

Roadshow 2025



Agenda

- Welcome!
- What have we been doing?
- New developments / integrations
- Webapp - QuickTrav™ Anywhere, Anytime
- Tea/Coffee break
- QS cloud Offering
- Tips & tricks
- Open Q&A
- Thank you & closing remarks



QuickTrav, who are we?

- Origin story, started by Peter Kohler in 1993
- Humble, busy beginnings
- Expanded by adding full time staff in 1997
- Staff complement of 18
- Dedicated development team
- Ongoing learning for all

New developments & Integrations

- QuickTrav API / XML / Exports
 - API – Application program interface
 - XML – Extensible Markup Language
 - Data sends to QT
 - TQI
 - Cliqit
 - Papertrail auto invoice
 - Papertrail statement retrieval
 - Papertrail pre-payments
 - TravelIT xml & API
 - NextCT
 - Airgateway
 - EFTsure
 - NDC content
- Data sends from QT
 - QSE – IT IS export
 - QAE – BTA Exporter
 - MitravelBi
 - ERM Exports

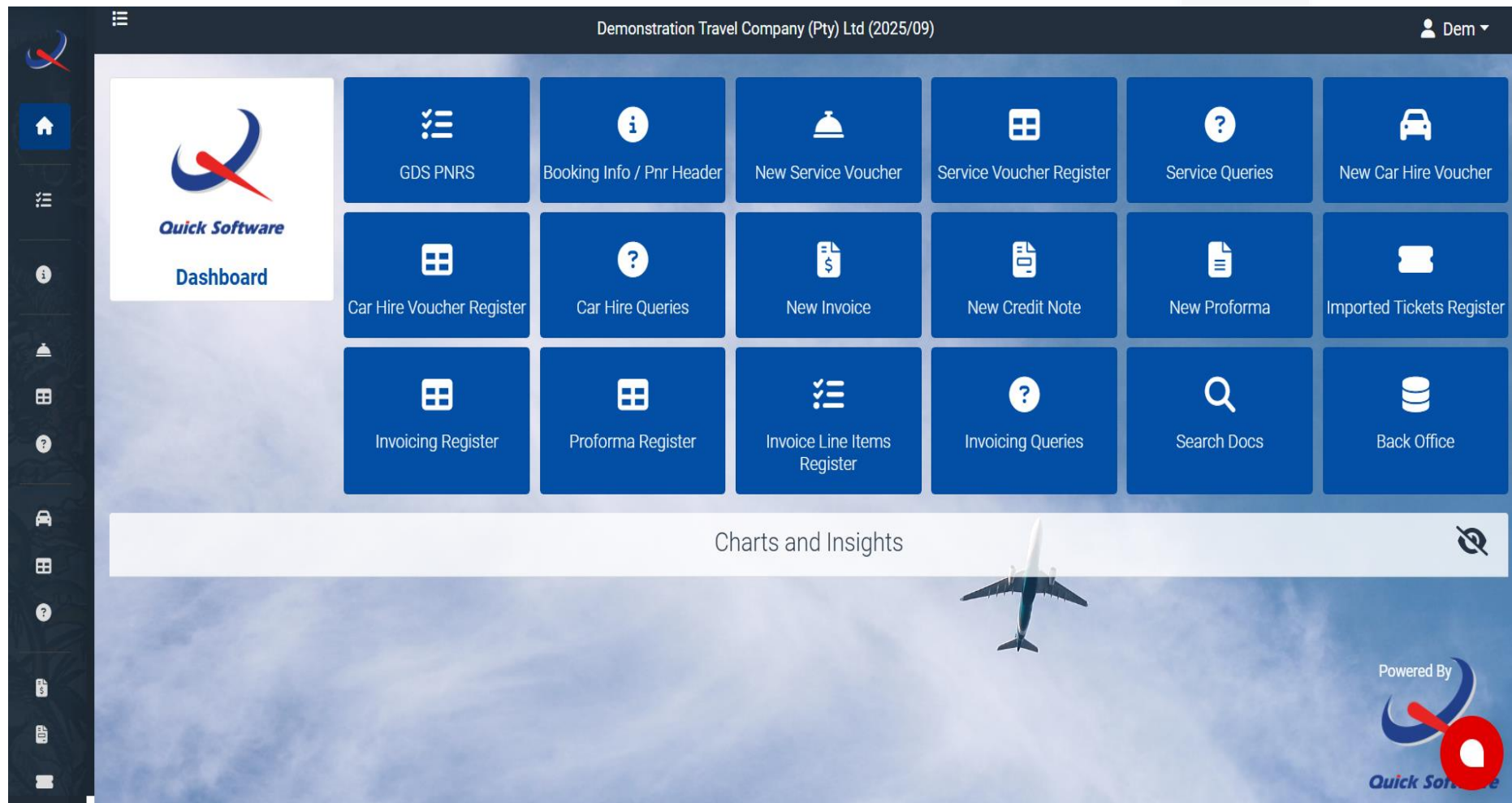
QuickTrav Webapp

- Flexible
- Secure
- One comprehensive dashboard granting access to Invoicing, Car & Hotel Vouchers
- Booking info which allows you to validate accounting info against a PNR
- Invoice & Voucher Registers
- Imported ticket register
- Division / ITC Mode – Allows Limiting data to specific ITC's
- Extended search functionality across all registers
- Charts & Insights

QuickTrav Webapp

Dashboard

QT on single access screen



The screenshot displays the QuickTrav Webapp Dashboard for a user named 'Dem'. The interface features a dark sidebar on the left with navigation icons for Home, Dashboard, and various transaction types. The main content area is a grid of 18 blue buttons, each with an icon and a label. The buttons are arranged in three rows and six columns. The first row includes GDS PNRS, Booking Info / Pnr Header, New Service Voucher, Service Voucher Register, Service Queries, and New Car Hire Voucher. The second row includes Car Hire Voucher Register, Car Hire Queries, New Invoice, New Credit Note, New Proforma, and Imported Tickets Register. The third row includes Invoicing Register, Proforma Register, Invoice Line Items Register, Invoicing Queries, Search Docs, and Back Office. Below the grid is a section titled 'Charts and Insights' with a placeholder for a chart and a magnifying glass icon. The background of the dashboard is a light blue sky with a white airplane flying. The Quick Software logo is visible in the top left corner of the dashboard area, and the 'Powered By Quick Software' logo is in the bottom right corner.

Quick Software
Dashboard

Demonstration Travel Company (Pty) Ltd (2025/09) Dem

GDS PNRS	Booking Info / Pnr Header	New Service Voucher	Service Voucher Register	Service Queries	New Car Hire Voucher
Car Hire Voucher Register	Car Hire Queries	New Invoice	New Credit Note	New Proforma	Imported Tickets Register
Invoicing Register	Proforma Register	Invoice Line Items Register	Invoicing Queries	Search Docs	Back Office

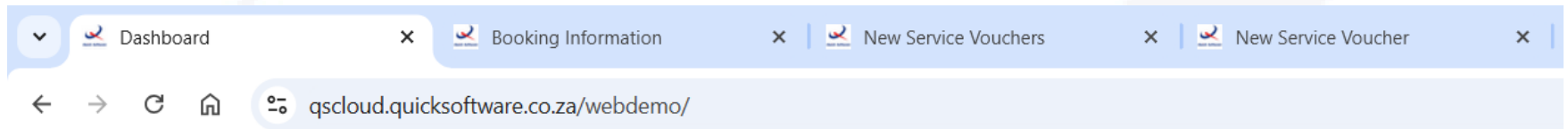
Charts and Insights

Powered By
Quick Software

QuickTrav Webapp

Obeys windows functionality

- Multiple Tabs
- Ctrl + New – New form
- Ctrl + Register – New Tab



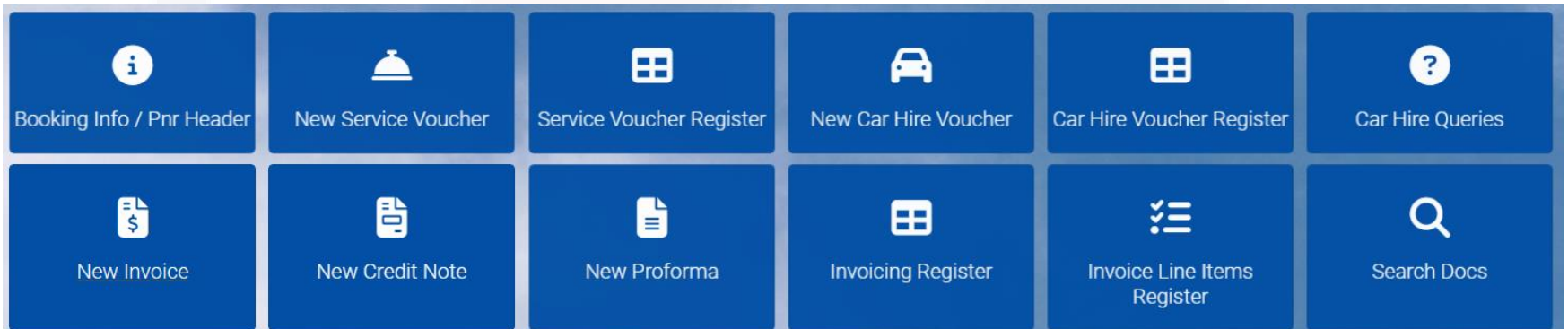
QuickTrav Webapp

Dashboard

Customised user access

- Assign access based on functions
- User level control
- Password protected
- Segregation of duties

Consultant view

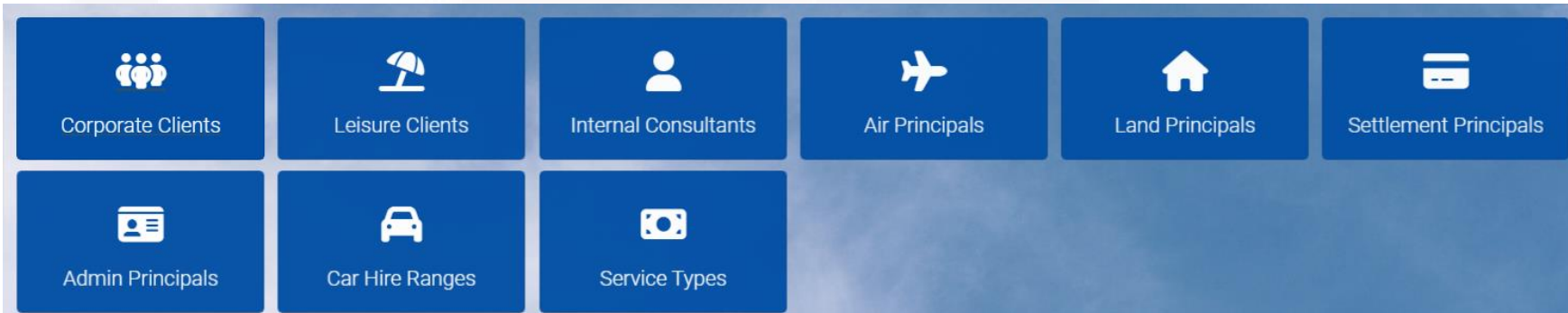
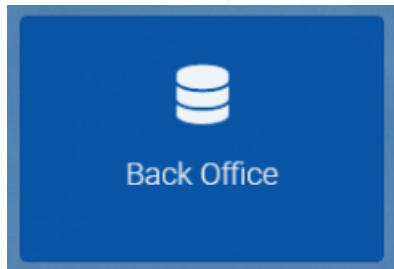


QuickTrav Webapp

Dashboard

Supervisor

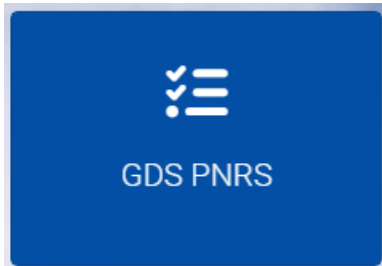
- Create debtors /suppliers
- Create voucher ranges
- Update tables



QuickTrav Webapp

PNR Register

Import, update & manage documents linked to PNR's



☰ GDS PNR Register													
Accounting Info Open PNR Docs Search Import Refresh Close													
Reg No. ▼	Import Date/Time ◆	Pnr Date ◆	Passenger/s ◆	PNR ◆	Air ◆	Htl ◆	Car ◆	Oth ◆	Source	Branch ◆	Division ◆	PNR Copy	Accounting Info
00000172	2024-11-06 16:22:16			8TFXJB	0	0	0	0	TportXml	Hof	Jhb	01	A*D00001/RT55/SDSDSD/ECA/SGV
00000174	2025-01-13 12:05:32			8GYDPV	0	0	0	0	TportXml	Hof	Pta	01	A*CL9898 V*PTA Y*Hof
00000175	2025-05-05 10:24:34			BBPRD1	0	0	0	0	TportXml	Hof	Pta	01	A*D00003/SDL C*DZ F*3196?ADV O
00000176	2025-02-13 10:02:33			UIO001	0	0	0	0	?				A*D00004 C*Tr O*125455 S*200px/S
00000177	2025-02-24 13:03:03			JNG001	0	0	0	0	?				2*abcdedf A*D00004 C*Tr S*200/Pta
00000178	2025-03-19 13:21:39			BQJ1CV	0	0	0	0	TportXml	Hof	Cpt	01	A*D00002 C*DZ V*CPT Y*HOF
00000179	2025-09-15 13:29:44	2025-03-19	Whiston David Mr	BQYF0G	1	1	1	0	TportXml	Hof	Pta	01	A*D00003/SDL C*DZ O*TEST1 V*PT
00000180	2025-06-24 11:57:40			BMBP8K	0	0	0	0	TportXml	Hof	Pta	01	A*D00003 V*PTA Y*Hof
00000181	2025-03-27 14:04:13			BT52LH	0	0	0	0	TportXml	Hof	Bal	01	A*D00002 C*TR V*BAL Y*HOF
00000182	2025-04-14 10:45:42			BZ9P87	0	0	0	0	TportXml	Hof	Jhb	01	A*D00001/PROJECT 1/EMPLOYEE 1
00000183	2025-04-15 14:16:33			JNB041	0	0	0	0	?				2*Sdl A*D00003 C*Tr S*200/Sei/N V
00000185	2025-05-27 11:37:19			CCW2ZS	0	0	0	0	TportXml	Hof	Jhb	01	A*D00001/JO12345/TSHWANI/GAU

QuickTrav Webapp

PNR Register

- Check accounting info
- Create documents for segments
- Search documents
- Credit check – before ticketing!

Segments Register for PNR 7KW14G

Auto Issue Voucher

Issue Voucher

Invoice Register

Service Register

Refresh

No.	Type	Status	Date/Time	Passenger/s	Supplier	Document No's	Additional Info
1	HTL 	MK	13/11/2024	Whiston David Mr	ZZ	 Vch Hof.0000562  Vch Hof.0000597  Vch Hof.0000598	Psv: /H-GC MARINE PA
2	CAR 	BK	01/04/2025	Whiston David Mr	ZI		Psv: 02APRCDMR/ARR
3	HTL 	MK	13/11/2025	Whiston David Mr	ZZ	 Vch Hof.0000562  Vch Hof.0000597  Vch Hof.0000598	Psv: /H-GC MARINE PA

Edit Accounting Info

Credit Check

Check Accounting Info

PNR Docs

Close

QuickTrav Webapp

Perfect PNR

QuickTrav Accounting Info

PNR

8GYDPV



Add/Find PNR



Complete accounting entry & paste back into booking

Accounting Info

Add Manual DI Entries

Enter Manual DI Entries

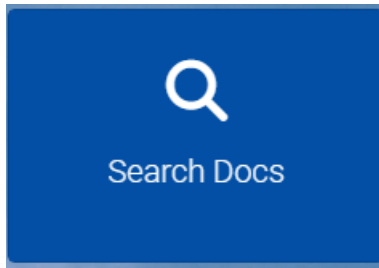
Booking Information

2*500ABC 3*CG1121 4*Wca 5*Sgvp 6*Marketing 7*Dz A*D00001 C*Cg E*5000,Non H*D K*54888744/001/Cpt O*3265477
S*500px/Adm/N V*Jhb Y*Hof



QuickTrav Webapp

Extended document Lookup



 Search Documents

Find By:

☐ PNR

☐ Client/Order No.

☐ Ticket No

QuickTrav Webapp

Document Lookup

Searches across all modules, collates results for easy access

Search Documents

Find By:

☒ PNR

☐ Client/Order No.

☐ Ticket No

PNR

BQYF0G

X

Find Docs

Service Vouchers Register

New

Open

Void

Search

Invoice Manually

Download PDF

Email PDF

Upload Supplier Invoice

Copy Voucher

Refresh

Issue Date	Voucher No	Status	Type	Division	Consultant	Our Ref	PNR	Supplier	Supplier Reference
30/06/2022	0000573	Hold	Direct Settlement By Client (D)	Pretoria (Pta)	Dintle Zelo (Dz)		BQYF0G	City Lodge Durban (Cit004)	115BG5792
30/06/2022	0000591	Hold	Direct Settlement By Client (D)	Pretoria (Pta)	Tshwani Tsosane (Tt)		BQYF0G	City Lodge Durban (Cit004)	115BG5792
30/06/2022	0000594	Hold	Direct Settlement By Client (D)	Pretoria (Pta)	Tshwani Tsosane (Tt)		BQYF0G	City Lodge Durban (Cit004)	115BG5792

Showing: 1 to 3 of 3

Show

20

per page

«

<

1

>

»

Car Hire Register

New

Open

Void

Search

Invoice Manually

Download PDF

Email PDF

Upload Supplier Invoice

Copy Voucher

Refresh

Issue Date	Internal No	Voucher No	Status	Type	Consultant	Range	Supplier	PNR	Client Company
30/06/2022	00000212	110021	Voided (V)	Billback (B)	Dintle Zelo (Dz)	Avis-Bill-Back-General (BG7707)	Avis Car Rental (AVIS)	BQYF0G	Jacobs Coffee (D00003)

Showing: 1 to 1 of 1

Show

20

per page

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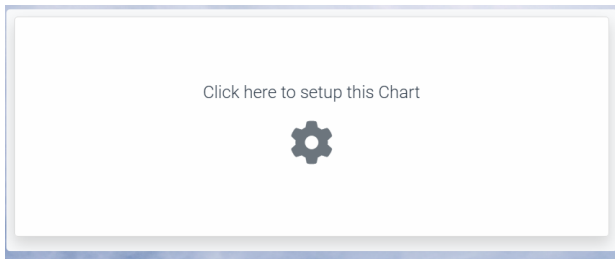
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QuickTrav Webapp

Queries / Insights

Summary dashboard info displayed
Limited reports setup by back office



Options

Role:
 User 

Role Player:
 -- Select Role Player -- 

Period:
 Last 36 months 

Grouped By:
 Service Type 

Limit to Top X:
 10  

☒ Show Top 3 / Income %

Top X Base:
 Turnover 

Graph Type
   

QuickTrav Webapp

Queries / Insights

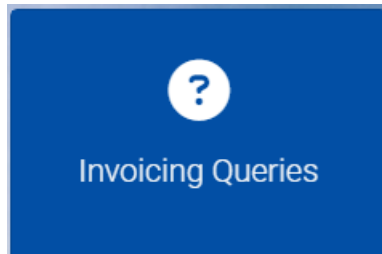
Summary dashboard info displayed
Limited reports setup by back office



QuickTrav Webapp

Queries / Insights

Summary dashboard info displayed
Limited reports setup by back office



Invoicing Queries

Query Type

Invoice Headers (Qhd) ▼ ×

Query Item

Listing (Sup.Listing) ▼ ×

Format

Xlsx ▼ ×

Range

Period (02) ▼ ×

From

04/2020

To

04/2020

Group By 1

📅

📅

QuickTrav Webapp

Queries / Insights

Summary dashboard info displayed

Limited reports setup by back office

Demonstration Travel Company (Pty) Ltd (Hof)														
Invoice Headers Query - Listing														
Period From 2020/04 to 2020/04														
Filtered on Branch Code = Hof														
Brn	Div	Date	Type	Doc No	Client	Order No	Passengers	Consultant	Debtor Amt	Commission	Agent VAT	Supplier Amt	Docs	#
Hof	Bal	30/04/2020	Inv	Hof.0000097	Hof.D00001	1234234	Smith Andrew	Dintle Zelo (Dz)	780.00	200.00	30.00	550.00	1	1
Hof	Bal	30/04/2020	Inv	Hof.0000098	Hof.D00001	123123	Smith Andrew	Dintle Zelo (Dz)	2 500.00	200.00	30.00	2 270.00	1	1
Hof	Bal	30/04/2020	Inv	Hof.0000115	Hof.D00004		Smith Andrew	Billie Jean Scholtz (BI)	0.00	0.00	0.00	0.00	1	1
Hof	Bal	30/04/2020	Inv	Hof.0000116	Hof.D00004		Smith Andrew	Billie Jean Scholtz (BI)	0.00	0.00	0.00	0.00	1	1
Hof	Bal	30/04/2020	Inv	Hof.0000117	Hof.D00004		Smith Andrew	Billie Jean Scholtz (BI)	0.00	0.00	0.00	0.00	1	1
Hof	Cpt	30/04/2020	Inv	Hof.0000125	Hof.L00001	nO	Botha		1 150.00	250.00	0.00	900.00	1	1
Hof	Gen	06/04/2020	Inv	Hof.0000129	Hof.D00022		Shaw Audrey Mrs	Dintle Zelo (Dz)	1 000.00	1 000.00	0.00	0.00	1	1
Hof	Gen	15/04/2020	Inv	Hof.0000130	Hof.D00010	135282-4366	John Doe	Joe Blogs (Jb)	0.00	35.00	5.25	(40.25)	1	1
Hof	Gen	15/04/2020	Inv	Hof.0000131	Hof.D00010	135282-4366	John Doe	Joe Blogs (Jb)	0.00	35.00	5.25	(40.25)	1	1
Hof	Gen	15/04/2020	Inv	Hof.0000132	Hof.D00010	135282-4366	John Doe	Joe Blogs (Jb)	0.00	35.00	5.25	(40.25)	1	1
Hof	Gen	30/04/2020	Inv	Hof.0000099	Hof.D00024	MyOrderNo	Kohler Peter Mr	Colette Groenewald (Cg)	57.50	50.00	7.50	0.00	1	1
Hof	Gen	30/04/2020	Inv	Hof.0000100	Hof.D00024	MyOrderNo	Kohler Peter Mr	Colette Groenewald (Cg)	12 936.25	668.48	100.27	12 167.50	1	1
Hof	Gen	30/04/2020	Inv	Hof.0000101	Hof.D00015	Order	Kohler Peter Mr	Billie Jean Scholtz (BI)	86.25	75.00	11.25	0.00	1	1
Hof	Gen	30/04/2020	Inv	Hof.0000102	Hof.D00024	MyOrderNo	Kohler Peter Mr	Colette Groenewald (Cg)	6 669.00	110.00	16.50	6 542.50	1	1
Hof	Gen	30/04/2020	Inv	Hof.0000103	Hof.D00024	MyOrderNo	Kohler Peter Mr	Colette Groenewald (Cg)	56.35	49.00	7.35	0.00	1	1
Hof	Gen	30/04/2020	Inv	Hof.0000104	Hof.D00602	123	Kohler Peter Mr	Colette Groenewald (Cg)	13 290.00	650.00	97.50	12 542.50	1	1
Hof	Gen	30/04/2020	Inv	Hof.0000105	Hof.D00024	MyOrderNo	Kohler Peter Mr	Colette Groenewald (Cg)	690.00	600.00	90.00	0.00	1	1
Hof	Gen	30/04/2020	Inv	Hof.0000106	Hof.D00015	Wwwe	Kohler Peter Mr	Colette Groenewald (Cg)	11 657.50	534.78	80.22	11 042.50	1	1
Hof	Gen	30/04/2020	Inv	Hof.0000107	Hof.D00005		Kohler Peter Mr	Colette Groenewald (Cg)	56 600.00	4 397.83	659.67	51 542.50	1	1
Hof	Gen	30/04/2020	Inv	Hof.0000110	Hof.D00005		Bond James Mr	Colette Groenewald (Cg)	575.00	500.00	75.00	0.00	1	1
Hof	Gen	30/04/2020	Inv	Hof.0000111	Hof.D00005		Bond James Mr	Colette Groenewald (Cg)	575.00	500.00	75.00	0.00	1	1
Hof	Gen	30/04/2020	Inv	Hof.0000112	Hof.D00005		Bond James Mr	Colette Groenewald (Cg)	575.00	500.00	75.00	0.00	1	1
Hof	Gen	30/04/2020	Inv	Hof.0000113	Hof.D00005		Bond James Mr	Colette Groenewald (Cg)	575.00	500.00	75.00	0.00	1	1
Hof	Gen	30/04/2020	Inv	Hof.0000114	Hof.D00001	123123	Curtis B Mrs	Joe Blogs (Jb)	230.00	200.00	30.00	0.00	1	1
Hof	Gen	30/04/2020	Inv	Hof.0000118	Hof.D00602	123	Kohler, Eeee, Peter	Colette Groenewald (Cg)	13 290.00	650.00	97.50	12 542.50	1	1
Hof	Gen	30/04/2020	Inv	Hof.0000119	Hof.D00602	123	Kohler, Eeee, Peter	Colette Groenewald (Cg)	13 290.00	650.00	97.50	12 542.50	1	1
Hof	Gen	30/04/2020	Inv	Hof.0000120	Hof.D00602	123	Kohler, Eeee, Peter	Colette Groenewald (Cg)	13 290.00	650.00	97.50	12 542.50	1	1
Hof	Gen	30/04/2020	Inv	Hof.0000121	Hof.L00001		Jones T Mr, Jones S Mrs	Trisha Morris (Tm)	55 140.00	1 000.00	140.00	54 000.00	1	1
Hof	Gen	30/04/2020	Inv	Hof.0000122	Hof.D00602		Kohler	Colette Groenewald (Cg)	17 250.00	15 000.00	2 250.00	0.00	1	1
Hof	Gen	30/04/2020	Inv	Hof.0000123	Hof.D00602		Kohler	Colette Groenewald (Cg)	11 500.00	10 000.00	1 500.00	0.00	1	1
Hof	Gen	30/04/2020	Inv	Hof.0000126	Hof.D00996		Smith Andrew	Dintle Zelo (Dz)	132.25	115.00	17.25	0.00	1	1

QS Cloud

Quick Cloud Solutions

- Licensed & billed separate from QuickTrav
 - Shared server up to 9 users
 - Dedicated server up to max 20 users
 - Costs Include:
 - RDP Licences
 - 1 system administrator license
 - Backing up of QuickTrav data via Crashplan
 - Weekly VM Snapshot
 - ESET Antivirus
 - Installing QuickTrav™ updates when required
 - Up to 1 hour of general *hosting support (on a best- effort basis)*
 - General management and monitoring fee
-

QuickTrav Tips & Tricks

- WinMain Lite vs WinMain Full
 - Bank recons
 - Payments worksheet
 - Bank Payment batches
 - Prepayments
 - ICC2 / Iata Easypay
 - Iveri
 - Import from excel
 - Supplier invoice upload from Webapp
 - Scheduled reporting – all programs
 - Dual Mir / Air if ticketing through agent
-

QuickTrav Tips & Tricks

Bank recons worksheet – WinMain full

- Import OFX file into worksheet
 - Create receipts / payment / cashbook items from within worksheet
 - Use auto recon tool to recons items
 - Translations register for details not matching bank descriptions
 - Auto create will populate new entry with type, account, details, amount – you check entry and save!
 - Create & assign reasons for bank recon differences
-

QuickTrav Tips & Tricks

New Bank Reconciliation Worksheet (0000003)

Bank A/C: Nedbank Chq (Bk3)

Start Date: 01/09/2022 Thu, 01 Sep 2022

End Date: 30/09/2022 Fri, 30 Sep 2022

Balance per external statement: 0.00

	Worksheet	Cash Book	Difference
Our Balance	0.00	0.00	0.00
Differences	0.00	0.00	0.00
Their Balance	0.00	0.00	0.00

Recon Date	Recon Ref	Our Date	Their Date	Our Source	Type	Our Ref	Type	Their Ref	Our Details
------------	-----------	----------	------------	------------	------	---------	------	-----------	-------------

Import Transactions

Import From: External Files (Transactions)

Folder: q:\winmain\import

Please select the files to be imported below

File	Total	Exist	Add	Updt	Ign	Err	Date range	Source	Account	Date
sep22.ofx	0	0	0	0	0	0	01/09/2022 - 31/10/2022	NEDBANK		10/1

Scan Import Archive Interrupt View Close

QuickTrav Tips & Tricks

Payments worksheet – WinMain full

- Limit to creditors clerk or all
 - Import transactions to worksheet
 - Drag & drop to pay
 - Multi-select
 - Update payments to register any time
 - Clear and restart worksheet at any time
-

QuickTrav Tips & Tricks

Payments worksheet – WinMain full

View Payments Worksheet for Head Office (Default Branch)

Hertz Creditor Consultant ☒ Lock for editing ☐ View all consultants ☐ View all c

Supplier account	Date	Type	Pmt Meth	Status	Bal Payable	Draft Pmts	TO PAY NOW	Bal After Pmt	Current	30 Days	60 Days	90 Days	120 Days	150 Days	180 Days
City Lodge Waterfront (Cit)	31/10/2022	Lnd	Monthly	Draft	13,809.99	0.00	0.00	13,809.99	13,809.99	0.00	0.00	0.00	0.00	0.00	0.00
Earthbound (Earth)	31/10/2022	Lnd	COO	Draft	7,144.00	0.00	(7,144.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hertz (Hertz)	31/10/2022	Lnd	Monthly	Draft	9,417.50	0.00	0.00	9,417.50	9,417.50	0.00	0.00	0.00	0.00	0.00	0.00
Nightsbridge (Nightsbr)	31/10/2022	Lnd	COO	Draft	6,098.14	0.00	(6,098.14)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plum Accommodation (Plu)	31/10/2022	Lnd	COO	Draft	8,040.99	0.00	0.00	8,040.99	8,040.99	0.00	0.00	0.00	0.00	0.00	0.00
Quick Software Testing (Qsv)	31/10/2022	Lnd	Monthly	Draft	1,327.50	0.00	0.00	1,327.50	1,327.50	0.00	0.00	0.00	0.00	0.00	0.00
Totals ()					45,838.12	0.00	(13,242.14)	32,595.98	32,595.98	0.00	0.00	0.00	0.00	0.00	0.00

Date	Src	Src Ref	Client	Pax	Ext Ref	Details	Bal Payable	Draft Pmts	TO PAY NOW	Bal After Pmt	Current	30 Days	60 Days	90 Days	120 Days	150 Days	Days
31/10/2022	Inv	Hof0000026001	Quick Software (D00001	Smith A Mr	supplier inv	Vvoucher nr	3,658.75	0.00	0.00	3,658.75	3,658.75	0.00	0.00	0.00	0.00	0.00	0.00
31/10/2022	Inv	Hof0000026002	Quick Software (D00001	Smith A Mr	supplier inv	Vvoucher nr	250.00	0.00	0.00	250.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00
31/10/2022	Inv	Hof0000026003	Quick Software (D00001	Smith A Mr	supplier inv	Vvoucher nr	800.00	0.00	0.00	800.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00
31/10/2022	Inv	Hof0000030001	Quick Software (D00001	Smith A Mr	supplier inv	Vvoucher nr	3,658.75	0.00	0.00	3,658.75	3,658.75	0.00	0.00	0.00	0.00	0.00	0.00
31/10/2022	Inv	Hof0000030002	Quick Software (D00001	Smith A Mr	supplier inv	Vvoucher nr	250.00	0.00	0.00	250.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00
31/10/2022	Inv	Hof0000030003	Quick Software (D00001	Smith A Mr	supplier inv	Vvoucher nr	800.00	0.00	0.00	800.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00
31/10/2022		Hertz					9,417.50	0.00	0.00	9,417.50	9,417.50	0.00	0.00	0.00	0.00	0.00	0.00

Pay/UnPay Update Remove Clear Payments Payment Vouchers Interrupt Search Close

QuickTrav Tips & Tricks

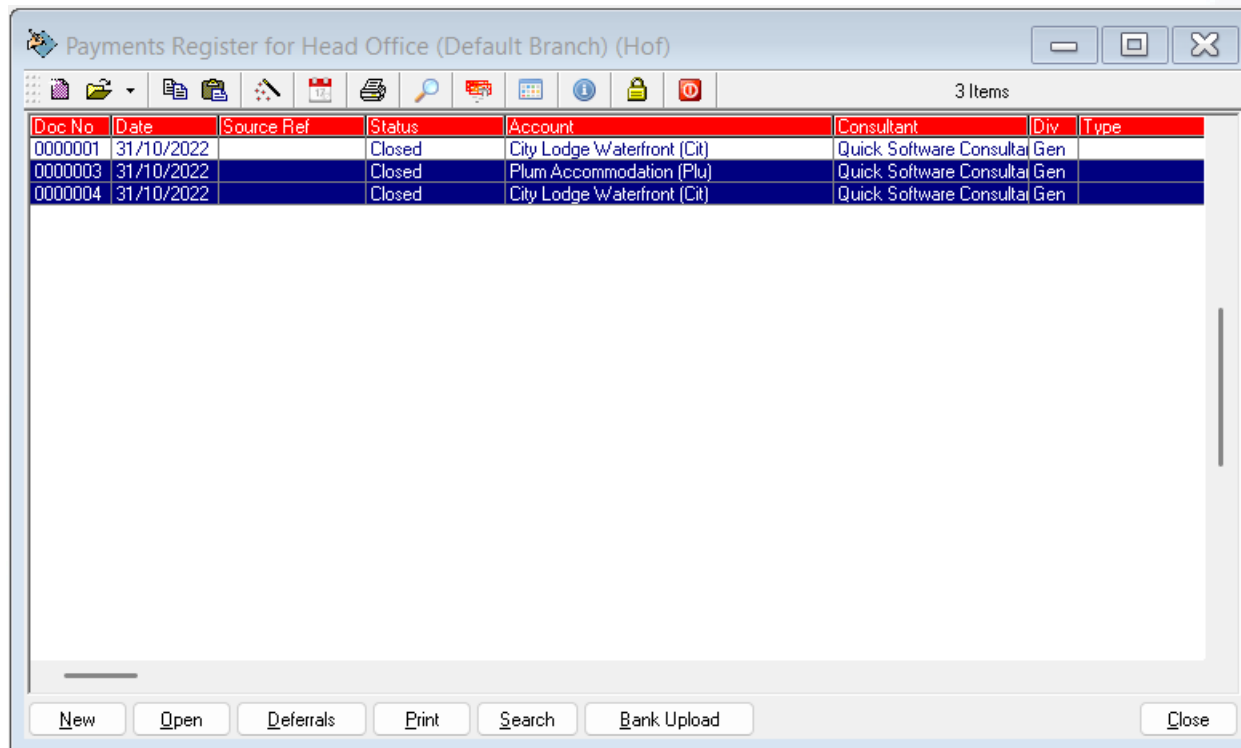
Bank Upload – WinMain full

- Currently supports Absa & Standard bank
 - Use supplier beneficiary code in bank setup
 - No live connect, batch method
-

QuickTrav Tips & Tricks

Bank Upload – WinMain full

- Select items to pay, select bank upload



QuickTrav Tips & Tricks

Bank Upload – WinMain full

Save as pending to create upload file

View Bank Payment Batch (Hof000002)

Bank Account: Absa Current (Bk2) Colette A/C 3622145211041 Branch 63200

Comments:

2 Payments = R 6,500.00

Batch file: q:\winmain\payment batches\absa\hof000002.txt

Status: Closed
Created by Sup on 17/07/2024 at 10:47
Last updated by Sup on 17/07/2024 at 10:48

Payment	Date	Source Ref	Account	Description	Amount	Bank Details	Cash Book
0000003	31/10/2022		Plum Accommodation (Plu)	Payment	1,500.00	Ned1077369581 (19142) colette groe	Bk2.0000001
0000004	31/10/2022		City Lodge Waterfront (Cit)	Payment	5,000.00	Frnb6200124411414 (63002) city lodg	Bk2.0000002

Save as Draft
Save as Pending (Create Upload File)
✓ Save as Closed (Close Payments)

Save Import Delete Edit Close

Save as closed when successfully process in banking app
Payments will be closed & updated to cashbook

QuickTrav Tips & Tricks

ICC2– WinMain full

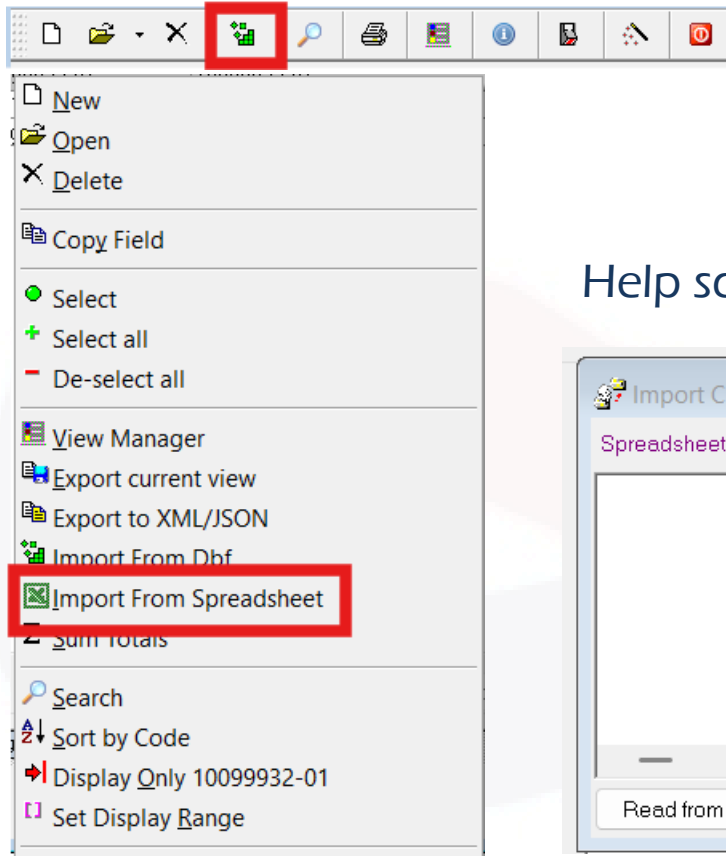
Internal Credit card process

- Improved on original ICC process
 - QT handles accounting entries, no more multiple docs
 - Setup table for ICC – supports VC's
 - Link ICC to bank account & clearing account
 - Auto create draft payments
 - Run ICC as proper cashbook
-

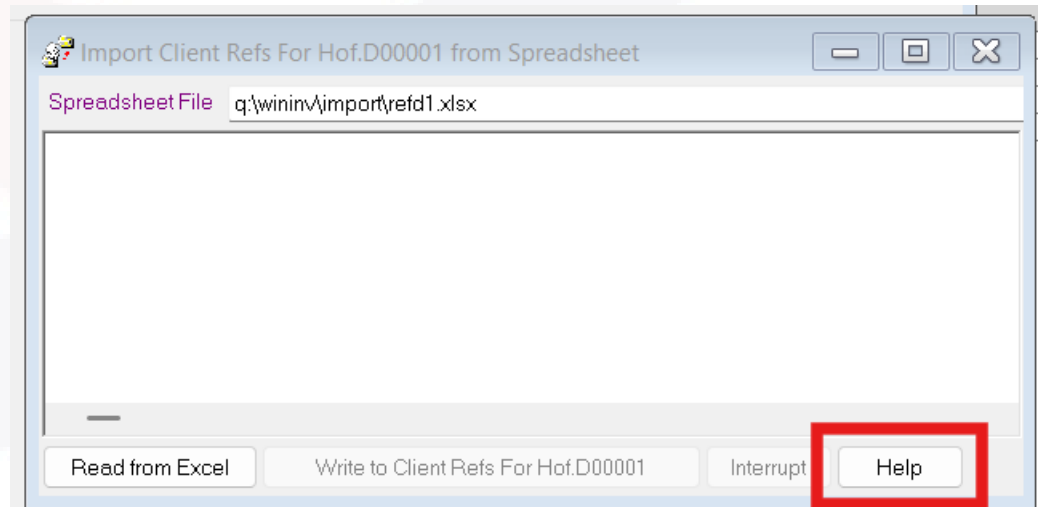
QuickTrav Tips & Tricks

Importing from excel

Import buttons / Right click menu



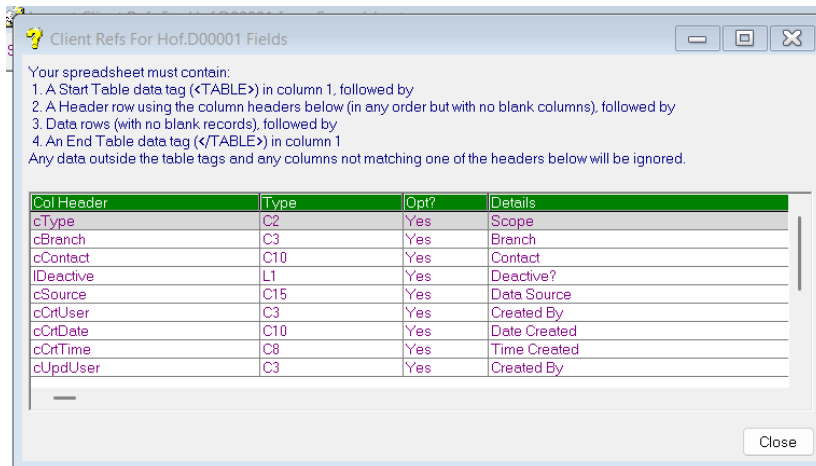
Help screen provides all info required



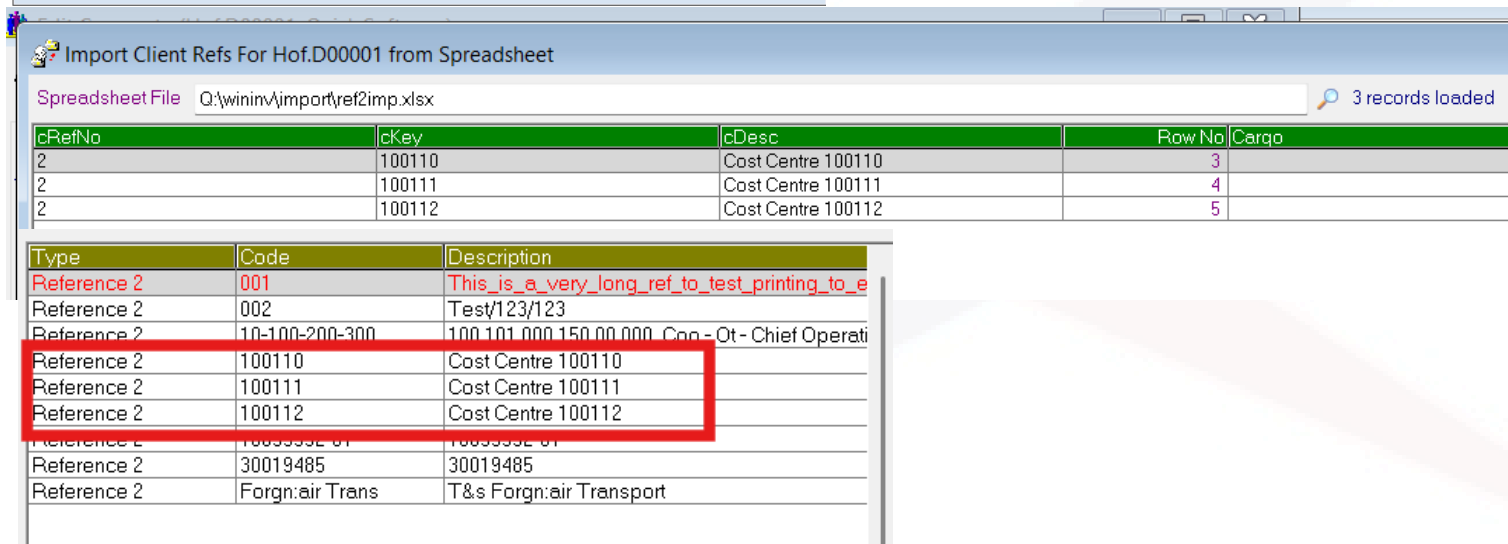
QuickTrav Tips & Tricks

Importing from excel

Help screen provides all info required e.g. Import client refs



<TABLE>					
cRefNo	cKey	cDesc			
2	100110	Cost Centre 100110			
2	100111	Cost Centre 100111			
2	100112	Cost Centre 100112			
</TABLE>					



QuickTrav Tips & Tricks

Importing from excel

Where to use it?

- Import client references
 - Update or Import suppliers
 - Import receipts
 - Import allocations
 - Import Journals
 - Import bank items
-

QuickTrav Tips & Tricks

Supplier invoice upload

Supplier invoice upload in Webapp land arrangements

Line Items								
#	Type	Details	Client Amount	Comm/Fee	Agency Vat	Supplier	Total Fare	C
001	Land Arrangement	City Lodge Bryanston - 859 - Sharon Kim - Accommodation	3,000.00	260.87	39.13	2,700.00	3,000.00	
002	Service Fee	Tasf Service Fee - 859 - Sharon Kim - Tasf Service Fee	345.00	300.00	45.00	0.00	345.00	

New ▾ Copy Extend Open Upload Supplier Invoice Delete

Upload Supplier Invoice ×

[Upload Supplier Invoice for Line Item 001](#)

Drag and drop file here, or click to select files

(Only *.pdf files will be accepted)

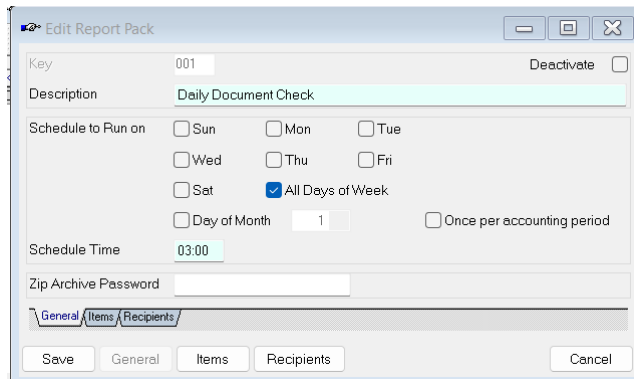
Upload ✓

Cancel ✕

QuickTrav Tips & Tricks

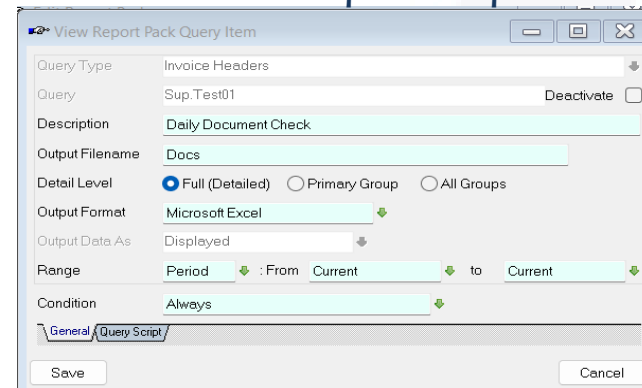
Scheduled reporting – as easy as 1,2 3,4!

1. Create the schedule



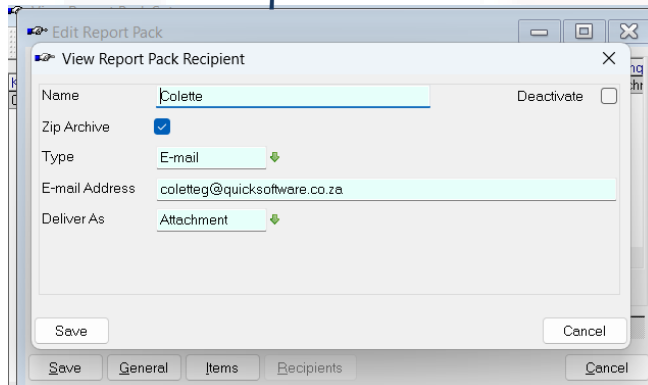
The 'Edit Report Pack' dialog box is shown. The 'Key' is 001 and 'Deactivate' is unchecked. The 'Description' is 'Daily Document Check'. Under 'Schedule to Run on', 'All Days of Week' is selected. The 'Schedule Time' is 03:00. The 'Zip Archive Password' field is empty. The 'General' tab is active, and the 'Save' button is visible.

2. Select the report & parameters



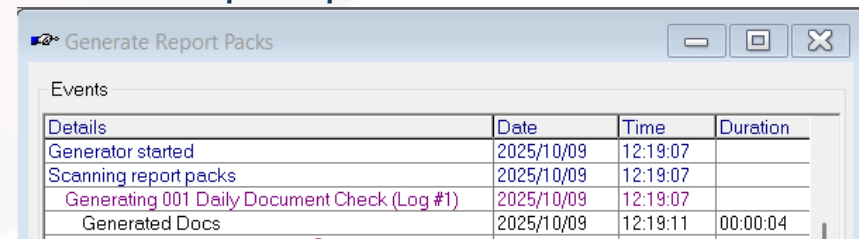
The 'View Report Pack Query Item' dialog box is shown. The 'Query Type' is 'Invoice Headers' and the 'Query' is 'Sup.Test01'. The 'Description' is 'Daily Document Check'. The 'Output Filename' is 'Docs'. The 'Detail Level' is 'Full (Detailed)'. The 'Output Format' is 'Microsoft Excel'. The 'Output Data As' is 'Displayed'. The 'Range' is 'Period' from 'Current' to 'Current'. The 'Condition' is 'Always'. The 'General' tab is active, and the 'Save' button is visible.

3. Add recipients



The 'View Report Pack Recipient' dialog box is shown. The 'Name' is 'Colette' and 'Deactivate' is unchecked. The 'Zip Archive' checkbox is checked. The 'Type' is 'E-mail'. The 'E-mail Address' is 'coletteg@quicksoftware.co.za'. The 'Deliver As' is 'Attachment'. The 'General' tab is active, and the 'Save' button is visible.

4. Run report pack



The 'Generate Report Packs' dialog box is shown, displaying a table of events.

Details	Date	Time	Duration
Generator started	2025/10/09	12:19:07	
Scanning report packs	2025/10/09	12:19:07	
Generating 001 Daily Document Check (Log #1)	2025/10/09	12:19:07	
Generated Docs	2025/10/09	12:19:11	00:00:04



Q & A



Thank you for being
part of our Roadshow!

Connect. Learn. Grow.