TOURPLAN

Reports
User Manual

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Tourplan resources are regularly updated in parallel with the most recent Tourplan software release. It is possible that the documentation you read may not match the version you are currently using.

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TOURPLAN

CHAPTER 1

Getting Started with Reports

The Reports User Manual details a description for the use of each report, and the field descriptions for filter selections available within each report. The information generated from each report will depend on the filter selections chosen. Not all reports may need to be generated depending on company requirements.

In this chapter ...

About the User Manuals

The user manuals for Tourplan NX are a set of manuals, available both online and in print, that assist users to use the system.

They are designed to supplement training; not replace it. The guides can be used as reference material for queries and assistance after training has been completed.

NOTE: If reading a PDF version of our user manuals, be aware that regular, underlined links (such as those in the following table) may go to online destinations *outside* the user manual. Bold, blue links are cross-references to places *inside* the user manual (for example, those under Quick Steps).

User Manuals are available from myTourplan.

User Manual Conventions: used in the user manuals to highlight different types of information.

Convention	Icon / Style	Definition
Any field, button or screen area	*Italics* in this font	Depending on context, relates to any of the following: on-screen label, field to select, button to click or text to enter.
Menu selection, screen or form name	**Bold** in this font	Indicates expandable text, where clicking the bold text expands into more detailed text or an image. The effect is available only for online pages - printed pages show the expanded text/images under the bold text (except for obvious menu selections, which are not expanded).
Note (simple)	Example	Highlights a relevant comment or point about the section or procedure.
Note (more important)	i	Specific information to be aware of about the preceding paragraph(s). Might include further important detail in italics.
Drop-down text	▶ ▼	(Online only) Right-arrow: expand more detail about the text immediately to the right. Down-arrow: collapse detail.
Previous / Next pages		(Online only) Links that go to either the immediately previous or next pages in the navigation Table of Contents. These are different from the browser Back / Forward buttons, which go to the last page visited in either direction.
Expand / Collapse procedures		Expand procedure providing more detail and example images. Collapse detail.
Procedure	**Enter rate details**	Heading label for procedures, which are specific tasks or sets of steps to be carried out.
Breadcrumb Trail	**Menu > Sub-menu > Selection**	Indicates a menu selection path to follow, to arrive at a particular screen. For example, **Home > Bookings and Quotes > FITs**.

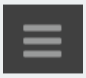
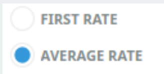
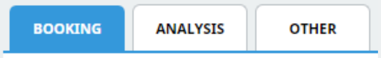
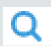
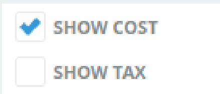
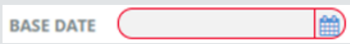
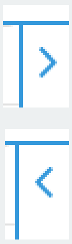
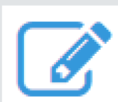
Getting Started With Tourplan NX

Tourplan NX is a software solution for tour operators and destination management companies. It is designed for multiple devices and is touch-screen capable. The user interface is fully browser based with a device and an internet connection, all users (including consultants, sales teams and managers on the move) can check or update any information in the system.

The Enterprise Edition allows users to open multiple tabs of the same application, providing the ability to have multiple bookings open at any given time. Small Business and Professional subscriptions allow single tab functionality where the user can have one tab of the same application open at a time. If the user tries to open a second tab of the same application on these subscriptions a message will display asking the user if they would like to open the application in enquiry mode which is read only.

Tourplan NX Application Conventions

Tourplan NX Application Conventions: used in Tourplan NX to describe different parts of the screen.

Convention	Icon / Style	Definition
Hamburger Menu		Menu icon used throughout Tourplan NX. Can represent different menus, depending on the application.
Check-box		Box that can be clicked (checked) to indicate true (i.e. include), or unchecked to indicate false (i.e. do not include).
Radio Button		Choice made by clicking the label or button.
Drop-down List Field		List of predefined codes/choices accessed by clicking the down arrow. Often found next to a Search button.
Tab		Overlapping area of the screen, whereby only the highlighted tab's real estate is displayed.
Search		An on-screen button with a magnifying glass icon indicates that a search for text entered into the adjacent field can be performed by clicking it.
Multi-Select List Box		List of check-boxes of which all, some or none can be selected.
Required Field		An area outlined in red on a form or screen indicates a field where data must be entered.
Side Panel Collapse		The side panel on some screens can be collapsed to increase the main panel width. Select the blue right arrow to collapse and the blue left arrow to expand.
Edit		An on-screen button with an edit icon indicates that users can drill down to edit/open/view/add information.

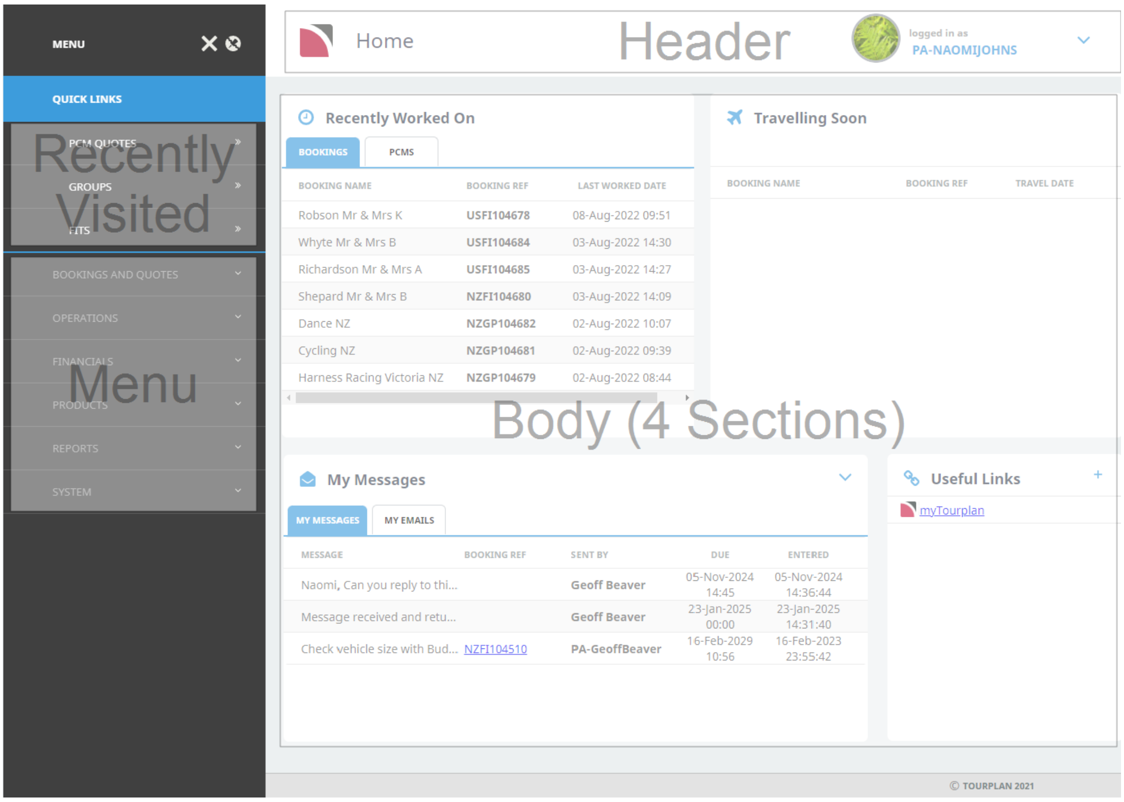
About the Landing Page

The Landing Page, also known as the Dashboard, is the very first page presented after logging-in to Tourplan-NX. It comprises four main sections, each of which contains a list of different transaction types:

- **Recently Worked On** - Bookings or PCMs.
- **Travelling Soon** - Bookings.
- **My Messages**
  - *My Messages* - Internal Messages or reminders sent between consultants.
  - *My Emails* - Imported Emails if the email import feature is enabled.
- **Useful Links** - Internal or external URLs.

There are two additional sections; the Tourplan-NX Menu at the left-hand side, which is covered in the landing page header at the top, which indicates the current menu (always **Home** for the landing page) and the currently logged-in user.

Landing Page Sections



About the Landing Page Sections

Recently Worked On

Provides consultants with a list of the last 15 bookings or PCMs that they have recently been working on. A scroll bar allows users to see extra data when hidden.

Travelling Soon

A list of bookings travelling soon for the consultant logged in. Two weeks is the default travel period the system will return bookings for. However user companies may have altered system settings to display an alternative travel period.

My Messages

My Messages - If internal messages have been sent to users, a list of those messages displays on their dashboard when they first log in.

Messages can be sent to colleagues from the dashboard or from within the applications.

NOTE: Queued Message functions are covered in more detail within the applicable user manuals.

My Emails - If the email import feature is enabled, a list of received messages displays on their dashboard when they first log in.

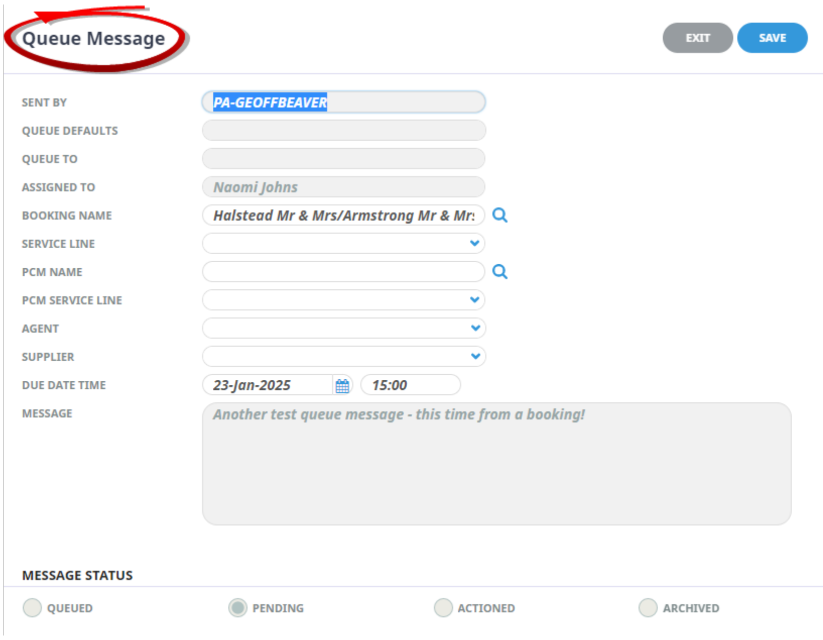
Bookings can be opened from the dashboard and the received message replied to from within the booking.

NOTE: Email Management functions are covered in more detail within the Operations user manuals.

Respond to a Message in My Messages

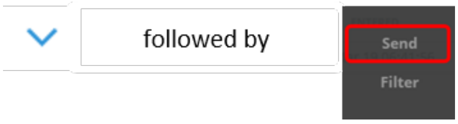
Messages can be responded to and the message status updated.

1. Click on a message under **My Messages** to open the **Queue Message** screen to read a message in full.

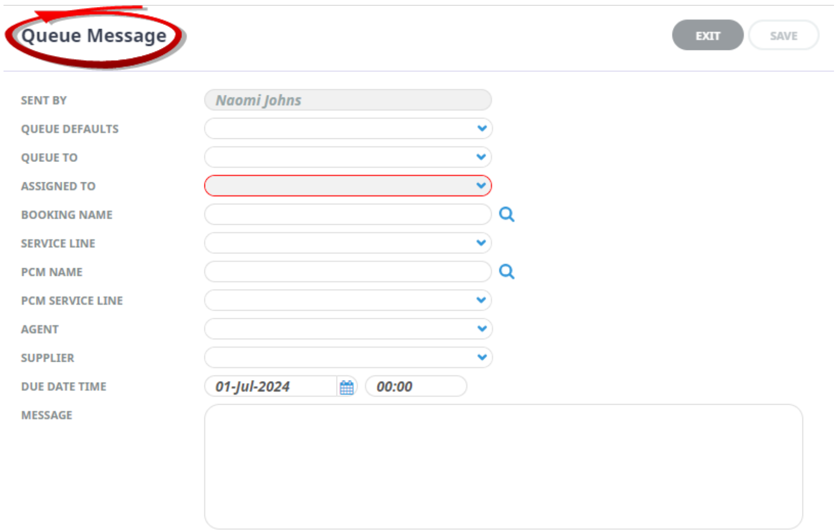


2. Modify any fields that might need updating and click **Save**.

3. To send a new message, click the blue **Drop-Down Icon** at the top right of the My Messages section and then click **Send**.

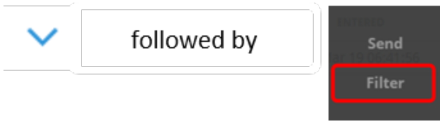


4. On the new **Queue Message** screen, assign an internal queue message to one or more colleagues. The message can identify a specific booking/PCM, Agent or Supplier for reference.

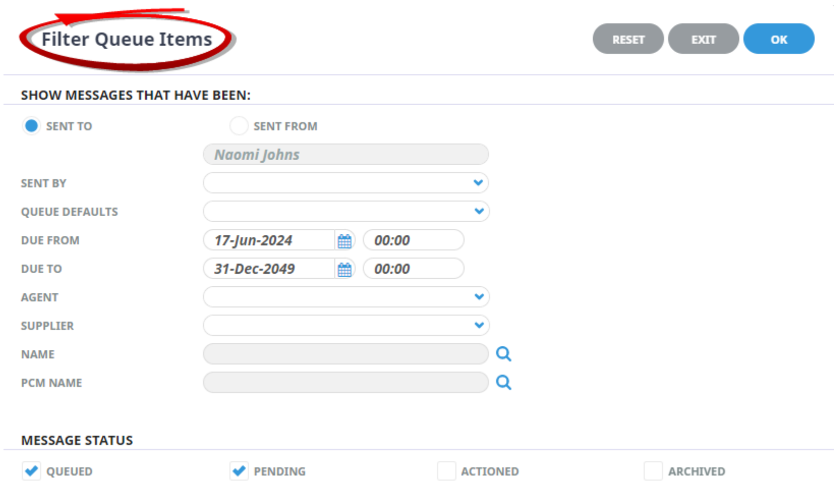


5. Click **Save** to send the message.

6. To filter messages, click the blue **Drop-Down Icon** at the top right of the My Messages section and then click **Filter**.



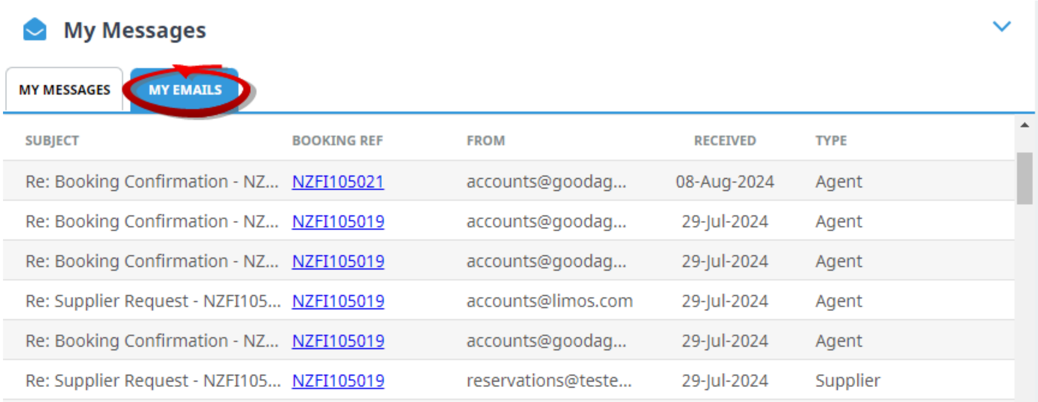
7. On the **Filter Queue Items** screen, enter filter criteria and click **OK**.



8. From the filtered list of messages returned, choose a message to view and/or respond to.

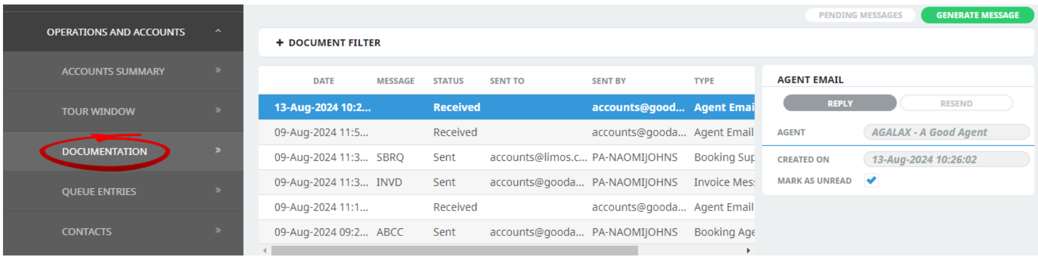
View Received Emails & Open Booking

1. Click on **My Emails** to open the Received **Email List**.



2. Click on the Booking Reference to **Open** booking.

3. The booking Dashboard will **Open** in a new browser tab, navigate to the Documentation Menu to process the email.



Useful Links

Useful links allows the insertion or amendment of useful URL links.

These are URLs that might be used on a regular basis and provide quick access from the dashboard. Tourplan allows company wide Useful Links to be created in Code Setup. Individual users can also nominate 'private' links, in other words URLs which might be unique to their requirement. This is done by either adding a link to their dashboard using the procedure below, or through Code Setup selecting a Private User type.

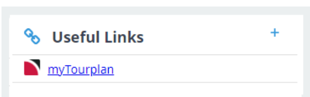
A number sequence provides the order the URL Name will display on the Dashboard.

> The URLs on a user's desktop may differ from those of another user.

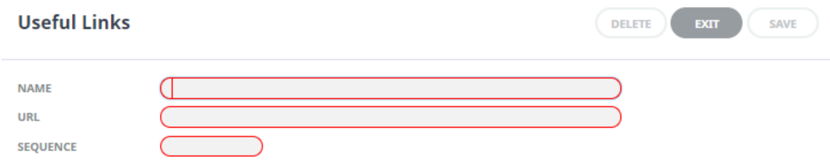
If the user no longer wants the URL to display a Useful Link can be removed from the Code Setup application. A System Administrator with access to Code Setup can change or remove a URL.

Add a Useful Link from the Dashboard

1. Click the blue **+** symbol to add useful URLs to this section:



2. Insert the **Name** of the URL, the full *URL* link, and insert a *Sequence* number.



About the Tourplan-NX Menu

The Hamburger Menu

The Tourplan NX menu is the hamburger icon at the top, left of the browser window:

Selections available from the hamburger menu can change, depending on context within the system; i.e. which application is currently running (examples of applications are Financials, FITs, Code Setup etc.).

When first logging-in to Tourplan NX, the **Home** menu displays, identified by the word "Home" up by the hamburger icon. Making a selection from any menu might go to another menu, or it might go into an application screen. For example, the task **Create a Default Currency**, requires two menu selections to arrive at the Currency screen:

1. a selection from the **Home** menu (**Home > System > Code Setup**), followed by
2. a selection from the **Code Setup** menu (**Code Setup > System > Currency**).

NOTE: In the user manuals, a series of menu selections such as the above is frequently referred to as **Home > System > Code Setup > System > Currency**.

In Tourplan-NX the full list of selections available from the Home menu is:

- Bookings and Quotes.
- Operations.
- Financials.
- Products.
- Reports.
- System.

Menu Changes with Selections

The menu can change when an item, such as a supplier or a product, is chosen in the screen. The following examples illustrate the differences.

Menu Breadcrumb Trails

NOTE: Menu breadcrumb trails are used throughout our user manuals when referring to selections made from the left-hand menu. In printable versions (e.g. PDF), only the breadcrumb trails are included - small screenshots are not shown. However, in online versions, the menu breadcrumb trails are expandable, showing both the screenshot and text for each step.

About Quick Links

Quick links are places recently visited. The more frequently a place is visited (i.e. an application), the more often a link appears to that place in the **Quick Links** list.

This page intentionally left blank to ensure new chapters start on right (odd number) pages.

CHAPTER 2

Operations Reports

Operations Reports provide users with detailed information based on the operation of bookings. Reports available include the Service Status report which allows information to be generated based on selected service statuses.

Other Reports available in this menu include the Tour Summary report providing profit calculations for each tour or booking, and a Product Analysis report showing statistical data per service.

The remaining Operational Reports available are the Voucher List report which will generate voucher based data and the Arrival Departure report which provides an accurate detail of arrival and/or departure information per service.

In this chapter ...

TOURPLAN

Tour Summary Report

The Tour Summary Report displays profit calculations for each tour or booking loaded as per the criteria selected and includes a financial summary of each tour.

Tour Summary Report results are dependant on the selections available and can be used as a control report to produce a list of:

- Non Invoiced bookings.
- Under Invoiced bookings.
- Bookings with outstanding Invoices.

When the report is run to **View** or **PDF**, the information available within the generated report is the:

- (Booking) Status.
- Agent (Code).
- (Booking) Reference.
- Booking Name.
- (Booking) Consultant.
- Date Entered.
- Travel Date.
- Pax (Count).
- Escorts, Drivers and Guides (Counts).
- Currency.
- Cost (Amount).
- Agent (Amount).
- Commission (Amount).
- Profit Value.
- Profit PC (%).
- Invoiced (Amount).
- Receipted (Amount).

When running the report to a **CSV** file the Booking Analysis 1-6 fields are also available.

The report can be generated with the following parameters:

- Order By.
- Balances Currency (Base, or Booking Currency).
- Invoice Status.
- Show Cost (Yes or No).
- Show Tax (Yes or No).
- Output IATA Code (Yes or No).
- Tax Inclusive (Yes or No).
- Show Sell as Cost (Yes or No).

Example Report:

Tour Summary Report by Status

Status KK Confirmed

Status	Agent	Reference	Booking Name	Consult	Date Entered	Travel Date	Pax	EDG	Currency	Cost	Agent	Commission	Profit Value	Profit P C	Invoiced	Receipted
KK	AGALAX	NZFI104636	Campbell	PNJ	13-Nov-2024	16-Nov-2024	2	0	NZD	367.50	466.94	49.94	99.44	27.06	466.94	466.94
KK	KOLBAS	NZFI104661	Derby Family	GVE	19-Feb-2025	01-Jul-2025	4	0	NZD	1,125.00	1,350.00	0.00	225.00	20.00	0.00	0.00
KK	AGALAX	NZFI104635	Galloway/Horton Party	GRB	06-Nov-2024	12-Dec-2024	4	0	NZD	46,852.24	54,199.00	0.00	7,346.76	15.68	54,199.00	54,199.00
KK	OVSCHI	NZFI104552	Hancock Mr/Mrs H	EE	11-Sep-2024	06-Jul-2025	4	0	NZD	10,343.94	12,341.28	0.00	1,997.34	19.31	0.00	0.00
KK	ANZYVR	NZFI104521	Petersen Mr P/Mrs T	GRB	29-Mar-2024	22-May-2025	2	0	NZD	10,343.94	12,341.28	0.00	1,997.34	19.31	0.00	0.00
KK	AGALAX	NZFI104641	Quiggley	PNJ	28-Jan-2025	30-Mar-2025	2	0	NZD	187.04	152.77	16.97	-34.27	-18.32	0.00	0.00
KK	ANZYVR	NZFI104616	Robertson Mr & Mrs M	GRB	14-May-2025	30-Jun-2025	2	0	NZD	292.32	292.32	0.00	0.00	0.00	0.00	0.00
KK	AGALAX	NZFI104680	Shepard Mr & Mrs B	PNJ	01-Aug-2022	01-Aug-2025	2	0	NZD	407.64	524.72	58.30	117.08	28.72	0.00	0.00
KK	ALWSAR	NZFI104638	Tomlinson	GRB	26-Nov-2024	18-Dec-2024	2	0	NZD	1,958.13	2,059.36	0.00	101.23	5.17	0.00	0.00
						Total for Status	24	0	NZD	71,877.75	83,727.67	125.21	11,849.92	16.49	54,665.94	54,665.94
						Report Total	24	0	NZD	71,877.75	83,727.67	125.21	11,849.92	16.49	54,665.94	54,665.94

Report Parameters

Order By	Booking Status
Booking Status	KK
Travel Date From	01-Nov-2024
Travel Date To	31-Aug-2025
Branch	NZ
Department	FI
Show Cost	Yes
Show Tax	No
Output IATA Code	No
Tax Inclusive	Yes
Show Sell As Cost	No
Balances Currency	Base
Invoice Status	All

Report generated from Tourplan 31 Oct 2024 22:00:18 by PA-DAN MARTIN

Generating a Tour Summary Report

1. From the Home menu, select **Home > Reports > Operations Reports > Tour Summary**.
2. On the blank Tour Summary Parameters screen, the **Booking Tab** will open. Select the required parameters for the Tour Summary Report.

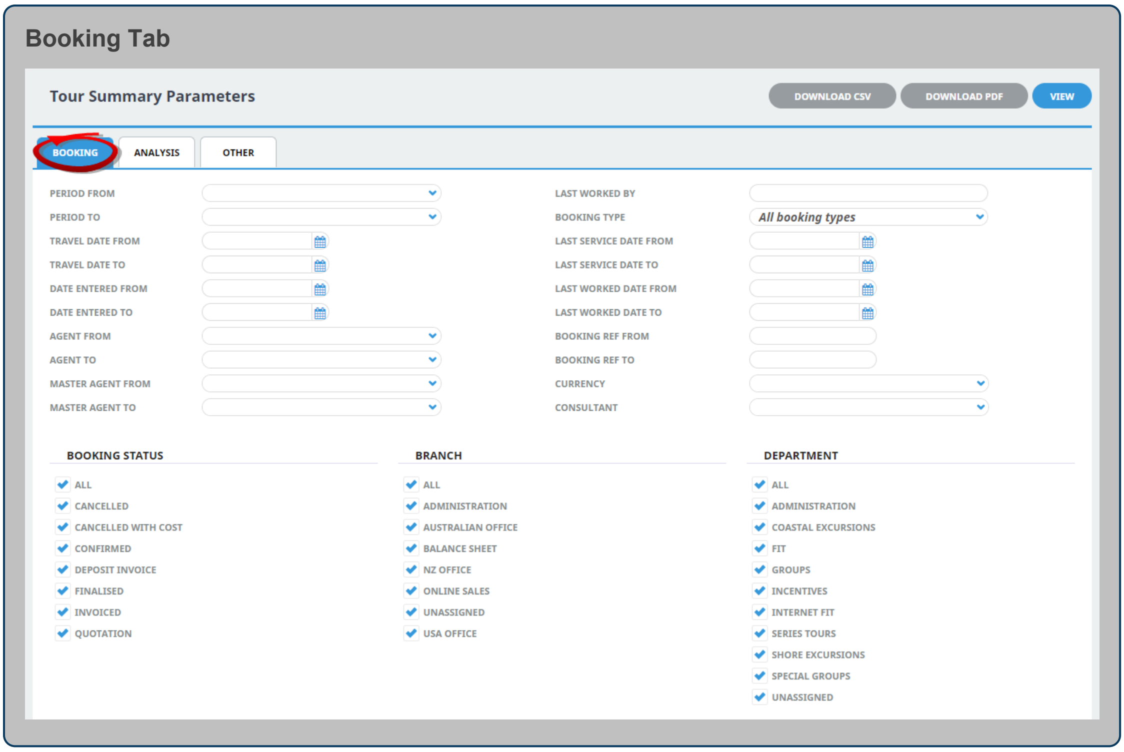
   NOTE: There are 2 tabs available to select parameters from. They are: **Booking Tab** and **Analysis Tab (Booking & Agent)**.
3. Check the **Completed Screens**.
4. Click on the **Other Tab**. Select how the results are to be ordered and filtered in the report from the dropdown selections or checkboxes available.
5. Select how you want the report to display.

   a. To view the report, click **View**.

   b. To Download the report to a PDF file, click **Download PDF**.

   c. To Download the report to a CSV file, click **Download CSV**.

About Tour Summary Parameter Fields



Period From/To

Travel date within financial accounting period (or range of).

Travel Date From/To

Booking header travel date (or range of).

Date Entered From/To

Booking date entered date (or range of).

Agent From/To

Booking agent range available from the dropdown selection.

Master Agent From/To

(Debtor) Master agent range available from the dropdown selection.

Last Worked By

Service last worked by - type the full name (correctly spelt) of the Tourplan user.

Booking Type

Dropdown selection available for:

- All booking types (default).
- FITS.
- Groups.

Last Service Date From/To

Booking header last service date (or range of).

Last Worked Date From/To

Booking header last worked date (or range of).

Booking Ref From/To

Booking reference (or range of).

Currency

Dropdown selection of available booking currencies.

Consultant

Dropdown selection for booking consultants name and initials.

Booking Status

Multi select options for available booking header statuses.

Branch

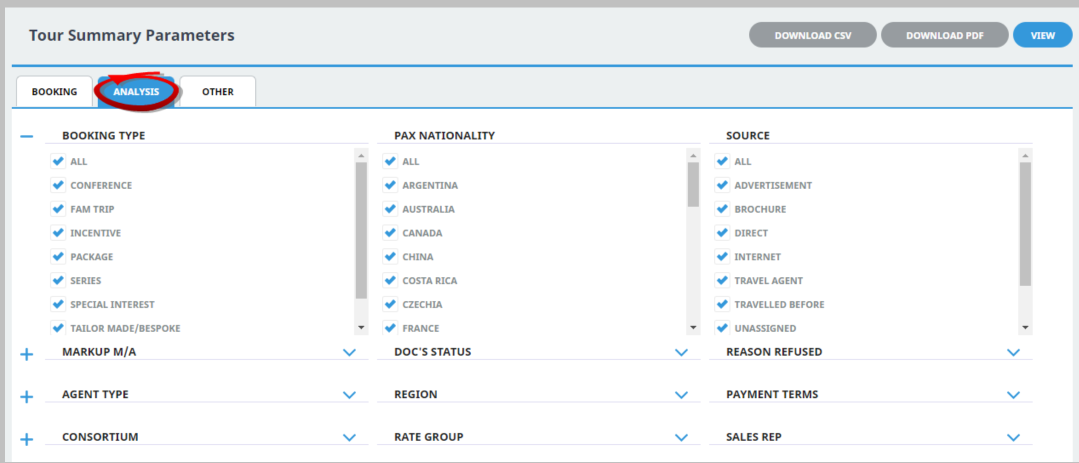
Multi select options for available (booking reference) branches.

Department

Multi select options for available (booking reference) departments.

NOTE: Service Status, Branch and Departments showing in the screen captures above are for training purposes. User company systems will reflect users organisational requirements.

Analysis Tab (Booking and Agent Analysis)



Booking Analysis Codes 1-6

The top 6 Analysis fields are the Booking Analysis Codes.

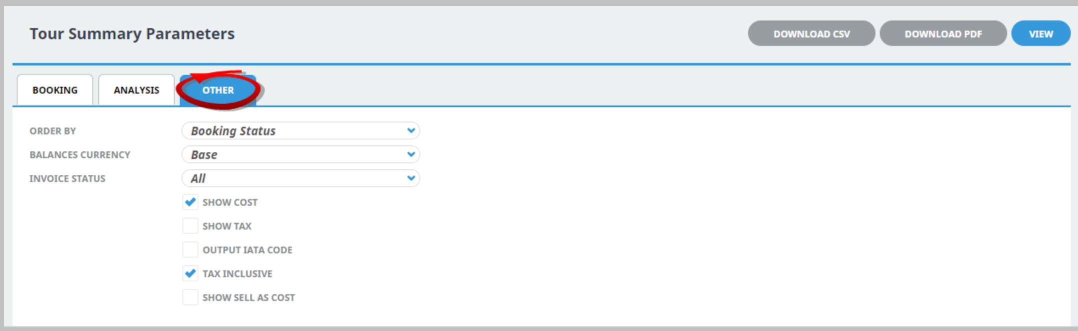
Agent Analysis Codes 1-6

The bottom 6 Analysis fields are the Agent Analysis Codes.

Multi select list of Analysis codes can be used to refine the report if necessary. To expand the fields use the **+**, and to minimise the analysis list use the **-**.

NOTE: Analysis codes in the above screen capture are used for training purposes. Users company systems will have analysis fields and codes unique to their organisational requirements.

Other Tab



Order By

Report data can be selected by using the dropdown to order data by:

- Booking Status (system defaults to this setting).
- Travel Date.
- Agent, Travel Date.
- Agent, Date Entered.
- Agent, Booking Status.
- Agent, Booking Name.
- Booking Status, Travel Date.
- Date Entered.
- Booking Name.
- Booking Reference.
- Branch, Department, Booking Status.
- Branch, Department, Booking Name.

Balances Currency

Selection of base currency or booking currency is available (Base is defaulted).

Invoice Status

Dropdown selection where results can be returned for:

- All (default setting).
- Not Invoiced.
- Under Invoiced.
- Over Invoiced.
- Outstanding.

Show Cost

Checkbox to show service cost.

Show Tax

Checkbox to show service tax.

Output IATA Code

Checkbox to include IATA Code attached to the agent.

Tax Inclusive

Checkbox to show tax inclusive.

Show Sell as Cost

Checkbox to show the service sell amount as the cost amount.

Service Status Report

The Service Status report provides detailed information of individual services used over a given service date range or travel date range. The report can be used as a control to list which suppliers have not responded to requests, or to identify which services are still wait listed etc.

This report includes the following information:

- (Service) Status.
- Supplier (Code).
- Service Date.
- Date Entered.
- Service (Type).
- Location (Code).
- (Product) Code.
- Booking Name.
- (Booking) Reference Number.
- (Booking) Status.
- Pax (Count).
- Second Charge Unit (Quantities).
- Escort, Driver and Guide (Counts)
- Agent (Code).
- Consultant (Name).
- Room Configuration.

Data can be set to order by one of the following:

- Service Status.
- Supplier.
- Date Entered.
- Booking Reference.
- Consultant.
- Service Date.

NOTE: If user companys are using services within packages, selection to exclude package services is also available.

In the generated Service Status Report example below, the report has been ordered by Service Status, and date filters of Travel Date From 01 April 2024, and Travel Date To 15 April 2024. The service date has the same dates defined as the Travel Date From and To. The report has been selected for Accommodation Services, and will include Package Services.

Service Status Report by Service Status

Status KA Conf from Allocation

Status	Supplier	Service Date	Date Entered	Service	Loc	Code	Booking Name	Reference	Status	Pax	SCU	Escort	Driver	Guide	Agent	Consultant	Room Configuration
KA	HERA01	14-Apr-2024	05-Apr-2024	AC	AKL	ROH	Hemsley Mr/Mrs A	USSE104531	KK	2	1	0	0	0	OVSCHI	Geoff	1 Double
KA	MILR01	15-Apr-2024	05-Apr-2024	AC	ROT	ROH	Hemsley Mr/Mrs A	USSE104531	KK	2	2	0	0	0	OVSCHI	Geoff	1 Double

Status NB Not Booked

Status	Supplier	Service Date	Date Entered	Service	Loc	Code	Booking Name	Reference	Status	Pax	SCU	Escort	Driver	Guide	Agent	Consultant	Room Configuration
NB	HERA01	10-Apr-2024	05-Apr-2024	AC	AKL	ROH	Moore Mr/Mrs G	NZSE104528	KK	2	1	0	0	0	ANZYVR	Geoff	1 Double
NB	HERA01	10-Apr-2024	05-Apr-2024	AC	AKL	ROH	P:Best of New Zealand - 10 Day Coach	NZSE104527	KK	2	1	1	0	0	SUNBKG	Geoff	1 Double, 1 Single
NB	MILR01	11-Apr-2024	05-Apr-2024	AC	ROT	ROH	Moore Mr/Mrs G	NZSE104528	KK	2	2	0	0	0	ANZYVR	Geoff	1 Double
NB	MILR01	11-Apr-2024	05-Apr-2024	AC	ROT	ROH	P:Best of New Zealand - 10 Day Coach	NZSE104527	KK	2	2	1	1	0	SUNBKG	Geoff	1 Double, 2 Singles
NB	QHEC01	13-Apr-2024	05-Apr-2024	AC	CHC	ROH	Moore Mr/Mrs G	NZSE104528	KK	2	2	0	0	0	ANZYVR	Geoff	1 Double
NB	QHEC01	13-Apr-2024	05-Apr-2024	AC	CHC	ROH	P:Best of New Zealand - 10 Day Coach	NZSE104527	KK	2	2	1	0	0	SUNBKG	Geoff	1 Double, 1 Single
NB	HERA01	14-Apr-2024	05-Apr-2024	AC	AKL	ROH	Wells Mr & Mrs G	USSE104525	IN	2	1	0	0	0	OVSCHI	Geoff	1 Double
NB	HERA01	15-Apr-2024	05-Dec-2024	AC	AKL	ROH	P:Best of New Zealand - 10 Day Coach	NZSE104539	KK	0	1	1	0	0	SUNBKG	Geoff	1 Single
NB	KGHG01	15-Apr-2024	05-Apr-2024	AC	GMN	ROH	Moore Mr/Mrs G	NZSE104528	KK	2	1	0	0	0	ANZYVR	Geoff	1 Double
NB	KGHG01	15-Apr-2024	05-Apr-2024	AC	GMN	ROH	P:Best of New Zealand - 10 Day Coach	NZSE104527	KK	2	1	1	1	0	SUNBKG	Geoff	1 Double, 2 Singles
NB	MILR01	15-Apr-2024	05-Apr-2024	AC	ROT	ROH	Wells Mr & Mrs G	USSE104525	IN	2	2	0	0	0	OVSCHI	Geoff	1 Double

Report Parameters

Order By	Service Status
Travel Date From	01-Apr-2024
Travel Date To	15-Apr-2024
Service Date From	01-Apr-2024
Service Date To	15-Apr-2024
Service Status	AK, AR, AW, IS, IT, KA, KF, KK, NB, OP, PA, PS, QO, RQ, UC, WL, XC, XX
Service	AC
Exclude Package Services	No

Report generated from Tourplan 15 Mar 2024 21:07:32 by PA-DAN MARTIN

Setting Service Status Report Parameters

1. From the Home menu, select **Home > Reports > Operations Reports > Service Status**.
2. On the blank Service Status Parameters screen, the **Service Tab** will open. Select the required parameters for the Service Status Report.

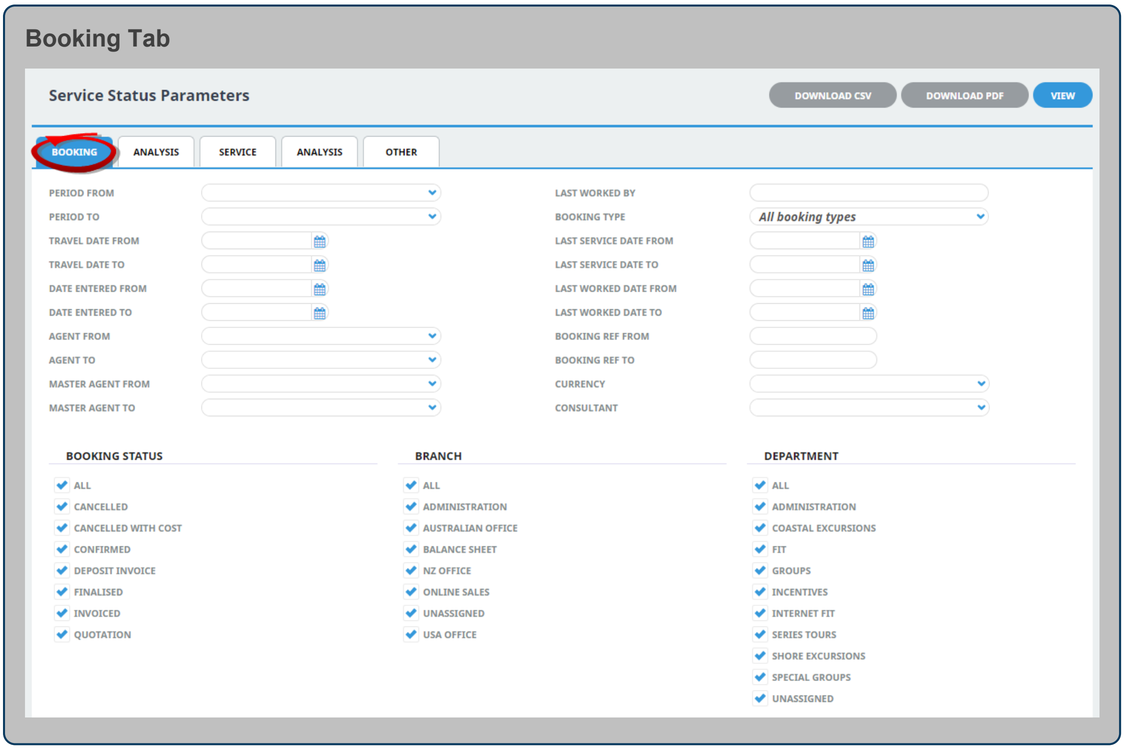
   NOTE: There are 4 tabs available to select parameters from. They are: **Booking Tab**, **Analysis Tab (Booking & Agent)**, **Service Tab** and **Analysis Tab (Product & Supplier)**.
3. Check the **completed screens**.
4. Click on the **Other Tab**. Select how the services are to be ordered in the report from the dropdown selection.
5. Select how the report is to be displayed.

   a. To view the report, click **View**.

   b. To Download the report to a PDF file, click **Download PDF**.

   c. To Download the report to a CSV file, click **Download CSV**.

About Service Status Parameter Fields



Period From/To

Travel date within financial accounting period (or range of).

Travel Date From/To

Booking travel date (or range of).

Date Entered From/To

Booking header date entered.

Agent From/To

Booking agent range available from the dropdown selection.

Master Agent From/To

(Debtor) Master Agent range available from the dropdown selection.

Last Worked By

Service last worked by - type the full name (correctly spelt) of the Tourplan user.

Booking Type

Dropdown selection available for:

- All booking types (default).
- FITS.
- Groups.

Last Service Date From/To

Booking header last service date (or range of).

Last Worked Date From/To

Booking header last worked date (or range of).

Booking Ref From/To

Full booking reference (or range of).

Currency

Dropdown selection of available currencies.

Consultant

Dropdown selection for booking consultants name and initials.

Booking Status

Multi select options for available booking header statuses.

Branch

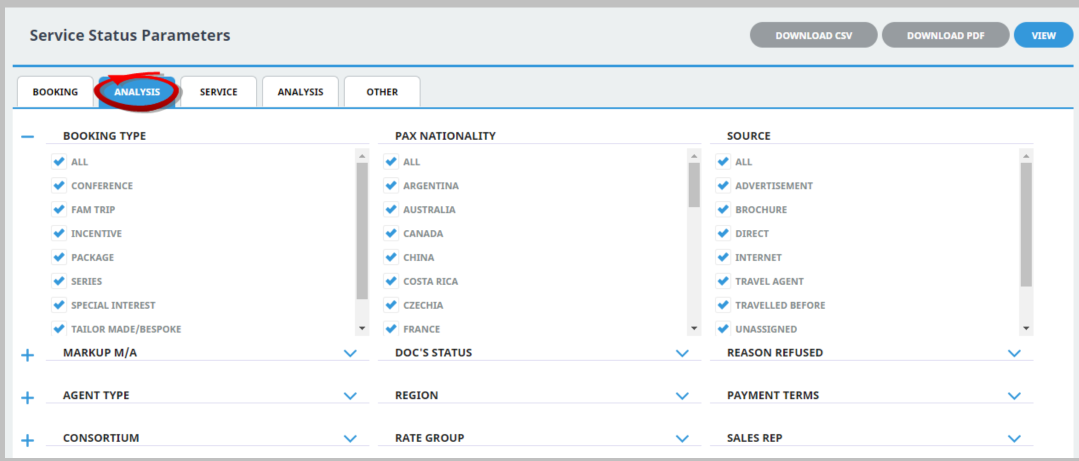
Multi select options for available (booking reference) branches.

Department

Multi select options for available (booking reference) departments.

NOTE: Booking Status, Branch and Departments showing in the screen captures above are for training purposes, users company systems will reflect users organisational requirements.

Analysis Tab (Booking and Agent Analysis)



Booking Analysis Codes 1-6

The top 6 Analysis fields are the Booking Analysis codes.

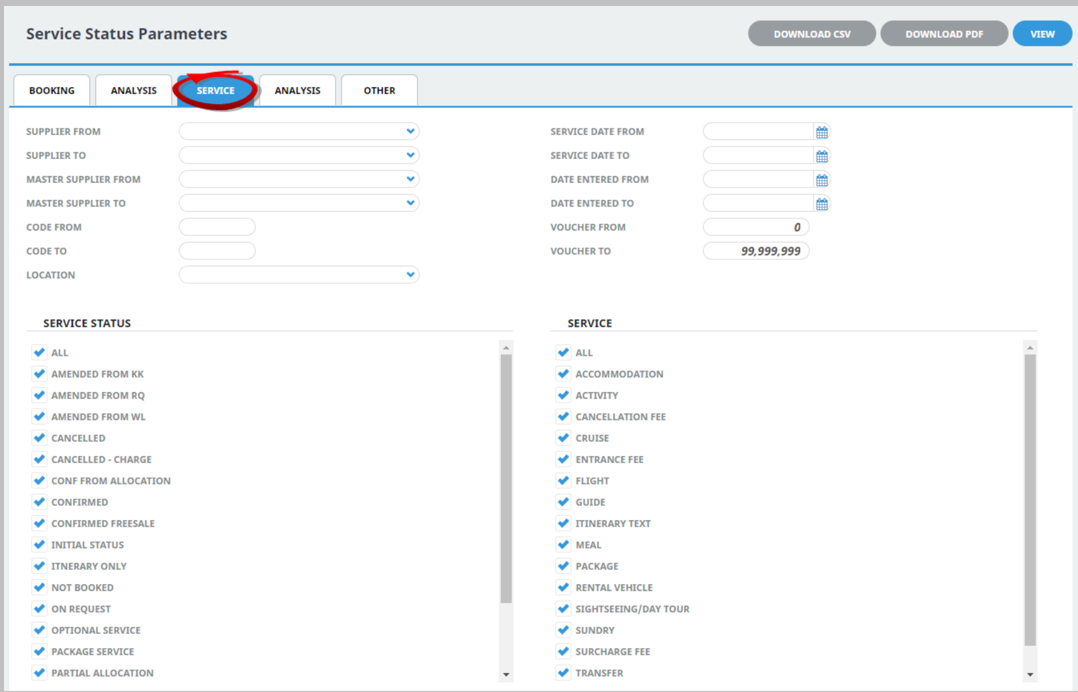
Agent Analysis Codes 1-6

The bottom 6 Analysis fields are the Agent Analysis codes.

Multi select list of Analysis codes can be used to refine the report if necessary. To expand the fields use the **+**, and to minimise the analysis list use the **-**.

NOTE: Analysis codes in the above screen capture are used for training purposes. Users company systems will have analysis fields and codes unique to their organisational requirements.

Service Tab



Supplier From/To

Supplier range available from the dropdown selection.

Master Supplier From/To

Master Supplier range available from the dropdown selection.

Code From/To

(Product) Code.

Location

Location code, selectable options are available in the dropdown.

Service Date From/To

The service line date (or range of).

Date Entered From/To

Service date entered (or range of).

Voucher From/To

The voucher number from and to. This will default to: From = 0 and To = 99,999,999 which will out put all vouchers that meet the selection criteria. Selection of specific voucher numbers (or range of) can be made.

Service Status

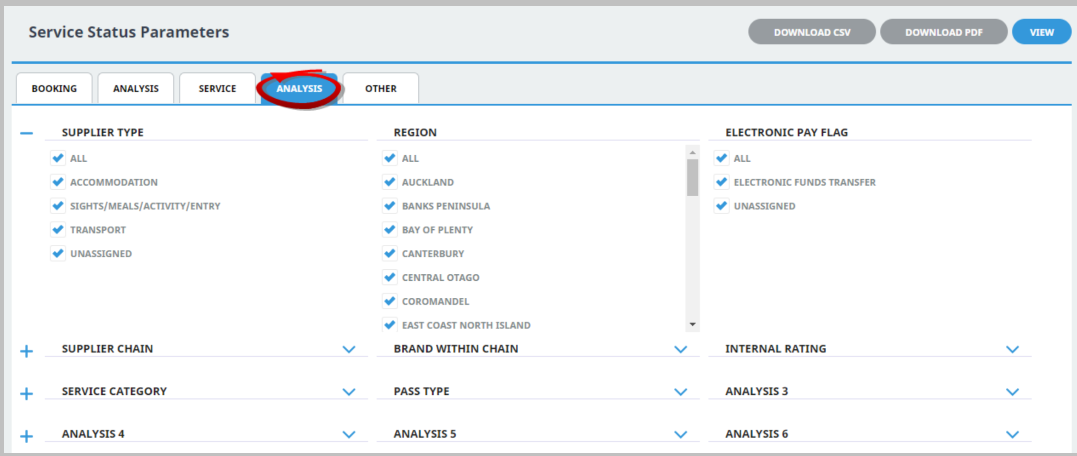
Multi select options for available service statuses.

Service (Type)

Multi select options for available service types.

NOTE: Service Statuses and Services showing in the screen captures above are for training purposes. User company's systems will reflect users organisational requirements.

Analysis Tab (Supplier and Product Analysis)



Supplier Analysis Codes 1-6

The top 6 Analysis fields are the Supplier/Creditor Analysis codes.

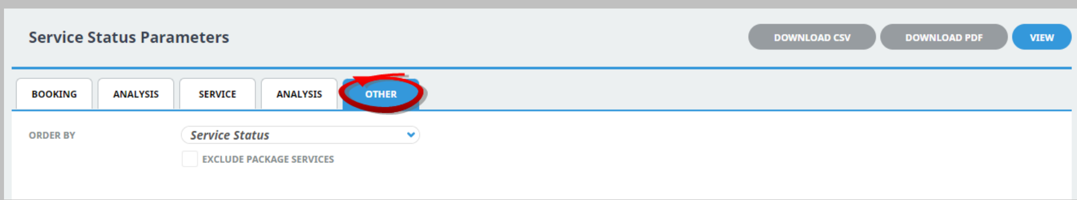
Product Analysis Codes 1-6

The bottom 6 Analysis fields are the Product/Service Analysis codes.

Multi select list of Analysis codes can be used to refine the report if necessary. To expand the fields use the **+**, and to minimise the analysis list use the **-**.

NOTE: Analysis codes in the above screen capture are used for training purposes. Users company systems will have analysis fields and codes unique to their organisational requirements.

Other Tab



Order By

Dropdown selection to order the results of the service status report. Selection includes:

- Service Status.
- Supplier.
- Date Entered.
- Booking Reference.
- Consultant.
- Service Date.

Exclude Package Services

Checkbox to exclude services included in packages.

Product Analysis Report

This report shows the details of service usage, such as the number of pax per service and the number of rooms and night. The report includes the product cost, agent and retail prices per service.

The Product Analysis Report is commonly used for rate negotiations and bed/night statistics.

This report includes the following information:

- Agent (Code).
- Supplier (Code).
- Location (Code).
- Service (Type).
- (Product) Code.
- (Product) Description.
- Service Date.
- Pax (Adult - Count).
- Child (Count).
- Quantity (of Product - SCU).
- Total (Count - Pax x SCU).
- Number (of Rooms - Accommodation).
- Nights (Count).
- Currency.
- (Service) Cost.
- (Service) Agent Amount.
- (Service) Retail Amount.
- (Booking) Reference.
- Booking Name.
- (Booking) Status.
- Travel Date.
- Voucher (Number).

Report Parameters can be selected to:

- Consolidate Pro-Rated Packages (Yes or No).
- Include Child Share in Child Counts (Yes or No).
- Show Tax Exclusive Values (Yes or No).
- Show Costs (Yes or No).

Example Report:

Product Analysis Report by Supplier

Supplier CAHC01 Commodore Airport Hotel

Agent	Supplier	Loc	Srv	Code	Description	Service Date	Pax	Child	Qty	Total	Rms	Nights	Currency	Cost	Agent	Retail	Reference	Booking Name	Status	Travel Date	Voucher
AGALAX	CAHC01	CHC	AC	ROH	Superior Room	16-Sep-2024	2	0	1	2	1	1	NZD	249.76	310.69	345.21	NZFI104690	Manson Mr & Mrs K	IN	16-Sep-2024	103,754
AGANYC	CAHC01	CHC	AC	ROH	Superior Room	16-Sep-2024	2	0	1	2	1	1	NZD	249.76	310.69	345.21	NZFI104691	Danson Mr T & Mrs K	IN	16-Sep-2024	103,761
AGALAX	CAHC01	CHC	AC	ROH	Superior Room	23-Sep-2024	2	0	1	2	1	1	NZD	249.76	310.69	345.21	NZFI104690	Manson Mr & Mrs K	IN	16-Sep-2024	103,759
AGANYC	CAHC01	CHC	AC	ROH	Superior Room	23-Sep-2024	2	0	1	2	1	1	NZD	249.76	310.69	345.21	NZFI104691	Danson Mr T & Mrs K	IN	16-Sep-2024	103,766
						Total for Supplier	8	0	4	8	4	4	NZD	999.04	1,242.76	1,380.84					
						Report Total	8	0	4	8	4	4	NZD	999.04	1,242.76	1,380.84					

Report Parameters

Order By	Supplier
Supplier From	CAHC01
Supplier To	CAHC01
Service Date From	01-Sep-2024
Service Date To	30-Sep-2024
Service	AC
Consolidate Pro-Rated Packages	No
Child Shares In Child Counts	No
Tax Exclusive Values	No
Show Cost	Yes
Balances Currency	Base
Output Style	Detailed

Report generated from Tourplan 1 Aug 2024 00:40:12 by PA-DAN MARTIN

Generating a Product Analysis Report

1. From the Home menu, select **Home > Reports > Operations Reports > Product Analysis**.
2. On the blank Product Analysis Parameters screen, the **Service Tab** will open. Select the required parameters for the Product Analysis Report.

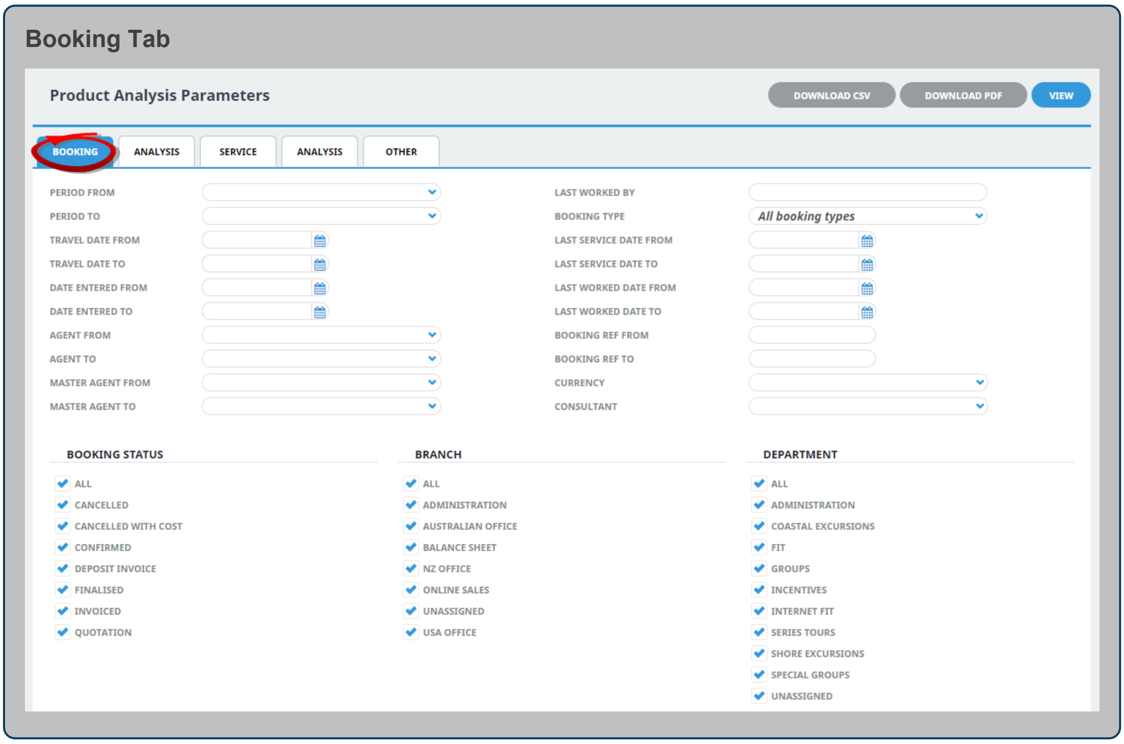
   NOTE: There are 4 tabs available to select parameters from. They are: **Booking Tab**, **Analysis Tab (Booking & Agent)**, **Service Tab** and **Analysis Tabs (Product & Supplier)**.
3. Check the **Completed Screens**.
4. Click on the **Other Tab**. Select how the results are to be ordered and filtered in the report from the dropdown selections or checkboxes available.
5. Select how the report is to be displayed.

   a. To view the report, click **View**.

   b. To Download the report to a PDF file, click **Download PDF**.

   c. To Download the report to a CSV file, click **Download CSV**.

About Product Analysis Parameter Fields



Period From/To

Travel date within financial accounting period (or range of).

Travel Date From/To

Booking travel date (or range of).

Date Entered From/To

Booking date entered.

Agent From/To

Booking agent range available from the dropdown selection.

Master Agent From/To

(Debtor) Master Agent range available from the dropdown selection.

Last Worked By

Service last worked by - type the full name (correctly spelt) of the Tourplan user.

Booking Type

Dropdown selection available for:

- All booking types (default).
- FITS.
- Groups.

Last Service Date From/To

Booking header last service date (or range of).

Last Worked Date From/To

Booking header last worked date (or range of).

Booking Ref From/To

Booking reference (or range of).

Currency

Dropdown selection of available currencies.

Consultant

Dropdown selection for booking consultants name and initials.

Booking Status

Multi select options for available booking header statuses.

Branch

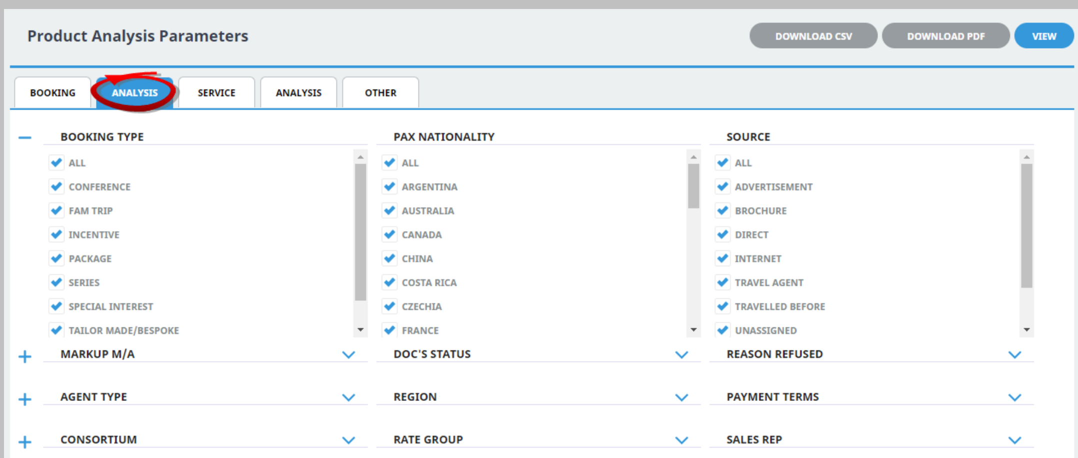
Multi select options for available (booking reference) branches.

Department

Multi select options for available (booking reference) departments.

NOTE: Service Status, Branch and Departments showing in the screen captures above are for training purposes. Users company systems will reflect users organisational requirements.

Analysis Tab (Booking and Agent Analysis)



Booking Analysis Codes 1-6

The top 6 Analysis fields are the Booking Analysis codes.

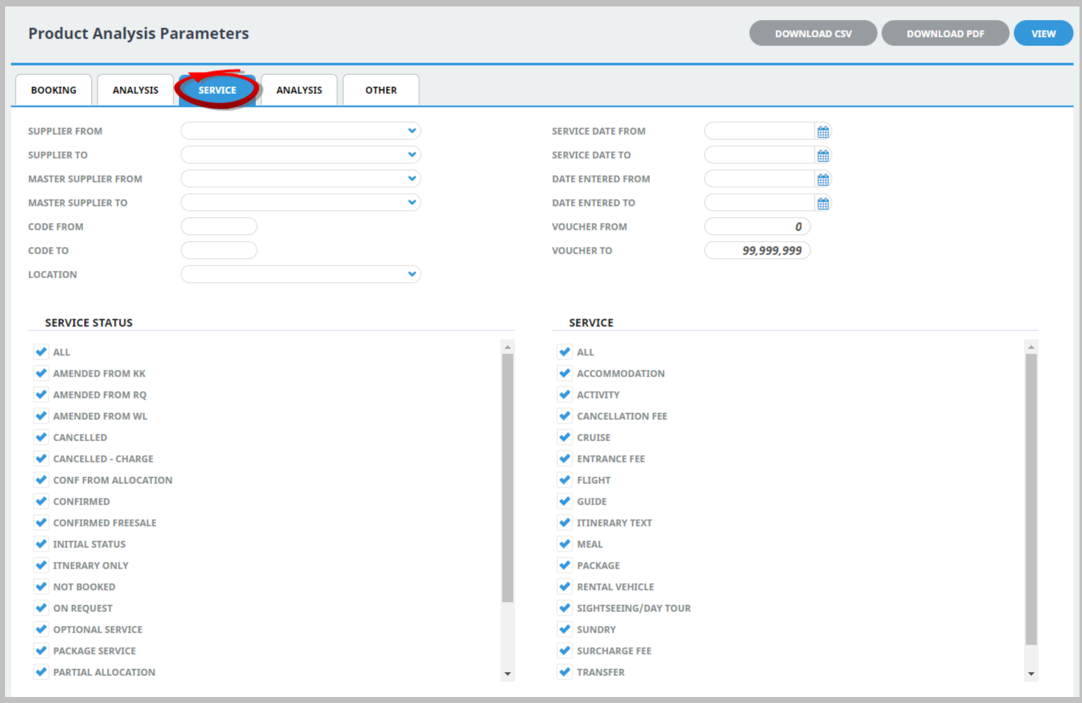
Agent Analysis Codes 1-6

The bottom 6 Analysis fields are the Agent Analysis codes.

Multi select list of Analysis codes can be used to refine the report if necessary. To expand the fields use the **+**, and to minimise the analysis list use the **-**.

NOTE: Analysis codes in the above screen capture are used for training purposes. Users company systems will have analysis fields and codes unique to their organisational requirements.

Service Tab



Supplier From/To

Supplier range available from the dropdown selection.

Master Supplier From/To

Master Supplier range available from the dropdown selection.

Code From/To

(Product) Code.

Location

Location code, selectable options are available in the dropdown.

Service Date From/To

The service line date (or range of).

Date Entered From/To

Booking service date entered (or range of).

Voucher From/To

The voucher number from and to. This will default to: From = 0 and To = 99,999,999 which will out put all vouchers that meet the selection criteria. Selection of specific voucher numbers (or range of) can be made.

Service Status

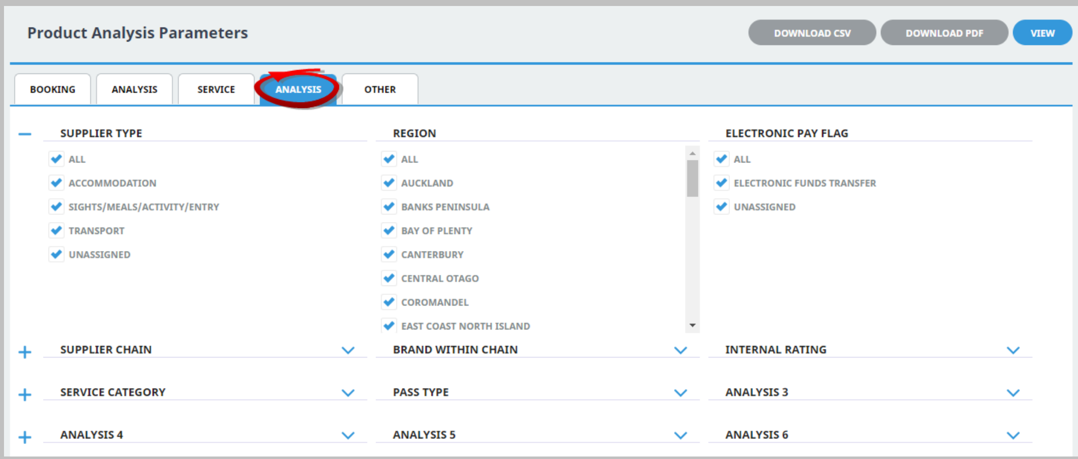
Multi select options for available service statuses.

Service (Type)

Multi select options for available services.

NOTE: Service Status, and Services showing in the screen captures above are for training purposes. Users company systems will reflect users organisational requirements.

Analysis Tab (Supplier and Product Analysis)



Supplier Analysis Codes 1-6

The top 6 Analysis fields are the Supplier/Creditor Analysis codes.

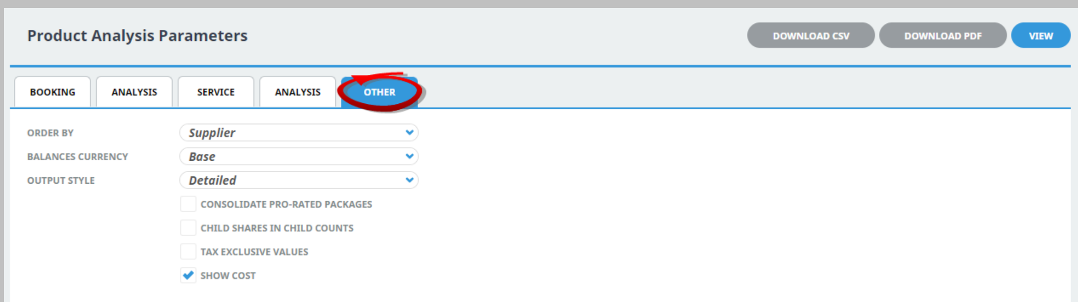
Product Analysis Codes 1-6

The bottom 6 Analysis fields are the Product/Service Analysis codes.

Multi select list of Analysis codes can be used to refine the report if necessary. To expand the fields use the **+**, and to minimise the analysis list use the **-**.

NOTE: Analysis codes in the above screen capture are used for training purposes. Users company systems will have analysis fields and codes unique to their organisational requirements.

Other Tab



Order By

Drop-down selection to order data in the report by one of the following:

- Supplier (Default).
- Supplier, Agent.
- Agent, Supplier.
- Supplier, Branch, Department.
- Location, Supplier.

- Agent, Branch, Department.
- Location, Agent.

Balances Currency

Dropdown selection to output the services in:

- Base Currency (Default).
- Service Cost Currency.
- Service Sell Currency.
- Foreign Currency.

Output Style

There are 4 output style selections available from the dropdown:

- Detailed (Default).
- Product (Option) Summary.
- Daily Totals.
- Totals.

Consolidate Pro-Rated Packages

If a product is configured to pro-rated within packages, this checkbox allows the Product Analysis Report to consolidate pro-rated packages.

Child Shares in Child Counts

Checkbox to include Child Share children in the child count.

Tax Exclusive Values

Checkbox to display pricing excluding Tax.

Show Costs

Checkbox to suppress or display Cost Prices on the report.

Voucher List Report

The Voucher List Report lists the vouchers for services that are recognised as liabilities by the system based on their service status and the status of the booking. The report can run a variety of selected date ranges. Reports can be produced for 'All' vouchers, or specifically for either 'Open' or 'Closed' vouchers. Selection can be made to output the voucher list by currency.

This report is used as a control report to show what has been invoiced by Suppliers and whether there is anything outstanding for each voucher.

Used as part of the month end procedures to determine the amount to accrue for outstanding cost of sales.

It is also commonly run historically to determine if any outstanding amounts are never going to be invoiced for and can therefore be taken up as additional profit.

Example Voucher List Report:

Voucher List Report by Currency

Currency NZD New Zealand Dollars

										Voucher			Invoice			Outstanding		
Currency	**Supplier**	**Reference**	**Status**	**Service Date**	**Booking Name**	**Travel Date**	**Voucher**	**Vch**	**Srv**	**Nett**	**Tax**	**Gross**	**Nett**	**Tax**	**Gross**	**Nett**	**Tax**	**Gross**
NZD	SKCA01	NZFI104557	IN	28-Apr-2025	Henshaw Mr E	28-Apr-2025	102,832		AC	475.27	71.29	546.56	0.00	0.00	0.00	475.27	71.29	546.56
NZD	NOVR01	NZFI104557	IN	30-Apr-2025	Henshaw Mr E	28-Apr-2025	102,836		AC	385.67	57.85	443.52	0.00	0.00	0.00	385.67	57.85	443.52
NZD	SKCA01	USFI104568	IN	23-Apr-2025	Robson Mr & Mrs K	22-Apr-2025	102,930	P	AC	529.81	79.47	609.28	0.00	0.00	0.00	529.81	79.47	609.28
NZD	NOVR01	USFI104568	IN	25-Apr-2025	Robson Mr & Mrs K	22-Apr-2025	102,934	P	AC	442.16	66.32	508.48	0.00	0.00	0.00	442.16	66.32	508.48
NZD	CTHW01	USFI104568	IN	27-Apr-2025	Robson Mr & Mrs K	22-Apr-2025	102,939	P	AC	905.74	135.86	1,041.60	0.00	0.00	0.00	905.74	135.86	1,041.60
NZD	HOIW01	USFI104568	IN	29-Apr-2025	Robson Mr & Mrs K	22-Apr-2025	102,941	P	AC	511.30	76.70	588.00	0.00	0.00	0.00	511.30	76.70	588.00
NZD	GMMN01	USFI104568	IN	30-Apr-2025	Robson Mr & Mrs K	22-Apr-2025	102,943	P	AC	160.87	24.13	185.00	0.00	0.00	0.00	160.87	24.13	185.00
NZD	AHOA01	USFI104570	KK	22-Apr-2025	Rovson Mr and Mrs V	22-Apr-2025	102,955	G	AC	179.20	26.88	206.08	0.00	0.00	0.00	179.20	26.88	206.08
NZD	SKCA01	USFI104570	KK	23-Apr-2025	Rovson Mr and Mrs V	22-Apr-2025	102,958	G	AC	529.81	79.47	609.28	0.00	0.00	0.00	529.81	79.47	609.28
NZD	NOVR01	USFI104570	KK	25-Apr-2025	Rovson Mr and Mrs V	22-Apr-2025	102,962	G	AC	442.16	66.32	508.48	0.00	0.00	0.00	442.16	66.32	508.48
NZD	TAMR01	USFI104570	KK	26-Apr-2025	Rovson Mr and Mrs V	22-Apr-2025	102,966		ME	194.78	29.22	224.00	38.96	5.84	44.80	155.83	23.37	179.20
NZD	CTHW01	USFI104570	KK	27-Apr-2025	Rovson Mr and Mrs V	22-Apr-2025	102,967	G	AC	905.74	135.86	1,041.60	0.00	0.00	0.00	905.74	135.86	1,041.60
NZD	HOIW01	USFI104570	KK	29-Apr-2025	Rovson Mr and Mrs V	22-Apr-2025	102,969	G	AC	511.30	76.70	588.00	0.00	0.00	0.00	511.30	76.70	588.00
NZD	GMMN01	USFI104570	KK	30-Apr-2025	Rovson Mr and Mrs V	22-Apr-2025	102,971	G	AC	118.82	17.82	136.64	0.00	0.00	0.00	118.82	17.82	136.64
NZD	CRPA01	USFI104568	IN	22-Apr-2025	Robson Mr & Mrs K	22-Apr-2025	103,043	P	AC	191.86	28.78	220.64	0.00	0.00	0.00	191.86	28.78	220.64
NZD	SUSA01	NZFI104649	IN	23-Apr-2025	Tuia Family	23-Apr-2025	103,475		TF	74.02	11.10	85.12	0.00	0.00	0.00	74.02	11.10	85.12
NZD	HMLA01	USFI104684	KK	22-Apr-2025	Whyte Mr & Mrs B	22-Apr-2025	103,676		TF	136.35	20.45	156.80	0.00	0.00	0.00	136.35	20.45	156.80
NZD	CRPA01	USFI104684	KK	22-Apr-2025	Whyte Mr & Mrs B	22-Apr-2025	103,677		AC	191.86	28.78	220.64	0.00	0.00	0.00	191.86	28.78	220.64
							Total for Currency NZD			6,886.71	1,033.01	7,919.72	38.96	5.84	44.80	6,847.76	1,027.16	7,874.92
							Report Total			6,886.71	1,033.01	7,919.72	38.96	5.84	44.80	6,847.76	1,027.16	7,874.92

Report Parameters

Order By	Currency
Service Date From	01-Apr-2025
Service Date To	30-Apr-2025
Service Status	, AK, AR, AW, IS, IT, KA, KF, KK, NB, OP, PA, QO, RQ, UC, WL, XC, XX
Service	AC, AV, CF, CR, EF, FE, FL, GU, IT, ME, RV, SS, SU, TF, TR
Output Style	Detailed
Report Currency	Base
Show Vouchers	Open

Report generated from Tourplan 1 Mar 2025 21:11:37 by PA-DAN MARTIN

The Voucher List Report includes the following information:

- Currency.
- Supplier (Code).
- Booking (Reference).
- (Booking) Status.
- Service Date.
- Booking Name.
- Travel Date.
- Voucher (Number).
- Voucher (Status).
- Service (Type).
- Voucher:
  - Nett (Amount).
  - Tax (Amount).
  - Gross (Amount).
- Invoice:
  - Nett (Amount).
  - Tax (Amount).
  - Gross (Amount).

- Outstanding:
  - Nett (Amount).
  - Tax (Amount).
  - Gross (Amount).

Report Parameters can include:

- Order By (Report data order can be selected e.g. Branch, Department and Reference).
- Output Style (Detailed or by Totals).
- Report Currency by (Base or Voucher Currency).
- Show Vouchers (All, Open, or Closed).

Generating a Voucher List Report

1. From the Home menu, select **Home > Reports > Operations Reports > Voucher List**.
2. On the blank Voucher List Parameters screen, the **Service Tab** will open, select the required parameters for the Voucher List report.

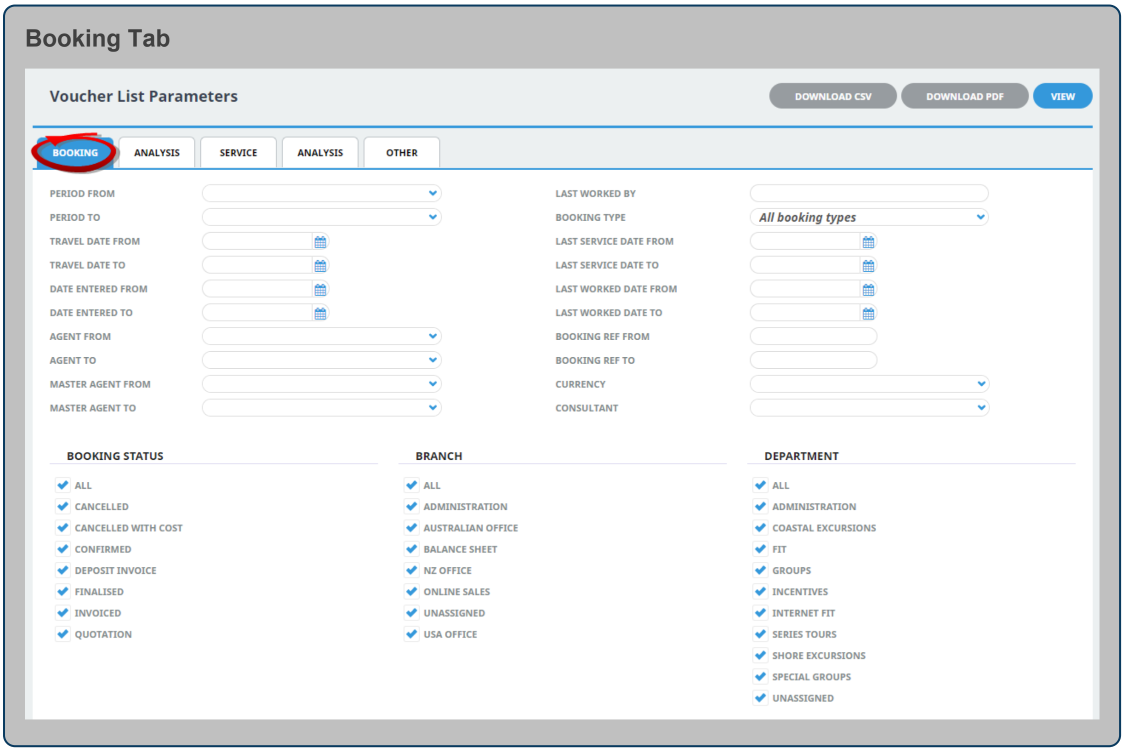
   NOTE: There are 4 tabs available to select parameters from. They are: **Booking Tab**, **Analysis Tab (Booking & Agent)**, **Service Tab** and **Analysis Tab (Product & Supplier)**.
3. Check the **completed screens**.
4. Click on the **Other Tab**. Select how the results are to be ordered and filtered in the report from the dropdown selections or checkboxes available.
5. Select how the report is to display.

   a. To view the report, click **View**.

   b. To Download the report to a PDF file, click **Download PDF**.

   c. To Download the report to a CSV file, click **Download CSV**.

About Voucher List Parameter Fields



Period From/To

Travel date within financial accounting period (or range of).

Travel Date From/To

Booking travel date (or range of).

Date Entered From/To

Booking date entered (or range of).

Agent From/To

Booking agent range available from the dropdown selection.

Master Agent From/To

(Debtor) Master Agent range available from the dropdown selection.

Last Worked By

Service last worked by - type the full name (correctly spelt) of the Tourplan user.

Booking Type

Dropdown selection available for:

- All booking types (default).
- FITS.
- Groups.

Last Service Date From/To

Booking header last service date (or range of).

Last Worked Date From/To

Booking header last worked date (or range of).

Booking Ref From/To

Booking Reference (or range of).

Currency

Dropdown selection of available currencies.

Consultant

Dropdown selection for booking consultants name and initials.

Booking Status

Multi select options for available booking header statuses.

Branch

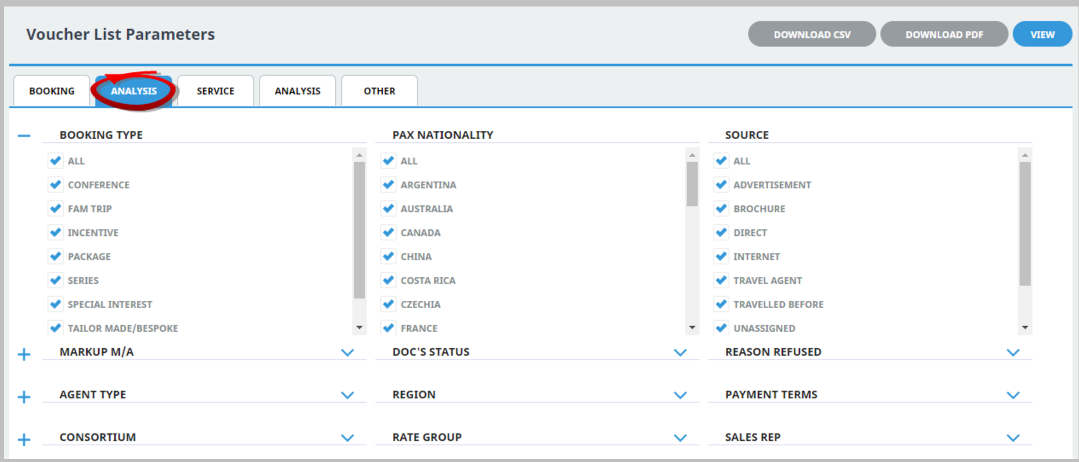
Multi select options for available (booking reference) branches.

Department

Multi select options for available (booking reference) departments.

NOTE: Service Status, and Branch and Departments showing in the screen captures above are for training purposes. User company systems will reflect users organisational requirements.

Analysis Tab (Booking and Agent Analysis)



Booking Analysis Codes 1-6

The top 6 Analysis fields are the Booking Analysis codes.

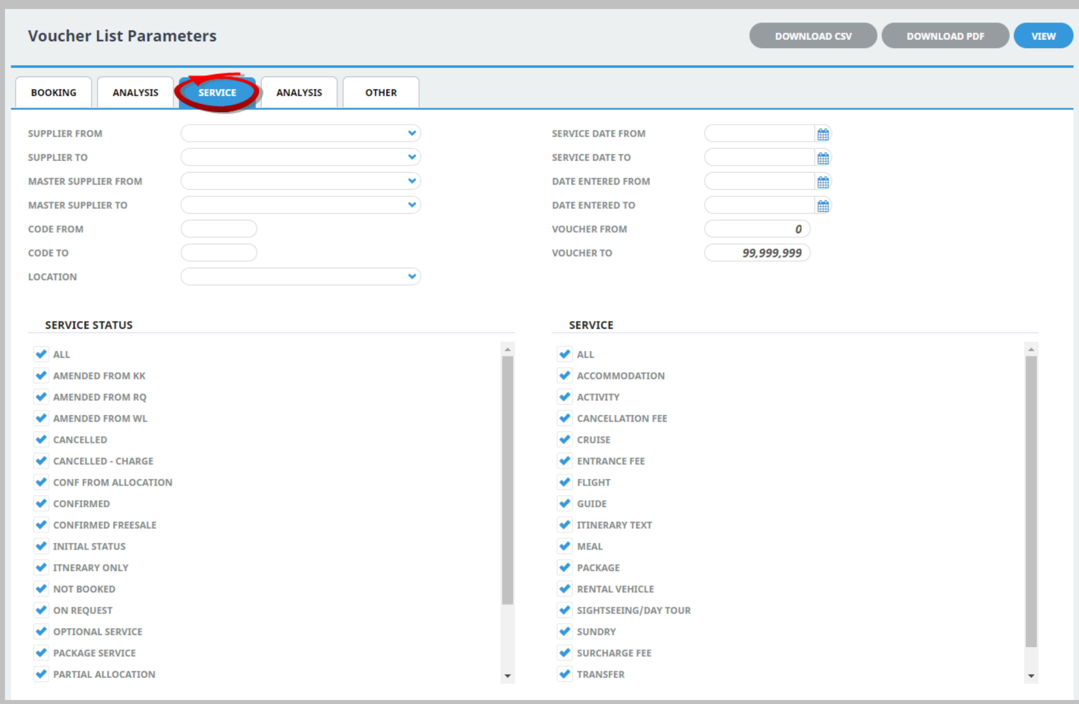
Agent Analysis Codes 1-6

The bottom 6 Analysis fields are the Agent Analysis codes.

Multi select list of Analysis codes can be used to refine the report if necessary. To expand the fields use the **+**, and to minimise the analysis list use the **-**.

NOTE: Analysis codes in the above screen capture are used for training purposes. User company systems will have analysis fields and codes unique to their organisational requirements.

Service Tab



Supplier From/To

Supplier range available from the dropdown selection.

Master Supplier From/To

Master Supplier range available from the dropdown selection.

Code From/To

(Product Option) Code.

Location

Location code, selectable options are available in the dropdown.

Service Date From/To

The service line date (or range of).

Date Entered From/To

Booking service date entered (or range of).

Voucher From/To

The voucher number from and to. This will default to: From = 0 and To = 99,999,999 which will out put all vouchers that meet the selection criteria. Selection of specific voucher numbers (or range of) can be made.

Service Status

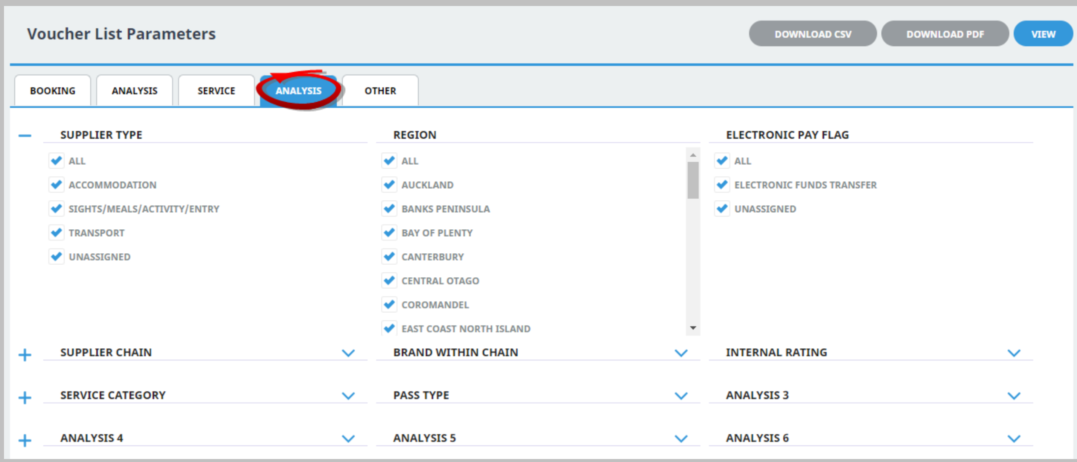
Multi select options for available service statuses.

Service (Type)

Multi select options for available services.

NOTE: Service Status, and Services showing in the screen captures above are for training purposes. User company systems will reflect users organisational requirements.

Analysis Tab (Supplier and Product Analysis)



Supplier Analysis Codes 1-6

The top 6 Analysis fields are the Supplier/Creditor Analysis codes.

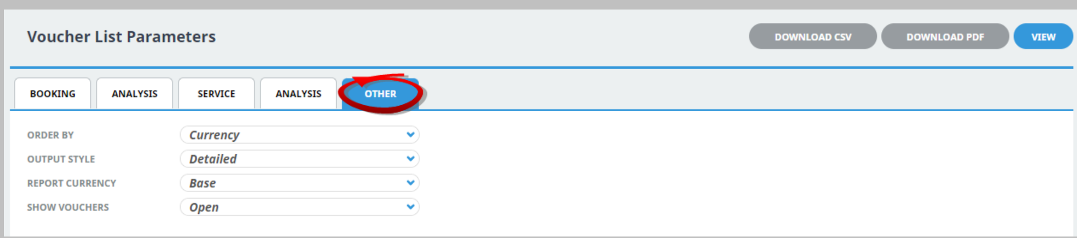
Product Analysis Codes 1-6

The bottom 6 Analysis fields are the Product/Service Analysis codes.

Multi select list of Analysis codes can be used to refine the report if necessary. To expand the fields use the **+**, and to minimise the analysis list use the **-**.

NOTE: Analysis codes in the above screen capture are used for training purposes. Users company systems will have analysis fields and codes unique to their organisational requirements.

Other



Order By

Dropdown selection to order data in the report by one of the following:

- Currency (System Default).
- Currency, Service Date.
- Branch, Department, Reference.
- Branch, Department, Service Date.
- Branch, Department, Supplier.
- Supplier.
- Supplier, Service Date.

Output Style

There are 2 output style selections available from the dropdown:

- Detailed (Default).
- Totals.

Report Currency

There are two options available from the dropdown:

- Base (Default).
- Voucher.

Show Vouchers

Selection from this dropdown can include:

- All (Vouchers).
- Open (Vouchers) (Default).
- Closed (Vouchers).

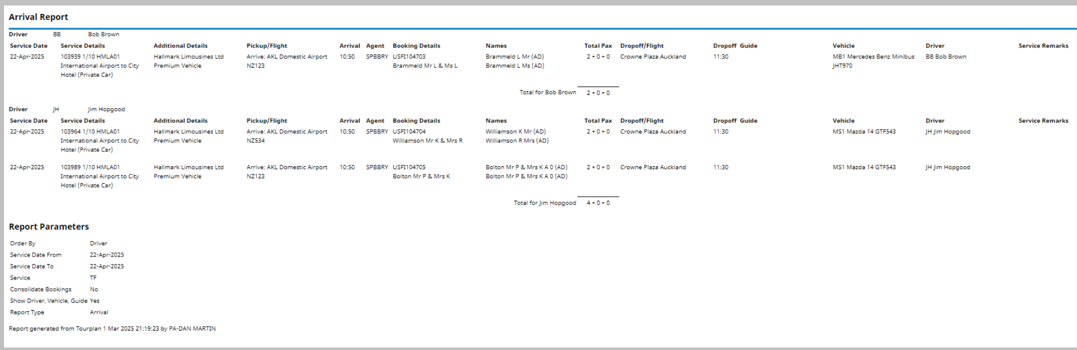
Arrival / Departure Report

NOTE: The Arrival/Departure Report is designed to be used with the Resource Assignment module. If the Resource Assignment function is not being used then this report can be used to output basic Pick up/Arrive - Drop off/Depart information.

It can be used to produce a list of all arrivals/departures for transfer or flight services and can show pax arrival and/or departure dates for bookings of a certain status, or for a particular agent the booking is for.

Pick up and drop off details as well as any remarks are displayed. If the Resource Assignment module is being used, then Driver, Guide and Vehicle assignments for the services will also be output.

Example Report:



Arrival Report

Driver BB Bob Brown

Service Date	Service Details	Additional Details	Pickup/Flight	Arrival	Agent	Booking Details	Names	Total Pax	Dropoff/Flight	Dropoff	Guide	Vehicle	Driver	Service Remarks
22-Apr-2025	103939 1/10 HMLA01 International Airport to City Hotel (Private Car)	Hallmark Limousines Ltd Premium Vehicle	Arrive: AKL Domestic Airport NZ123	10:50	SPBBRY	USFI104703 Brammeld Mr L & Ms L	Brammeld L Mr (AD) Brammeld L Ms (AD)	2 + 0 + 0	Crowne Plaza Auckland	11:30		MB1 Mercedes Benz Minibus JHT970	BB Bob Brown	
							Total for Bob Brown	2 + 0 + 0						

Driver JH Jim Hopgood

Service Date	Service Details	Additional Details	Pickup/Flight	Arrival	Agent	Booking Details	Names	Total Pax	Dropoff/Flight	Dropoff	Guide	Vehicle	Driver	Service Remarks
22-Apr-2025	103964 1/10 HMLA01 International Airport to City Hotel (Private Car)	Hallmark Limousines Ltd Premium Vehicle	Arrive: AKL Domestic Airport NZ534	10:50	SPBBRY	USFI104704 Williamson Mr K & Mrs R	Williamson K Mr (AD) Williamson R Mrs (AD)	2 + 0 + 0	Crowne Plaza Auckland	11:30		MS1 Mazda 14 GTF543	JH Jim Hopgood	
22-Apr-2025	103989 1/10 HMLA01 International Airport to City Hotel (Private Car)	Hallmark Limousines Ltd Premium Vehicle	Arrive: AKL Domestic Airport NZ123	10:50	SPBBRY	USFI104705 Bolton Mr P & Mrs K	Bolton Mr P & Mrs K A 0 (AD) Bolton Mr P & Mrs K A 0 (AD)	2 + 0 + 0	Crowne Plaza Auckland	11:30		MS1 Mazda 14 GTF543	JH Jim Hopgood	
							Total for Jim Hopgood	4 + 0 + 0						

Report Parameters

Order By	Driver
Service Date From	22-Apr-2025
Service Date To	22-Apr-2025
Service	TF
Consolidate Bookings	No
Show Driver, Vehicle, Guide	Yes
Report Type	Arrival

Report generated from Tourplan 1 Mar 2025 21:19:23 by PA-DAN MARTIN

The Arrival/Departure Report includes the following information:

- Service Date.
- Service Details.
- Additional Details.
- Pick up/Flight Information.
- Arrival (Time).
- Agent (Code).
- Booking Details.
- Names.
- Total Pax (Adults + Children/Children Share + Infants).
- Drop off/Flight Information.
- Drop off (Time).
- Resource Assignment Guide (Code).
- Resource Assignment Vehicle (Code).
- Resource Assignment Driver (Code).
- Service Remarks.

Report Parameters can include:

- Order By.
- Report Type (Arrival or Departure).
- Consolidate Bookings.
- Show Driver, Vehicle, Guide.

Generating an Arrival or Departure Report

1. From the Home menu, select **Home > Reports > Operations Reports > Arrival/Departure**.
2. On the blank Arrival/Departure Parameters screen, the **Service Tab** will open. Select the required parameters for the Arrival/Departure Report.

   NOTE: There are 4 tabs available to select parameters from. They are: **Booking Tab**, **Analysis Tab (Booking & Agent)**, **Service Tab** and **Analysis Tab (Product & Supplier)**.

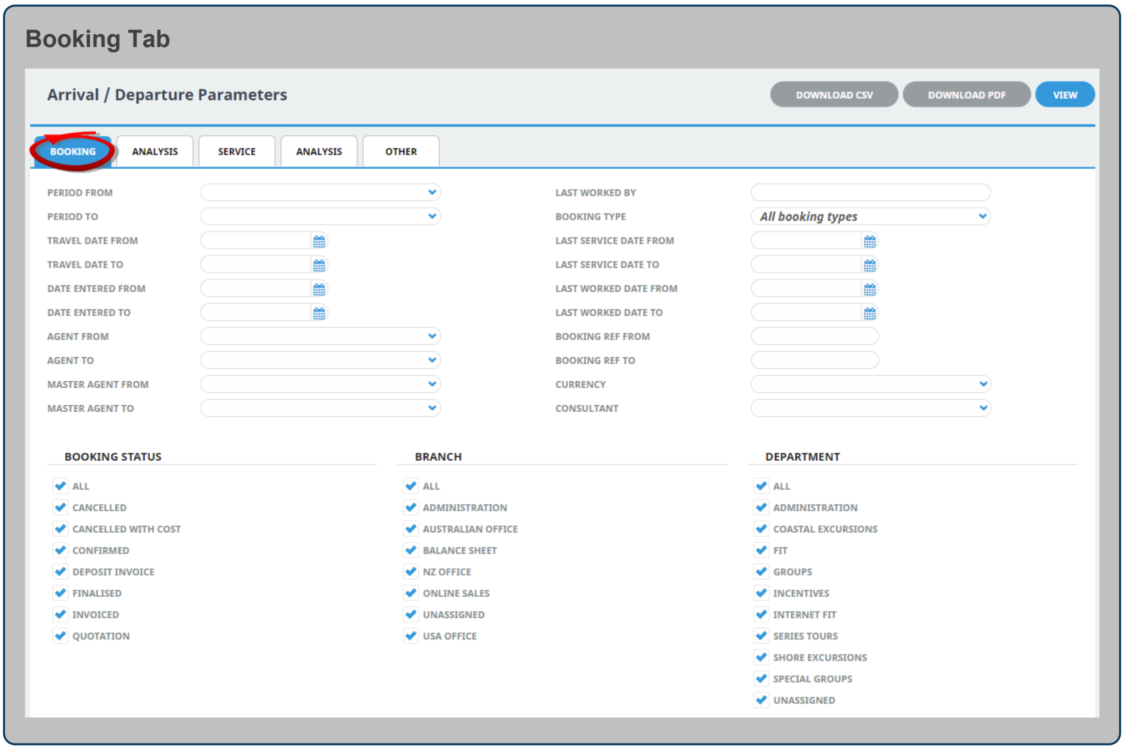
3. Check the **Completed Screens**.
4. Click on the **Other Tab**. Select how the results are to be ordered and filtered in the report from the dropdown selections or checkboxes available.
5. Select how the report is to display.

    a. To view the report, click **View**.

    b. To Download the report to a PDF file, click **Download PDF**.

    c. To Download the report to a CSV file, click **Download CSV**.

About Arrival and Departure Parameter Fields



Period From/To

Travel date within financial accounting period (or range of).

Travel Date From/To

Booking travel date (or range of).

Date Entered From/To

Booking date entered.

Agent From/To

Booking agent range available from the dropdown selection.

Master Agent From/To

(Debtor) Master Agent range available from the dropdown selection.

Last Worked By

Service last worked by - type the full name (correctly spelt) of the Tourplan user.

Booking Type

Dropdown selection available for:

- All booking types (default).
- FITS.
- Groups.

Last Service Date From/To

Booking header last service date.

Last Worked Date From/To

Booking header last worked date.

Booking Ref From/To

Full booking reference.

Currency

Dropdown selection of available currencies.

Consultant

Dropdown selection for booking consultants name and initials.

Booking Status

Multi select options for available booking header statuses.

Branch

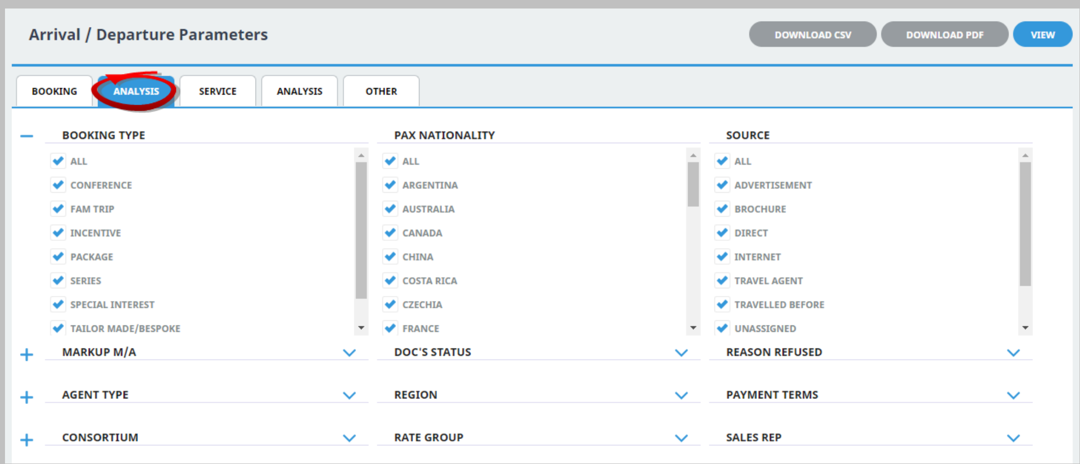
Multi select options for available (booking reference) branches.

Department

Multi select options for available (booking reference) departments.

NOTE: Service Status, and Branch and Departments showing in the screen captures above are for training purposes. User company systems will reflect users organisational requirements.

Analysis Tab (Booking and Agent Analysis)



Booking Analysis Codes 1-6

The top 6 Analysis fields are the Booking Analysis codes.

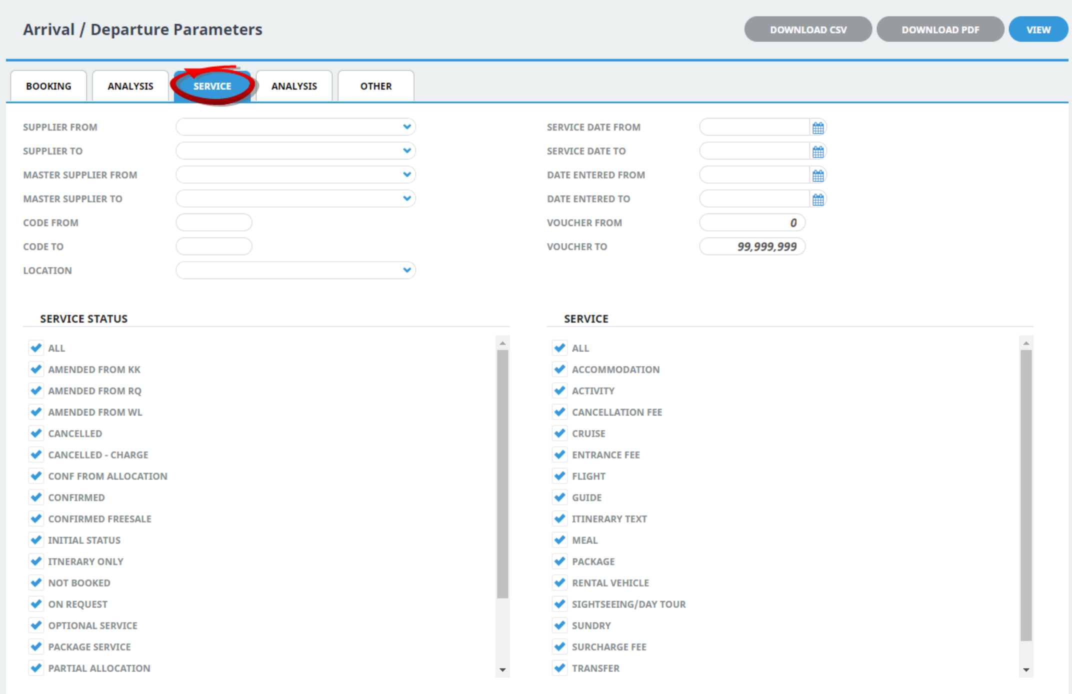
Agent Analysis Codes 1-6

The bottom 6 Analysis fields are the Agent Analysis codes.

Multi select list of Analysis codes can be used to refine the report if necessary. To expand the fields use the **+**, and to minimise the analysis list use the **-**.

NOTE: Analysis codes in the above screen capture are used for training purposes. User company systems will have analysis fields and codes unique to their organisational requirements.

Service Tab



Supplier From/To

Supplier range available from the dropdown selection.

Master Supplier From/To

Master Supplier range available from the dropdown selection.

Code From/To

(Product) Code.

Location

Location code, selectable options are available in the dropdown.

Service Date From/To

The service line date (or range of).

Date Entered From/To

Service date entered (or range of).

Voucher From/To

The voucher number from and to. This will default to: From = 0 and To = 99,999,999 which will out put all vouchers that meet the selection criteria. Selection of specific voucher numbers (or range of) can be made.

Service Status

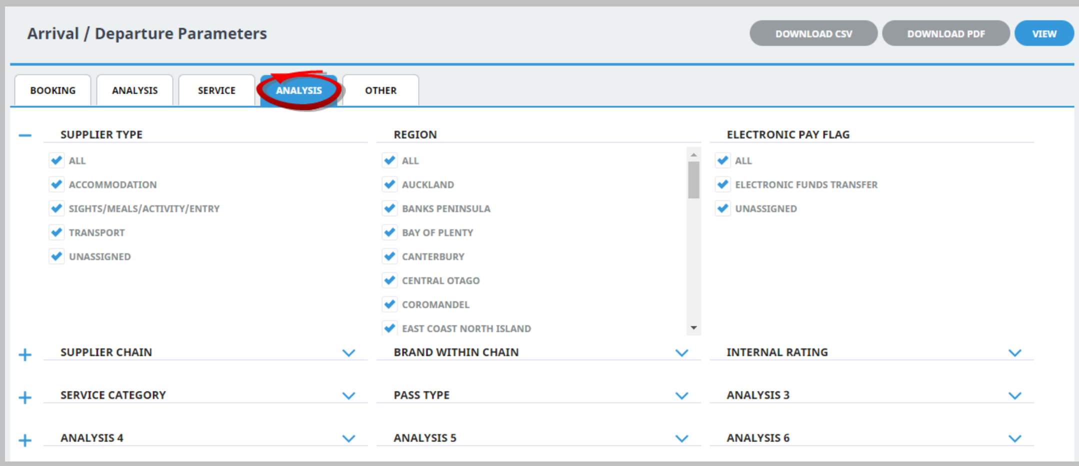
Multi select options for available service statuses.

Service (Type)

Multi select options for available services.

NOTE: Service Status, and Services showing in the screen captures above are for training purposes. Users company systems will reflect users organisational requirements.

Analysis Tab (Supplier and Product Analysis)



Supplier Analysis Codes 1-6

The top 6 Analysis fields are the Supplier/Creditor Analysis codes.

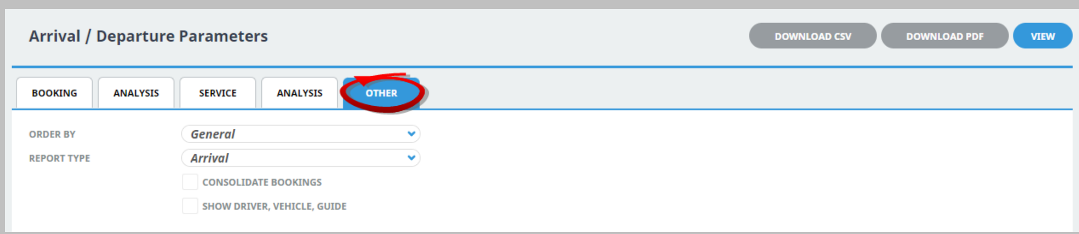
Product Analysis Codes 1-6

The bottom 6 Analysis fields are the Product/Service Analysis codes.

Multi select list of Analysis codes can be used to refine the report if necessary. To expand the fields use the **+**, and to minimise the analysis list use the **-**.

NOTE: Analysis codes in the above screen capture are used for training purposes. User company systems will have analysis fields and codes unique to their organisational requirements.

Other Tab



Order By

Dropdown selection to order data in the report by one of the following:

- General (System Defaulted).
- Pickup.
- Dropoff.
- Agent.
- Supplier.
- Driver.
- Vehicle.
- Guide.

Report Type

Dropdown selection to report on Arrival or Departure fields.

Consolidate Bookings

Checkbox to consolidate bookings.

Show Driver, Vehicle, Guide

Checkbox to output driver, vehicle and/or guide.

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CHAPTER 3

Financial Reports

The Financial Reports menu presents users with a selection of reports that provide information based on the business's financial activities.

The report output is fixed - that is standard columns of data are displayed. Output to CSV is available for all reports and that format will allow column manipulation.

There are Trial Balance and Transaction List reports for debtors, creditors and general ledger and some specialist reports in each of those Ledgers. For debtors there is the Unallocated Cash report, for creditors the Voucher Audit Trail and for the G.L. the Suspense Account report and the Future Transactions report.

The Tour Financial Summary report provides an overview of the financial performance of individual bookings.

All reports have multiple selection criteria allowing reports to be prepared for given date ranges or accounting periods and check boxes allow some flexibility in what is output.

In this chapter ...

TOURPLAN

Debtors Trial Balance Report

The Debtor Trial Balance Report shows an aged summary of amounts owed by a selection of agents for the current accounting period and the 4 previous accounting periods. The option exists to display Future balances.

Current period or outstanding transactions can optionally be output.

NOTE: Listing outstanding transactions can be very resource intensive.

When the report is run to **View** or **PDF** the information available in the report is:

- Agent Code.
- Agent Name.
- Currency.
- Overdue (Amount Current Period) - 4+.
- Overdue (Amount Current Period) - 3.
- Overdue (Amount Current Period) - 2.
- Overdue (Amount Current Period) - 1.
- Current (Period).
- Total (Amount).
- Future (Amount Current Period) + 1.
- Future (Amount Current Period) + 2.
- Future (Amount Current Period) + 3.
- Future (Amount Current Period) + 4.
- F(uture) Entered (Amount).

When running the report to a **CSV** file the Debtor Analysis 1-6 fields are also output.

The report can be generated with the following parameters:

- Show Future balances - Yes (Default) or No.
- Report Currency - Base (Default), Branch or Foreign Currency.
- Skip Nil Balances - Yes (Default), No or Include Future.
- Show transactions - No Transactions (Default), Outstanding Transactions or Current Period Transactions.

The report will always order by Agent Code when selecting PDF or View, there is no option in the report parameters to order differently. To re-order the data, the report will need to be downloaded to CSV and any data re-ordering done from within Excel.

Example Debtor Trail Balance Report:

AR Agent Trial Balance Report for Period 202411

Code		Currency	Overdue 4+	Overdue 3	Overdue 2	Overdue 1	Current	Total	Future 1	Future 2	Future 3	Future 4+	F Entered
AGALAX	A Good Agent	NZD	0.00	0.00	0.00	0.00	4,517.67	4,517.67	0.00	0.00	0.00	0.00	0.00
ANZYVR	Aussie & Kiwi Travel	NZD	0.00	0.00	5,798.00	0.00	0.00	5,798.00	0.00	0.00	0.00	0.00	0.00
OVSTHO	Overseas Travel Ltd - H.O.	NZD	7.47	0.00	0.00	0.00	0.00	7.47	0.00	0.00	0.00	0.00	0.00
		Report Total	7.47	0.00	5,798.00	0.00	4,517.67	10,323.14	0.00	0.00	0.00	0.00	0.00

Report Parameters

Periods in Year	202411
Report By Branch	No
Show Future Balances	Yes
Report Currency	Base
Skip Nil Balances	Yes
Show Transactions	No Transactions
BalanceReportLedger	R

Report generated from Tourplan 14 Nov 2024 20:21:10 by PA-DAN MARTIN

Generating a Debtor Trial Balance Report

1. From the Home menu, select **Home > Reports > Financial Reports > Debtors Trial Balance**.
2. On the blank Debtors Trial Balance Parameters screen, the **Balance Tab** will open. Select the required parameters for the Debtors Trial Balance Report.

   NOTE: There are 2 tabs available to select parameters from. They are: **Balance Tab**, and **Analysis Tab (Agent)**.
3. Check the **completed screens**.
4. Click on the **Other Tab**. Select how the results are to be ordered and filtered in the report from the dropdown selections or checkboxes available.
5. Select how the report is to display.

   a. To view the report, click **View**.

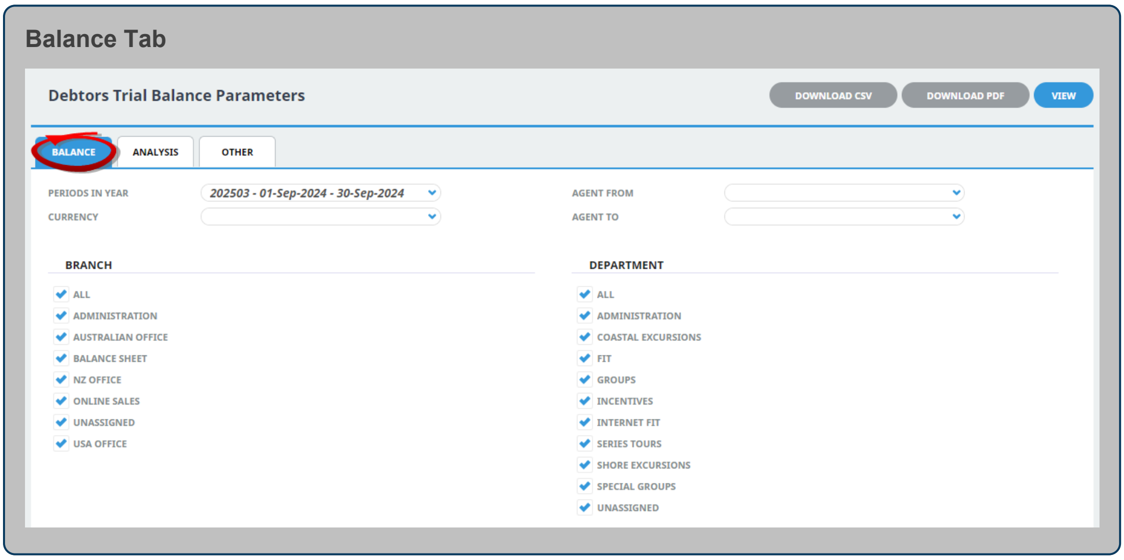
   b. To Download the report to a PDF file, click **Download PDF**.

   c. To Download the report to a CSV file, click **Download CSV**.

Debtor Trial Balance Parameter Fields



Periods In Year

This will default to the Debtors Ledger current accounting period. The dropdown selection provides a list of available financial periods.

Currency

Selection of available currencies can be made by using the dropdown selection.

Agent From/To

The report can be based on a specific Agent or for a range of Agents using the dropdown selections.

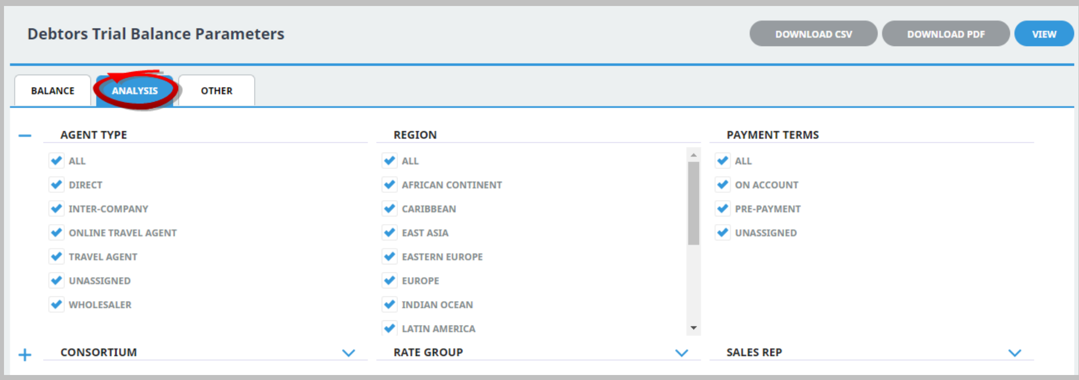
Branch

Multi select options for available (transaction) branches.

Department

Multi select options for available (transaction) departments.

Analysis Tab (Agent Analysis)

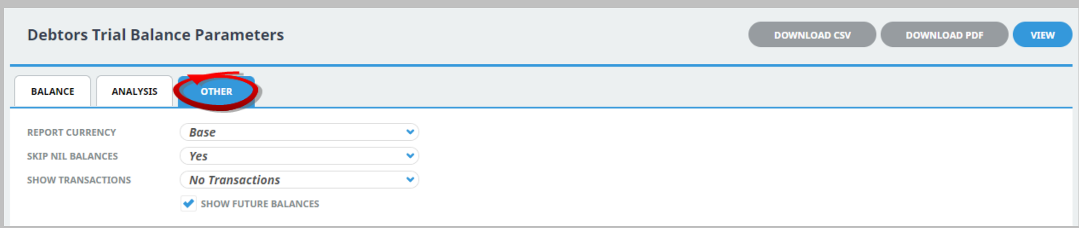


Analysis Codes 1-6

Multi select list of Debtor Analysis codes can be used to refine the report if necessary. To expand the fields use the **+**, and to minimise the analysis list use the **-**.

NOTE: Analysis codes in the above screen capture are used for training purposes. User company systems will have analysis fields and codes unique to their organisational requirements.

Other Tab



Report Currency

Selection of Base (Default), Branch or Foreign.

Skip Nil Balances

Selection of Yes (Default), No or Include Future.

Show Transactions

Selection of No Transactions (Default), Current Period Transactions or Outstanding Transactions.

Show Future Balances

Show Future Balances checkbox. Default is checked.

Debtor Transaction List

The Debtor Transaction List reports transactions raised in selected period(s).

By default the transactions are totalled by Period, and by Debtor.

The report includes:

- The booking reference and values in both the transaction and base currencies.
- The Transaction Periods - the period of the transaction, the age period and the posting period.

When the report is output to **View**, **PDF** or **CSV** the information available within the report is:

- Agent (Code).
- Agent Name.
- Tran(saction) Date.
- Item - This is the Booking Reference (for Booking related transactions), or the original invoice number (for non booking transactions).
- (Transaction) Reference.
- Apply (Reference).
  - For Invoices this will be the same as the Transaction Reference.
  - For Receipts and Credit Notes it will be the reference that the receipt or credit note has been applied against.
- Tran Type - The type of transaction (Invoice, Credit Note Receipt).
- Currency.
- Value - The transaction amount in the currency of the previous column.
- Rate - The exchange rate between the transaction currency and base currency.
- Base Value - The amount in base currency.
- Tran Period - The transaction period, i.e. the period in which the transaction was created (dependant on system settings).
- Age Period - The period into which the transaction will age (dependant on system settings).
- Posting Period - The period in the General Ledger to which the transaction will post (dependant on system settings).

Data can be ordered by specific options, and order by settings are selected within the 'Other' Tab.

Example Debtor Transaction List Report:

AR Transaction List Report by Currency, Agent and Period

Currency	NZD	New Zealand Dollars
Agent	OVSTHO	Overseas Travel Ltd - H.O.
Transaction Period	202508	01-Feb-2025 - 28-Feb-2025

Agent	Agent Name	Tran Date	Item	Reference	Apply	Tran Type	Currency	Value	Rate	Base Value	Tran Period	Age Period	Posting Period
OVSTHO	Overseas Travel Ltd - H.O.	01-Feb-2025		5683	ALLOCATED	Apply Cash	NZD	861.40	1.0000	861.40	202508	202507	202507
OVSTHO	Overseas Travel Ltd - H.O.	01-Feb-2025	NZFI104554	5683	20752	Apply Cash	NZD	-861.40	1.0000	-861.40	202508	202507	202508
OVSTHO	Overseas Travel Ltd - H.O.	15-Feb-2025	NZFI104554	5686	20758	Receipt(01_RCQ)	NZD	-618.00	1.0000	-618.00	202508	202509	202508
OVSTHO	Overseas Travel Ltd - H.O.	27-Feb-2025	20776	20776	20776	Invoice	NZD	6,500.00	1.0000	6,500.00	202508	202508	202508
OVSTHO	Overseas Travel Ltd - H.O.	27-Feb-2025	NZFI104554	3507	20758	Credit Note	NZD	-64.16	1.0000	-64.16	202508	202509	202605
									Total for Period	5,817.84			
									Total for Agent	5,817.84			
									Total for Currency	5,817.84			

Currency	USD	United States Dollars
Agent	OVSTHO	Overseas Travel Ltd - H.O.
Transaction Period	202508	01-Feb-2025 - 28-Feb-2025

Agent	Agent Name	Tran Date	Item	Reference	Apply	Tran Type	Currency	Value	Rate	Base Value	Tran Period	Age Period	Posting Period
OVSTHO	Overseas Travel Ltd - H.O.	11-Feb-2025	NZFI104648	20774	20774	Invoice	USD	4,440.00	1.5767	7,000.33	202508	202508	202604
									Total for Period	7,000.33			
									Total for Agent	7,000.33			
									Total for Currency	7,000.33			
									Report Total	12,818.17			

Report Parameters

Order By	Currency, Agent, Period
Transaction Period From	202508
Transaction Period To	202508
Agent from	OVSTHO
Agent to	OVSTHO
Date Entered From	
Date Entered To	
Report By Branch	No
Consolidate Transactions	No
Report Currency	Base

Report generated from Tourplan 14 Nov 2024 20:06:57 by PA-DAN MARTIN

Generating a Debtor Transaction List Report

1. From the Home menu, select **Home > Reports > Financial Reports > Debtor Transaction List**.
2. On the blank Debtor Transaction List Parameters screen, the **Accounting Tab** will open. Select the required parameters for the Debtor Transaction List Report.

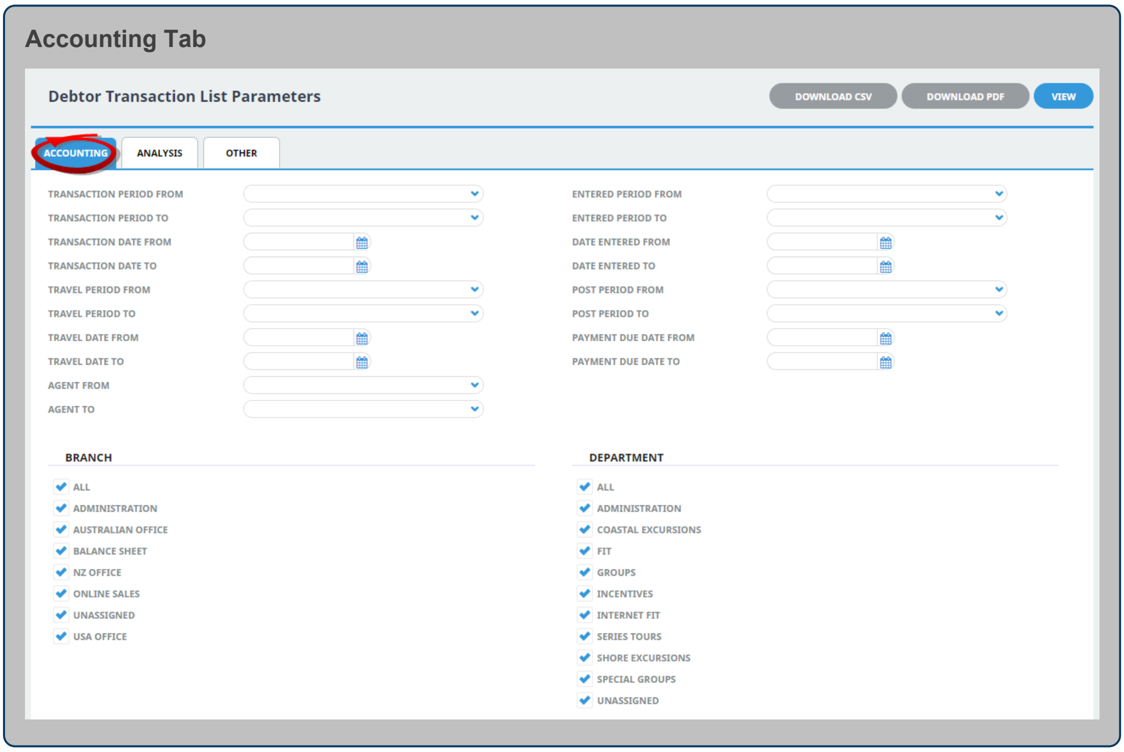
   NOTE: There are 2 tabs available to select parameters from. These are the **Accounting Tab** and the **Analysis Tab (Agent)**.
3. Check the **completed screens**.
4. Click on the **Other Tab**. Select how the results are to be ordered and filtered in the report from the dropdown selections or checkboxes available.
5. Select how the report is to display.

   a. To view the report, click **View**.

   b. To Download the report to a PDF file, click **Download PDF**.

   c. To Download the report to a CSV file, click **Download CSV**.

About Debtor Transaction List Parameter Fields



Transaction Period From/To

A specific transaction period or range of transaction periods can be selected.

Transaction Date From/To

The transaction date (or range of).

Travel Period From/To

Travel date within a financial accounting period (or range of).

Travel Date From/To

The travel date (or range of).

Agent From/To

The report can be based on a specific agent (or range of) using the dropdown selection.

Entered Period From/To

Transactions entered within a financial period (or range of).

Date Entered From/To

Booking header date entered (or range of).

Post Period From/To

Transactions posting within a financial accounting period (or range of).

Payment Due Date From/To

Debtor payment due date (or range of).

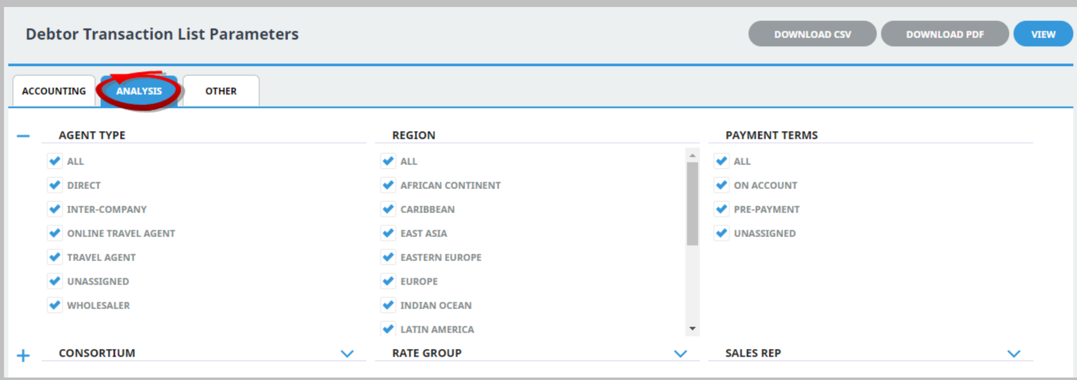
Branch

Multi select options for available (transaction) branches.

Department

Multi select options for available (transaction) departments.

Analysis Tab (Agent Analysis)

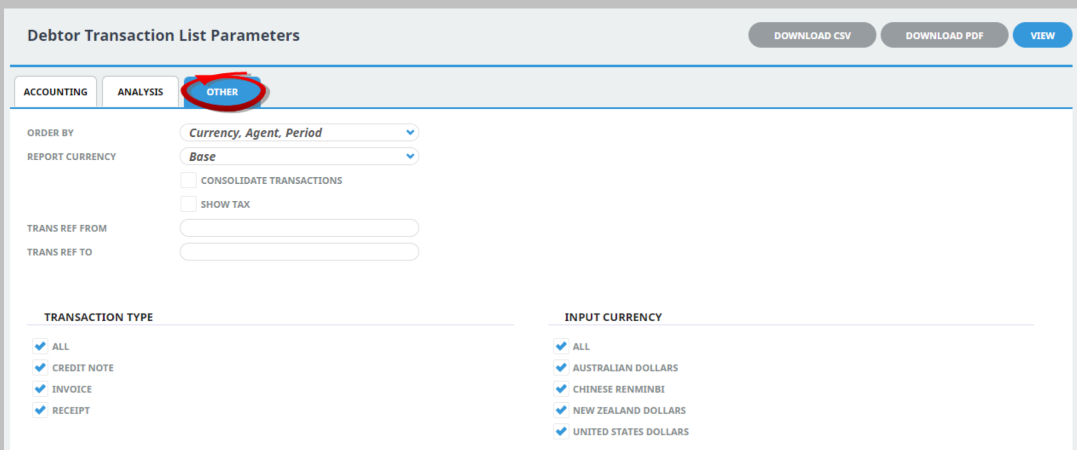


Analysis Codes 1-6

Multi select list of Debtor analysis codes can be used to refine the report if necessary. To expand the fields use the **+**, and to minimise the analysis list use the **-**.

NOTE: Analysis codes in the above screen capture are used for training purposes. User company systems will have analysis fields and codes unique to their organisational requirements.

Other Tab



Order By

Reports can be ordered by:

- Currency, Agent, Period (Default).
- Currency, Period, Agent.
- Agent, Period.
- Period, Agent.
- (Transaction) Reference.
- Booking Reference.
- Transaction Type.

Report Currency

Selection of Base, Branch or Foreign can be used to produce report in a particular currency (base is the default).

Consolidate Transactions

Checkbox. When selected, this will consolidate the transactions to a total for each, rather than show the constituent components. An example is a receipt applied to multiple invoices will consolidate to the receipt total in one line rather than each component of the receipt displaying. The Transaction, Age and Post periods do not display in a consolidated report since they could be different for the individual transaction components.

Show Tax

Checkbox. When selected, an additional Tax column displays (between the Value and Rate columns) which displays the tax amount of each transaction.

Transaction Ref From/To

To report a range of specific transactions, enter the transaction reference numbers from/to.

Transaction Type

Multi select options for available transaction type.

Input Currency

Multi select options for available (transaction line) input currency.

Unallocated Cash Report

The unallocated cash report enables users to report on:

- Fully allocated receipts or
- The allocated values only or
- The display of unallocated values only.

NOTE: An 'Allocated' amount is an amount that has been allocated against the unallocated receipt while it is still in an open period. An 'Applied' amount is an amount applied to the unallocated receipt when the original unallocated receipt is in a closed period.

The report provides the following detail:

- Agent (Code).
- Tran(saction) Date.
- Receipt Type.
- Transaction Item.
- (Transaction) Reference.
- Apply Reference.
- Currency.
- Allocated (Amount).
- Unallocated (Amount).
- Applied (Amount).
- Exchange Rate.
- Base Allocated.
- Base Unallocated (Amount).
- Base Applied (Amount).

Example Unallocated Cash Report:

Unallocated Cash Report By Agent By Transaction Date

Agent OVSTHO Overseas Travel Ltd - H.O.
Reference 5683

Agent	Tran Date	Rct Type	Transaction Item	Reference	Apply Reference	Currency	Allocated	Unallocated	Applied	Exchange Rate	Base Allocated	Base Unallocated	Base Applied
OVSTHO	31-Jan-2025	01_RCQ		5683	UNALLOCATED	NZD	0.00	15,834.00	0.00	1.00	0.00	15,834.00	0.00
OVSTHO	31-Jan-2025	01_RCQ	NZFI104558	5683	20751	NZD	226.01	0.00	0.00	1.00	226.01	0.00	0.00
OVSTHO	31-Jan-2025	01_RCQ	NZFI104558	5683	20751	NZD	1,427.43	0.00	0.00	1.00	1,427.43	0.00	0.00
OVSTHO	31-Jan-2025	01_RCQ	NZFI104558	5683	20751	NZD	859.11	0.00	0.00	1.00	859.11	0.00	0.00
OVSTHO	31-Jan-2025	01_RCQ	NZFI104558	5683	20751	NZD	606.66	0.00	0.00	1.00	606.66	0.00	0.00
OVSTHO	31-Jan-2025	01_RCQ	NZFI104558	5683	20751	NZD	380.65	0.00	0.00	1.00	380.65	0.00	0.00
OVSTHO	31-Jan-2025	01_RCQ	NZFI104558	5683	20751	NZD	457.31	0.00	0.00	1.00	457.31	0.00	0.00
OVSTHO	31-Jan-2025	01_RCQ	NZFI104558	5683	20751	NZD	81.95	0.00	0.00	1.00	81.95	0.00	0.00
OVSTHO	31-Jan-2025	01_RCQ	NZFI104558	5683	20751	NZD	126.88	0.00	0.00	1.00	126.88	0.00	0.00
OVSTHO	01-Feb-2025		NZFI104554	5683	20752	NZD	0.00	0.00	46.73	1.00	0.00	0.00	46.73
OVSTHO	01-Feb-2025		NZFI104554	5683	20752	NZD	0.00	0.00	295.15	1.00	0.00	0.00	295.15
OVSTHO	01-Feb-2025		NZFI104554	5683	20752	NZD	0.00	0.00	177.64	1.00	0.00	0.00	177.64
OVSTHO	01-Feb-2025		NZFI104554	5683	20752	NZD	0.00	0.00	125.44	1.00	0.00	0.00	125.44
OVSTHO	01-Feb-2025		NZFI104554	5683	20752	NZD	0.00	0.00	78.71	1.00	0.00	0.00	78.71
OVSTHO	01-Feb-2025		NZFI104554	5683	20752	NZD	0.00	0.00	94.56	1.00	0.00	0.00	94.56
OVSTHO	01-Feb-2025		NZFI104554	5683	20752	NZD	0.00	0.00	16.94	1.00	0.00	0.00	16.94
OVSTHO	01-Feb-2025		NZFI104554	5683	20752	NZD	0.00	0.00	26.24	1.00	0.00	0.00	26.24
						Total for Reference	4,166.00	15,834.00	861.40		4,166.00	15,834.00	861.40
						Total for Agent	4,166.00	15,834.00	861.40		4,166.00	15,834.00	861.40
						Report Total	4,166.00	15,834.00	861.40		4,166.00	15,834.00	861.40

Report Parameters

Order By	Agent, TransactionDate
Transaction Period From	202507
Report By Branch	No
Show Fully Allocated Receipts	No
Only Show Unallocated Values	No
Report Currency	Base

Report generated from Tourplan 1 Jan 2025 23:15:40 by PA-DAN MARTIN

Generating Unallocated Cash Reports

1. From the Home menu, select **Home > Reports > Financial Reports > Unallocated Cash**.
2. On the blank Unallocated Cash List Parameters screen, the **Accounting Tab** will open. Select the required parameters for the Unallocated Cash Report.
3. Check the **completed screen**.
4. Click on the **Other Tab**. Select how the results are to be ordered and filtered in the report from the dropdown selections or checkboxes available.
5. Select how the report is to display.

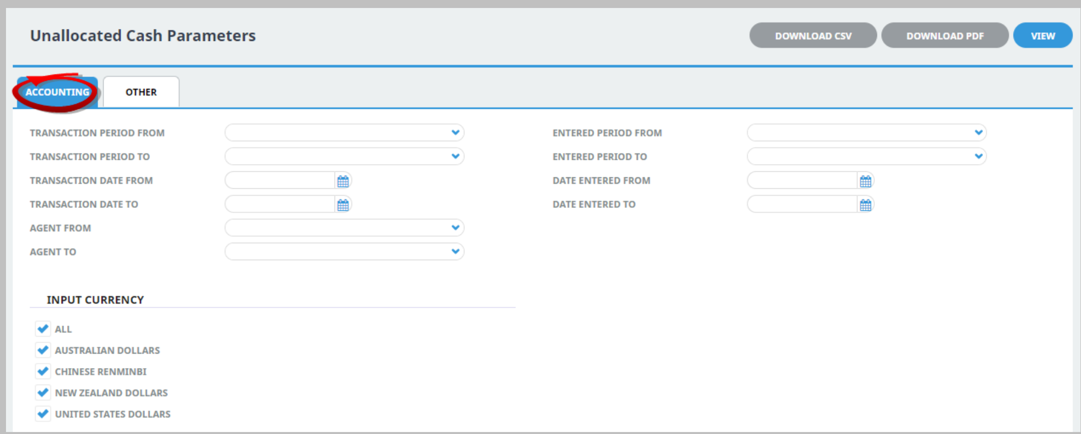
    a. To view the report, click **View**.

    b. To Download the report to a PDF file, click **Download PDF**.

    c. To Download the report to a CSV file, click **Download CSV**.

About Unallocated Cash Parameter Fields

Accounting Tab



Transaction Period From/To

A specific transaction period or range of transaction periods can be used.

Transaction Date From/To

Transaction date (or range of).

Agent From/To

View transactions for a range of agents.

Entered Period From/To

The financial accounting period the transaction was entered (or range of).

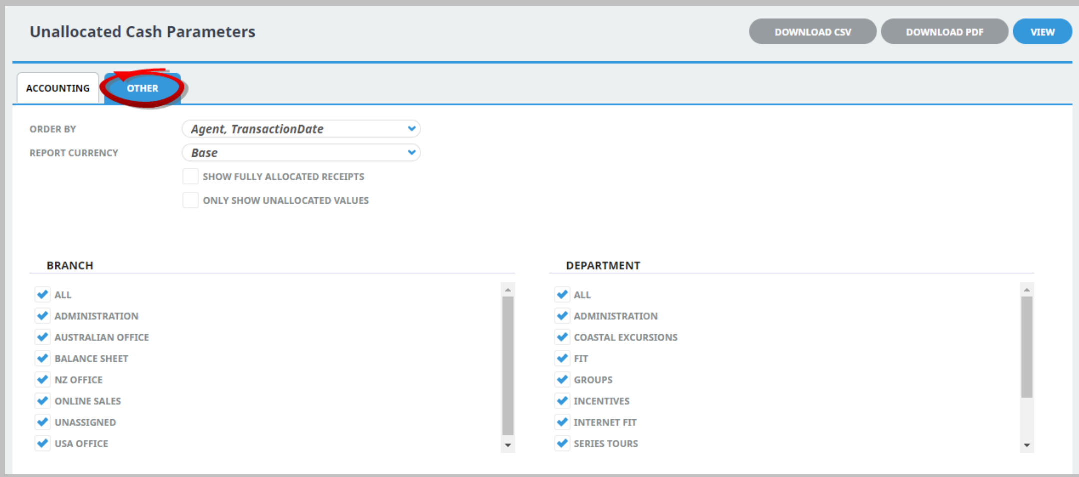
Date Entered From/To

Booking date entered (or range of).

Input Currency

Multi select options for available (transaction) input currency.

Other Tab



Transaction Order By

Report data can be selected by using the dropdown to order by:

- Agent Transaction Date (Default).
- Currency, Agent, Transaction Date.

Report Currency

Selection of Base, Branch or Foreign can be used to produce report in a particular currency (base is the default).

Show Fully Allocated Receipts

Checkbox for the report to show receipts fully allocated.

Only Show Unallocated Values

Checkbox for the report to generate data for unallocated transactions.

Branch

Multi select options for available (booking) branches.

Department

Multi select options for available (booking) departments.

Creditors Trial Balance Report

The Creditors Trial Balance report shows a summary of the amounts owed to a selection of Suppliers for the current accounting period and the 4 previous accounting periods. The option exists to display Future balances.

Current period or Outstanding transactions can optionally be output.

NOTE: Listing outstanding transactions can be very resource intensive.

When the report is run in **View** or **PDF**, the information available in the generated report is:

- (Supplier) Code.
- (Supplier) Name.
- Currency.
- Overdue (Amount Current Period) - 4+.
- Overdue (Amount Current Period) - 3.
- Overdue (Amount Current Period) - 2.
- Overdue (Amount Current Period) - 1.
- Current (Period).
- Total (Amount).
- Future (Amount Current Period) + 1.
- Future (Amount Current Period) + 2.
- Future (Amount Current Period) + 3.
- Future (Amount Current Period) + 4.
- F(uture) Entered (Amount).

When running the report to a **CSV** file the Creditor Analysis 1-6 fields are also available.

The report can be generated with the following parameters:

- Report Currency - Base (Default), Branch or Foreign Currency.
- Skip Nil Balances - Yes (Default) or No.
- Show Transactions - No Transactions (Default), Outstanding Transactions or Current Period Transactions.
- Show Future Balances - Yes (Default) or No.

> The report will always order by Supplier Code when selecting PDF or View, there is no option in the report parameters to order differently. To re-order the data the report needs to be downloaded to CSV and any data re-ordering done from within Excel.

Example Creditor Trial Balance Report:

Creditors Aged Trial Balance Report by Period

Code		Currency	Overdue 4+	Overdue 3	Overdue 2	Overdue 1	Current	Total	Future 1	Future 2	Future 3	Future 4+	F Entered
BHHH01	Beachfront Hokitika Hotel	NZD	0.00	212.10	0.00	0.00	0.00	212.10	0.00	0.00	0.00	0.00	0.00
CAHC01	Commodore Airport Hotel	NZD	0.00	303.45	0.00	0.00	0.00	303.45	0.00	0.00	0.00	0.00	0.00
CLAA01	Citylife Auckland	NZD	0.00	0.00	0.00	1,256.00	0.00	1,256.00	0.00	0.00	0.00	0.00	430.00
CTHW01	Chateau Tongariro Hotel	NZD	0.00	134.40	0.00	0.00	0.00	134.40	0.00	0.00	0.00	0.00	0.00
DFGF01	Distinction Fox Glacier Hotel	NZD	0.00	310.80	0.00	0.00	0.00	310.80	0.00	0.00	0.00	0.00	0.00
FULA01	Fullers Group Ltd	NZD	0.00	77.70	0.00	0.00	0.00	77.70	0.00	0.00	0.00	0.00	0.00
HOIW01	Hotel Intercontinental	NZD	0.00	551.25	0.00	0.00	0.00	551.25	0.00	0.00	0.00	0.00	0.00
NOVR01	Novotel Rotorua Lakeside Hotel	NZD	0.00	476.70	0.00	0.00	0.00	476.70	0.00	0.00	0.00	0.00	0.00
OOOC01	Our Own Office - Christchurch	NZD	0.00	0.00	0.00	0.00	41,054.20	41,054.20	0.00	0.00	0.00	0.00	0.00
OOONZL	Our Own Office	NZD	0.00	79.40	0.00	0.00	0.00	79.40	0.00	0.00	0.00	0.00	0.00
POSR01	Polynesian Spa	NZD	0.00	151.20	0.00	0.00	0.00	151.20	0.00	0.00	0.00	0.00	0.00
REJT01	Real Journeys H.O.	NZD	4,454.10	0.00	0.00	0.00	0.00	4,454.10	0.00	0.00	0.00	0.00	0.00
RMUR01	Rotorua Museum	NZD	0.00	35.70	0.00	0.00	0.00	35.70	0.00	0.00	0.00	0.00	0.00
SKCA01	Skycity Hotel	NZD	0.00	571.20	0.00	0.00	0.00	571.20	0.00	0.00	0.00	0.00	0.00
STMZ01	Hotel St Moritz	NZD	0.00	1,234.80	0.00	0.00	0.00	1,234.80	0.00	0.00	0.00	0.00	0.00
TEPR01	Te Puia Rotorua	NZD	0.00	60.90	0.00	0.00	0.00	60.90	0.00	0.00	0.00	0.00	0.00
WAKK01	Waterfront Apartments Kaikoura	NZD	0.00	383.25	0.00	0.00	0.00	383.25	0.00	0.00	0.00	0.00	0.00
WGCW01	Waitomo Glow Worm Caves	NZD	0.00	168.00	0.00	0.00	0.00	168.00	0.00	0.00	0.00	0.00	0.00
WRHT01	Wairakei Resort Hotel	NZD	4,784.85	0.00	0.00	0.00	0.00	4,784.85	0.00	0.00	0.00	0.00	0.00
WWKK01	Whale Watch Kaikoura Ltd	NZD	0.00	294.00	0.00	0.00	0.00	294.00	0.00	0.00	0.00	0.00	0.00
ZMEA01	Mercury Energy	NZD	0.00	0.00	0.00	0.00	523.21	523.21	0.00	0.00	0.00	0.00	0.00
		Report Total	9,238.95	5,044.85	0.00	1,256.00	41,577.41	57,117.21	0.00	0.00	0.00	0.00	430.00

Report Parameters

Periods in Year	202504
Report By Branch	No
Show Future Balances	Yes
Report Currency	Base
Skip Nil Balances	Yes
Show Transactions	No Transactions
BalanceReportLedger	P

Report generated from Tourplan 2 Sep 2024 01:08:55 by PA-DAN MARTIN

Generating a Creditor Trial Balance Report

1. From the Home menu, select **Home > Reports > Financial Reports > Creditor Trial Balance**.
2. On the blank Creditor Trial Balance Parameters screen, the **Balance Tab** will open, select the required parameters for the Creditor Trial Balance Report.

   NOTE: There are 2 tabs available to select parameters from. They are the **Balance Tab** and the **Analysis Tab (Supplier)**.
3. Check the **completed screens**.
4. Click on the **Other Tab**. Select how the results are to be ordered and filtered in the report from the dropdown selections or checkboxes available.
5. Select how the report is to display.

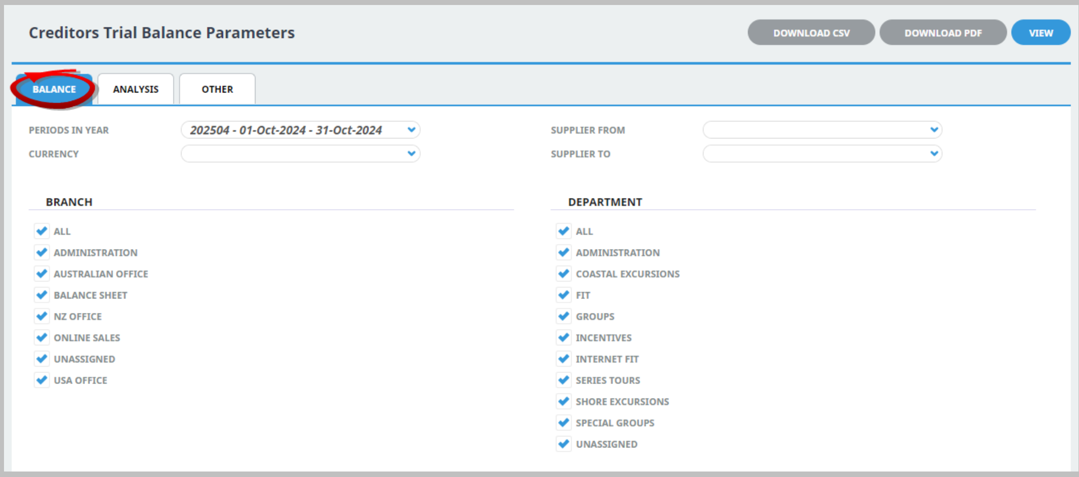
   a. To view the report, click **View**.

   b. To Download the report to a PDF file, click **Download PDF**.

   c. To Download the report to a CSV file, click **Download CSV**.

About Creditors Trial Balance Parameter Fields

Balance Tab



Periods In Year

This will default to the Creditors Ledger current accounting period. The dropdown selection provides a list of available financial periods.

Currency

Selection of available currencies can be made by using the dropdown selection Supplier.

Supplier From/To

The report can be based on a specific Supplier or for a range of Suppliers by using the dropdown selections.

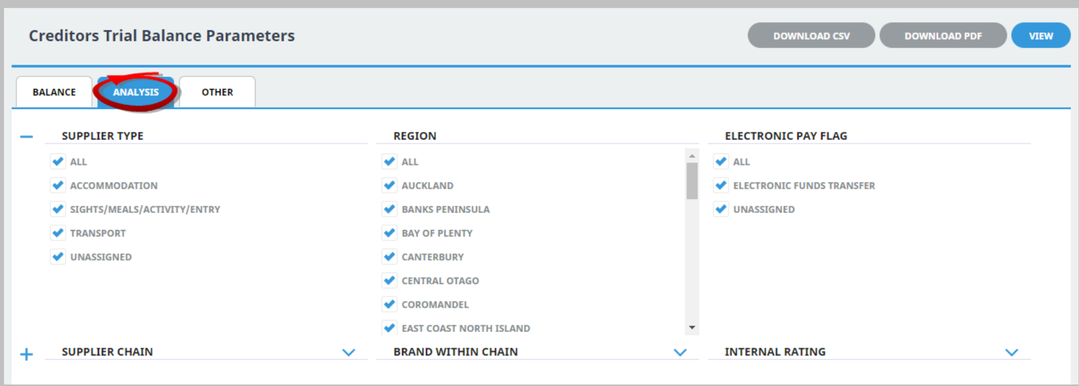
Branch

Multi select options for available (transaction) branches.

Department

Multi select options for available (transaction) departments.

Analysis Tab (Supplier Analysis)

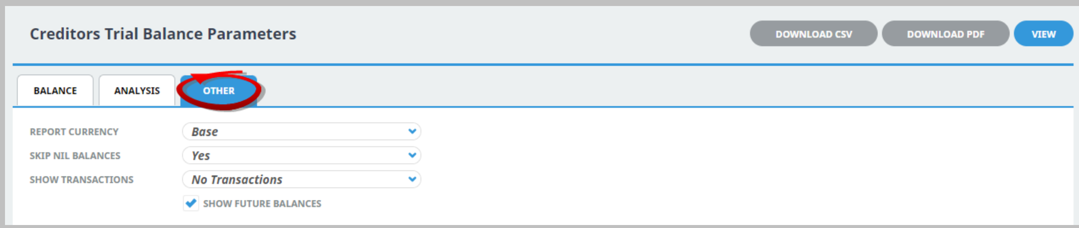


Analysis Codes 1-6

Multi select list of Supplier Analysis codes can be used to refine the report if necessary. To expand the fields use the **+**, and to minimise the analysis list use the **-**.

NOTE: Analysis codes in the above screen capture are used for training purposes. User company systems will have analysis fields and codes unique to their organisational requirements.

Other Tab



Report Currency

Selection of Base (Default), Branch or Foreign.

Skip Nil Balances

Selection of Yes (Default), No or Include Future.

Show Transactions

Selection of No Transactions (Default), Current Period Transactions, Outstanding Transactions.

Show Future Balances

Show Future Balances checkbox (by default this is checked).

Creditor Transaction List

The Creditor Transaction List reports transactions raised in selected period(s).

By default the transactions are totalled by Period, by Creditor.

This report includes:

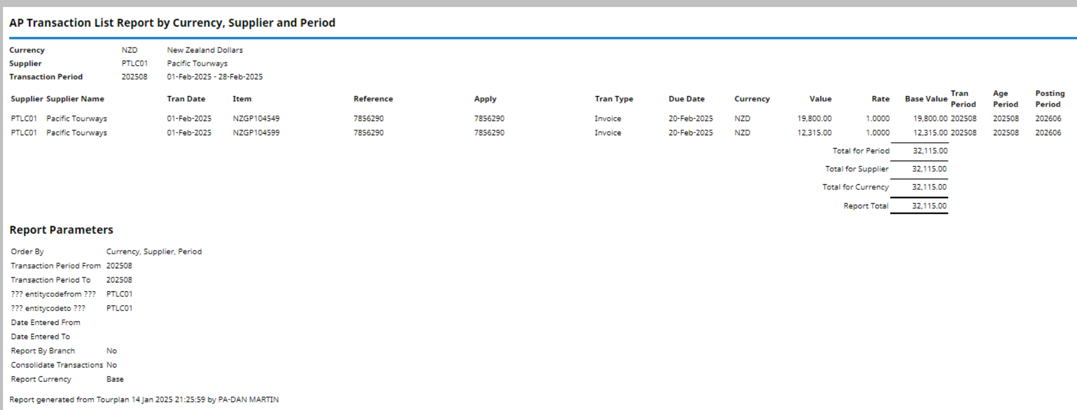
- The booking reference and values in both the transaction and base currencies.
- The Transaction Periods - the period of the transaction, the age period and the posting period.

When the report is output to **View**, **PDF** or **CSV** the information available within the report is:

- Supplier (Code).
- Supplier Name.
- Tran(saction) Date.
- Item - This is the Booking Reference (for Booking related transactions), or the original invoice number (for non booking transactions).
- (Transaction) Reference.
- Apply (Reference) - For Invoices this will be the same as the Transaction Reference, for Payments and Credit Notes it will be the reference that the payment or credit note has been applied against.
- Tran(saction) Type - The type of transaction: Invoice, Credit Note Payment.
- Due Date.
- Currency.
- Value - The transaction amount in the currency of the previous column.
- Rate - The exchange rate between the transaction currency and base currency.
- Base Value - The amount in base currency.
- Tran(saction) Period - The transaction period, i.e. the period in which the transaction was created (dependant on system settings).
- Age Period - The period into which the transaction will age (dependant on system settings).
- Posting Period - The period in the General Ledger to which the transaction will post (dependant on system settings).

NOTE: Data can be ordered by specific options, and order by settings are selected within the 'Other' Tab.

Example Creditor Transaction Report:



AP Transaction List Report by Currency, Supplier and Period

Currency	NZD	New Zealand Dollars
Supplier	PTLC01	Pacific Tourways
Transaction Period	202508	01-Feb-2025 - 28-Feb-2025

Supplier	Supplier Name	Tran Date	Item	Reference	Apply	Tran Type	Due Date	Currency	Value	Rate	Base Value	Tran Period	Age Period	Posting Period
PTLC01	Pacific Tourways	01-Feb-2025	NZGP104549	7856290	7856290	Invoice	20-Feb-2025	NZD	19,800.00	1.0000	19,800.00	202508	202508	202606
PTLC01	Pacific Tourways	01-Feb-2025	NZGP104599	7856290	7856290	Invoice	20-Feb-2025	NZD	12,315.00	1.0000	12,315.00	202508	202508	202606
										Total for Period	32,115.00			
										Total for Supplier	32,115.00			
										Total for Currency	32,115.00			
										Report Total	32,115.00			

Report Parameters

Order By	Currency, Supplier, Period
Transaction Period From	202508
Transaction Period To	202508
??? entitycodefrom ???	PTLC01
??? entitycodeto ???	PTLC01
Date Entered From	
Date Entered To	
Report By Branch	No
Consolidate Transactions	No
Report Currency	Base

Report generated from Tourplan 14 Jan 2025 21:25:59 by PA-DAN MARTIN

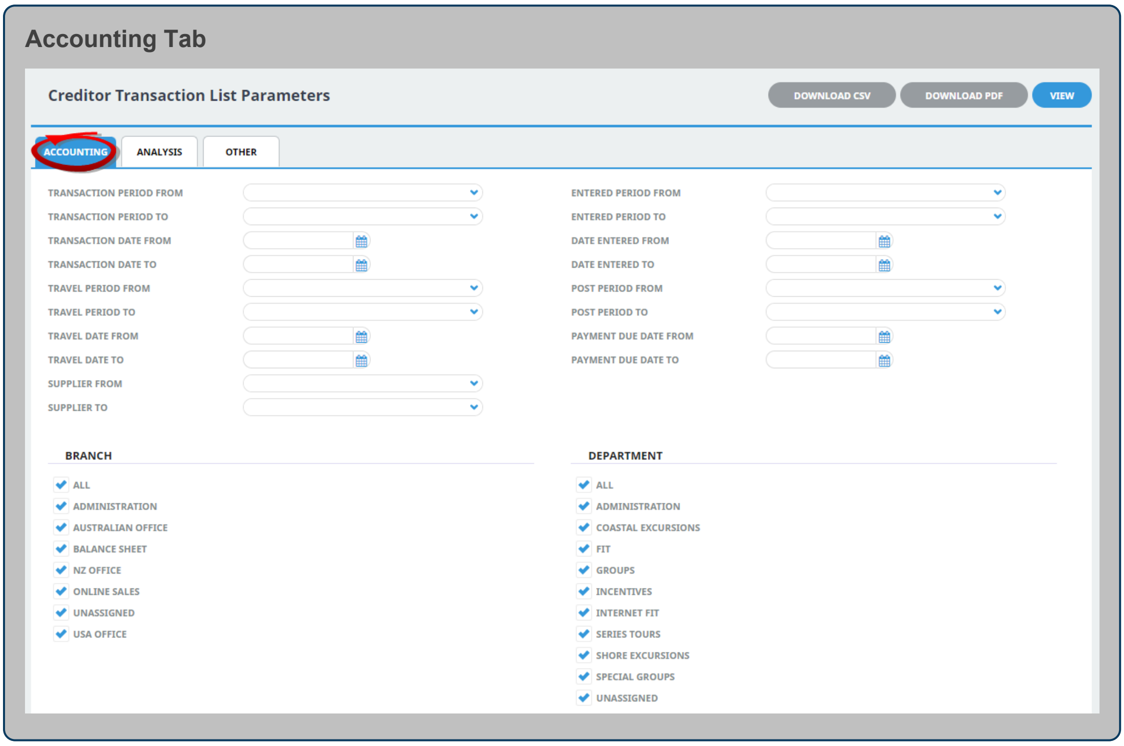
Generating a Creditor Transaction List Report

1. From the Home menu, select **Home > Reports > Financial Reports > Creditor Transaction List**.
2. On the blank Creditor Transaction List Parameters screen, the **Accounting Tab** will open. Select the required parameters for the Creditor Transaction List Report.

   NOTE: There are 2 tabs available to select parameters from. They are the **Accounting Tab** and the **Analysis Tab (Supplier)**.
3. Check the **completed screens**.

4. Click on the **Other Tab**. Select how the results are to be ordered and filtered in the report from the dropdown selections or checkboxes available.
5. Select how the report is to display.
    a. To view the report, click **View**.
    b. To Download the report to a PDF file, click **Download PDF**.
    c. To Download the report to a CSV file, click **Download CSV**.

About Creditor Transaction List Parameter Fields



Transaction Period From/To

A specific transaction period or range of transaction periods can be selected.

Transaction Date From/To

The transaction date (or range of).

Travel Period From/To

Travel date within a financial accounting period (or range of).

Travel Date From/To

The travel date (or range of).

Supplier From/To

The report can be based on a specific supplier (or range of) using the dropdown selection.

Entered Period From/To

Transactions entered within a financial period (or range of).

Date Entered From/To

Booking header date entered (or range of).

Post Period From/To

Transactions posting within a financial accounting period (or range of).

Payment Due Date From/To

Creditor payment due date (or range of).

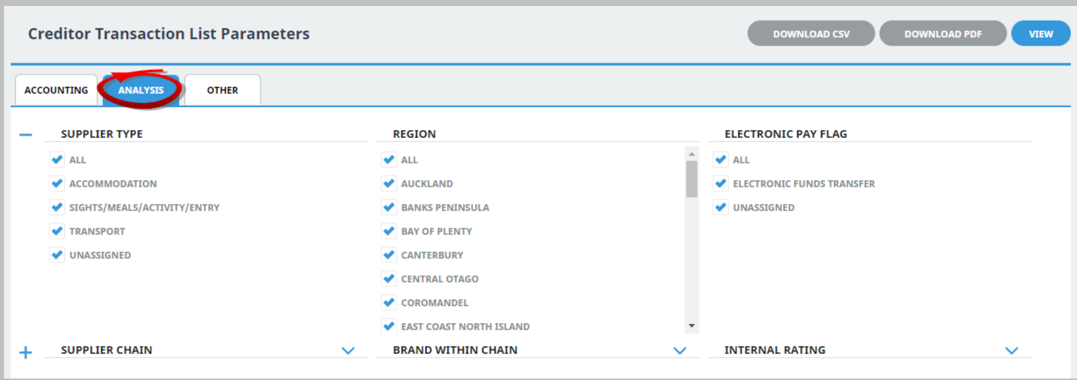
Branch

Multi select options for available (transaction) branches.

Department

Multi select options for available (transaction) departments.

Analysis Tab (Supplier Analysis)

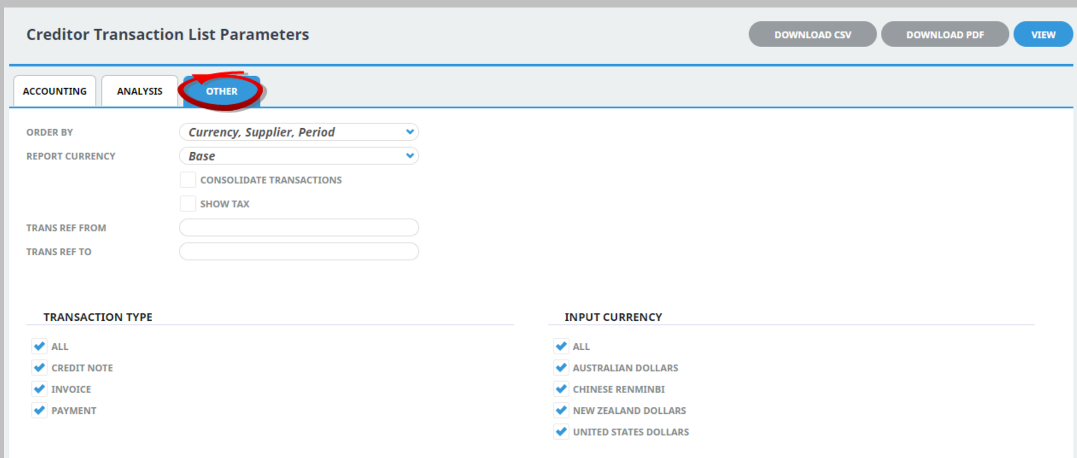


Analysis Codes 1-6

Multi select list of Creditor analysis codes can be used to refine the report if necessary. To expand the fields use the **+**, and to minimise the analysis list use the **-**.

NOTE: Analysis codes in the above screen capture are used for training purposes. User company systems will have analysis fields and codes unique to their organisational requirements.

Other Tab



Order By

Selection to order the report by one of the following:

- Currency, Supplier Period (Default).
- Currency, Period, Supplier.
- Supplier, Period.
- Period, Supplier.

- (Transaction) Reference.
- Booking Reference.
- Supplier, Payment Due Date.

Report Currency

Selection of Base, Branch or Foreign can be used to produce report in a particular currency (base is the default).

Consolidate Transactions

Checkbox. When selected, this will consolidate the transactions to a total for each, rather than show the individual components. An example is a payment applied to multiple invoices will consolidate to the payment total in one line rather than each component of the payment displaying. The Transaction, Age and Post periods do not display in a consolidated report since they could be different for the individual transaction components.

Show Tax

Checkbox. When selected, an additional Tax column displays (between the Value and Rate columns) which displays the tax amount of each transaction.

Trans Ref From/To

To report a range of specific transactions, enter the transaction reference numbers from/to.

Transaction Type

Multi select options for transaction type.

Input Currency

Multi select options for Transaction line input currency.

Voucher Audit Trail

The Voucher Audit Trail report displays a list of vouchers recognised by the system as liabilities based on a range of selections.

This reports shows voucher values and invoice values that have been applied to the vouchers and any un-invoiced (outstanding) value for each voucher.

NOTE: Data is only output if both the service line status and the booking status allow accounting transactions.

When the report is output to **CSV**, **View**, or **PDF** the information available in the generated report is:

- (Voucher) Status. The status can be:
  - Blank - Not yet created/printed.
  - L - Liability Only. The liability is created but no voucher will be created.
  - C - Closed. The voucher has gone through the payment process and is closed.
  - G - Generated. The voucher has been generated.
  - R - Reprint required. Subsequent to printing, a change has been made to the service in the booking which means the voucher needs to be re-printed/generated.
- (Voucher) Number.
- (Service) Date.
- Booking Name.
- (Booking) Reference.
- (Voucher) Supplier (Code).
- (Voucher) Value.
- (Invoice) Supplier (Code).
- (Invoice) Reference.
- (Invoice) Date.
- (Invoice) Amount.
- Outstanding (Amount) - The difference between the voucher value and the invoice value.

Example Voucher Audit Trail Report:

Voucher Audit Trail Report

						← Voucher Details	Invoice Details →				
Status	Number	Date	Booking Name	Reference	Supplier	Value	Supplier	Reference	Date	Amount	Outstanding
R	102,803	16-Nov-2025	Henderson/Anderson Party	NZFI104554	HMLA01	191.52			30-Nov-2022	0.00	191.52
G	102,805	17-Nov-2025	Henderson/Anderson Party	NZFI104554	BUDN01	728.00			30-Nov-2022	0.00	728.00
G	102,806	18-Nov-2025	Henderson/Anderson Party	NZFI104554	GRSA01	768.32			30-Nov-2022	0.00	768.32
G	102,807	21-Nov-2025	Henderson/Anderson Party	NZFI104554	HMSM01	465.92			30-Nov-2022	0.00	465.92
G	102,808	21-Nov-2025	Henderson/Anderson Party	NZFI104554	MILR01	387.52			30-Nov-2022	0.00	387.52
R	102,809	23-Nov-2025	Henderson/Anderson Party	NZFI104554	AGPR01	69.44			30-Nov-2022	0.00	69.44
G	102,810	23-Nov-2025	Henderson/Anderson Party	NZFI104554	POSR01	161.28			30-Nov-2022	0.00	161.28
	103,218	27-Oct-2025	No-Harness Brouder Racing Tour 2018	NZGP104620	PTLC01	11,855.00			30-Nov-2022	0.00	11,855.00
	103,221	27-Oct-2025	No-Harness Brouder Racing Tour 2018	NZGP104620	COPC01	4,301.00			30-Nov-2022	0.00	4,301.00
C	103,235	28-Oct-2025	Harness Racing Victoria N.Z.	NZGP104629	PTLC01	11,855.00	PTLC01	7856291	01-Oct-2025	11,855.00	0.00
C	103,236	28-Oct-2025	Harness Racing Victoria N.Z.	NZGP104629	COPC01	11,440.00	COPC01	34976o95	01-Nov-2025	11,440.00	0.00
C	103,237	29-Oct-2025	Harness Racing Victoria N.Z.	NZGP104629	KTCK01	1,113.20	KTCK01	544	29-Oct-2025	1,113.20	0.00
C	103,238	30-Oct-2025	Harness Racing Victoria N.Z.	NZGP104629	NOVZ01	17,492.00	NOVZ01	989733	01-Nov-2025	17,492.00	0.00
C	103,242	01-Nov-2025	Harness Racing Victoria N.Z.	NZGP104629	HERM01	12,594.00	HERM01	HW87589	01-Nov-2025	12,594.00	0.00
C	103,243	02-Nov-2025	Harness Racing Victoria N.Z.	NZGP104629	METC01	1,320.00	METC01	3327	20-Nov-2025	1,320.00	0.00
C	103,248	04-Nov-2025	Harness Racing Victoria N.Z.	NZGP104629	APHI01	12,450.00	APHI01	769599-88	26-Nov-2025	12,450.00	0.00
C	103,249	05-Nov-2025	Harness Racing Victoria N.Z.	NZGP104629	REJS01	6,594.00	REJS01	8955955	26-Nov-2025	6,594.00	0.00
C	103,250	05-Nov-2025	Harness Racing Victoria N.Z.	NZGP104629	REJS01	3,948.00	REJS01	8955955	26-Nov-2025	3,948.00	0.00
C	103,251	06-Nov-2025	Harness Racing Victoria N.Z.	NZGP104629	SCHD01	22,899.00	SCHD01	225455	16-Nov-2025	22,899.00	0.00
C	103,253	09-Nov-2025	Harness Racing Victoria N.Z.	NZGP104629	COPC01	34,408.00	COPC01	34976o95	01-Nov-2025	34,408.00	0.00
	103,369	08-Oct-2025	Menzie	NZFI104642	OOOC01	4,284.00			30-Nov-2022	0.00	4,284.00
	103,379	08-Oct-2025	Richardson	NZFI104643	OOOC01	4,284.00			30-Nov-2022	0.00	4,284.00
	103,431	08-Oct-2025	Tait Family	NZFI104644	OOOC01	8,568.00			30-Nov-2022	0.00	8,568.00

Report Parameters

Service Date From	01-Oct-2025
Service Date To	30-Nov-2025
Report Currency	Base

Report generated from Tourplan 29 Sep 2025 21:38:12 by PA-DAN MARTIN

Generating a Voucher Audit Trail Report

1. From the Home menu, select **Home > Reports > Financial Reports > Voucher Audit Trial**.
2. On the blank Voucher Audit Trial Parameters screen, the **Service Tab** will open. Select the required parameters for the Voucher Audit Trial Report.
3. Check the **completed screen**.
4. Click on the **Other Tab**. Select how the results are to be ordered and filtered in the report from the dropdown selections or checkboxes available.
5. Select how the report is to display.

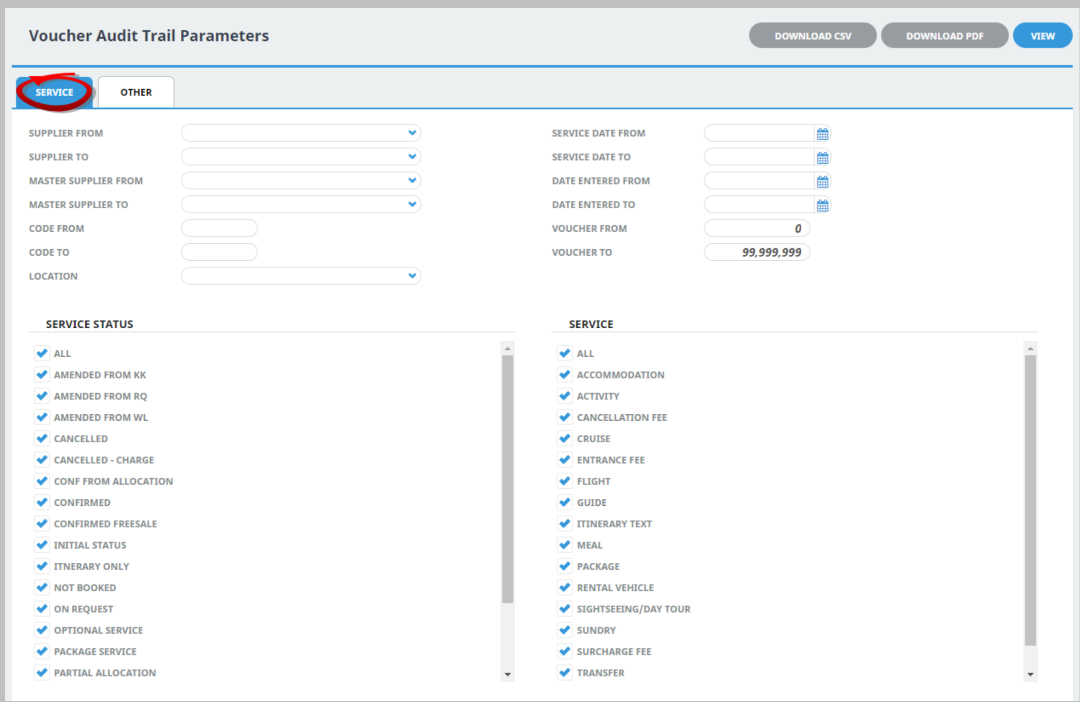
   a. To view the report, click **View**.

   b. To Download the report to a PDF file, click **Download PDF**.

   c. To Download the report to a CSV file, click **Download CSV**.

About Voucher Audit Trail Parameter Fields

Service Tab



Supplier From/To

Supplier range available from the dropdown selection.

Master Supplier From/To

Master Supplier range available from the dropdown selection.

Code From/To

(Product) Code selection.

Location

Location code. Select a specific location from the dropdown.

Service Date From/To

The service line date (or range of).

Date Entered From/To

Booking date entered.

Voucher From/To

The voucher number from and to. This will default to: From = 0 and To = 99,999,999 which will out put all vouchers that meet the selection criteria. Selection of specific voucher numbers (or range of) can be made.

Service Status

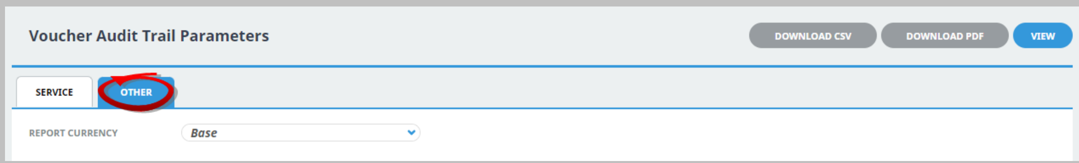
Multi select options for available service statuses.

Service (Type)

Multi select options for available services.

NOTE: Service Status, and Services showing in the screen captures above are for training purposes. Users company systems will reflect users organisational requirements.

Other Tab



Report Currency

Selection to report voucher currency or base currency is available (base is the default).

Tour Financial Summary Report

The Tour Financial Summary (TFS) reports key financial parameters, one line per booking, for a variety of purposes, but particularly detection of problems with tours or groups of tours (e.g. by department by consultant etc.) in the areas of:

a. Under or Non-Invoiced bookings.
b. Cost overruns.
c. Margins outside acceptable range.
d. Cash collection.
e. Outstanding liabilities.

NOTE: The Tour Financial Summary report is often used in conjunction with the Tour Window. The Tour Financial Summary report summarises one booking per report line. The Tour Window provides an in depth look at the booking giving more than the summary detail of the Tour Financial Summary report. Information on the Tour Window is available in the Accounts User Manual.

NOTE: When the report is output to **View**, **PDF** or **CSV** file the information available within the report is:

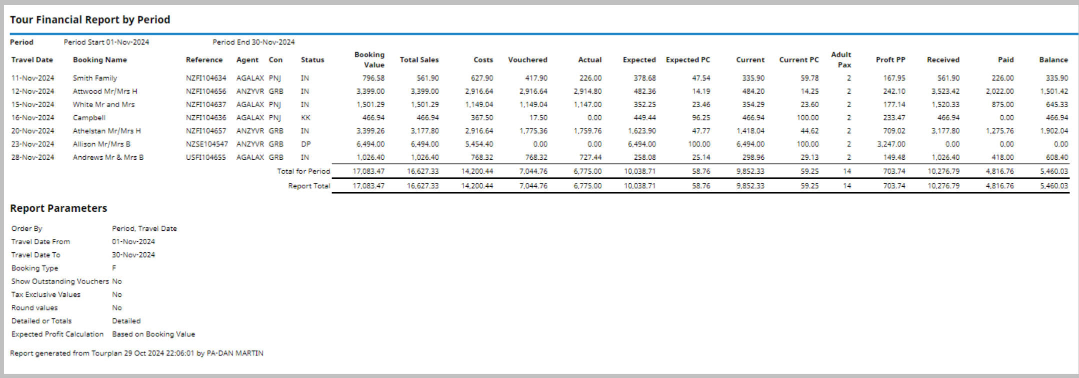
- (Booking) Travel Date.
- Booking Name.
- (Booking) Reference.
- Agent (Code).
- Con(sultant) (Initials).
- (Booking) Status.
- Booking Value (Agent value - i.e. nett of any agent commission).
- Total Sales (Invoices less credits).
- Costs (Service value).
- Vouchered (Value).
- Actual (Sum of invoices for a booking).
- Expected (Booking Profit, Booking Value less Vouchered Value).
- Expected PC (Expected Profit %).
- Current (Profit) Total Sales less Actual Paid, plus Outstanding Vouchers).
- Current PC (Current Profit %).
- (Number of) Adult Pax.
- Profit PP (Per Person = Current Profit/Adult Pax).
- Received (Cash Received).
- Paid (Cash Paid).
- Balance (Cash Balance).

NOTE: Data can be ordered by specific options, and order by settings are selected within the Other Tab.

The report can be generated with the following parameters:

- Order By - Dropdown (Period, Travel Date default).
- Show Detailed or Totals - Dropdown (Detailed default).
- Expected Profit Calculation - Based on Booking Value or Based on Invoice Value.
- Show Outstanding Vouchers - Checkbox. Unchecked default. When selected, the 'Out Vouch' column replaces the Vouchered column.
- Tax Exclusive Value - Checkbox (Checked default).
- Rounded Values - Checkbox (Unchecked default).

Example Tour Financial Report:



Tour Financial Report by Period

Period — Period Start 01-Nov-2024 — Period End 30-Nov-2024

Travel Date	Booking Name	Reference	Agent	Con	Status	Booking Value	Total Sales	Costs	Vouchered	Actual	Expected	Expected PC	Current	Current PC	Adult Pax	Proft PP	Received	Paid	Balance
11-Nov-2024	Smith Family	NZFI104634	AGALAX	PNJ	IN	796.58	561.90	627.90	417.90	226.00	378.68	47.54	335.90	59.78	2	167.95	561.90	226.00	335.90
12-Nov-2024	Attwood Mr/Mrs H	NZFI104656	ANZYVR	GRB	IN	3,399.00	3,399.00	2,916.64	2,916.64	2,914.80	482.36	14.19	484.20	14.25	2	242.10	3,523.42	2,022.00	1,501.42
15-Nov-2024	White Mr and Mrs	NZFI104637	AGALAX	PNJ	IN	1,501.29	1,501.29	1,149.04	1,149.04	1,147.00	352.25	23.46	354.29	23.60	2	177.14	1,520.33	875.00	645.33
16-Nov-2024	Campbell	NZFI104636	AGALAX	PNJ	KK	466.94	466.94	367.50	17.50	0.00	449.44	96.25	466.94	100.00	2	233.47	466.94	0.00	466.94
20-Nov-2024	Athelstan Mr/Mrs H	NZFI104657	ANZYVR	GRB	IN	3,399.26	3,177.80	2,916.64	1,775.36	1,759.76	1,623.90	47.77	1,418.04	44.62	2	709.02	3,177.80	1,275.76	1,902.04
23-Nov-2024	Allison Mr/Mrs B	NZSE104547	ANZYVR	GRB	DP	6,494.00	6,494.00	5,454.40	0.00	0.00	6,494.00	100.00	6,494.00	100.00	2	3,247.00	0.00	0.00	0.00
28-Nov-2024	Andrews Mr & Mrs B	USFI104655	AGALAX	GRB	IN	1,026.40	1,026.40	768.32	768.32	727.44	258.08	25.14	298.96	29.13	2	149.48	1,026.40	418.00	608.40
					Total for Period	17,083.47	16,627.33	14,200.44	7,044.76	6,775.00	10,038.71	58.76	9,852.33	59.25	14	703.74	10,276.79	4,816.76	5,460.03
					Report Total	17,083.47	16,627.33	14,200.44	7,044.76	6,775.00	10,038.71	58.76	9,852.33	59.25	14	703.74	10,276.79	4,816.76	5,460.03

Report Parameters

Order By	Period, Travel Date
Travel Date From	01-Nov-2024
Travel Date To	30-Nov-2024
Booking Type	F
Show Outstanding Vouchers	No
Tax Exclusive Values	No
Round values	No
Detailed or Totals	Detailed
Expected Profit Calculation	Based on Booking Value

Report generated from Tourplan 29 Oct 2024 22:06:01 by PA-DAN MARTIN

Generating a Tour Financial Summary Report

1. From the Home menu, select **Home > Reports > Financial Reports > Tour Financial Summary**.
2. On the blank Tour Financial Summary Parameters screen, the **Booking Tab** will open, select the required parameters for the Tour Financial Summary Report.

   NOTE: There are 2 tabs available to select parameters from. They are the **Booking Tab** and the **Analysis Tab (Booking & Agent)**.
3. Check the **completed screens**.
4. Click on the **Other Tab**. Select how the results are to be ordered and filtered in the report from the dropdown selections or checkboxes available.
5. Select how the report is to display.

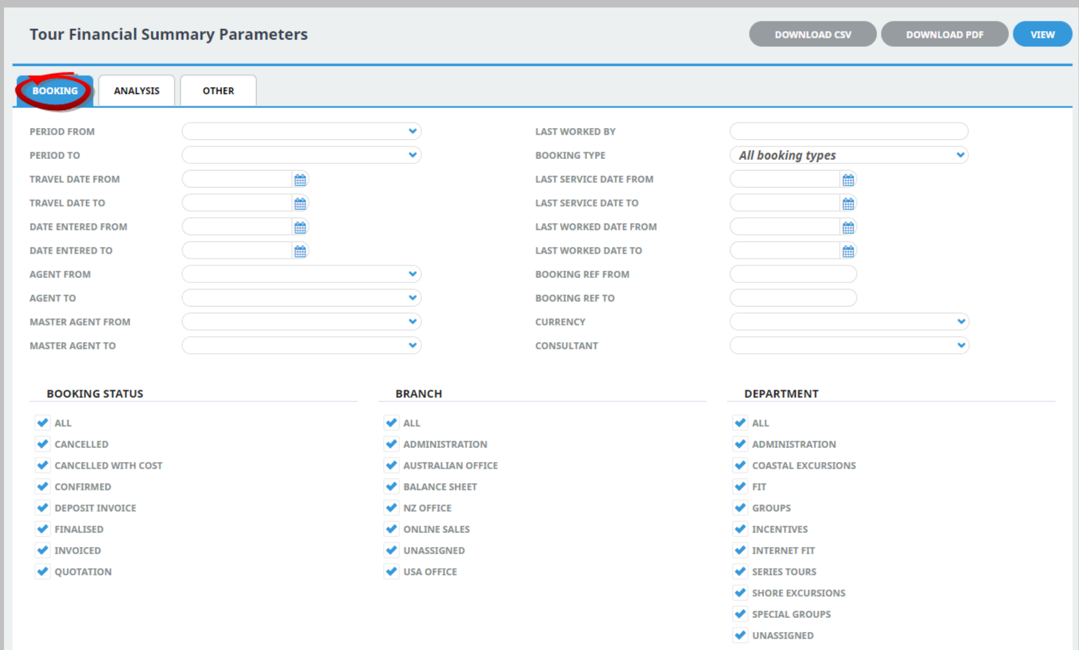
   a. To view the report, click **View**.

   b. To Download the report to a PDF file, click **Download PDF**.

   c. To Download the report to a CSV file, click **Download CSV**.

About Tour Financial Summary Parameters Fields

Booking Tab



Period From/To

Travel date within financial accounting period (or range of).

Travel Date From/To

Booking header travel date (or range of).

Date Entered From/To

Booking date entered date (or range of).

Agent From/To

Booking agent range, available from the dropdown selection.

Master Agent From/To

(Debtor) Master agent range, available from the dropdown selection.

Last Worked By

Service last worked by - type the full name (correctly spelt) of the Tourplan user.

Booking Type

Dropdown selection available for:

- All booking types (default).
- FITS.
- Groups.

Last Service Date From/To

Booking header last service date (or range of).

Last Worked Date From/To

Booking header last worked date (or range of).

Booking Ref From/To

Booking Reference (or range of).

NOTE: If booking reference is selected as a filter the branch and department selection checkboxes will need to reflect the booking reference branch and department or have 'All' selected.

Currency

Dropdown selection of available currencies.

Consultant

Dropdown selection for booking consultants name and initials.

Booking Status

Multi select options for available booking header statuses.

Branch

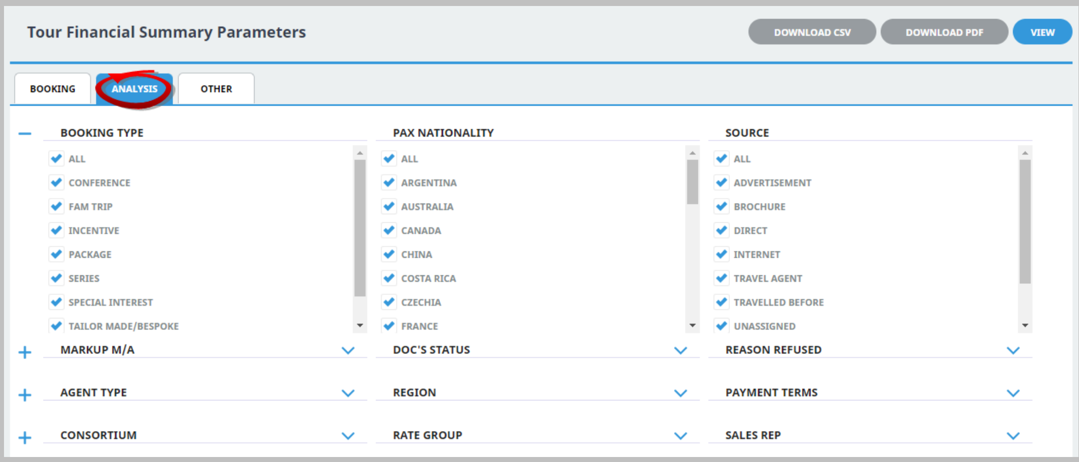
Multi select options for available (booking reference) branches.

Department

Multi select options for available (booking reference) departments.

NOTE: Service Status, Branch and Departments showing in the screen captures above are for training purposes. Users company systems will reflect users organisational requirements.

Analysis Tab (Booking and Agent Analysis)



Booking Analysis Codes 1-6

The top 6 Analysis fields are the Booking Analysis codes.

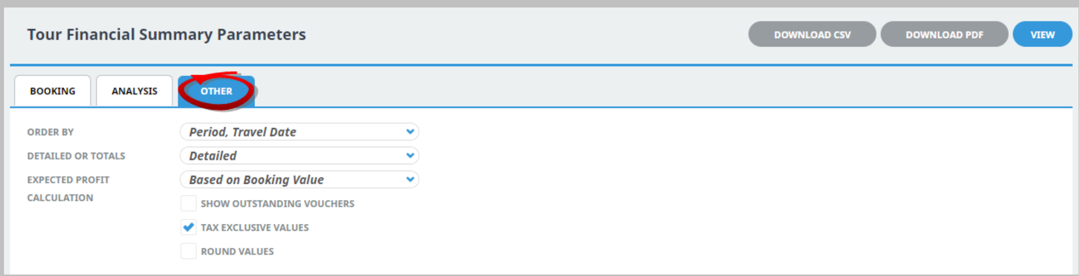
Agent Analysis Codes 1-6

The bottom 6 Analysis fields are the Agent Analysis codes.

Multi select list of Analysis codes can be used to refine the report if necessary. To expand the fields use the **+**, and to minimise the analysis list use the **-**.

NOTE: Analysis codes in the above screen capture are used for training purposes. Users company systems will have analysis fields and codes unique to their organisational requirements.

Other Tab



Order By

Report data can be selected by using the dropdown to order by:

- Period, Travel Date (Default).
- Branch, Department, Period, Travel Date.
- Consultant, Period, Travel Date.
- Agent, Period, Travel Date.

Detailed or Totals

Dropdown selection of Detailed or Totals.

Expected Profit Calculation

Report data can be selected to show:

- Based on Booking Value.
- Based on Invoice Value.

Show Outstanding Vouchers

Checkbox to show outstanding vouchers.

Tax Exclusive Values

Checkbox to show values as tax exclusive (checked by default).

Round Values

Checkbox to round all report values.

Package Financial Summary Report

The Package Financial Summary (PFS) reports key financial parameters, one line per booking, for a variety of purposes, but particularly detection of problems with book on tours or master group tours of package tours (e.g. by department by consultant etc.) in the areas of:

- Under or Non-Invoiced bookings.
- Cost overruns.
- Margins outside acceptable range.
- Cash collection.
- Outstanding liabilities.

NOTE: The Package Financial Summary report is a special financial summary which reports the revenue from the participating FIT Bookings and the Expenses from the Component Group Bookings. If the book on feature is used the Package Financial Summary is used to report the revenue from the booked-on booking and expenses from the rolled up group booking.

NOTE: When the report is output to **View**, **PDF** or **CSV** file the information available within the report is:

- (Booking) Travel Date (Book on booking travel date).
- (Booking) Name (Book on booking name).
- (Booking) Reference (Book on group booking reference).
- Agent (Code) (Book on booking agent code).
- Con(sultant) (Book on booking consultant initials).
- (Book on booking) Status.
- Booking Value (Book on Agent Value - i.e. nett of any agent commission).
- Total Sales (From the booked on booking).
- Costs (From the Master booking).
- Vouchered (Value from the Master booking).
- Actual (Paid to Suppliers date).
- Expected (Booking Profit, Booking Value less Vouchered Value).
- Expected PC (Expected Profit %).
- Current (Profit -Total Sales less Actual Paid plus Outstanding Vouchers).
- Current PC (Current Profit %).
- (Number of) Adult Pax.
- Profit PP (Per Person = Current Profit/Adult Pax).
- Received (Cash Received).
- Paid (Cash Paid).
- Balance (Cash Balance).

This report offers flexibility for organisations to output data specific to individual business needs. Variations such as where your organisation records revenue can be reported on by selecting report parameters from within the 'Other' tab.

NOTE: Users can select to report on booking values from either the rolled up group booking or from individual booked-on bookings.

Example Package Financial Report:

Package Financial Report by Period

Travel Date	Booking Name	Reference	Agent	Con	Status	Booking Value	Total Sales	Costs	Vouchered	Actual	Expected	Expected PC	Current	Current PC	Adult Pax	Profit PP	Received	Paid
Total for Period 202410		Period Start	01-Apr-2024	Period End	30-Apr-2024	8,663.48	24,919.83	7,879.04	2,347.83	2,347.83	6,315.65	72.90	22,572.00	90.58	45	501.60	25,208.70	2,347.83
					Report Total	8,663.48	24,919.83	7,879.04	2,347.83	2,347.83	6,315.65	72.90	22,572.00	90.58	45	501.60	25,208.70	2,347.83

Report Parameters

Order By	Period, Travel Date
Period From	202410
Period To	202410
Show Outstanding Vouchers	No
Tax Exclusive Values	Yes
Round values	No
Detailed or Totals	Totals
Revenue From	Package Invoice
Booking Value	Operational Booking
Expected Profit Calculation	Based on Booking Value

Report generated from Tourplan 14 Dec 2022 02:46:18 by PA-NAOMIJOHNS

Generating a Package Financial Summary Report

1. From the Home menu, select **Home > Reports > Financial Reports > Package Financial Summary**.
2. On the blank Package Financial Summary Parameters screen, the **Booking Tab** will open, select the required parameters for the Package Financial Summary Report.

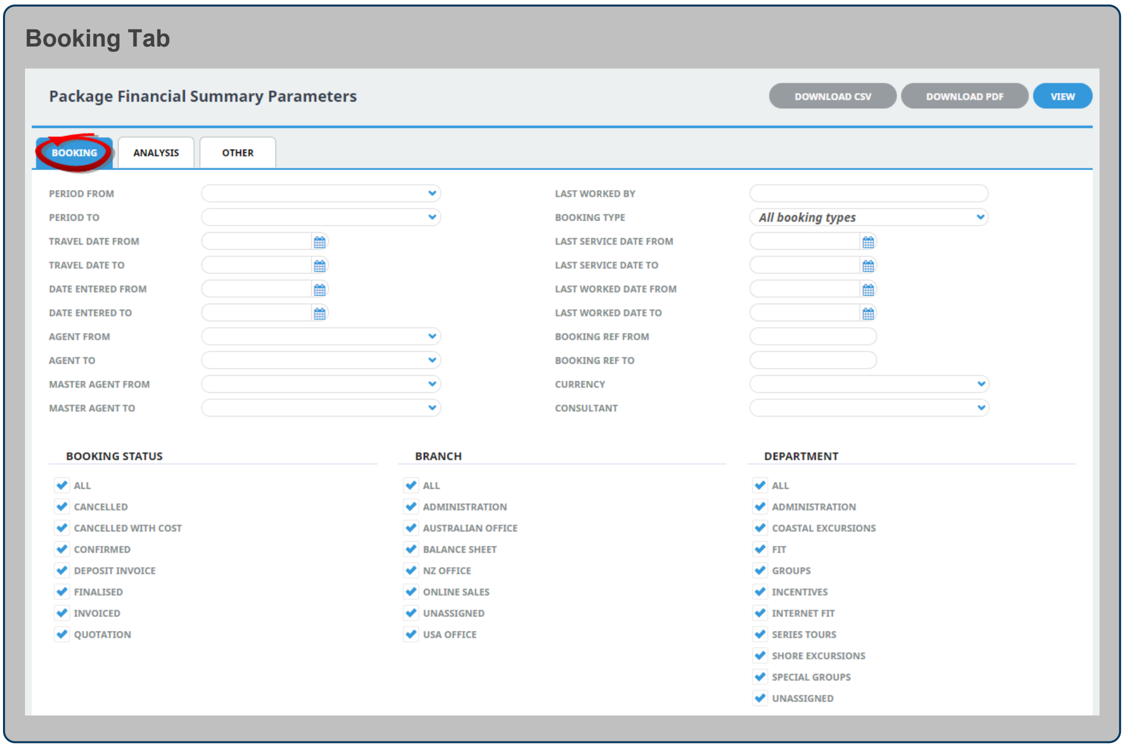
   NOTE: There are 2 tabs available to select parameters from. They are the **Booking Tab** and the **Analysis Tab (Booking & Agent)**.
3. Check the **completed screens**.
4. Click on the **Other Tab**. Select how the results are to be ordered and filtered in the report from the dropdown selections or checkboxes available.
5. Select how the report is to display.

   a. To view the report, click **View**.

   b. To Download the report to a PDF file, click **Download PDF**.

   c. To Download the report to a CSV file, click **Download CSV**.

About Package Financial Summary Parameter Fields



Period From/To

Travel date within financial accounting period (or range of).

Travel Date From/To

Booking header travel date (or range of).

Date Entered From/To

Booking date entered date (or range of).

Agent From/To

Booking agent range, available from the dropdown selection.

Master Agent From/To

(Debtor) Master Agent range, available from the dropdown selection.

Last worked by

Service last worked by - type the full name (correctly spelt) of the Tourplan user.

Booking Type

Dropdown selection available for:

- All booking types (default).
- FITS.
- Groups.

Last Service Date From/To

Booking header last service date (or range of).

Last Worked Date From/To

Booking header last worked date (or range of).

Booking Ref From/To

Booking Reference (or range of).

NOTE: If booking reference is selected as a filter the branch and department selection checkboxes will need to reflect the booking reference branch and department or have 'All' selected.

Currency

Dropdown selection of available currencies.

Consultant

Dropdown selection for booking consultants name and initials.

Booking Status

Multi select options for available booking header statuses.

Branch

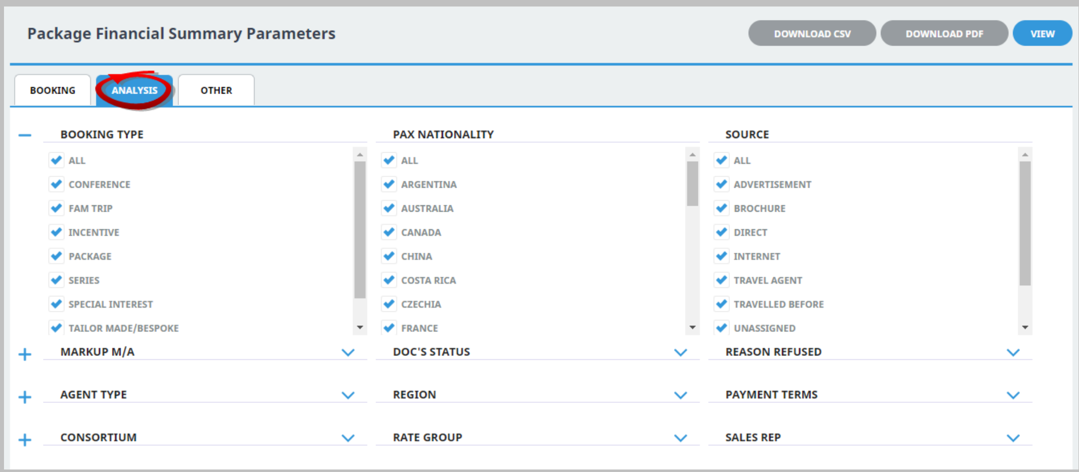
Multi select options for available (booking reference) branches.

Department

Multi select options for available (booking reference) departments.

NOTE: Service Status, and Branch and Departments showing in the screen captures above are for training purposes. Users company systems will reflect users organisational requirements.

Analysis Tab (Booking and Agent Analysis)



Booking Analysis Codes 1-6

The top 6 Analysis fields are the Booking Analysis codes.

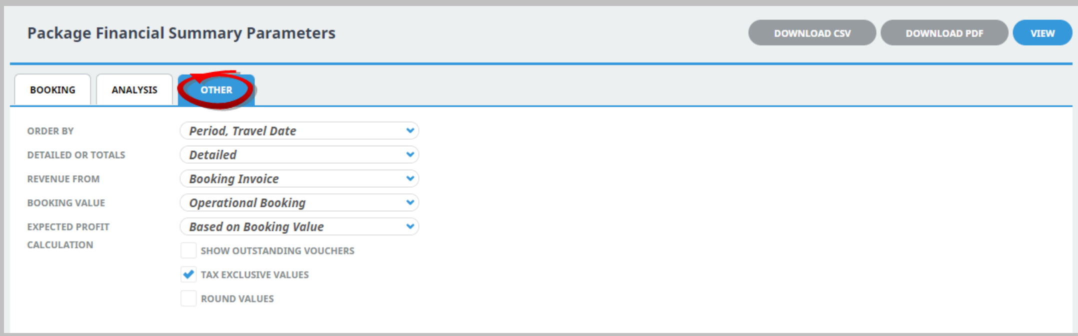
Agent Analysis Codes 1-6

The bottom 6 Analysis fields are the Agent Analysis codes.

Multi select list of Analysis codes can be used to refine the report if necessary. To expand the fields use the **+**, and to minimise the analysis list use the **-**.

NOTE: Analysis codes in the above screen capture are used for training purposes. Users company systems will have analysis fields and codes unique to their organisational requirements.

Other Tab



Order By

Report data can be selected by using the dropdown to order by:

- Period, Travel Date (Default).
- Branch, Department, Period, Travel Date.
- Consultant, Period, Travel Date.
- Agent, Period, Travel Date.

Detailed or Totals

Selection of detailed or totals.

Revenue From

Revenue from either:

- Booking Invoice - this selection will provide a report with the total value from the individual (FITS) invoiced bookings (including added pre-post service lines which may have been entered).
- Booking Agent - this selection will provide a report on the revenue from the individual FIT Agent values as total sales (including added pre-post service lines which may have been entered).
- Package Agent - this selection will provide a report on the revenue from the individual FIT Agent values as total sales for the package only.
- Package Invoice - this selection will provide a report with the total value from the individual (FITS) invoiced bookings for the package only.

Booking Value

Select the value for the report to show either:

- Operational Booking value (the value from the rolled up booking).
- Booked on Bookings value (the value from the individual bookings).

Expected Profit Calculation

Report data can be selected to show:

- Based on Booking value.
- Based on Invoice value.

Show Outstanding Vouchers

Checkbox to show outstanding vouchers.

Tax Exclusive Values

Checkbox to show values as tax exclusive (checked default).

Round Values

Checkbox to round all report values.

G.L. Trial Balance Report

The General Ledger Trial Balance report lists debit, credit and balance totals for specified General Ledger accounts for a final period.

This report includes totals for selected periods, year to date and future periods. Or it can be run as a detailed Trial Balance.

> Users can report in base currency or foreign currency.

When the report is output to **View**, **PDF** or **CSV** file the information available within the generated report is the:

- Period.
- Currency.
- Branch.
- Department.
- Account.
- Description.
- Debit.
- Credit.
- Balance.
- YTD Debit.
- YTD Credit.
- YTD Balance.
- Future Debit.
- Future Credit.
- Future Balance.

NOTE: Data can be ordered by specific options, and order by settings are selected within the Other Tab.

The report can be generated with the following parameters:

- Order By - Dropdown (Branch, Department and Account).
- Show Detailed or Totals - Dropdown (Detailed default).
- Report Currency - Dropdown (Base, Branch or Foreign Currency).
- Skip Nil Balances (Yes or No).
- Show Future Balances (Yes or No).
- Consolidate Currencies in Base Currency (Yes or No).

Generating a General Ledger Trial Balance

1. From the Home menu, select **Home > Reports > Financial Reports > GL Trial Balance**.
2. On the blank GL Trial Balance Parameters screen, the **Balance Tab** will open. Select the required parameters for the GL Trial Balance Report.
3. Check the **completed screens**.
4. Click on the **Other Tab**. Select how the results are to be ordered and filtered in the report from the dropdown selections or checkboxes available.
5. Select how the report is to be displayed.

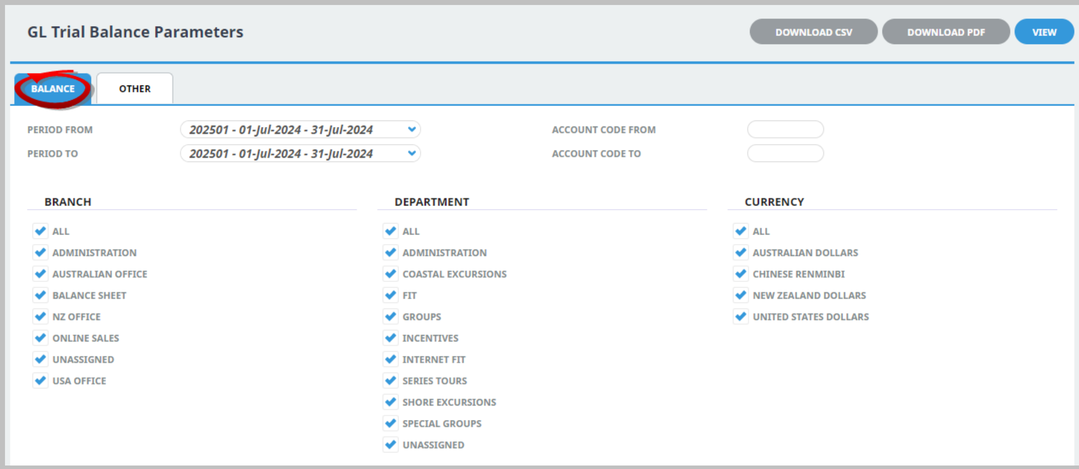
    a. To view the report, click **View**.

    b. To Download the report to a PDF file, click **Download PDF**.

    c. To Download the report to a CSV file, click **Download CSV**.

About GL Trail Balance Parameters

Balance Tab



Period From/To

General Ledger Financial Period Range.

Account Code From/To

Transaction General Ledger Account (or range of) - Type the full and correct account code(s).

Branch

Multi select options for available (Transaction GL) branches.

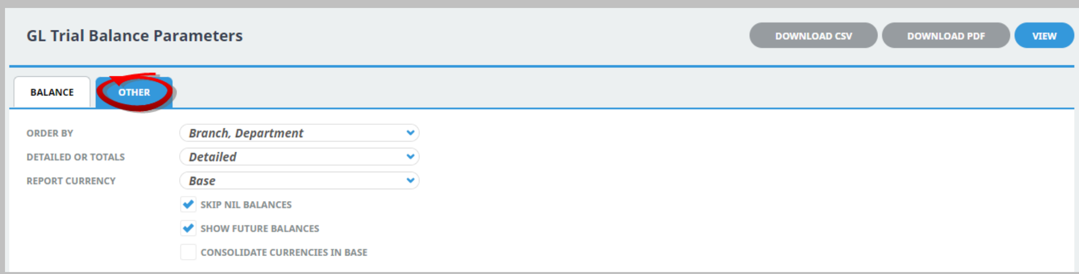
Department

Multi select options for available (Transaction GL) departments.

Currency

Multi select options for available (GL Transaction) currency.

Other Tab



Order By

GL Trial Balance Parameters allow the two order by options:

- Branch, Department (system default).
- Account.

Detailed or Totals

Selection of detailed or totals only.

Report Currency

Selection of Base, Branch or Foreign currencies can be selected (Defaults to Base).

Skip Nil Balances

Checkbox to skip GL Accounts with nil balances (default is checked).

Show Future Balances

Checkbox to show future balances (Debit, Credit, Balance) (default is checked).

Consolidate Currencies in Base

Checkbox to consolidate currencies in base currency. (Default un-checked).

G.L. Transaction Ledger Report

The Transaction Ledger Report lists transactions by General Ledger account code including debit and credit amounts in the transaction and base currencies.

This report lists General Ledger transactions for specified accounts and periods.

When the report is output to **View** or **PDF**, the information available in the generated report is:

- Ledger (Code: P=Payables, R=Receivables, G=General Ledger).
- Code (For Receivables a 6 Character Debtor Code, For Payables a 6 Character Creditor Code).
- (Debtor or Creditor) Name.
- Tran(saction) Date.
- (Transaction) Reference.
- Transaction Item (Booking reference for bookings related transactions; the original invoice reference for non booking transactions).
- (Transaction) Currency.
- Debit (Amount).
- Credit (Amount).
- Base Debit (Amount).
- Base Credit (Amount).
- Details (Transaction Reference).
- (Transaction) Description (Line) 1.
- (Transaction) Description (Line) 2.
- Debit Posting (Account).
- Credit Posting (Account).

When running the report to a **CSV** file the following fields are also available:

- Account (Number).
- Account Name.
- Posting Period.
- Opening Balance.

NOTE: Data can be ordered by specific options, and order by settings selected within the Other Tab.

The report can be generated with the following parameters:

- Order By.
- Consolidate Transactions.
- Show.
  - Descriptions (Yes or No).
  - Future Entered Transactions (Yes or No).
  - All Ledger Accounts (Yes or No).

Example Transaction Ledger Report:

Transaction Ledger By Account Period

GL Account BSAD050030 Trading Bank No 1 Acct

Period 202510 Period Start 01 Apr 2025 . Period End.30 Apr 2025

Ledger	Code	Name	Tran Date	Reference	Transaction Item	Currency	Debit	Credit	Base Debit	Base Credit	Details	Description 1	Description 2	Debit Posting	Credit Posting
								Opening Balance	2,268,093.40						
P	STMZ01	Hotel St Moritz	10-Apr-2025	2525256223	NZFI104522	NZD	0.00	1,073.74	0.00	1,073.74	24627338	Handisides Mr G/Austen Ms J		BSAD060000	BSAD050030
P	STMZ01	Hotel St Moritz	10-Apr-2025	2525256223	NZFI104522	NZD	0.00	161.06	0.00	161.06	24627338	Handisides Mr G/Austen Ms J		BSAD060000	BSAD050030
P	WWKK01	Whale Watch Kaikoura Ltd	10-Apr-2025	2525256224	NZFI104522	NZD	0.00	255.65	0.00	255.65	22278	Handisides Mr G/Austen Ms J		BSAD060000	BSAD050030
P	WWKK01	Whale Watch Kaikoura Ltd	10-Apr-2025	2525256224	NZFI104522	NZD	0.00	38.35	0.00	38.35	22278	Handisides Mr G/Austen Ms J		BSAD060000	BSAD050030
P	REJT01	Real Journeys H.O.	10-Apr-2025	2525256222	USSG104518	NZD	0.00	3,873.13	0.00	3,873.13	5694	USTA Trainers Group 2017		BSAD060000	BSAD050030
P	REJT01	Real Journeys H.O.	10-Apr-2025	2525256222	USSG104518	NZD	0.00	580.97	0.00	580.97	5694	USTA Trainers Group 2017		BSAD060000	BSAD050030
								Total for Period	0.00	5,982.90					
								Closing Balance	2,268,093.40						
								Total for Account	0.00	5,982.90					

Transaction Ledger Reports can display the opening and closing balance in transaction currency (if one is selected).

Generating a Transaction Ledger Report

1. From the Home menu, select **Home > Reports > Financial Reports > Transaction Ledger**.
2. On the blank Transaction Ledger Parameters screen, the **Balance Tab** will open. Select the required parameters for the Transaction Ledger Report

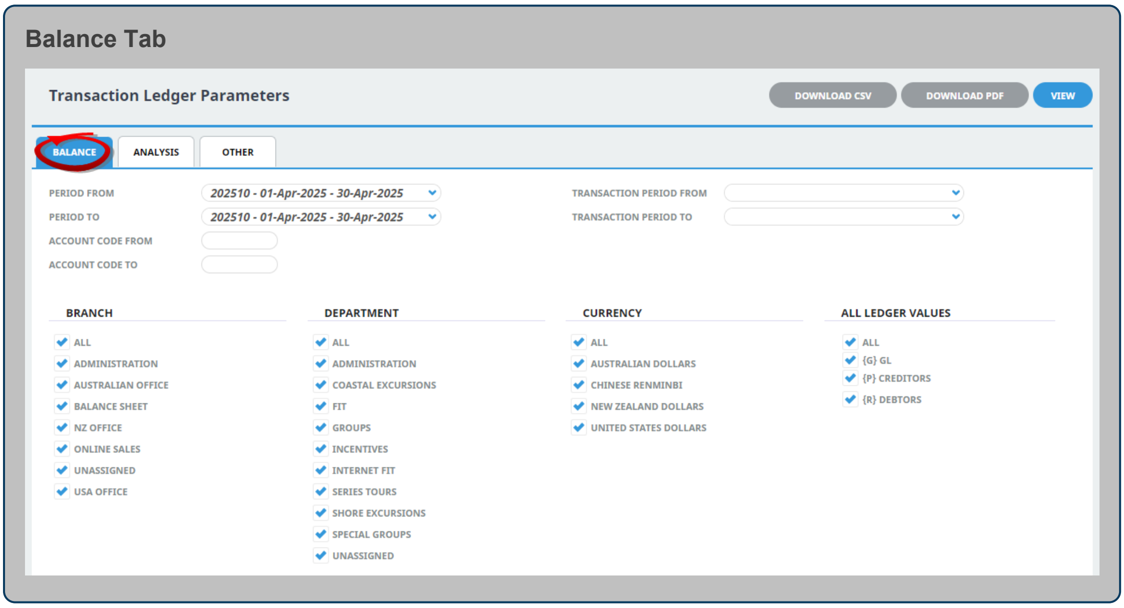
   NOTE: There are 2 tabs available to select parameters from. These are the **Balance Tab** and the **Analysis Tab (Agent and Supplier)**.
3. Check the **completed screens**.
4. Click on the **Other Tab**. Select how the results are to be ordered and filtered in the report from the dropdown selections or checkboxes available.
5. Select how the report is to display.

   a. To view the report, click **View**.

   b. To Download the report to a PDF file, click **Download PDF**.

   c. To Download the report to a CSV file, click **Download CSV**.

About Transaction Ledger Parameter Fields



Balance Tab

Period From/To

General Ledger Posting Period range.

Account Code From/To

Transaction General Ledger Account (or range of) - Type the full and correct account code(s).

Transaction Period From/To

Transaction Period (or range of).

Branch

Multi select options for available (Transaction G.L.) branches.

Department

Multi select options for available (Transaction G.L.) departments.

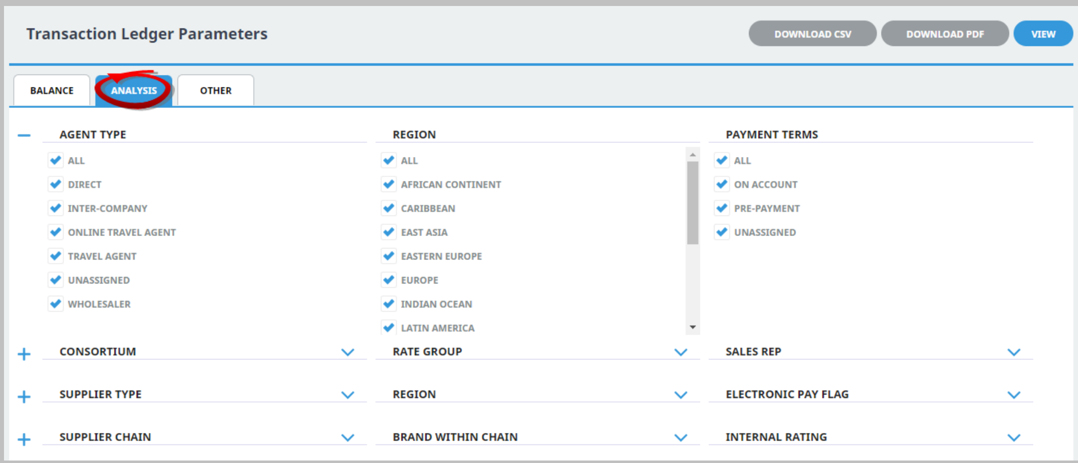
Currency

Multi select options for available (GL Transaction) currency.

All Ledger Values

Multi select Ledger options for All, (G) General Ledger, (P) Creditors and (R)Debtors.

Analysis Tab (Agent and Supplier Analysis)

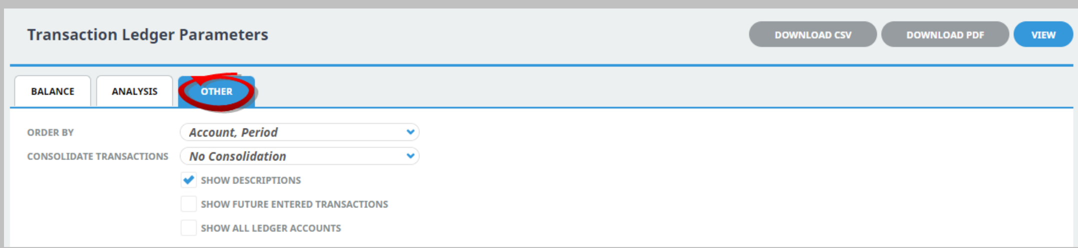


Analysis Codes 1-6

Multi select list of Debtor Analysis codes and/or Creditor Analysis codes can be used to refine the report if necessary. To expand the fields use the **+**, and to minimise the list use the **-**.

NOTE: Analysis codes in the above screen capture are used for training purposes. Users company systems will have analysis fields and codes unique to their organisational requirements.

Other Tab



Order By

GL Transaction Ledger Parameters allow the selection of one of three order by options:

- Account, Period (Default).
- Account.
- Account, Ledger, Tran(saction) Type, (Transaction) Reference.

Consolidate

Dropdown selection available to consolidate by:

- No Consolidation (Default).
- By Transaction.
- By Transaction Line.

Show Description

Checkbox to show transaction descriptions (Default checked).

Show Future Entered Transactions

Checkbox to include Future Entered Transactions.

Show All Ledger Accounts

Checkbox to include All Ledger Accounts.

Suspense Account Report

The Suspense Account Report lists any transactions that have been posted to the system suspense account. This report shows which side of the transaction has posted to the suspense account as well as the account it tried to post to.

The results of the Suspense Account Report should be clear after completing your month-end process.

NOTE: The Tourplan NX system suspense account must not be used for any manual postings - it is solely for the system to post entries to where the attempted G.L. Account cannot be found.

You can use this report as a check to establish whether your chart of accounts and GL accounts created correspond. If not - You will have suspense entries.

This report includes the following information:

- Ledger (Code: P=Payables, R=Receivables, G=General Ledger).
- Code (Debtor or Creditor Code).
- Tran(saction) Date.
- (Transaction) Reference.
- Side (Either the Debit posting or Credit posting).
- Account (The account the posting has been made to - the System Suspense Account).
- Suspense (The account the posting was supposed to be made to).
- Item (Booking reference for bookings related transactions; the original invoice reference for non booking transactions).
- Category (The type of posting. Possible entries could be):
  - ALA = Allocated Cash Applied.
  - ALB = Cash allocated from an Unallocated cash receipt when the receipt is in a closed period.
  - COM = Commission.
  - FCH = Future Cash.
  - FCM = Future Commission.
  - FCT = Future Commission Tax.
  - FET = Future Expense Tax.
  - FEX = Future Expense.
  - FRT = Future Revenue Tax.
  - FRV = Future Revenue.
  - FXV = Forex Variation.
  - JCR = Journal Credit.
  - JDR = Journal Debit.
  - TAX = Tax.
  - TOC = Tax on Commission.
  - VAL = Value.
- (Transaction) Currency.
- (Transaction) Value.
- Base Value (Transaction value in Base Currency).
- (Transaction) Description (Line) 1.
- (Transaction) Description (Line) 2.

Example Suspense Account Report:

Suspense Report

Ledger	Code	Tran Date	Reference	Side	Account	Suspense	Item	Category	Currency	Value	Base Value	Description 1	Description 2
R	OVSCHI	01-Dec-2024	20791	CREDIT	BSAD099999	USSE010000	USSE104533	FRV	NZD	148.70	148.70	Hallmark Limousines Ltd	International Airport to City Hotel
R	OVSCHI	01-Dec-2024	20791	CREDIT	BSAD099999	USSE010000	USSE104533	FRV	NZD	5,041.74	5,041.74	Our Own Office - Christchurch	Best of New Zealand 10 Day
R	OVSHOU	01-Dec-2024	20789	CREDIT	BSAD099999	USSE010000	USSE104517	FRV	NZD	126.96	126.96	Istay Residences Apartments	One Bedroom Apartment - Serviced

Report Parameters

Period From 202501
Period To 202501
Show Descriptions Yes

Report generated from Tourplan 2 Nov 2024 23:53:34 by PA-DAN MARTIN

Generating a Suspense Account Report

1. From the Home menu, select **Home > Reports > Financial Reports > Suspense Account**.
2. On the blank Suspense Account Parameters screen, the **Balance Tab** will open. Select the required parameters for the Suspense Account Report.
3. Check the **completed screens**.
4. Click on the **Other Tab** and select Show Descriptions if the Transaction Description fields 1 & 2 are to appear on the report.
5. Select how the report is to display.

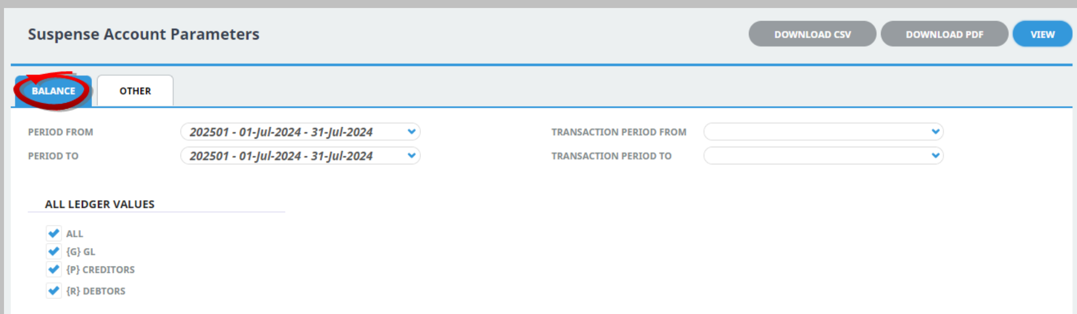
   a. To view the report, click **View**.

   b. To Download the report to a PDF file, click **Download PDF**.

   c. To Download the report to a CSV file, click **Download CSV**.

About Suspense Account Parameter Fields

Balance Tab



Period From/To

Posting Period range.

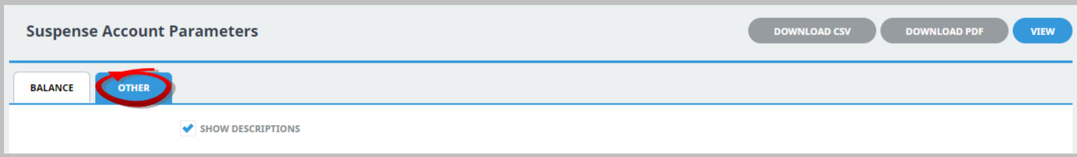
Transaction Period From/To

Transaction Period range.

All Ledger Values

Multi select Ledger options for All, (G) General Ledger, (P) Creditors and (R)Debtors.

Other Tab



Show Descriptions

Users can select if they want the descriptions for the Suspense Account to generate. (Default is checked).

Future Transactions Report

The Future Transactions report reports transactions that will affect account balances in future periods. Accounts that are able to be reported are:

- Future Revenue.
- Future Expense.
- AP Future Cash.
- AR Future Cash.

NOTE: The balance for the last period should always be ZERO for each of these accounts.

NOTE: Future Revenue Tax and Future Expense Tax Accounts will also output if used.

When the report is run to **View**, **PDF** or **CSV** file the information available within the report is the:

- Ledger Code (P=Payables, R=Receivables, G=General Ledger).
- Code (Debtor or Creditor Code).
- Tran(saction) Date.
- (Transaction) Reference.
- Transaction Item.
- Travel Date.
- (Transaction) Currency.
- Debit (Amount).
- Credit (Amount).
- Base Debit (Amount).
- Base Credit (Amount).
- Period In (To futures account).
- Period Out (of futures account).

Report Parameters allow users to select to show:

- Order By - Account or Account Period In.
- Balance As At Period - Financial Period Selection.
- Future Revenue (Yes or No).
- Future Expense (Yes or No).
- AP Future Cash (Yes or No).
- AR Future Cash (Yes or No).

Example Future Transactions Report:

Future Transactions By GL Account

GL Account USAD060090 Future Revenue

Ledger	Code	Tran Date	Reference	Transaction Item	Travel Date	Currency	Debit	Credit	Base Debit	Base Credit	Period In	Period Out
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	606.55	0.00	606.55	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	2,272.05	0.00	2,272.05	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	216.19	0.00	216.19	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	81.34	0.00	81.34	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	509.90	0.00	509.90	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	303.30	0.00	303.30	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	808.93	0.00	808.93	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	790.85	0.00	790.85	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	974.26	0.00	974.26	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	1,228.52	0.00	1,228.52	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	106.62	0.00	106.62	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	523.86	0.00	523.86	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	0.00	0.00	0.00	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	848.68	0.00	848.68	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	172.74	0.00	172.74	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	893.81	0.00	893.81	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	2,803.68	0.00	2,803.68	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	169.79	0.00	169.79	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	115.76	0.00	115.76	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	1,643.76	0.00	1,643.76	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	2,088.05	0.00	2,088.05	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	1,345.85	0.00	1,345.85	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	115.76	0.00	115.76	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	3,180.95	0.00	3,180.95	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	115.76	0.00	115.76	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	1,104.97	0.00	1,104.97	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	653.75	0.00	653.75	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	905.01	0.00	905.01	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	1,114.26	0.00	1,114.26	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	965.39	0.00	965.39	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	2,803.68	0.00	2,803.68	202407	202410
R	OVSCHI	28-Jan-2024	20731	USSG104518	28-Apr-2024	NZD	0.00	402.78	0.00	402.78	202407	202410
								Total for GL Account	0.00	29,866.80		
								Report Total	0.00	29,866.80		

Report Parameters

Order By	Account
Show Future Revenue	Yes
Show Future Expense	Yes
Show AP Future Cash	Yes
Show AR Future Cash	Yes
Balance As At Period	202407 - 01-Jan-2024 - 31-Jan-2024

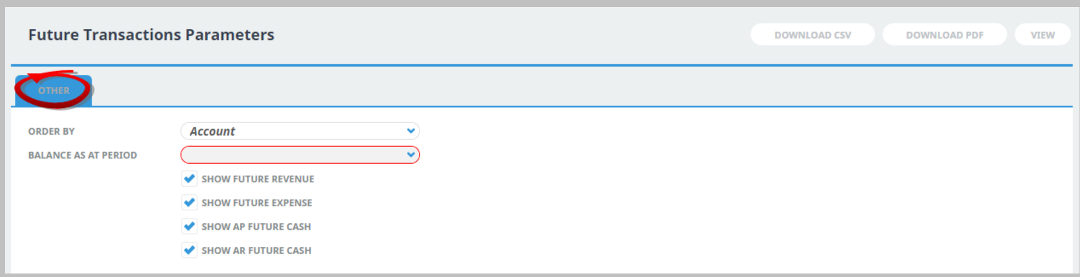
Report generated from Tourplan 3 Nov 2023 00:50:22 by PA-DAN MARTIN

Generating a Future Transactions Report

1. From the Home menu, select **Home > Reports > Financial Reports > Future Transactions**.
2. On the blank Future Transactions Parameters screen, the **Other Tab** will open. Select the required parameters for the Future Transactions Report.
3. Check the **completed screen**.
4. Select how the report is to display.
   a. To view the report, click **View**.
   b. To Download the report to a PDF file, click **Download PDF**.
   c. To Download the report to a CSV file, click **Download CSV**.

About Future Transaction Parameter Fields

Other Tab



Order By

The available output order selections are:

- Account (Default Setting).
- Account, Period In.

Balance As At Period

A dropdown selection to choose the required financial period.

Show Future Revenue

Checkbox. (Default is checked).

Show Future Expense

Checkbox. (Default is checked).

Show AP Future Cash

Checkbox. (Default is checked).

Show AR Future Cash

Checkbox. (Default is checked).

CHAPTER 4

Product Reports

There is a Product List Report available to report on products/services loaded in the Product Database. This report can be used to list Products used in bookings for a range of service dates. A free sell report can also be generated providing the number of used allocations per allotment.

In this chapter ...

Product List Report

The Product List Report produces a list of all products/services loaded in the Product Database. This report can be used to list Product options used or unused in bookings for a range of service dates.

NOTE: For Tourplan users that use Webconnect, it can show products that have been Internet Enabled.

This report includes the following information:

- Loc(ation) (Code).
- Serv(ice) (Code).
- Supplier (Code).
- Supplier Name.
- (Product) Code.
- (Product) Description.
- (Product) Comment.
- Booking Type.
- Booking Name.
- Travel Date.
- (Booking) Day (Number).
- (Booking day) Seq(uence) Number.
- (Booking) Service Date.
- (Booking) Reference (Number).
- Deleted (Flag) If the product has been flagged 'Deleted' in the product database.

Report Parameters can include:

- Order By - Location, Supplier or Product Code.
- List Product - All, Used or Unused Options.
- Products - All, Deleted, or Not Deleted Service Options.
- Show Internet Products Only (Yes or No).
- Currency and Price Code selections.

Example Product Service Option List Report:

Product List Report

Loc	Serv	Supplier	Supplier Name	Code	Description	Comment	Booking Type	Booking Name	Travel Date	Day	Seq	Service Date	Reference	Deleted
AKL	AC	AMOA01	Amora Hotel Auckland	DELUXE	Deluxe Room		FIT	Halstead Mr & Mrs/Armstrong Mr & Mrs	07-Jan-2026	6	30	12-Jan-2026	NZFI104640	N
AKL	AC	SKGA01	Skycity Grand Hotel	ROHBUY	City View Luxury Room (ROH)	Cost USD, Sell NZD	FIT	Halstead Mr & Mrs/Armstrong Mr & Mrs	07-Jan-2026	6	40	12-Jan-2026	NZFI104640	N
AKL	AC	SKGA01	Skycity Grand Hotel	ROHCTY	City View Luxury Room (ROH)	Special Weekday Meal Rates	FIT	Halstead Mr & Mrs/Armstrong Mr & Mrs	07-Jan-2026	1	20	07-Jan-2026	NZFI104640	N
AKL	SS	GRSA01	Great Sights New Zealand	GS1K	Auckland Morning City Sights + Kelly Tarltons		FIT	Halstead Mr & Mrs/Armstrong Mr & Mrs	07-Jan-2026	2	20	08-Jan-2026	NZFI104640	N
CHC	AC	RYLC01	Rydges Latimer Christchurch	RM05	Superior Room	Group rates on request	GROUP	Independent Traders Group	19-Dec-2025	17	10	04-Jan-2026	NZGP104549	N
DUD	AC	SCHD01	Scenic Hotel Dunedin City	SUPER	Superior Room		GROUP	Independent Traders Group	19-Dec-2025	15	10	02-Jan-2026	NZGP104549	N
MAT	EF	HMSM01	Hobbiton Movie Set & Farm Tours	FITTOU	Movie Set & Farm Tour	Ex Shires Rest or Matamata I-Site. 2 hours	FIT	Halstead Mr & Mrs/Armstrong Mr & Mrs	07-Jan-2026	4	10	10-Jan-2026	NZFI104640	N
MFN	CR	REJT01	Real Journeys H.O.	CR1400	RJ100 1400 Milford Scenic Cruise	2.00pm 01 Nov-30 Apr	GROUP	Independent Traders Group	19-Dec-2025	14	10	01-Jan-2026	NZGP104549	N
OMA	AC	HGHO01	Heritage Gateway Hotel	ROH	Standard Room (Group)	Group Rate Only - min 5 rooms	GROUP	Independent Traders Group	19-Dec-2025	16	20	03-Jan-2026	NZGP104549	N
ROT	AC	MILR01	Millennium Rotorua Hotel	ROH	Superior Room		FIT	Halstead Mr & Mrs/Armstrong Mr & Mrs	07-Jan-2026	4	20	10-Jan-2026	NZFI104640	N
TEU	AC	KGHT01	Kingsgate Hotel Te Anau	ROH	Run of House Room		GROUP	Independent Traders Group	19-Dec-2025	14	20	01-Jan-2026	NZGP104549	N

Report Parameters

Order By	Location
Service Date From	01-Jan-2026
Service Date To	31-Mar-2026
Supplier Type	AC
Show Internet Products Only	No
List Products	Used
Products	All

Report generated from Tourplan 1 Jan 2026 21:31:04 by PA-DAN MARTIN

Generating a Product List Report

1. From the Home menu, select **Home > Reports > Product Reports > Product List**.
2. On the blank Product List Parameters screen, the **Service Tab** will open. Select the required parameters for the Product List Report.

   NOTE: There are 2 tabs available to select parameters from. They are the **Service Tab** and the **Analysis Tab (Supplier and Service)**.
3. Check the **completed screens**.
4. Click on the **Other Tab**. Select how the results are to be ordered and filtered in the report from the dropdown selections or checkboxes available.
5. Select how the report is to display.

   a. To view the report, click **View**.

   b. To Download the report to a PDF file, click **Download PDF**.

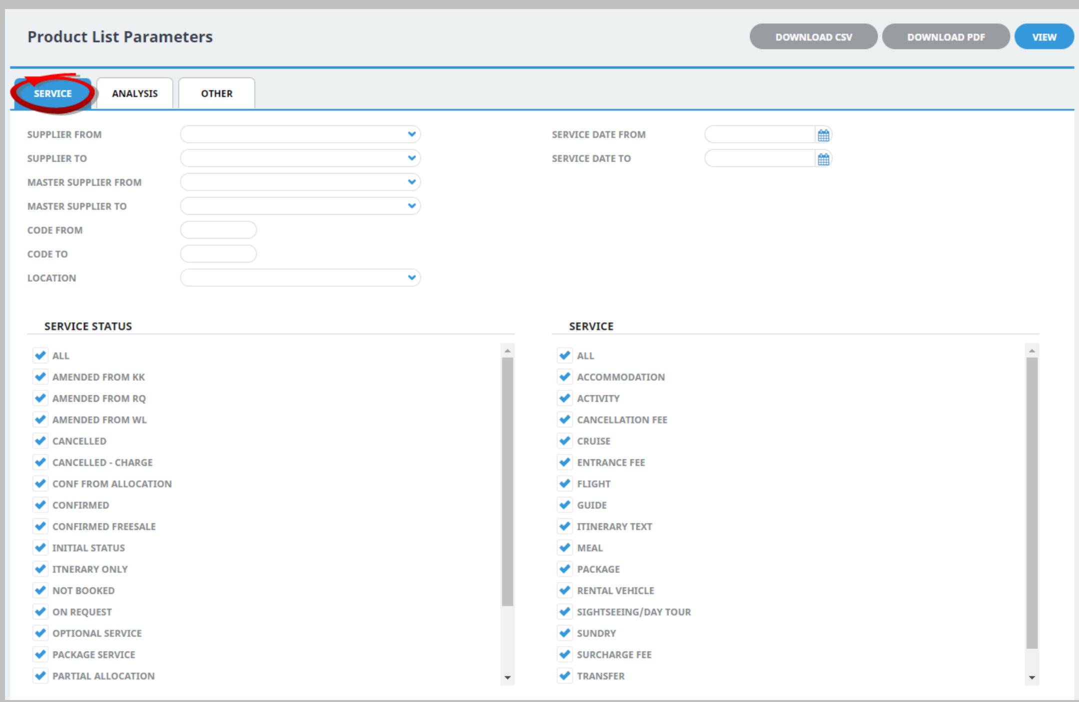
   

   c. To Download the report to a CSV file, click **Download CSV**.

About Product List Parameter Fields

Service Tab



Supplier From/To

Supplier range available from the dropdown selection.

Master Supplier From/To

Master Supplier range available from the dropdown selection.

Code From/To

(Product) Code range.

Location

Location code. Selectable codes are available in the dropdown to generate a report for a specific location.

Service Date From/To

The service line date (or range of).

Service Status

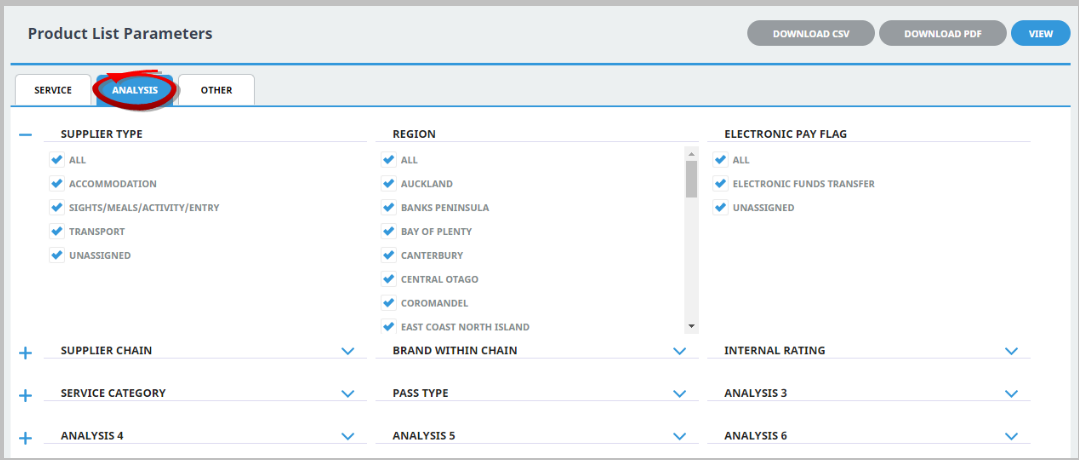
Multi select options for available service statuses.

Service (Type)

Multi select options for available service types.

NOTE: Service Status, and Services showing in the screen captures above are for training purposes. Users company systems will reflect users organisational requirements.

Analysis Tab (Supplier and Product Analysis)



Supplier Analysis Codes 1-6

The top 6 Analysis fields are the Supplier/Creditor Analysis codes.

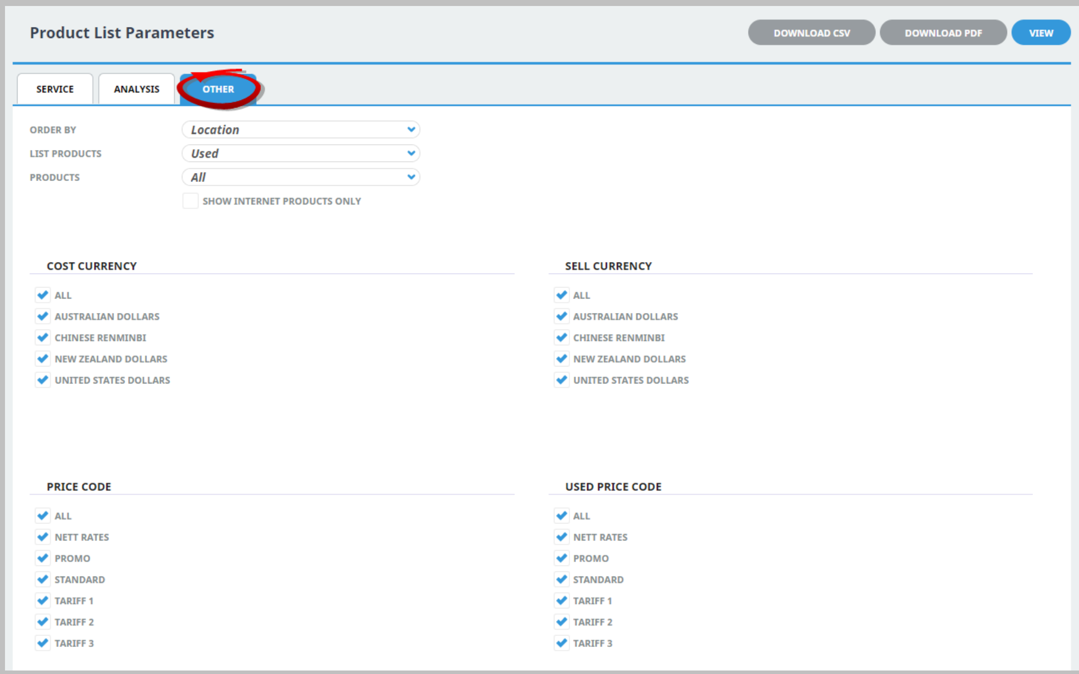
Product Analysis Codes 1-6

The bottom 6 Analysis fields are the Product/Service Analysis codes.

Multi select list of Analysis codes can be used to refine the report if necessary. To expand the fields use the **+**, and to minimise the analysis list use the **-**.

NOTE: Analysis codes in the above screen capture are used for training purposes. Users company systems will have analysis fields and codes unique to their organisational requirements.

Other Tab



Order By

Dropdown selection to order data in the report by one of the following:

- Location (Default).
- Supplier.
- Product Code.

List Products

Dropdown selection for:

- Used (Default).
- Unused.
- All.

Products

Dropdown selection to display Deleted Flag Status:

- Not Deleted.
- Deleted.
- All (Default).

Show Internet Products Only

Checkbox to list only internet enabled products.

Cost Currency

Multi select options to report All or Specific product Cost Currencies.

Sell Currency

Multi select options to report All or Specific product Sell Currencies.

Price Code

Multi select options to report All or Specific date range Price Codes.

Used Price Code

Multi select options to report All or Specific service line Used Price Codes.

Free Sell Report

The Free Sell Report produces a list of all used and available allocations per allotment. The header line of the report provides the month / year and days of the month the allocation is available for. The first line details the total number of allocations inserted into the system for each day of the month. The second line provides the number of allocations booked per day, and the last line details the number of allocations still available.

This report includes the following information:

- Supplier (Code).
- Allocation (Type).
- Unit Type.
- Split Code.
- Option (Full Code - Location, Service, Supplier and Product).

Report Parameters can include:

- Remove from future reports - this will remove all results from future reports.
- Show Allocation Values.

Example Free Sell Report:

Free Sell

Supplier	OOOC01	Our Own Office - Christchurch
Allocation	8DYBSI Coach	8 Day Best of South Island (Coach)
Unit Type	ST	Seat
Split Code	GENERAL	General Allocation
Option	CHCPKOOOC018DYSI	8 Day Best of South Island (Group)

Oct 2025	1	3	5	6	8
Allocation	36	36	36	36	36
Booked	0	0	0	0	8
Available	36	36	36	36	28

Report Parameters

Supplier From	OOOC01
Supplier To	OOOC01
Code From	8DYBSI
Code To	8DYBSI
Location	CHC
Allocation Date From	01-Oct-2025
Allocation Date To	09-Oct-2025
Available Units From	-9999
Available Units To	50
Remove From Future Reports	No
Show Allocation Values	Yes

Report generated from Tourplan 14 Aug 2025 22:19:49 by PA-DAN MARTIN

Generating a Free Sell Report

1.
2. On the blank Free Sell Parameters screen, the **Free Sell Tab** will open. Select the required parameters for the Free Sell Report.
3. Check the **completed screen**.
4. Click on the **Other Tab**. Select what is to be displayed in the results and if those results will be displayed in future from the checkboxes available.
5. Select how the report is to display.

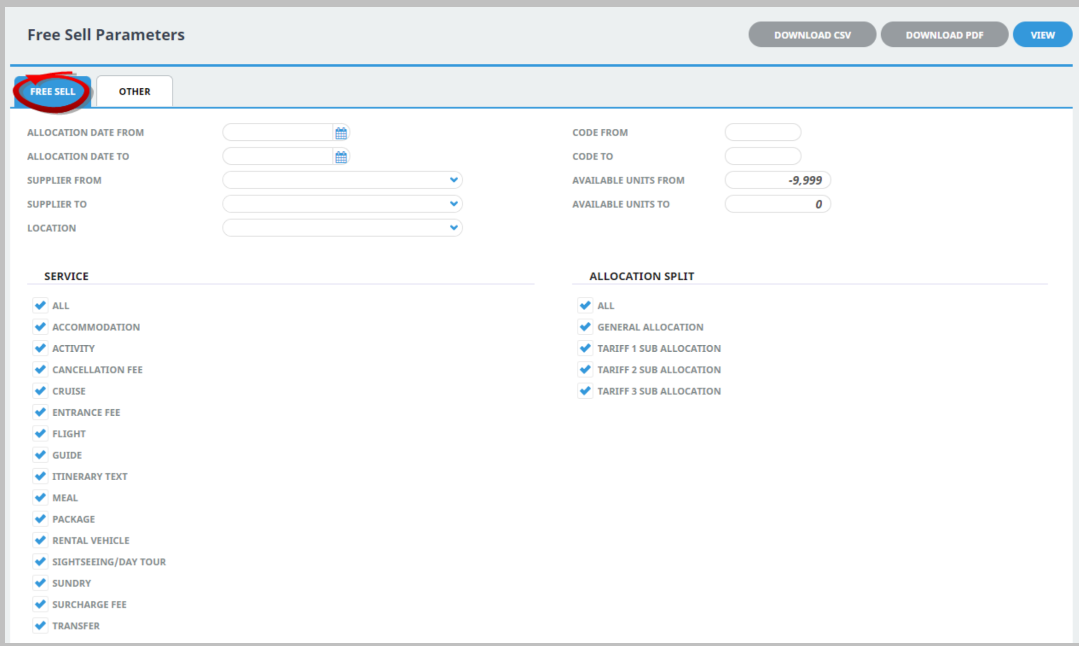
   a. To view the report, click **View**.

   b. To Download the report to a PDF file, click **Download PDF**.

   c. To Download the report to a CSV file, click **Download CSV**.

About Free Sell Parameter Fields

Free Sell Tab



Allocation Date From/To

Allocation availability date (or range of).

Supplier From/To

Supplier range available from the dropdown selection.

Location

Location code. Selectable codes are available in the dropdown to generate a report for a specific location.

Code From/To

(Product) Code range.

Available Units From/To

The number of available units (or range of). This will default to: From -9,999 and To 0 which will output all allocations that meet the selection criteria. Select the specific range of available units required, for example: If looking for an available allocation of up to 50 units update the 'To' Value to 50.

Service (Type)

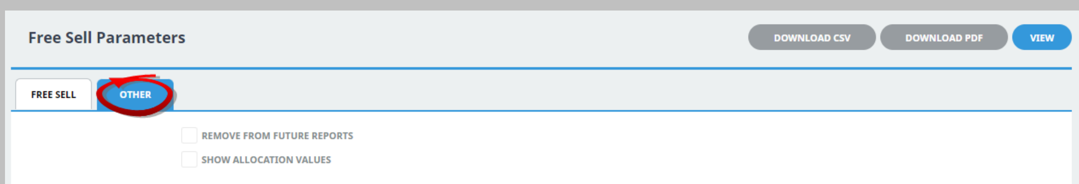
Multi select options for available service types.

Allocation Split

Multi select options for allocation split types.

NOTE: Services and Allocation Splits showing in the screen captures above are for training purposes. Users company systems will reflect their unique organisational requirements.

Other Tab



Remove From Future Reports

Checkbox to remove all results from future generated reports.

> Caution: If selected, the results returned for this report will be removed from **ALL** Free Sell reports generated in the future.

Show Allocation Values

Checkbox to include all current allocation data. Used and available allocations will be reported on.

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