

Franchise Operations – Standard Operating Procedure

05. RMS Accounting Module – Processing Payment in Accounts Receivable With Payment Commission

ACC - 013

Overview

Accounts Receivable (AR) feature in RMS enables the user to process a payment in the Accounts Receivable once the payment amount is received. Correct use of this function makes handling the payments from company/travel agent accounts simpler as well as streamlines the overall payment process and able to record on the commissions paid.

Standard

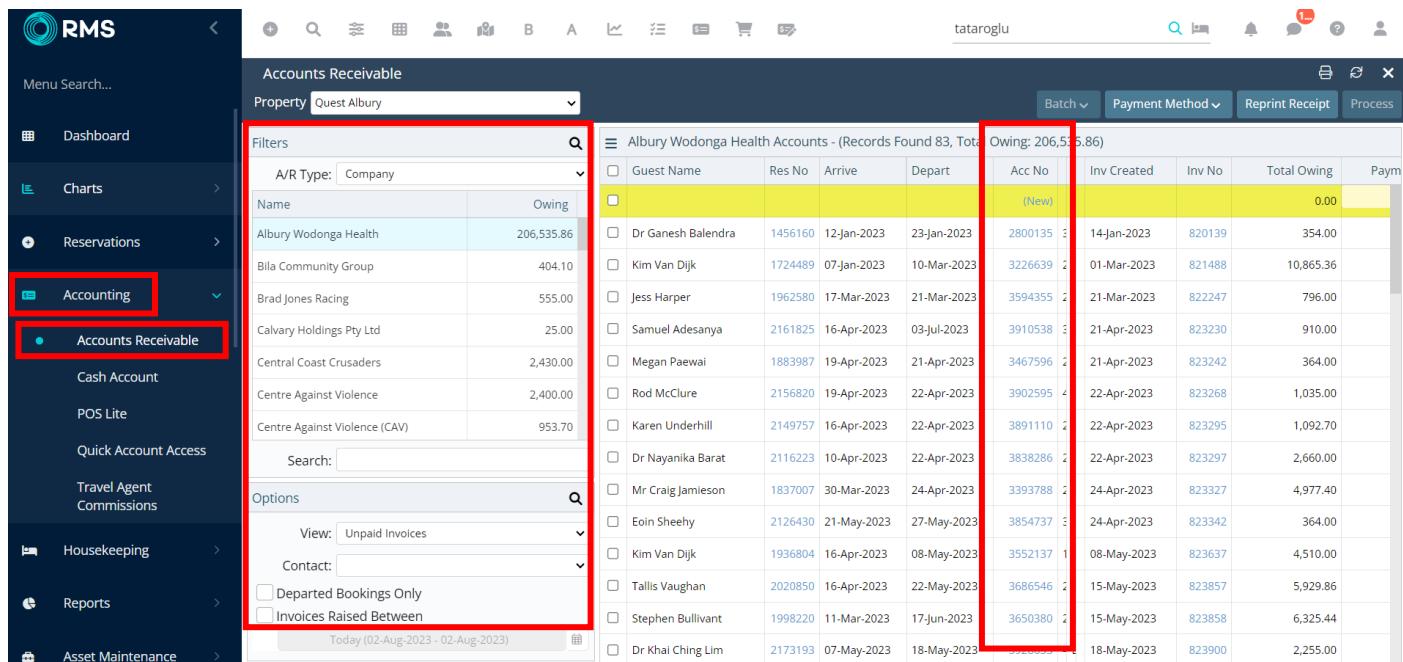
To ensure that all Franchise Business Partners utilise a full potential of the RMS and make use of the Accounts Receivable function to ensure correct management of company/ travel agent related accounts and payments.

Procedure

It is a responsibility of the Franchisee (or another Employee assigned by the Franchisee) to ensure that all company and travel agents AR payments are being processed in correct and timely manner.

To process a payment with a Commission in Accounts Receivable, below steps are to be completed:

- Go to Accounts > Accounts Receivable in RMS.
- Select an **A/R Type of Company, Travel Agent or Wholesaler**.
 - Select an **Entity'**.
 - Select the 'Account Number'



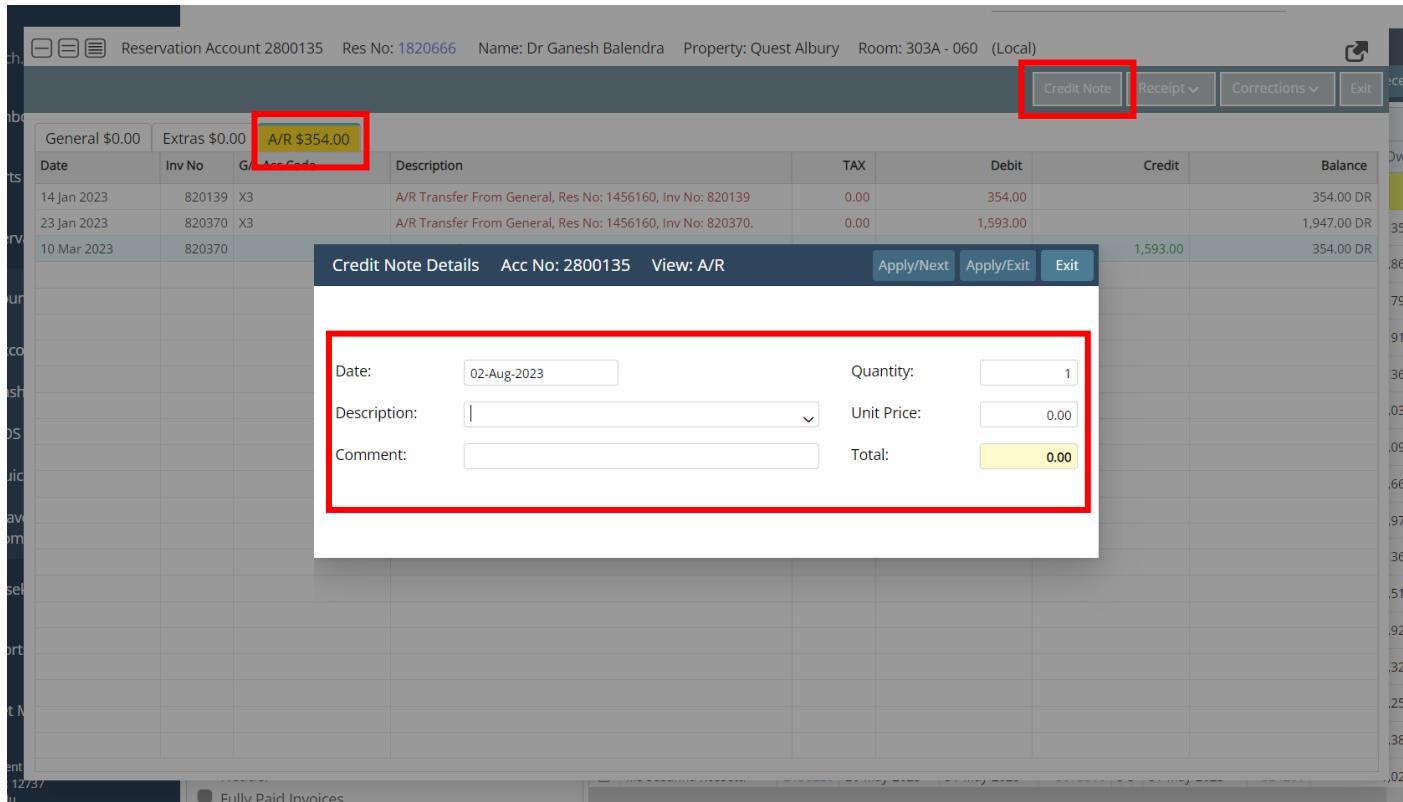
The screenshot shows the RMS software interface. The left sidebar has a dark theme with various menu items: Dashboard, Charts, Reservations, Accounting (highlighted with a red box), Accounts Receivable (highlighted with a red box), Cash Account, POS Lite, Quick Account Access, Travel Agent Commissions, Housekeeping, Reports, and Asset Maintenance. The main window is titled 'Accounts Receivable' and shows a list of accounts with their owing amounts. The top row of the table is highlighted with a red box. The table columns include Name, Owing, Guest Name, Res No, Arrive, Depart, Acc No, Inv Created, Inv No, Total Owing, and Paym.

Franchise Operations – Standard Operating Procedure

05. RMS Accounting Module – Processing Payment in Accounts Receivable With Payment Commission

ACC - 013

- In the pop up window Select 'A/R'
- To deduct the commission, select 'Credit Note'
- Select 'Description' - 'Travel Agent Commission Adjustments'
- Type 'Comment' - *Commission Paid*
- Enter the amount of the commission in 'Unit Price' (make sure you add minus in front of the amount as it is credit)
- 'Apply/Exit'



Reservation Account 2800135 Res No: 1820666 Name: Dr Ganesh Balendra Property: Quest Albury Room: 303A - 060 (Local)

Credit Note **Receipt** **Corrections** **Exit**

General \$0.00	Extras \$0.00	A/R \$354.00						
Date	Inv No	Gr.	Acc Code	Description	TAX	Debit	Credit	Balance
14 Jan 2023	820139	X3		A/R Transfer From General, Res No: 1456160, Inv No: 820139	0.00	354.00		354.00 DR
23 Jan 2023	820370	X3		A/R Transfer From General, Res No: 1456160, Inv No: 820370.	0.00	1,593.00		1,947.00 DR
10 Mar 2023	820370						1,593.00	354.00 DR

Credit Note Details Acc No: 2800135 View: A/R **Apply/Next** **Apply/Exit** **Exit**

Date: 02-Aug-2023 Quantity: 1
 Description: Unit Price: 0.00
 Comment: Total: 0.00

Fully Paid Invoices

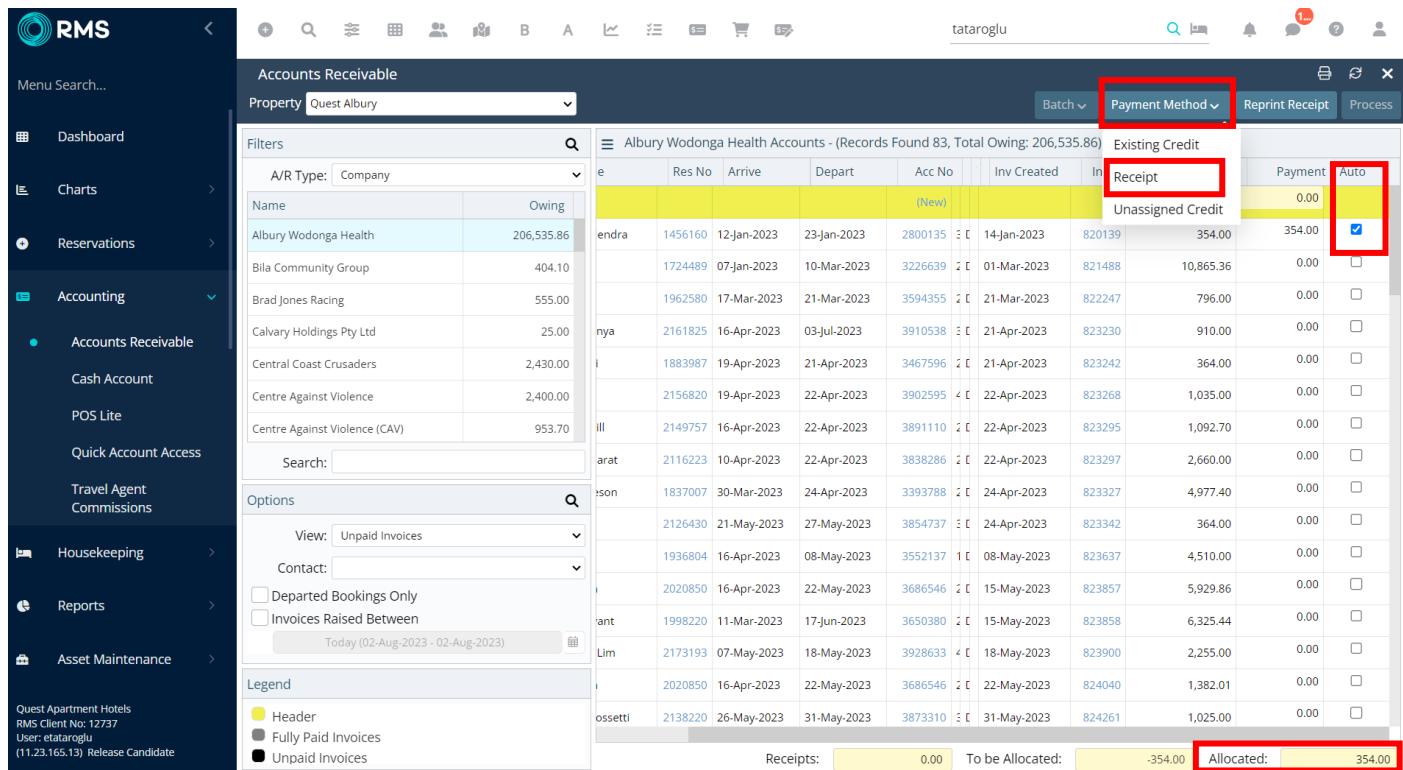
FRANCHISE OPERATIONS MANUAL

Franchise Operations – Standard Operating Procedure

05. RMS Accounting Module – Processing Payment in Accounts Receivable With Payment Commission

ACC - 013

- Select the 'check box' of the account
- Enter the amount paid in amended 'payment' against the reservation
 - The amount should be reflected in the 'To be Allocated' box
 - Select Payment Method and choose 'Receipt'



The screenshot shows the RMS Accounting Module interface. The left sidebar has a dark theme with various menu items like Dashboard, Charts, Reservations, Accounting (selected), Accounts Receivable (selected), Cash Account, POS Lite, Quick Account Access, Travel Agent Commissions, Housekeeping, Reports, and Asset Maintenance. The main content area is titled 'Accounts Receivable' with a property dropdown set to 'Quest Albury'. It shows a table of accounts receivable with columns for Name, Owing, and various dates. A 'Payment Method' dropdown is visible at the top of the table area. The bottom right of the table shows a summary: Receipts: 0.00, To be Allocated: -354.00, Allocated: 354.00. The 'Allocated' value is highlighted with a red box.

FRANCHISE OPERATIONS MANUAL

Franchise Operations – Standard Operating Procedure

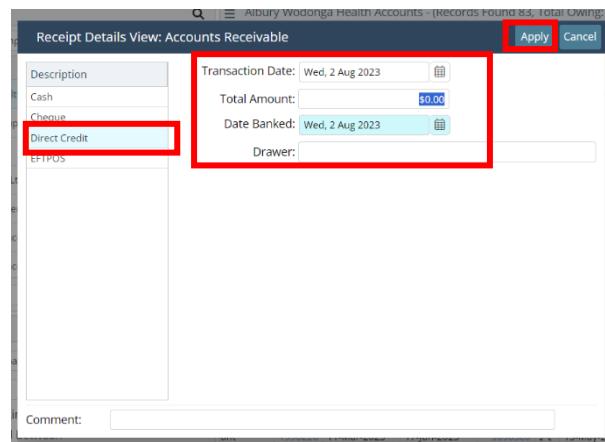
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ACC - 013

→ Select 'Direct Credit'

- A) Total amount is pre populated from the main screen when entered
- B) Select the Date the Payment was received in 'Date Banked'
- C) Enter relevant details in 'Drawer' and 'Comments' eg: payment received etc.

→ Select 'Apply'.



- Ensure the Payment Amount is against the Outstanding Invoices and 'To be allocated' amount is now 'Allocated'
- Select 'Process'.
- An Accounts Receivable Payment Receipt will be displayed on screen.

Part	Acc No	Inv Created	Inv No	Total Owing	Payment	Auto
	(New)			0.00	0.00	
2023	2800135	14-Jan-2023	820139	354.00	354.00	<input checked="" type="checkbox"/>
-2023	3226639	01-Mar-2023	821488	10,865.36	0.00	<input type="checkbox"/>

Reference, ACC-013 - User Guide -Processing Payment In Account Receivable With Payment Commission, for detailed visual guide.

Version Control

Version	Issue Date	Developer	Approval	SLT Meeting Review
01	18 May 2020	Quest Academy	David Valentine	