

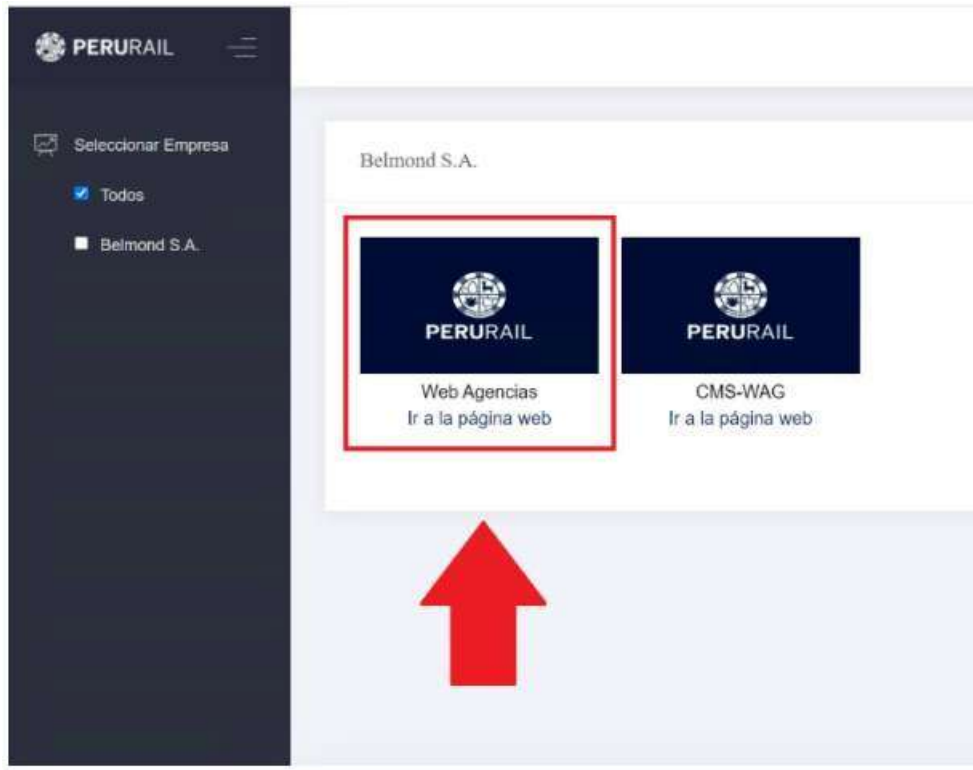


IMPREST REPORTING MANUAL

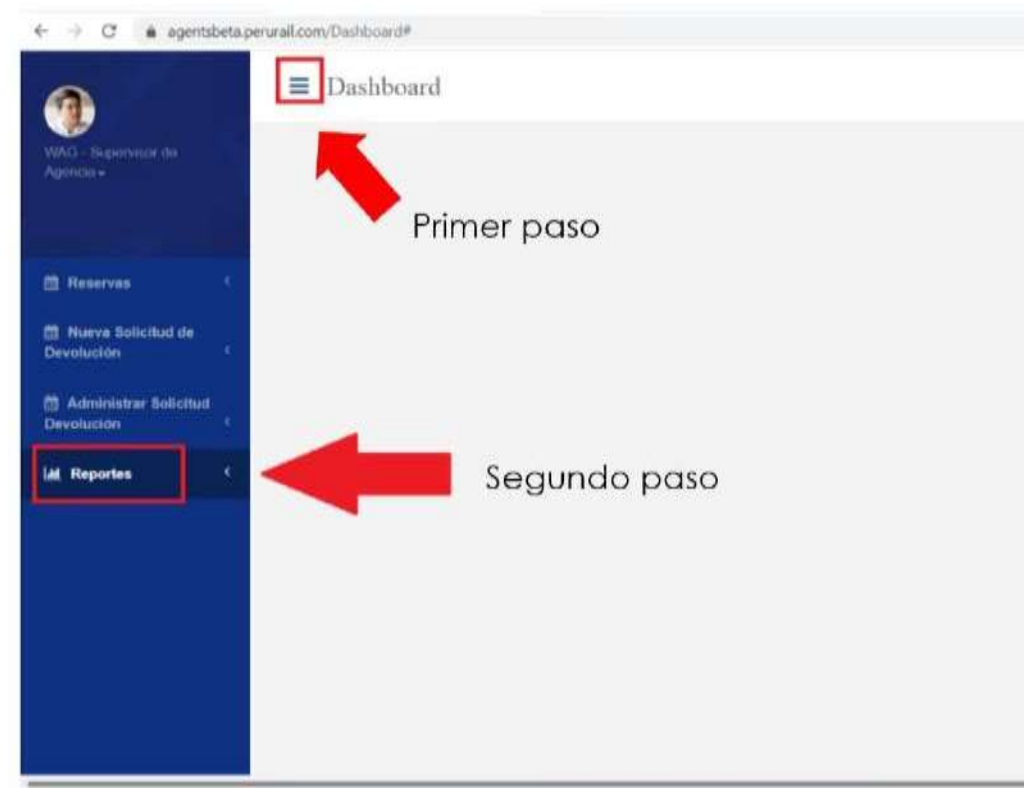
IN THE NEW RESERVATIONS & SALES SYSTEM 2023

How do I access the Reports Menu?

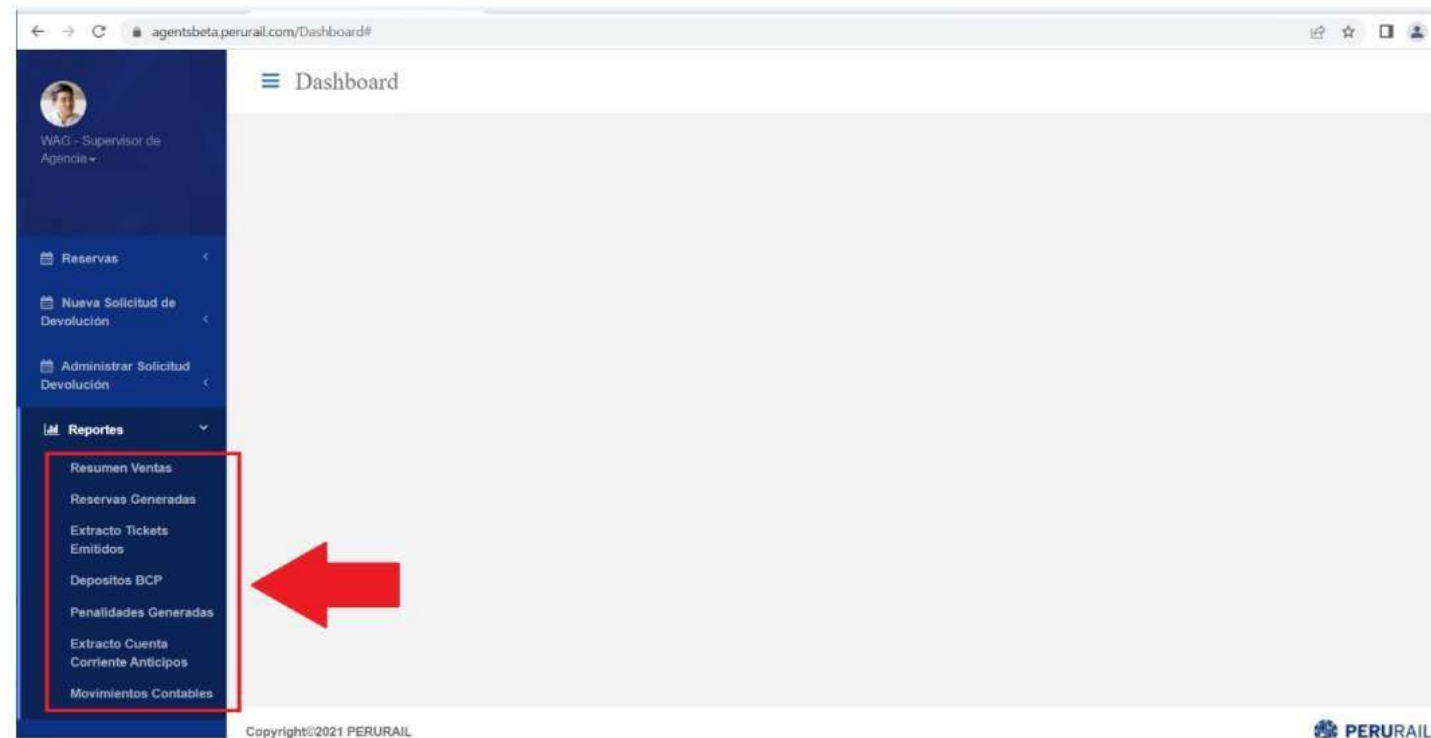
1) Enter the system (with our username, password and Google authenticator), then click on the "Web Agencies" option



2) We click on the "Dashboard" menu icon, then we click on the "Reports" option



3) After clicking on "Reports" it will show you the 07 types of reports available.



Next, we will develop 02 reports from these reports:

- A. Accounting movements:** This report will show all the movements made by the agency, with all payment methods.
- B. Current Account Statement Advances:** This report will show the initial balance, movements and final balance in favor of the agency (advances and credit notes for returns) in the selected search range.

A. ACCOUNTING MOVEMENTS:

1) After clicking on "Accounting Transactions" you will see this screen where you will see search filters and you must select the date range (Start and End) and then click on the "Continue" button.

The screenshot displays the 'Reporte Movimientos Contables' interface. On the left, a dark blue sidebar contains a menu with 'Movimientos Contables' highlighted by a red box and a red arrow pointing to it. The main content area has a title 'Reporte Movimientos Contables' and a search filter section titled 'FILTROS DE BÚSQUEDA'. This section includes two date pickers: 'Fecha Inicio' and 'Fecha Fin', both set to '12/06/2023'. A red box highlights these date pickers, with a red arrow pointing to it from the left. To the right of the date pickers is a blue button labeled 'Consultar', which is also highlighted with a red box and a red arrow pointing to it from the right. Below the search filters is a section labeled 'RESULTADO'.

2) The system will show you the search results and the options to export to Excel or PDF. Choose the type of document you prefer to download.

Reporte Movimientos Contables

FILTROS DE BÚSQUEDA

Fecha Inicio: 12/06/2023
Fecha Fin: 12/06/2023 [Consultar](#)

RESULTADO

Fecha	Usuario Counter	Documento Generado			Nro. File Agencia	Reservas			Nro. Doc. Anticipo / N.C. Aplicado	Glosa
		Tipo Documento	Nro. Documento	Importe US\$ S/		Nro. Reserva	Importe US\$ S/			
12/06/2023 12:40:59	Jimmy Yanqui	FACTURA ELECTRÓNICA	ANC-F501- 00006793	100.00				Anticipo Tarjeta de Credito \$100.00	Anticipo por Servicio de transporte ferroviario publico de pasajeros	
12/06/2023 15:55:22		PAGO	442433	12.60		PR520171		ANC- F501- 00006793 \$12.60	PAGO	

Mostrando del registro 1 al 2 de un total de 2 registros

[Exportar Excel](#) [Exportar PDF](#)

- **Note:** If you want to search for specific documents or have quick management of the information, we recommend using the report in Excel.

B. CURRENT ACCOUNT EXTRACT ADVANCES

1) After clicking on the "Reports" option and then "Checking Account Statement Advances", search filters will appear where you will select the date range (Start and End) and then click on the "Continue" button.

The screenshot displays the 'Extracto de Cuenta Corriente de Anticipos' interface. On the left, a dark blue sidebar contains a menu with the following items: 'Reservas', 'Nueva Solicitud de Devolución', 'Administrar Solicitud Devolución', 'Reportes', 'Resumen Ventas', 'Reservas Generadas', 'Extracto Tickets Emitidos', 'Depositos BCP', 'Penalizaciones Generadas', 'Extracto Cuenta Corriente Anticipos', and 'Movimientos Contables'. The 'Reportes' menu item is highlighted with a red box. The main content area has a title 'Extracto de Cuenta Corriente de Anticipos' and a search filter section titled 'FILTROS DE BÚSQUEDA'. This section contains two date input fields: 'Fecha Inicio' and 'Fecha Fin', both set to '12/06/2023'. These fields are enclosed in a red box. To the right of the date fields is a blue button labeled 'Consultar', also enclosed in a red box. A large red arrow points from the right towards the 'Consultar' button. Below the search filters is a section titled 'RESULTADO', which is currently empty. A large red arrow points upwards towards the 'RESULTADO' section.

2) Click on the "Export Excel" or "Export PDF" option and a pop-up window will appear at the bottom or top of the screen (depending on your browser type).

Export in Excel

Extracto de Cuenta Corriente de Anticipos

FILTROS DE BÚSQUEDA

Fecha Inicial: 12/06/2023
Fecha Fin: 12/06/2023 [Consultar](#)

RESULTADO

[Exportar Excel](#) [Exportar PDF](#)

Fecha	Usuario Counter	A Favor de la Agencia		Reservar	Importe		Tipo Documento	Importe		Saldo Disponible		Saldo Contable			
		No. Factura Anticipio O NC	No. Documento		No. Reserva	USD		\$/	USD	\$/	USD	\$/			
Saldo Inicial														0.00	0.00
Movimientos															
12/06/2023 12:42:59	Jimmy Yarqui	FACTURA ELECTRONICA	ANC-F801- 0008793							100.00		100.00			
12/06/2023 16:55:22	Jimmy Yarqui	FACTURA ELECTRONICA	ANC-F801- 0008793	PR020171	01:12	PA00	443.03	12.54	07.40			100.00			
12/06/2023 18:58:24	Jimmy Yarqui	FACTURA ELECTRONICA	ANC-F801- 0008793	PR020171	01:12	PA00	443.46	07.40	0.00			100.00			
12/06/2023 18:37:02	Jimmy Yarqui	FACTURA ELECTRONICA	ANC-F801- 0008793	PR020171	01:12	FACTURA ELECTRONICA	FEVF117- N013131, FEVF117- N013132	100.00	0.00			0.00			

[ReporteExtractoCu...xlsx](#)

Show all

Export in PDF

Extracto de Cuenta Corriente de Anticipos

FILTROS DE BÚSQUEDA

Fecha Inicial: 12/06/2023
Fecha Fin: 12/06/2023 [Consultar](#)

RESULTADO

[Exportar Excel](#) [Exportar PDF](#)

Fecha	Usuario Counter	A Favor de la Agencia		Reservar	Importe		Tipo Documento	Importe		Saldo Disponible		Saldo Contable			
		No. Factura Anticipio O NC	No. Documento		No. Reserva	USD		\$/	USD	\$/	USD	\$/			
Saldo Inicial														0.00	0.00
Movimientos															
12/06/2023 12:42:59	Jimmy Yarqui	FACTURA ELECTRONICA	ANC-F801- 0008793							100.00		100.00			
Saldo Final														100.00	100.00

[ReporteExtractoCu...pdf](#)

Show all

**Viewing prepayments, payments,
tickets and credit notes in the
“Extract of Current Account Advances” report**

Viewing Prepayments

Agencia +

Reservas

Nueva Solicitud de Devolución

Administrar Solicitud Devolución

Reportes

- Resumen Ventas
- Reservas Generadas
- Extracto Tickets Emitidos
- Depositos BCP
- Penalizaciones Generadas
- Extracto Cuenta Corriente Anticipos**
- Movimientos Contables

FILTROS DE BÚSQUEDA

Fecha Inicio12/06/2023

Fecha Fin12/06/2023

Consultar

RESULTADO

Exportar Excel

Exportar PDF

Fecha	Usuario Counter	A Favor de la Agencia		Nro. File Agencia	Reservas			Documento Generado				Saldo Disponible		Saldo Contable		
		Nro. Factura Anticipo O Nro. Por Devolución	Nro. Documento		Nro. Reserva	Importe		Tipo Documento	Nro. Documento	Importe		US\$	S/	US\$	S/	
						US\$	S/			US\$	S/					
Saldo Inicial												0.00		0.00		
Movimientos																
12/06/2023 12:40:59	Jenny Yanqui	FACTURA ELECTRÓNICA	ANC-F501-00006793									100.00		100.00		
12/06/2023 16:55:22		FACTURA ELECTRÓNICA	ANC-F501-00006793		PR528171			PAGO	442433	12.80		87.40		100.00		
Saldo Final												87.40		100.00		
12/06/2023	Jenny Yanqui	FACTURA ELECTRÓNICA	ANC-F501-00006793									87.40		100.00		

Mostrando del registro 1 al 5 de un total de 5 registros

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Viewing the payment of the remaining amount of the reservation


WAG - Supervisor de Agencia

Reservas

Nueva Solicitud de Devolución

Administrar Solicitud Devolución

Reportes

- Resumen Ventas
- Reservas Generadas
- Extracto Tickets Emitidos
- Depositos BCP
- Penalizaciones Generales
- Extracto Cuenta Corriente Anticipos**
- Movimientos Contables

Extracto de Cuenta Corriente de Anticipos

FILTROS DE BÚSQUEDA

Fecha Inicio: 12/06/2023

Fecha Fin: 12/06/2023

Consultar

RESULTADO

Exportar Excel

Exportar PDF

Fecha	Usuario Contar	A Favor de la Agencia		Nro. File Agencia	Reservas		Documento Generado				Saldo Disponible		Saldo Contable			
		Nro. Factura Anticipo O NIC Por Devolución	Nro. Documento		Nro. Reserve	Importe		Tipo Documento	Nro. Documento	Importe		US\$	S/	US\$	S/	
						US\$	S/			US\$	S/					
Saldo Inicial												0.00		0.00		
Movimientos																
12/06/2023 12:48:59	Jenny Yanqui	FACTURA ELECTRONICA	ANC-F501-00005793									100.00		100.00		
12/06/2023 15:59:22		FACTURA ELECTRONICA	ANC-F501-00005793		PR528171			PAGO	442433	12.60		87.40		100.00		
12/06/2023 18:08:24		FACTURA ELECTRONICA	ANC-F501-00005793		PR528171			PAGO	442457	87.40		0.00		100.00		
Saldo Final												0.00		100.00		
12/06/2023	Jenny Yanqui	FACTURA ELECTRONICA	ANC-F501-00005793									0.00		100.00		

Viewing the issuance of travel invoices



WAG - Supervisor de
Atención -

Reservas

Nueva Solicitud de
Devolución

Administrar Solicitud
Devoluciones

Reportes

Resumen Ventas

Reservas Generadas

Extracto Tickets
Emisibles

Depositos BCP

Pasajeros Generados

**Extracto Cuenta
Corriente Anticipos**

Movimientos Contables

Extracto de Cuenta Corriente de Anticipos

FILTROS DE BÚQUEDA

Fecha Inicio

12/06/2023

Fecha Fin

12/06/2023

Consultar

RESULTADO

Exportar Excel

Exportar PDF

Fecha	Usuario Counter	A Favor de la Agencia		Nro. File Agencia	Reservas			Documento Generado				Saldo Disponible		Saldo Contable		
		Nro. Factura Anticipos O N/C Por Devolución	Nro. Documento		Nro. Reserva	Importe		Tipo Documento	Nro. Documento	Importe		US\$	S/	US\$	S/	
						US\$	S/			US\$	S/					
Saldo Inicial												0.00		0.00		
Movimientos																
12/06/2023 12:40:59	Jenny Yanqui	FACTURA ELECTRÓNICA	ANC-F501- 00086793									100.00		100.00		
12/06/2023 15:55:22	Jenny Yanqui	FACTURA ELECTRÓNICA	ANC-F501- 00086793		PR528171	01.12		PAGO	442433	12.60		87.40		100.00		
12/06/2023 18:00:24	Jenny Yanqui	FACTURA ELECTRÓNICA	ANC-F501- 00086793		PR528171	01.12		PAGO	442457	87.40		0.00		100.00		
12/06/2023 18:37:02	Jenny Yanqui	FACTURA ELECTRÓNICA	ANC-F501- 00086793		PR528171	01.12		FACTURA ELECTRÓNICA	FEVVF117- 00113131, FEVVF117- 00113132	100.00		0.00		0.00		

Viewing return credit notes

The return credit note appears in the agency's current account statement as a credit balance, with an available accounting balance for the payment of reservations.

[illegible]

FAQ

1) How and through which page can you download your accounting documents?

- They can download the accounting documents from the same system (reservation by reservation reprint) and it gives them the option of obtaining only accounting documents.
- The other option is through the portal: <https://portal2.efacturacion.pe/visorBoleta/>

2) What is the difference between accounting balance and available balance?

- Available Balance: The balance is reduced only when a reservation is prepaid or paid in full (tickets have not been issued yet)
- Accounting Balance: The balance is reduced only when the reservation is issued, that is, when the payment receipt is issued (electronic railway service invoice).

In the end, when the reservation is issued, the available balance and the accounting balance coincide.

Fecha	Detalle Cuenta	A Favor de la Agencia		Res. Efect. Agencia	Reservación			Documento Generado						Saldo Disponible		Saldo Contable	
		Res. Efectiva Anticipo (I) MC Por Devolución	Res. Documentos		Res. Reserva	Importe		Tipo Documento	Res. Documentos	Importe		USD	S/	USD	S/	USD	S/
						USD	S/			USD	S/						
2017/02/23 15:48:55		FACTURA ELECTRÓNICA	ANC-FR01- 00000000000000000000				132.34		FACTURA ELECTRÓNICA	FE01170- 00000000000000000000 FE01170- 00000000000000000000	132.34		19,335.26		19,335.26		
Saldo Final														27,000.00		27,000.00	
2017/02/23	ALBA CHOQUEHUAPOCA LIMA	FACTURA ELECTRÓNICA	ANC-FR01- 00000000000000000000										0.00		0.00	1,863.82	
2017/02/23	ALBA CHOQUEHUAPOCA LIMA	FACTURA ELECTRÓNICA	ANC-FR01- 00000000000000000000										0.00		0.00	1,863.82	
2017/02/23	Water Cardenas	FACTURA ELECTRÓNICA	ANC-FR01- 00000000000000000000										0.00		0.00		
2017/02/23	BROWN HILL QUISPE PALOMBO	FACTURA ELECTRÓNICA	ANC-FR01- 00000000000000000000										0.00		0.00	42.63	
2017/02/23	BROWN HILL QUISPE PALOMBO	FACTURA ELECTRÓNICA	ANC-FR01- 00000000000000000000										0.00		0.00	410.44	
2017/02/23	BROWN HILL QUISPE PALOMBO	FACTURA ELECTRÓNICA	ANC-FR01- 00000000000000000000										0.00		0.00	580.76	
2017/02/23	BROWN HILL QUISPE PALOMBO	FACTURA ELECTRÓNICA	ANC-FR01- 00000000000000000000										0.00		0.00	191.27	

7 registros

Note: In the current account statement report, the accounting and available balance is seen as the final balance.

This information can be seen in the last or penultimate record of the report.

3) Differences in the use of advance payment as a form of payment between the previous system and the current system

ESQUEMA ANTERIOR					ESQUEMA ACTUAL				
		Valor	IGV	Total		Valor	IGV	Total	
Factura 1: Anticipo		100	18	118	Factura 1: Anticipo	100	18	118	
Nota de Credito al Anticipo		-100	-18	-118					
Factura 2: Factura de viaje		100	18	118	Factura 2: Factura de Viaje	100	18	118	
					Aplicación de F/. De anticipo	-100	-18	-118	
					Total factura 2	0	0	0	

4) How can you view the reversal of a prepayment or payment?

- In the current account advances report, agencies can see an information line where the prepayment made to the reservation appears and also refers to the advance payment that is associated with this prepayment.
- Once the prepayment is returned, the prepayment amount will be added to the "Available Balance" column, because accounting documents were not generated and the reserve will no longer appear in the information line of the report.
- An additional information line is not created in the report, indicating the amount returned.
- Prepayment reversal is carried out exceptionally with prior management approval.

Prepago de la reserva WEB600385

Reservación WEB600385														
Facturas de la Reserva					Reservación					Detalles de la Reserva				
Factura	Valor	IGV	Total	Fecha	Valor	IGV	Total	Fecha	Valor	IGV	Total	Fecha	Valor	IGV
Factura 1: Anticipo	100	18	118	2023-01-01	100	18	118	2023-01-01	100	18	118	2023-01-01	100	18
Nota de Credito al Anticipo	-100	-18	-118	2023-01-01	-100	-18	-118	2023-01-01	-100	-18	-118	2023-01-01	-100	-18
Factura 2: Factura de viaje	100	18	118	2023-01-01	100	18	118	2023-01-01	100	18	118	2023-01-01	100	18
Aplicación de F/. De anticipo	-100	-18	-118	2023-01-01	-100	-18	-118	2023-01-01	-100	-18	-118	2023-01-01	-100	-18
Total factura 2	0	0	0	2023-01-01	0	0	0	2023-01-01	0	0	0	2023-01-01	0	0

Reversión del prepago de la reserva WEB600385

Reservación WEB600385														
Facturas de la Reserva					Reservación					Detalles de la Reserva				
Factura	Valor	IGV	Total	Fecha	Valor	IGV	Total	Fecha	Valor	IGV	Total	Fecha	Valor	IGV
Factura 1: Anticipo	100	18	118	2023-01-01	100	18	118	2023-01-01	100	18	118	2023-01-01	100	18
Nota de Credito al Anticipo	-100	-18	-118	2023-01-01	-100	-18	-118	2023-01-01	-100	-18	-118	2023-01-01	-100	-18
Factura 2: Factura de viaje	100	18	118	2023-01-01	100	18	118	2023-01-01	100	18	118	2023-01-01	100	18
Aplicación de F/. De anticipo	-100	-18	-118	2023-01-01	-100	-18	-118	2023-01-01	-100	-18	-118	2023-01-01	-100	-18
Total factura 2	0	0	0	2023-01-01	0	0	0	2023-01-01	0	0	0	2023-01-01	0	0

5) What invoice is valid for the accounting area of the agencies? All payment vouchers issued are valid.

6) Why is a credit note not issued to cancel the advance payment used?

Because our system now no longer works that way, advance payments are now applied within electronic invoices for railway service.

7) Why do the amounts of railway service invoices have a zero value?

PeruRail issues railway service invoices with a "zero" total amount when the total payment for the service has been with an advance invoice.

The detail of the advance invoice that has made the payment is detailed in the same travel invoice, in the lower section of the invoice

Page Web: <https://www.perurail.com> E-mail: ventas@perurail.com F115-785

Cliente	[REDACTED]		
Dirección	[REDACTED]		
RUC	20470526379		
Fecha de Emisión	06-12-2022	Moneda	DOLAR AMERICANO
Orden de Compra			
Guía de Remisión			
Nro. File	HRAM BINGHAM	Usuario	WVZARRETA001
Nro. Reserva	PR021817		

Item	Descripción	U.M.	Cantidad	Precio Venta Unitario	Valor Venta Unitario	Valor Total
1	Servicio de transporte ferroviario público de pasajeros Serv. BELMOND HRAM BINGHAM 12 Apellidos y Nombre: CHAO SANC THEODORE Tipo de Doc. Identidad: PASAJE Nro. Doc. Identidad: 982489160 Dirección Origen: MACHU PICCHU Dirección Destino: BELMOND HOTEL RIO SAGRADO Nro. Asiento: 8 Hora programada: 17:00 Fecha programada: 04/11/2023 Forma de pago: Depósito Bancario Número de Transacción: Servicio: BELMOND HRAM BINGHAM 12 Pase de abordar: F115-0000788	NIU	1.00	414.83	351.38	351.38

Descripción	Comprobante	Fecha Emisión	Monto (con IGV)	Monto (sin IGV)
ANTICIPO DE SERVICIO DE TRANSPORTE FERROVIARIO PUBLICO DE PASAJEROS	FS01-89	06-11-2022	414.83	351.38
Totales			US\$ 414.83	US\$ 351.38



Total Valor de Venta - Operaciones Exemptas	US\$ 0.00
Total Valor de Venta - Operaciones Gravadas	US\$ 0.00
Total Valor de Venta - Operaciones Exemptas	US\$ 0.00
Total Valor de Venta - Operaciones Exemptas	US\$ 0.00
IGV (18.05 %)	US\$ 0.00
Importe Total	US\$ 0.00

PLEASE NOTE:

- The totals of said invoice will correspond to the amount payable, deducting the corresponding advance payment.
- More than one advance payment may be recorded on the same electronic invoice.
- The advance invoice used for payment will be the oldest.
- Additionally, a line that totals the sum of the advances will be displayed.
- The totals of the taxed, unaffected or exempt sales value, the total VAT and the total of the invoice transaction will correspond to the total amount of the invoice deducted from the corresponding advance payment.
- The amounts indicated in the previous point may be "zero", considering that the advance payment may be for the entire amount of the electronic invoice.
- The issuance of a credit note that reduces the balance of the advance invoice will no longer be necessary, but the advance invoice will be applied directly.

8) Why does the return credit note that refers to a travel invoice with a zero value have a full amount?

The return credit notes have a Total Amount, because the travel invoices they refer to, even though they have a Zero Total Amount, have a sales price and that is the amount to be returned.

The advance invoice was only the form of payment for the travel invoice.

**PERURAIL**

Telefono(s)

:(004) 521414

Página Web

: <https://www.perurail.com>

E-mail

: factura-electronica@perurail.com

Domicilio Fiscal

: AV. ARMENDARIZ NRO. 490 INT. 402 MIRAFLORES - LIMA - LIMA - PE

PERURAIL S.A.

PERURAIL

RUC: 20431871808

NOTA DE CRÉDITO

ELECTRÓNICA

F707-00002348

Cliente

Dirección

RUC

: 20602600344

Fecha de Emisión

: 2023-06-13 09:58:35

Orden de Compra

Guía de Remisión

Nro. File

Nro. Reserva

: PRG28171

Moneda

: DÓLARES AMERICANOS

Condición de Pago

Usuario

: PRGFA1

Doc. Referencia

: FACTURA ELECTRÓNICA

Cod. Tipo Nota de Créd.

: 06

Sustento

: Por devolución de factura/boleto de viaje.

Serie y Nro. Doc. Ref

: F117-00013132 (2023-06-12)

Tipo de Nota de Crédito

: Devolucion Total

Item	Descripción	U.M.	Cantidad	Precio Venta Unitario	Valor Venta Unitario	Valor Total
1	Devolucion Servicio de transporte ferroviario publico de pasajeros. F117-00013132 (2023-06-12) usuario PRGFA1	UM	1	81.12	86.75	86.75



Representación impresa de NOTA DE CRÉDITO ELECTRÓNICA

SON: OCHENTA Y UNO CON 12/100 DOLARES AMERICANOS.

Somos agentes de retención del IGV según R.S. Nº 181-2002 SUNAT a partir del 01-02-2005

Términos y condiciones / Terms and conditions:

(1) pasajero declara haber sido informado de los términos y condiciones del transporte ferroviario. / The passenger declares having been informed of the terms and conditions of the railway transportation.

(2) pasajero deberá portar su documento de identidad y/o pasaporte requeridos para el viaje. / The passenger must bring their passport and/or identification card required for travel aboard.

(3) pasajero declara conocer la validez y condiciones de la tarifa y boleto pagado. / The passenger acknowledges the validity and conditions of the fare and ticket paid.

(4) equipaje permitido no debe exceder 08 kg/11 libras por pasajero. / The baggage allowed must not exceed 08 kg/11 pounds per passenger.

(5) requiere más información sobre el servicio contactado entrar a www.perurail.com / If you need further information on the contacted service, please visit www.perurail.com.

Total Descuento Global: US\$

0.00

Total Valor de Venta - Operaciones Gravadas: US\$

86.75

Total Valor de Venta - Operaciones Inafectas: US\$

0.00

Total Valor de Venta - Operaciones Exoneradas: US\$

0.00

Total Valor de Venta - Operaciones Gratuitas: US\$

0.00

IGV(18%): US\$

12.37

Importe Total: US\$

81.12

Total Descuentos: US\$

0.00

Los derechos de crédito aquí contenidos, se han aportado a un fideicomiso administrado por La Fiduciaria S.A.