

## Tours Management and Accounting package



### TRAVEL & TOURS MANAGEMENT MADE EASY!

**TOURS.NET** is the complete tours management software system for travel agents & tour operators. It was developed in conjunction with local tour operators so it is tailored to the East African tourism industry. It is particularly adept at planning safaris and handling national parks.

*Call us for a  
FREE 30 day  
trial!*

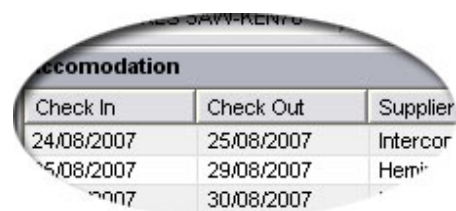
It was developed from the ground up and therefore employs the latest software development techniques and tackles the most recent challenges of tour planning. The development team comprises tour industry veterans and software experts from Kenya, South Africa and Germany.

- Create a full itinerary in less than 5 minutes!
  - Increase productivity by 150%
- Be competitive: apply cutting-edge prices
  - Multi-currency capability
  - Fully customize tours itineraries
  - Tour Financials at your fingertips
- Reports and queries by the click of a button
  - No more over and under charging
- Day book – know where your customers are today
  - Print invoices, vouchers and costing sheets
  - Be flexible: Customize your mark-up

## Create Tours

### *The possibilities are endless*

- There is no limit to the kind of tours you can create with **TOURS.NET**. Stay ahead of the local tourism industry, compete at an international level and boldly innovate ideas that have never been tried before. The system is dynamic.
- Having a detailed supplier database pays off. An easy point-and-click costing utilizes the supplier contract rates to create a costing quickly and accurately (average 5 mins to create a costing). There is no room for error and you don't have to spend valuable time going through files and looking for rates.
- Cost the accommodation, ground and air transport, activities and extras seamlessly. Later, if the client wants amendments, you can make changes without worrying about costing fallout.
- No "oops". **TOURS.NET** will not let you forget to include park fees or transfers. It is impossible to forget to book accommodation for any night.
- **TOURS.NET** performs numerous calculations and churns out figures for Per Person Sharing and Single Room Supplement based costing sheets as well as simpler total cost and total sales type bottom lines.
- Implementing a determinable markup in percentage, each costing can have its own markup or use a generic one for the client or agent. A markup minimum and maximum are also implemented so that you never forget or accidentally charge too little or too much.
- At any point you can see what the clients spend everyday on accommodation, transport, activities, etc or what the whole trip will cost each person, the single room or the double room.



Check In	Check Out	Supplier
24/08/2007	25/08/2007	Intercor
25/08/2007	29/08/2007	Hemi
29/08/2007	30/08/2007	

## Automatic Editable Itineraries

### *Paint a beautiful picture*

- By simply adding a description to each hotel, park or restaurant your itinerary creation is auto-completed leaving you to add that personal touch that will keep your client coming back.
- All the important information about the daily stopovers and activities is retrieved automatically. Check in and check out times, conditions and even dress codes if available will be automatically included. The tour operator can then add or edit the content to fit the context.
- You can include images in the itinerary to enhance the visual appeal to the client.



## Make Reservations

### *Bookings on time*

- You can reserve all the items in your costing and print/email vouchers accordingly.
- Reservation status lets you know when the client is ready to go on tour.
- Detailed booking vouchers and LPOs ready the supplier to cater for all the clients needs.
- Cancellation policies update everyday to show you how much it will cost for a last minute cancellation.



## Raise Invoices

### *At the end of the day*

- You can raise original and proforma invoices along with credit notes to ensure that the price is right.
- A history of invoices is kept for accounting purposes.
- Invoices contain various levels of detail so the client knows what they are paying for.

## The Solution To Your Suppliers

### *Cut your costs*

You can categorize all your suppliers keep track of your rates and bed nights / frequency of use, and how much business you've given them for that crucial time when you need to negotiate new rates.

### **HOTELS**

- Hotels are categorized by hotel groups, e.g. Serena Hotels, SOPA, etc.
- You can store hotel contact information, reservation address and account address.
- Each hotel is linked to its surrounding national park where applicable, so you never forget to cost park entry fees. This also allows you to access park specific activities and game drives.
- You can also store hotel-specific comments, descriptions, includes and excludes. These are automatically inserted in an itinerary to save time on needless retyping.
- All rates are categorized by seasons (date) so that the system can reference them dynamically when making costing sheets.
- The system allows for specification of room types, e.g. Deluxe, Sea-View, etc.



- All industry rate types have been included with weekend rates, ground/flying package and supplements (Easter, Christmas, etc.)
- Contract rates cover Single, Double, Triple/Extra Adult, Child charges per room and per pax.
- Supplements include: All Inclusive, Full board, Half board, B&B, Bed Only, and Dayroom
- The above are available in two currencies for Non-Residents and Residents/Citizens
- Hotel cancellation policies are available with multiple periods in percentage.
- **TOURS.NET** also caters for Hotel activities, e.g. bush breakfast
- All the above are filterable by seasons so you can reference the right rate at any time.
- **TOURS.NET** also includes a unique mileage feature from every hotel to every location/park in East Africa including average time of arrival by ground and air – for use in safaris (*see Costing above*).

#### PARKS

- Parks are categorized by the governing body (KWS, Narok County Council, etc.)
- Park Entry Fees are available for Non-Residents, Residents and Citizens, Adults, Students and Children in three different currencies.
- Vehicle entry fees are also available with relevant capacities.
- **TOURS.NET** stores Game Drive Mileage for AM, PM and whole day game drives.
- You can include park-specific activities like balloon safaris.
- All these can be filtered by seasons.
- The dynamic mileage feature extends to parks as well.

Mileage	(Am)
Adult	Child
200.00	100.00

#### GROUND TRANSPORT

- You can organize your transport supplies and store their contact information.
- Car Hire rates include vehicle groups with per day, per km, capacity, rental charges, driver fees, insurance and V.A.T. These are crucial for planning your safari.
- You can also store transfer rates from airports to hotels, hotels to national parks and restaurants...

#### AIR TRANSPORT

- This section includes airline contact and reservation information including all telephone and fax numbers, email and website links.
- You can store airfares for One Way and Return flights (Adults & children)
- Departure locations and destinations
- Departure and arrival times
- Airline cancellation policies

## RESTAURANTS

- You can store restaurant descriptions, contact and reservation information.
- Restaurants are categorized in groups, e.g. Tamarind
- Store restaurant meal rates and sort them by seasons.

In addition, there are supplier overviews (reports) for bottom lines and comparisons.

### The Solution To Your Clients

#### *Know Your Customers*

- You can keep track of your client's contact information and quotation histories. You can also view the preferences for repeat clients and analyze their trends.
- Where applicable, clients are grouped by agents and origin so you can see where the most thriving business comes from and plan your business strategy accordingly.
- Complete reports show you the most frequented hotels and parks, the most popular activities, and the supplier you're relying on the most to get your clients there.
- A client overview shows the status of all active clients, total cost and reservation progress so you can know how much business you're doing at any particular time.



### Additional Features

- Various management reports are available to track the state of the business, daily monthly and annually.
- You can view the production of your staff members and immediately see who is working on which client, how far they've gone and what they're neglecting.
- Security features ensure that you are protected from sabotage both internally and externally.
- All amendments made to the system are logged continuously along with the who, when and what of the changes.
- Exchange rates are updateable as and when required by authorized personnel.

### Accounts Module

**TOURS.NET** offers tour operators the ability to create cutting-edge tours proposals in minutes. The system will auto-generate itinerary, costing sheet, invoice and vouchers. In addition, its in-built full accounting module will offer the following functions:

#### Accounts receivables

Raised invoices and refunds

Invoices can either be categorized by tour consultant, or by currency (euro, usd, kes), such information can be exported to Excel.

#### Receiving payment from the customer

Payments received from customers can be used to settle customer invoice, payment can be made to settle invoices in different currencies. Payment received can be previewed. After the payment has been made, it can immediately be established how much is still outstanding.

#### Customer statements

Detailed customers statement can be automatically generated, with their respective age analysis.

#### Account receivables ledger

Account receivables ledger can be automatically generated by the system. Such ledgers can be viewed filtered by each individual customer, or by all customers. Ledgers can also be viewed by different currencies and be exported to Excel.

#### Age analysis

An overview of all ageing invoices for all customers is automatically generated and can be exported to Excel, and can also be viewed in different currencies.

### **Accounts payables**

#### Supplier invoices (Purchases)

The system automatically generates invoices expected from the various suppliers. The system also facilitates a feature where each invoice is matched against an LPO for profitability and accuracy. These purchases can be viewed in different currencies.

#### Payment to suppliers

Payments paid to suppliers can be used to settle supplier invoices, payment can be made to settle invoices in different currencies. Payment paid can be previewed. After the payment has been made, it can be immediately established how much is still outstanding.

#### Account payables ledger

Account payables ledger can be automatically generated by the system. Such ledgers can be viewed by each individual supplier, or by all suppliers. Ledgers can also be viewed by different currencies and be exported to Excel.

#### Age analysis

An overview of all ageing invoices for all suppliers is automatically generated and can be exported to Excel, and can also be viewed in different currencies.

### **Cash book**

**TOURS.NET** offers bank transaction application that helps tour operators manage their financial processing activities with business tools for:

- **Receipt** - records all payment terms you give your customers, including checks, credit cards, cash and bank transfers.
- **Payment to supplier** - issues payment to suppliers, allocates payments to open purchase invoices.
- **Deposits** - allows you to deposit cash, credit cards and checks to your bank.
- **Deferred checks** - automatically shows the deferred checks that should be deposited each day.
- **Reconciliation** - provides bank reconciliation, enabling you to reconcile debit versus credit transactions or reconcile your data with the bank's data.

### General Ledger

General ledger is automatically generated by the system. Such ledgers can be viewed filtered by each individual ledger, or by all ledgers. Ledgers can also be viewed by different currencies and be exported to Excel.

### Journal entries

Journal can be recorded by accounts staff, immediately after being entered, they show their approval status. They are temporarily posted in the system until they are approved by the administrator. Once approved, they can be permanently posted. Journal can be posted in different currencies.

### Financial Reporting

- **Sales analysis** (future release). **TOURS.NET** lets you analyze your sales in three key dimensions: by customer, by quotation and by agent. It also lets you create cross-sectioning between these dimensions to obtain clearer view with a report that automatically generates charts to display the data graphically and lets you drill down to a detailed level.
- **Customers/suppliers debts ageing.** **TOURS.NET** enables you to view customer and supplier debts, sort and divide by their age, view detailed reports for each customer, and use a link to Microsoft Excel to generate a full status report of all customer debts.
- **Cash Expectation Report** (future release) - Forecast future cash receipts using three defined aging categories, and forecast requirements based upon the average-days-to-pay information for individual customers.
- **Financial Statements** - Income Statements, Balance Sheet Statements, Cash Flow Statements and trend reports can be produced. Include actual budget, budget variance and prior-year information on standard period-to-date and year-to-date income statements.

## Conclusion



**TOURS.NET** is targeted at tour companies of any size helping them to automate the process of tours management. It will enhance resource productivity and thereby the efficiency and profitability of the business.

**TOURS.NET** was designed to reduce operating cost by increasing staff productivity. **It will help your company achieve cutting-edge pricing while increasing your bottom line and it will bring your operations to the highest standards in the industry.**

Our considerations have been geared towards reducing the development cost without compromising quality and stability. The efficiency and ease of use of the application will allow even a minimum-staffed establishment to increase the number of clients they can process and reduce the amount of time needed to accrue returns.

Constant research and development is being undertaken to ensure that **TOURS.NET** keeps up with market trends and the latest technology. **TOURS.NET** is completely adaptable as a tailor-made solution to any organization even loosely attached to the tourism industry.

Other software solutions on any platform are available from **artKenya.net** for any other needs that cannot be met by this application.

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We are happy to install the full featured software in your office for a

**FREE 30 DAY TRIAL**