



Limousine Management Systems

Your Partner In Transportation Technology



Agency Pay

Once a profile has been created in the Agency Farm In/Farm Out and Commission feature and the Agency's name is entered on a reservation and the commission for the run has been entered the agency's pay will automatically be calculated for that run. It will automatically keep a record of commissions both payable and receivable, and generate billing whether the base company or the Farm Out company collect payment.

HOW TO RUN AN AGENCY PAY REPORT

The Agency Pay Report integrates with the Agency Farm In/Farm Out and Commission feature.

1. On the upper menu or side icon toolbar click on **Tables** then click on **Agency**.
2. Click on **Print** then click on **Agency Pay**.
3. The **Agency Payables Report Selection Criteria** window will appear. In the **Agency Acct** field's drop-down list select the agency for the report.
4. Under **Payment Status** select **Outstanding** for a list of payments outstanding in the date range. Select **History** for a report which lists all payments due and/or paid in the date range. Select **Paid** for a list of payment in the date range specified.
5. Enter the **Start** and **End** date for the pay period. Click on **Proceed**.
6. Select whether to send the report to **Screen**, **Printer** or **Fax**.

HOW TO APPLY AN AGENCY PAYMENT

Agency Pay integrates with the Driver/Employee Earnings, Pay and Scheduling feature.

1. On the upper menu or side icon toolbar click on **Tables** then click on **Agency**.
2. Click on **Utility** on the upper menu.
3. The **Agency Payables Report Selection Criteria** window will appear. In the **Agency Acct** field select the agency for the report.
4. Under **Payment Status** select **Outstanding** for a list of payments outstanding in the date range.
5. Enter the **End** date. Click on **Proceed**.
6. An **Agency Payables** window will appear with a list of payments outstanding for the Agency selected.
7. It is suggested to avoid human error to refer to the Agency's Outstanding Pay report when applying payment for the agency.
8. Highlight the entry for payment. Click on **Toggle Payment** and an * will appear to the left of the Agency's name.

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9. Click on **Add** and an **Add Payment Type** window will appear. To pay off an entry, click on **Payment** and an **Add Agency Payment** window will appear. An additional payable entry can also be added if needed by clicking on **Payables** in the **Add Agency Payment** window. Enter the **Agency**, the **Date** of the payable, a **Description** and the **Amount Due**. The entry will automatically become available on the Agency Payables window for payment.
10. Enter the **Pay Date** and the **Amount Paid**. Partial payments can be applied.
11. To exit, click on **Exit** on the upper menu or the **X** on the right side of the window to exit.

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