



## ProCharter Tours: Selling a Non Commissionable Upgrade to a Package

### 1. Open Booking

### 2. Record the current Price and Commission

- Go to Services Tab
- Select the Ticket Service
- Record the Price and Commission

#	Product	Qty	Price	Outstanding
1034	Ticket	1	860.00	0.00

  

Details

Ticket: Ticket    Qty: 1    Price: 860.00    Commission: 172.00

Note: Ticket for Booking

### 3. Upgrade the Voucher Component

- Go to the Ticket Info Tab
- Click Operator Vouchers
- Select Component to Upgrade
- Select Upgrade
- Click Save
- Click Refresh



**Operator Vouchers**

ID	Ref	Supplier	Description	ClassType	Active	Redeemed
2...	G8YCJ7	Palace Her...	4x4	4x4 Starga...	Yes	Yes
2...	KXNBB4	Palace Pac...	Base	Cruise In St...	Yes	No
2...	WBAK2Q	Oz Advent...	Sailing	Wings	Yes	Yes

Voucher Details

ID: 2473    Reference: G8YCJ7    Supplier Ref:    Date Issued: 12/12/2005 18:4    Booking: 1000

Active    Description: 4x4

Date: Sat 24/12    Start Date:    Finish Date:    ClassType: 4x4 Stargazing

Redemption Details

Redeemed    Supplier: Palace Hervey Bay

Date Redeemed: 23/12/2005 00:0    Redemption Type: (Unknown)

Net Cost Price Type: (default)    Calc. Net Cost: \$33.00    Net Cost: \$33.00

Buttons: Addon, Save, Delete, Web, Refresh ClassTypes, Apply for 2 Guest(s), Refresh

- This should return you to the Ticket Info tab, note that the Upgrade will update the Class Type list

Class Type	Guests/Class	Price/Class	Qty	Total Guests	Total Price	Valid
<del>3D Cool Dingo Qt</del>	0	187.00	2	0	<del>374.00</del>	
Cruise In Style	1	430.00	2	2	860.00	
Wings	0	0.00	2	0	0.00	

#### 4. Overwrite the Ticket service to be the original Price and Commission

- Select the Ticket Service
- Change the Price back to the Original Price
- Change the Commission back to the Original Commission
- Click Save



#	Product	Qty	Price	Outstanding
1034	Ticket	1	1234.00	239.20

Details

Ticket: 1, Price: 1234.00, Commission (Paid): 246.80, GST Free(Exempt):

860.00 Price (Paid)   
172 Commission (Paid)

## 5. Create a new Upgrade Service

- Click the New Service Button
- Select Package Upgrade from the Product list
- Change the Price to the cost of the upgrade
- Click Save

#	Product	Qty	Price	Outstanding
1034	Ticket	1	860.00	0.00
[new]	[None Selected]	1	0.00	0.00

Details

PACKAGE UPGRADE, Qty: 1, Price: 299.20

## 6. Process upgrade payment

- Create a receipt as normal for the upgrade amount



General | Ticket Info | Guest Details | Services | Payments | Custom

#	Date	Note
195	Mon 12/12/05	pif 12/12/05
(new)	Wed 6/12/06	

Details

299.20	0.00		Service	Cn?	Amount
Amount	Cn Fee		▶ 2948: PACKAGE UPG		299.2
Cash Payment		*			
Payment Type	Credit Card				
6/12/06 17:30:13					
Payment Date					
Upgrade					
Note					
0.00%	0.00	299.20			299.20
Trans Fee %	Trans Fee	Total incl Fees			Lines Total

## 7. Reissue Vouchers