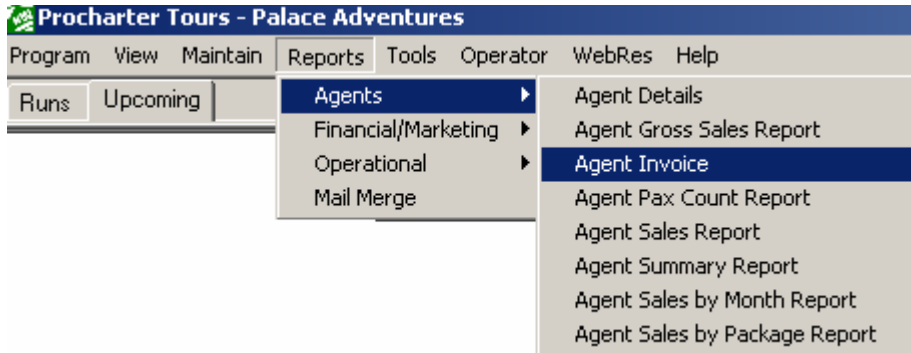




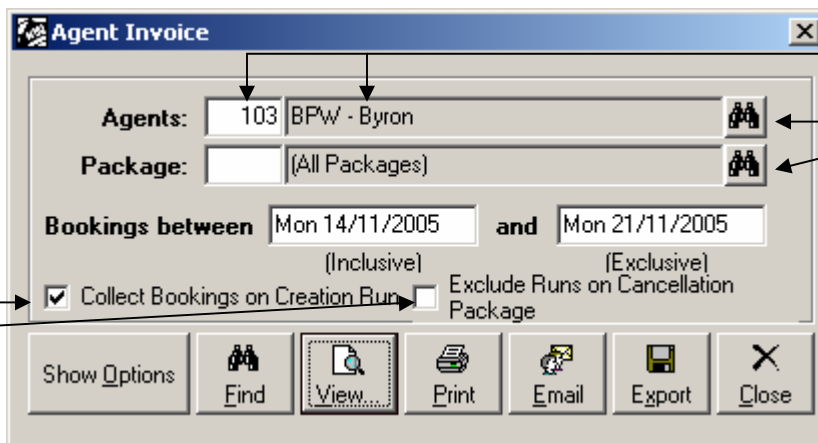
## ProCharter Agent Invoices

### Agent Invoices

1. Run Procharter Tours
2. Click on reports/Agents/Agents Invoice



3. The Agent Invoice Screen will appear



### To Create an Agent Invoice

- a) Type in the agent number here to show agent name here.  
The same applies for package, type in the package number to view the package name
- b) To look for a specific agent or package, click on the binoculars to select the agent/package name
- c) Select a "Bookings From" Date and a "Bookings To" Date.



- If this check box is selected the system will select bookings on the run the bookings were initially created on.
- This checkbox will exclude booking on the cancellation resource

## Agent Invoice Options



**Find**

If you click on the Find Button the following screen will appear



To use the “Searching For” facility, click on a column heading to select the field that you want to search on. For example if you want to find an Agent by Name, you would click on the Agent column heading and start typing in the agent name into the “Searching For” text box.



**View**

If you click on the View Button the following screen will appear



**Tax Invoice #268** Tue 31/1/06

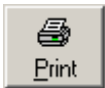
ABC Travel  
ABN:

Date	Ref	Type	Ticket	Booking	Agent Contact	Pax	Cable Amount	Commission	Net Amount	GST on Net	Amt Owning
12/12/05											
14/1/06											

*'N' = No Deposit, 'D' = Deposit Paid, 'F' = Paid In Full*

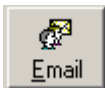
*All Amounts GST Inclusive*

- To scroll through Agent invoices click on the green arrows
- To save the Agent Invoice as a PDF, click Save as PDF ( or ALT + a)
- To Print form the View Agent Invoice Screen, click the Print Button



**Print**

If you click on the Print Button ALL of the Agent Tax Invoices will be printed.  
To print the Agent Tax Invoices separately, click on the VIEW button and scroll through the Agent Tax Invoices and print each invoice individually.



**Email**

If you click on the Email button the following screen will appear



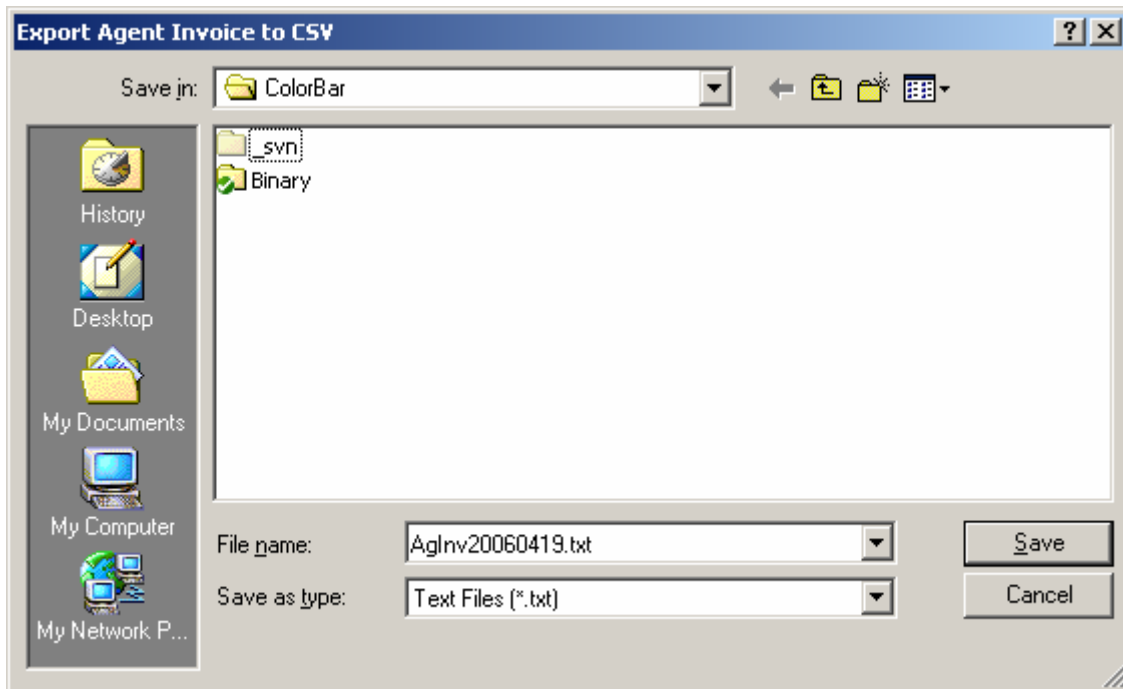
- a. Enter the Email To and From Addresses.
- b. Click on the Send button
- c. The Agent Tax Invoices will be attached to the email.



## Export

When you click on the Export Button you will get a message telling you that the export will take a few minutes.

Once the export is complete, the system will ask you where you wanted to save the exported Agent Tax Invoices.



Navigate to the directory where you want to save the CSV file.

The system will ask if you want to send the exported file via email.

If **YES** then following screen will appear



- a. Enter the Email To and From Addresses.
- b. Click on the Send button
- c. The exported Agent Tax Invoices will be attached to the email.

If **NO** then the exported Agents Tax Invoice File will be saved to the directory that you selected in the previous step