Tshwane University of Technology

Windows Invoicing Training 2026

Tshwane University of Technology

We empower people

Quick Softwa

Overview – Day 1

- Introduction to Quick Software
- Understand Clients & Payments methods used
- Creating new Clients
- Creating new Suppliers
- Invoicing
- Issue Vouchers

Introduction to Quick Software

Established 1992

Specializes in Retail Travel Industry Software

Majority market share

Method of Payments used by Clients

Billback vs Direct Settlement

Billback

Client Pays Agency → Agency Takes Commission → Agency Pays Difference to Supplier

Direct Settlement

Client Pays Supplier **DIRECTLY** → Agency claims commission from Supplier → Supplier pays commission to Agency

Debtors / Corporates

Debtors are corporate clients, who have accounts with the Agency
Examples include: Coca-Cola, Pick ‘n Pay or any company.

Debtors have a D prefix e.g D00002

Leisures

Leisures are walk-in clients, the person off the street, who is travelling for pleasure
Examples include: me and you

Leisures have an L prefix e.g L00002

METHOD OF PAYMENTS USED BY TRAVEL AGENTS TO PAY SUPPLIERS

BSP

BSP is the central organisation that facilitates payments between the
Agency and the Airlines
Most airlines are paid via BSP

COD

COD means "Cash on Delivery", the agency must pay for the travel
Before / as it happens / soon after. This is normally if the agency
DOES NOT have an account with the supplier

Month-End

Month-End, as the name suggests, is when the Agency pays for
All the travel at the end of the month. This normally happens
When the agency has an account with the supplier

3. OVERVIEW OF SYSTEM PROCESS FLOW

Understanding the process flow is essential before beginning practical tasks.

The workflow in QuickTrav™ is as follows:

Add/Create (YOU) as a consultant

↓

Create Clients (Debtor or Leisure) with details provided

↓

Create Supplier with details provided or from Tax Invoice

↓

Travel Takes Place (Issue a voucher to confirm Travel)

↓

Post Travel – (Issue an Invoice – for travel that has taken place)

↓

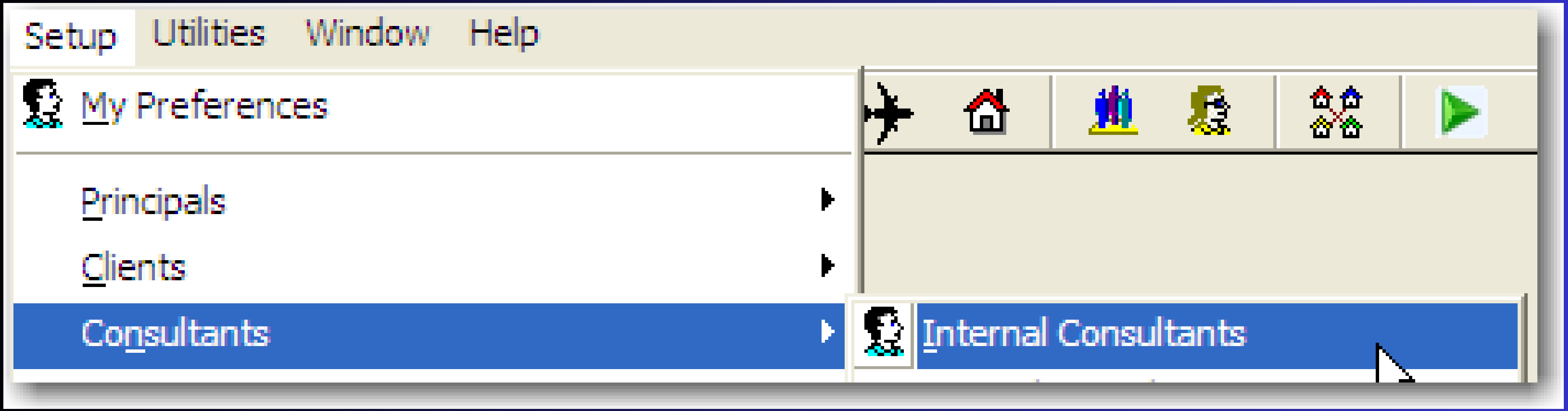
Add service Fees

↓

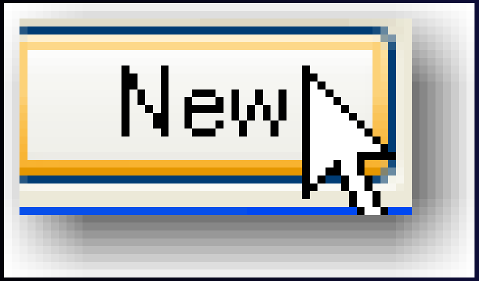
REMEMBER TO SAVE YOUR WORK!!!!!!!

Creating yourself as a Consultants - Always your 1st Step

Setup – Consultants - Internal Consultants

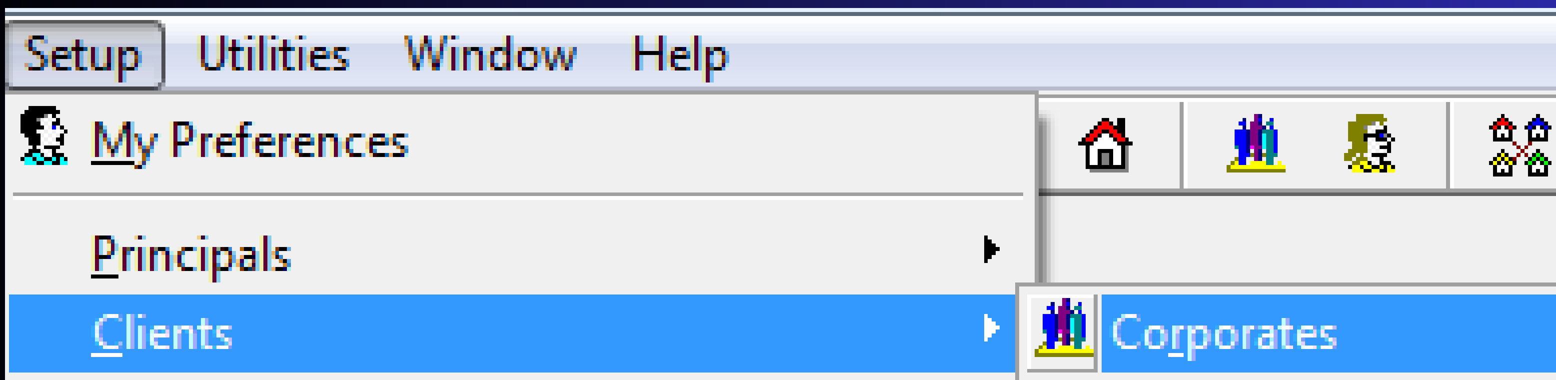


Click - New



Creating Client Accounts – Corporates

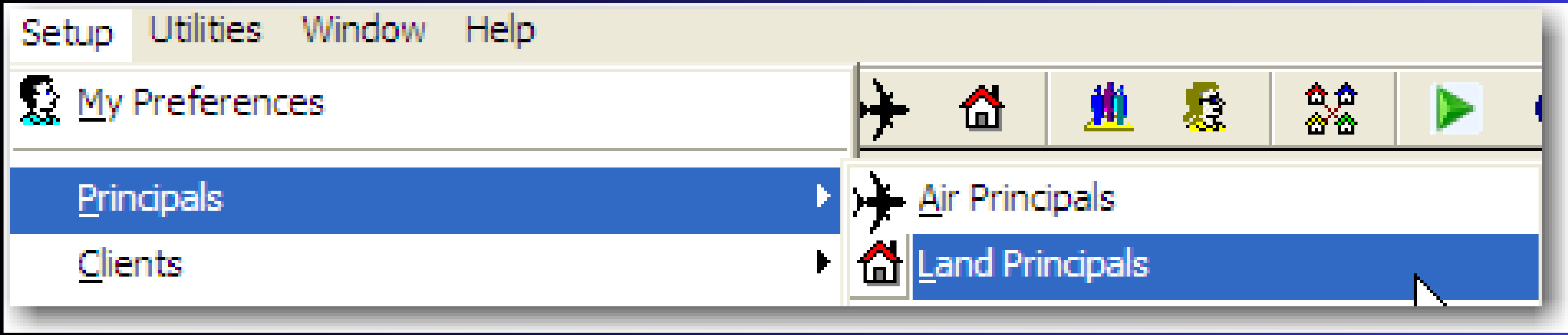
Setup – Clients - Corporates/ Debtors



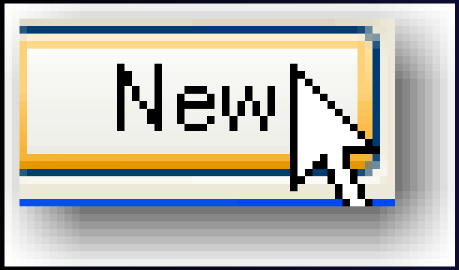
Click - New

Creating Supplier Accounts – Land

Setup – Principals – Land Principals

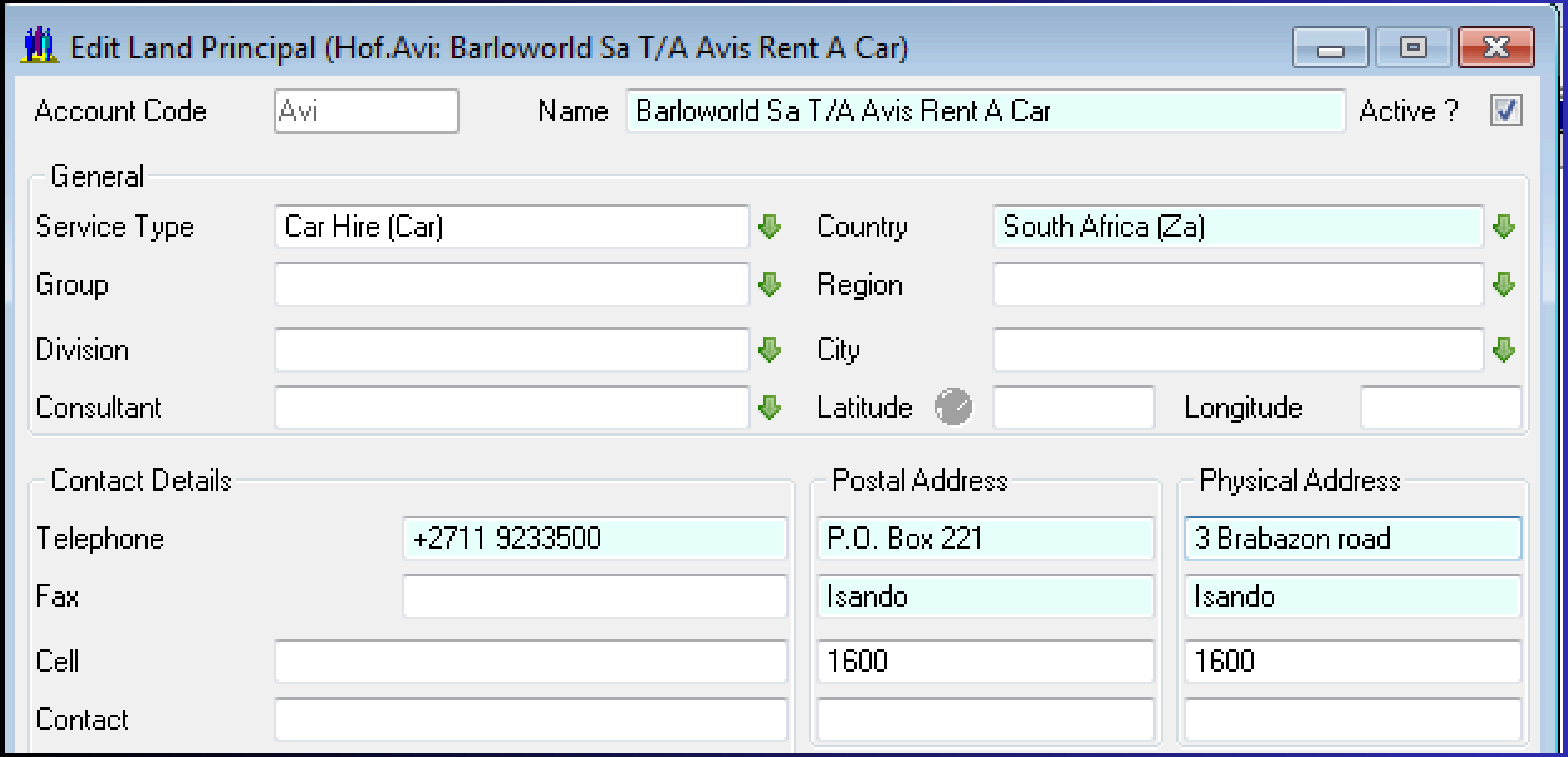


Click - New



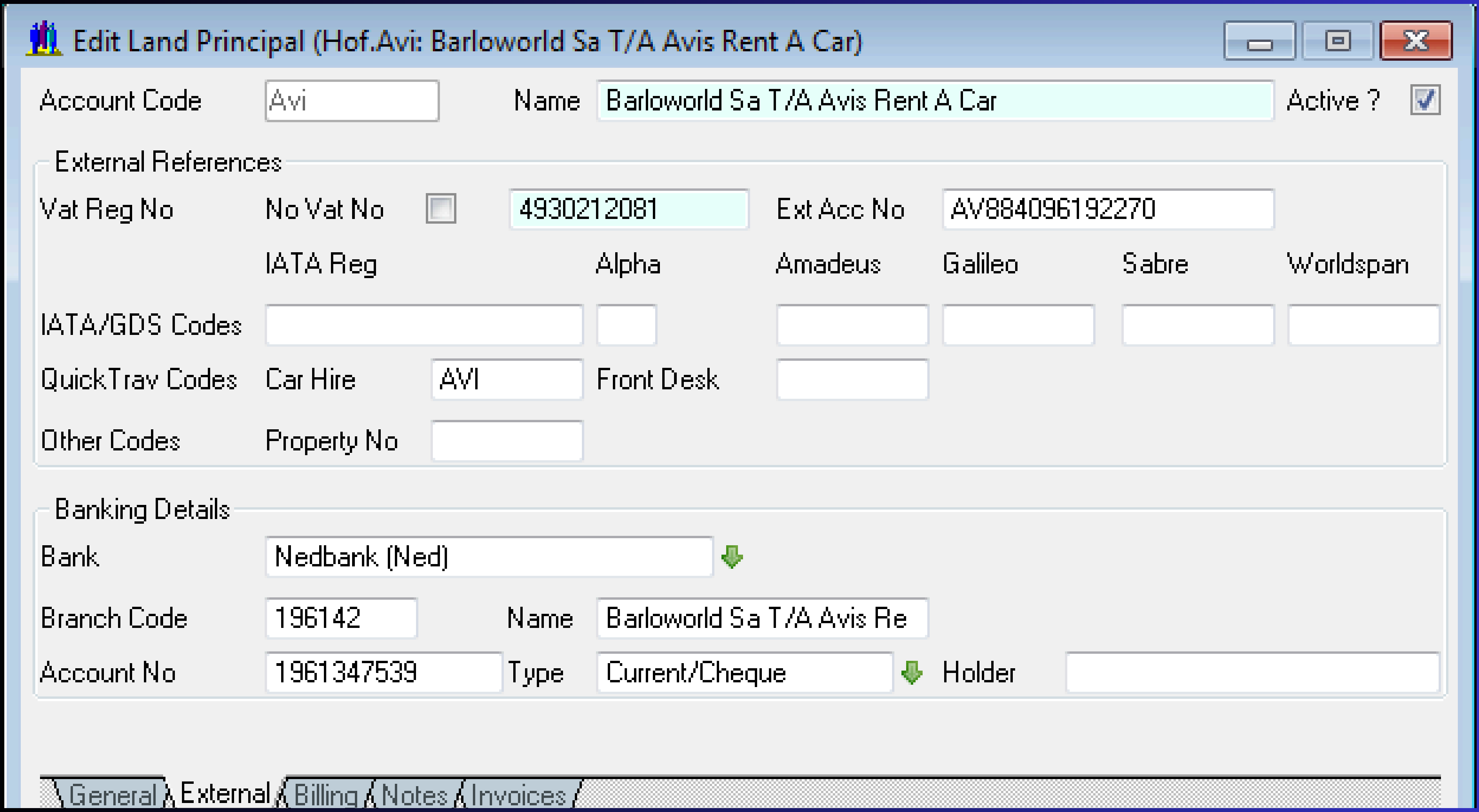
Creating Supplier Accounts – Land

Fill in the information



Creating Supplier Accounts – Land

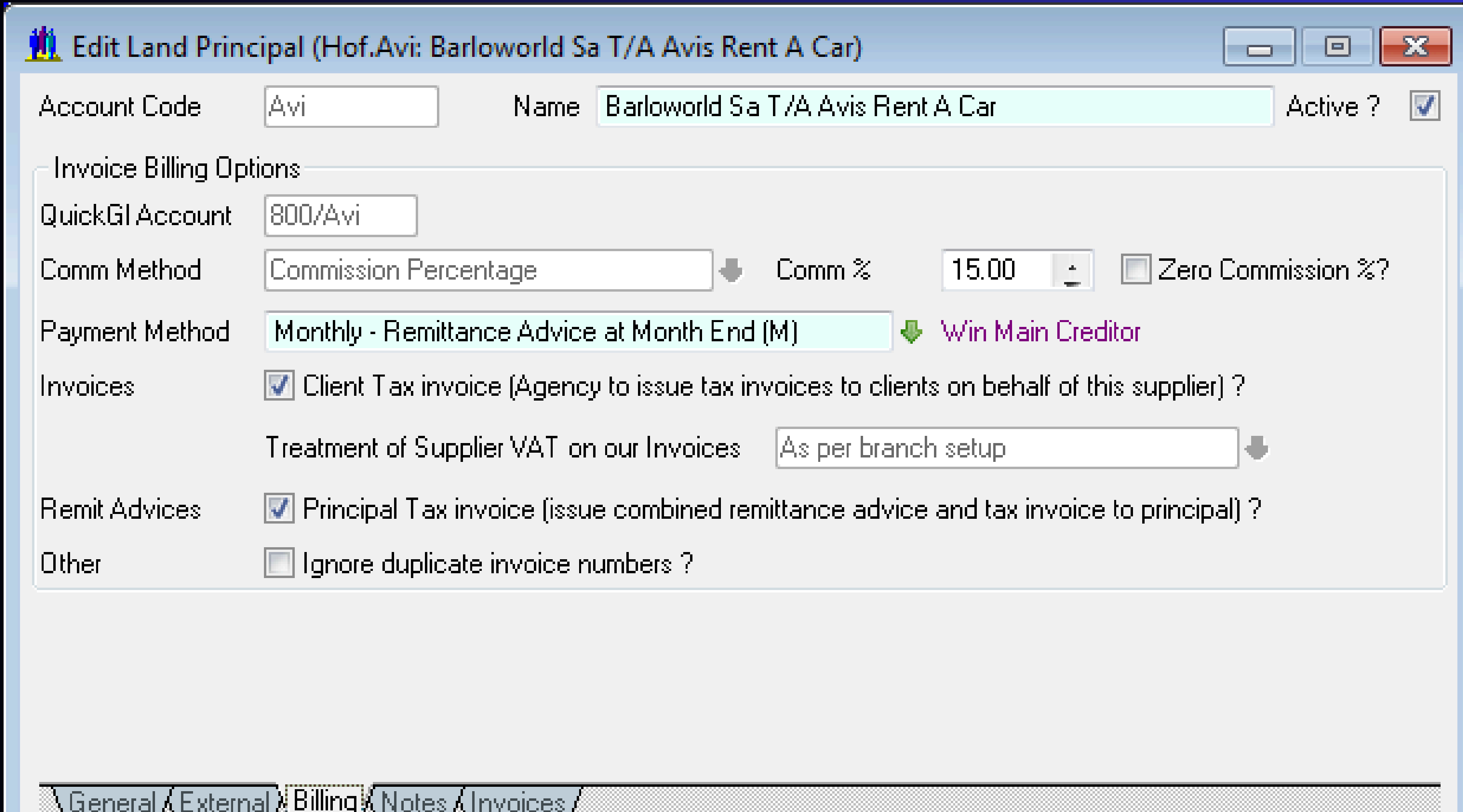
Fill in the information

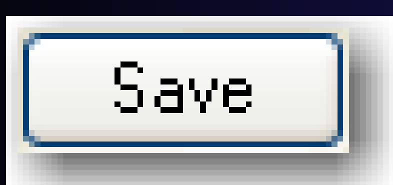


Click the Billing Tab

Creating Supplier Accounts – Land

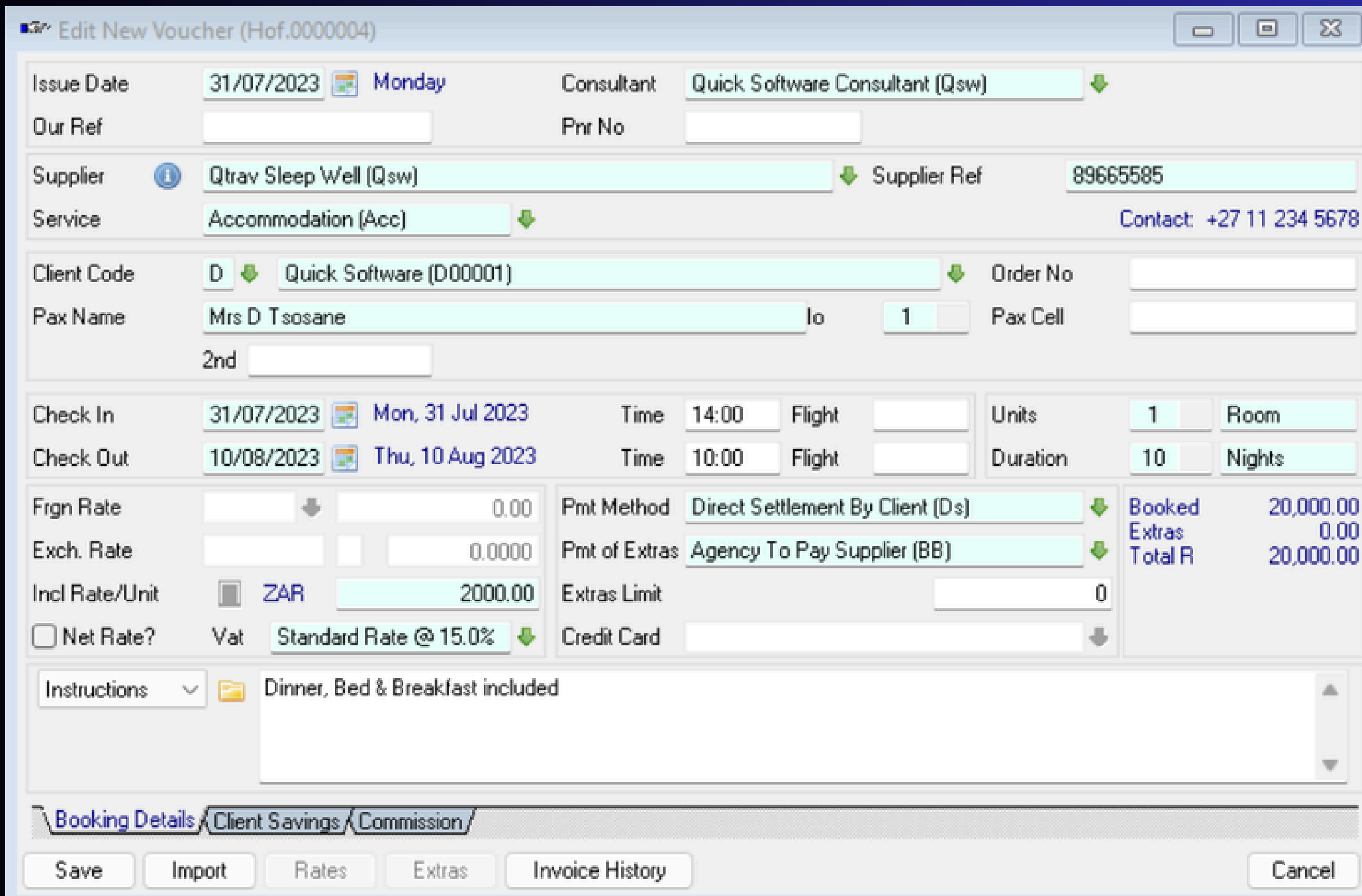
Fill in the information

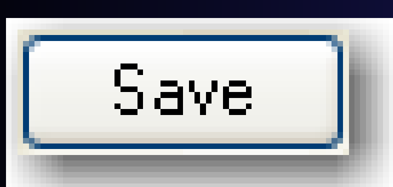




Issue Hotel Voucher

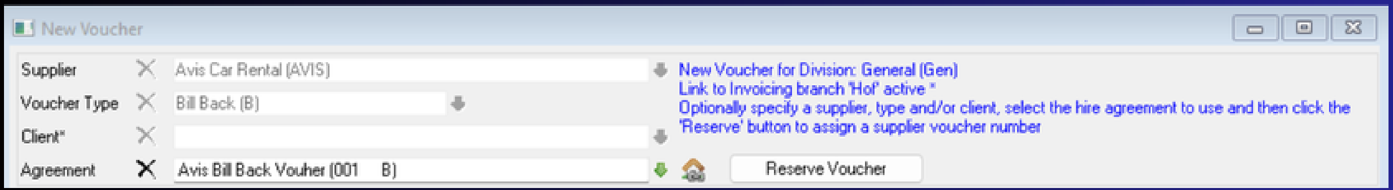
In Hotel Vouchers, select File - New Voucher and complete the template below- Save when done

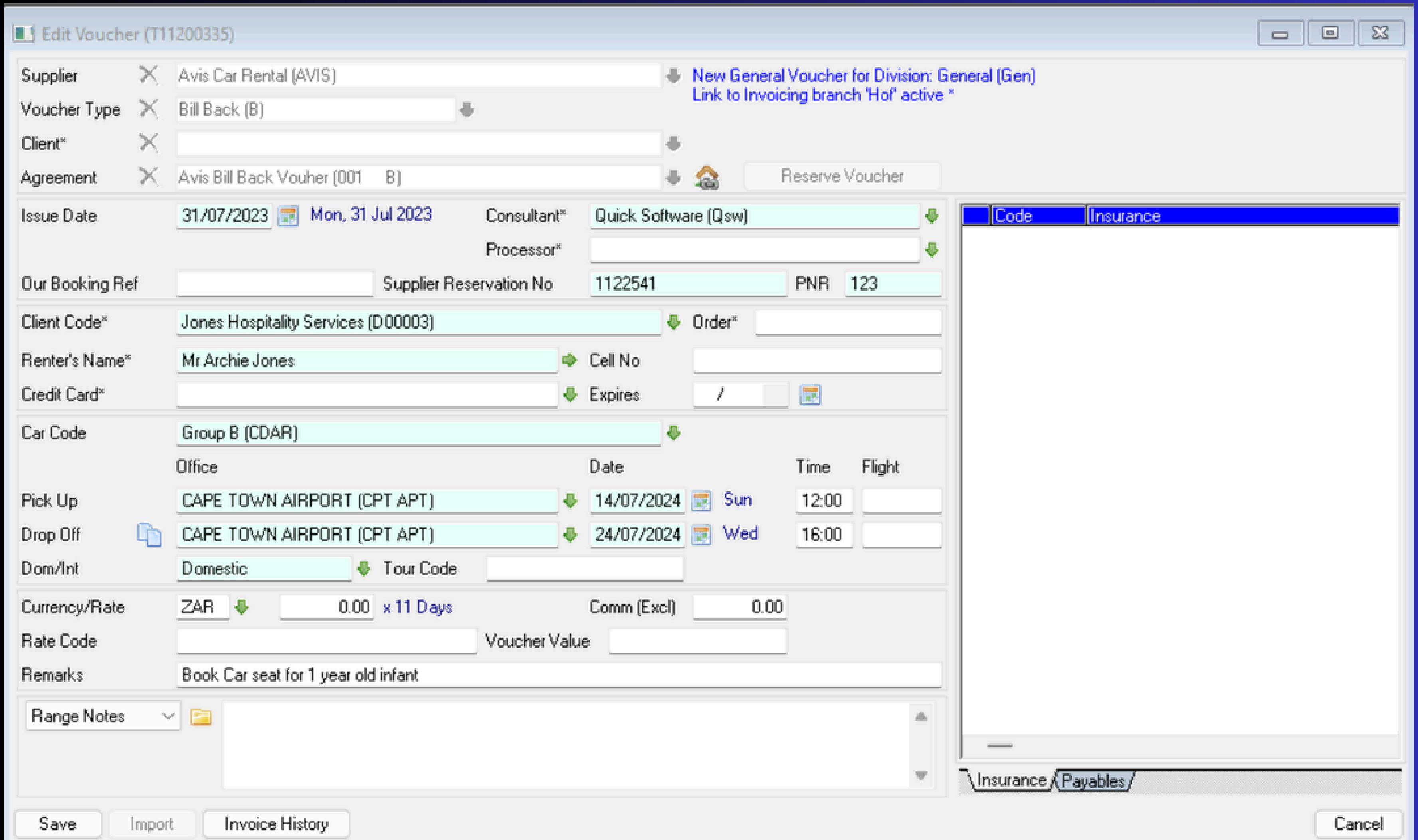




Issue Car Hire Voucher

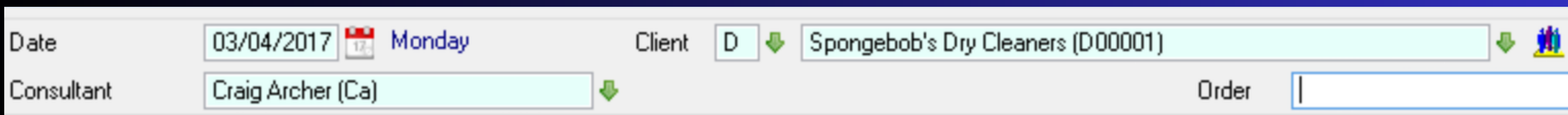
Always select the supplier, type of voucher and Range you're working from and reserve before completing the voucher details



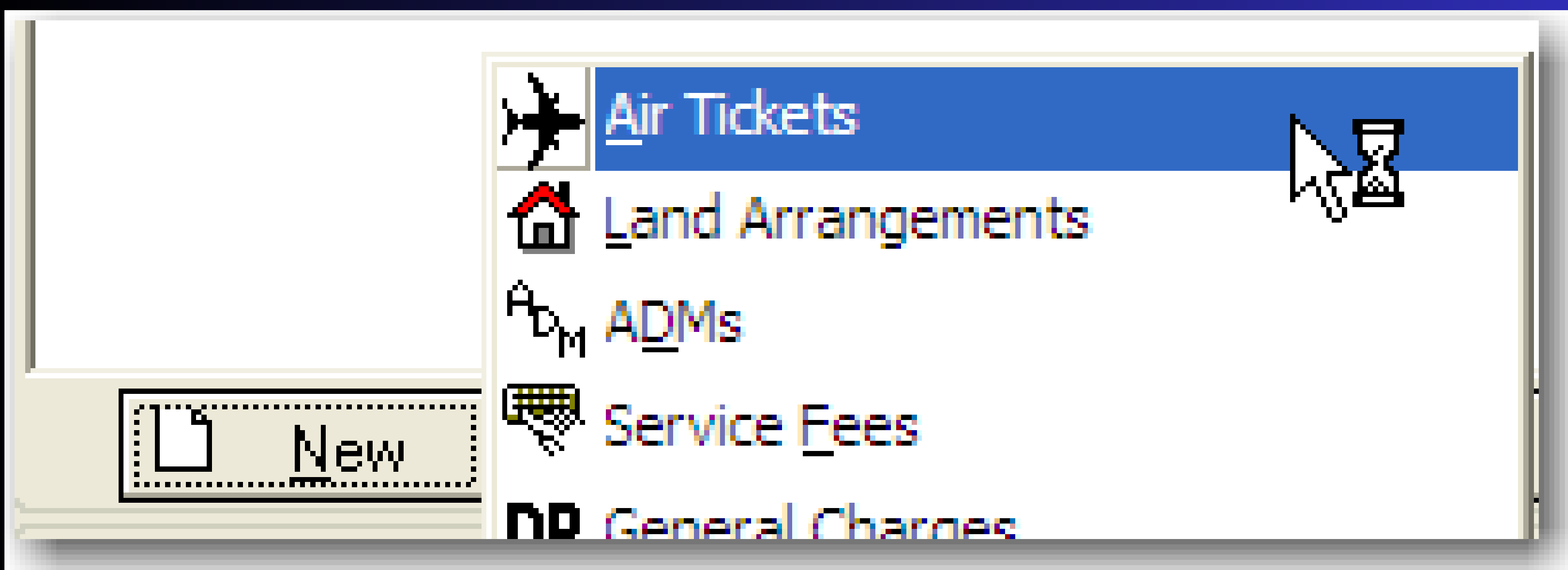


Invoicing

Invoicing – Invoice Header



Click New – Air Tickets



Air Ticket Invoicing Checklist

Field	Details / Instructions	Completed (✓)
Ticket Number	Record the ticket number from the ticket	☐
Airline	Enter the airline the traveller flew on	☐
Traveller's Name	Enter the full name of the traveller	☐
Route Type	Confirm if the route is Domestic or International	☐
Routes Travelled	List all routes taken on the ticket	☐
Travel Dates	Enter the departure and return dates	☐
Exclusive Fare	Record the exclusive fare amount	☐
Airport Taxes	Calculate using: Airport Taxes = Total Fare – Net Fare – VAT	☐

```
EMO TRAVEL
  **AGENT COUPON**                    77215123       **ITINERARY*
FRICAN AIRWAYS         1 OF 1    43FBYH/1A    OSA0463Y JNBCPT
N/GEORGE MR A             TCCFMK1305             Y        /SACO
                                    02MAR17  OSA0416Y CPTJNB
                                                 Y        /SACO

CPT1935.20SA JNB1935.20ZAR3870.40END XT254
3.20ZV48.00UM

80.00                   EXCH/
20.00 YR FCI F
40.46 EV CASH
45.20 XT ORIG/
85.66
  083 1422066551 1PRI  FEVV
                       0836ZAR   3880.00       0.00 0100    21
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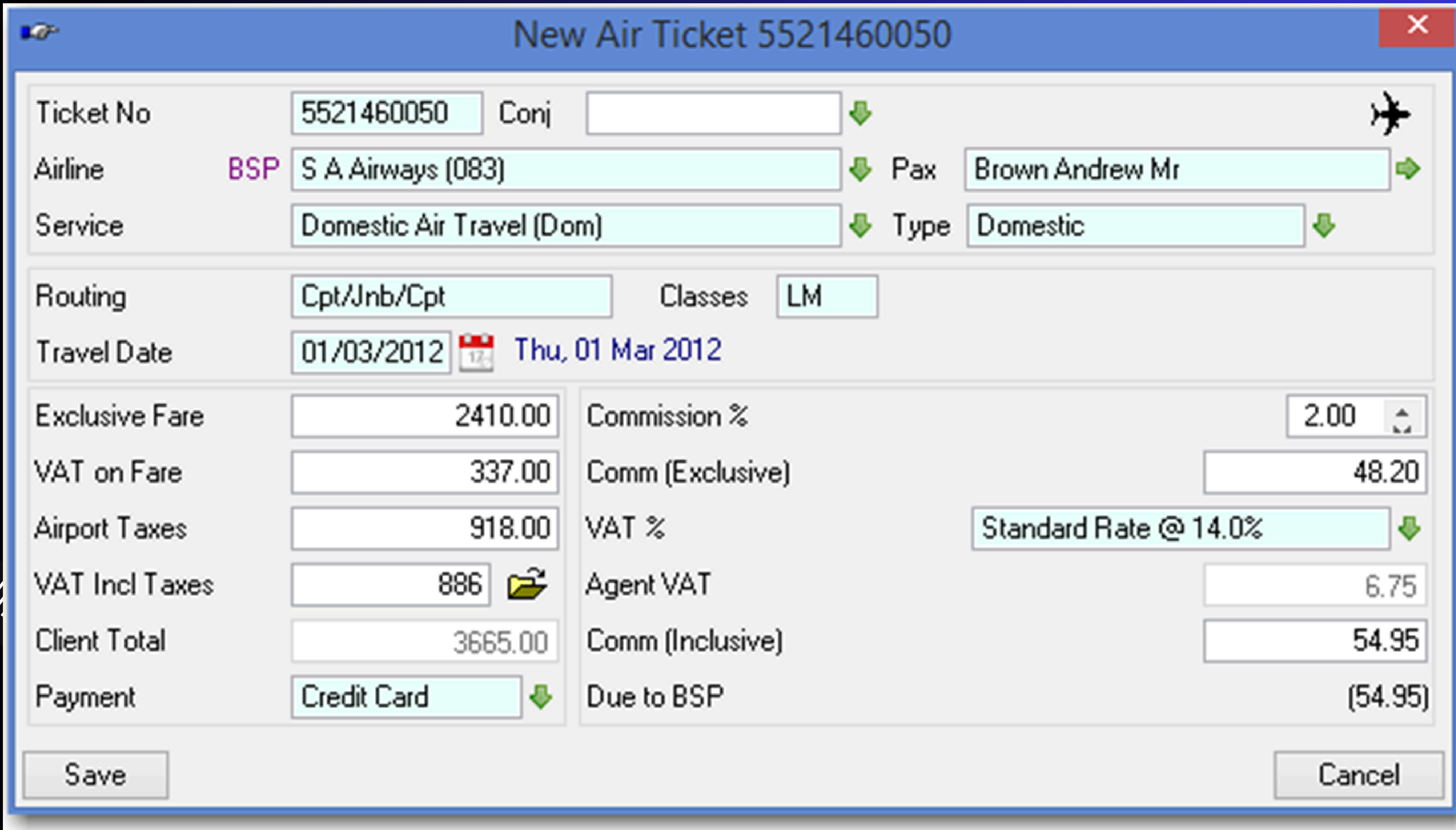
Invoicing – Air Tickets

Fill in the information

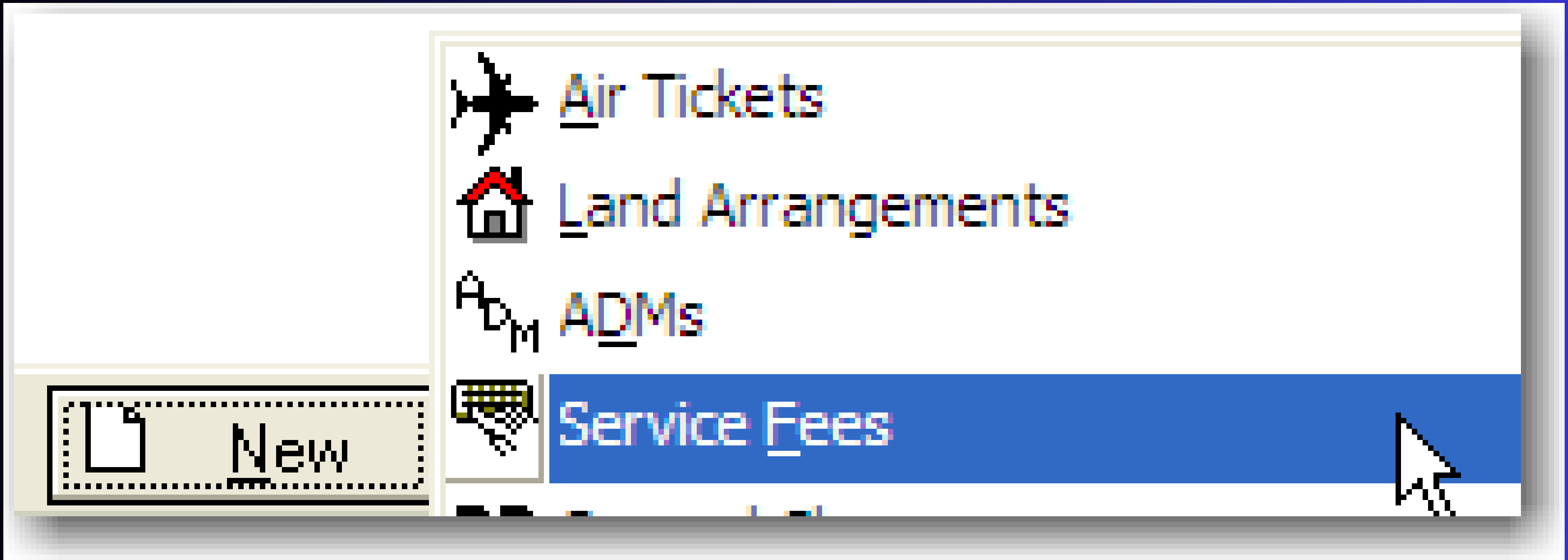


Calculating Airport Taxes

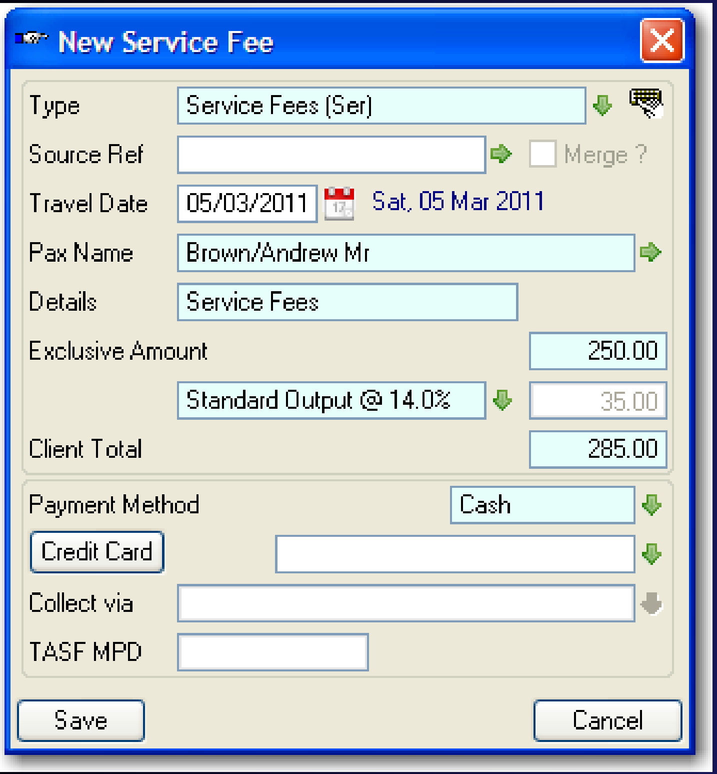
Client Total	5985.66
Less Net Fare	3880.00
Less VAT	543.20
Equals Airport Taxes	**1562.46**

Invoicing – Service Fees

Click New – Service Fees

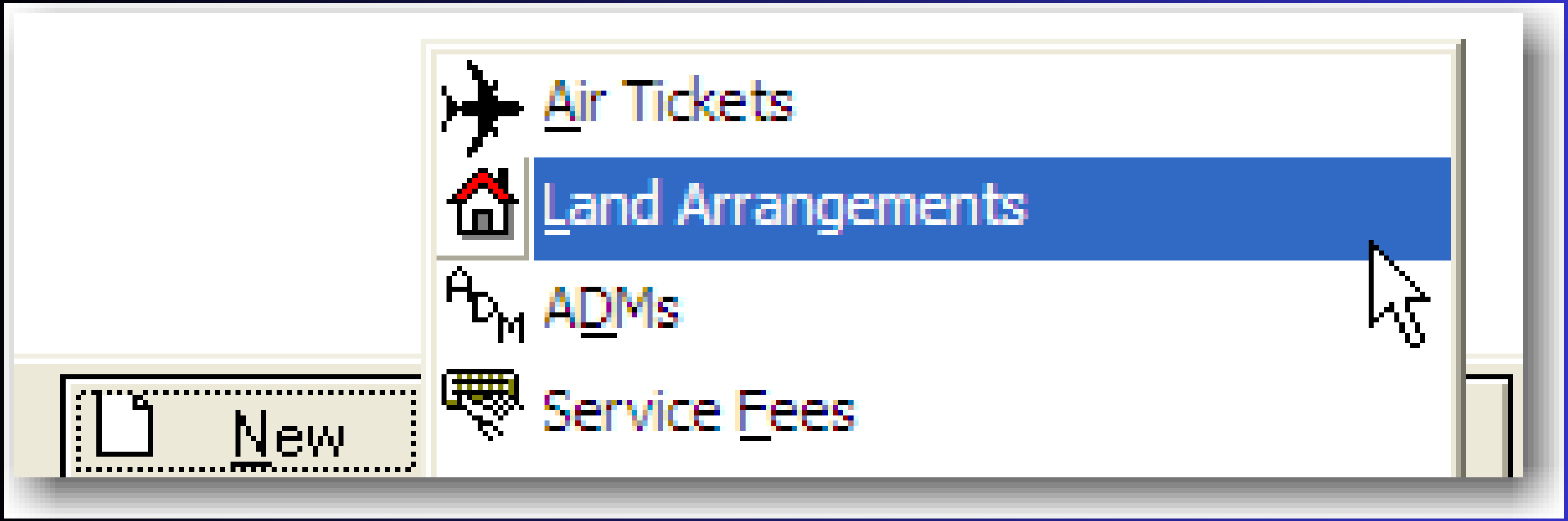


Invoicing – Service Fee

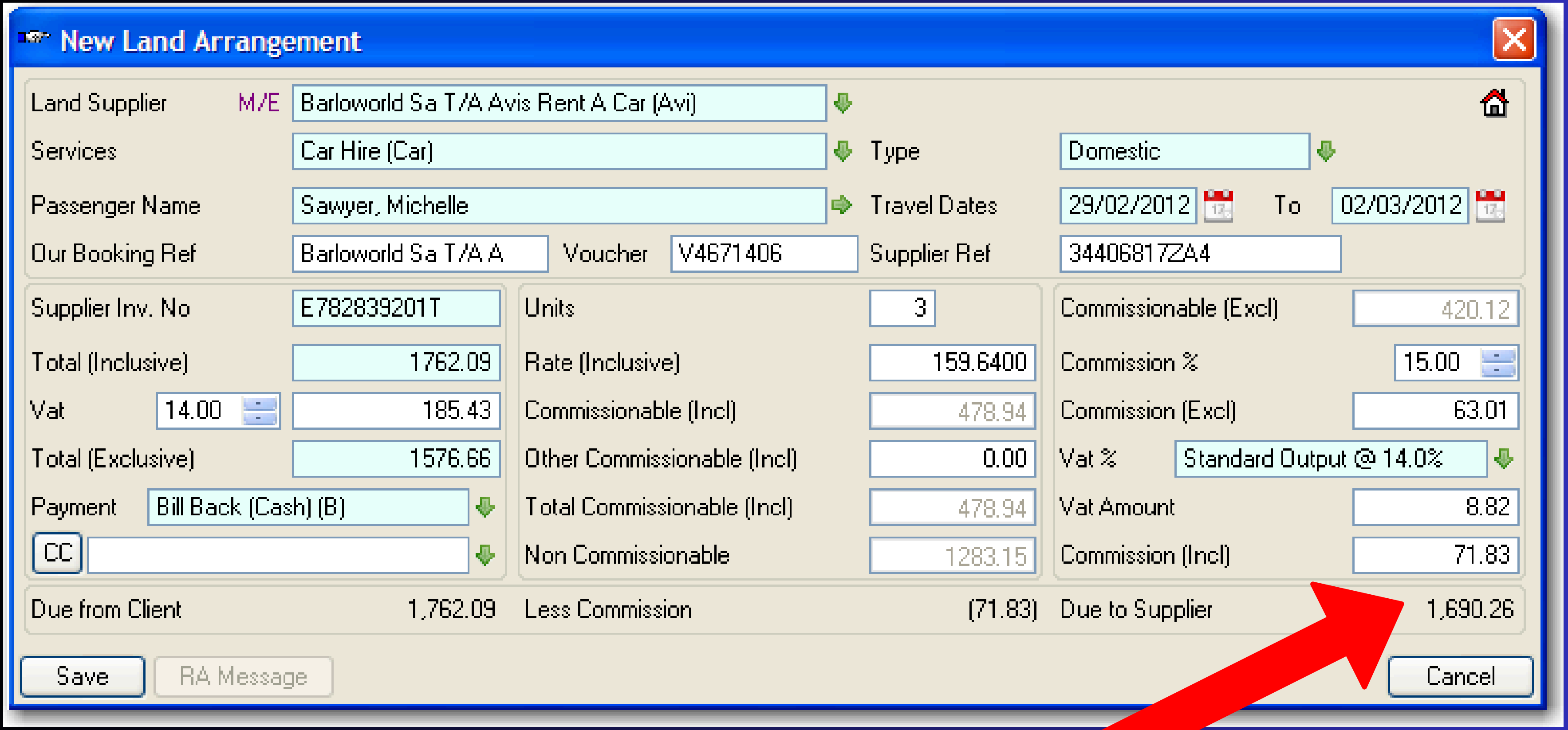


Invoicing – Land Arrangements (Car Hire & Hotels)

Click New – Land Arrangements



Invoicing – Car Hire



Supplier Invoice Total: 1680.19