



MTG - Agent Commission Statements

Introduction

Changes have been made to the PTS System to enable you to view and submit your own statement for your monthly commission payments to be made.

This change puts you in control of your commission payments and will allow you to proactively raise any queries before submitting your statement for payment.

All statement for payment need to be submitted to admin@merlintravelgroup.co.uk by **5pm on the 5th of each calendar month for the bookings travelled in the previous month.**

There can be **no** exceptions to this as the team need sufficient time to validate your statement and arrange payments. Any submissions received after this deadline **will not** be paid until the following month.

Process

Log into PTS & Navigate to Clients ➡

Select Bookings ➡

Choose yourself as the Assigned User ➡

Enter the dates for the month you want to claim your bookings i.e. 01/11/2024 to 30/11/2024 ➡

Click search

 Clients  Bookings  Issue tickets

ADVANCED FILTER

First Name

Enter First Name

Last Name

Enter Last Name

Booking Reference

Enter Booking Reference

Destination

Enter Destination

Booking Type

Select

Email

Enter Email

Phone Number

Enter Phone Number

Enquiry Type

Select

Booking Status

Select

Assigned User

An Agent

Specific Range

01 Nov 2024

To

30 Nov 2024

Search

Clear Filters

Process

A list of bookings that fall within the date parameters will be returned

☐	REFERENCE ↑	CLIENT	PASSENGERS	TRAVEL DATE	STATUS	DESTINATION	ASSIGNED USER	TOTAL DUE IN	GROSS CREDIT	SETTLED CREDIT	DEBITS	BALANCE
☐	2T0015770	A Customer	4	28 Nov 2024	Completed	Hurghada	Ian Richardson	3628.00	0.00	3582.44	-3108.90	473.54
☐	2T0027103	A Customer	2	25 Nov 2024	Completed	New York	Ian Richardson	3338.00	0.00	3336.45	-1380.54	1955.91
☐	2T0005291	A Customer	8	21 Nov 2024	Completed	Tenerife	Ian Richardson	6190.84	0.00	6143.25	-5208.67	934.58
☐	2T0041542	A Customer	2	21 Nov 2024	Completed	Fuerteventura	Ian Richardson	1426.00	0.00	1426.00	-1236.41	189.59
☐	2T0037604	A Customer	4	15 Nov 2024	Completed	Amsterdam	Ian Richardson	1700.00	0.00	1686.85	-1512.78	174.07
☐	2T0008352	A Customer	1	03 Nov 2024	Completed	Phuket	Ian Richardson	1699.00	0.00	1699.00	-1559.01	139.99
☐	2T0002919	A Customer	3	01 Nov 2024	Completed	Singapore & Thailand	Ian Richardson	5516.00	0.00	5510.72	-4964.51	546.21

Once the results have been returned, please check each file to ensure it is complete and that there are no pending payments to be made to suppliers.

Booking summary							
NAME	SUPPLIER NOTES	PASSENGERS	CONFIRMATION	ARRIVE	PER PERSON COST	TOTAL COST	ACTIONS
Easyjet Holidays	EJH - 5570463	2	UNCONFIRMED	28 Nov 2024	0.00	1554.45	✓
Easyjet Holidays	EJH - 5570456	2	UNCONFIRMED	28 Nov 2024	0.00	1554.45	✓
					0.00	3108.90	

SUPPLIER NAME	PAY FROM	PAY TYPE	CURRENCY	AMOUNT	PEOPLE	APPROX	PAY REFERENCE	DATE	CLEARED	FX RATE	AUTH	RECONCILED	PAID	INS. EXEMPT	INVOICE	REMITTANCE	ACTION
Easyjet Holidays	Trust	Bank Payment	GBP	1434.45	2	1434.45	5570463	17 Oct 2024	1434.45	1:0	✓	✓	PAID	☒			
Easyjet Holidays	Trust	Bank Payment	GBP	1434.45	2	1434.45	5570456	17 Oct 2024	1434.45	1:0	✓	✓	PAID	☒			
Easyjet Holidays	Trust	Bank Payment	GBP	120.00	2	120.00	5570463	21 Mar 2024	120.00	1:0	✓	✓	PAID	☒			
Easyjet Holidays	Trust	Bank Payment	GBP	120.00	2	120.00	557456	21 Mar 2024	120.00	1:0	✓	✓	PAID	☒			
TOTAL								:	3108.90								

Booking Checks

****** It has been identified that where payments have been edited the previous amount will still be visible and could cause the values to miss-align. You can confirm the amount that has been paid by selecting the Money Tab and viewing the audit history. If things still don't appear correctly, please raise a support ticket under "Accounts" for investigation******

Once you are happy with the checks that you have completed, you will need to amend the Profit Control to "CLAIMED"

Controls

Itinerary Access	☐	Deposits	RECEIVED
Auto-chaser emails	☐	Balance	RECEIVED
Surprise booking	☐	Profit	CLAIMED
TOMS VAT Payable	☐	Issue Ticket	☐

Generating Commission Report



Once you are happy that all bookings have been checked and Profit marked as claimed, you can run your commission report.

Select Reporting > User Commission Breakdown

Clients ▾

Calendar

Suppliers ▾

Accounts ▾

Reporting ▴

BOOKING STATUS

Completed

BRANCH STORE

Quick Note

-

Controls

Itinerary Access

Deposits

Business

Suppliers

Bookings

ATOL

Debit

User Commission Breakdown

Generating Commission Report



Enter the date range that you want the report to be run & click search. The date range entered should be for the bookings that have travelled the previous month.

ADVANCED FILTER

Date From

01 Nov 2024

Date To

30 Nov 2024

☒ Travel Date

☐ Booked Date

Search

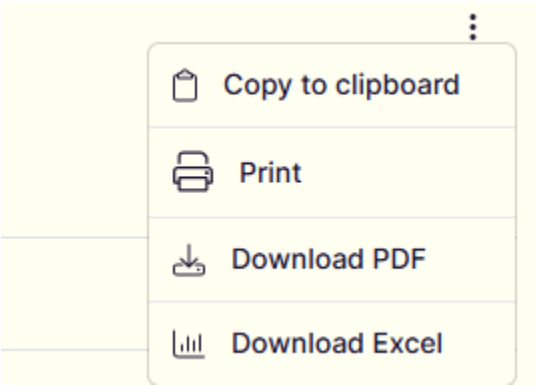
Clear Filters

A list of results will be returned, giving you a breakdown of the expected commission amount and associated fees.

BOOKING	BOOKING REFERENCE	USER	BRANCH	USER COMMISSION	TRAVEL DATE	BOOKED DATE	PROFIT STATUS	PROFIT PAID	APC	VAT
A Customer	2T0015770	An Agent		415.28	28 Nov 2024	18 Mar 2024	UNPAID	-	0.00	0.00
A Customer	2T0027103	An Agent		292.40	25 Nov 2024	29 Sep 2024	UNPAID	-	5.00	0.00

Generating Commission Report

Once you are happy that all bookings have been returned, you can download your bookings into Excel. Click on the dots on the top right of the results window.



Click Download Excel – Your file will be saved to the downloads section on your device.

BOOKING	Booking Reference	USER	Branch	User Commission	Member Commission	Travel Date	Booked Date	Profit Value	Profit Status	Profit Paid	Total PTS Fees	Card Fees	PTRC	SFI	SAFI	APC	VAT
A Customer	2T0015770	Ian Richardson		415.28	103.82	28-Nov-24	18-Mar-24	519.1	UNPAID	-	21.9816	45.56	5.6316	0	0	0	0
A Customer	2T0027103	Ian Richardson		292.4	73.1	25-Nov-24	29-Sep-24	365.5	UNPAID	-	19.6349	1.55	5.2449	4.88	0	5	0
A Customer	2T0005291	Ian Richardson		683.464	170.866	21-Nov-24	15-Jan-24	854.33	UNPAID	-	30.3572	47.59	9.6572	0	0	0	0
A Customer	2T0041542	Ian Richardson		151.672	37.918	21-Nov-24	11-Oct-24	189.59	UNPAID	-	10.8817	0	2.2417	0	0	0	0
A Customer	2T0037604	Ian Richardson		817.184	204.296	15-Nov-24	13-Sep-24	1021.48	UNPAID	-	21.1717	13.15	2.6517	9.76	0	10	0
A Customer	2T0008352	Ian Richardson		137.36	34.34	03-Nov-24	31-Jan-24	171.7	UNPAID	-	19.4308	0	2.6708	5.18	0	2.5	0
A Customer	2T0002919	Ian Richardson		2020.76	505.19	01-Nov-24	30-Aug-24	2525.95	UNPAID	-	27.6829	5.28	8.6629	7.32	0	10	0

Commission Report

Your commission Report will show the following fields.

User Commission –
Amount to be paid after
all fees and MTG Split.

Member Commission –
MTG's share of the total
commission.

Card Fees – Amount
deducted for card
payment processing.

BOOKING	Booking Reference	USER	Branch	User Commission	Member Commission	Travel Date	Booked Date	Profit Value	Profit Status	Profit Paid	Total PTS Fees	Card Fees	PTRC	SFI	SAFI	APC	VAT
A Customer	2T0015770	Ian Richardson		415.28	103.82	28-Nov-24	18-Mar-24	519.1	UNPAID	-	21.9816	45.56	5.6316	0	0	0	0
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A Customer	2T0002919	Ian Richardson		2020.76	505.19	21-Nov-24	11-Oct-24	2525.95	UNPAID	-	27.6829	5.28	8.6629	7.32	0	10	0

Total PTS Fees – All PTS,
ATOL Fees and
Insurances

Once you have validated the data you will need to save the spreadsheet, please ensure you save as an .xlsx file, please include your name in the file name in the following format.

Agent Name – Statement Month & Year. e.g. “Joe Bloggs – Statement December 2024”

Once saved please send via email to admin@merlintravelgroup.co.uk and your statement will be verified and payment set up as normal.

