



Limousine Management Systems

Your Partner In Transportation Technology



How to Set Up an Agency File

SUMMARY

This module provides a database for Farm In/Farm Out Limousine Companies, Travel Agencies, Concierges or Hotel Reservationists. 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. Once an agency file has been created, and the agency is entered on the reservation, the amount due will be automatically calculated.

- ❖ Farm In/Farm Out allows the user to create a file of all agencies with the ability to edit or delete
- ❖ Important information such as types of cars, variable rates, percentages can be stored in the notes
- ❖ Integration with the reservation allows the user to view a statement of open and closed reservations and balances
- ❖ The user can indicate whether base or agency will generate billing
- ❖ Combine reports by all or select agencies, segregating Farm In all or select; Farm Out all or select by date range.

HOW TO SET UP AN AGENCY FILE

The Agency File integrates with the Agency Farm In/Farm Out and Commissions module.

1. On the upper menu or side icon toolbar click on **Agency** and a window will appear for adding, editing or deleting an agency file. If adding an agency, the word "New" will appear in the **Account Number** until the record has been saved and then the system will automatically assign an account number.
2. Enter the **Type** of agency such as Farm Out or Hotel.
3. Enter the **Name** of the agency, **Address**, **City**, **State**, **Country** and **Zip**.
4. Fields are available to enter the rate based on a **Flat**, **Hourly** or **Percent** for each run booked.
5. Enter the **Contact**, **Telephone**, **Fax**, **E-mail** and **Web site**.
6. When a file is created or edited, the **Updated** field will reflect the date the change was made.
7. Click on **Save** then click on **Close**.

Rev PC 07/04

Serving the Ground Transportation Industry since 1983
Member of the NLA

12200 E. Washington Blvd. Ste. H
Whittier CA 90606

562.789.9511
800 545 4668

Fax 562.789.9513
www.lmc2000.com