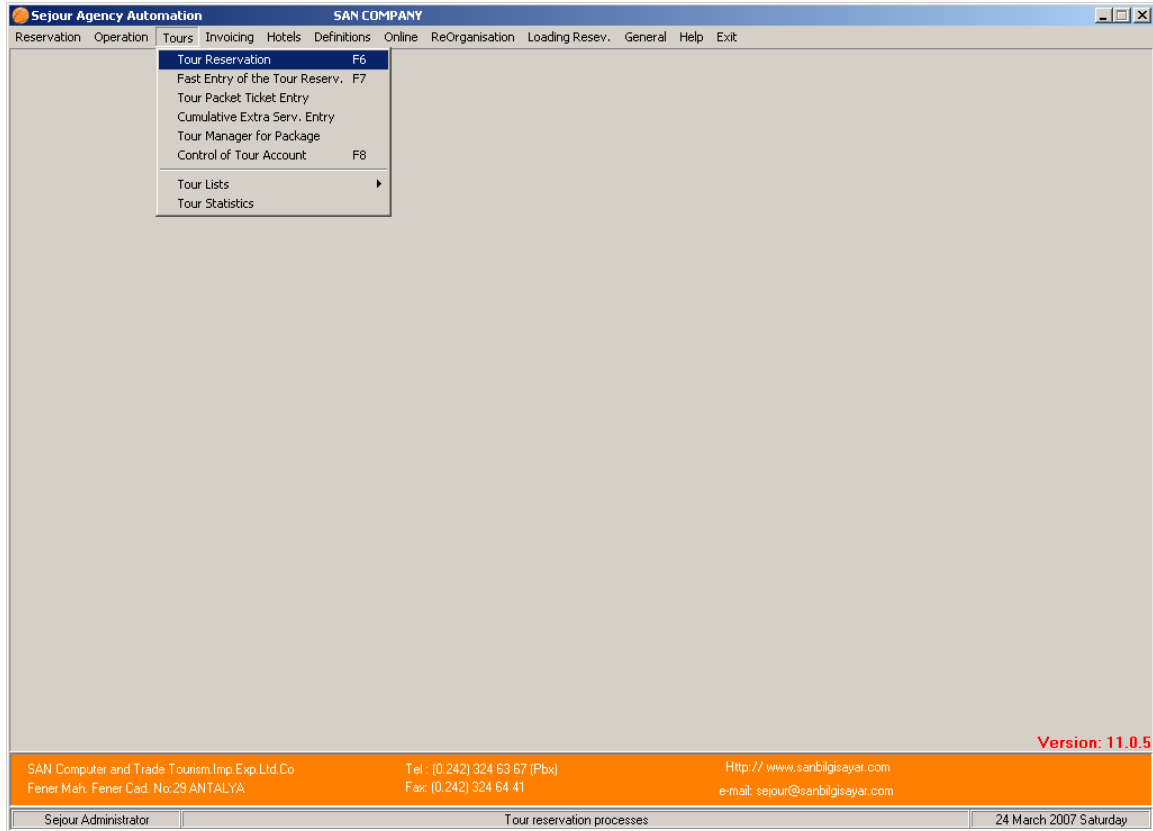## TOURS MENU

TOUR RESERVATION

The aim of this menu is to enter the names of clients who buy tours sold by guides , to appoint coach and guide for these tours and also tours coming from tour pending part sold by tour operator , follow payment of tour tickets and expenses made during a tour.

Tour Reservation

Tour ASWA06 ASWA06
Region ASW ASWAN
Date 23/11/2006 Thursday

Tour Coachs

#	Coach	Guide	Pax	Seat
1	MINI01	GUID1	4	12

Collecting Coachs

#	Coach	Guide	Pax	Seat
1			4	

Selling Reg	Ticket Serial	Ticket No	Free	Sold by	Mr/s	Group / Name	Entered Adl	Entered Chd	Entered Inf	Particip. Adl	Particip. Chd	Particip. Inf	No Show Adl	No Show Chd	No Show Inf	Cancel Adl	Cancel Chd	Cancel Inf	Hotel	Room No	Extra	Operator	Voucher	Tour Package	Tour Transfer Type	Coll Coach No	Pick up Time	Meet. Point	Typ
PLX				REP4	Mr	PACKAGE	1			1									CRZNU			ALPHA	00014			1	08:00		
PLX				REP4	Mrs	PACKAGE	1			1									CRZNU			ALPHA	00014			1	08:00		
LXD	A	2		REP4	Grp	TEST2	2			2									LXJJVL			ALPHA				1	08:30		

J.V. MOVENPICK LUXOR   TOTAL PAX : 4 (Adult : 4 Child : 0 Inf. : 0)   OPTIONAL PAX : 0   EMPTY SEATS : 8

Cancel (F6)   Release (F7)   Change Tour   Payment   Tour Itinerary   Expense   Exit

There are two ways of entering tour reservation.

One of them is to enter tours sold by tour operators in Additional Services part and send to Tour Pending page and save it into the tours .So you can see them in this page using

Icon or shortcut key F3 date by date.

As you see in the example there are 4 paxes forASWA06 tour sold by tour operator entered in Additional Service in hotel reservation page .They are send to Tour Pending page by the system and we saved them into tour reservation page.

You can apart the tour reservation which is sold by tour operator from the ones sold by the guide with Color of lines .As you see in the example tour lines sold by tour operator is in blue color, tour line sold by the guide is in white color.

Beside that since REP4 sold 2 pax more for the same tour and for the same date we added them into this tour .We called the tour ,entered before using F3 shortcut key, and add new line and filled the essential blanks such as Selling Region where the guide sells the tour , the ticket serial letter & number will be checked against the ticket book given to the guide who sells the tour , clients' name ,pax number , hotel , room number extra (it should be selected, if this tour includes any extra apart from tour price and clients demand it) and operator , voucher number , tour/transfer type ,pickup time.

To be able to enter a new tour reservation sold by guides in this page you should use button or shortcut key F5. Then select the tour code, region where the tour departs using

button or shortcut key F2 and write the dates when the tour departs .After completing

the upper part information you should continue entering the information about clients that will be explained below.

1-Selling Region: Selling region is the one where the guide sells the tour so there is a difference between Selling Region and the region upper side .Because the one upper side is the region where the tour departs.

2-Ticket Serial / No : You should write the serial and number of the ticket which the guide give to clients selling the tour. Before that you should debit these tickets to the guide in Debit Tour Tickets sub menu of Excursions menu .When you write the serial and number of ticket the system bring the guide name automatically.

3-Mr / s : In this part you can use shortcut keys such as ;

For Mr press **1**
For Mrs press **2**
For Chd press **3**
For Inf press **4**
For Grp press **5**

4-Entered / Participant / No Show / Cancel

4.1-Entered : It displays how many pax entered in reservation.

4.2-Participant: It displays how many of whom participate in the tour.

4.3-No Show / Cancel : It displays how many paxes do not join the tour .When there is no show or cancellation you should open the Payment table and add a new line under the Receive line .In the second line you should select **'Refund' and No show or Cancel** as Refund Type .You should write the amount that you refund to clients in 'Amount' part. When you complete and save the second line you will in reservation page the canceled line will be seen in red color.

5- Hotel : You should select the hotel where clients accommodate code using F2 shortcut key.

6-Room No: You can write the room number where clients stay in.

7-Extra: If this tour includes anything extra and not included in tour price such as drinks , diving in a boat tour , some part of a museum …etc. If a client demand this extra you should select it using F2 key.

8-Operator: You should select the tour operator of clients who reserve this tour using F2 key.

9-Voucher: You can write voucher numbers of clients.

10-Tour Package: If you have tour packages that are created combining more than one tour with a special price and if you define them in 'Tour Packets' sub-menu of Excursions menu.

11-Tour Transfer Type: You should select the tour transfer type using F2 key.
For example; If clients demand a private transfer you should select Private transfer. If you leave it blank it will be normal transfer**.**

12-Pickup Time: You should write the time when the coach picks the clients up from their hotels.

13-Meeting Point : If clients will be picked up from anywhere else except their hotel you can select a meeting point with the clients.

Appointing Coach and Guide For The Tour

To be able to appoint a coach, tour guide and rep. you should double click on **'Tour Coaches '**table on the corner of the page .If the tour coach and transfer coach are separate you should appoint them in separate tables.

After selecting the coach, guide and rep , you should select the clients with your mouse from up to down , make right click and select the coach.

Buttons On the Top Of The Page :

This button is used to change the tour to another tour. You should select the customer from the table, and click this icon to change the customer's tour. You can change the tour of the clients one by one.As soon as you click it the system brings the following table to select a new tour and date.

This button is used to save the information that you enter.

This button is used to search the tours with clients name, date, ticket number if available, operator and hotel information.

This button is used to lock or unlock a tour, if you have user authority.

The graph icon can be used to get extra statistical information easily.

(Tour Entry Info) This button is used to see the information of the user who enter or change the tour.

This button is used to delete the tour completely.

You can see total amount received by the guide who sells the tour.

.You can change the tours to another tour totally in one step.

This button is used to organize the tour reservation screen.

Buttons At The Bottom Of the Page

Cancel : Used to cancel the tour but you can not cancel the tours whose payment is received or you can not cancel the tour sold by the tour operator .

Release : If it is not an exact sale you can write the release date of the tour .Then you can follow this release dates using the list named 'Selling Control List By Option' of Tour Reports menu.

Change Tour: Used to change the tour to another tour.

Tour Itinerary : Used to see the itinerary of the tour which you enter in Tour and Prices table in Excursions

Payment :.You can see the tour price that is received by the guide who sells the tour from the clients.
If in parameters the checkbox named 'If ticket amount is entered in payment window automatically revenue ticket amount' is selected, in tour reservation page as soon as you save the reservation this table opens automatically. When you exit from this table the system will revenue the payment automatically then .If it is not selected in parameters you should use 'Receive' button to revenue the payment.
Another important point in this table is **'Paid'** checkbox because if it is selected that means the guide received tour money from the clients .In case any free tour you do not select this checkbox.
You can also see commission rate of the guide that you enter before in Guides Definitions and extra commission rates that you define in 'Extra Commissions' table underneath Excursions Menu and Tour and Prices menu .

Open For Rec. Paid : After giving the commission of the guide and close the Liquidation Date in Summery Report in 'Control Of Tour Account'(that will be explained later) , the liquidation date will be seen at the end of revenue line .When you see it you can not make any change in payment table .To make any change in payment table, you should use **'Open For Rec. Paid'** button.

Expenses :

You can see expenses to be made during the tour such as car park fee , entrance fee, lunch ...etc .The system brings these expenses automatically from **Fixed Expenses** table entered in Tour and Prices page before. Some of these expenses are made cash such as entrance fee or car park…etc so this amount is given to the tour guide .The system determines cash expenses and displays the total cash expense at the top of the page.

Buttons On The Bottom Of The Expenses Page

Service Voucher: It is used to print the service voucher in order to give to Suppliers during the tour .So you can settle account with Suppliers according to these vouchers.

Refresh : When you add new clients who will join the tour , you should come to Expenses page and use Refresh button so the system will calculate the expenses according to new pax number.

Shortcut keys using in tour reservation page.

F5 Used to enter a new reservation
F6 (Cancel) Used to cancel a particular tour.
F7 Used to enter the release date if the tour saved is optional and not exact.
F8 Through the tours that have been entered so far when you search a client you can use this button to call the name list.
F9 (Payment) Used to open payment table
F10 (Expenses) Used to open expenses table.

FAST ENTRY OF THE TOUR RESERVATION
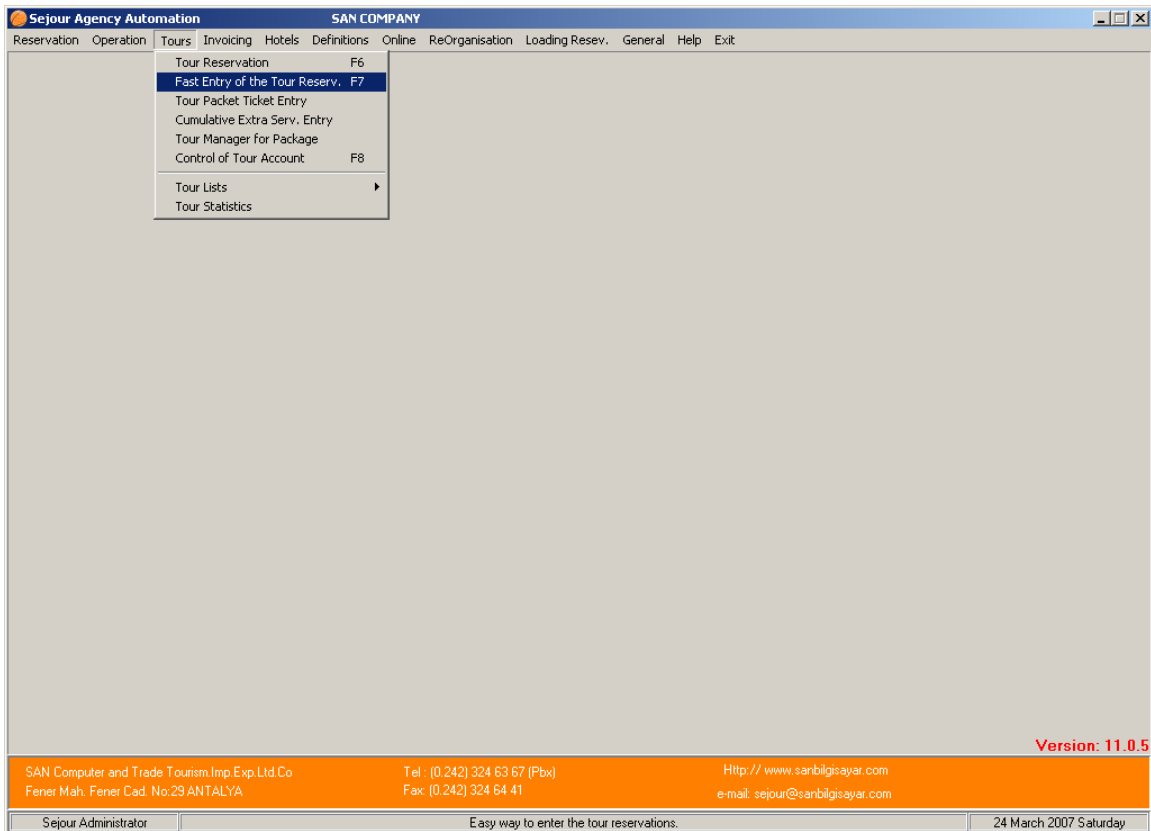
This menu makes the entry of tour reservation easy and quick. It takes less time than the tour reservation page if you have many tour tickets to be entered.

Ticket Entry Wizard for Excursion

Tour	Selling Dep Region	Date	Sales Reg.	Serial	Ticket No	Free	Sales Guide	Mr/s	Group / Name	Adult	Child	Infant	Hotel	Room No	Operator	Voucher	Pick Up Time	Meet.Point	Tour Package	Extra	Ticket Price Amount	Curr	Discount
ASWA06	ASD	25/09/06																					

Confirm

There is no tour record for the date of 25/09/06 .
Do you want to open new tour date?

[✔ Yes]   [🚫 No]

New Ticket (F5)   ✔ Save   🗑 Del Ticket   Find Customer   💾 Save into Tour   🏛 Exit

To be able to enter a tour reservation in this page you should select the tour code using F2 key, the region where the tour departs from and the tour date firstly. Just after that the system will asks you the question above in the example. To able to continue to enter the tour res. you should select 'YES'

	Selling		Sales Reg.	Ticket			Sales Guide	Mr/s	Group / Name	Adult	Child	Infant	Hotel	Room No	Operator	Voucher	Pick Up Time	Meet.Point	Tour Package	Extra	Ticket Price		
Tour	Dep Region	Date		Serial	No	Free															Amount	Curr	Discount
ASWA06	ASD	25/09/06	ASW	A	20	☐	REP4	Grp	TEST	5	2		ASWBS	777	ALPHA		09:00						

New Ticket (F5)   **✓ Save**   **🗑 Del Ticket**   **Find Customer**   **💾 Save into Tour**   **🔏 Exit**

As in tour reservation page you should enter ticket serial and number, clients name, hotel, room number, operator and voucher number. If you know the pickup time of this hotel you can write it as well .When you come to the end of the page the system will bring tour price automatically in **'Ticket Price'** part.

After entering the information you should save them using **'Save'** button and save them into Tour using **'Save into Tour'** to send them to main tour reservation page.

After saving the tour you can see this tour in tour reservation page using F3 key.

CUMULATIVE EXTRA SERV.ENTRY
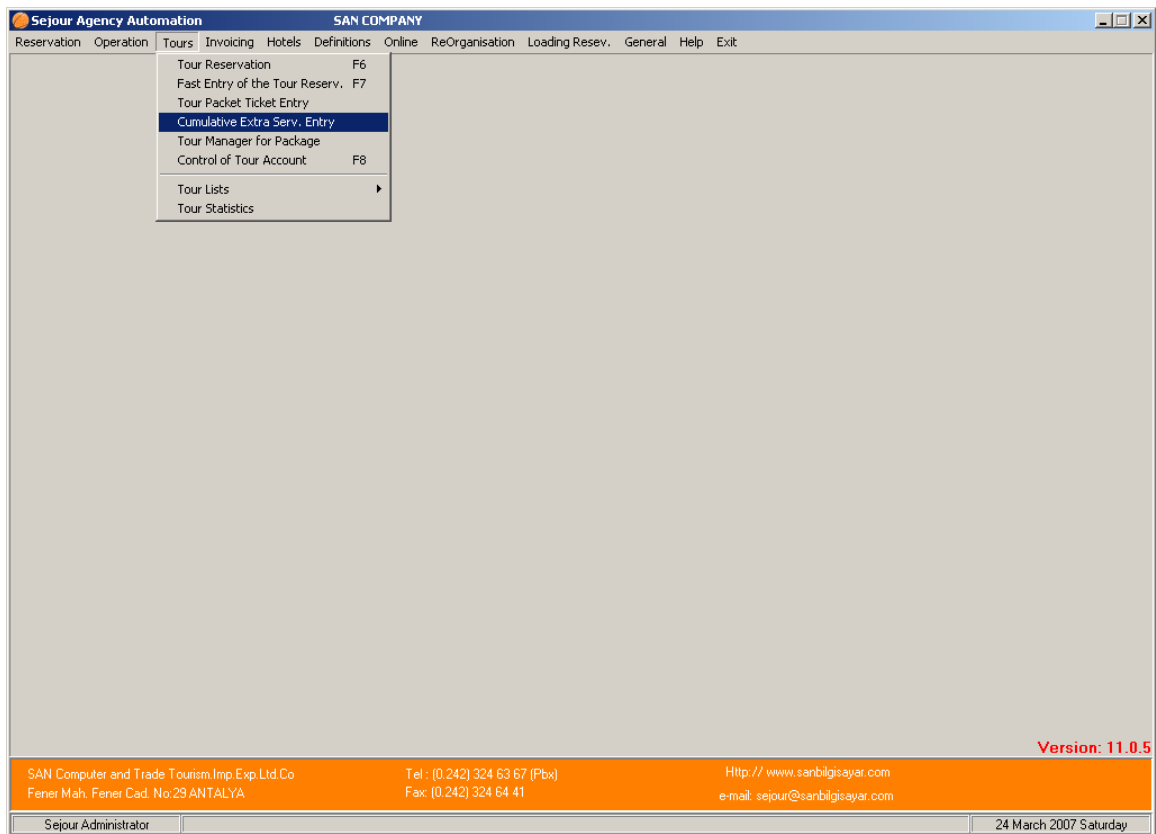
This menu will be helpful when you need to save the tour packages that you entered in Additional service table in hotel reservation page in one step, quickly and totally instead of sending them using tour pending page one by one.

To be able to select the reservations that have tour packages as extra service in this table you should write some criterions such as tour operator, voucher number, Check in date of clients, hotel or tour package that is included in package (Roundtrip) price.

If you have not send them to tour reservation page before you should select **'Not Save to Tour'** checkbox.

If you send them before you should select **'Saved To Tour'** checkbox.

If you wish to see both of them you should select **'All'** checkbox.

You can see the hotel information of the clients in the table on the right corner of the page.

When reservations come to this page you can send to main tour reservation page using 'Save into Tour' button. As soon as the system sends them to tour res. page you will see **OK** checkboxes are selected automatically.

CONTROL OF TOUR ACCOUNT
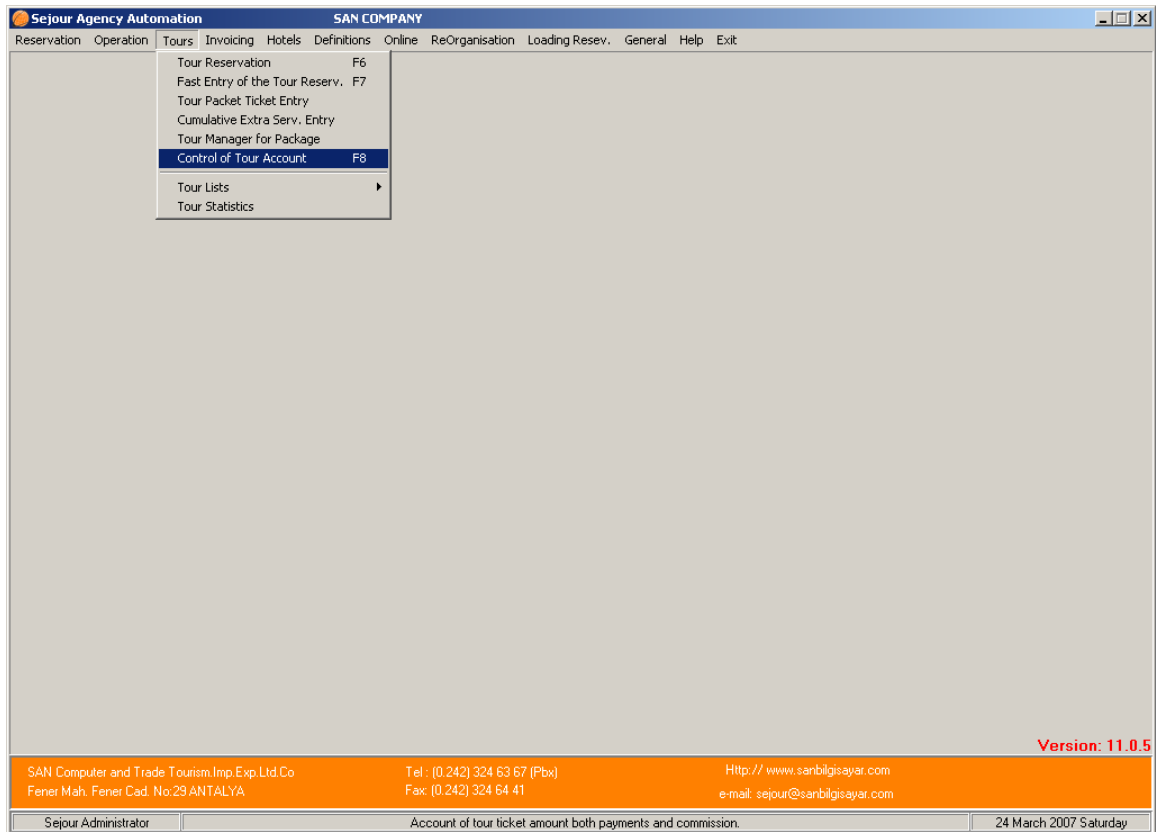
In this menu you can control each tour ticket entered in tour reservation page when you settle account with the guide and you can see each process of tour tickets such as amendment, cancellation , refunding .You can also have a chance to see commission rates of guides in each ticket or totally and follow commissions payment made to guides .

Tour Account Control

Guide: SONG ... SONGUL Tour: ... Ticket Srl/No: □ Empty ~ Commission <All>
Tour Date: _/_/_ ~ _/_/_ Dep. Region: ... Receipt No: <All> Control <All>
Selling Date: _/_/_ ~ _/_/_ Sold Region: ... Selling Curr <All> Rec/Ref <All>
Rec/Ref Date: _/_/_ ~ _/_/_ Tour Package: ... Rec.Pd Curr <All> Payment <All>
□ Separate Receipt / Refund date Operator: DIEZ ... DIEZ TOUR Group: Account <All>
Hotel: ... Extra: ... Closing Status <All>
Spec. Code: □ DisplayCo ☑ Show Free Tickets □ Display excursions sold by tour operator

Sales			Sales Region	Sold by	Ticket			Entered			Particip.			No Show			Cancel			Extra	Operator	Voucher	Hotel	Tour Package	Tour Transfer Type	Sales Date	Ticket		
Tour	Region	Date			Serial	No	Free	Adl	Chd	Inf	Adl	Chd	Inf	Adl	Chd	Inf	Adl	Chd	Inf								Amount	Discnt.	Net Amr
CAIRO	CAI	05/03/07	CAI	SONG	53		2			2											DIEZ	0001	MENAH			13/03/07	23,00		23,
CAIRO	CAI	13/02/07	CAI	SONG	50		2			2											DIEZ	0007	MENAH			13/02/07	100,00		100,
CAIRO	CAI	15/03/07	CAI	SONG	55		2			2											DIEZ		ADA			16/03/07			
CAIRO	CAI	13/02/07	CAI	SONG	51		10	2		10	2										DIEZ		MENAH			13/02/07	100,00		100,
CAIRO	CAI	13/02/07	CAI	SONG	51		10	2		10	2										DIEZ		MENAH			13/02/07	100,00		100,
CAIRO	CAI	15/03/07	CAI	SONG	56		2			2											DIEZ		ADA			16/03/07			
CAIRO	CAI	15/03/07	CAI	SONG	57		2			2											DIEZ		ADA	PACKET		16/03/07			
CAIRO	CAI	01/02/06	ANT	SONG	4		3			3											DIEZ		ADONIS			26/03/05	150,00		150,
CAIRO	CAI	01/02/06	ANT	SONG	5		2									2					DIEZ		ADONIS			26/03/05	100,00		100,
CAIRO	CAI	01/02/06	ANT	SONG	5		2									2					DIEZ		ADONIS			26/03/05	100,00		100,
CAIRO	CAI	01/02/06	ANT	SONG	1		2			2											DIEZ	200	ADONIS			24/03/05	40,00		40,
CAIRO	CAI	03/02/06	ANT	SONG	10		2			2											DIEZ		ADONIS			26/03/05	100,00		100,
CAIRO	CAI	03/02/06	ANT	SONG	11		3			3											DIEZ	30	ADONIS			26/03/05	150,00		150,
CAIRO	CAI	03/02/06	ANT	SONG	3		2			2											DIEZ		ADONIS			19/11/05	60,00		60,
CAMEL	CAI	16/03/07	CAI	SONG	57		2			2											DIEZ		ADA	PACKET		16/03/07			
KOM/EIASC		02/02/06	ANT	SONG	60		4	1		4	1										DIEZ		ADONIS			26/04/06	90,00		90,
KOM/EIASC		02/02/06	ANT	SONG	61		2	2		2	2										DIEZ		ADONIS			26/04/06	60,00		60,
KOM/EIASC		02/02/06	ANT	SONG	2		2			2											DIEZ		ADONIS	PK1		14/05/05			
SOUND	CAI	13/03/07	CAI	SONG	54		1			1										DRINKS	DIEZ	0007	OLDCA			13/03/07	80,00		80,

Calc. & Rec.Paid | Calculate Ticket | Receive
Commission Pay | Cancel Ticket | Rec.Paid Detail
Printer | Cumlat.Change | Summ. Report
Open for Rec.Paid | Lock/Unlock | Account
Excel | Excel2 | Exit

Pax Resume — Adl, Chd, Inf
Tour Particip: 43 5
Free:
Cancel Pax: 2
NoShow Pax:

Ticket Amounts: EUR 453,00 / USD 600,00
Rec. Paid: T EUR 270,00 / T USD 650,00 / I USD 100,00
Guide Commissions: EUR 22,20 / USD 35,00
Other Commissions: EUR 7,60 / USD 4,00

You can filter tour reservations using many criterions on top of the page .In the example we select the guide name and selling date to filter .Because we want to open Summ. Report to see payment amount and commission rate of the guide .We selected the 'Sales Date' options as main criterion calculating ticket price and tour account in Parameters sub-menu of General Menu.
So if we do not write the selling date beside the tour guide name we can not open **'Summ**. **Report'** table.

Ticket Price is calculated by
- ● Selling Date
- ○ Tour Depar Date

Date Option will use together with Summ.Report in the Control of Tour Account.
- ● Sales Date
- ○ Rec.Paid Date
- ○ Tour Date

The explanation of the following buttons on the bottom of the page :

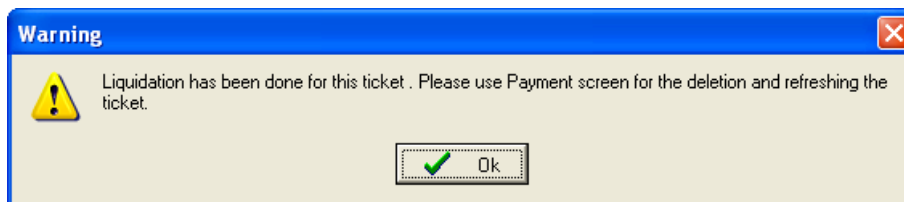|		
Calc. & Rec.Paid	Calculate Ticket	Receive
Commission Pay	Cancel Ticket	Rec.Paid Detail
🖨 Printer	📗 Excel	Cumlat.Change
Summ. Report	Open for Rec.Paid	🔑 Lock/Unlock
	Account	🚪 Exit

Calc& Rec. Paid: If you do not select 'If ticket amount is entered in payment window automatically revenue ticket amount' option in parameters menu after you enter the tour reservation the system will not calculate and receive the payment of the ticket automatically so you can both calculate and receive the payment of the ticket in these page one by one or totally using this button.
Calculate Ticket: If you want to just calculate the ticket you can use this button.
Receive: If you want to just receive the payment of the ticket you can use this button.
Commission Pay: After receiving the payment of tickets you can pay the commission of the guide using this button.
Cancel Ticket: When you need to cancel a ticket you can use this button .However if you calculate and receive the payment of this ticket before as soon as you press this button the system brings you the following warning .So you should go to Payment page using **'Rec .Paid Detail'** button (that will be explained later) and delete the receive line of the ticket in payment page .As soon as you delete and save it you will see the line of the ticket in tour account page turns to red color as you see in the example below.

Rec .Paid Detail: You can see the details of ticket price , received amount and commission rate which the guide will get from this ticket in this table .This table is the same with Payment table in tour reservation page.

Cumlat .Change: When you need to change receipt number of only one ticket or more than one ticket you can change it as cumulative using this button .As soon as you press the button the system brings you the following table to change the receipt number and check the ticket using checkbox in the table below.

Summ. Report:

You see pax number joined into tour, no show pax or canceled pax information	You can see tour commission rates of the guide and others	You can see received and paid amount of a ticket by the guide.

Tour Guide Liquidation

General Info					Pax Info									Commission Info		Rec. Paid	Payment Info	
				Particip.			Cancel			No Show			Other	Guide				
Tour	Region	Date	Guide	Adl	Chd	Inf	Adl	Chd	Inf	Adl	Chd	Inf	Amount	Amount	Amount	Amount	Curr
ASWA1	ASD	16/09/06	REP4	2										,00	33,90	339,00	305,10	EUR
CAIC16	CAD	23/09/06	REP4	2										,00	6,95	69,50	62,55	EUR
2				4										,00	40,85	408,50	367,65	

General Info					Rec.P./Refund	Cancel/NoS	Ticket Info			Commission Info		Rec. Paid	
										Other	Guide		
Tour	Region	Date	Ord.	Guide			SN	No	Amount	Amount	Amount	Amount	Curr
ASWA06	ASD	25/09/06	1	REP4	T		A	20	170,50	,00	17,05	170,50	EUR
ASWA06	ASD	25/09/06	2	REP4	T		A	21	186,00	,00	18,60	186,00	EUR
ASWA10	ASD	21/09/06	2	REP4	T		A	14	506,25	,00	50,63	506,25	EUR
ASWA10	ASD	21/09/06	3	REP4	T		A	15	339,00	,00	33,90	339,00	EUR
ASWA10	ASD	21/09/06	4	REP4	T		A	16	339,00	,00	33,90	339,00	EUR
ASWA10	ASD	21/09/06	4	REP4	I	N	A	16	339,00	,00	,00	,00	EUR
9										,00	164,88	1648,75	

Exchange Curr. EUR

Other Commissions	Guide Commissions	Taking Net Amount from the Guide
0	205,73	1851,52 EUR

Liquidation Date __/__/____ Close Liquidatation | Excel | Exit

Tour Guide Liquidation

General Info				Pax Info									Commission Info		Rec. Paid	Payment Info	
Tour	Region	Date	Guide	Particip.			Cancel			No Show			Other	Guide			
				Adl	Chd	Inf	Adl	Chd	Inf	Adl	Chd	Inf	Amount	Amount	Amount	Amount	Curr
ASWA1	ASD	16/09/06	REP4	2									,00	33,90	339,00	305,10	EUR
CAIC16	CAD	23/09/06	REP4	2									,00	6,95	69,50	62,55	EUR
2				4									,00	40,85	408,50	367,65	

At the upper side of the table you can see current sales or cancellation information with received amount included commission rates and payment amount without commission and commission rates of guides and others according to the selling date given as criterion in the main table .On the bottom of the table you see total amounts in red and blue color.

General Info					Rec.P./Refund	Cancel/NoS	Ticket Info			Commission Info		Rec. Paid	
Tour	Region	Date	Ord.	Guide			SN	No	Amount	Other Amount	Guide Amount	Amount	Curr
ASWA06	ASD	25/09/06	1	REP4	T		A	20	170,50	,00	17,05	170,50	EUR
ASWA06	ASD	25/09/06	2	REP4	T		A	21	186,00	,00	18,60	186,00	EUR
ASWA10	ASD	21/09/06	2	REP4	T		A	14	506,25	,00	50,63	506,25	EUR
ASWA10	ASD	21/09/06	3	REP4	T		A	15	339,00	,00	33,90	339,00	EUR
ASWA10	ASD	21/09/06	4	REP4	T		A	16	339,00	,00	33,90	339,00	EUR
ASWA10	ASD	21/09/06	4	REP4	I	N	A	16	339,00	,00	,00	,00	EUR
9										,00	164,88	1648,75	

Exchange Curr. EUR

| Other Commissions | Guide Commissions | Taking Net Amount from the Guide |
| 0 | 205,73 | 1851,52 EUR |

Liquidation Date __/__/____   Close Liquidatation   Excel   Exit

At the downside of the table you see tickets which are sold and before the selling date given as a criterion in the main table .Some of these tickets have not been closed, the rest of them are cancellation or no-show .That's why we can see them in this table .If we settle discount with the guide who sold them, we can not see them here.
So you can settle account with the guide according to this information because you can see if there is any cancellation, no show, and refund.
At the bottom of the table you will see total amount taken from guide and total guide commission .After you settle account with guide you can close the tickets and nothing can be changed on tickets unless authorized user open it again deleting the liquidation date in payment table.

TOUR STATISTICS
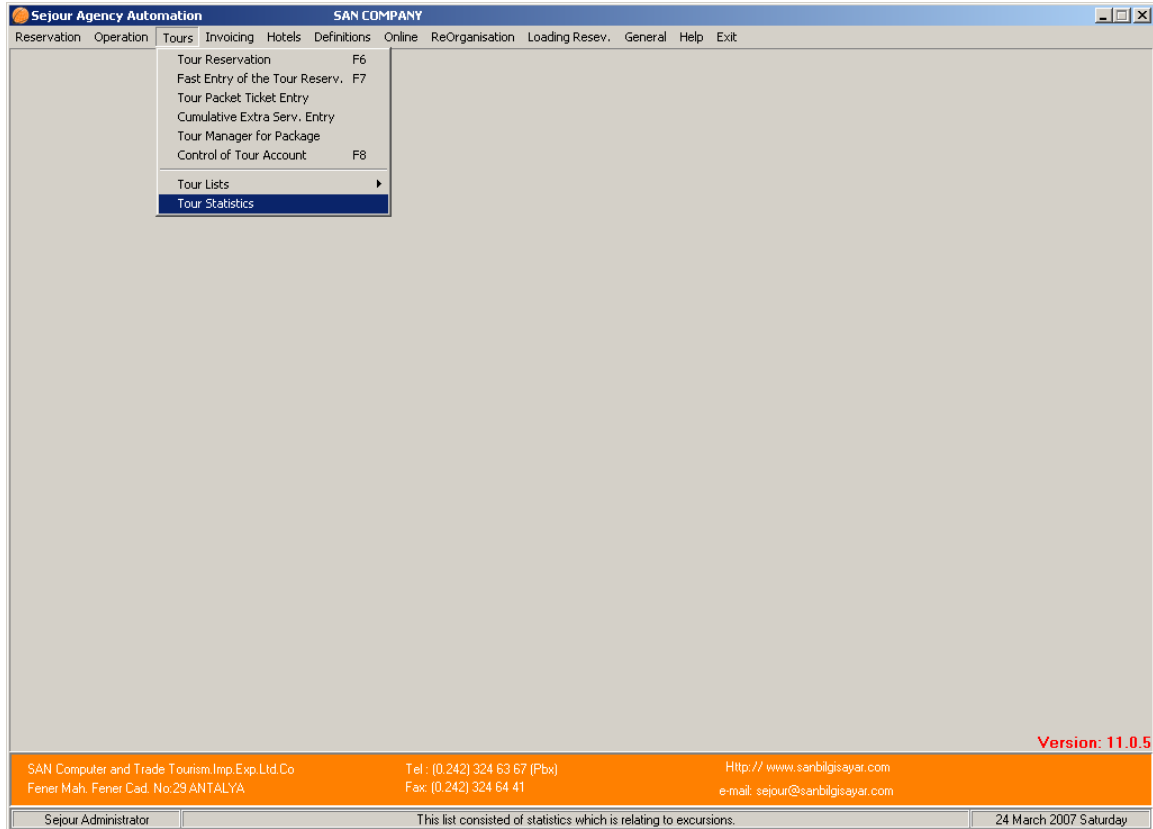
You can get statistic of your tours using this part giving many criterions.
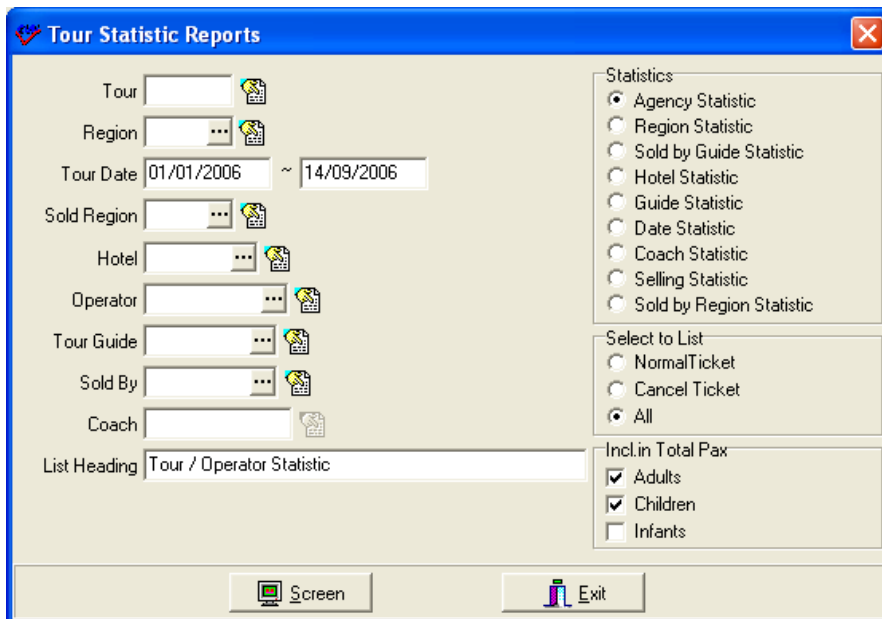
In the example above we gave just tour date which departs between 01.01.06 and 14.09.06.We did not select any other criterion such as Tour Name or Operator Name or Tour Guide name because when we leave the criterion parts blank , the statistic will include all tours , all operators ,all tour guides or all regions .At the right side of the criterions there are statistic options that means if you do not give any criterion but dates as in the example you can get this list according to these statistic options. Beside the normal ticket statistics you can get canceled tickets statistics as well.
You can see tour statistics according to operators in the example below.

Tour / Region Statistic

	ASD	ASW	CAD	CAI	GIZ	HRD	LXD	TOTAL
ASWA02	2							2
ASWA03	5	11						16
ASWA06	12	32						44
ASWA09		30						30
ASWA10	12							12
ASWA16	2							2
CAIC15		4	5	15	22			46
CAIC16			3					3
CAIC17			1		6			7
CAIC24			2	70	4			76
HRGH14						5		5
LXRL03							30	30
LXRL04							32	32
LXRL06							32	32
TOTAL	33	77	11	85	32	5	94	337

Graphic   Excel   Printer   Exit