



Tally for Tour and Travel companies

Tally flexible invoicing for the ticketing department allows adequate descriptions and makes invoice entry easier with its Voucher classes and calculation of predefined taxes, discounts.

Invoicing for Ticketing

Tally eis 5.4
(c) Tally Solutions Pvt. Ltd., 1988-2000
eis 5.4 - Release 5 (d)

Sunday
2-Jul-2000
03:19:18

Tally Unlimited Multi-User Edition
St. No.: 009110001

Passenger Details Jaya Tours & Travels Sdn Bhd Ctrl + M

Invoice-Tour No. TR001100 1-Jan-2000
Ref. Saturday

Details for ledger : Airfare

Passenger Name	Service	Ticket No.	Sector	Net Amount
En. Marzuki	MH	4468569476	KL-PEN-KL	110.00
En. Fuad Samsudin	MH	4468569477	KL-PEN-KL	110.00

Narration : 243.00
Wish you a happy and prosperous new year 2000

Calculator Ctrl + N

1 >

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Sunday
2-Jul-2000
03:18:38

Tally Unlimited Multi-User Edition
St. No.: 009110001

Voucher Alteration Jaya Tours & Travels Sdn Bhd Ctrl + M

Invoice-Tour No. TR001100 1-Jan-2000
Ref. Saturday

Party's Ac Name : Emas Sdn Bhd
Current Balance : 15,243.00 Dr

Name of Item	Quantity	Rate per	Amount
Airfare			220.00
Airport Tax			50.00
Discount		(10) %	(27.00)

Narration : 243.00
Wish you a happy and prosperous new year 2000.

Calculator Ctrl + N

1 >

Invoicing for Tours and Travel companies

Tally eis 5.4
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Sunday
2-Jul-2000
03:55:51

Tally Unlimited Multi-User Edition
St. No.: 009110001

Party Details Jaya Tours & Travels Sdn Bhd Ctrl + M

Invoice-Tour No. TR002/00 1-Jan-2000
Ref. Saturday

Buyer's Details

Buyer : Emas Sdn Bhd
Address : No 1, Jalan Aziz
Kuala Lumpur

TOUR PACKAGE : 3 Days / 2 Nights Sidney-Perth
NOS. OF PAXES : 2 adults, 1 child
HOTEL/ACCOMD. : Hotel Ritz Carlton

Paxs	Ticket Nos.	Date	Sector
Mr. Kim Wei Ming	7895642879	1-1-2000	KL-SDN-PTH-KL
Mrs. Vivian Wei Ming	7895642880	1-1-2000	KL-SDN-PTH-KL
Mr. Eddie Wei Ming	7895642881	1-1-2000	KL-SDN-PTH-KL

User Code : U001

Calculator Ctrl + N

1 >

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Sunday
2-Jul-2000
04:00:35

Tally Unlimited Multi-User Edition
St. No.: 009110001

Voucher Alteration Jaya Tours & Travels Sdn Bhd Ctrl + M

Invoice-Tour No. TR002/00 1-Jan-2000
Ref. Saturday

Customer : Emas Sdn Bhd
Current Balance : USD 1,670.00 Dr
TOUR CODE : T0001

Name of Item	Quantity	Rate per	Amount
AIRFARE-ADULT	2 pax	USD 800.00 pax	USD 1,600.00
AIRFARE-CHILD	1 pax	USD 300.00 pax	USD 300.00
			USD 1,900.00
Airport Tax			USD 45.00
Visa Fees			USD 25.00

Narration : 3 pax USD 1,670.00 @ RM 3.80/USD = RM 6,346.00

Calculator Ctrl + N

1 >

RJ INFO MATRIX (M) SDN. BHD.

Email: sales@ramjaya.com

Web: www.ramjaya.com



Reports for tracking multiple Departments, Tours and Tour Guides:

Tally's Cost Centres

Tally's Multi-level hierarchical Cost Centres allows both Profit & Loss and Balance Sheet accounts to be allocated. These powerful Cost Centres can be used to track the Income, Expenses and Profitability of Departments, Tours or Tour Guides with comparative reports to compare Sectors, Tours or Tour Guides.

Accounting Details		Jaya Tours & Travels Sdn Bhd		Ctrl + M	
Invoice-Tour	No. TR/002/00			1-Jan-2000	
Ref :				Saturday	
Accounting Details for : AIRFARE-ADULT					
Upto : RM 4,940.00 Cr					
Particulars	Amount	Quantity	Rate per	Amount	
Airfare	4,940.00	2 pxs	USD 650.00 pxs	USD 1,300.00	
USD 1,300.00 @ RM 3.80/USD		1 pxs	USD 300.00 pxs	USD 300.00	
Tours				USD 1,600.00	
T0001	4,940.00 Cr			USD 45.00	
				USD 25.00	
		3 pxs USD 1,670.00 @ RM 3.80/USD = RM 6,346.00			
	USD 1,300.00				
Calculator Ctrl + N					

Tally-Cost Categories

Tally can maintain multiple sets of Cost Centres. Use one set of Cost Centres for tracking Tours and another for tracking Tour Guides etc.

Cost Centre Allocations		Jaya Tours & Travels Sdn Bhd		Ctrl + M	
Payment	No. 3			3-Jan-2000	
				Monday	
Cost Allocations for : Entertainment Expenses					
Upto : RM 500.00 Dr					
Cost Category	Name of Cost Centre	Amount	Debit	Credit	
			500.00		
			1,000.00	1,500.00	
Guides					
	Tan	300.00			
	Yusoff	200.00			
		500.00			
Tours					
	T0001	300.00			
	T0002	200.00			
		500.00		1,500.00	1,500.00
Calculator Ctrl + N					

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1) Invoice sample 1

Invoice-Tour			
Quantum Software Sdn Bhd No.1, Jalan Aziz Kuala Lumpur Attn : Phone : Fax :	Number : <u>TR/002/00</u> Date : <u>1-Jan-2000</u> Reference : _____		
Particulars	Paxs	Rate	Amount
<u>BEING CHARGES FOR THE FOLLOWING :</u>			
TOUR PACKAGE : 5 Days / 4 Nights New Zealand			
TOUR CODE : T0002			
NOS. OF PAXS : 1 adults			
HOTEL ACCMD. : Hotel Holiday Inn			
AIRFARE-ADULT	1 pxs	USD 450.00	USD 450.00
PAXS : Mr. Subramaniam			
TICKET NOS. : 7823342879			
TRAVEL DATE : 1-1-2000			
SECTOR : JH-NZ-JH			
<u>OTHER CHARGES :</u>			
Add : Airport Tax			USD 15.00
Add : Visa Fees			USD 25.00

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Invoice sample 2

Jaya Tours & Travel No.1, Jalan Bukit Bintang 50100 Kuala Lumpur				
INVOICE				
Customer A		Number : <u>1</u>		
A		Date : <u>2-Jan-2009</u>		
B		Reference : _____		
C				
Attn : _____				
Phone : _____				
Fax : _____				
Name of Passenger	Description	Date of Travel	Sector	Amount
Mr. A		1-Jan-2009	KL-PG-KL	300.00
Mrs. B		1-Jan-2009	KL-PG-KL	300.00
TOTAL				600.00
Amount Chargeable (in words)				E & O.E
RM Six Hundred Only				
<u>Declaration</u>			for Jaya Tours & Travel	
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.				
Payable to : Jaya Tours & Travel				
Account No : 123-456789-123				
Bank : CBBM				
Swift Code : XYZ123PQR				
				_____ Authorised Signatory

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2) Exchange Order (XO)

EXCHANGE ORDER		Jaya Tours & Travel No.1, Jalan Bukit Bintang 50100 Kuala Lumpur								
NUMBER : 1					<div style="border: 1px solid black; height: 40px; width: 100%;"></div> Authorised Signature & Stamp					
Contra Reference :										
AGENCY CODE : XXXXXXXX										
To : <u>ABC Airways</u>		Attention :								
In exchange for this order, please issue _____										
Name of Passenger(s)										
1. Mr. A		6.								
2. Mrs. B										
	Routing	Carrier	Flight No.	Class	Date	Time	Resvn. Status	Fare Basis	Fare	
From	KL-PN	A1	0001	E	1-Jan-2009	1545	OK		250.00	
To	PN-KL	A1	0002	F	2-Jan-2009	1830	OK		250.00	
Applicable Fare							Quantity	Rate	per	Amount
Airfare-Adult							2 pax	250.00	pax	500.00
Airport Tax										150.00
Total							2 pax			650.00
FOR CARRIER USE ONLY										
Voucher Received By :							PNR Reference : 			
Ticket(s) Issued By :										
Ticket No(s) :										
Fare Commission Verified By :										
Payment: Cash / Cheque / MCO No :										
<input type="checkbox"/> Please Invoice us as agreed										
<input type="checkbox"/> Cash <input type="checkbox"/> Cheque MCO No:.....for RM.....is enclosed herewith.										
This form is not transferable; not good for passage; valid for one (1) year from the date issued; void if mutilated or altered and not valid without AGent's stamp & Signature.										

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Web: www.ramjaya.com



3) Official receipt sample 1

No. : 1	Dated : 1-Jan-2000
Jaya Tours & Travels Sdn Bhd No.3, Jalan Liku Bangsar 59100 Kuala Lumpur Tel: 603-1234567, Fax: 603-7654321	
<u>RECEIPT</u>	
Recd with thanks from : Emas Sdn Bhd	
The sum of	: RM Fifteen Thousand Only
By	: Cheque/DD
Remarks	: Payment against invoices TK/045/99, TK/187/99
<u>RM 15,000.00</u>	Authorised Signatory

Official receipt sample 2

Jaya Tours & Travel No.1, Jalan Bukit Bintang 50100 Kuala Lumpur			
<u>OFFICIAL RECEIPT</u>			
Customer A		Date :	2-Jan-2009
A		Number :	1
B			
C			
:			
No.	Invoice	Date	Amount
1	1	2-1-2009	750.00
Total			RM 750.00
Received the sum of : RM Seven Hundred Fifty Only			
Cheque No :	BBB 1212	_____ Authorised Signature	

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 Web: www.ramjaya.com


- 4) Breakup of Cost Centre-Comparative Cost Centre reports comparing Income, Expenses and Profitability of different Tours

Breakup of Cost Centre			
1-Jan-2000 to 15-Jan-2000			
Page 1			
Particulars	Total	Cost Centre: 70001 1-Jan-2000 to 15 -Jan-2000	Cost Centre: T0002 1-Jan-2000 to 15 -Jan-2000
	Nett	Nett	Nett
	Transactions	Transactions	Transactions
Sales Accounts	7,790.00 Cr	6,080.00 Cr	1,710.00 Cr
<i>Airfare</i>	7,790.00 Cr	6,080.00 Cr	1,710.00 Cr
Purchase Accounts	3,888.00 Dr	2,520.00 Dr	1,368.00 Dr
<i>Purchases-Tickets</i>	3,888.00 Dr	2,520.00 Dr	1,368.00 Dr
Indirect Incomes	418.00 Cr	266.00 Cr	152.00 Cr
<i>Airport Tax</i>	228.00 Cr	171.00 Cr	57.00 Cr
<i>Visa Fees</i>	190.00 Cr	95.00 Cr	95.00 Cr
Indirect Expenses	2,510.00 Dr	1,505.00 Dr	1,005.00 Dr
<i>Advertisement Expenses</i>	1,000.00 Dr	600.00 Dr	400.00 Dr
<i>Courier Charges</i>	10.00 Dr	5.00 Dr	5.00 Dr
<i>Entertainment Expenses</i>	500.00 Dr	300.00 Dr	200.00 Dr
<i>Travelling Expenses</i>	1,000.00 Dr	600.00 Dr	400.00 Dr
Grand Total	1,810.00 Cr	2,321.00 Cr	511.00 Dr

- 5) Stock Summary-Purchases (Cost) and Sales for Airfare.

Stock Summary									
1-Jan-2000 to 15-Jan-2000									
Page 1									
Particulars	Inwards			Outwards			Closing Balance		
	Quantity	Rate	Value	Quantity	Rate	Value	Quantity	Rate	Value
AIRFARE-ADULT	4 pxs	836.00	3,344.00	3 pxs	2,216.67	6,650.00	1 pxs	836.00	836.00
AIRFARE-CHILD	1 pxs	456.00	456.00	1 pxs	1,140.00	1,140.00			
Grand Total	5 pxs		3,800.00	4 pxs		7,790.00	1 pxs		836.00

- 6) Item Movement Analysis-Suppliers and Customers for Airfare.

AIRFARE-ADULT				
Item Movement Analysis				
1-Jan-2000 to 15-Jan-2000				
Page 1				
Particulars	Movement Values			
	Quantity	Basic Rate	Effective Rate	Value
Movement Inward :				
<i>Suppliers :</i>				
B.S.P	4 pxs	836.00	836.00	3,344.00
	4 pxs		836.00	3,344.00
Movement Outward :				
<i>Buyers :</i>				
Emas Sdn Bhd	2 pxs		2,470.00	4,940.00
Quantum Software Sdn Bhd	1 pxs		1,710.00	1,710.00
	3 pxs		2,216.67	6,650.00