**business manager** — Travel Pack

**neem** software

**W**elcome to Business Manager Travel Pack.

A simple desktop software to manage your day to day business operations.

This application helps the inbound & outbound operators by maintaining :

• Daily enquiries

• Follow-ups

• Quotation Submissions

• Job Orders

• Job wise Purchase Orders

• Invoices & Receipt Vouchers

• Day to day expenditures of your organization.

**Desktop application to manage your day to day business activities. Business Manager Travel Pack offers you with these modules :**

| User Access Settings | User Privileges | Customer Master | Supplier Master |
|---|---|---|---|
| Bank Master | Customer Enquiry | Quotation | Job Order |
| Purchase Orders | Customer Invoices | Task Scheduler | Receipt Vouchers |
| Payment Vouchers | Other Expenses | Bank Transaction | DSR |
| Daily Activity View | User Log | Periodical Reports | Customer Statement |
| Supplier Statement | Enquiry Status Report | Receivables & Payables | Income& Exp. Report |

**Enquiry Register**

| | | | |
|---|---|---|---|
| **Customer** | Ahmed | **Date** | 28/06/2015 |
| **ENQ No** | ENQ/1 | **Enquiry Title** | Spain Tour |
| | | **Reference** | Direct |
| | | **Enquiry Status** | On Process |

**Action Log**

| Date | Description |
|---|---|
| 28-06-2015 | Enquiry Received |
| 28-06-2015 | RFQ send to Air Ticket Confirmation |

**Quotation**   -- X

**Quotation No. *** 1001

**Date *** 28-06-2015

**Mobile Number** [      ]   **Code** C3

**Customer *** Shameer ▾ ➕

**Customer Summary**

| No. of Visits | Volume of Amount | Out Standing |
|---|---|---|
| 1 | 1300.00 | 600.00 |

| Adult | Child | Infant | Departure Date |
|---|---|---|---|
| 1 | 0 | 0 | ☑ 28-06-2015 ▾ |

**Flight Details**

AUH - COK - round Trip

**Amount** 1300.00

**Destination Details**

**Amount** 0.00

**Transfer Details**

**Amount** 0.00

**Tour Details**

**Amount** 0.00

**Remarks**

**Notes**

**For print purpose only**

☐ **Header**   **Description** [      ]   **Amount** [      ]

| SINo. | Description | Amount |
|---|---|---|
| 1 | Air Ticket | 0 |
| 2 | DXB - COK - Round Trip | 1300 |

➕ **Add**
➖ **Remove**
🔄 **Change**

**Grid Total : 1300.00**

**Total Amount** 1300.00
**Discount** 0.00
**Net Amount** 1300.00

📟 **Calculator**

☐ **Terms & Conditions**

💾 **Save**   📇 **Print**   📝 **Edit**   ✖ **Delete**   🔄 **Reset**   ✖ **Close**

## QUOTATION

| | |
|---|---|
| **Customer Name** : Shameer | **Quotation No** : 1001 |
| **Address** : | **Quotation Date** : 28-06-2015 |
| | **Staff** : Demo User |
| **Mobile** : | |

| SL NO | DESCRIPTION | AMOUNT AED |
|---|---|---|
| | Air Ticket | |
| 1 | DXB - COK - Round Trip | 1,300.00 |
| | **TOTAL** | **1300.00** |

**AMOUNT IN WORDS (AED): One Thousand Three Hundred Only**

Prepared By : _____

**Travel Partner**

Received By : _____

28/06/2015 23:02

Page No: 1/1

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## Job Order

| Quotation No. | 1001 ▼ ✚ |
| Job Order No. * | 1001 |
| Date * | 28-06-2015 ▼ |
| Mobile Number | | Code | C3 |
| Customer * | Shameer ▼ ✚ |

**Customer Summary**

| No. of Visits | Volume of Amount | Out Standing |
|---|---|---|
| 1 | 1300.00 | 600.00 |

| Adult | Child | Infant | Departure Date |
|---|---|---|---|
| 1 | 0 | 0 | ☐ 28-06-2015 ▼ |

**Flight Details**

AUH - COK - round Trip

**Amount** 1300.00

**Destination Details**

**Amount** 0.00

**Transfer Details**

**Enter Notes...**

Ticket from Safina Travels - Aed 1200

**Amount** 0.00

**Tour Details**

**Amount** 0.00

**Hide**

**Remarks**

**Notes**

☐ No Need for LPO

| Total Amount | 1300.00 |
| Discount | 0.00 |
| Net Amount | 1300.00 |

**User : Admin**     💾 Save     📖 Print     📝 Edit     ✗ Delete     ↻ Reset     ✖ Close     🧮 Calculator

# JOB ORDER

Customer Name : Shameer

Address :

Mobile :

Job Order No : 1001

Quotation No : 1001

Date : 28/06/2015

Staff : Admin

| Adult | Child | Infant | Departure |
|-------|-------|--------|-----------|
| 1 | 0 | 0 | |

| Type | Description | Amount |
|------|-------------|--------|
| Flight Details | AUH - COK - round Trip | 1300.00 |

**Remarks :**

| | | |
|---|---|---|
| **Total Amount** | : | **1300.00** |
| **Tax** | : | **0.00** |
| **Tax on Tax** | : | **0.00** |
| **Net Amount** | : | **1300.00** |

**business manager**

Travel Pack

**neem** s o f t w a r e

**Invoice** — X

**Job OrderNo** 1001 ➕ **Quot.No.** 1001

**Invoice No. *** 1001

**Date *** 28-06-2015

**Mobile Number**     **Code :** C3

**Customer *** Shameer ➕

**Customer Summary**

| No. of Visits | Volume of Amount | Out Standing |
|---|---|---|
| 1 | 1300.00 | 600.00 |

| Adult | Child | Infant | Departure Date |
|---|---|---|---|
| 1 | 0 | 0 | 28-06-2015 |

**Flight Details**

AUH - COK - round Trip     **Amount** 1300.00

**Destination Details**

    **Amount** 0.00

**Transfer Details**

    **Amount** 0.00

**Tour Details**

    **Amount** 0.00

**Remarks**

**For print purpose only**

| Description | Qty | Amount | Total | Dis | Net Amount |
|---|---|---|---|---|---|

➕ Add

| SINo. | Desription | Qty | Amount | Total | Discount | Net Amount |
|---|---|---|---|---|---|---|
| 1 | Ticket from AUH - COK | 1 | 1300 | 1300 | 0 | 1300 |

➖ Remove

Change

This option will provide separate print option for invoice description.

**Total Amount** 1300.00

**Notes**    ☐ No Need for LPO

**Total Amount** 1300.00

**Discount** 0.00

**Net Amount** 1300.00

**User : Admin**     💾 Save    🖨 Print    Edit    ✗ Delete    Reset    Close    🖩 Calculator

# INVOICE

Customer :  Shameer

Address :

Invoice No.   : 1001

Invoice Date : 28/06/2015

Job Order No.: 1001

Sales Man     : Admin

| Srno | Description | Qty | Amount | Total | Net Amount |
|------|-------------|-----|--------|-------|------------|
| 1 | Ticket from AUH - COK | 1 | 1300.00 | 1300.00 | 1300.00 |

**Total Amount :**  1300.00

Issued By

For  Travel Partner

Name & Signature

**Purchase**

| | | | | |
|---|---|---|---|---|
| **Date** | 28-06-2015 | **JobOrder No.** | 1001 ➕ History | **Job Date** ☑ 28-06-2015 |
| **LPO No.** | 1001 | **Invoice No.** | 1001 ➕ History | **Inv Date** ☑ 28-06-2015 |
| **Supplier \*** | Safina Travels ➕ | **Mobile Number** | **Code** C3 **Name** Shameer | ☑ Fully Allocated? |

○ Flight Details    ○ Transfer
○ Hotel    ○ Package

**Charges Details**

| | | | | |
|---|---|---|---|---|
| **Flight Fare** | 1300.00 | **Transfer** | 0.00 | **Total Tax** 0 | **Net Amount** 1300.00 |
| **Hotel** | 0.00 | **Package** | 0.00 | **Discount** 0.00 | |

| **Flight Details** | **Hotel** | **Transfer** | **Tour** |
|---|---|---|---|

| PNR | From | To | Date | Flight No | Class | Dep | Arr | Type | Qty | Fare | Tax/Pax | Total Fare | Com.% | Dis | Net Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | 28-Jun-2015 | | | | | | | | | | | | |

| SINo. | PNR | From | To. | Date | Flight.No | Dep | Arr | Type | Qty | Fare | Total Fare | Tax | Commission.% |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 12003 | AUH | COK | 28/06/2 | 403 | | | | 1 | 1200.00 | 1200.00 | | 0 |

**Multiple Purchase can be posted against each invoices to know invoice wise profitability.**

**Passenger Details**

**Name**

**Ticket No.**

➕ Add    ➕ Round Trip    ➕ Add    ➖ Remove    🔲 Change

| SINo. | Passenger Name | Ticket No. |
|---|---|---|
| 1 | Shameer | 123456 |

➖ Remove

🔲 Change

**Remark**    **Total** 1200

**Note:**

**Dis%** 0    **Dis Amount** 0

**Net Amount** 1200.00

**User : Admin**

💾 **Save**    📝 **Edit**    🖨 **Print**    ✖ **Delete**    🔍 **Search**    ↺ **Reset**    ⊗ **Close**    📇 **Calculator**

# Purchase Order

| | | | | | |
|---|---|---|---|---|---|
| **LPO No. :** | 1001 | **Job order No :** | 1001 | **Total Amount** | : 1200.00 |
| **Date :** | 28/06/2015 | **Invoice No. :** | 1001 | **Tax** | : 0.00 |
| **Supplier :** | Safina Travels | | | **Tax on Tax** | : 0.00 |
| **Address :** | | | | **Dis %** | : 0.00 |
| | | | | **Dis.Amount** | : 0.00 |
| | | | | **Net Amount** | : 1200.00 |
| **Mobile :** | | | | **Sales Man** | : Admin |

## Passenger Details

| Passenger Name | Ticket No |
|---|---|
| Shameer | 123456 |

## Flight Details

| PNR | From | To | Date | Flight No | Class | Dep | Arr | Type | Qty | Fare | Tax / Pax | Total Fare | Com.% | Dis | Net Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 12003 | AUH | COK | 28/06/201: | 403 | E | | | | 1 | 1200.00 | 0.00 | 1200.00 | 0 | 0.00 | 1200.00 |

**Remarks :**

---

**Purchase** — X

☑ **Apply Purchase Date filter**

| | | | |
|---|---|---|---|
| **From** | 28-06-2015 ▾ | ⦿ Today | ○ This Month |
| **To** | 28-06-2015 ▾ | ○ This Year | ○ Custom |

Select One ▾

☐ **Find**

**Enter Text to Find** [                    ]

☐ Job Order No.    ☐ Invoice .No

🔍 Search
🔄 Refresh
Exit

| Ser.No | LPO No. | Date | Invoice No | Job Order | Suplier Name | Total Amount | Discount% | Discount Amt | Net Amount | Paid Amount |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1001 | 28/06/20 | 1001 | 1001 | Safina Travels | 1200.00 | 0 | 0.00 | 1200.00 | |

# RECEIPT VOUCHER

| Dhs. | Fils |
|------|------|
| 700  | 00   |

No.    **RV/1**

Date:    28/06/2015

Received From Mr./M/s   **Shameer**

The Sum of Dhs. **Seven Hundred Only**

By Cash/Cheque No.   **Cash**            Date

Bank

Being   **1001**

Out standing   **600**

----------------------------------        ----------------------------------
Receiver's Signature             Cashier Signature

Supplier Payments can be recorded through Payment Voucher Window.

# PAYMENT VOUCHER

| Dhs. | Fils |
|------|------|
| 500  | 00   |

No.    PV/1

Date:    28/06/2015

Paid To Mr./M/s    **Safina Travels**

The Sum of Dhs. **Five Hundred Only**

By Cash/Cheque No.    **Cash**                                Date

Bank

Being    **1001**

- - - - - - - - - - - - - - - - - - - - - -
Receiver's Signature

- - - - - - - - - - - - - - - - - - - - - -
Cashier Signature

## Reports

### Sales

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Customer | Supplier | Sales / Invoice | Employee | Profit by Invoice | Job Order Without Invoice | Pending Quotation | Enquiry Register |

### Financial Statement

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Payable Receivables | Customer Statement | Supplier Statement | Salary | Cash in Hand | Cash At Bank | Other Income Expense | Voucher Report | User Activity |

| | | | | | | |
|---|---|---|---|---|---|---|
| PDC Statement | Actual Profit | Daily Transactions | DSR | Finance Statements | Sales Tax Statements | PurchaseTax Statements |

### Purchase

Purchase

**Quick View**

- Ticket No.
- PNR No.
- Mobile
- ◉ Enquiry No

**Sales_Purchase Comparison**

Last 3 Months

View

**Alert**

View

**Travel Partner**

Daily Enquiry Report

Enquiry Register Report (From: 01-01-2015 To: 31-12-2015) Status : ALL

| Sr.No | Date | Enquiry No | Customer | Enquiry Title | Call Status | Status Date | User Ref |
|---|---|---|---|---|---|---|---|
| 1 | 28/Jun/2015 | ENQ/1 | Ahmed | Spain Tour | On Process | | Demo User |
| 2 | 28/Jun/2015 | ENQ/2 | Test Traveller | Half Day Desert Safari | Approved | 28/Jun/2015 | Demo User |

**Travel Partner**

Daily Invoice Report

Sales / Invoice  Report

| Inv.Date | Invoice No. | Customer | Remarks | Net Amount | Paid Amount | Balance Amount |
|---|---|---|---|---|---|---|
| 28-06-2015 | 1001 | Shameer | | 1,300.00 | 700.00 | 600.00 |
| | | | Grand Total | 1,300.00 | 700.00 | 600.00 |

## Travel Partner

# Daily Receipt Report

### Receipt Voucher Report , Period : 01-01-2015 - 31-12-2015

| Date | Payment Mode | Customer | Description | Ref No. | Cheque No. | Cheque Date | Bank | Amount |
|------|-------------|----------|-------------|---------|------------|-------------|------|--------|
| 28-06-2015 | Cash | Shameer | 1001 | RV/1 | | | | 700.00 |
| | | | | | | | Total | 700.00 |

## Travel Partner

# Daily Payment Voucher Report

### Payment Voucher Report , Period : 01-01-2015 - 31-12-2015

| Date | Payment Mode | Supplier | Description | Ref No. | Cheque No. | Cheque Date | Bank | Amount |
|------|-------------|----------|-------------|---------|------------|-------------|------|--------|
| 28/06/2015 | Cash | Safina Travels | 1001 | PV/1 | | | | 500.00 |
| | | | | | | | Total | 500.00 |

# Daily Sales Report (DSR)

**Travel Partner**

**Daily Sales Report From 28-06-2015 To 28-06-2015**

| Transaction Type | Date | Quotation No | Job Order No | Invoice No | LPO No | Party / Description | Job Order Amt | Invoice Amount | LPO Amount | Receipt Ref | Cash | Bank | Credit Note | Payment Ref | Cash | Bank | Credit Note |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Job Order | 28-06-2015 | 1001 | 1001 | | | Shameer | 1300.00 | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| Invoice | 28-06-2015 | 1001 | 1001 | 1001 | | Shameer | 0.00 | 1300.00 | 0.00 | | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| LPO | 28-06-2015 | | 1001 | 1001 | 1001 | Safina Travels | 0.00 | 0.00 | 1200.00 | | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| Receipt - Cash | 28-06-2015 | | | 1001 | | Shameer,1001 | 0.00 | 0.00 | 0.00 | RV/1 | 700.00 | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| Payment - Cash | 28-06-2015 | | | | 1001 | Safina Travels,1001 | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | PV/1 | 500.00 | 0.00 | 0.00 |
| | | | | | | **Total** | 1300.00 | 1300.00 | 1200.00 | | 700.00 | 0.00 | 0.00 | | 500.00 | 0.00 | 0.00 |

| | Receipt | Payment | Balance |
|---|---|---|---|
| Cash : | 700.00 | 500.00 | 200.00 |
| Bank : | 0.00 | 0.00 | 0.00 |
| Credit Note : | 0.00 | 0.00 | 0.00 |

# Customer Statement

**Travel Partner**

## Statement of Accounts for the Period of 01-06-2015 To 30-06-2015 for Shameer

### Customer Details

Customer : Shameer
Address :

Phone No. :
Fax No. :
Email.Id. :
Mobile. :

**PV.No / Description**

| Invoice Date | Invoice No. | Quotation No. | JobOrder No. | RV.No / Description | Debit | Credit | Balance |
|---|---|---|---|---|---|---|---|
| 28/06/2015 | 1001 | 1001 | 1001 | RV/1- | 1,300.00 | 700.00 | 600.00 |
| | | | | **Total** | **1,300.00** | **700.00** | **600.00** |

| | Debit | Credit | Balance |
|---|---|---|---|
| Opening Due Receipt | 0.00 | 0.00 | 0.00 |

Office Expenses can be posted through Other Expenses window.

Thanks for Watching and We value your order….

**sales@neemsoftware.com**