



BookIT – the smart solution for the go-ahead tourism operator!

BookIT!™ is a complete Book to Bill system designed to take the hassle out of the tourism operator's business. It automates and simplifies the end-to-end process of taking a booking, billing third party agencies as well as providing comprehensive reporting about passenger statistics.

BookIT!™ harnesses the power of the Internet by providing an online hosted solution providing the tourism operator with powerful solution with minimal start up costs.

BookIT!™ provides:

- Online, real-time availability request
- Online bookings
- Automated billing based according to commission structure
- Invoice generation and payment recording
- Manifest generation
- Comprehensive reporting

Bookings

Improved service by being always available

For the tourism operator, bookings are received from a number of sources; directly from customers, electronically through enquiries from their website, from accommodation providers such as hotels, B&Bs as well as information centres. In addition, many overseas bookings are received via inbound tour operators or overseas wholesalers. Each of these third parties has their own commission rates and different payment terms. Because the tourism operator holds "The Book", often in the form of a diary, the booking process involves a phone call or email to check availability before the booking can be made.

With BookIT!™ the tourism operator creates an electronic "Book" – one that can be accessed anywhere and, with the appropriate level of authority, by anyone. Overseas wholesales, inbound tour operators and agencies can check availability for themselves and make their own bookings directly into the system. This means that the product can be booked 24 hours a day, 7 days a week without having to have reservations staff available. An instant confirmation, complete with booking reference number is generated, so that a confirmation of that transaction is provided. For agencies that prefer to phone, email or fax their bookings through, bookings are made on behalf so that the source of the booking is always identified.

Billing and Invoicing

Save time and eliminate errors

Voucher reconciliation is an essential part of any tourism operator's business – without this it's not possible to be paid! The task of checking through the individual vouchers then raising an invoice – complete with the correct commission rate – for the agency selling the ticket is labour intensive and has to be accurate. The more agencies and tickets sold by third parties, the larger the problem. Growing the business by increasing sales simply increases the amount of time spent on invoicing.

With BookIT!™, invoices are automatically generated. Each agency, and their commission rate with their payment terms is recorded in the system. Commission statements are also generated for those parties who are paid a commission on sales made, so a track of all billings and outstanding commissions is easy. Invoicing can be generated monthly, weekly or to any specified date so if cash flow is a problem, invoices can be generated more frequently.



Monitor cash flow and accurately forecast

All invoices generated are reported against and when payment is received, invoices can be annotated as Paid. This means it is easy to keep track of who has and hasn't paid.

An outstanding billing report not only produces a list of those agencies that haven't paid and the value of the outstanding billings, but all unbilled transactions outstanding where the client has travelled. It's therefore easy to see your cash flow projection for the current month even if invoices haven't been raised.

Manifest

Always instant, always accurate

For many activities, it's important (and sometimes a legal requirement) to have a manifest with number of passengers on any given trip. Rather than recreating this by hand from the list of bookings, BookIT!™ automatically generates a manifest that can be printed off and given to the operator of the trip.

Reporting

Analyse your business for future success

Knowing what nationality your customers are, what sales outlets are performing, which are not and how much business they are generating is essential in analysing and planning for growth. Many operators have this information in their heads – but to be effective it's important to monitor this information over time and plan specific campaigns to target non-performing areas or exit those markets altogether.

BookIT!™ provides a set of reporting tools that let you analyse not only the number of passengers from any agency but also the dollar value of their worth. Passengers by nationality reports also provide an essential tool to monitor which markets are performing and those that aren't.

Getting started is easy!

To connect to BookIT!™, all you need is a computer and an internet connection and an operator account.

Minimum	Sales Office Configuration (Preferred)
PC (Pentium I and above)	Minimum configuration plus
Windows 95, 98, 2000, ME, XP	Flat LCD screen (saves desk space)
Internet Explorer 4 and above	Broadband connection for voice/data
56k modem	Firewall & antivirus software