

Franchise Operations – Standard Operating Procedure

05. Accounting – Generate a Sundry Report with Travel Agent Commission Adjustments

ACC - 005

Overview

The Sundry Usage feature in the Property Management System (RMS) enables the user to build a printable report with a list of all the transactions related to the specific Sundry that the user would like to analyse. The report will give a user a detailed outlook on all the transactions filtered by a date range, Sundry selections, and preferred view of the report.

Travel Agent Commission Adjustment Report can be viewed and printed through Sundry Usage option. This detailed report will allow a user to see all travel agent commission adjustments for the selected period and compared with the Travel Agent Commission statements prior to processing payment to the travel Agent.

Standard

Ensuring all properties, and respective employees, are adhering to the expected guidelines to account for travel agent commissions in Property Management System, within Best Practice and Quest Benchmarks

Procedure

It is a responsibility of the Franchisee to ensure that correct report is being generated to check the Travel Agent Commissions and related adjustments, prior to applying payment towards the travel Agent Commission invoices.

To generate a correct Sundry report, below steps are to be completed:

- Log into RMS
- Select 'Reports'
- Select 'Accounting'
- 'Sundry Usage'
- Select a date range for the required period
- Select a Sundry in 'Sundries' drop-down field- 'Travel Agent Commission Adjustments'
- 'Build'

Printable version of the report should appear on the screen or alternatively this can be downloaded on file.

Version Control

Version	Issue Date	Developer	Approval	SLT Meeting Review
01	22 June 2023	Quest Academy	Emrah Tataroglu	

FRANCHISE OPERATIONS MANUAL

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