

Tshwane University of Technology

Windows Invoicing Training 2026



Tshwane University
of Technology

We empower people



Quick Software

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

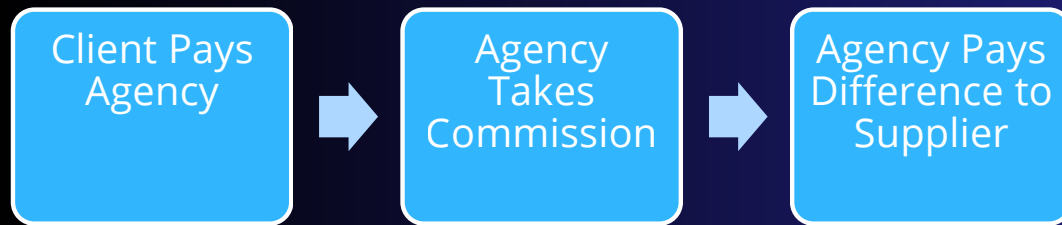
Majority market share



Method of Payments used by Clients

Billback vs Direct Settlement

Billback



Direct Settlement



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

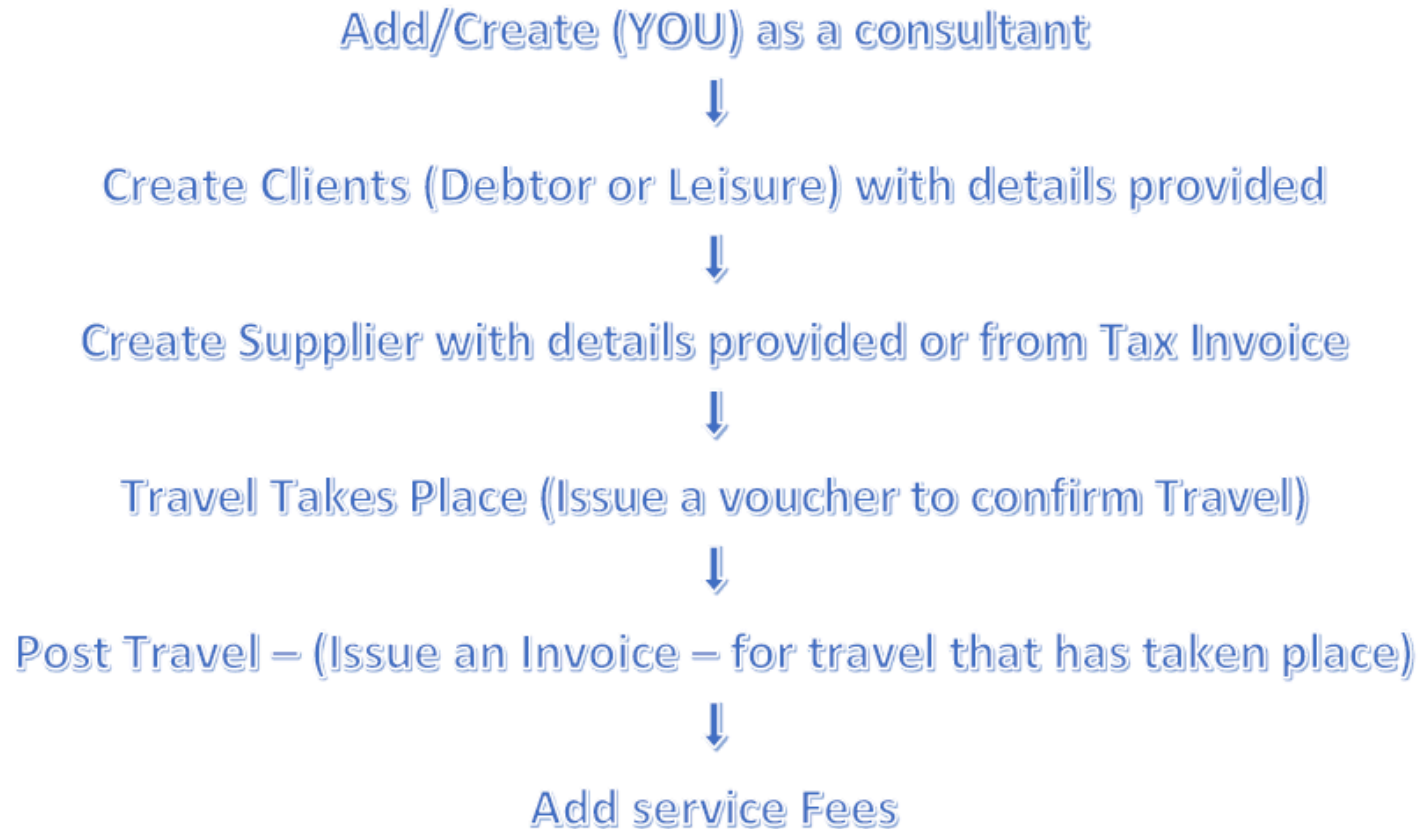
Month-End

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.

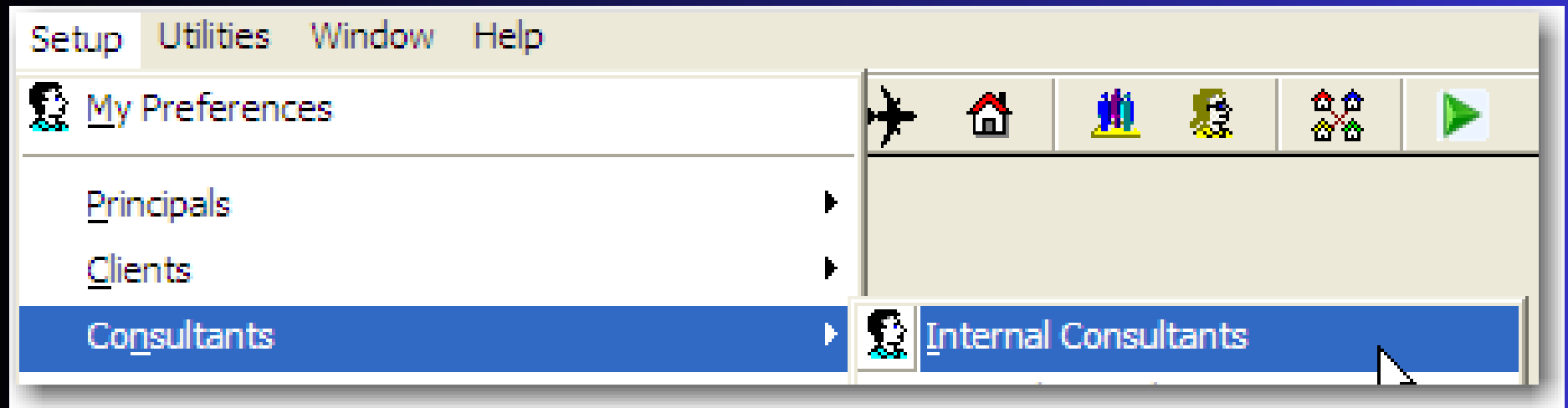
The workflow in QuickTrav™ is as follows:



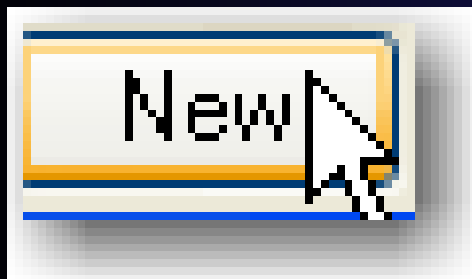
REMEMBER TO SAVE YOUR WORK!!!!!!

Creating yourself as a Consultants - Always your 1st Step

Setup – Consultants - Internal Consultants

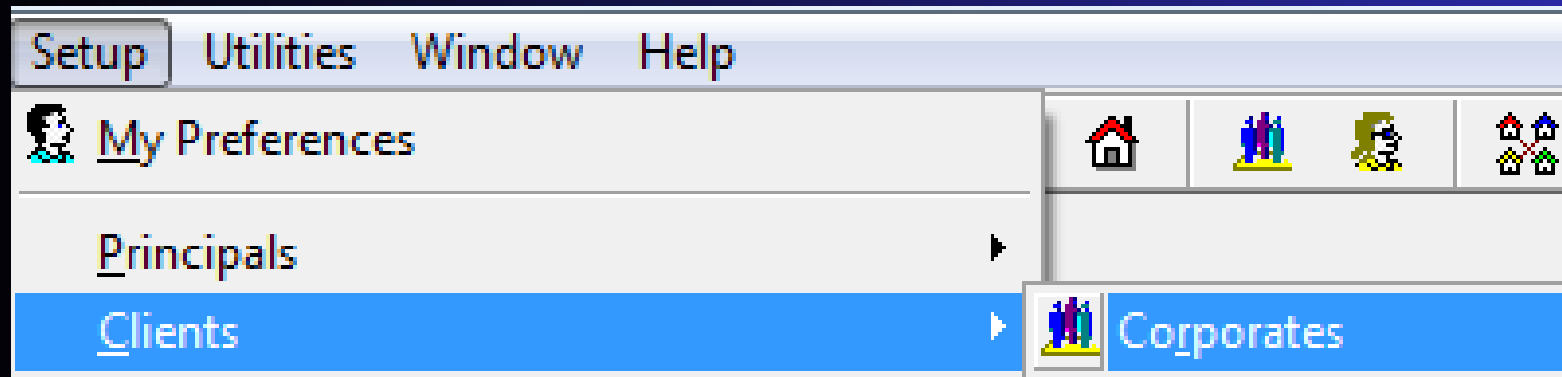


Click - New

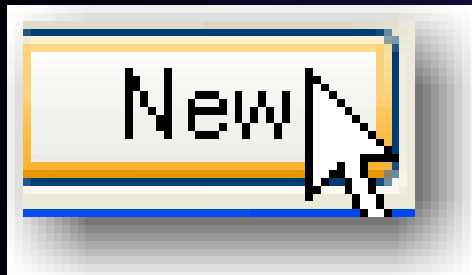


Creating Client Accounts – Corporates

Setup – Clients - Corporates/ Debtors

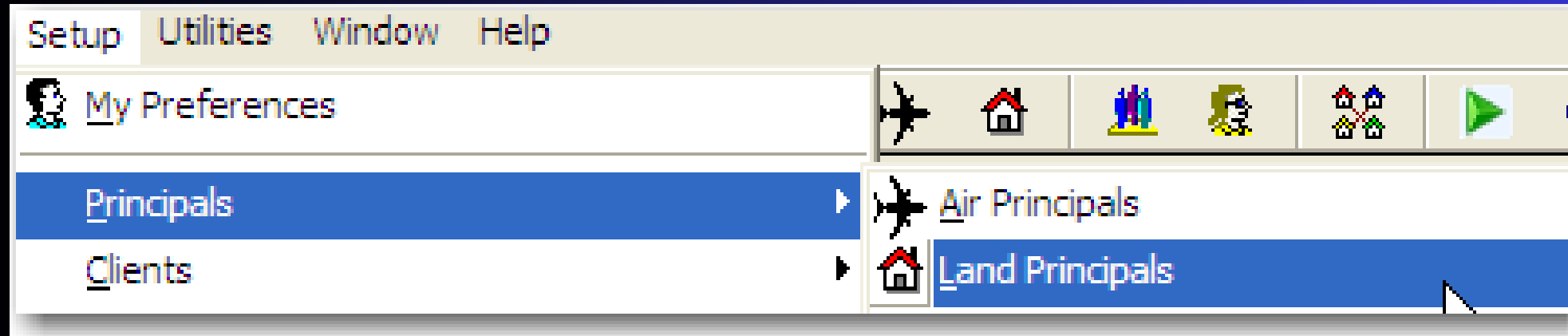


Click - New



Creating Supplier Accounts – Land

Setup – Principals – Land Principals



Click - New



Creating Supplier Accounts – Land

Fill in the information

The screenshot shows a software window titled "Edit Land Principal (Hof.Avi: Barloworld Sa T/A Avis Rent A Car)". The form is divided into several sections:

- Header:** Account Code: Name: Active ? ☒
- General:**
 - Service Type: Country:
 - Group: Region:
 - Division: City:
 - Consultant: Latitude: Longitude:
- Contact Details:**
 - Telephone:
 - Fax:
 - Cell:
 - Contact:
- Postal Address:**
 -
 -
 -
 -
- Physical Address:**
 -
 -
 -
 -

Creating Supplier Accounts – Land

Fill in the information

 Edit Land Principal (Hof.Avi: Barloworld Sa T/A Avis Rent A Car)

Account Code Name Active ? ☒

External References

Vat Reg No No Vat No ☐ Ext Acc No

IATA Reg Alpha Amadeus Galileo Sabre Worldspan

IATA/GDS Codes

QuickTrav Codes Car Hire Front Desk

Other Codes Property No

Banking Details

Bank 

Branch Code Name

Account No Type  Holder

[General](#) [External](#) [Billing](#) [Notes](#) [Invoices](#)

Click the Billing Tab

Creating Supplier Accounts – Land

Fill in the information

 Edit Land Principal (Hof.Avi: Barloworld Sa T/A Avis Rent A Car)

Account Code Name Active ? ☒

Invoice Billing Options

QuickGI Account

Comm Method Comm % ☐ Zero Commission %?

Payment Method  Win Main Creditor

Invoices ☒ Client Tax invoice (Agency to issue tax invoices to clients on behalf of this supplier) ?

Treatment of Supplier VAT on our Invoices 

Remit Advices ☒ Principal Tax invoice (issue combined remittance advice and tax invoice to principal) ?

Other ☐ Ignore duplicate invoice numbers ?

General / External / **Billing** / Notes / Invoices

Save

Issue Hotel Voucher

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

Edit New Voucher (Hof.0000004)

Issue Date	31/07/2023 Monday	Consultant	Quick Software Consultant (Qsw)
Our Ref		Pnr No	
Supplier	Qtrav Sleep Well (Qsw)	Supplier Ref	89665585
Service	Accommodation (Acc)	Contact:	+27 11 234 5678
Client Code	D Quick Software (D00001)	Order No	
Pax Name	Mrs D Tsosane	Pax Cell	
2nd			
Check In	31/07/2023 Mon, 31 Jul 2023	Time	14:00 Flight
Check Out	10/08/2023 Thu, 10 Aug 2023	Time	10:00 Flight
Units	1	Room	
Duration	10	Nights	
Frqn Rate	0.00	Pmt Method	Direct Settlement By Client (Ds)
Exch. Rate	0.0000	Pmt of Extras	Agency To Pay Supplier (BB)
Incl Rate/Unit	ZAR 2000.00	Extras Limit	0
Net Rate?	☐	Credit Card	
Vat	Standard Rate @ 15.0%		
Instructions	Dinner, Bed & Breakfast included		
Booking Details / Client Savings / Commission			
Save	Import	Rates	Extras
Invoice History			Cancel

Save

Issue Car Hire Voucher

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

New Voucher

Supplier Avis Car Rental (AVIS) New Voucher for Division: General (Gen)
Voucher Type Bill Back (B) Link to Invoicing branch 'Hol' active *
Client* Optionally specify a supplier, type and/or client, select the hire agreement to use and then click the 'Reserve' button to assign a supplier voucher number
Agreement Avis Bill Back Voucher (001 B) Reserve Voucher

Edit Voucher (T11200335)

Supplier Avis Car Rental (AVIS) New General Voucher for Division: General (Gen)
Voucher Type Bill Back (B) Link to Invoicing branch 'Hol' active *
Client*
Agreement Avis Bill Back Voucher (001 B) Reserve Voucher

Issue Date 31/07/2023 Mon, 31 Jul 2023 Consultant* Quick Software (Qsw)
Processor*

Our Booking Ref Supplier Reservation No 1122541 PNR 123

Client Code* Jones Hospitality Services (D00003) Order*

Renter's Name* Mr Archie Jones Cell No

Credit Card* Expires /

Car Code Group B (CDAR)

	Office	Date	Time	Flight
Pick Up	CAPE TOWN AIRPORT (CPT APT)	14/07/2024	Sun 12:00	
Drop Off	CAPE TOWN AIRPORT (CPT APT)	24/07/2024	Wed 16:00	

Dom/Int Domestic Tour Code

Currency/Rate ZAR 0.00 x 11 Days Comm (Excl) 0.00

Rate Code Voucher Value

Remarks Book Car seat for 1 year old infant

Range Notes

Save Import Invoice History Cancel

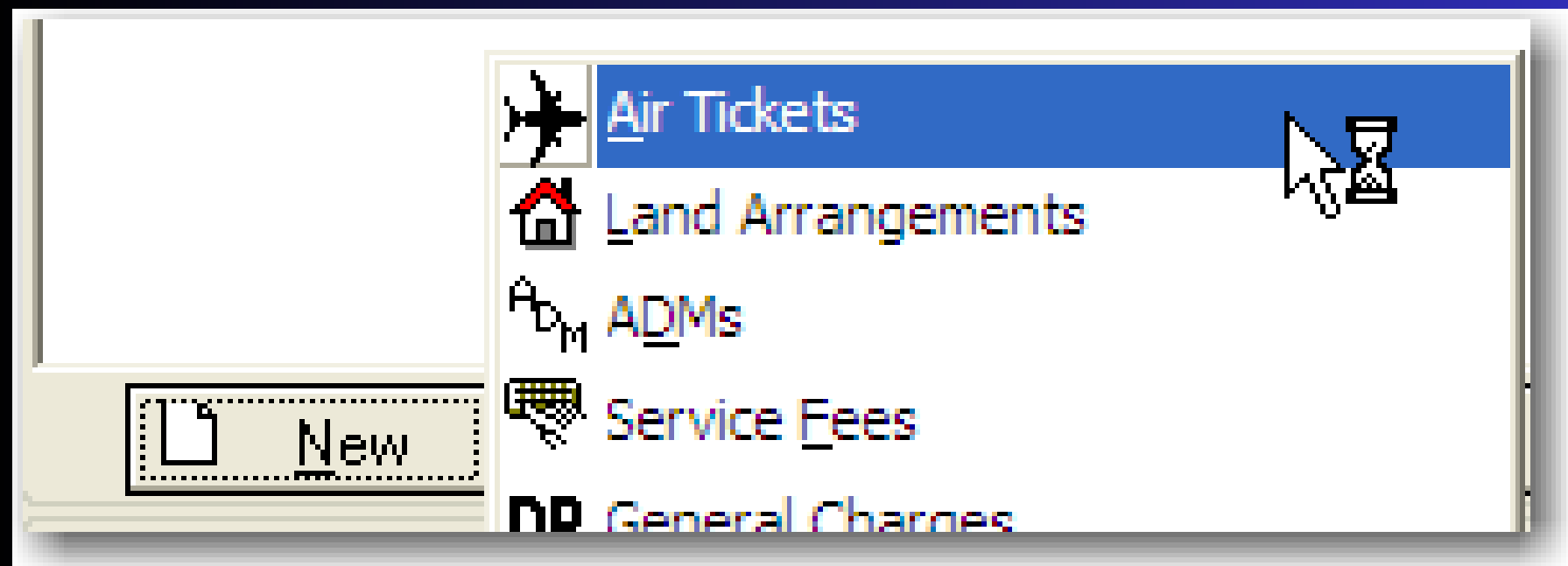
Insurance Payables

Invoicing

Invoicing – Invoice Header

Date	03/04/2017  Monday	Client	D  Spongebob's Dry Cleaners (D00001)  
Consultant	Craig Archer (Ca) 	Order	

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

AFRICAN AIRWAYS

N/GEORGE MR A

77215123

1 OF 1 43FBYH/1A

TCCFMK1305

02MAR17

**ITINERARY*

OSA0463Y JNBCPT

Y /SACO

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

Invoicing – Air Tickets

Fill in the information

New Air Ticket 5521460050

Ticket No

5521460050

Conj

Airline

BSP

S A Airways (083)

Pax

Brown Andrew Mr

Service

Domestic Air Travel (Dom)

Type

Domestic

Routing

Cpt/Jnb/Cpt

Classes

LM

Travel Date

01/03/2012

Thu, 01 Mar 2012

Exclusive Fare

2410.00

Commission %

2.00

VAT on Fare

337.00

Comm (Exclusive)

48.20

Airport Taxes

918.00

VAT %

Standard Rate @ 14.0%

VAT Incl Taxes

886

Agent VAT

6.75

Client Total

3665.00

Comm (Inclusive)

54.95

Payment

Credit Card

Due to BSP

(54.95)

Save

Cancel

Calculating Airport Taxes

Client Total

5985.66

Less Net Fare

3880.00

Less VAT

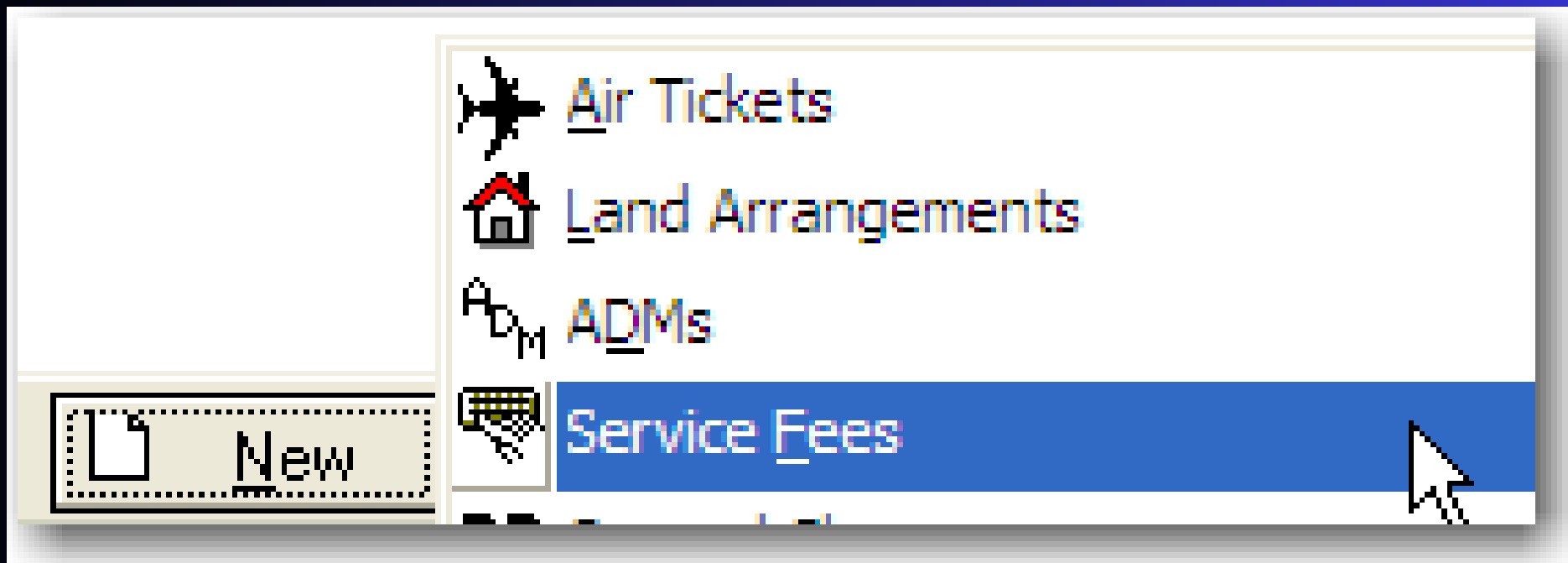
543.20

Equals Airport
Taxes

1562.46

Invoicing – Service Fees

Click New – Service Fees



Invoicing – Service Fee

New Service Fee [X]

Type: Service Fees (Ser) [v] [icon]

Source Ref: [] [v] ☐ Merge ?

Travel Date: 05/03/2011 [icon] Sat, 05 Mar 2011

Pax Name: Brown/Andrew Mr [v]

Details: Service Fees

Exclusive Amount: 250.00

Standard Output @ 14.0% [v] 35.00

Client Total: 285.00

Payment Method: Cash [v]

Credit Card: [] [v]

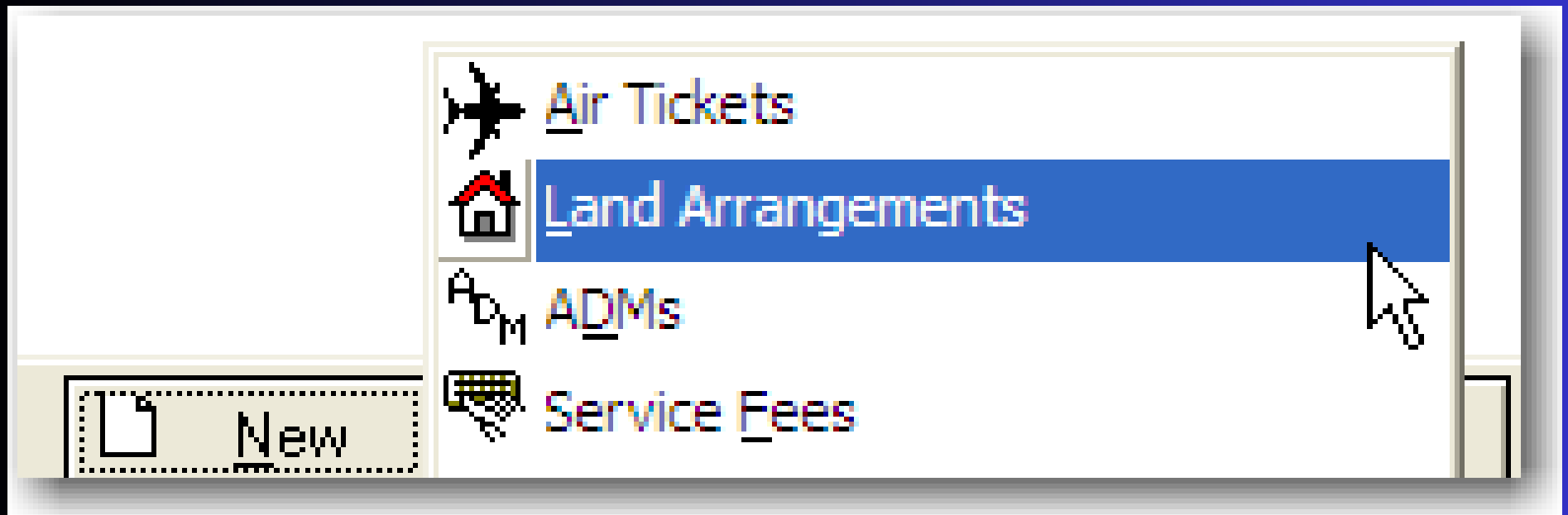
Collect via: [] [v]

TASF MPD: []

Save Cancel

Invoicing – Land Arrangements (Car Hire & Hotels)

Click New – Land Arrangements



Invoicing – Car Hire

New Land Arrangement

Land Supplier **M/E** Barloworld Sa T/A Avis Rent A Car (Avi)  

Services Car Hire (Car)  Type Domestic 

Passenger Name Sawyer, Michelle  Travel Dates 29/02/2012  To 02/03/2012 

Our Booking Ref Barloworld Sa T/A A Voucher V4671406 Supplier Ref 34406817ZA4

Supplier Inv. No	E782839201T	Units	3	Commissionable (Excl)	420.12
Total (Inclusive)	1762.09	Rate (Inclusive)	159.6400	Commission %	15.00 
Vat	14.00 	Commissionable (Incl)	478.94	Commission (Excl)	63.01
Total (Exclusive)	1576.66	Other Commissionable (Incl)	0.00	Vat %	Standard Output @ 14.0% 
Payment	Bill Back (Cash) (B) 	Total Commissionable (Incl)	478.94	Vat Amount	8.82
☐ CC 		Non Commissionable	1283.15	Commission (Incl)	71.83
Due from Client	1,762.09	Less Commission	(71.83)	Due to Supplier	1,690.26

Supplier Invoice Total: 1680.19