

Charging a Cruise Service Fee in CB

Step 2: Fill out service Fee information

The screenshot shows the ClientBase software interface for a reservation. The 'Reservation' tab is active, and the 'General' sub-tab is selected. The 'Vendor' field is set to 'Professional Consultation Service Charge' (1), and the 'Travel Category' is set to 'Cruise' (2). The 'Travelers' table shows a base of 30.00 and a commission of 30.00 (3 & 4). The 'Service Provider' tab is also active, showing the 'Professional Consultation Service Charge' with a 'Cruise' travel category. The 'Reservation Totals' panel on the right shows a net fare of \$30.00. The 'OK' button at the bottom is circled in red (5).

Travelers	Base	Tax	Commission	Total Fare
Stewart/Karrie Louise	30.00	0.00	0.00	30.00
Stewart/Andrew	30.00	0.00	0.00	30.00

Type	Start Date	End Date	Service Provider	Code

Reservation Totals	
Fare	\$30.00
Base	\$30.00
Tax	\$0.00
Comm.	\$0.00
Net Fare	\$30.00

1) **Vendor:** Default to 'Consultation Service Charge'

2) **Travel Category:** CHANGE to 'Cruise' using the drop down menu

3 & 4) **Base & Commission:** Change Base to amount you want to charge. **Make Commission box Match exactly.**

5) Click OK

Charging a Cruise Service Fee in CB

Step 3: Prepare for Invoicing

The screenshot shows the ClientBase software interface. The 'Res Card' is displayed for reservation No. 123162. The 'Invoice' button in the top toolbar is circled in red and labeled with a large '3'. The 'Apply' button in the bottom right corner is also circled in red and labeled with a large '1'. The 'Reservations' table is visible, with the 'Professional Consultation Service Charge' line item highlighted in blue and labeled with a large '2'. The bottom summary table shows the following data:

	Res Total	Invoiced Total	Balance	Comm Total	Net Total
Selected Reservation	30.00	0.00	30.00	30.00	0.00
All Confirmed Reservations	30.00	0.00	30.00	30.00	0.00

The date 2/26/2020 is visible in the bottom left corner.

1) Click 'Apply' to Save changes

2) You will see a professional Consultation Service Fee Charge line item in the Res Card. Highlight it.

3) Click on the INVOICE button

4) Click Decline Insurance when this box pops up.

The 'Insurance Prompt' dialog box is shown, containing the following text: "No Insurance Reservations exist for this trip. Accept or Decline Insurance". There are 'Accept' and 'Decline' buttons at the bottom.

Charging a Cruise Service Fee in CB

Step 4: Continue Preparation for Invoicing

The screenshot shows the 'CB Invoice' window. At the top, there are fields for 'Issue Date' (2/21/2020), 'Branch' (70), and 'Form of Payment' (CC Merchant). A red circle labeled '2' is around the 'Form of Payment' field. Below it, 'Check/CC Number' is VI 48-XXXX-7696, circled with a red circle labeled '3'. A table below shows 'Invoice Totals' and 'Commission Tracking Totals'. A red arrow labeled '1' points to the 'Cruise' category in the table below. Below that, a table shows 'Reservation Total' with columns for 'Not yet Invoiced' and 'This Invoice'. A red circle labeled '4' is around the 'Fee Cruise' in the 'Travel Type' field. A red circle labeled '5' is around the 'Supplier' in the 'Submit To' field. A red circle labeled '6' is around the 'Generate Invoice' button at the bottom right.

Invoice Totals				Commission Tracking Totals			
Base	Tax	Commission	Total Fare	Base	Tax	Commission	Total Fare
30.00	0.00	30.00	30.00	0.00	0.00	0.00	0.00

Select	Category	Vendor	Traveler	Confirmation No	Depart Date	Return Date	Agent	Traveler Name
<input checked="" type="checkbox"/>	Cruise	Professional Consultato	Stewart/Karrie Louise				SK - Karrie S	

Reservation Total		
	Not yet Invoiced	This Invoice
Base	30.00	30.00
Tax	0.00	0.00
Comm	30.00	30.00
Total Fare	30.00	30.00

Travel Type	Submit To	Agent	Amount	% Rate
Fee Cruise	Supplier	SK - Karrie Stewart		

- 1) Highlight the Service Fee by Clicking on the Line
- 2) Change Form of payment box to CC Merchant
- 3) Add Credit card from Drop down Menu. (DO NOT add Credit Card number manually. Add Credit Card to Client profile before invoicing.)
- 4) Change Travel Type to "Fee Cruise"
- 5) Make sure 'Submit to' is 'Supplier'.
- 6) Click "Generate Invoice"

Fee Invoice Example:

1) Make note of Invoice number.

**Note: You will add Invoice number to future Invoices pertaining to this Cruise.

MORRIS MURDOCK

TRAVEL

Invoice No. : 2370278

Invoice Date : 2/21/2020

Travel Consultant : SK - Karrie Stewart

Group No. :

Page No. : 1

Interface ID : 4358826927


Karrie Louise Stewart
 64 Keel Court
 Stansbury Park, UT 84074-8953
 US

Cruise Reservation

Vendor : Professional Consultation Service Charge **Booking Status** : Confirmed

No. of Travelers : 4

Travelers : Stewart/Karrie Louise; Stewart/Andrew; Stewart/Keith; /



Cruise
Professional Consultation Service Charge

	<u>Total</u>	
Reservation Totals	\$	30.00
Prior Invoiced Totals	\$	0.00
This Invoice Totals	\$	30.00
Paid By Credit Card VI 48-XXXX-7696:	\$	(30.00)
Balance:	\$	0.00

*Internal Vendor Payment Remark - N/A
 Thank You For Choosing Morris Murdock Travel
 Ask your agent about NEW PASSPORT requirements for International travel beginning December 31st, 2006.
 Please review the above information, such as Name Spelling, Dates, Times and Pricing for accuracy.
 Initial _____
 Taxes and fuel surcharges are subject to change until tickets issued.

I have been offered and I have declined the purchase of: Trip Cancellation (including airline, cruise, and tour operator default) and travel accident/limited sickness/medical/trip interruptions insurance.
 I, the undersigned will not hold MORRIS MURDOCK TRAVEL and/or its agents responsible for any expenses incurred by me resulting from delay/cancellation of my trip, accident, sickness, death, stolen or damaged baggage or property.

Date _____

Client Signature _____

Cross Reference Fee Invoice to later Invoices. CB

Step 1: Continue Preparation for Invoicing

The screenshot shows the 'CB Invoice' window. At the top, there are fields for 'Issue Date' (2/21/2020), 'Form of Payment' (CC Merchant), and 'Check/CC Number' (VI 48-XXXX-7696). A 'Remarks' box contains text: '*Internal Vendor Payment Remark - N/A', 'Thank you For Choosing Morris Murdock Travel', and 'Ask agent about NEW PASSPORT requirements for International travel'. Below this is a table for 'Invoice Totals' and 'Commission Tracking Totals'. The 'Invoice Totals' table has columns for Base, Tax, Commission, and Total Fare, with values of 30.00, 0.00, 30.00, and 30.00 respectively. The 'Commission Tracking Totals' table has columns for Base, Tax, Commission, and Total Fare, with values of 0.00, 0.00, 0.00, and 0.00 respectively. Below the tables is a table with columns: Select, Category, Vendor, Traveler, Confirmation No, Depart Date, Return Date, Agent, Traveler Name. The first row is highlighted in blue and contains: 1, , Cruise, Professional Consultato, Stewart/Karrie Louise, , , , SK - Karrie S. Below this is a 'Reservation' section with a 'Sale' radio button selected. It has a table with columns: Total, Not yet Invoiced, This Invoice. The 'Total' column has values: Base 30.00, Tax 0.00, Comm 30.00, Total Fare 30.00. The 'Not yet Invoiced' column has values: Base 30.00, Tax 0.00, Comm 30.00, Total Fare 30.00. The 'This Invoice' column has values: Base 30.00, Tax 0.00, Comm 30.00, Total Fare 30.00. There is a 'Due to Vendor' dropdown menu and a 'Booking Payment [30.00]' button. At the bottom, there is a 'Travel Type' dropdown menu (Fee Cruise), a 'Submit To' dropdown menu (Supplier), an 'Agent' field (SK - Karrie Stewart), and a 'Generate Invoice' button. The date 2/26/2020 is shown in the bottom left corner.

Invoice Totals	Commission Tracking Totals
Base	Base
Tax	Tax
Commission	Commission
Total Fare	Total Fare
30.00	0.00
0.00	0.00
30.00	0.00
30.00	0.00

Reservation Total	Not yet Invoiced	This Invoice
Base 30.00	30.00	30.00
Tax 0.00	0.00	0.00
Comm 30.00	30.00	30.00
Total Fare 30.00	30.00	30.00

- 1) Highlight the Service Fee by Clicking on the Line
- 2) Change Form of payment box to CC Merchant
- 3) Add Credit card from Drop down Menu. (DO NOT add Credit Card number manually. Add Credit Card to Client profile before invoicing.)
- 4) Change Travel Type to "Fee Cruise"
- 5) Make sure 'Submit to' is 'Supplier'.
- 6) Click "Generate Invoice"

Fee Invoice Example:

1) Make note of Invoice number.

**Note: You will add Invoice number to future Invoices pertaining to this Cruise.

MORRIS MURDOCK

TRAVEL

Invoice No. : 2370278

Invoice Date : 2/21/2020

Travel Consultant : SK - Karrie Stewart

Group No. :

Page No. : 1

Interface ID : 4358826927


Karrie Louise Stewart
 64 Keel Court
 Stansbury Park, UT 84074-8953
 US

Cruise Reservation

Vendor : Professional Consultation Service Charge **Booking Status** : Confirmed

No. of Travelers : 4

Travelers : Stewart/Karrie Louise; Stewart/Andrew; Stewart/Keith; /



Cruise
Professional Consultation Service Charge

	\$	<u>Total</u>
Reservation Totals	\$	30.00
Prior Invoiced Totals	\$	0.00
This Invoice Totals	\$	30.00
Paid By Credit Card VI 48-XXXX-7696:	\$	(30.00)
Balance:	\$	0.00

*Internal Vendor Payment Remark - N/A
 Thank You For Choosing Morris Murdock Travel
 Ask your agent about NEW PASSPORT requirements for International travel beginning December 31st, 2006.
 Please review the above information, such as Name Spelling, Dates, Times and Pricing for accuracy.
 Initial _____
 Taxes and fuel surcharges are subject to change until tickets issued.

I have been offered and I have declined the purchase of: Trip Cancellation (including airline, cruise, and tour operator default) and travel accident/limited sickness/medical/trip interruptions insurance.
 I, the undersigned will not hold MORRIS MURDOCK TRAVEL and/or its agents responsible for any expenses incurred by me resulting from delay/cancellation of my trip, accident, sickness, death, stolen or damaged baggage or property.

_____ Date _____
 Client Signature