

Franchise Operations – Standard Operating Procedure

05. RMS Accounting Module – Making a payment in Accounts Receivable Without Commission

ACC - 012

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.

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 in Accounts Receivable without commission, 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**.
 - Once selected account selects '**check box**' of the account
 - Enter the amount paid in '**payment**' against the reservation
 - The amount should be reflected in the '**To be Allocated**' box
 - Select Payment Method and choose '**Receipt**'
- 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.

Reference, **ACC-012 - User Guide -Processing Payment in Account Receivable Without Payment Commission**, for a detailed visual guide.

Version Control

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