

Maxis Travel System

- **Incoming Module**

- **Accounts:**

- **List of accounts:** Agents, Hotels, Transportation, Restaurants, Guides and Suppliers.
- **Database used for each account:** Number, Name, Telephone, Fax, Mobile, Email, Website, P.O. Box, Country, City, Address, Notes, Currency used, List of contacts names, title, mobile, email and Description in multi languages.

- **Groups Reservations:**

- **Group general information**

- File number, Group Name, Client Name, Agent Name, Arrival Date, Departure Date, Nationality, Visa & Departure tax included or excluded, Agent Reference, Notes, Additional Notes, Issued by, Date of issue and Group category.

- **Arrivals & Departures**

- Arrival or Departure, Date, From City, To City, Boarder, Flight, Time, Pax, PNR, Meet by and Notes.

- **Hotels**

- Hotel Name, check in, check out, Meal, Room Type, Status, Single, Double, Triple, Twin, Notes, Special Rates Notes, Additional Notes, Confirmation Number, Invoice Received, Estimated Cost and the Actual Cost.
- General Printing (Voucher, Reservation, Amendment, Cancellation, Rooming List).
- Guaranty Departure Printing (Voucher, Reservation, Rooming List).

- **Itineraries**

- Date and Itinerary Description.

- **Restaurants**

- Restaurant Name, Date, Time, Meal, Status, Notes, Special Rates Notes, Confirmation Number, Invoice Received, Estimated Cost and Actual Cost.
- General Printing (Voucher, Reservation, Amendment, Cancellation).
- Guaranty Departure Printing (Voucher, Reservation).

- **Transportations**
 - Transportation Company Name, From Date, To Date, Type of vehicle, Status, Pax, Seats, Notes, Special Rates Notes, Confirmation Number, Invoice Received, Estimated Cost and Actual Cost.
 - General Printing (Voucher, Reservation, Amendment, Cancellation).
- **Guides**
 - Guide Name, From Date, To Date, Language, Status, Notes, Special Rates Notes, Confirmation Number, Invoice Received Estimated Cost and Actual Cost.
- **Clients List**
 - Client Name, Age, Room Type, Room Number, Title, Nationality, Passport Number, Birth Date, Issue Date, Expiry Date, Place of Birth, Place of Issue and Remarks.
 - Ability to import it from excel, word or PDF.
 - General Printing (Rooming List, Visa List, Manifest, Evaluation Form in any language).
- **Entrances & Sites**
 - Entrance/Site Name, Date, Notes, Invoice Received, Estimated Cost and the Actual Cost.
- **Other Services**
 - Supplier Name, Date, Type of Service, Pax, Notes, Special Rates Notes, Confirmation Number, Invoice Received, Estimated Cost and the Actual Cost.
- **Reminders**
 - Type of Reminder, Date, Notes and Reminder to User Name.
 - Option to open reminder popup screen when the system starts.
- **Attachment Files**
 - Attachment Subject and Attachment Location.
- **Guide Expenses Sheet**
 - Driver Name, Site or Type of Service, Pax, Price, Total Amount and Notes.
- **Hotels Allotment**
 - Sheet to enter room's allotment for each hotel in specific dates, to get comparison report between allotment rooms and actual bookings and available rooms.
- **Log File:** Create log file for all changes, user name, P.C users, date, time and changes description.
- **Create Series:** Use to make files duplication with different dates.
- **Cover Page, Conformation Letter and Welcome Note:** Print full description for each file.

- **Invoices:** Related with reservation and integrated with accounting system.
- **Finance:** Ability to enter costing for each reservation to issue automatic journals vouchers.
- **Profit / Loss:** Automatically calculate file profit / loss, using invoice as a revenue and supplier's invoices that are entered by accountants to get profit / loss value and percentage.
- **Costing Sheet:** Comparison report between estimated cost and actual cost.
- **Incoming Reports & Operations: -**
 - List of groups by issue date, arrival date, departure date and flight number.
 - List of groups in town by specific day.
 - Airport & boarders for arrivals and departures.
 - Run down report for agents, hotels, transportations, restaurants, guides, itineraries, entrances and others.
 - Hotels statistical report for total rooms, nights and beds.
 - List of clients for each group.
 - Nationalities statistical report.
 - Groups Invoiced/Unvoiced.
 - Guides weekly schedule report.
 - Files with full details report.
 - List of reservations invoice received/not received.
 - Guaranty departure reports.
 - All reports have optional filter by date, user name, nationality, agent name, group category, number of pax, status and department.
 - Option to open any report result by double click.

- **Quotation Module**

- **Rates**

- **Hotels Rates**

- General Contract.
- Promotions (Special, Stay Pay and Early Bird).
- Events.
- Higher Rooms.
- Special Supplements.
- Children Policy.
- Free Policy
- Hotel Services.
- Hotel Tariff.
- Cost Calculator.

- **Other Rates**

- Transportations.
- Restaurants
- Entrance Fees
- Guiding Fees.

- Extras.
- **Quotations & Proposals**
 - FIT's and Groups.
 - Multi Currencies.
 - Contracts Rates or Special Rates.
 - Proposals in Multi Languages.
 - Post to Reservations system.
- **Outgoing Module**
 - **Accounts:**
 - **List of accounts:** Individual clients, Corporate clients, Inbound agents and Outbound agents
 - **Database used for each client:** Number, Name, Telephone, Fax, Mobile, Email, Website, P.O.Box, Country, City, Address, Notes, Currency used, List of contacts names, title, mobile and email, Description in multi languages, Passport details and Carrier Details.
 - **Reservations:**
 - **General information**
 - File number, Client Name, Date, Notes, Issued by, Date of issue and Group category.
 - **BSP Tickets**
 - Fully integrated with IATA systems (Amadeus, **Galileo and Sabre**).
 - Comparing report between IATA PDF file and system.
 - Import tickets from IATA systems to ticket stock.
 - System can import the full ticket data with flight details from IATA systems.
 - Full solutions for tickets refunds.
 - **XO (Exchange Voucher)**
 - **Hotel Voucher**
 - **Other Services:** Like visa, meet and assist, Transfers ...etc.
 - **Invoices:** Related with reservation and integrated with accounting system.
 - **Finance:** Issue costing journal voucher based on costing in each case.
 - **Profit / Loss:** Automatically calculate file profit / loss, using invoice as a revenue and costing that is entered for each transaction to get profit / loss value and percentage.

- **Outgoing Reports:**

- List of files issued.
- BSP sales report.
- Airlines incentive report comparisons with chart.
- XO sales report.
- Hotel sales report.
- Other services sales report.
- General sales report.
- Profit loss report.
- All reports have optional filter by date, user name, Corporate Account, Agent Name, Carrier, Destination...etc.
- Option to open any report result by double click.

- **Accounting Module**

- **Chart of Accounts:**

- It contains four levels.
- Flexible in using, sorting, merging, transferring and printing accounts.
- Ability to print report for any level in the chart.
- Ability to use local and foreign currency for each account in the chart.
- Ability to see the balances for each level while using the chart.

- **Daily Transactions:**

- Opening balances: post automatically between financial years.
- Journal vouchers.
- Receipt vouchers.
- Payment voucher.
- Invoices, performa invoices, refunds, debit note, credit note (built in with incoming & outgoing modules).
- Ability to create multiple transactions form for each voucher or invoice.
- Cost centers (using same file number as cost center).
- Cheques Wallet: Related with receipt and payment vouchers, ability to print cheques that related with payments.
- Bank Reconciliation.
- Post Center: The possibility to post and unpost all transactions at the same time within a specified period & transaction type.
- Log file for each voucher change.
- Outputs in multi layouts (preview, print, pdf, word and HTML).

- **Budgeting:**

- Monthly estimated budget V.S actual cost = variances in amount and percentage.
- Outputs in multi layouts (preview, print, pdf and excel).

- **Features:**

- Payment Allocation.
- Post center to post or unpost bulk of transactions.
- Ability to move or merge child or parent account in chart of accounts.
- Reconciliation.
- Multiple forms for each voucher.
- Print cheques direct form the payment voucher.
- Closing period.
- TAX module included (used by gulf area).
- System configuration flexibility.
- User permissions flexibility.

- **Accounting Reports:**

- Statement of account in multi (layouts, currencies and filters).
- Trail balance (5 different layouts).
- Foreign balances statement.
- Accounts payables & receivables.
- Aging report.
- General profit / loss report.
- Files profit / loss report.
- Balance sheet.
- Daily report.
- List of transactions report.
- Summary transactions.
- More than 100 statistical report.
- Graphical reports.
- Costing sheet reports.
- Advanced search report for the whole transactions.
- All transactions and breakdowns are accessible from the reports.

- **General Features and advantages of MTS**

- User permissions: ability to specify the authorities for each user, giving a full report of all movements and adjustments made by each employee.
- Multi User: You can use the system from more than one computer at the same time.
- Multi-Currency: You can use more than one currency and has the ability to report inquires in any currency.
- Multi Task: You can open more than one screen at the same time.

- Backup: the ability to save a backup copy automatically on any device within the network (Daily, Weekly, Monthly, Every Login).
- Compatible with all systems (Microsoft Windows).
- Opening balances issues automatically at the end of the year.
- Ease of movement between previous years and the current year.
- The possibility of tracking all employees' movements.
- Quick Search, which enables the user to access any movement.
- The ability to export any report to (EXCEL, WORD, IMAGE, EMAIL, PDF).
- The possibility of defining backgrounds and fonts colors for each user separately.
- The system is complete and integrated for accounting and easy to use, and if any report or modification within the scope of the program does not exist, we are ready to customize and adjust.
- Easy to deal with all reports and the ability to search for any information within any report. The possibility of arranging the report by any column within the report in ascending or descending order.
- Complete training session on how to use all features in the system efficiency.