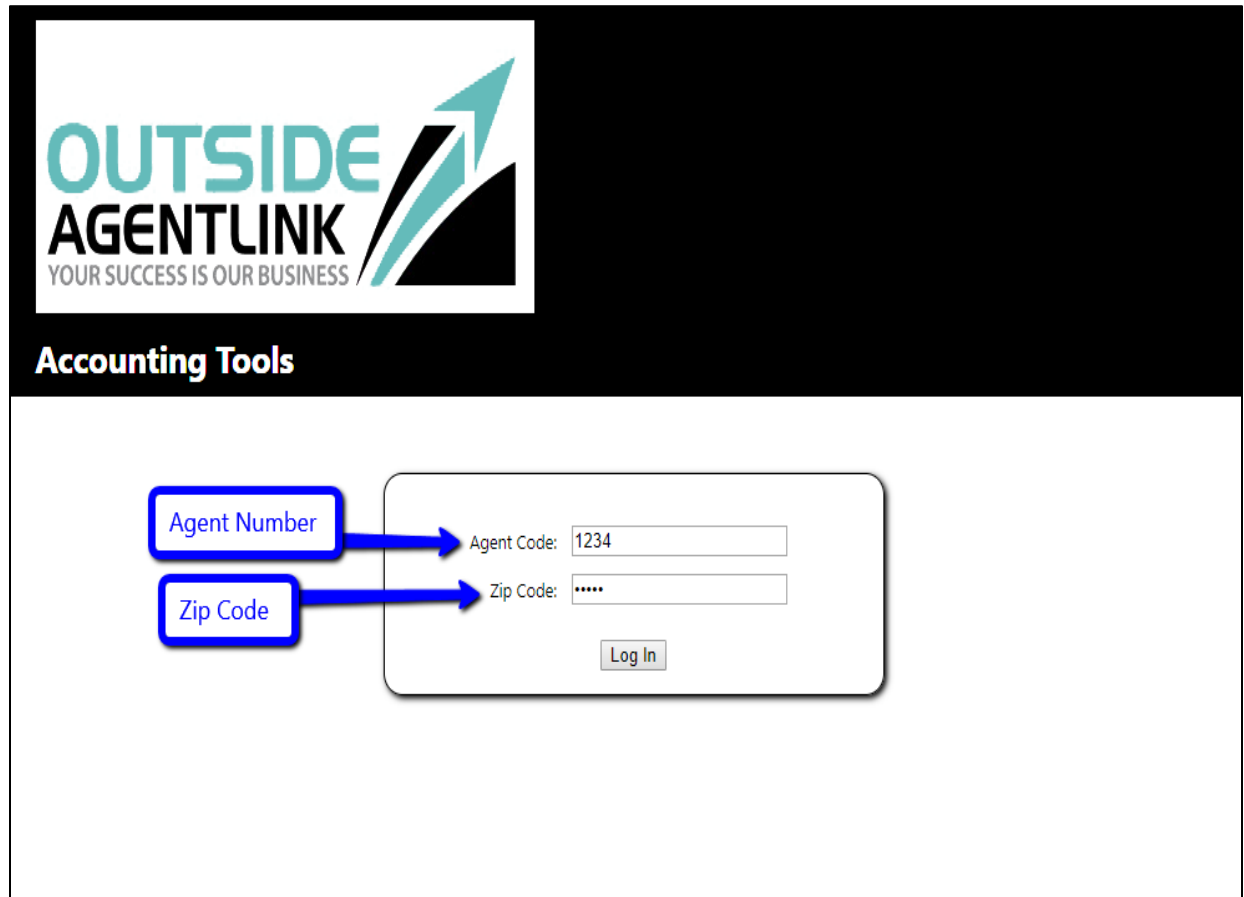


Accounting Tools



Log-in Screen:



The screenshot shows the log-in interface for Outside AgentLink. At the top left is the logo with the text "OUTSIDE AGENTLINK" and the tagline "YOUR SUCCESS IS OUR BUSINESS". Below the logo, the text "Accounting Tools" is displayed. The main log-in area contains two input fields: "Agent Code:" with the value "1234" and "Zip Code:" with five asterisks. A "Log In" button is positioned below the fields. Two blue callout boxes with arrows point to the input fields: "Agent Number" points to the "Agent Code" field, and "Zip Code" points to the "Zip Code" field.

Agent Number → Agent Code: 1234

Zip Code → Zip Code: *****

Log In



Accounting Tools

[MENU](#) [LOGOUT](#)

PLEASE CHOOSE AN ACTION:



[SUBMIT A SALE](#)



[REPORTS](#)



[UNPAID COMMISSIONS](#)



[LOOKUP TICKET](#)



[PROFILE](#)



[COMMISSION ALERTS](#)

[Submit a Sale:](#) Report all bookings in 8 simple steps

[Reports:](#) View Activity, Statement and Finance Reports

[Unpaid Commissions:](#) Query all submitted sales that are unpaid

[Lookup Ticket:](#) Displays the status of a booking via invoice or confirmation number

[Profile:](#) Updates your personal information (i.e. address, phone, etc.)

[Commission Alerts:](#) Receive a notification via email or text based on alert criteria selected


When you open Submit a Sale, your name will automatically prepopulate in the Client Name.

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Submit a Sale

[MENU](#) [LOGOUT](#)

All fields are required.

Client Name:  Your name

Passenger Name: ?
Please enter traveler's name as last name/first name.

Travel Type: ?

Vendor: ?
If you cannot find the vendor you need from the list, please contact support@outsideagentlink.com.

Ticket/Confirmation Number: ?

Depart Date: ?

Return Date: ?

Total Fare: ?

Commission Amount: ?

All fields must be completed:

Passenger Name: LAST/FIRST

Lead passenger name or group name for example:

Harmon/Krissi

Blackmon Group

Travel Type: Click the drop down arrow and select the travel type

Vendor: Click the drop down arrow and select the vendor

Hint: Type in the first few letters or the entire vendor's name to narrow down the results

Confirmation: The booking number provided by the vendor

Depart Date: The client's beginning date of travel

Return Date: The client's return date of travel

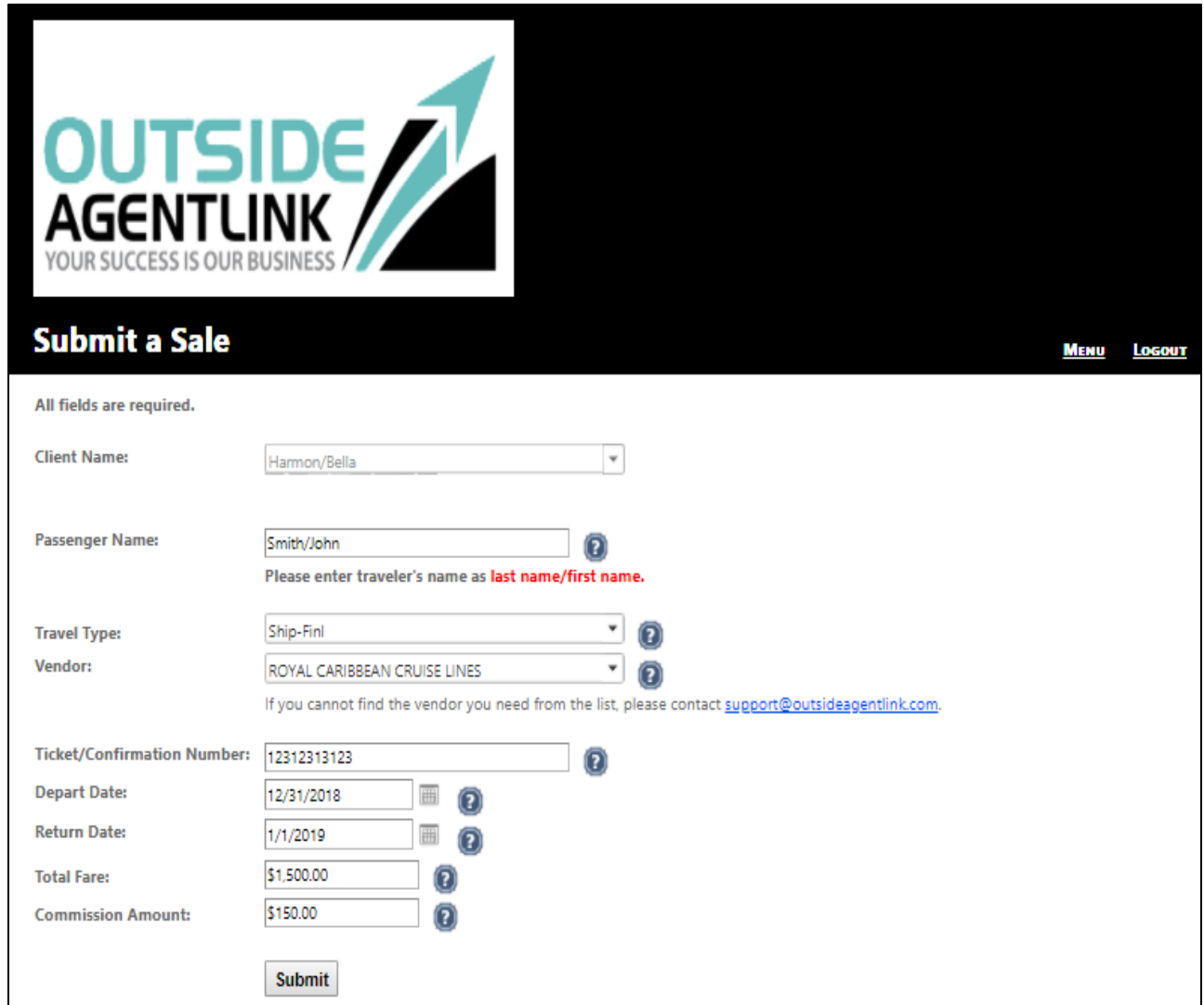
Total Fare: Total gross cost

Commission Amount: Total commission

Hint: Refer to the confirmation from the vendor to obtain this information

Note for Fare and Commission: If you are unsure of the exact amount, it is more important to report the sale than for these numbers to be 100% accurate.

Example:



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Submit a Sale

[MENU](#) [LOGOUT](#)

All fields are required.

Client Name:

Passenger Name: ?
Please enter traveler's name as **last name/first name**.

Travel Type: ?

Vendor: ?
If you cannot find the vendor you need from the list, please contact support@outsideagentlink.com.

Ticket/Confirmation Number: ?

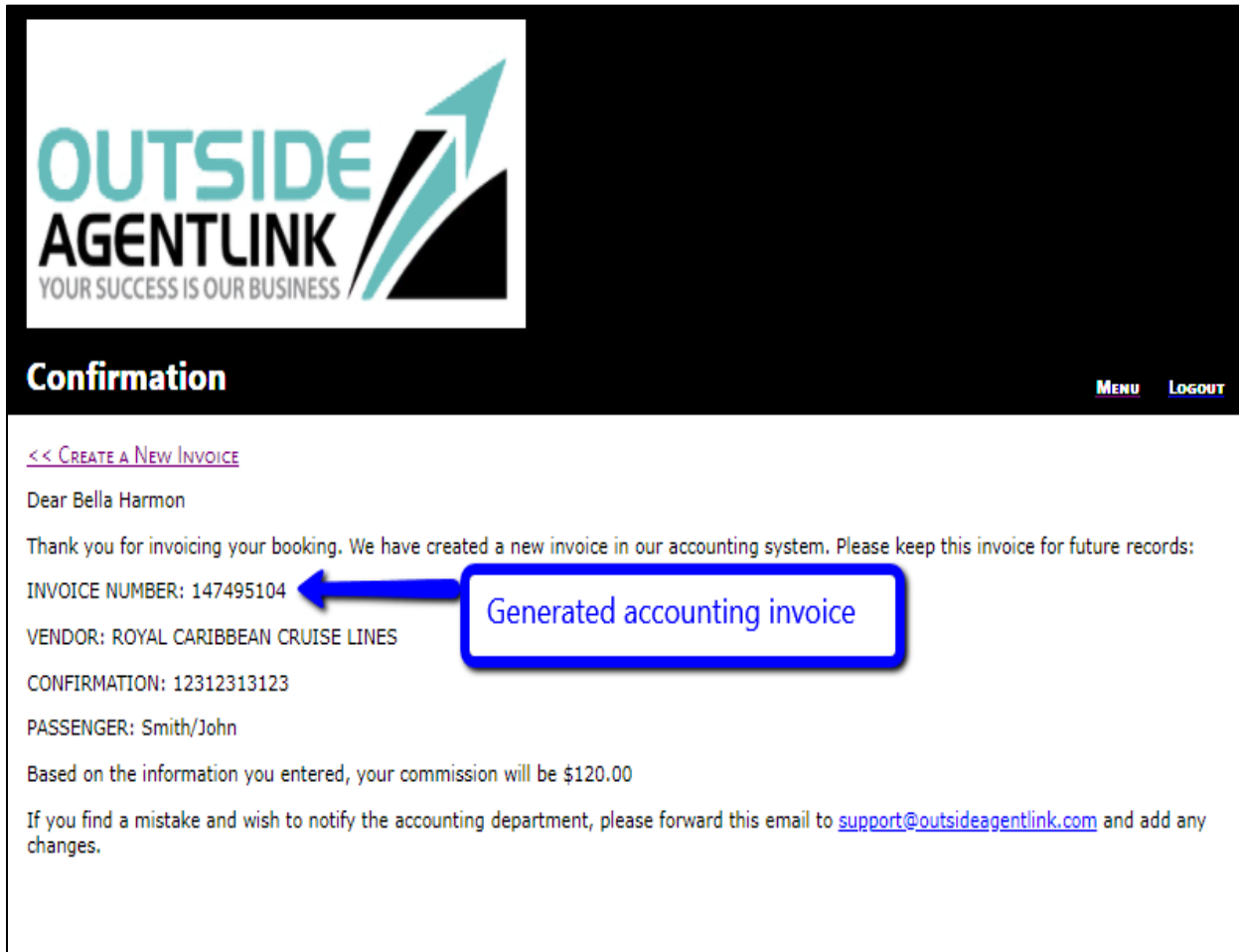
Depart Date: ?

Return Date: ?

Total Fare: ?

Commission Amount: ?

Confirmation the sale was submitted properly:



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Confirmation

[MENU](#) [LOGOUT](#)

[<< CREATE A NEW INVOICE](#)

Dear Bella Harmon

Thank you for invoicing your booking. We have created a new invoice in our accounting system. Please keep this invoice for future records:

INVOICE NUMBER: 147495104

VENDOR: ROYAL CARIBBEAN CRUISE LINES

CONFIRMATION: 12312313123

PASSENGER: Smith/John

Based on the information you entered, your commission will be \$120.00

If you find a mistake and wish to notify the accounting department, please forward this email to support@outsideagentlink.com and add any changes.

You will receive an email advising you the report has been submitted. In case the email may possibly go to spam you could print screen the generated response above for your records and place in your client's file.



Reports

[MENU](#) [LOGOUT](#)

Activity:
Invoices submitted

Run Report

Start Date End Date

Activity Report
PDF (Adobe Reader/Acrobat)

Click

Please contact support@outsideagentlink.com for additional reports.

REPORT HISTORY

[Delete All History](#)

Report Name	Generated Date	Start Date	End Date	SubAgents?	
Activity Report	2/18/2018 3:09:01 PM	2/1/2018	2/28/2018	False	Email Delete

Report displays here after running report, click to open

Activity Report

Bella Harmon

2/1/2018 to 2/28/2018

Date Printed: 2/18/2018

Include SubAgents: No

Issue	Trip Date	Client Name	Vendor Name	Traveler Name	
TICKET		REMARKS	Total Paid	Total Comm.	Agent % Agent Comm.

TRANSACTIONS

INVOICE #: 147495104

2/18/2018	12/31/2018	Harmon/Bella	ROYAL CARIBBEAN CRUISE LINES	Smith/John	
12312313123			\$1,500.00	\$150.00	80.00% \$120.00

Invoice number

INVOICE #: 147495104 Totals: \$1,500.00 \$150.00 \$120.00

Grand Totals: \$1,500.00 \$150.00 \$120.00

Commission Percentage



Reports

[MENU](#) [LOGOUT](#)

Run Report

Start Date End Date

Statement:
Commission received

Statement Report
PDF (Adobe Reader/Acrobat)

Please contact support@outsideagentlink.com for additional reports.

Click

Run Date Range Report

REPORT HISTORY

[Delete All History](#)

Report Name	Generated Date	Start Date	End Date	SubAgents?	
Statement Report	2/18/2018 3:16:31 PM	2/1/2018	2/28/2018	False	Email Delete
Activity Report	2/18/2018 3:09:01 PM	2/1/2018	2/28/2018	False	Email Delete

Report displays here. Click to open report.

Agent Statement

Bella Harmon

2/1/2018 to 2/28/2018

Date Printed: 2/18/2018

Include SubAgents: No

ISSUEDATE	Trip Date	Client Name	Vendor Name	Traveler Name
Invoice	TICKET	REMARKS	Total Paid	Total Comm. Agent % Agent Comm.

TRANSACTIONS

Ship-Finl

2/18/2018	12/31/2018	Harmon/Bella	ROYAL CARIBBEAN CRUISE LINES	Smith/John
147495104	12312313123		\$1,500.00	\$150.00 80.00% \$120.00

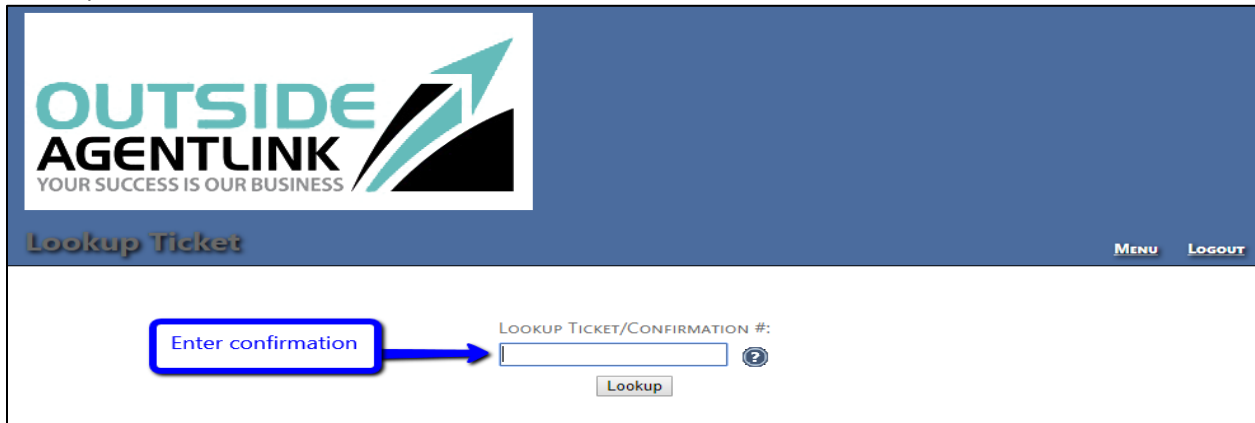
Ship-Finl Totals: \$1,500.00 \$150.00 \$120.00

Grand Totals: \$1,500.00 \$150.00 \$120.00

Invoice number

Commission amount to be paid

Look Up Ticket/Confirmation #:

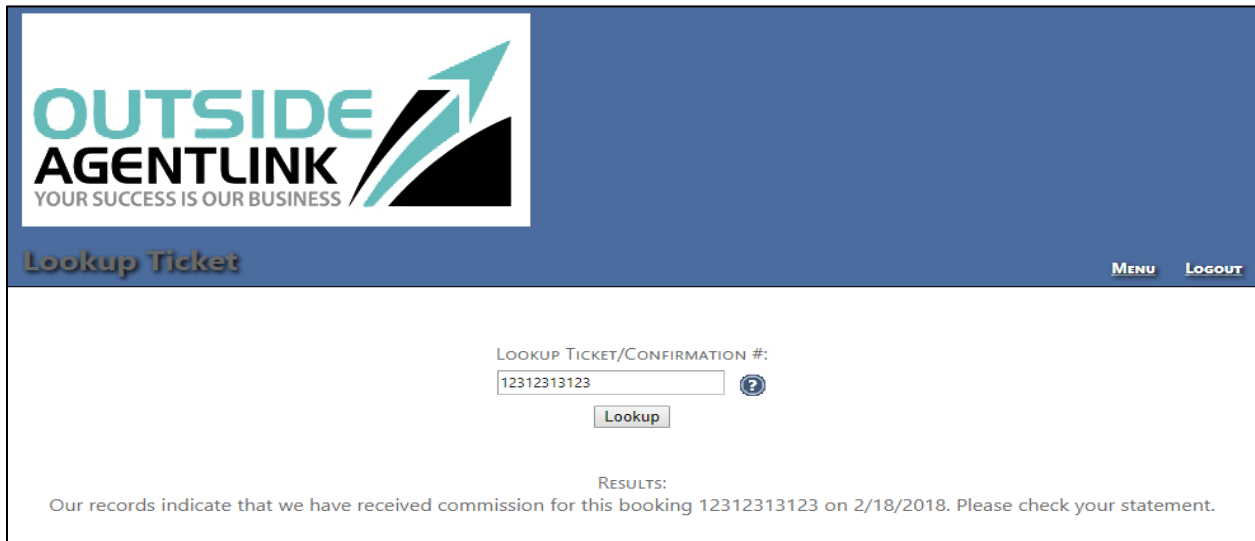


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Lookup Ticket MENU LOGOUT

Enter confirmation → LOOKUP TICKET/CONFIRMATION #:
 ?
Lookup

Result when commission has been received:



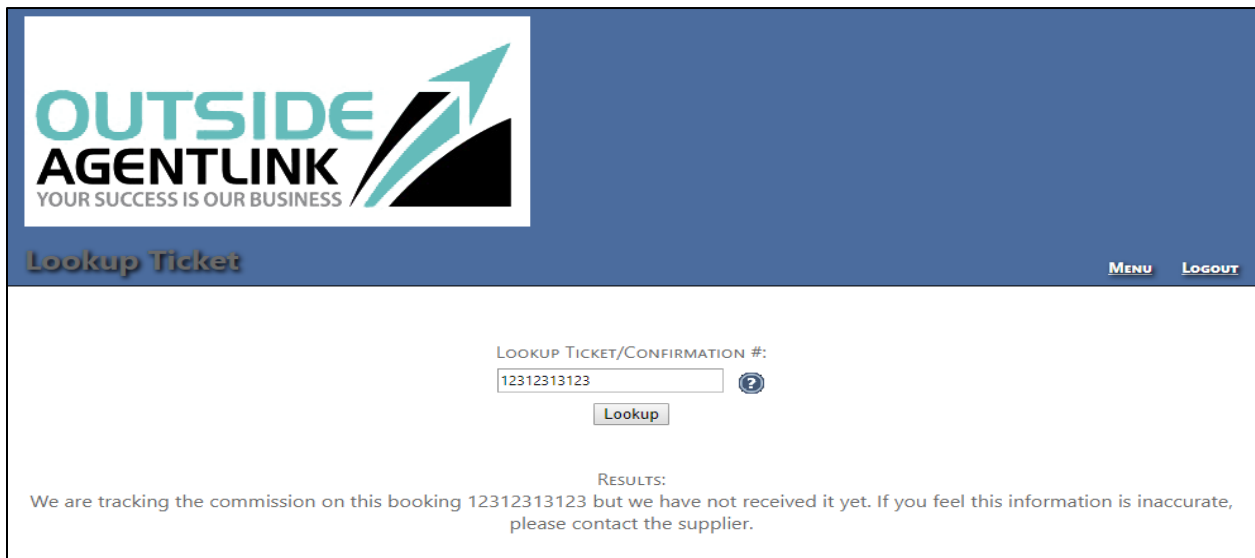
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Lookup Ticket MENU LOGOUT

LOOKUP TICKET/CONFIRMATION #:
12312313123 ?
Lookup

RESULTS:
Our records indicate that we have received commission for this booking 12312313123 on 2/18/2018. Please check your statement.

Result when commission has not been received:



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Lookup Ticket MENU LOGOUT

LOOKUP TICKET/CONFIRMATION #:
12312313123 ?
Lookup

RESULTS:
We are tracking the commission on this booking 12312313123 but we have not received it yet. If you feel this information is inaccurate, please contact the supplier.