

General Ledger (GL)

- Chart of Accounts
- Transaction Processing/Manual Journals
- Month and Year-End Closing/Year end carry forward
- Financial Statements (General Ledger/Trial balance/Balance sheet/Sub-ledger)
- Sales listing/Purchase listing/PO commitment reports
- Profit center reports
- Accrual reversal posting and automatic reversal
- Branch wise Financial statements
- Business area/Division wise financial statements
- GL based budgeting
- P&L month wise analysis
- Recurring Transactions
- Drill down Journals

Accounts Payable (AP)

- Vendor Master File
- Payment block
- Credit limit
- Automatic select of GL based on supplier
- Automatic PO creation
- Automatic PO and invoice creation (self billing)
- Statistical PO posting
- Payable Analysis
- Check Writing
- Automated Payments
- Domestic and Foreign Currency support

Accounts Receivable (AR)

- Customer Master File
- Customer Relationship Management
- Debt Collection/ Credit control reports
- Recurring Revenue Management
- Ageing reports
- Credit limit reports
- Automatic reminders for staff and Passengers
- Automatic customer statement
- Sub agent module on web

Supplier Commission

- Automatic commission determination from supplier master
- Automatic identification of Airline commission from GDS files
- Supplier commission module

Staff & Affiliate Commission

- Commission based on product
- Commission based on Receipts
- Commission based on performance (sliding commission)
- Affiliate commission module
- Branch commission module

Receipt Methods

Card settlement

- Manual card receipts using POS system
- Integrated PDQ with most of the payment gateways
- E-payment link option for customers to pay by email
- Web site plug-in to make the payment from website
- Pay now button option on invoice for customer to pay from their PDF invoice document
- Automatic settlement of supplier invoice when company card is used
- Supports Virtual card payments like Enett, Wex, BSP pay or any virtual card settlement
- Use Sell value to settle the supplier and claim the difference (eg Expedia payments)
- Commission accounting if Customer card is used to pay the supplier. If deposit is paid using customer card option to settle it using customer card
- Automatic identification of Company card or Virtual card and post to finance
- Automatic reconciliation of Card statement using excel statement

Penguin: Travel Accounting/ERP

Bank

- Receipt using bank receipt, cheque receipt, Bacs or lock box
- Auto posting of journal based on the type of payment method

Gift cards

- System will allow to receipt using Gift cards and Gift card issuance module is available

Voucher receipt

- System allows to receipt using voucher issued by agency and clear any commitment posting

GL – Settlement

- Penguin will allow you to clear any receipt to GL account for eg : Inter-company clearing

Bank Module

- Bank receipt and payment module
- Cheque clearing and Pay-in-slip postings
- Automatic and manual PDQ reconciliation
- Automatic and manual Company Card reconciliation
- Bank reconciliation module using Excel bank statement
- Foreign currency bank account managed in both transaction and home currency

Billing

- Multi-currency invoicing
- Multi language invoicing
- Automatic identification of Branch and Business Area
- Auto invoicing for GDS
- Batch invoicing based on conditions
- Batch invoicing options
- Split invoicing and package invoicing options with per passenger split
- Automatic pro-rata commission split for package invoice

Revenue Recognition

- Revenue recognition setup based on order type
- Automatic purchase commitment posting at the time of invoicing
- Automatic Deferred expense posting if no revenue is recognized
- Reversal of Deferred expense to purchase on invoicing

Deposits

- Automatic deposit tracking from supplier based on booking or passenger
- Deposit based on product by supplier
- Customer deposit based on supplier deposit terms
- Automatic balance due date base on travel date

Budgeting

- Review Past Budgets
- Create New Budgets
- Forecasting

Tax/Statutory Management

- Auto-Tax Calculator
- Multiple Tax Rate Management
- Regulations and Reporting for different countries eg (UK & Ireland, US & Canada, Middle East, South Africa etc)
- Withholding Tax reporting
- Automatic integration with Tax authorities - MTD

Exchange Rate Management

- Automatic currency rate loading from Xe.com, HMRC, Oanda etc
- Manual loading of currency
- Tolerance option for currency rate
- Automatic Exchange gain/ Loss calculation
- Currency revaluation

Authorization and Access Management (User Rights)

- Roles-based authorization
- Restrict access by branch and business area
- Restrict bookings by group or team
- Reports and financial statement restrictions based on roles

Smartphone App

- Access to management reports by mobile App for IOS and Android

Third-Party Data Feed

- Journal export option to third party systems like Workday