

Charging a Misc. Service Fee in CB

Step 1: Log into CB & Create the ResCard

ClientBase - Sabre, Inc. - [Res Card]

File Edit Reports Merge To Workstation Defaults Global Defaults Utilities Windows Help

Res Card Res Total 0.00 Invoiced Total 0.00 Balance 0.00

No. 123008 Invoice Proposal Itinerary Statement Go To Remind Letter E-mail Label

Create Date 2/17/2020 Agent SK - Karrie Stewa Status Active Reservation Cycle Quote Marketing Source E-Blast Group Branch No. [38] SL Leisure WH5B

Prepared for: Stewart/Karrie Trip Name Cancun 2020 Locator No. Region Mexico & Centr Destination Cancun Trip Start Date Trip End Date

Addresses

Client Ship To Address Use Profile Ship To Client Bill To Address Use Profile Bill To

Karrie Louise Stewart
515 S 700 E, Ste 1B
Salt Lake City, UT 84102

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

Travelers

Stewart/Karrie Louise
Stewart/Andrew
Stewart/Keith
/

Reservations Invoices Activities Agent Remarks Client Feedback Attachments More Fields Edit History

Booking St...	Type	Res Date	Vendor
---------------	------	----------	--------

Res Total 0.00 Invoiced Total 0.00 Balance 0.00 Comm Total 0.00 Net Total 0.00

All Confirmed Reservations

1) Click on the service Fee Button

Charging a Misc. Service Fee in CB

Step 2: Fill out service Fee information

The screenshot shows the 'Reservation' window with the following fields and values:

Field	Value
Date Reserved	2/17/2020
Booking Status	Confirmed
Vendor	Consultation Service Charge
Travel Category	Service Fee
Charged	50.00
Tax	0.00
Commission	50.00%
Commission	0
Final Fare	50.00
Service Fee	Professional Consultation Service Charge

The 'Reservation Totals' panel on the right shows:

Item	Amount
Fare	\$50.00
Base	\$50.00
Tax	\$0.00
Comm.	\$0.00
Net Fare	\$50.00

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

2) **Travel Category:** Will default to "Service Fee. Use Drop down menu to choose applicable category.

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

5) **Click OK**

Charging a Misc. Service Fee in CB

Step 3: Prepare for Invoicing

The screenshot shows the ClientBase software interface. At the top, the 'Res Card' section displays reservation details for No. 123008, including Res Total (50.00), Invoiced Total (0.00), and Balance (50.00). The 'Invoice' button in the top toolbar is circled in red and labeled with a large '3'. The 'Apply' button in the bottom right is circled in red and labeled with a large '1'. The 'Reservations' table below shows a single entry: 'Confirmed Service ... 2/17/2020 Professional Consultation Service Charge', which is highlighted in blue and labeled with a large '2' and an arrow. A blue callout box at the bottom contains the text 'Click Decline Insurance' and points to an 'Insurance Prompt' dialog box with 'Accept' and 'Decline' buttons.

1) Click Apply to apply 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

Charging a Misc. Service Fee in CB

Step 4: Continue Preparation for Invoicing

The screenshot shows the 'CB Invoice' window. At the top, there are fields for 'Include Refunds', 'Branch Remarks', 'Invoice Date' (2/19/2020), and 'Invoice for'. A large number '2' is next to the 'Invoice Date' field. Below this is the 'Invoice Payment' section with 'Form of Payment' set to 'CC Merchant' (circled with a red circle and a large number '3' next to it) and 'Check/CC Number' set to 'VI 48-XXXX-7696' (circled with a red circle). A large number '1' with an arrow points to the first row of the 'Invoice Items' table. The table has columns: Select, Category, Vendor, Traveler, Confirmation No, Depart Date, Return Date, Agent, Traveler Name. The first row is selected and contains: [X], Service Fee, Professional Consultatio, Stewart/Karrie Louise, [blank], [blank], [blank], SK - Karrie S. Below the table is the 'Reservation Total' section with a 'Sale' radio button selected. It shows a table with columns: Reservation Total, Not yet Invoiced, This Invoice. Rows include Base (50.00), Tax (0.00), Comm (50.00), and Total Fare (50.00). A large number '4' is next to the 'Travel Type' dropdown menu, which is set to 'Fee Consultation' (circled with a red circle). A large number '5' is next to the 'Submit To' dropdown menu, which is set to 'Supplier' (circled with a red circle). At the bottom right, the 'Generate Invoice' button is circled with a red circle and has a large number '6' next to it. Other buttons include 'Preview Invoice', 'Cancel', and 'Invoice Format'.

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 correct description.

5) Make sure 'Submit to' is defaulted to 'Supplier'.

6) Click "Generate Invoice"

MORRIS MURDOCK

TRAVEL

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

Invoice No. : 2370277
Invoice Date : 2/18/2020
Travel Consultant : SK - Karrie Stewart
Group No. :
Page No. : 1
Interface ID : 4358826927

Consultation Fee

Vendor : Professional Consultation Service Charge No. of Travelers : 4
Travelers : Stewart/Karrie Louise; Stewart/Andrew; Stewart/Keith; /



Service Fee
Professional Consultation Service Charge

Reservation Totals	\$	50.00	<u>Total</u>
Prior Invoiced Totals	\$	0.00	
This Invoice Totals	\$	50.00	
	Paid By Credit Card VI 48-XXXX-7696:	\$	(50.00)
	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

Fee Invoice Example:

2/26/2020