

Vehicle Tours

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An example of Tour tickets sold to travel on buses with drivers supplied

- [Tours - Setting up Bus Tours](#) (Online Help) — This document covers the setup required to run bus tours. Tour definitions, Special Pricing, Agents, Agent Tour Codes, Branches, Destinations, Suppliers, Services, Hotels, Routes, Schedules, Tour Pricing, Promotions, Drivers, Driver Rosters, Commissions, Drivers Leave, Concierges
- [Tours - Running Bus Tours](#) (Online Help) — This document covers how to run bus tours. It covers the Projected Profitability report, Planning Capacity including Tours, transfers, Charters and Incentives, Planning a day drivers and vehicles, validation, driver rosters, the Tour Run and provides a multi-day tour example
- [Tours - Paying Suppliers](#) (Online Help) — When the tours are completed and suppliers are to be paid, review history to compare with invoices, create the invoice across multiple dates and record the payment
- [Tours - Entering Bookings](#) (Online Help) — This document covers setting up Agents and Concierges, entering tour bookings, invoices, payment, validations, Accommodation, incomplete booking list
- [Tours - Drivers Portal](#) (Online Help) — This document covers the Tour Drivers Portal and the activities done by the driver in the portal.
- [Tours - After the Tours - Collecting money from Travel Agents](#) (Online Help) — This training document covers creating invoices for Agents, general collections and refers to other documents for paying suppliers and staff
- [Financial Reports including Balance Sheet, Profit and Loss, Trial Balance, Aged Debt and Payable, Stock Valuation](#) (Online Help)
- [Email Templates](#) (Online Help)
- [Correspondence explained](#) (Online Help)
- [Collecting Debt from Customers](#) (Online Help)

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[Admin Role](#)

[Finance Role](#)

