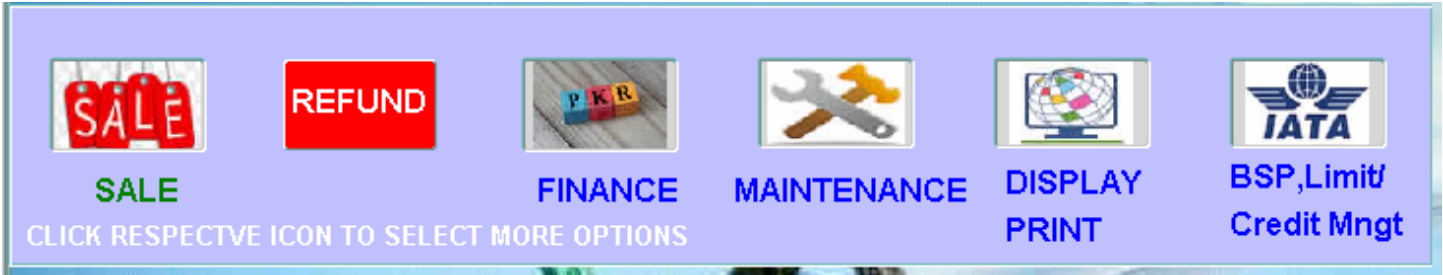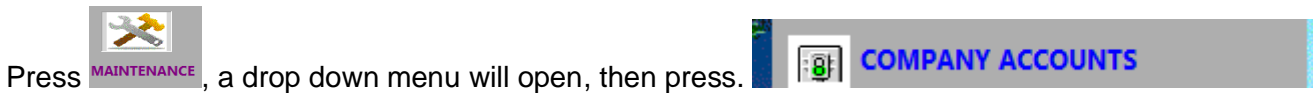# TAAS USER GUIDE
SKY TOP ENTERPRISES

How to open New Account and/or feed in opening Balances OR view existing accounts.

Press **MAINTENANCE**, a drop down menu will open, then press. **COMPANY ACCOUNTS**
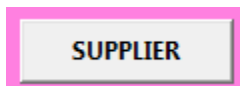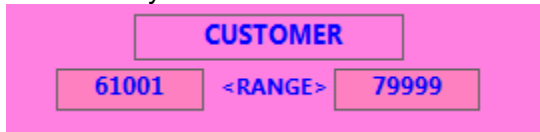
Following options will appear
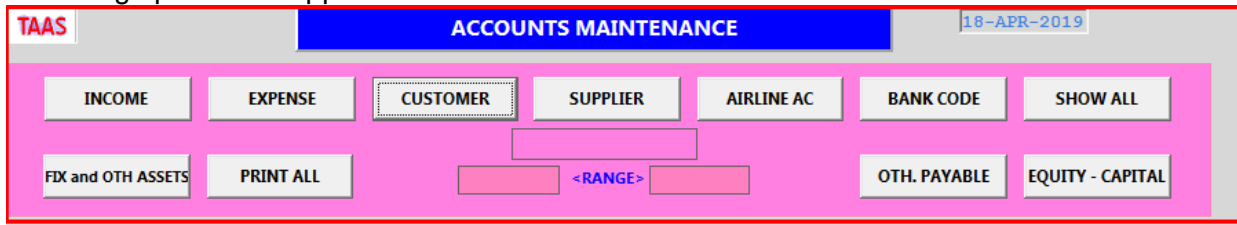
To open Customer or any a/c press appropriate button. For example, to open Customer a/c, Press

For Customer / Supplier and Bank Accounts, system does not ask for code and will automatically give code. For others you will also enter code. The valid range of codes of respective type is always displayed at the top.

    Local and FC accounts.

To open a Supplier (you may have Local currency a/c and/or a Foreign Currency (FC) a/c. Under 'UPDT IND' enter 'C' for FC account. This is used for UMRAH services providers who are paid in SAR.

How to set up your Agency name, address, telephone and other information

Under Maintenance, press option **CO. INFO - INVOICE/LEDGER PRINT**

Key in the desired information and
Set IATA (Y/N) To Y (Yes), if your agency is IATA, The default value is set to N (No).

Funds Receipt Number: The system initial value is set to 'N' means manual receipt book. If you want system to generate receipt number, then change value to Y (yes). You can also print computer receipt.

How to define / setup Business Cost Centers.

If you want to maintain separately income / expenditure and profit and loss of your different desks / departments, setup BCC (business cost centers). You may setup any number of BCC.

Under Maintenance, press 🔲 **COST CENTRES**

How to define different UMRAH / VISA/ Insurance categories.

Under maintenance, press 🔲 **UMRAH/VISA/INSC DESC**
You may define as many categories as you require. It is showed while you input sale invoice.

NOTE: Do save changes 💾 and then exit 🚪

How to add / change staff record and / or system user.

Under maintenance, press 🔲 **STAFF RECORD**

Here you may change an existing record and/or add a new one.

Account ▼
Account
Sale
Manager
Free Lancer
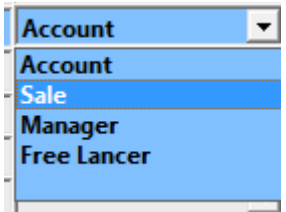
Key in 4-digit ID code, pick a category from drop down list
And Restricted To;

RESTRICTED TO	LI
NONE ▼	
VISA ONLY	
UMRAH ONLY	
NONE	
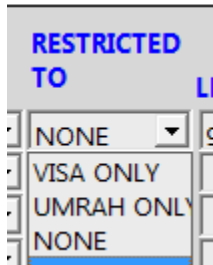
Visa Only means the employee can only make Visa Sale Invoice, Umra Only means – Umra Sale Invoice and NONE means NO Restriction
LEVEL:

USER LEVEL

40 > Only Inquiry allowed, No entry of any type

50 > Post Invoice / Refund, Can Change /Delete todays' postings

60 > All of level 50 plus Can Change / Delete any old Invoice/ Refund.

70 > Post All Financial Trans. and can change/delete today's posted financial trans.

80 > All of level 70 plus can change /delete any financial trans.

90 > All of the Above

99 > Super User

.

Active ▼ | 1
Active
Inactive

You can't delete staff record but make it INACTIVE.
For new staff record and with category ACCOUNT, the initial password is set to '-----' (Five dashes).

How to change your password. [8] CHANGE PASSWORD

Fare Discount from a Supplier:
These are displyed at the time of Sale Invoice entry according to ticket, type and supplier Code.

How to add more sale Products / Item like Hajj, Tours etc

[8] ITEMS / PRODUCTS (SALE)

Sale Items / Products

19-SEP-2019

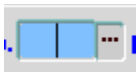| Sr	Item Desc	CD	Income	Account & Desc
1	TICKET	T	40020	*TARIQ
2	UMRA	U	40030	** UMRAH PROFIT
3	VISA	V	40040	** VISA PROFIT
4	INSC	I	40060	** INSC PROFIT
5	MISC	M	40050	** MISC PROFIT

UPDATE

DELETE

EXIT

From Sr 1 to 5 are fixed

General Information:

A) Where ever you find … (three dots) appearing in right side of the field, here if you press these dots it will display list of values. OR

If you click right-mouse or press enter on that field you will also get a list of values, for example if cursor is at Supplier, you may get list of all suppliers. And by selecting the desired value and pressing OK it will fill the field with that value.

Customer or Supplier field: Click right-mouse, you will find two options. Add New means here you may add new Customer / Supplier

#* Cust. No.   Customer Name

LIST

Item   ADD NEW
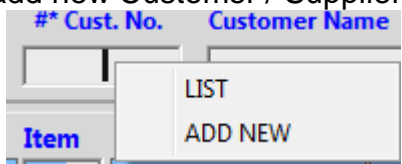
SALE INVOICE

SALE

To enter new Sale Invoice, press NEW

Sale Screen has various parts:

1-PART

Invoice No.		Sale Date	28/05/22	* Cost Centre			Invoice To / Reference	
#*@ Cust. No.		... Name			* Sale Person			Posted By 1001

Here you key-in,

Invoice date, could be old date but can't be future date.

Cost Center Code: If you have defined cost center, it will ask for CC else will jump to next field.

Invoice to / Reference: For Walk-in customer (Counter Sale), here give the name of the customer as it will be printed on invoice, if you intend to print invoice thru system else skip this field.

Sales Person: If the sale is thru your sales staff and you want to keep record. Choose from the staff list.

2-PART:

Item: Select from the drop down list

Ticket / Item No.: In case of Ticket, it will ask for unique ticket # and for other items system will allot item no. starting with 700 and will jump to next field.

PAX Name: Here you may take a list of the travelers of this customer or may key in the name, it is mandatory field. It is mandatory.

Sale Price and Payable Price: Both fields can't be blank. One may be blank, if so desired. One transaction may be from .00 to 10mil.

Supplier: It is mandatory, even you did not key-in Payable price. If purchase price is ZERO, then you may key-in cash-on-hand code or any other code.

UMRA: If you intend to enter more than enter 99999 in supplier field, the following screen will pop-up.

Here key-in supplier code, any description or leave blank.You may key-in any number of suppliers.
In case of FC suppliers, it will ask for FC amount (SAR).

Mandatory input of sale items is complete. The following are Optional fields, if you don't want to key in the rest. Press appropriate button, as defined below.

PART-3 and 4 are optional.

3-PART:

For Visa / Umra / Insurance: In Sector/Desc field. List is available.

4-PART:

SALE PRICE sub-head, you may enter Basic Fare, Taxes, etc, provided you want to print on Sale Invoice, otherwise leave it.

PAYABLE TO SUPPLIER, Key-in, if you want to keep the record of details. If you want to key-in all taxes detail, may key-in in sub-head BREAKUP OF TAXES. System will match breakup total with Total Taxes (if keyed in) else accept as it is. Maximum you can have nine (9) taxes.

To add or change the narration of exiting one, under Maintenance option **TICKET TAXES DESC**. is available.

You can cut and paste any text up to 4000 characters in Grey color box on the left side of this PART-4.

Other Options of Sale input screen:

 To input more tickets, press this button To finish existing Sale invoice entry, save and start input of new one.

 To inquire about any sale invoice. To delete a ticket record. If you press, the high-lighted record will be deleted

 To print sale invoice, upon pressing, the following pop-up screen will appear. Customized Invoice option is available.

Check /un-check items you want to print or not to print on invoice. The pattern you select is saved for this customer and need not to change every time. However, you may change any time, if required.

Amendment To amend / add / delete any ticket or entire invoice.

You may take list of all invoices, in descending order (sale date). Or enter Ticket #.

 To delete the entire invoice, press this button.

 To club Invoices in one for printing.

 To post UMRAH from EXCEL file consisting of following three fields:
1. Passport # 2. Name of Traveler 3. Adult or Child. For more details see, last of this manual.

REFUND

Under this option, the entire invoice is displayed and you may refund any ticket and / or all one by one.

FUND MANAGEMENT

Receipt of funds (cash, chq, online remittance or direct deposit of cash by customer).
Single entry means one transaction against a receipt.

Option:

Receipt Register: It shows all the payments received from day one and you may scroll up-down, just click mouse on any field of this part and then use up/down key to scroll thru. Your Receipt register is in front of you.

Receipt No. if you have opted for manual receipt, it is mandatory. And in case of Auto Generation by system, just press enter (leave blank), if new receipt else enter receipt # to amend existing one.

Date: Date could by any but post date is not allowed.

Amount: Must be greater than ZERO.

#* Cust. No: May choose from the list or Add (open new a/c).

You may enter any income a/c as well, if want to credit the proceed to income account.

Current Balance: System will display customer current balance. Just inf. Field.

*Cost Centre: Choose from list, if you have Cost Centers. It will only be active, if the customer is income head.

Mandatory, if a/c is income and you have cost centers.

Sale Person Id. Enter Sale person id if received against business generated by sale force. It is only for funds received from customers.

Mode of funds:

Input any related inf. Else leave blank

In case of cash, cash-on-hand code will be displayed.
For bank may choose from the list or may key-in any a/c where you want to post contra trans.

Input any detail, max 80 char. Or leave blank.

You may do the following to compete above

Print option of receipt will be active, if you opt for Auto receipt option.
Receipt of two or more funds against one receipt.

Option: **RECEIPT MUTIPLE ENTRY**

Definition and rules for input fields are same as of Single Entry. If you have for Auto Receipt then one line strip under Cust No. will appear as 'On account of' to input and print on the receipt.

Payments **PAYMENT**

Voucher No. Eneter Voucher #, if want to change / amend / del any existing one else just leave blank for new entry.
All other input fields are already explained above under receipts. Here in case of FC (Foreign Currency A/c) a/c, it asks for the FC amount also.
The payment register is always shown and you may scroll up and down by clicking any field of that block.

Journal Voucher: Mostly it is used for transfer entries. **JOURNAL VOU (JV)**
Mostly it is used for transfer among different heads. You post any number transactions but the total debit and credit must be ZERO.

DISPLAY PRINT

ENQUIRIES AND DIFFERENT REPORTS

SALE SALE

You may leave all the criteria selection fields blank or key-in any or all of them.

Customer * [   ] Key-in, if to see sale to a particular customer else leave blank.

Supplier * [   ] Key-in, if to see sale against the purchase of a particular supplier else leave blank.

Cost Centre: [   ]   Key-in, if to see the sale of a particular Business Cost Center.

PAX / Desc Like [   ]

To locate names of PAX like 'ALI' means all names where there is 'ALI' in the name etc.

D A T E
From 01/01/15 **To** 21/04/19   Selection of Sale Period.

T I C K E T NO. Like   **Sale Price**
[   ]   [   ]

SALE Item [▼]   [   ]
TICKET
VISA
UMRAH
INSC
MISC

Search of Particular ticket or tickets like, (just key-in 214, means all PIA tickets)
Sales-Item, Select Item if sale of that item is required.
Sale Price: From and To. Search for any one particular price or range of sale price.
Double click any line and you can see / amend that particular record. And on return press DISPLAY to refresh.

REFUND REFUND

Criteria selection fields are the same as of SALE above.

ACCOUNT STATEMENT ACCOUNT

To enquire / display / Print any account statement based on any selection from the followings:-

TAAS USER GUIDE
SKY TOP ENTERPRISES

Account No.	61001	WALK IN CUSTOMER	Cost Centre				Show Accts

Tran Type | Sale/Refund Type | ☐ Adjustment Date Sequence | (Only for Income / Exp. Ac) | T I C K E T NO. Like | Amount | DISPLAY | EXIT

D A T E | Vou / Recpt No. | From | PRINT STATEMENT

PAX / Desc Like | From 01/01/19 To 28/05/22 | To | PRINT SELECTED TRANS

Account No. Any account and it is must field and rest you may leave blank.

Cost Centre
(Only for Income / Exp. Ac)

Tran Type

SALE
REFUND
RECEIPT
PAYMENT
SALE + REFUND
RECEIPT + PAYMENT

SALE/RFND Type

TICKET
VISA
UMRAH
INSC
MISC

Choose or leave blank.

Double click of any record to see / change the details of that record.

Press **PRINT** to print selected trans / Account statement. There are Five type of reports:-

- RUN **PRINT LIKE BANK STATEMENT**
- RUN **PRINT WITH FARE DEATILS (FOR TRAVEL AGEN**
- RUN **PRINT TRANS ONLY (WITHOUT OPENING BAL.)**
- RUN **EXPORT TO EXCEL (LIKE BANK STATEMENT)**
- RUN **EXPORT TO EXCEL TRANS ONLY**

PRINT LIKE BANK STATEMENT:

MR. ABDUL HASEEB JANJUA

From Date: 01-JAN-19
To Date: 03-OCT-19

ACCOUNT STATEMENT

Date	SRC	Invoice	Ticket #/Ref/PP#	Desc	Debit	Credit	Balance
01/01/19				OPENING BALANCE			<242,000.00>
24/01/19	INV	1802536	Insc	ABDUL AHSEEB JANJUA INSC	34,800.00		<276,800.00>
07/02/19	RCT	1936		ON		277,000.00	200.00
12/02/19	INV	1802690	176-2859-192479	ABDUL AHSEEB JANJUA	134,000.00		<133,800.00>
12/02/19	RFD	1802690	176-2859-192479	ABDUL AHSEEB JANJUA		134,000.00	200.00
12/02/19	INV	1802710	176-2859-138393	ABDUL HASEEB JANJUA	134,000.00		<133,800.00>
01/04/19	INV	1803112	176-2859-380101	ABDUL HASEEN JANJUA	160,000.00		<293,800.00>

PRINT WITH FARE DEATILS (FOR TRAVEL AGENT)

01-JAN-19 TO 21-APR-19

Printed on 21-APR-19 10:56:06

1. SALE

DATE	TICKET/ REF#	PNR	PAX NAME	SECTOR	FARE	TAXES	DISC	CANC/CHR	NET AMOUNT
01/02/19	1572859200410		ZUBAIR/MUHAMMAD	LHELAXSFOLAXLHE					200,000.00
25/02/19	0842307316024		JAVAID GHANI						15,000.00
02/03/19	0842307333081		JAVAID GHANI						16,044.00
09/03/19	6073627974945		HINA KHALID	LHEYYZLHE					234,000.00
12/03/19	6072859305971		KHAN/MUHAMMAD ABUBAKR	LHEHNDLHE					157,000.00
25/03/19	1572859352631		YOUNIS/USMAN	KHIPRGLHE					118,000.00
25/03/19	2142411496088		YOUNIS/USMAN	LHEKHI					21,000.00
				TOTAL:				0.00	761,044.00

2. REFUND

DATE	TICKET/ REF#	PNR	PAX NAME	SECTOR	FARE	TAXES	DISC	CANC/CHR	NET AMOUNT
25/02/19	0842307316024		JAVAID GHANI		(15,000.00)				(15,000.00)
02/03/19	0842307333081		JAVAID GHANI		(16,044.00)				(16,044.00)
				TOTAL:	(31,044.00)			0.00	(31,044.00)

PRINT TRANS ONLY (WITHOUT OPENING BAL.)

This is same as of account statement but with NO opening balance.

PAYABLE / RECEIVABLE

To see payable / receivable of any date.

TAAS **RECEIVABLE AND PAYABLE** 21-APR-2019

DATE

As On 16/04/19

Receiveables
Payables
Both (Recceivable and Payable)

DISPLAY   PRINT   EXIT

RECEIPT BOOK:

RECEIPT BOOK

TAAS **RECEIPT BOOK** 31-JUL-2019

	Receipt No.	Receipt Date	Posting Date	Amount		
From					PRINT	DISPLAY
To					CLEAR	EXIT

PAYMENT BOOK:

PAYMENT BOOK

TAAS **PAYMENT BOOK** 31-JUL-2019

	Voucher No.	Payment Date	Posting Date	Amount		
From					PRINT	DISPLAY
To					CLEAR	EXIT

PROFIT AND LOSS
On one screen, P&L of any 12 months is displayed and if agency has BCC, one may view P&L of BCC as well.

DAY BOOK / TRANSACTIONS:

This is the Posting date, e.g you post on 20-APR receipt or Invoice on 25-APR. This 25-APR is the Entry date and 20-APR is INV./Tran Date.
Remaining selection fields are self-explanatory.

SUMMARY		
	Received	Paid
Cash	.00	3,141,746.68
Bank Accounts	2,781,257.09	1,191,502.22
Income	.00	
Expense		.00
	Issued	Refunded
Invoices	.00	.00

TRIAL BALANCE: To see / print TB of any date.

BALANCE SHEET: To see / print SH of any date. It has multifold options. For example, to see Bank balances as on a date. Thru BS, you see the bank a/cs balances and then further drill down to the lowest level.

A/c Code	Description			LIABILITIES	ASSETS
30000	CAPITAL				
30010	LESS PERSONAL				
30030	PLUS RETAINED				611.76
30040	PAYABLE TO SU				
30050	PAYABLE TO AI				
30060	OVERDRAWAN				
30070	ADV. FROM CUS				
30100	OTHER LIAB.				
30200	NET PROFIT/LO				
60000	CASH ON HAND				046.68
60010	BANK ACCOUN				398.18
60020	RECEIVABLE				430.30
60030	ADVANCE PAYN				280.00
60040	OTHER ASSETS				000.00
60050	FIXED ASSETS				200.00

BANK ACCOUNTS

CODE	DESCRIPTION	D/C	BAL. AMOUNT
60022	212573202 - UBL SKY TOP TRAVEL	DR	41,000.00
60023	10074995 PLS SB - TARIQ & SHEHLA	DR	340,771.56
60024	ABL- SHEHLA A/C	DR	366.00
60025	BANK AL HABIB - SAVING	DR	86.40
60027	SUMMIT BANK -FDR	DR	400,000.00
60029	UBL-229100961	DR	1,191,136.22
60031	BOP VALANCIA A/C	DR	562,038.00

Double click Mouse at highlighted code to display detail

	2,535,398.18

EXIT

Double click Mouse at highlighted code to display a/c code statement

		966.92

SALES PERSON BUSINESS

SALE STAFF BUSINESS

RUN **Business Display**

RUN **Sale Staff Statement**

RUN **All Sale Staff - Receiveable / Payable**

EXIT

TAAS USER GUIDE
SKY TOP ENTERPRISES

SKY TOP TRAVEL

TAAS	SALE STAFF BUSINESS DISPLAY	10-FEB-2021

Sale Per. ID * `130` `FARAN TARIQ`

INV./RFD DATE   **POSTING DATE**

From [ ]   From [ ]

To [ ]   To [ ]

PRINT | DISPLAY
CLEAR | EXIT

Sale ID	Inv./Rfnd Date	SRC	Invoice	Ticket No.	PAX Name / Description	Sale Price/ Refundable	Purchase/ Receivable	Net Profit/Loss
130	200618	INV	1800703	157-5372-423276	ZUBAIR/MUHAMMAD	90,000.00	84,088.00	5,912.00
130	070718	INV	1800824	180-2391-862853	MEHMOOD/MUHAMMAD QASIM	78,000.00	73,360.00	4,640.00
130	070718	INV	1800824	217-5372-475615	MEHMOOD/MUHAMMAD QASIM	125,000.00	116,249.00	8,751.00
130	100718	INV	1800825	176-5372-505268	SAFDAR/UMAR	180,000.00	162,960.00	17,040.00
130	110718	INV	1800865	214-2121-626450	UMAR SAFDAR	22,000.00	20,392.00	1,608.00
130	190718	INV	1800867	217-5372-475711	MUHAMMAD ZUBAIR	119,000.00	109,346.00	9,654.00
130	040818	INV	1800992	784-2868-034104	USMAN YOUNIS	149,000.00	138,670.00	10,330.00
130	160818	INV	1801071	176-2858-643875	JUNAID QADIR *	115,000.00	94,779.00	20,221.00
130	180818	INV	1801073	176-2868-051548	USMAN ALI	156,000.00	128,188.00	27,812.00
130	180818	INV	1801090	157-2491-100819	MEHMOOD/MUHAMMAD QASIM	162,000.00	137,438.00	24,562.00
130	260818	RFD	1801073	176-2868-051548	USMAN ALI	-155,000.00	-127,210.00	<27,790.00>
130	260818	INV	1801110	176-2868-068242	USMAN ALI	161,000.00	146,282.00	14,718.00

Sale Person `FARAN TARIQ`   **Records:** `35` | 3315,150.00 | 3023,800.91 | 291,349.09

Dom/Int. `INT`   Sector `LHECDGLHE`

Customer `61016` `IT UNIVERSITY (ITU)`   **Supplier** `30046` `STAR LINK TRAVELS`

Click Mouse at any record to display / amend Invoice

TARIQ EJAZ

TAAS	STAFF - RECEIVABLE AND PAYABLE	10-FEB-2021

DATE

As On `10/02/21` | `Both (Recceivable and Payable)` | DISPLAY | PRINT | EXIT

Sales Person: `130` `FARAN TARIQ`

A/c Code	Name / Account Title	Total Debit	Total Credit	Balance
61016	IT UNIVERSITY (ITU)	3,479,150.00	164,000.00	<3,315,150.00>

ALL STAFF - RECEIVABLE AND PAYABL

Sale ID	Sale Person Name	Total Debit	Total Credit	Balance
130	FARAN TARIQ	3,479,150.00	164,000.00	<3,315,150.00>
140	HIRA	1,898,100.00	156,000.00	<1,742,100.00>

BSP, Limit/ Credit Mngt

- AIRLINE WISE SUMMARY/BSP
- ACCOUNT V/S LIMIT
- CREDITOR - APPROVAL OF REFUND
- RECON. ACCTS (IATA/CREDITORS)

AIRLINE WISE SUMMARY/BSP

Enter IATA main a/c 30002 and the date from & to.

AIRLINE WISE PURCHASE AND REFUND SUMMARY   21-APR-2019

Supplier [   ] [   ] LIST

DATE From [   ] To [   ]   DISPLAY PRINT   CLEAR EXIT

AL Code	Airline Description	Tkts	Payable Amt.	Tkts	Receivable Amt.	Net Amount

ACCOUNT V/S LIMIT

16

TAAS	ACCOUNT STATEMENT WITH IATA	25-JUN-2019			

Account No. **30003** SONYA TRAVELS (PVT) LTD   Current Balance: .00

		DISPLAY
		CLEAR
		PRINT
		EXIT

Tran Type ▼   SALE/RFND Type ▼   DATE From 01/01/19 To 25/06/19

TICKET NO. Like   AMOUNT

PAX / Desc Like   Vou / Recpt No.

Credit Limit 1,000,000.00 Total Refunds Pending 11,480.00
Expiry Date: 31/12/20
Limit Outstanding 988,520 Pending of selected period 11,480.00

Acct.	** Date	SRC	Invoice / Doc. No	Ticket No. /PP # Instr. No	PAX Name / Description	Supplier	Dr Tran Amt.	Cr Tran Amt.	Balance	Refund Posting Dt. in our books	Delay Days
30003	24/06/19	INV	1803795	700-9999-001457	NUSRAT ALI,hotel	99999		20,000.00	1,545,525.64		
30003	24/06/19	INV	1803795	700-9999-001458	FARZEEN IQBAL,hotel	99999		20,000.00	1,565,525.64		
30003	24/06/19	INV	1803795	700-9999-001459	FAIZ UL RASOOL,hotel	99999		20,000.00	1,585,525.64		
30003	24/06/19	INV	1803795	700-9999-001460	REHANA KANWAL,hotel	99999		20,000.00	1,605,525.64		
30003	24/06/19	INV	1803795	700-9999-001461	MUDASHAR UL RASOOL,hotel	99999		20,000.00	1,625,525.64		
30003	24/06/19	INV	1803795	700-9999-001462	SAIRA BANO,hotel	99999		20,000.00	1,645,525.64		
30003	24/06/19	INV	1803795	700-9999-001463	SIDRA MEHBOOB,hotel	99999		20,000.00	1,665,525.64		
30003	24/06/19	INV	1803795	700-9999-001464	ASHFAQ AHMAD,hotel	99999		20,000.00	1,685,525.64		
30003	24/06/19	INV	1803795	700-9999-001465	YASMEEN KAUSAR,hotel	99999		20,000.00	1,705,525.64		
30003	24/06/19	INV	1803795	700-9999-001466	BASHIR AHMAD,hotel	99999		20,000.00	1,725,525.64		
30003	24/06/19	INV	1803795	700-9999-001467	NAZIRAN BIBI,hotel	99999		20,000.00	1,745,525.64		
30003	24/06/19	INV	1803795	700-9999-001468	MUHAMMAD ALI,hotel	99999		20,000.00	1,765,525.64		
30003	24/06/19	INV	1803795	700-9999-001469	MALKAN BIBI,hotel	99999		20,000.00	1,785,525.64		
30003	24/06/19	INV	1803795	700-9999-001470	ALLAH DITTA,hotel	99999		20,000.00	1,805,525.64		
30003	25/06/19	PAY	2623		DXFCGVHJ		1,794,045.64		11,480.00		

SONYA TRAVELS (PVT) LTD   7,797,192.11 7,407,358.87 11,480.00 **Refunds not Credited by IATA are excluded**

** In case of refunds, it is IATA credit date in our a/c with them

CREDITOR - APPROVAL OF REFUND

SKY TOP TRAVEL		
TAAS	REFUNDS PENDING WITH IATA	15-JAN-2021

Account No. **30003** SONYA TRAVELS (PVT) LTD   Current Balance: 23,166.57

DATE From 01/01/19 To 15/01/21

PAX / Desc Like

TICKET NO. Like   AMOUNT

DISPLAY CLEAR PRINT EXIT

Credit Limit 2,000,000 Refunds Pending with IATA 13,602,358.78
Expiry Date: 20/09/20
Limit Overdrwan -11,625,525 Pending of selected period 2,256,618.92

** Date	SRC	Invoice	Ticket No.	PAX Name / Description	Dr Tran Amt.	Approved Dt.
13/03/20	RFD	1805052	607-5509-828830	HUSSAIN/FATIMA MRS	2,374.00	
13/03/20	RFD	1805052	607-5509-828837	HUSSAIN/FATIMA MRS	5,058.00	
16/03/20	RFD	1805066	607-5509-693640	MUHAMMAD AJMAL	76,270.60	
17/03/20	RFD	1805058	176-5509-886290	HUSSAIN/FATIMA	66,377.00	
17/03/20	RFD	1805041	235-5509-754512	ZUBAIR/MUHAMMAD	92,319.50	
18/03/20	RFD	1805045	124-1111-120220	KASHIF/MUHAMMAD	10,450.00	
21/03/20	RFD	1804973	084-2308-363045	SHAMS UL NIHAR	19,376.00	
21/03/20	RFD	1805063	176-5509-746563	NIHAR SHAMS UL	54,949.00	
24/03/20	RFD	1805054	176-5509-874821	HAROON/ALI	57,696.00	
24/03/20	RFD	1805054	176-5509-874822	HAROON/AMIN	57,696.00	
24/03/20	RFD	1805054	176-5509-874823	CALUBAN/EMILY TORREON MS	57,696.00	
24/03/20	RFD	1805054	176-5509-874816	HAROON/AMIRA	57,696.00	
19/04/20	RFD	1805013	176-5509-653001	SHAMI/IRTAZA HASHMAT	57,593.00	
28/09/20	RFD	1805084	214-2414-940208	GUL AFROZ	6,057.00	
28/09/20	RFD	1805084	214-2414-940209	ABDUL REHMAN	45.00	

** In case of refunds, it is IATA credit date in our a/c with them   2,310,551.42

BULK UMRA SALE (FILE)

Sample of Excel file is

BH9095021	GHULAM NABI	Adult
CM8979561	ZAKIA FARDOUS	Adult
AJ3116541	LATIFAN BIBI	Child

Save this file as CSV(comma delimited).

Account # is Party a/c to whom these passports belong,
Sale Price per PAX, adult and of child. To be charged from customer.
Umra Desc: May pick up from LOVs.
Load File: Press this button and then select your Excel file (saved as CSV).
All the records will appear on the screen.

Enter payable to suppliers, the suppliers marked as FC account in Co. A/c Chart/List. System will also ask for Equivalent FC amount.

 Press this button to post all the transaction. It will be as if you have posted all the trans thru SALE option. You may amend, delete any one or entire invoice.

****