







Welcome

This training module deals with

















Accounting – Commission Management

To view and process the commission that this establishment **must pay out** to a Travel agent, company or tour operator, go to Accounting, **Commission management.**

RES - Semper Central Office - Version 6.1.3.2509

General Reservations Front Desk **Accounting** View Setup & Admin Stock Control Log Off

Deposit Tracking Un-Invoiced Reservations All Reservations Verify Reservations View Casual Sales No Show Refunds Gratuities Management **Commission Management** Debtors Map GL Codes Day End Month End Budgets & Projections Reports Documentation

Previous Reservations	Quick Quote	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12			
		T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T			
Doubles	1	1	2	3	4	5	6	7	8	9	10	Test					15	16	17	18	19	20	21	22	23	24	25	26	27	August 2013		te	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12
Doubles	2	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	August 2013		test	31	1	2	3	4	5	6	7	8	9	10	11	12			
Doubles	3	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12			
Twins	4	1	2	3	4	5	6	7	8	9	10	11	12	Te	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12			
Twins	5	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12			
Twins	6	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Krug	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12				
Singles	7	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12			
Singles	8	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Te	16	17	18	19	20	21	22	23	24	25	26	August 2013		Test		1	2	3	4	5	6	7	8	9	10	11	12				
Suites	10	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12			
Suites	9	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Te	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12			
Honeymoon Suites	11	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12			

The booking is made by a **travel agent**, but the account will be **paid by the guest**: eg

The accommodation is R500 (guest account) and the commission is R50 (company account). The guest must pay the full R500 , payment is added to the guest account, so the guest account will now be zero. The commission will now show on **the company account**. Invoice the booking and make checked out and the commission will now show on **"Commission management"**

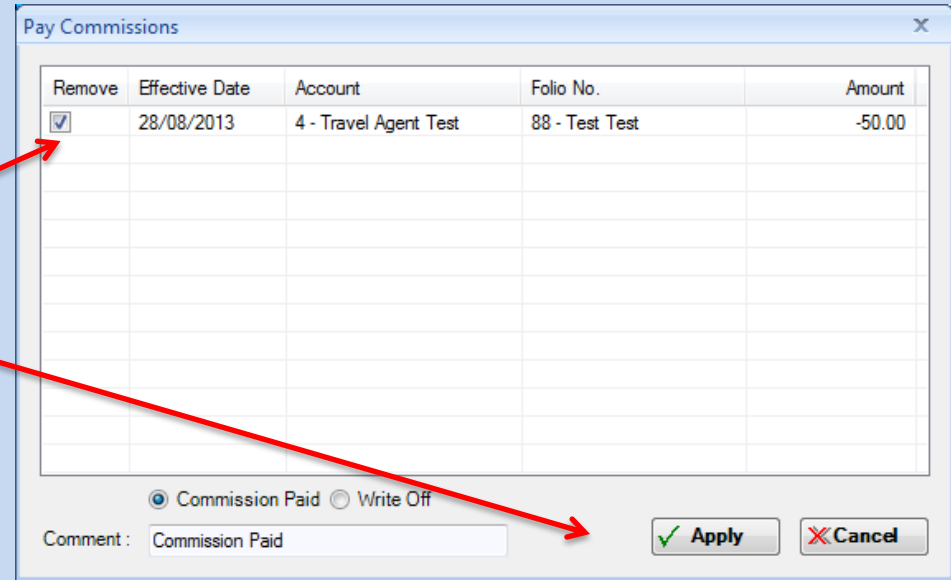
Remove	Effective Date	Account	Folio No.	Amount
<input type="checkbox"/>	28/08/2013	4 - Travel Agent Test	88 - Test Test	-50.00

Commission Paid Write Off

Comment :

Once the commission is paid by your accounts, you can tick the commissions that were paid and click on "Apply".

This can also be done on the Debtor screen of each Travel Agent. A transaction is recorded – commissions paid that will show on the reservation and on the statement of the travel agent.



Pay Commissions

Remove	Effective Date	Account	Folio No.	Amount
<input checked="" type="checkbox"/>	28/08/2013	4 - Travel Agent Test	88 - Test Test	-50.00

Commission Paid Write Off

Comment :

End of training module

Accounting – Commission Management