



MPD virtual BSPlink

MANUAL PARA AGENCIAS

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Virtual Mpd Manual Bsplink

Allan Beaver



Virtual Mpd Manual Bsplink:

Airline Operations & Management Mr. Rohit Manglik, 2023-12-23 In this book we will study about airline structure scheduling safety and customer service in air transport

A Dictionary of Tourism and Travel Allan Beaver, 2012-12-20 Provides over 6 500 definitions of travel and tourism terminology including the operating language of the travel industry acronyms of organizations associations and trade bodies IT terms and brand names Completely up to date this dictionary covers the implications of web technology and social media on the travel and tourism industry as well as new products and services such as e tickets home based travel agents awareness amongst consumers and within the industry of terror threatened travel recent changes in legislation and environmental concerns Useful appendices include the World Tourism Organization Global Code of Ethics for Tourism the recommended tourism syllabus content for Higher Education courses worldwide and a list of the EC Neutral Computerized Reservation System Rules Providing a wealth of information on one of the fastest growing global industries of the 21st century this dictionary is the ideal point of reference for students taking travel tourism and hos

Procesos económico-administrativos en agencias de viajes MORALES CARABALLO, MARÍA GEMA, 2020-01-31 El presente libro desarrolla los contenidos del Módulo Formativo MF0267_2 Procesos económico-administrativos en agencias de viajes correspondiente al Certificado de Profesionalidad HOTG0208 Venta de productos y servicios turísticos regulado por el Real Decreto 1376/2008 de 1 de agosto y modificado por el Real Decreto 619/2013 de 2 de agosto En este manual el futuro profesional de la agencia de viajes encontrará las herramientas necesarias para comprender y aplicar los procesos internos derivados del funcionamiento de una agencia de viajes Para ello se parte de las nociones básicas de contabilidad y matemáticas aplicables a la gestión financiera de la agencia A continuación se introducen los procesos asociados a los distintos proveedores turísticos con los que se trabaja se aprende a gestionar un almacén inventario y existencias se aplican los procedimientos derivados del intercambio económico entre la agencia con los proveedores los clientes y la propia financiación de la agencia para pasar a gestionar la tesorería incluyendo la compra de moneda extranjera la documentación los registros contables y la gestión de errores Finalmente se presentan los programas informáticos de gestión más extendidos y novedosos ofreciendo una visión clara y eficiente de su manejo utilidades y aplicaciones En cada capítulo el lector encontrará imágenes reales de la documentación utilizada capturas de los programas o interfaces de proveedores y sistemas de gestión interna debidamente analizadas y explicadas Encontrar también comparativas entre documentos o tablas de referencia Los ejercicios planteados se ajustan a la casuística de las agencias de viajes teniendo en cuenta la normativa específica de aplicación que además está recogida en los capítulos correspondientes a lo largo de la obra María Gema Morales Caraballo es diplomada en Turismo y licenciada en Psicología Consciente de la necesidad de actualizarse continuamente se graduó en Turismo y continúa estudiando y ampliando su formación la cual aplica en su trabajo diario Además habla con fluidez varios idiomas Su dilatada carrera le ha permitido trabajar en diversas ramas del sector turístico tanto privado como público

En la actualidad se dedica a la formación de profesionales del turismo y la hostelería *Procesos económico-administrativos en agencias de viajes. MF0267*. Miguel Ángel Ladrón Jiménez, 2020-12-04 Este Manual es el más adecuado para impartir el MF0267 Procesos económico administrativos en agencias de viajes de los Certificados de Profesionalidad y cumple fielmente con los contenidos del Real Decreto Puede solicitar gratuitamente las soluciones a todas las actividades en el email tutor tutorformacion es Capacidades que se adquieren con este Manual Registrar operaciones contables de las agencias de viajes según la normativa vigente general y sectorial estimando la importancia de su correcto registro Aplicar sistemas y procedimientos de gestión administrativa que se adapten a diferentes tipos de agencias de viajes y otras entidades de distribución turística Analizar los procedimientos y operaciones que se derivan de las relaciones económicas internas y externas aplicándolos y estimando su importancia Analizar la gestión y control de las cuentas de clientes desarrollando las operaciones que le son inherentes Desarrollar las operaciones de gestión de tesorería y control de cuentas de cajas y bancos realizando las comprobaciones necesarias con la precisión y exactitud requeridas Índice Contabilidad Matemáticas comerciales y Estadísticas básicas 6 1 Introducción 7 2 Concepto y objetivos de la Contabilidad 8 3 Los libros de contabilidad 9 4 El patrimonio 12 5 Las cuentas 15 6 El plan general de contabilidad 17 7 El proceso contable básico en las agencias de viajes 20 8 La tesorería en las agencias de viajes 21 9 Los impuestos Su liquidación 24 10 Los derechos de cobro 27 11 Las amortizaciones Las provisiones 28 12 Las cuentas anuales 30 13 Instrumentos de abono en las operaciones comerciales 32 14 Cuentas corrientes 41 15 Créditos 42 16 Estadística básica 44 17 Aplicaciones 49 18 Resumen 51 19 Autoevaluación 52 Procesos administrativos en agencias de viajes y otras entidades de distribución turística 54 1 Introducci n 55 2 Procesos administrativos internos en las agencias de viajes y otras entidades de distribución turística 56 2 1 Soportes documentales y registros 56 2 2 Programas informáticos de gestión interna back office 59 2 3 Aplicación de procedimientos 61 2 4 Procesos administrativos derivados de la venta de transporte aéreo regular 61 2 5 Documentos de tráfico STD y formularios administrativos estándar SAF 62 2 6 Procedimientos BSP 64 2 7 Procedimientos BSP a través de Internet BSPlink 65 2 8 Aplicación de procedimientos 65 3 Procesos administrativos derivados de la venta de alojamiento 68 3 1 Aplicación de procedimientos y documentos asociados 68 4 Procesos administrativos derivados de la venta de transporte marítimo 70 4 1 Aplicación de procedimientos establecidos por los proveedores 70 4 2 Formalización de documentos internos y externos 72 5 Procesos administrativos derivados de la venta de transporte ferroviario 74 5 1 Aplicación de procedimientos establecidos por los proveedores 74 5 2 Formalización de documentos internos 74 6 Procesos administrativos derivados de la venta de productos de tour operadores y otros mayoristas 75 7 Procesos administrativos derivados de otras ventas 76 7 1 Aplicación de procedimientos 76 8 Aplicación de procedimientos de gestión documental 81 9 Medios de almacenamiento y tratamiento de la información Aplicaciones 82 10 Control de correspondencia 85 11 Resumen 86 12 Autoevaluación 87 Procedimientos de almacenamiento reposición y control de documentos propios y externos 89 1 Introducci n 90 2 Gestión de almacén 91 3 Gestión

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