

OSP Confirmation of pre-Liquidations - ENGLISH

Summer 2018



TUI Destination Services

**Operational Excellence
Excursion & Sales**

One Service Point Manual

1) How to confirm pre-liquidations	3
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1) How to confirm pre-liquidations in OSP

- Sign into OSP

○ Liquidations

• Change date to the last Sunday gone

• Ticket creation date to: 18 Feb 2018

• Search

Home Rep. Info. Tickets **Liquidations** Reports User

Liquidation: Pre - Liquidation Search

Enter Search Criteria

• Ticket from: 152

• Ticket creation date to: 18 Feb 2018

• Ticket to: 507

Search

Module information

- ☑ Liquidation
- ☑ Liquidations
- ☑ Search and confirm liquidations
- ☑ Deposit
- ☑ Search deposits

Need more help?

- ☑ User guide [PDF]

Check all tickets CA = Cash CC = Credit Card Payments

Then click Details

Home Rep. Info. Tickets **Liquidations** Reports User

Liquidation: Pre - Liquidation list

Preview

Liquidation details

Cancel Details

Detail by currency

Cur.	Gross amount	Sales (EUR)		Commissions (EUR)	
		CASH	C.C.	CASH	C.C.
EUR	4,006.60	2,000.00	2,006.60	0.00	0.00

Ticket	Exc. date	Excursion	Brand	Paxes	Pay.Type	Total (EUR)
152/1 - 1184000274	15/02/18	Ticket City Sightseeing - TK City Sightseeing Bus	TUIDEUTSCH	0/0/0	CA	-27.00
393/1 - 1184000786	15/02/18	Ticket City Sightseeing - TK City Sightseeing Bus	TUIDEUTSCH	2/0/0	CA	-36.00



• This screen gives the breakdown of all totals

CASH C.C. TOTAL

Home Reg. Info. Tickets Liquidations Reports User

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Liquidation: Pre - Liquidation Search [Previous](#)

Liquidation details (Currency: EUR)

CASH (EUR)		C.C. (EUR)		TOTAL (EUR)	
Total:	3,000.00	Total:	2,006.60	Total:	4,006.60
Liquidation:	2,000.00	Liquidation:	2,006.60	Liquidation:	4,006.60

Select deposits to liquidate or create new deposits

Dep. Id	Date	Amount	Cur.	Pay Type	Bank account
☐ 32	15/02/18	3,369.00	EUR	CA	
☐ 31	15/02/18	672.40	EUR	CA	
☒ 31	15/02/18	2,369.00	EUR	CA	
☐ *	21/02/18	2,000.00	EUR	HHT_CC	

LIQUIDATION (EUR)		Cash payment	Card payment	Total
Total liquidation:		3,000.00	2,006.60	4,006.60
Less deposits:		672.40	2,006.60	2,679.00
Final result:				1,327.40

To liquidate, automatic deposits will be created to cover the difference, 1,327.40

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• LIQUIDATION (EUR)

• Cash payments

• Card payments

• Less deposits (Credit from last week)

• This is the amount to pay into the bank

IF EVERYTHING IS CORRECT YOU CAN NOW **CONFIRM** THE LIQUIDATION

Printing the liquidation is always after confirming.

- **Preview**

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Liquidations: Liquidation details

[Preview](#)

Rep name	ANDREA WITT	Agents Name	TUI ESPAÑA TURISMO S.L.U	Status	Not confirmed
Rep num	7423	Office	PALMA DE MALLORCA	Liquidation No	75
Date	21/02/18	Week			

Ticket	Excursion Name	Z	ID	Ad	Chd	Ad.amt	Ch.amt	Total	Com.	To liq.	Cur.	To liq.
568-1194000010	Wenn Die Mandelbäume blühen	N4PICAFORT		1	0	49.90	0.00	49.90	0.00	49.90	EUR	49.90
569/1 - 1194000010	Wenn Die Mandelbäume blühen	N4PICAFORT		1	0	49.90	0.00	-49.90	0.00	-49.90	EUR	-49.90
Total				2	0			0.00	0.00	0.00	EUR	0.00

* Missing Ticket

Summary of Liquidation

Total sales	0.00
Credit card:	0.00
Cash:	0.00
Deposits:	0.00
Com.:	0.00
Expenses:	0.00
Total Amount to liquidate:	0.00

Deposits

Summary of Excursions

Excursion Name	Z	ID	Ad	Chd	Ad.amt	Ch.amt	Total
Wenn Die Mandelbäume blühen	2	0					0.00
Total	2	0					0.00

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- **Print**

[Print](#)

Liquidations: Liquidation details





Rep name	ANDREA WITT	Agents Name	TUI ESPAÑA TURISMO S.L.U.	Status	Not confirmed
Rep num.	7423	Office	PALMA DE MALLORCA	Liquidation No.	35
Date	21/02/18	Week			

Ticket	Excursion Name	Z	ID	Ad.	Chd.	Ad.amt.	Ch.amt.	Total	Com.	To liq.	Cur.	To liq.
569-1194000010	Wenn Die Mand- Wenn die Mandelbäume blühen	N4PICAFORT		1	0	49.90	0.00	49.90	0.00	49.90	EUR	49.90
	Wenn Die Mand- Wenn die Mandelbäume blühen	N4PICAFORT		1	0	49.90	0.00	-49.90	0.00	-49.90	EUR	-49.90
Total				2	0			0.00	0.00	0.00	EUR	0.00

* Missing Ticket:

Summary of Liquidation

Total sales		0.00
Credit card:	0.00	
Cash:	0.00	
Deposits:		0.00
Com.:		0.00
Expenses:		0.00
Total Amount to liquidate:		0.00

Deposits

Summary of Excursions

Wenn Die Mandel	2	0	0.00
Total	2	0	0.00

Signed by Rep.
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Authorised by Agent

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You and your Team Manager should sign here before handing into Business Support

