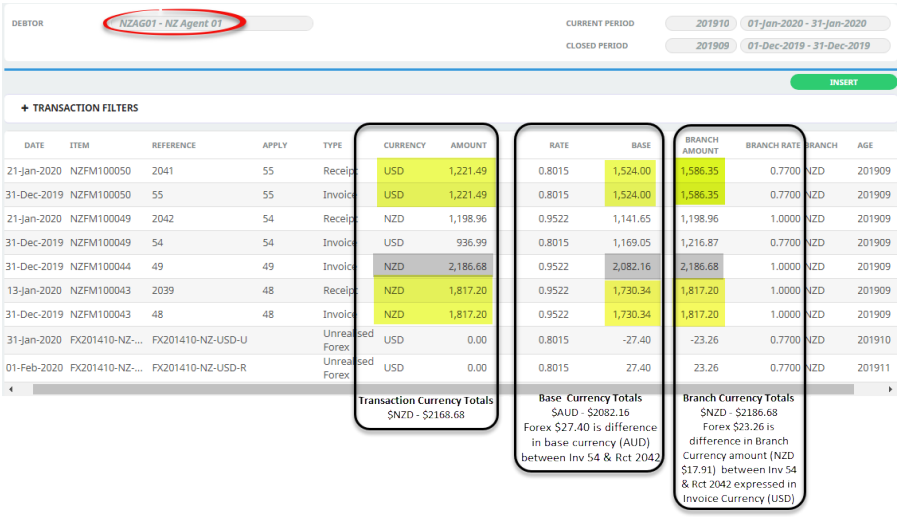
Debtor NZAG01 (Branch Currency NZD)



DATE	ITEM	REFERENCE	APPLY	TYPE	CURRENCY	AMOUNT	RATE	BASE	BRANCH AMOUNT	BRANCH RATE	BRANCH	AGE
21-Jan-2020	NZFM100050	2041	55	Receipt	USD	1,221.49	0.8015	1,524.00	1,586.35	0.7700	NZD	201909
31-Dec-2019	NZFM100050	55	55	Invoice	USD	1,221.49	0.8015	1,524.00	1,586.35	0.7700	NZD	201909
21-Jan-2020	NZFM100049	2042	54	Receipt	NZD	1,198.96	0.9522	1,141.65	1,198.96	1.0000	NZD	201909
31-Dec-2019	NZFM100049	54	54	Invoice	USD	936.99	0.8015	1,169.05	1,216.87	0.7700	NZD	201909
31-Dec-2019	NZFM100044	49	49	Invoice	NZD	2,186.68	0.9522	2,082.16	2,186.68	1.0000	NZD	201909
13-Jan-2020	NZFM100043	2039	48	Receipt	NZD	1,817.20	0.9522	1,730.34	1,817.20	1.0000	NZD	201909
31-Dec-2019	NZFM100043	48	48	Invoice	NZD	1,817.20	0.9522	1,730.34	1,817.20	1.0000	NZD	201909
31-Jan-2020	FX201410-NZ-...	FX201410-NZ-USD-U		Unrealised Forex	USD	0.00	0.8015	-27.40	-23.26	0.7700	NZD	201910
01-Feb-2020	FX201410-NZ-...	FX201410-NZ-USD-R		Unrealised Forex	USD	0.00	0.8015	27.40	23.26	0.7700	NZD	201911

These balances can be viewed in the Debtor Balances screen. See "Debtor NZAG01 (Branch Currency NZD)" on page 380.

The columns ‘Date’, ‘Item’, Reference’, ‘Apply’, 'Type', ‘Currency’, ‘Amount’, ‘Rate’, ‘Base’ and ‘Age’ are standard column headings. The columns ‘Branch' (Currency), Branch Rate’ and ‘Branch Amount’ relate to the Branch Currency amounts and are not displayed by default.

It is important to note the difference in the two exchange rate columns in this screen.

“Rate” is the exchange rate between the Transaction Currency and the system *Base Currency*.

"Branch Rate" is the exchange rate between the Transaction Currency and the *Branch Currency*.

The same columns are available in systems where Branch Level Accounting is not enabled, but the Branch Currency column may be blank. The “Branch Rate” will always be 1.0000 and the “Branch Amount” value will be the same as the Base Amount value.

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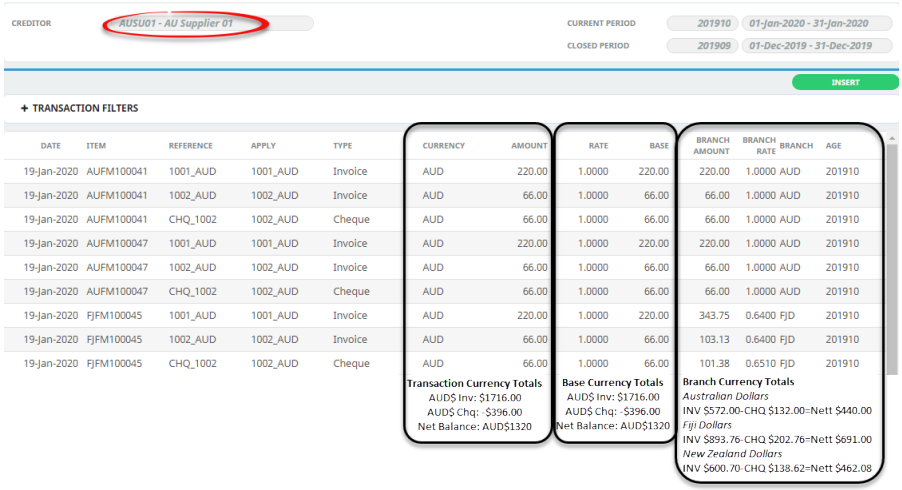
Creditor Transactions

Again, there is no change to the method of processing transactions but the changes to the Creditors transaction list screen and the way the values in that screen affect reporting need explanation.

Below are the transaction list screens of the three creditors used in the generating of the Branch Level Accounting examples.

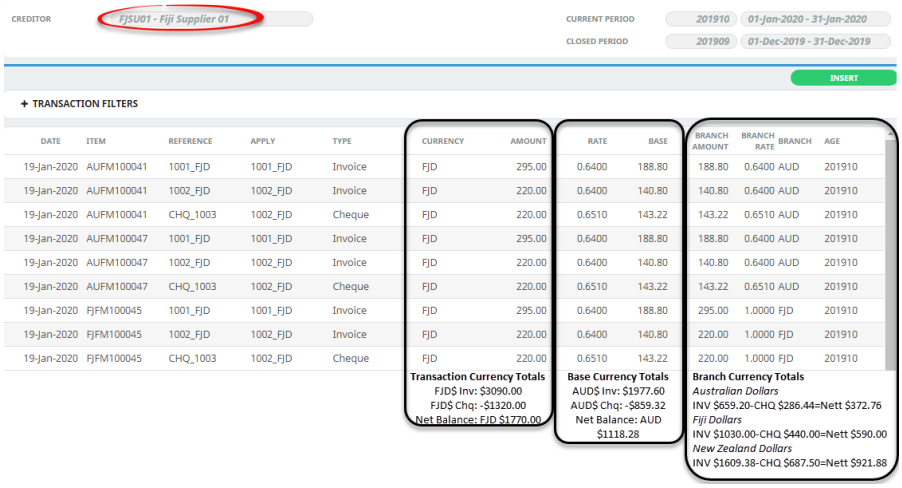
NOTE: Because of the number of transaction lines, the screens have been truncated to allow for the summaries to display. The summaries include *all* transactions, not just those displayed.

Creditor AUSU01 (Branch Currency AUD)



For creditor balances, see "Creditor AUSU01 (Branch Currency AUD)" on page 381

Creditor FJSU01 (Branch Currency FJD)



For Creditor balances, see "Creditor FJSU01 (Branch Currency FJD)" on page 382

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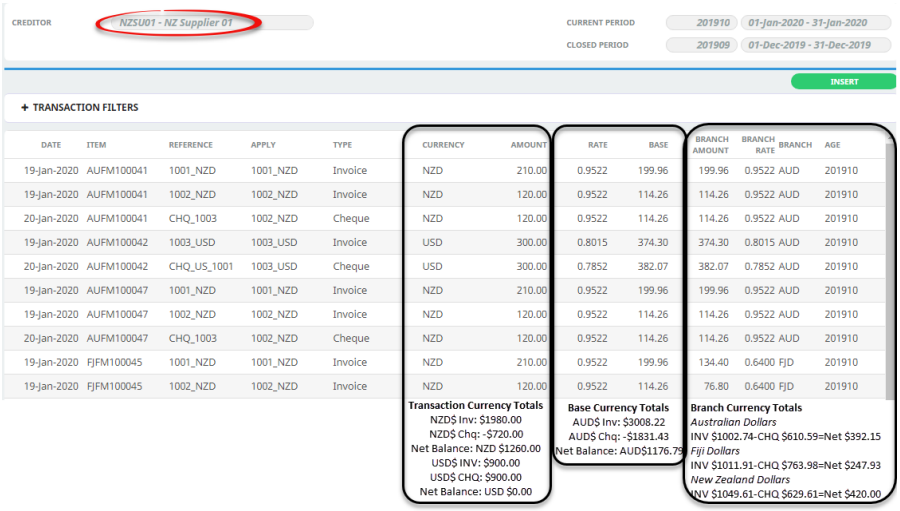
Creditor NZSU01 (Branch Currency NZD)



For Creditor balances, see "Creditor NZSU01 (Branch Currency NZD)" on page 383

The columns ‘Date’, ‘Item’, Reference’, ‘Apply’, ‘Tran’, ‘Currency’, ‘Amount’, ‘Rate’, ‘Base Amount’ and ‘Age’ are standard from previous versions of the system. The columns ‘Branch Currency‘, Branch Rate’ and ‘Branch Amount’ relate to the Branch Currency amounts and are not displayed by default.

It is important to note the difference in the two exchange rate columns in this screen.

“Rate” is the exchange rate between the Transaction Currency and the system Base Currency.

“Branch Rate” is the exchange rate between the Transaction Currency and the Branch Currency.

The same columns are available in systems where Branch Level Accounting is not enabled, but the Branch Currency column may be blank; the “Branch Rate” will always be 1.0000 and the “Branch Amount” value will be the same as the Base Amount value.

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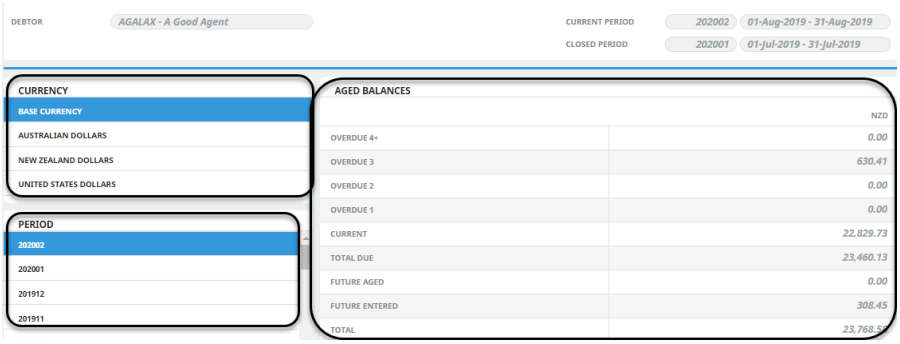
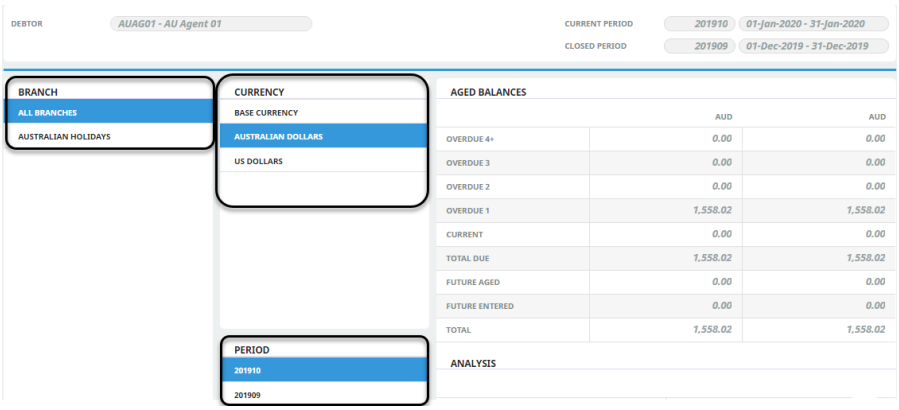
Debtor & Creditor Balances

The Debtor and Creditor Balance screens allow for balances to display in Debtor/Creditor Currency, System Base Currency and booking Branch Currency.

In a multi branch currency system, there is allowance in the Balances screen for multiple currency bookings for the Debtor/Creditor branch to have their balances display:



Balances Screen - Non Multi Branch Currency System



Balances Screen - Multi Branch Accounting System

NOTE: The figures in the screen-shots below relate to the summary figures at the bottom of the Transaction List screen-shots.

For ease of demonstration, the following applies of all of the Debtor & Creditor examples below:

1. Each agent had 4 bookings created and the same services were put into all 12 bookings.
2. All service currencies were the same as their supplier currencies - e.g., AU Supplier=$AUD, FJ Supplier=$FJD, NZ Supplier=$NZD.
3. The services were: AU-Accommodation; AU-Non Accommodation; FJ-Accommodation; FJ-Non Accommodation;' NZ-Accommodation; NZ-Non Accommodation.
4. In the main, the same costs were used across the services - e.g., AUD$220.00, FJD$220.00, NZD$220.00 etc.
5. All bookings had their booking currency the same as the agent currency - AUAG01=$AUD; FJAG01=$FJD; NZAG01=$NZD
6. The transaction screens below have had the transactions sorted by Item (i.e., Booking Reference) so that Invoice and Receipt or Cheque transactions are grouped by booking. The default display is by transaction date descending.
7. In the Debtor screens, the yellow highlighted transactions are those that balance to 0.00; the grey highlighted transactions are those invoices that do not balance to 0.00. The Creditors screens have not had the colours applied, since not all transactions display, so an accurate representation is not possible.

NOTE: There may be a discrepancy of +/- 0.01 in some of the figures. This is because the transaction summaries were added from the transaction using a calculator. The Balances figures come from the database where they are stored to 8 decimal places, but displayed to 2 decimal places.

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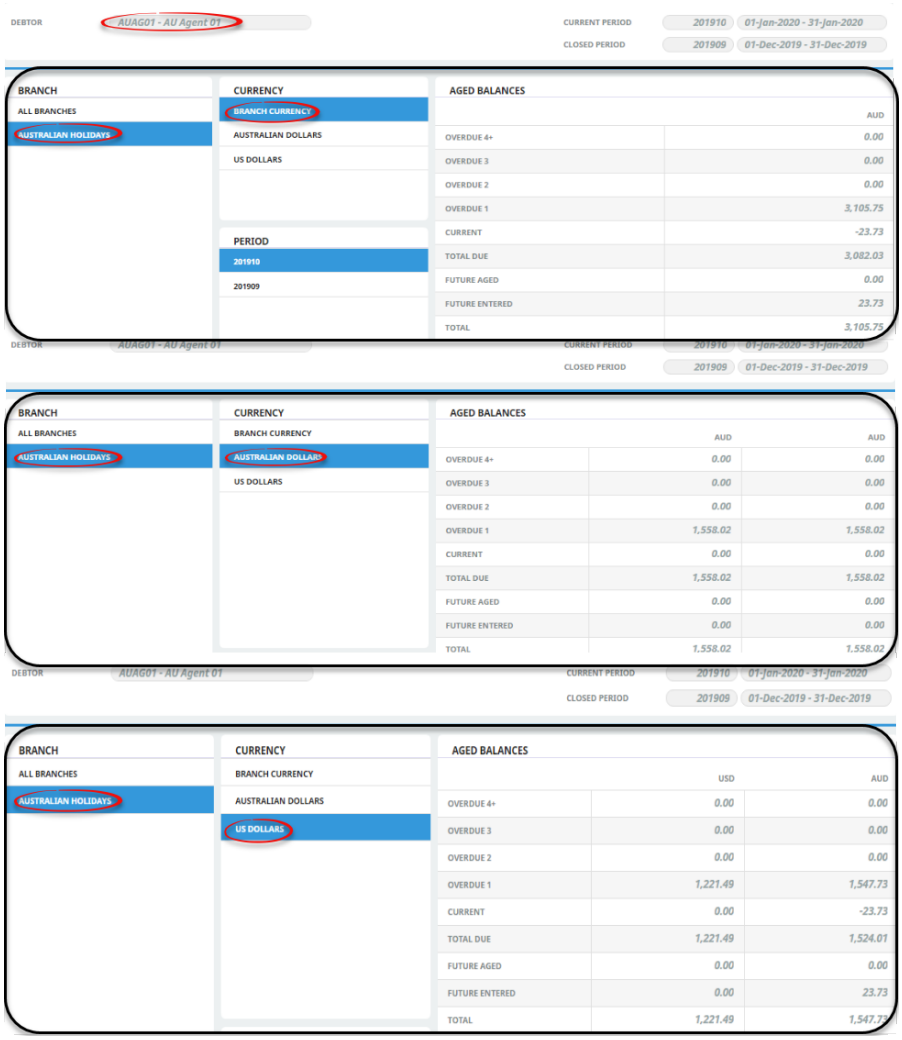
Debtors Balance Screens

The following are the balances screens of the three Debtors used in the generating of the Branch Level Accounting examples.

The balances screens have multiple selections available based on the booking branch currencies used.

In each graphic, the three balances currencies are shown. The values are the same as the summaries at the bottom of the Debtors transaction screens.

Debtor AUAG01 Balances



See "Debtor AUAG01 (Branch Currency AUD)" on page 373 for the relevant Debtor Transaction Summaries.

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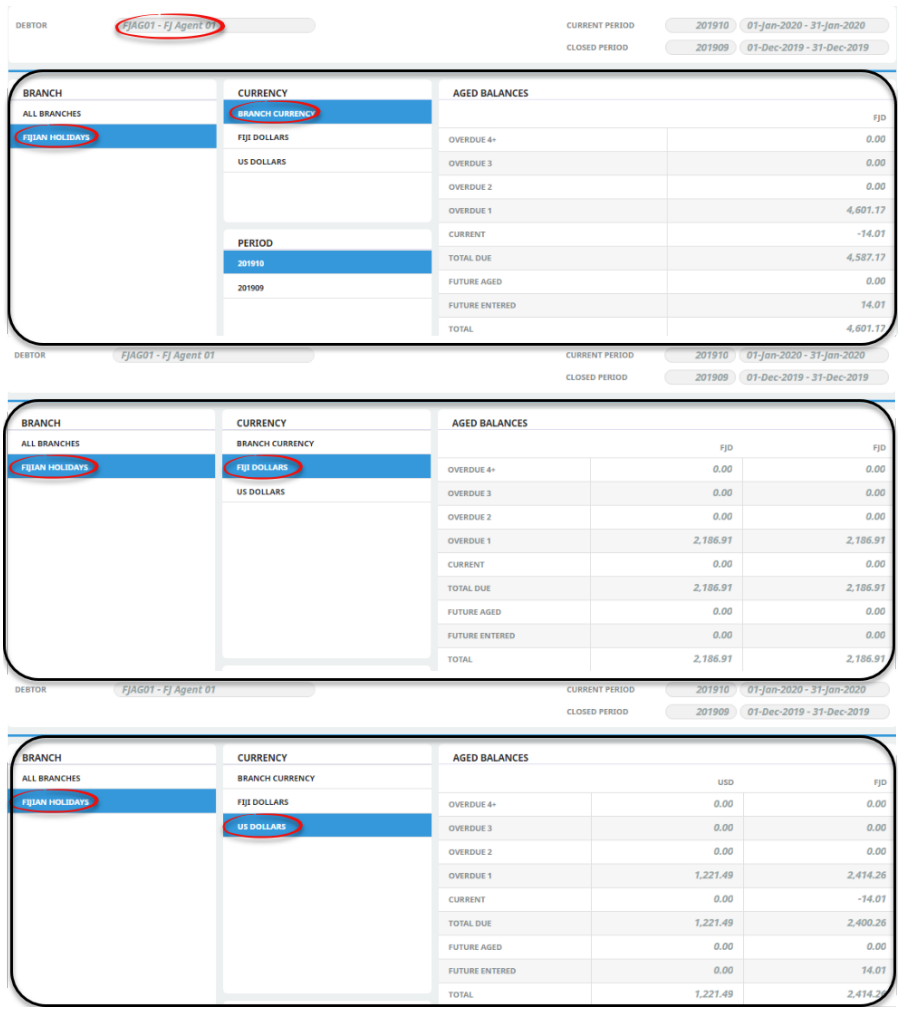
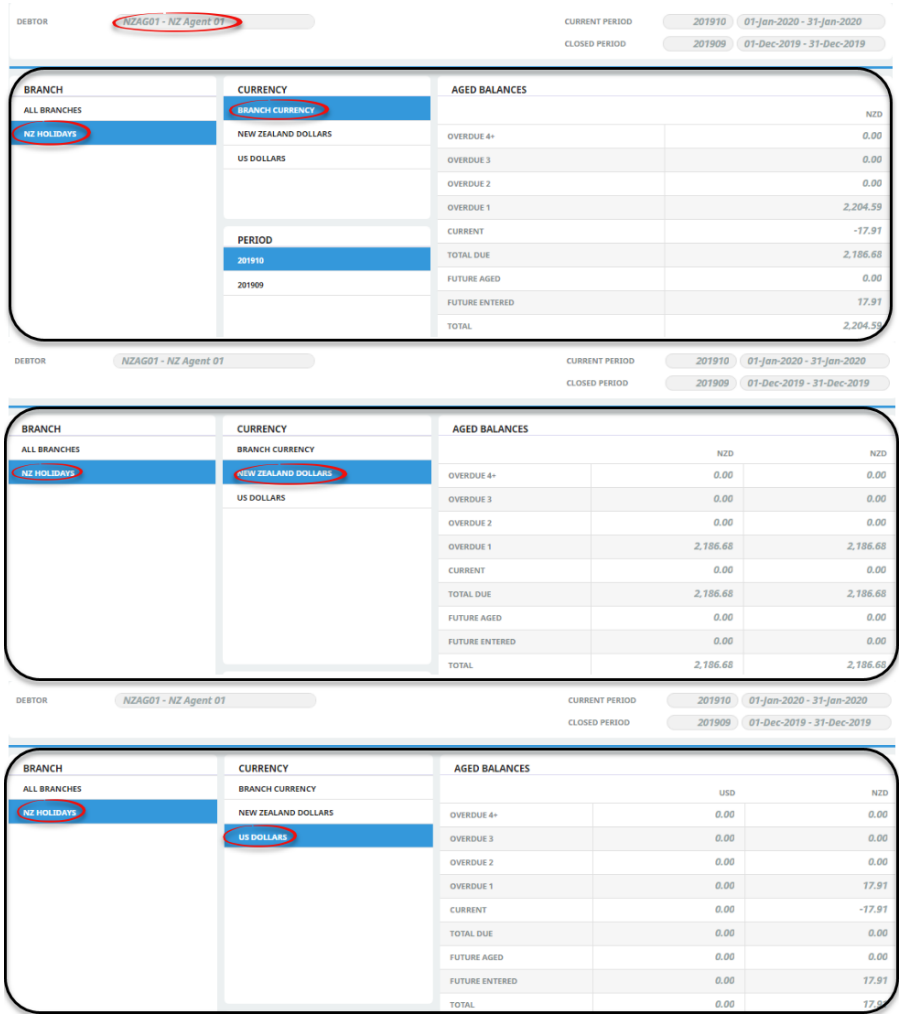
Debtor FJAG01 (Branch Currency FJD)



See "Debtor FJAG01 (Branch Currency FJD)" on page 373 for the relevant Debtor Transaction Summaries.

© Tourplan, 2024

Debtor NZAG01 (Branch Currency NZD)



See "Debtor NZAG01 (Branch Currency NZD)" on page 374 for the relevant Debtor Transaction Summaries.

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Creditor Balance Screens

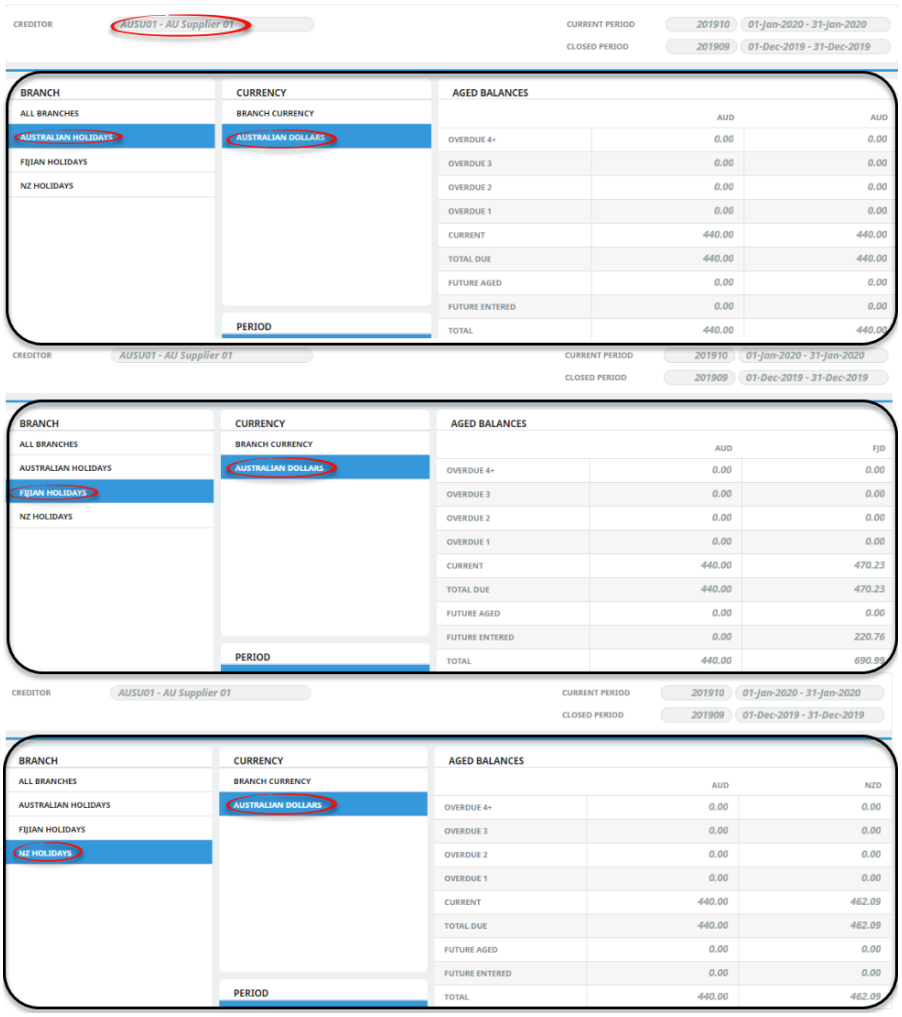
The following are the balances screens of the three creditors used in the generating of the Branch Level Accounting examples.

The balances screens have multiple selections available based on the booking branch currencies used.

In each graphic, the three balances currencies are shown. The values are the same as the summaries at the bottom of the Creditors Transaction screens.

NOTE: There may be a discrepancy of +/- 0.01 in some of the figures. This is because the transaction summaries were added from the transaction using calculations. The Balances figures come from the database where they are stored to 8 decimal places, but displayed to 2 decimal places.

Creditor AUSU01 (Branch Currency AUD)



See "Creditor AUSU01 (Branch Currency AUD)" on page 375 for the relevant Creditor Transaction Summaries.

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Creditor FJSU01 (Branch Currency FJD)

See "Creditor FJSU01 (Branch Currency FJD)" on page 375 for the relevant Creditor Transaction Summaries.

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Creditor NZSU01 (Branch Currency NZD)

See "Creditor NZSU01 (Branch Currency NZD)" on page 376 for the relevant Creditor Transaction Summaries.

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Debtor & Creditor Reports

The majority of financial reports are not affected by Multi Branch accounting.

NOTE: All financial reports that have a Report Currency drop-down selection, and now also have a Branch Currency option as well as Base and Foreign Currency. For systems that do not have Branch Level Accounting enabled, the Branch Currency output option will produce no data.

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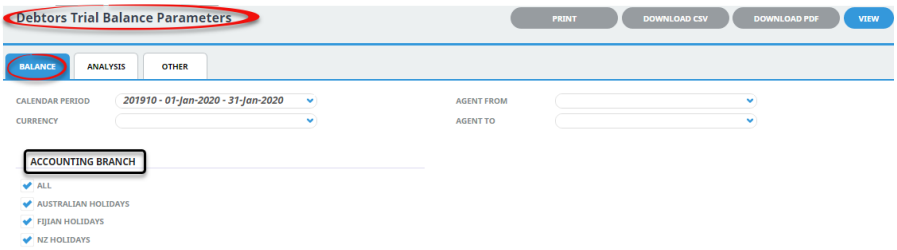
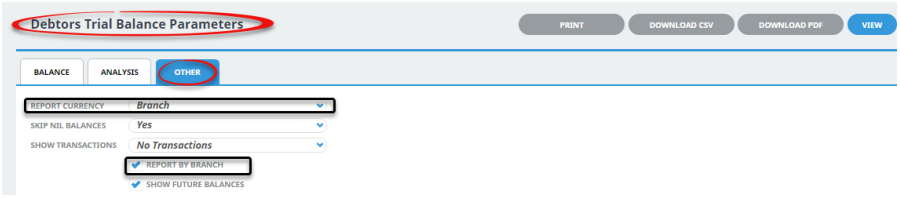
Debtor Reports

Debtors Trial Balance

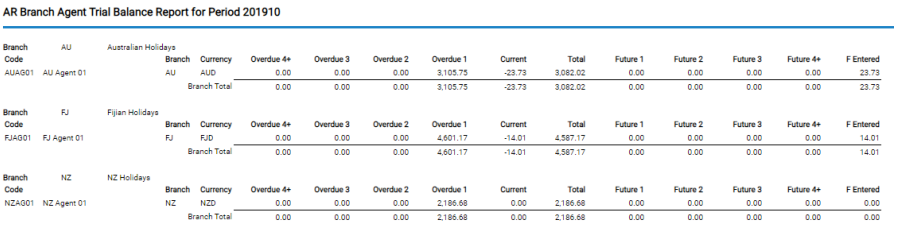
In non multi branch configured systems, the Accounting Branch selection is not available. Transaction Analysis (Booking) Branch and Transaction Analysis (Booking) Department selections are available.



In a standard system, the Report Currency drop-down defaults to Base and the Report By Branch option is not available.



NOTE: When reporting Base Currency or Foreign currency, the report output is the same whether Branch Level Accounting is enabled or disabled. Base and Foreign currency report output is not discussed here.



AR Branch Agent Trial Balance Report for Period 201910

Branch Code			Branch	Currency	Overdue 4+	Overdue 3	Overdue 2	Overdue 1	Current	Total	Future 1	Future 2	Future 3	Future 4+	F Entered
AU	AU	Australian Holidays													
AUAG01	AU Agent 01		AU	AUD	0.00	0.00	0.00	3,105.75	-23.73	3,082.02	0.00	0.00	0.00	0.00	23.73
			Branch Total		0.00	0.00	0.00	3,105.75	-23.73	3,082.02	0.00	0.00	0.00	0.00	23.73
FJ	FJ	Fijian Holidays													
FJAG01	FJ Agent 01		FJ	FJD	0.00	0.00	0.00	4,601.17	-14.01	4,587.17	0.00	0.00	0.00	0.00	14.01
			Branch Total		0.00	0.00	0.00	4,601.17	-14.01	4,587.17	0.00	0.00	0.00	0.00	14.01
NZ	NZ	NZ Holidays													
NZAG01	NZ Agent 01		NZ	NZD	0.00	0.00	0.00	2,186.68	0.00	2,186.68	0.00	0.00	0.00	0.00	0.00
			Branch Total		0.00	0.00	0.00	2,186.68	0.00	2,186.68	0.00	0.00	0.00	0.00	0.00

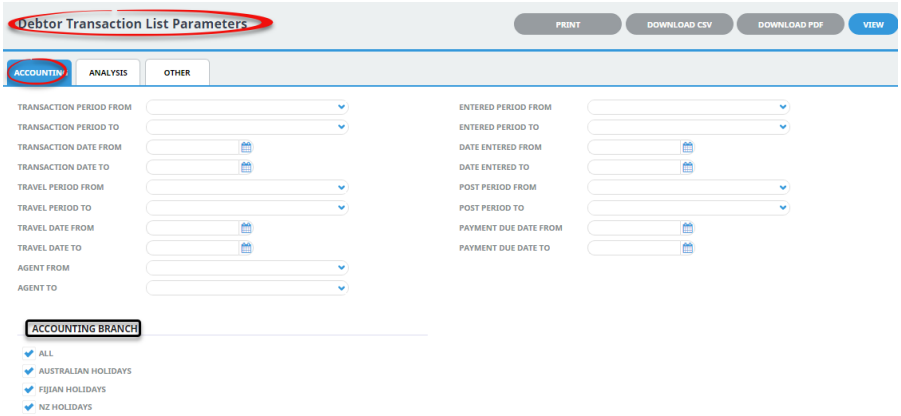
Debtors Trial Balance – Branch Currency Output

The values in the Overdue 1 column in the report above equate to the Branch Currency totals in the "Debtors Balance Screens" on page 378"Debtors Balance Screens" on page 378

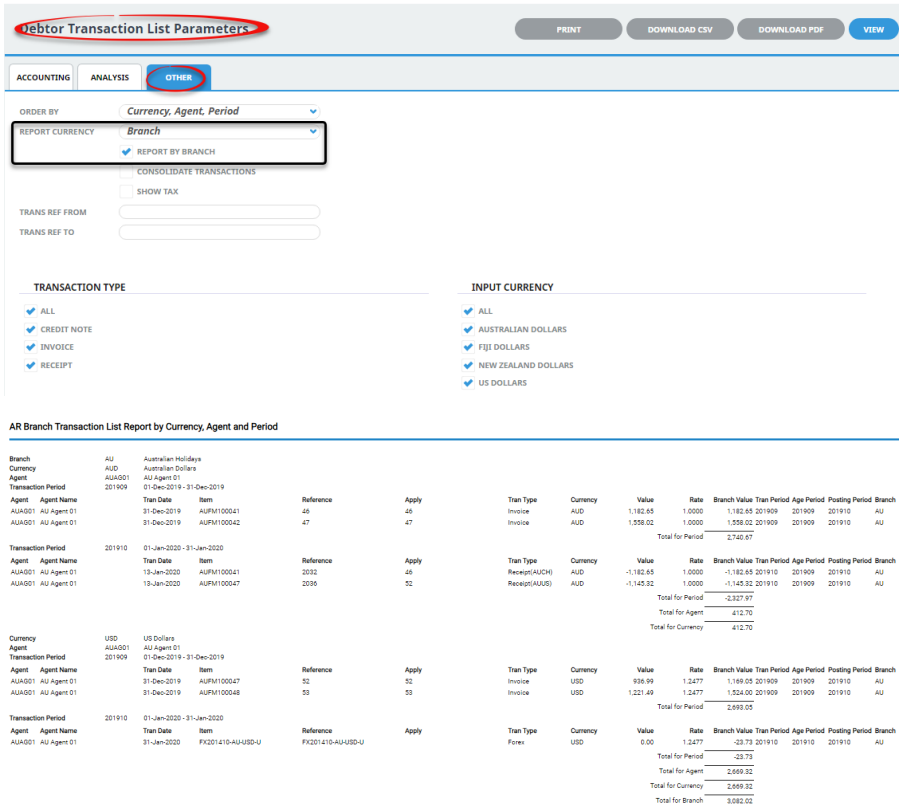
Only Branch totals are output when the report is run.

Debtors Transaction List

In non multi branch configured systems, the Accounting Branch selection is not available. Transaction Analysis (Booking) Branch and Transaction Analysis (Booking) Department selections are available.



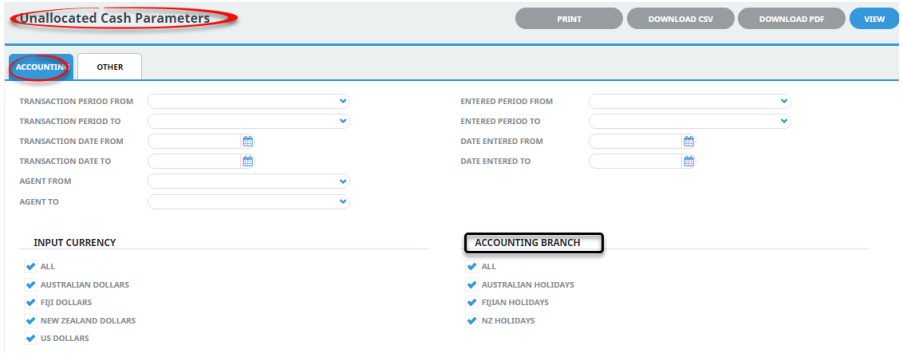
In a standard system, the Report Currency drop-down defaults to Base and the Report By Branch option is not available.



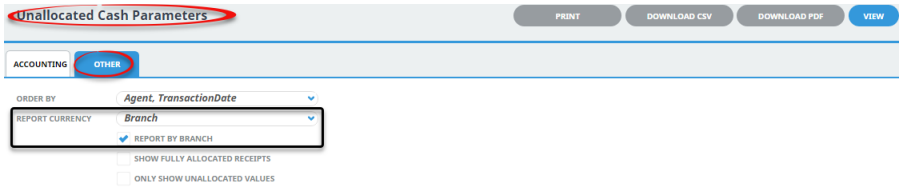
Debtors Transaction List – Branch Currency Output

Unallocated Cash Report

In non multi branch configured systems, the Accounting Branch selection is not available.



In a standard system, the Report Currency drop-down defaults to Base and the Report By Branch option is not available.



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Unallocated Cash Branch Report By Agent By Transaction Date

Branch	AU	Australian Holidays
Agent	AUAG01	AU Agent 01
Reference	2043	

Agent	Tran Date	Rct Type	Transaction Item	Reference	Apply Reference	Branch	Currency	Allocated	Unallocated	Applied	Exchange Rate	Branch Allocated	Branch Unallocated	Branch Applied
AUAG01	29-Jan-2020	AUCH		2043	UNALLOCATED	AU	AUD	0.00	1,500.00	0.00	1.00	0.00	1,500.00	0.00
							Total for Reference	0.00	1,500.00	0.00		0.00	1,500.00	0.00
							Total for Agent	0.00	1,500.00	0.00		0.00	1,500.00	0.00
							Total for Branch	0.00	1,500.00	0.00		0.00	1,500.00	0.00

Unallocated Cash Report - Branch Currency Output

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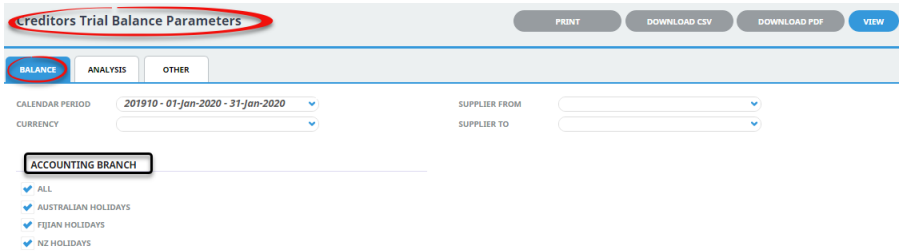
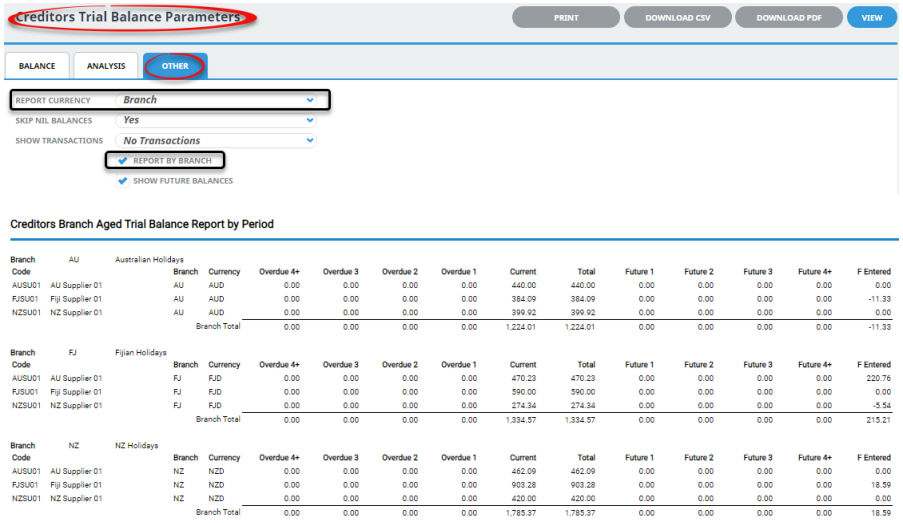
Creditor Reports

Creditors Trial Balance

In non multi branch configured systems, the Accounting Branch selection is not available. Transaction Analysis (Booking) Branch and Transaction Analysis (Booking) Department selections are available.



In a standard system, the Report Currency drop-down defaults to Base and the Report By Branch option is not available.



Branch Code | | Branch | Currency | Overdue 4+ | Overdue 3 | Overdue 2 | Overdue 1 | Current | Total | Future 1 | Future 2 | Future 3 | Future 4+ | F Entered

Branch AU Australian Holidays

AUSU01	AU Supplier 01	AU	AUD	0.00	0.00	0.00	0.00	440.00	440.00	0.00	0.00	0.00	0.00	0.00
FJSU01	Fiji Supplier 01	AU	AUD	0.00	0.00	0.00	0.00	384.09	384.09	0.00	0.00	0.00	0.00	-11.33
NZSU01	NZ Supplier 01	AU	AUD	0.00	0.00	0.00	0.00	399.92	399.92	0.00	0.00	0.00	0.00	0.00
		Branch Total		0.00	0.00	0.00	0.00	1,224.01	1,224.01	0.00	0.00	0.00	0.00	-11.33

Branch FJ Fijian Holidays

AUSU01	AU Supplier 01	FJ	FJD	0.00	0.00	0.00	0.00	470.23	470.23	0.00	0.00	0.00	0.00	220.76
FJSU01	Fiji Supplier 01	FJ	FJD	0.00	0.00	0.00	0.00	590.00	590.00	0.00	0.00	0.00	0.00	0.00
NZSU01	NZ Supplier 01	FJ	FJD	0.00	0.00	0.00	0.00	274.34	274.34	0.00	0.00	0.00	0.00	-5.54
		Branch Total		0.00	0.00	0.00	0.00	1,334.57	1,334.57	0.00	0.00	0.00	0.00	215.21

Branch NZ NZ Holidays

AUSU01	AU Supplier 01	NZ	NZD	0.00	0.00	0.00	0.00	462.09	462.09	0.00	0.00	0.00	0.00	0.00
FJSU01	Fiji Supplier 01	NZ	NZD	0.00	0.00	0.00	0.00	903.28	903.28	0.00	0.00	0.00	0.00	18.59
NZSU01	NZ Supplier 01	NZ	NZD	0.00	0.00	0.00	0.00	420.00	420.00	0.00	0.00	0.00	0.00	0.00
		Branch Total		0.00	0.00	0.00	0.00	1,785.37	1,785.37	0.00	0.00	0.00	0.00	18.59

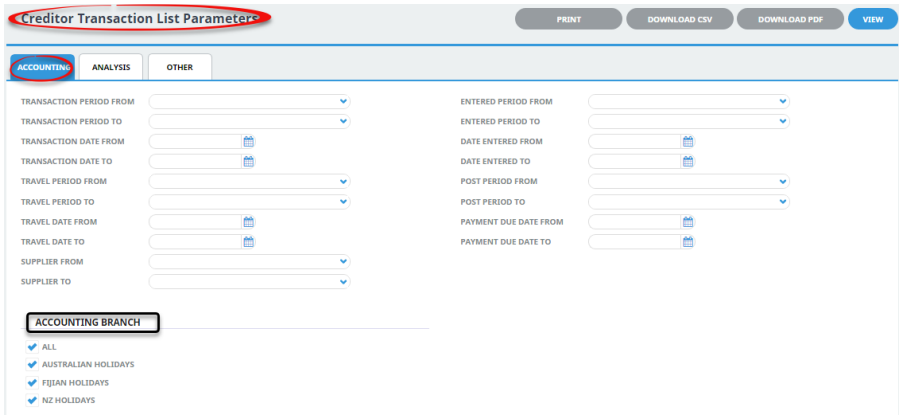
Creditors Aged Trial Balance

The values in the report above equate to the Branch Currency Totals in the "Creditor Balance Screens" on page 381.

NOTE: The report sample above was run using the default criteria. The balances are listed by *Branch*, not Creditor. Using the AU Branch as an example, the total figure of 1224.01 is the sum of balances of the three creditors in AU Branch Currency (AUD).

Creditors Transaction List

In non multi branch configured systems, the Accounting Branch selection is not available. Transaction Analysis (Booking) Branch and Transaction Analysis (Booking) Department selections are available.



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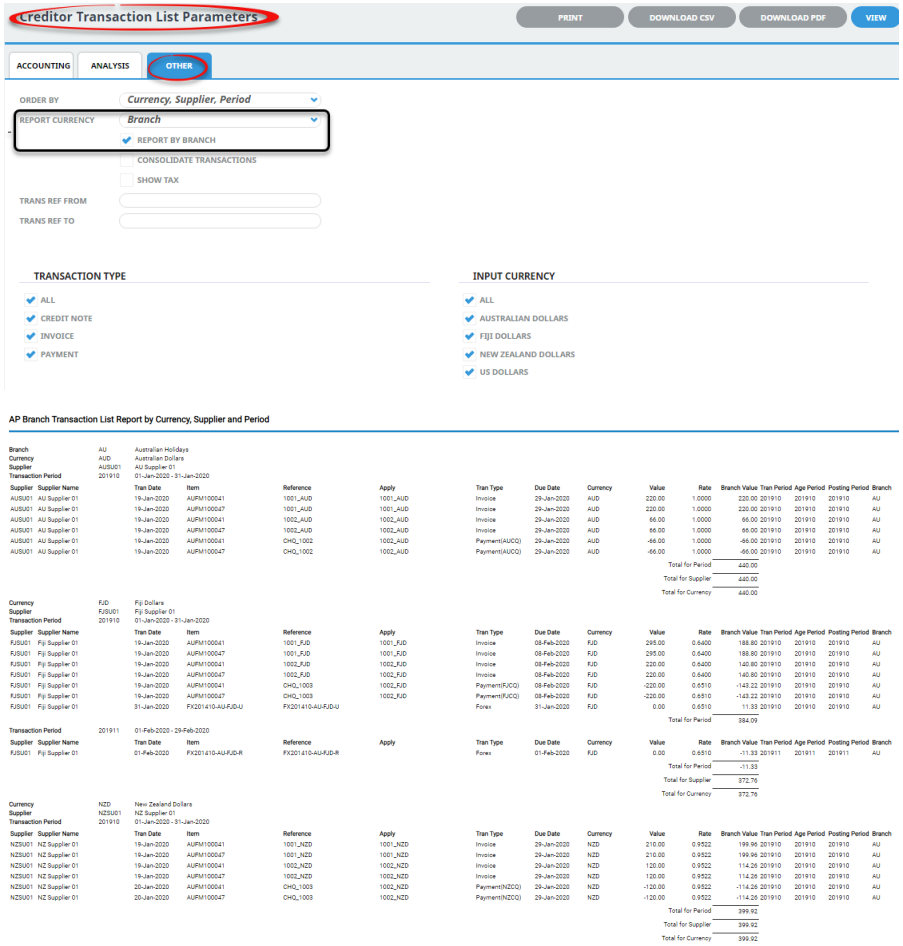
In a standard system, the Report Currency drop-down defaults to Base and the Report By Branch option is not available.

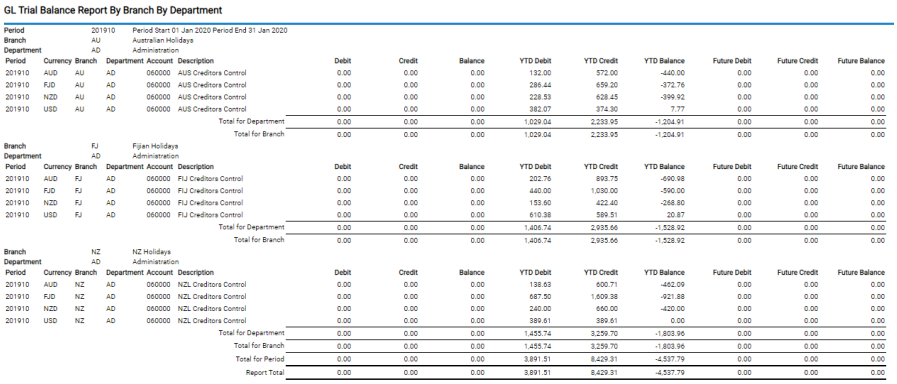


Creditors Transaction List - Branch Currency Output

General Ledger

The major differences in the General Ledger are in the on screen balances display and the G.L. Trial Balance Report.

As an example, the G.L. Trial Balance Report output below is for the Creditors Control Account for three branches AU, FJ and NZ. The report has been output in Branch Currency which means the AU Branch amounts are in AUD, the FJ Branch amounts are in FJD and the NZ Branch amounts are in NZD.



GL Trial Balance Report By Branch By Department

Period 201910 Period Start 01 Jan 2020 Period End 31 Jan 2020
Branch AU Australian Holidays
Department AD Administration

Period	Currency	Branch	Department	Account	Description	Debit	Credit	Balance	YTD Debit	YTD Credit	YTD Balance	Future Debit	Future Credit	Future Balance
201910	AUD	AU	AD	060000	AUS Creditors Control	0.00	0.00	0.00	132.00	572.00	-440.00	0.00	0.00	0.00
201910	FJD	AU	AD	060000	AUS Creditors Control	0.00	0.00	0.00	286.44	659.20	-372.76	0.00	0.00	0.00
201910	NZD	AU	AD	060000	AUS Creditors Control	0.00	0.00	0.00	228.53	628.45	-399.92	0.00	0.00	0.00
201910	USD	AU	AD	060000	AUS Creditors Control	0.00	0.00	0.00	382.07	374.30	7.77	0.00	0.00	0.00
					Total for Department	0.00	0.00	0.00	1,029.04	2,233.95	-1,204.91	0.00	0.00	0.00
					Total for Branch	0.00	0.00	0.00	1,029.04	2,233.95	-1,204.91	0.00	0.00	0.00

Branch FJ Fijian Holidays
Department AD Administration

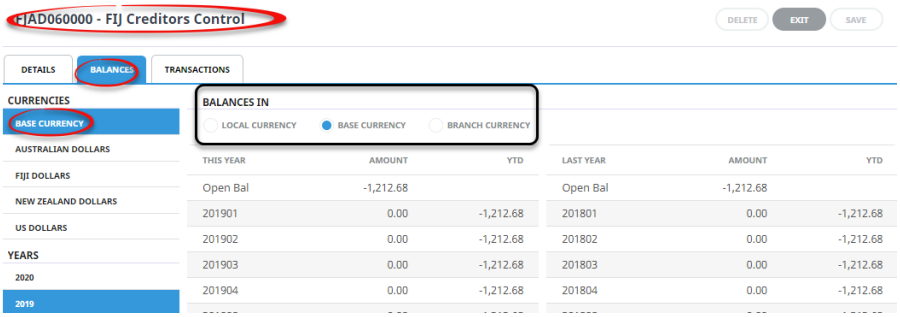
Period	Currency	Branch	Department	Account	Description	Debit	Credit	Balance	YTD Debit	YTD Credit	YTD Balance	Future Debit	Future Credit	Future Balance
201910	AUD	FJ	AD	060000	FIJ Creditors Control	0.00	0.00	0.00	202.76	893.75	-690.98	0.00	0.00	0.00
201910	FJD	FJ	AD	060000	FIJ Creditors Control	0.00	0.00	0.00	440.00	1,030.00	-590.00	0.00	0.00	0.00
201910	NZD	FJ	AD	060000	FIJ Creditors Control	0.00	0.00	0.00	153.60	422.40	-268.80	0.00	0.00	0.00
201910	USD	FJ	AD	060000	FIJ Creditors Control	0.00	0.00	0.00	610.38	589.51	20.87	0.00	0.00	0.00
					Total for Department	0.00	0.00	0.00	1,406.74	2,935.66	-1,528.92	0.00	0.00	0.00
					Total for Branch	0.00	0.00	0.00	1,406.74	2,935.66	-1,528.92	0.00	0.00	0.00

Branch NZ NZ Holidays
Department AD Administration

Period	Currency	Branch	Department	Account	Description	Debit	Credit	Balance	YTD Debit	YTD Credit	YTD Balance	Future Debit	Future Credit	Future Balance
201910	AUD	NZ	AD	060000	NZL Creditors Control	0.00	0.00	0.00	138.63	600.71	-462.09	0.00	0.00	0.00
201910	FJD	NZ	AD	060000	NZL Creditors Control	0.00	0.00	0.00	687.50	1,609.38	-921.88	0.00	0.00	0.00
201910	NZD	NZ	AD	060000	NZL Creditors Control	0.00	0.00	0.00	240.00	660.00	-420.00	0.00	0.00	0.00
201910	USD	NZ	AD	060000	NZL Creditors Control	0.00	0.00	0.00	389.61	389.61	0.00	0.00	0.00	0.00
					Total for Department	0.00	0.00	0.00	1,455.74	3,259.70	-1,803.96	0.00	0.00	0.00
					Total for Branch	0.00	0.00	0.00	1,455.74	3,259.70	-1,803.96	0.00	0.00	0.00
					Total for Period	0.00	0.00	0.00	3,891.51	8,429.31	-4,537.79	0.00	0.00	0.00
					Report Total	0.00	0.00	0.00	3,891.51	8,429.31	-4,537.79	0.00	0.00	0.00

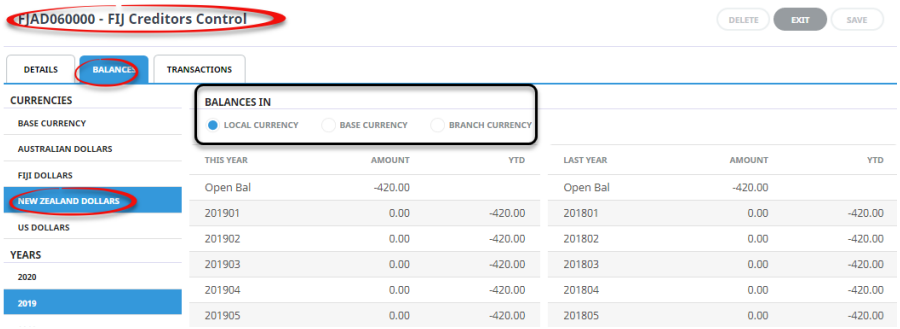
G.L. Trial Balance – Branch Currency Output

Using the FJ Branch as an example, the balances can be viewed on screen in the G.L. application, and radio buttons control the currency.



G.L. Balances Screen – Base Currency Balance

On entry to the G.L. Balances Screen, the default view is Base Currency – in this case AUD. The amount showing is the sum of transactions in all currencies, expressed in Base Currency. The Radio Buttons above the balances do not become active until a currency other than base is selected. To view other currencies - e.g., U.S. Dollars in Base Currency, leave the "Balances In" radio button on Base Currency and highlight U.S. Dollars in the Currencies column.



The Local Currency radio button will show the balance of transactions that have been made in the highlighted currency. In the above screen-shot, this is N.Z. Dollars.

G.L. Balances Screen – Local Currency Balance

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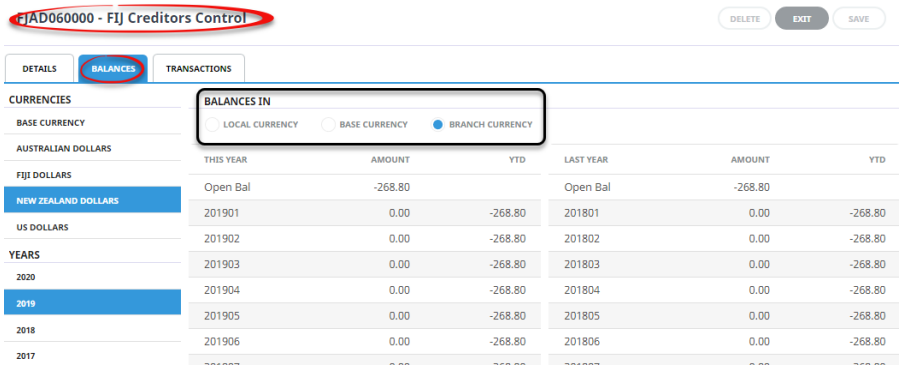


G.L. Balances Screen – Branch Currency Balance

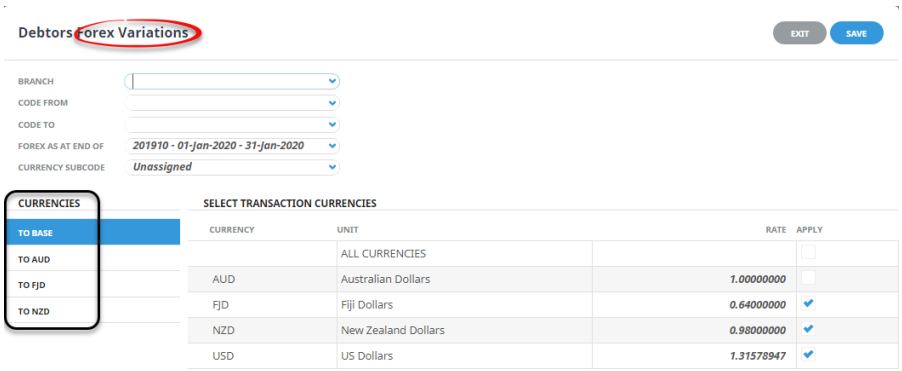
The Branch Currency radio button shows the value of transactions made in the highlighted currency, in Branch Currency.

This figure equates to the value in G.L. Trial Balance Report for the FJ Branch, G.L. Account FJ AD 060000, NZD Currency Transactions.

Foreign Exchange Transactions

Foreign Exchange Variations are now able to be handled on a Branch Currency basis, rather than just converted to Base Currency. This means that FX Variations will accurately reflect balances in Branch Currency.

FX Processing will always convert Transaction Currency back to Base Currency, but the option exists to convert from Transaction Currency back to Branch Currency.



Forex Processing Screen

The Forex Processing selections have been expanded to allow a selection by Branch and also to select a currency that the transaction currency is to convert to. In the screen-shot above, the available currencies to process are AUD, FJD and NZD. Base Currency (AUD in this example) is always processed.

One major benefit of these changes is that the system will create an FX variation line for each Branch, for each currency that the Branch has transactions for.

The FX G.L. Accounts will show the variations as per the G.L. screen shots below and on page 10.

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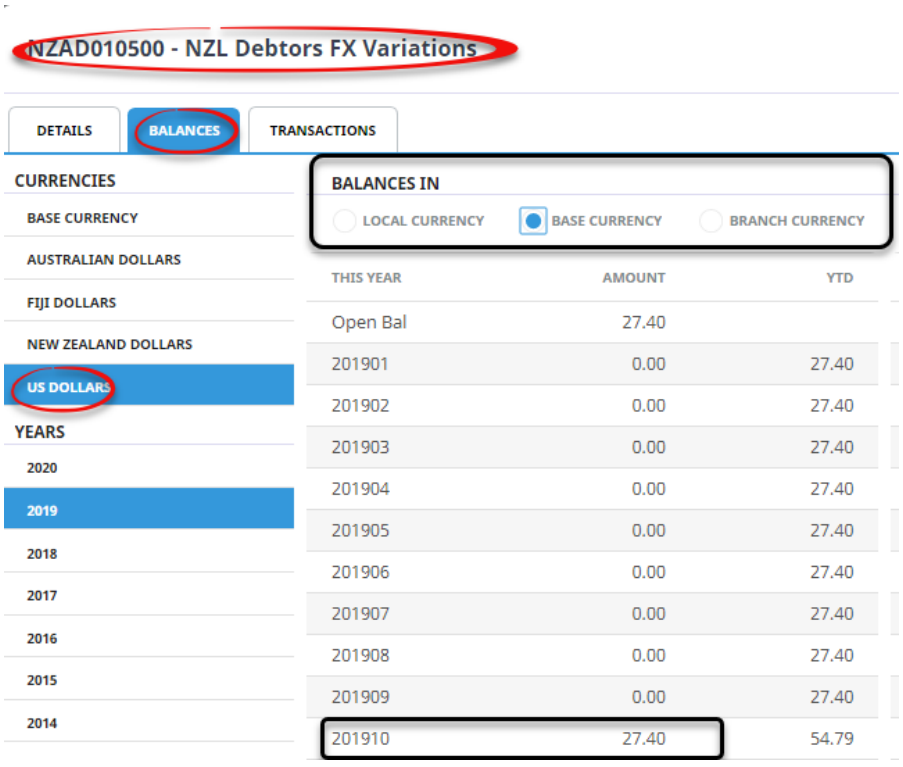
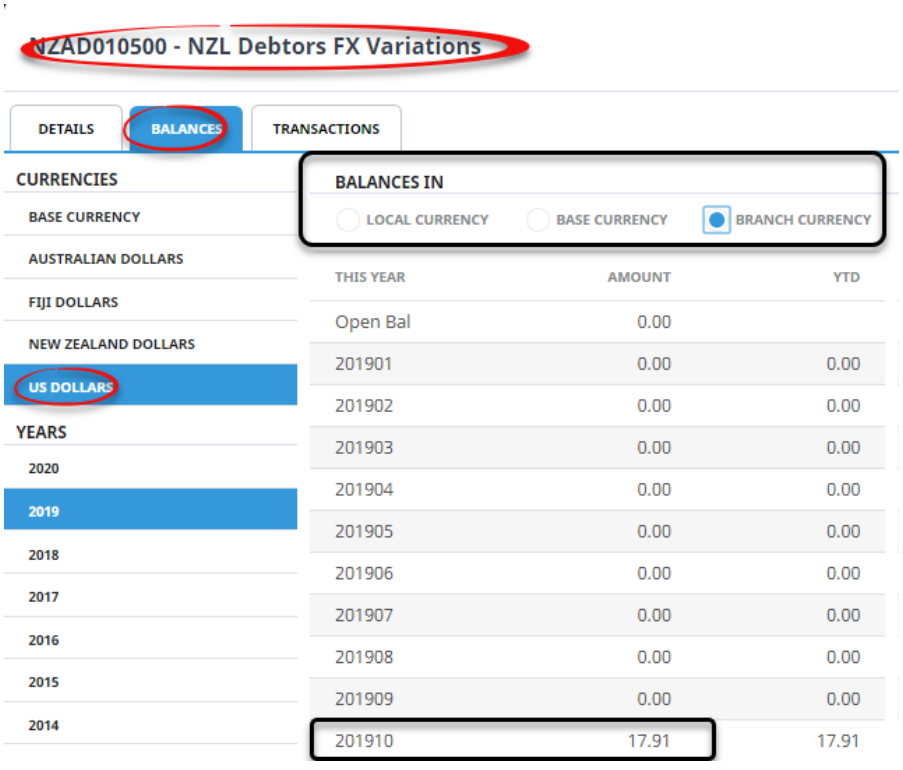


NZ Branch FX Account – Base (AUD) Currency



NZ Branch FX Account – Branch (NZD) Currency

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Profit & Loss and Balance Sheet Reporting

A company's financial reports must always be output in the currency of the country that the company is registered in. Therefore, the Tourplan Excel P&L and Balance Sheet Excel Reports are always produced in Base Currency.

These reports are able to be output in Transaction Currency and Branch Currency using special Excel reporting functions developed for the purpose, but naturally these can't be included in the same P&L/Balance Sheet report which is output in base currency.

The example branch set up (AU, FJ, NZ) and multiple currencies (AUD, FJD, NZD, USD) that have been used to create the examples in this document mean that there is likely to be confusion if different currencies are used in the same report - for example, if a P&L report has some balances for a branch (e.g., NZ) which have been output in two different currencies (NZD & USD), then the totals in the report mean nothing. This scenario will likely occur when the *getBalanceCurrency* function is used. Advice can be obtained from the local Tourplan Office on possible report layouts which can be designed to suit client needs. There are limitations to what can be done.

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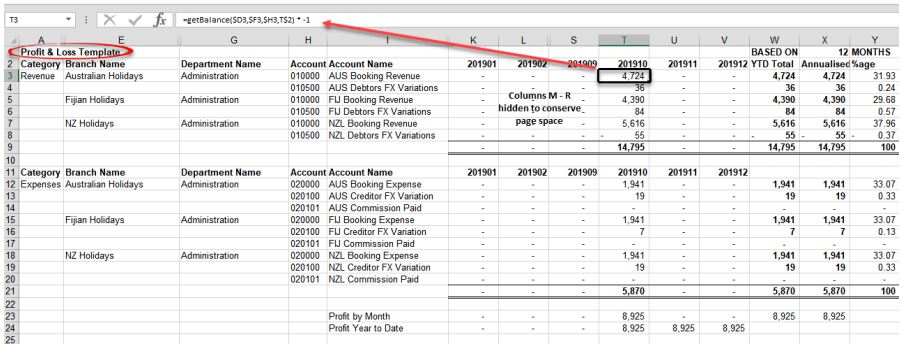
Standard Reporting Functions

The standard function used in Excel to obtain the report balances is called *=getBalance*.

4 parameters are used in the function – account branch, account department, account number, and accounting period.

In a P&L/Balance Sheet report the cells don't have figures in them, they have the function in them. In cell T3 of P&L report, the following function will be found:*=getBalance($D3,$F3,$H3,T$2) * -1*. This is telling the spreadsheet to return the balance of the account whose branch is in (hidden) cell D3, the department in (hidden) cell F3, the account number in cell H3 for the period in cell K2 and multiply it by -1 (to reverse the sign from a negative to a positive).



	A	E	G	H	I	K	L	S	T	U	V	W	X	Y
1	Profit & Loss Template											BASED ON	12	MONTHS
2	Category	Branch Name	Department Name	Account	Account Name	201901	201902	201909	201910	201911	201912	YTD Total	Annualised	%age
3	Revenue	Australian Holidays	Administration	010000	AUS Booking Revenue	-	-	-	4,724	-	-	4,724	4,724	31.93
4				010500	AUS Debtors FX Variations	-	-	-	36	-	-	36	36	0.24
5		Fijian Holidays	Administration	010000	FU Booking Revenue	-	-	-	4,390	-	-	4,390	4,390	29.68
6				010500	FU Debtors FX Variations	-	-	-	84	-	-	84	84	0.57
7		NZ Holidays	Administration	010000	NZL Booking Revenue	-	-	-	5,616	-	-	5,616	5,616	37.96
8				010500	NZL Debtors FX Variations	-	-	-	55	-	-	55	55	0.37
9						-	-	-	14,795	-	-	14,795	14,795	100
10														
11	Category	Branch Name	Department Name	Account	Account Name	201901	201902	201909	201910	201911	201912			
12	Expenses	Australian Holidays	Administration	020000	AUS Booking Expense	-	-	-	1,941	-	-	1,941	1,941	33.07
13				020100	AUS Creditor FX Variation	-	-	-	19	-	-	19	19	0.33
14				020101	AUS Commission Paid	-	-	-	-	-	-	-	-	-
15		Fijian Holidays	Administration	020000	FU Booking Expense	-	-	-	1,941	-	-	1,941	1,941	33.07
16				020100	FU Creditor FX Variation	-	-	-	7	-	-	7	7	0.13
17				020101	FU Commission Paid	-	-	-	-	-	-	-	-	-
18		NZ Holidays	Administration	020000	NZL Booking Expense	-	-	-	1,941	-	-	1,941	1,941	33.07
19				020100	NZL Creditor FX Variation	-	-	-	19	-	-	19	19	0.33
20				020101	NZL Commission Paid	-	-	-	-	-	-	-	-	-
21						-	-	-	5,870	-	-	5,870	5,870	100
22														
23					Profit by Month	-	-	-	8,925	-	-	8,925	8,925	
24					Profit Year to Date	-	-	-	8,925	8,925	8,925			
25														

(The $ signs in the cell references are maintaining relativity – e.g., $D3 = always use column D to get the branch (the same for $F3 (dept) and $H3 (account)), and K$2 = always use Row 2 to get the accounting period.)

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Additional Available Functions

The following additional functions are available:

1. getBalanceCurrency

This function returns the value of the transactions for the account and period in the Transaction Currency specified in the function.

=getBalanceCurrency(BR,DP,AC,CUR)

The parameters this function is expecting are the account Branch, Department, Account Number, Accounting Period and Currency Code

- *=getBalancecurrency(NZ,AD,010000,201910,"NZD")*

  will return the value of NZD currency transactions posting to the account in NZD.
- *=getBalancecurrency(NZ,AD,010000,201910,"USD")*

  will return the value of USD currency transactions posting to the account in USD.

2. getBalanceCurrencyYTD

This is much the same as *=getBalanceCurrency*, but will return the Year To Date balance of the account, (not the value of the transactions) as at the period end and the transaction currency specified in the function.

=getBalancecurrencyYTD(BR,DP,AC,PRD,"CUR")

The parameters this function is expecting are the account Branch, Department, Account Number, Accounting Period and Currency Code.

- *=getBalancecurrencyYTD(NZ,AD,010000,201910,"NZD")*

  will return the balance of the account in NZD.
- *=getBalancecurrencyYTD(NZ,AD,010000,201910,"USD")*

  will return the balance of the account in NZD.

3. getBalanceBranch

This function returns the value of the transactions for the account and period in the *currency* and of the *Branch* specified in the function.

=getBalanceBranch(BR,DP,AC,PRD,"CUR")

- *=getBalanceBranch(NZ,AD,010000,201910,"NZD")*

  will return the value of NZD currency transactions posting to the account in NZD.
- *==getBalanceBranch(NZ,AD,010000,201910,"USD")*

  will return the value of USD currency transactions posting to the account in NZD.

4. getBalanceBranchYTD

This function is the same as getBalanceBranch, but returns the Year To Date *Balance* of the account (not the value of transactions) as at the period end in the Branch Currency specified in the function.

=getBalanceBranchYTD(BR,DP,AC,PRD,"CUR")

- *=getBalanceBranchYTD(NZ,AD,010000,201910,"NZD")*

  will return the account balance of NZD currency transactions posting to the account in NZD.
- *==getBalanceBranchYTD(NZ,AD,010000,201910,"USD")*

  will return the account balance of USD currency transactions posting to the account in NZD.

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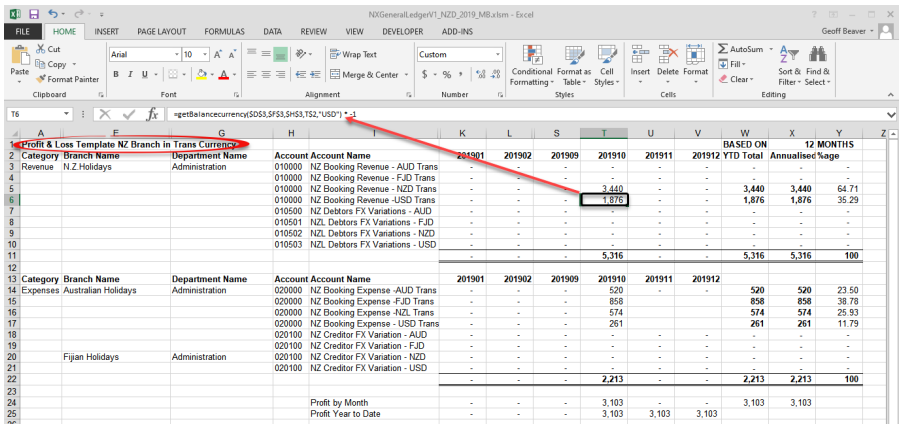


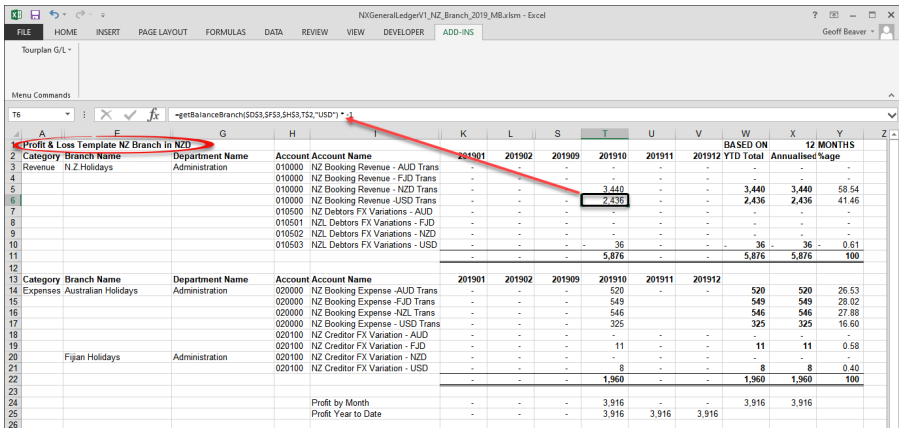
Profit & Loss Template NZ Branch in Trans Currency														
												BASED ON	12 MONTHS	
Category	Branch Name	Department Name	Account	Account Name	201901	201902	201909	201910	201911	201912	YTD Total	Annualised	%age	
Revenue	N.Z.Holidays	Administration	010000	NZ Booking Revenue - AUD Trans	-	-	-	-	-	-	-	-	-	
			010000	NZ Booking Revenue - FJD Trans	-	-	-	-	-	-	-	-	-	
			010000	NZ Booking Revenue - NZD Trans	-	-	-	3,440	-	-	3,440	3,440	64.71	
			010000	NZ Booking Revenue -USD Trans	-	-	-	1,876	-	-	1,876	1,876	35.29	
			010500	NZ Debtors FX Variations - AUD	-	-	-	-	-	-	-	-	-	
			010501	NZL Debtors FX Variations - FJD	-	-	-	-	-	-	-	-	-	
			010502	NZL Debtors FX Variations - NZD	-	-	-	-	-	-	-	-	-	
			010503	NZL Debtors FX Variations - USD	-	-	-	-	-	-	-	-	-	
					-	-	-	5,316	-	-	5,316	5,316	100	
Category	Branch Name	Department Name	Account	Account Name	201901	201902	201909	201910	201911	201912				
Expenses	Australian Holidays	Administration	020000	NZ Booking Expense -AUD Trans	-	-	-	520	-	-	520	520	23.50	
			020000	NZ Booking Expense -FJD Trans	-	-	-	858			858	858	38.79	
			020000	NZ Booking Expense -NZL Trans	-	-	-	574			574	574	25.93	
			020000	NZ Booking Expense - USD Trans	-	-	-	261			261	261	11.79	
			020100	NZ Creditor FX Variation - AUD	-	-	-	-	-	-	-	-	-	
			020100	NZ Creditor FX Variation - FJD	-	-	-	-	-	-	-	-	-	
	Fijian Holidays	Administration	020100	NZ Creditor FX Variation - NZD	-	-	-	-	-	-	-	-	-	
			020100	NZ Creditor FX Variation - USD	-	-	-	-	-	-	-	-	-	
					-	-	-	2,213	-	-	2,213	2,213	100	
				Profit by Month	-	-	-	3,103	-	-	3,103	3,103		
				Profit Year to Date	-	-	-	3,103	3,103	3,103				

The Report Example above shows an example of the getBalancecurrency function used in a P&L Report for the NZ Branch.

Cell T5 has the function =getBalancecurrency(D3,F3,H3,T$2,"NZD") * -1 which is returning the net of tax value of Invoices 48 & 49 (shown in "Debtor NZAG01 (Branch Currency NZD)" on page 374).

Cell T6 has the function = =getBalancecurrency($D6,$F6,$H6,T$2,"USD") * -1 which is returning the net of tax value of Invoices 54 & 55 (also shown in "Debtor NZAG01 (Branch Currency NZD)" on page 374).

The totals in Row 11 in this particular report are meaningless



Profit & Loss Template NZ Branch in NZD														
												BASED ON	12 MONTHS	
Category	Branch Name	Department Name	Account	Account Name	201901	201902	201909	201910	201911	201912	YTD Total	Annualised	%age	
Revenue	N.Z.Holidays	Administration	010000	NZ Booking Revenue - AUD Trans	-	-	-	-	-	-	-	-	-	
			010000	NZ Booking Revenue - FJD Trans	-	-	-	-	-	-	-	-	-	
			010000	NZ Booking Revenue - NZD Trans	-	-	-	3,440	-	-	3,440	3,440	58.54	
			010000	NZ Booking Revenue -USD Trans	-	-	-	2,436	-	-	2,436	2,436	41.46	
			010500	NZ Debtors FX Variations - AUD	-	-	-	-	-	-	-	-	-	
			010501	NZL Debtors FX Variations - FJD	-	-	-	-	-	-	-	-	-	
			010502	NZL Debtors FX Variations - NZD	-	-	-	-	-	-	-	-	-	
			010503	NZL Debtors FX Variations - USD	-	-	-	- 36	-	-	- 36	- 36	- 0.61	
					-	-	-	5,876	-	-	5,876	5,876	100	
Category	Branch Name	Department Name	Account	Account Name	201901	201902	201909	201910	201911	201912				
Expenses	Australian Holidays	Administration	020000	NZ Booking Expense -AUD Trans	-	-	-	520	-	-	520	520	26.53	
			020000	NZ Booking Expense -FJD Trans	-	-	-	549			549	549	28.02	
			020000	NZ Booking Expense -NZL Trans	-	-	-	546			546	546	27.88	
			020000	NZ Booking Expense - USD Trans	-	-	-	325			325	325	16.60	
			020100	NZ Creditor FX Variation - AUD	-	-	-	-	-	-	-	-	-	
			020100	NZ Creditor FX Variation - FJD	-	-	-	11	-	-	11	11	0.58	
	Fijian Holidays	Administration	020100	NZ Creditor FX Variation - NZD	-	-	-	-	-	-	-	-	-	
			020100	NZ Creditor FX Variation - USD	-	-	-	8	-	-	8	8	0.40	
					-	-	-	1,960	-	-	1,960	1,960	100	
				Profit by Month	-	-	-	3,916	-	-	3,916	3,916		
				Profit Year to Date	-	-	-	3,916	3,916	3,916				

Report getBalanceBranch Example

The getBalanceBranch function always returns the values in Branch Currency. The currency code in the function is telling the function which transactions to select and convert.

There can be some benefit in including a Transaction Currency report in a suite of Branch Currency P&L Reports. Since the balances in the report are period transaction totals and the exchange rate could have changed during the period, a calculation can be done between the two reports to get the exchange rate used between the two total values. – e.g.:

=SUM('NZ BR P&L Tran Cur'!T5/'NZ BR P&L Branch Cur '!T5) = 1.00 (NZD in both reports)

=SUM('NZ BR P&L Tran Cur'!T6/'NZ BR P&L Branch Cur '!T6) = 0.77 (USD/NZD totals)

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APPENDIX

Supporting Information

The appendix includes reference material and supporting information that supplements this document's chapters.

In this chapter ...

Scroll Column Headings 398
Transaction Line Categories 404
Message History 405
Queue Entries 406

TOURPLAN

Scroll Column Headings

All column headings are now visible when screen scrolling is activated.

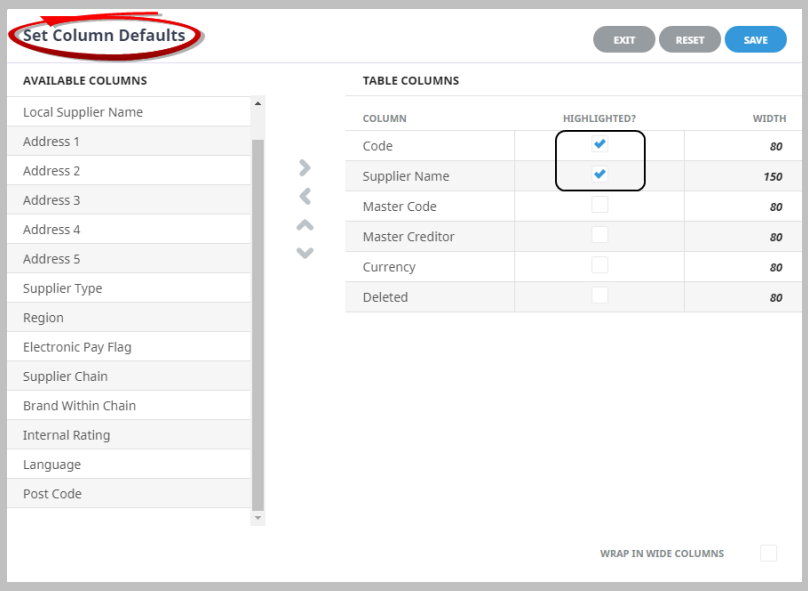
Change Default Column Headings

1. Click anywhere in the white space of a list's column headings.

   For example, click the white space between column headings *Code* and *Supplier Name* or *Supplier Name* and *Master Code*, (or between any of the column headings) in the search screen:

2. On the **Set Column Defaults** screen, click a column heading label in the Available Columns list. The button will become live. Click the and the column name will move to the Table Columns List. Use the and buttons to move the column names into the required order. To remove a column from the Table Column list, highlight it and click the to return it to the Available Columns List.
3. The check boxes can be used to make a column bold. The width of columns can be adjusted in the Width column.

   For example, check both Code and Supplier Name under *Highlighted?* to display those columns with bold font in the list:



4. Click **Save** to keep the changes.
5. The list is immediately updated to reflect the new defaults chosen.

   The updated Message Definitions list now shows bold font for columns *Code* and *Description* (no other defaults changed):

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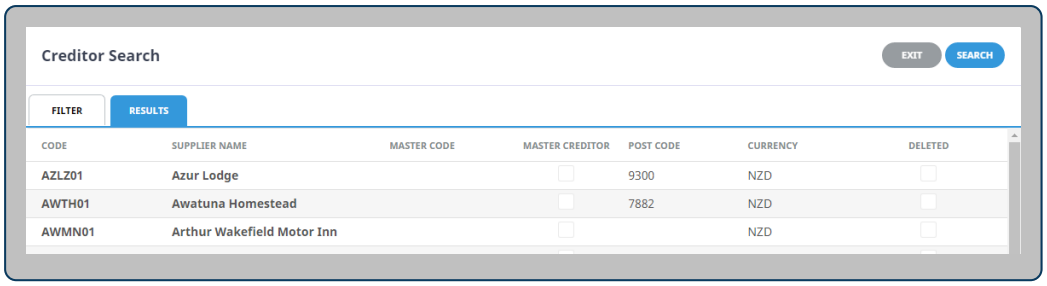

Currency Columns from within Debtors or Creditors

* indicates a column in the default view. To change default column headings, see " Change Default Column Headings" on the previous page.

Financials > Debtors / Creditors > Details > General (Currencies tab)

Column Heading	Description
* Currency	Payment currency.
* Tax	Generally a tax code; e.g. G15 - Goods & services 15%.
* Payment Terms	Agent/Supplier payment terms.
* Credit Limit (Debtors only)	Credit limit for Agents using this currency.
* Branch	Revenue/Expense Branch.
* Department	Revenue/Expense Department.
* Account	Revenue/Expense G.L. Account Number.

Accounting Transactions Columns from within Debtors or Creditors

* indicates a column in the default view. To change default column headings, see " Change Default Column Headings" on the previous page.

Financials > Debtors / Creditors > Accounting > Transactions

Column Heading	Description
* Date	The transaction date from the transaction header.
* Item	This is either a) in the case of Booking Transactions, the booking reference, or b) for non-bookings transactions, the transaction reference (invoice) number.
* Reference	The transaction reference, e.g. the invoice/credit note/receipt/cheque number.
* Apply	The transaction reference against which this transaction has been applied. For Invoice Transactions, Apply is always the same as Reference. For Credit Notes and Receipts/Cheques, *Reference* is the Credit Note or Receipt/Cheque Number and Apply is the Invoice Number that the Credit Note or Receipt/Cheque applies to.
* Type	The types of transactions are: » Invoice » Receipt (Debtors only) » Credit Note » Allocated Cash: this description is given to cash allocated from Unallocated Cash when the original "Unalloc" receipt is in a closed accounting period (Debtors only) » Cheque **NOTE:** System generated transaction types relating to Foreign Currency variations will display after Forex processing has been run.
* Currency	The currency of the transaction.
* Amount	The amount of the transaction in the currency of the previous column.

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Column Heading	Description
* Rate	The exchange rate used in the transaction conversion to the system base currency.
* Base	The amount of the transaction in Base Currency.
* Age	The debtors / creditors accounting period into which this transaction will age.
Branch	The Branch code of the accounting branch.
Branch Rate	The exchange rate between the Transaction Currency and the Branch Currency.
Branch Amount	The amount in Branch Currency.
Batch Reference	The batch reference number if the invoice was generated via Batch Invoicing.

Invoice Results Tab Columns

* indicates a column in the default view. To change default column headings, see " Change Default Column Headings" on page 398.

Financials > Debtors > Accounting > Transactions

Column Heading	Description
* Invoice Date	The invoice transaction date.
* Due Date	The invoice payment due date.
* Item	This is either a) in the case of booking transactions, the booking reference, or b) for non-bookings transactions, the invoice reference number.
* Reference	The invoice reference number.
* Currency	The invoice currency.
* Outstanding	The outstanding amount of the invoice.
Batch Reference	The batch reference number if the invoice was generated via Batch Invoicing.
This Receipt	The amount of the line item in invoice currency.

Communications Columns from within Debtors or Creditors

* indicates a column in the default view. To change default column headings, see " Change Default Column Headings" on page 398.**Financials > Communications > Documentation**

Column Heading	Description
* Date	Date and time message generated.
* Message	Message or document text.
* Status	Current status of the message or document.
* Sent To	Recipient of the message or document.
* Sent By	User name that generated the message.
Type	The message type sent. Type: Booking Agent, Booking Supplier, Invoice, Voucher etc.
Destination	Email destination.

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Financials > Communications > Queue Entries

Column Heading	Description
* Queue To	User or Group queue the message was assigned to.
* Entered	Date message entered.
* Due	Message due date.
* Status	Message status.
* Message	Message text.
Booking	Booking Name.
Booking Alias	Booking Name Alias.
Ref	Booking Reference.
Travel Date	Travel Date of Booking.
Booking Consultant	Booking Consultant Initials.
Booking Consultant Name	Booking Consultant Name.
Voucher	Voucher Number.
Service Date	Service Line Service Date.
PCM Name	PCM Name.
PCM Consultant	PCM Consultant Initial.
PCM Consultant Name	PCM Consultant Name.
PCM Service Line	PCM Service Line.
Agent Code	Booking Agent Code.
Agent	Booking Agent Name.
Supplier Code	Supplier Code.
Supplier	Supplier Name.
Def. Code	Queue Definition Code.
Def. Name	Queue Definition Name.
Scope	Queue Scope. (Agent, Booking, Booking Service Line, General, PCM, PCM Service Line, Supplier or User).

Journals Columns

* indicates a column in the default view. To change default column headings, see " Change Default Column Headings" on page 398.

Financials > Journals

Column Heading	Description
* Period	The G.L. accounting period in which the debit or credit will be received.
Transaction Date	Journal processing date.
Date Entered	Date transaction was entered.
* Reference	Identifies a particular G.L. journal.
* Description	Three lines of text, available for describing the entry.
* Debit	Journalised debit amount.
* Credit	Journalised credit amount.

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General Ledger Columns

* indicates a column in the default view. To change default column headings, see " Change Default Column Headings" on page 398.

Financials > General Ledger

Column Heading	Description
* Branch	G.L. branch.
* Department	G.L. department.
* Account	G.L. account (numeric or alpha or combination).
* Description	Description of the G.L. account.
* Classification	The classification of the G.L. account.

Tour Window Columns

* indicates a column in the default view. To change default column headings, see " Change Default Column Headings" on page 398.

Financials > Tour Window (AR Transactions tab)

Column Heading	Description
* Agent	The code of the agent the transaction has been issued against.
* Date	The transaction date.
* Reference	The transaction reference.
* Apply	The transaction apply reference. In the case of credit notes and receipts, this is the invoice reference that the credit note or receipt applies to.
* Type	The transaction type (Invoice; Credit Note; Receipt).
* Currency	Transaction currency.
* Trans Amount	The transaction amount in transaction currency.
* Rate	The exchange rate used in the transaction.
* Booking Amount	The transaction amount in booking currency.

Financials > Tour Window (AP Transactions tab)

Column Heading	Description
* Supplier	The supplier the transaction has been issued against.
* Date	The transaction date.
* Reference	The transaction reference.
* Apply	The transaction apply reference. In the case of credit notes and receipts, this is the invoice reference that the credit note or receipt applies to.
* Type	The transaction type (Invoice; Credit Note; Cheque).
* Currency	Transaction currency.
* Trans Amount	The transaction amount in transaction currency.
* Voucher No.	The voucher number of the service.
Due Date	The transaction due date.
* Rate	The exchange rate used in the transaction.
* Booking Amount	The transaction amount in booking currency.

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Financials > Tour Window (Vouchers tab)

Column Heading	Description
* Voucher	The voucher number.
* Date	The service date.
* Supplier	The service supplier code.
* Currency	The service line currency.
* Rate	The service line exchange rate between Service Line currency and Booking currency.
* Expected Cost	The normal service line cost without a voucher.
* Vouchered Cost	The service line amount actually vouchered.
* Actual Cost	The service line cost applied to the booking.
Invoiced	Amount invoiced.
Credited	Voucher amount credited.
Paid	Amount paid.
* Outstanding	Any unpaid amount of an unclosed voucher.
* Voucher Status	The voucher status.
* Under/Over	The difference between the Vouchered value and the Invoice value.
Voucher Closed	The date the Voucher was closed.
Supplier Name	The service supplier name.
Product Code	The code of the product. (Up to 6 characters)
Product Description	The descriptive name for the product.
Remarks	The remarks fields from the pickup/drop off screen.
Status	The status of the service.

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Transaction Line Categories

Each transaction in any Tourplan financial transaction can be made up of many lines. For example, an invoice for $100.00 with only one line in it, could in fact have several (unseen) lines in it which make up the total. At a simple level it could be just a Value Line = $86.96 and a Tax Line = $13.04 for a total $100.00. There could be a Commission Line which could also involve a Tax on Commission Line.

These lines are generally only visible when transactions are viewed in the Transaction Audit screens. A full list of Line Categories and a brief description of them is listed here.

Category	Description	Ledger
ALA	Allocated Cash Applied	Debtors
ALB	Allocated Cash Balance	Debtors
COM	Agent Commission	Debtors
FCH	Future Cash	Debtors
FCM	Future Commission	Debtors
FCT	Future Commission Tax	Debtors
FET	Future Expense Tax	Creditors
FEX	Future Expense	Creditors
FRT	Future Revenue Tax	Debtors
FRV	Future Revenue	Debtors
FXV	Forex Variation	Debtors & Creditors
JCR	Journal Credit	General Ledger
JDR	Journal Debit	General Ledger
TAX	Tax	Debtors & Creditors
TOC	Tax on Commission	Debtors
VAL	Value	Debtors & Creditors

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Message History

All column headings are now visible when screen scrolling is activated.

* indicates a column in the default view. To change default column headings, see "Message History" above.

Operations > Documentation > Message History

Heading	Description
*Last Send Date	Date the message was last sent
*Message	The message format code sent.
*Message Type	Type: Booking Agent, Booking Supplier, Invoice, Voucher etc.
*Agent Code	Booking agent code, or agent code of message recipient
* Agent	Agent code
*Supplier Code	Supplier code of message recipient (not used in debtors)
*Title	Booking reference
*Sent By Method	Either Fax, Email, File or Printer
*Addressed to	Message addressee (output depends on whether To: codes exist in the message template)
*Send Count	Number of times this copy of the message has been sent—effectively a re-send count (hidden in initial display).
History	The history type — Full, Text or Date/Time
Sent By	Sent by user name
*Created	Message created date (hidden in initial display)
Created By	Message created by name

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Queue Entries

All column headings are now visible when screen scrolling is activated.

* indicates a column in the default view. To change default column headings, see "Queue Entries" above.

Heading	Description
*Queue	Queue name (if used).
*Assigned To	User or Group queue was assigned to.
*Entered	Date queue entered.
Sent By	Queue sent by user name.
*Status	Queue status.
*Due	Queue due date.
Message Number	Internal queue record ID
Voucher	Service line voucher number.
Ref	Full booking reference.
Booking	Booking name.
Booking Alias	Booking name alias.
Agent Code	Booking agent code.
Agent Name	Booking agent full name.
Local Agent	Booking agent local name description.
Supplier	Service supplier code.
Supplier Name	Service supplier name.
Local Supplier	Service supplier local name description.
*Message	Message text.
PCM Name	Name of PCM if queue relates to a PCM.
PCM Service Line	PCM Service Line day/sequence and supplier name.
Def. Code	Queue Definition Code.
Def. Name	Queue Definition Name.
Scope	Queue Scope. (Agent, Booking, Booking Service Line, General, PCM, PCM Service Line, Supplier or User).

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INDEX

A

A.P. Create Cheques 258
A.P. Creditor Pre-payments 278
A.P. Release Withheld Amounts 272
A.R Agent Commission Processing 252
About Bank Reconciliation 320
About the Bank Account Details Fields 322
About the Close Bookings - Booking Tab 343
Accounting Period Close 304
Accounting Period Definitions 22
Accounting Period Rebuild 301
Accounting Required Setup 22
Accounts-Specific INI Settings 25
Add Creditor Information 128
Add Creditor Notes 140
Add Debtor Information 37
Add Notes 55
Adjust Receipt Total 95
Agent Analysis 43
Agent Note Categories 55
Agent Notes 249
Agent Statements 292
Allocations Tab 48
Amend an Existing Invoice 74
Amending a General Ledger Account 218
Amending a Receipt 88
Analysis Tab - Creditors Analysis Information 132
AP Transactions Tab 243
AR Transactions Tab 242
Audit a Voucher 193
Audit Invoice Voucher 193

B

Balances Tab Fields 209
Booking Analysis 43
Booking Notes 249
Booking Reference 25
Bulk Invoice 363
Bulk Printing 358

C

Calendar Periods 22
Chart of Accounts 27
Chart of Accounts Structure 29
Checking Accounting Periods 23
Cheque Line Headings 182
Cheque Summary Screen 265
Close Bookings 342
Close Bookings - Booking Tab 343
Close Vouchers 347
Close Vouchers - Bookings Tab 350
Copy a Creditor 145
Copy a Debtor 59
Create a New Creditor 127
Create a New Debtor 37
Create Credit Note Transaction Fields 79, 175
Create Invoice Transaction 68
Create Invoice Transaction Fields 154
Create Receipt Transaction Fields 85
Creating a General Ledger Account 206
Creating New Creditors 125
Creating New Debtors 35

Creditor Accounting 147
Creditor and Debtor Transactions 25
Creditor Balances 148
Creditor Cheques 178
Creditor Codes 128
Creditor Communications 197
Creditor Contacts 198
Creditor Documentation 200
Creditor Queue Entries 203
Creditor Queue Message Screen 204
Creditor Transactions 150
Creditor Transactions Fields 150
Creditor Transactions Index 151
Creditors Banking 333
Creditors Credit Note 173
Creditors Invoice 153
Creditors Transaction Audit 186
Currencies and Exchange Rates 30
Currencies Tab - Creditor Currencies 136
Currencies Tab - Debtor Currencies 52

D

Debor Pricing Tab 45
Debtor Accounting 61
Debtor Analysis Tab 42
Debtor Balances 62
Debtor Communications 113
Debtor Contacts 114
Debtor Details Tab 39
Debtor Documentation 117, 120
Debtor Queue Entries 122
Debtor Queue Message Screen 123
Debtor Receipt Transaction Audit 108
Debtor Transaction Audit 107
Debtor Transactions 64
Debtor Transactions Fields 64
Debtor Transactions Index 66
Debtors and Creditors Banking 328
Debtors Credit Note 77
Debtors Invoice 67
Debtors Receipt 82
Debtors Transaction Audit 106
Define Journal Header 223
Delete Creidtor Transactions 196
Delete Debtor Transactions 105
Deleting Contact Details 116, 200
Details Tab - Creditors General Information 129

E

Edit an Existing Invoice 166
Edit an Invoice 166
Edit Cheque Line 182
Edit Invoice (Transaction) Headings 167
Edit Journal Fields 228
Example Creditor Screen 126
Example Debtor Screen 36

F

Fields
- Aged Balances 62, 148
- Allocations Tab Fields 48
- Amount 108-109
- Analysis 63, 149
- AP Transactions Columns 243
- AR Transactions Columns 242
- Auto Receipt 69
- Bank Fees 70, 90
- Bank Name / Bank Branch / Account Name 54
- Bank Reconciliation 338-339
- Banking Transaction 330, 334
- Base Amount 108-109
- Booking Name 163

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Booking Profit Summary 239
Booking Reference 162
Branch / Department / Account 54
Branch/Department 163
Category 108-109
Create Cheques 264
Create Invoices 283
Create Transaction 179
Create Transaction (Credit Note) Fields 79, 175
Credit Account 108-109
Credit Limit 53
Credit Note Dialogue Fields 81, 176
Credit Posting 74
Creditor Invoice Filter 261
Creditor Transaction Change History 191
Creditors Summary 241
Currency 53, 62, 108-109, 148
Currency Fields 137
Current Profit Expectation 239
Debit Account 108-109
Debit Posting 74
Debtor Transaction Change History 110
Debtors Summary 240
Default Currency 53
Details Tab Fields 40, 130
Entered By 108-109
General Ledger Rebuild Period 302
GL Transaction Change History 216
Insert Cheque 182
Insert Creditor Contact 199
Insert Debtor Contact 115
Invoice Details 68, 154
Journal Line Fields 225, 229
Last Modified By 108-109
Line 108-109
Master Supplier 162
Miscellaneous Details 44
Online Tab Fields 49
Output Documents 257, 270
Payment Terms 53
Period Close 304
Physical and Mailing Address Details 40
Post Period 108-109
Price Codes 46
Pricing Tab Fields 45
Print Remittance 269
Prior Periods 62, 148
Process Prepayments 281
Receipt Details 85
Receipt Line 86
Release Withheld 275
Save Banking Entry 331, 336
Search Voucher Details 164
Select Invoice Lines 180
Select Vouchers 162
Service Date Range From/To 162
Show Transactions 64, 151
Supplier 162
Tax 53, 241
Transaction Date 107, 109
Transaction Details 107, 109
Transaction Filters 64, 150
Transaction Item 73
Transaction Period 107, 109
Travel Date Range From/To 162
Unallocated Cash 96
User Defined Details 41
Voucher Columns 245
Voucher Range From/To 162
Finding a General Ledger Account 220
Forex Processing 298

G

General Ledger Journals 222
General Ledger Account Balances 209
General Ledger Details 219
General Ledger Overview 205
General Ledger Standing Journals Setup 227

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General Ledger Transaction Audit 213
Generate Creditor General Message 201
Generate Debtor General Message 118
Generate EFT 285
Generate EFT Screen 287
Getting Started 251, 291
Getting Started with Accounts 11

H

Hamburger Menu 19

I

Insert Creditor Contact Screen 199
Insert Debtor Contact Screen 115
Insert General Ledger Account Tabs 207
Insert Invoice Line 71
Insert Invoice Screen 160
Insert Multiple Invoice Lines 161
Insert Single Invoice Line 156
Invoice Line Fields 73, 167
Invoice Line Screen 157
Invoice Results Tab Columns 400
Invoicing Variations 169

L

Landing Page 14
Landing Page Sections 14
Lock (G.L.) Period 235
Lock Period Fields 235

M

Menu 19
Menu Breadcrumb Trails 19
Menu Changes with Selections 19
Multi Language Notes 56, 140
My Messages 14

O

Online Tab - Debtors Online Information 49
Open Bookings 345-346
Open Vouchers 353
Open Vouchers - Service Tab 356
Open Vouchers Bookings Tab 355

P

Pay Master Supplier 171
Paying a Generic Supplier 171
Paying an Alternative Supplier 169
PCM Analysis 44
Print Debtor Receipts 253
Print Remittances/Cheques/Cheque Remittances 266
Printing an Existing Invoice 75
Printing an Invoice 75
Procedures
- Add a Creditor / Supplier 127
- Add a General Ledger Account 206
- Add a Useful Link from the Dashboard 17
- Add Agent Note 55
- Add Contact Cetails 114
- Add Creditor Contact Details 198
- Add Creditor Notes 140
- Amend a GL Account 218
- Amend a Receipt 88
- Audit a Creditor Cheque Transaction 188
- Audit a Creditors Invoice Transaction 186-187
- Bank Reconciliation 337
- Bank Reconciliation - Refresh 339
- Bank Reconciliation Initialisation 325
- Bank Reconciliation Setup 321
- Batch Invoice Transactions 366
- Bulk Invoicing 362

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Bulk Printing 358
Change Default Column Headings 398
Close Bookings 342
Close Vouchers 348
Copy a Creditor 145
Copy a Debtor 59
Create a Banking Transaction 328, 333
Create Cheques 258
Create Credit Note Transaction 173
Debtor/Creditor Balance Rebuild 301
Delete Creditor Transaction 196
Delete Debtor Transaction 105
Enter Analysis Details 42, 132
Enter Creditor Details 129
Enter Currency Details 136
Enter Debtor Allocations 48
Enter Debtor Details 39
Enter Debtor Online Details 49
Enter Pricing Details 45
Filter and Retrieve Transactions 211
General Ledger - Rebuild 302
Generate EFT 285
Insert a Credit Note 77
Insert a Creditor's Cheque 178
Insert a Debtor / Agent 37
Insert a New Currency 52
Insert a Receipt 82
Insert a Single Invoice Line 157
Insert an Invoice 67, 153
Insert an Invoice Line 71
Lock GL Period 235
Open Bookings 345
Open Vouchers 353
Pay an Alternative Supplier 169
Pay Transactions to a Master Supplier 172
Period Close - Creditor 304
Period Close - Debtor 304
Period Close - General Ledger 304
Print Receipts 253
Print Remittances 266
Process Pre-payments 278
Process Standing Journals 231
Processing a Profit Transfer 232
Processing Forex Variations - Debtors 299
Release an Amount 272
Respond to a Message in My Messages 15
Standing Journals Setup 227
Statement Generation 292
View a Booking in the Tour Window 238
View and/or Generate Documentation Messages 117, 200
View and/or Insert Queue Messages 122, 203
View Transaction Audit 106

Q

Quick Links 19
Quick Steps 33

R

Receipt Currency Different to Invoice Currency 102
Receipting Options 90
Recently Worked On 14
Results Tab 163
Retrieve an Existing Creditor 142
Retrieve an Existing Debtor 57

S

Save Selection Buttons 263
Save Selections 262
Scroll Column Headings 398
Scroll Columns
- Accounting Transactions from within Debtors or Creditors 399
- Communications from within Debtors or Creditors 400
- Currency from within Debtors or Creditors 399

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General Ledger 402
Journals 401
Message History 405
Queue Entries 406
Tour Window 402
Search for Multiple Vouchers 161
Sublogin 50
Summary Tab 238
Supplier Analysis Fields 133
Supporting Information 397

T

Tour Window 237
Tourplan Accounting Periods 23
Tourplan Accounting Principles 25
Tourplan Accounting Terminology 20
Tourplan NX 13
Transaction Line Categories 404
Transaction Types 211
Travelling Soon 14

U

Unallocated Cash 95
Updating Contact Details 116, 200
Updating Details for the New Supplier 145
Useful Links 17
User Manuals 12

V

View General Ledger Transactions 211
Voucher Audit 246
Voucher Audit Cost Tab Column Headings 194
Vouchers Tab 245

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