

Group Receipts & Expenses Report

The report is broken into two sections, "Receipts" and "Expenses". Each of these sections is sub-divided into Vouchers and Invoices. The report can be run in "Summary" or in "Detail"

Receipts:

This report is used for tracking Group Payments either received from Clients directly as Cash, Check, EFT or CC Merchant Payments, or processed for a Client as a Credit Card Payment. If the Clients CC was charged for a transaction and not just used as a "guarantee" it will be included on this report. You will see the value of all payments pertaining to the group where the client has either paid you directly or their CC has been charged indirectly through a Supplier.

Expenses:

All Expenses incurred on behalf of the Group and its Clients will be displayed. These will include checks & EFT payments sent to Suppliers, check payments sent to cover "expenses" of the group and CC payments processed through a Supplier.

All three popular methods of accounting for Credit Card Revenue can be used with this report.

1. Comm Track

If you create all CC Invoices in Back Office using a single "Comm Track" Booking line then the Total Fare for BOTH a Deposit Invoice and Final Payment Invoice will be shown under both the "Invoice Receipt" section of the report and the "Invoice Expense" section of the report. NO Commission Revenue is shown until paid. The CC number used for the Comm Track Booking will be displayed, if it is present in the "Comm Track CC #" field on the Expanded Fare Tab of the Booking.

When the Commission Check from the Supplier is received and applied to the Invoice on the Vendor Payment Date, then the "Invoice Expense" listing for the Invoice will be changed from the "Total Fare" to the "Net Remit" amount (Total Fare less the CC Commission). The Payment Date will be changed to the "Vendor Payment Date", and the "Pay Method" of Credit Card and any CC Number that may be entered into the "Comm Track CC No." field on the Expanded Fare, Tab will be changed to "Check" and "Vendor Check Number". The word "COMM" is added to indicate that this was a Payment Received for Commission.

Any "Comm Track" Bookings for Cars & Hotels will only be shown on the report when the Supplier Payment has been received and applied to the booking. Only the Commission for Hotel & Car Bookings will be displayed as a (-) negative expense.

2. Supplier

If you create all CC Invoices in Back Office using a single "Supplier" Booking line then the Total Fare for BOTH a Deposit Invoice and Final Payment Invoice will be shown under both the "Invoice Receipt" section of the report and the "Invoice Expense" section of the report. NO Commission Revenue is shown until paid.

When the Commission Check from the Supplier is received and applied to the Invoice on the Vendor Payment Date, then the "Invoice Expense" listing for the Invoice will be changed from the "Total Fare" to the "Net Remit" amount (Total Fare less the CC Commission). The Payment Date will be changed to the "Vendor Payment Date", and the "Pay Method" of Credit Card and the CC Number will be changed to "Check" and "Vendor Check Number". The word "COMM" is added to indicate that this was a Payment Received for Commission.

3. Supplier & Comm Track 2 Booking Invoice

You would create you deposit invoices the same as above for "Supplier" and then the Total Fare will be shown under both the "Invoice Receipt" section of the report and the "Invoice Expense" section of the report.

When you create all the Final Payment CC Invoices you would be using two booking lines, one for the "Supplier" Total Fare with zero commission, and a second booking as "Comm Track" with zero Total Fare and the amount of Commission only. The "Supplier" Total Fare Booking will be shown BOTH under the

"Invoice Receipt" section of the report and the "Invoice Expense" section of the report for the amount of the Total Fare. NO Commission Revenue is shown until paid.

When the Commission Check from the Supplier is received, then the "Comm Track" Booking for the Commission Amount will be listed as a new item by the Vendor Payment Date, under the "Invoice Expense" section of the report as a (-) negative amount to reduce the amount of expense and increase the group revenue. In the Expense section you would see BOTH the "Supplier" Booking line and the "Comm Track" Booking line.

Group Accounting as: Departing

Client Receipts - When the group is accounted for as "Departing", and Cash/Check Invoicing is done as the group departs then all Client Receipts Cash/Check, EFT and CC Merchant Payments will be shown as a Client Voucher under the "Receipts" Section. Any CC Deposit Payments processed through a Supplier for this group will be shown as a "Client" Paid Invoice under the Invoice Section. Any ARC tickets run for the group will also be shown as a "Client" Paid Invoice under the Invoice Section.

Note: Only Invoices containing a Client Payment Date will be shown in the "Invoice Receipts" section of the report. Open Client Invoices will NOT be shown. An "Open Client Invoice" will be shown as an expense in the "Invoice Expense" section of the report if the Vendor has been paid, but the Client has not been.

When the Group is finalized and Final Invoices are created for the group then those Invoices will be shown in the Invoice Section of the report along with the CC Deposit Invoices.

The Vouchers & Invoices are added together for the "Total Receipts" Section.

When a Cash/Check/EFT/CC Merchant Client Voucher is used to close the final invoices, these will be listed by the Client Payment Date of the Invoice. A (-) negative Client Voucher will also be displayed under "Voucher Receipts", using the same Pay Date and Payment # of the invoice just closed in the "Invoice Receipts" section. This Voucher will "wash" out the original Voucher, since that Voucher was just used to close the newly created invoice.

You will have two Vouchers displayed with the same Voucher Number; one when originally created with the original Payment Date, Payment Number, & Check Number and a second one when the Invoice is closed with the Payment Number & Payment Date the Voucher was applied.

Expenses - As checks need to be sent out to Suppliers for Client Deposits, then Vendor Vouchers should be created and they will be shown in the "Voucher Expense" section of the report. Credit Card deposits processed with a Supplier will have an Invoice shown for the charge under the "Invoice Expense" section of the report. The amount shown will be as per the invoicing method used and described above. Any ARC tickets run for the group will also be shown as a "Vendor" Paid Invoice under the Invoice Expense.

Expenses for non-supplier items will be shown in the "Other Expense" section of the report. The G/L Account affected by the expense can be listed if desired in the "G/L Breakdown of Expenses" section of the report. You can show or suppress this section of information when setting the Report Criteria prior to running the report.

When a Cash/Check/EFT/CC Merchant Vendor Voucher is used to close the final invoices, these will be listed by the Vendor Payment Date of the Invoice. A (-) negative Vendor Voucher will also be displayed under "Voucher Expenses", using the same Pay Date and Payment # of the invoice just closed in the "Invoice Expense" section. This Voucher will "wash" out the original Voucher, since that Voucher was just used to close the newly created invoice.

You will have two Vouchers displayed with the same Voucher Number; one when originally created with the original Payment Date, Payment Number, & Check Number and a second one when the Invoice is closed with the Payment Number & Payment Date the Voucher was applied.

Group Accounting as: Payments are Received

Client Receipts - If the Group is being accounted for as Payments are received or processed then all Invoicing will be done when the payments are received from Clients, or processed for Clients with a Supplier, when payment is by Credit Card. Vouchers will not be created. All Deposits for this group will be shown by Client Payment Date as an Invoice under the "Invoice Section". Any ARC tickets run for the group will also be shown as a "Client" Paid Invoice under the Invoice Section.

Note: Only Invoices containing a Client Payment Date will be shown in the "Invoice Receipts" section of the report. Open Client Invoices will NOT be shown. An "Open Client Invoice" will be shown as an expense in the "Invoice Expense" section of the report if the Vendor has been paid, but the Client has not been.

When the Group is finalized and Final Invoices are created for the group then those Invoices will also be shown in the Invoice Section of the report along with all the Deposit Invoices.

Expenses - As checks need to be sent out to Suppliers for Client Deposits, then Vendor Checks should be created closing out the Vendor side of the Invoices created. They will be shown in the "Invoice Expense" section of the report by Vendor Payment Date. Credit Card deposits processed with a Supplier will have an Invoice shown for the charge under the "Invoice Expense" section of the report. The amount shown will be as per the invoicing method used and described above.

Expenses for non-supplier items will be shown in the "Other Expense" section of the report. The G/L Account affected by the expense can be listed if desired in the "G/L Breakdown of Expenses" section of the report. You can show or suppress this section of information when setting the Report Criteria prior to running the report.