CrossCheck Travel 3.1.2779

Enhancement Guide

Disclaimer

Trademarks

Copyright

Authoring

This document was authored by Melissa Richardson of Galileo Southern Cross, Solutions Services, Sydney, Australia.

For questions or comments, please contact the Galileo Service Centre:

Australia: 1300 555 000

New Zealand: 0800 425 453

Revision History

Revision	Status	Date	Update Summary
1.0	Original Release	22 Nov 06	
1.1	Update	11 Dec 06	Updated to 3.1.2779.02 content

Table of Contents

Changes to Documents

Invoice and Credit Notes

A few important changes have been made to the various styles of Invoice and Credit note documents. There is now a distinction in the order that items display on *Standard Invoices (that use Ticket and Cheque Requisitions)* as compared to the order that Quotes appear on the *Invoice and Credit Note from Quote* options.

Changes to the Standard Invoices and Credit Notes

- Invoice(s)
- Credit Note(s)
- Proforma Invoice – tax Invoice
- Proforma Credit Note – tax invoice

There is now a structured order that accounting transactions (Tickets and Cheque Requisitions) will appear on the above Invoice and Credit Note documents. The order that the items appear on the Invoices is determined by the Service Type saved within the Accounting Transactions selected in the Invoice or Credit Note: This order is:

> *Flights followed by Car Hire, followed by Hotels, followed by all other Service Types except any transactions generated as Fees which will appear last on the Invoice or Credit Note.*

For example, an invoice that contains a Flight, Hotel and Service Fee transaction will display in this order:

TAX INVOICE

SERVICE	AMOUNT EXC GST	AMOUNT TAX / LEVY	AMOUNT GST	AMOUNT INC GST
FLIGHT	$2,364.00	$0.00	$0.00	$2,364.00
TRANSACTION Q000016502				
SQ 223 M 03JUL06 Singapore/Perth				
SQ 317 M 02JUL06 London/Singapore				
SQ 30 M 12JUN06 Singapore/Los Angeles				
SQ 224 M 12JUN06 Perth/Singapore				
ACCOMMODATION	$1,985.00	$0.00	$0.00	$1,985.00
TRANSACTION Q000016500				
RADISSON, QSP				
SERVICE FEE	$30.00	$0.00	$0.00	$30.00
TRANSACTION Q000016498				
International Booking Fee				
GRAND TOTAL	$4,379.00	$0.00	$0.00	$4,379.00

Changes to the 'From Quote' Invoices, Credit Notes and Statements of Account

- Invoice Quote
- Credit Note Quote
- Proforma Invoice Quote
- Proforma Credit Note Quote
- Statement of Account with Segments
- Quotation with Comments

When producing an Invoice Quote and checking the *Include all* box on a Trip with multiple quotes, the Total amount was remaining zero. This issue has been corrected.

Also an issue with the customer address not aligning correctly with window faced envelopes on all styles of Invoice has been rectified.

All segments attached to a Quote now appear on Statement of Account with Segments.

The order Quotes appear on the above documentation is the order that they appear in the Quotes Tab of the Trip file. The Quotes can be reordered within the Quotes Tab and these changes will be reflected in the Quote documentation.

> *The Trip file must be saved (ctrl + s) for the changes to be reflected on the documentation*

Original order:

Nbr	Date	ID	Type	Supplier	Cost/Ref	Qty	Per	Unit Price	Duration	GST	Sell	Commission	Charge
1	30/10/2006	456	Hotel	HY	Cost	1	Night	200.00	1	Y	200.00	20.00	Yes
2	30/10/2006	458	Tour	AFLTRAVE	Refund	1	Total	130.00	1	Y	143.00	0	Yes
3	30/10/2006	462	Service Fee	SFEES	Cost	1	Total	27.50	1	Y	27.50	27.50	Yes
4	30/10/2006	452	Hotel	1Z	Cost	1	Night	300.00	1	Y	597.00	30.00	Yes
5	30/10/2006	461	Amendment F	AFEE	Cost	1	Total	55.00	1	Y	55.00	55.00	Yes
6	30/10/2006	451	Flight	QF	Cost	1	Total	290.00	1	Y	303.20	14.50	Yes
7	30/10/2006	460	Insurance	CHI	Cost	1	Total	80.00	1	Y	120.00	32.00	Yes
8	30/10/2006	454	Car Hire	ZI	Cost	1	Total	280.00	1	Y	302.00	28.00	Yes
9	30/10/2006	463	Service Fee	SFEES	Cost	1	Total	12.00	1	Y	12.00	12.00	Yes
					Total:						1,473.70	219.00	1,473.70

New order:

Nbr	Date	ID	Type	Supplier	Cost/Ref	Qty	Per	Unit Price	Duration	GST	Sell	Commission	Charge
1	30/10/2006	451	Flight	QF	Cost	1	Total	290.00	1	Y	303.20	14.50	Yes
2	30/10/2006	456	Hotel	HY	Cost	1	Night	200.00	1	Y	200.00	20.00	Yes
3	30/10/2006	452	Hotel	1Z	Cost	1	Night	300.00	1	Y	597.00	30.00	Yes
4	30/10/2006	454	Car Hire	ZI	Cost	1	Total	280.00	1	Y	302.00	28.00	Yes
5	30/10/2006	458	Tour	AFLTRAVE	Refund	1	Total	130.00	1	Y	143.00	0	Yes
6	30/10/2006	460	Insurance	CHI	Cost	1	Total	80.00	1	Y	120.00	32.00	Yes
7	30/10/2006	461	Amendment F	AFEE	Cost	1	Total	55.00	1	Y	55.00	55.00	Yes
8	30/10/2006	463	Service Fee	SFEES	Cost	1	Total	12.00	1	Y	12.00	12.00	Yes
9	30/10/2006	462	Service Fee	SFEES	Cost	1	Total	27.50	1	Y	27.50	27.50	Yes
					Total:						1,473.70	219.00	1,473.70

Quote Order:

SERVICE	AMOUNT EXC GST	AMOUNT TAX / LEVY	AMOUNT DISCOUNT	AMOUNT GST	AMOUNT INC GST
FLIGHT QANTAS AIRWAYS LIMITED 27OCT06 Melbourne/Sydney/Melbourne 1 x $290.00	$263.65	$14.64	$2.64	$27.55	$303.20
ACCOMMODATION HYATT Hiyatt St Kilda Check In 29OCT06 Check Out 05NOV06 1 x $200.00	$181.82	$0.00	$0.00	$18.18	$200.00
ACCOMMODATION SOUTHERN OCEAN RETREATS Flight 27OCT06 Melbourne/Sydney 1 x $300.00	$272.73	$300.00	$2.73	$27.00	$597.00
CAR HIRE AVIS Compact/2 door car(s)/Automatic/Without Air Pick Up 27OCT06 Drop Off. 29OCT06 1 x $280.00	$254.55	$22.00	$0.00	$25.45	$302.00
TOUR AFL TRAVEL 05NOV06 1 x $130.00	$118.19	$13.00	$0.00	$11.81	$143.00

Proforma Invoice Quote:

SERVICE	AMOUNT EXC GST	AMOUNT TAX / LEVY	AMOUNT DISCOUNT	AMOUNT GST	AMOUNT INC GST
FLIGHT Qantas Airways Limited Taxes/Levies: UO 3.10, YR 11.55 27/10/2006 Melbourne/Sydney/Melbourne 1 x $290.00 Comments testing HOLUIGUE/NICHOLAS	$278.29	$0.00	$2.64	$27.55	$303.20
ACCOMMODATION Hyatt Hhyatt St Kilda Check In:29OCT06 Check Out:05NOV06 1 x $200.00	$181.82	$0.00	$0.00	$18.18	$200.00
ACCOMMODATION SOUTHERN OCEAN RETREATS Taxes/Levies no GST: XT 300.00 Flight 27OCT06 Melbourne/Sydney 1 x $300.00	$572.73	$0.00	$2.73	$27.00	$597.00

Fee Types

All Service Fee Types now appear in Upper case to be consistent with all other Service Types e.g. FLIGHT, HOTEL, RAIL etc. Affected documents are *Quotation using Segments* and *Quotation using Comments*

Logos on Invoice – Tax Invoice and Credit Note – Tax Invoice

An issue was reported after the initial 3.1 upgrade advising the Logo was no longer appearing on Invoice - Tax Invoice and Credit Note – Tax invoice. This issue has now been resolved.

Note: *These were the only documents affected by this issue.*

Reporting Updates

Improved Production Speed

Standard Reports, those from the main CCT Toolbar not MyCCT Reports, have improved production speed. This update will have a more noticeable impact on sites with particularly large Databases.

PRISM Extract

The Fare Basis field in Ticket Requisitions is no longer table related. This field is now free format to allow agent's to easily update the field. This field is particularly important for those sites who use the PRISM extraction functionality. *Refer to your Galileo Account Executive if you require more detail regarding PRISM functions.*

General Functionality

Trip Balance Nanny

A reported change to Trip Balance Nanny when chosen setup is *Balance Zero, Reason Required* has been amended. When a Cheque Requisition is created in a Trip file that has a Debit balance, the *Out of Balance Reason* window appears when saving the Cheque. This window now appears only when exiting the Accounting Tab as originally designed

BSP Periods 2006/2007

Due to a change of the BSP Rec ID for period W5206 from 07011 to 06126 an update has been included to change the current ID to 06126.

Current Billing Table

Updated Billing Table after running Upgrade

BSP Rec Id's for 2007 have been included to load the BSP tables for Auto reconciliation of BSP Billings.

New Functionality

CrossCheck Travel 3.1 Debtor Cost Centres

CrossCheck Travel 3.1 has been enhanced to allow the maintenance of Debtor Cost Centres within the Debtor Module. The Cost Centres maintained on the Debtor can then be applied to Clients associated to the Debtor and Trips associated to the Client.

Previous Functionality

The Cost Centre Field is a free form field that appears on Client and Trip Files.

Client file

Trip file

There is no relationship between the Cost Centre on a Client File and the Cost Centre on an associated Trip (eg) should the Cost Centre Field on a Client be completed this does not automatically populate the Cost Centre Field of an associated Trip.

Invoices and Credit Notes use the Cost Centre on the Trip only.

Supervisor Setup

The Debtor Cost Centre functionality is configurable at the Supervisor level through Branch.

On initial upgrade to this release the Cost Centre functionality will not be switched on by default. A User with Supervisor rights will need to login to the Branch to switch on the Cost Centre functionality.

Click on the Security Tab then click on the radio button next to the Trip module. Click on the Menu Name drop down and scroll to Process.
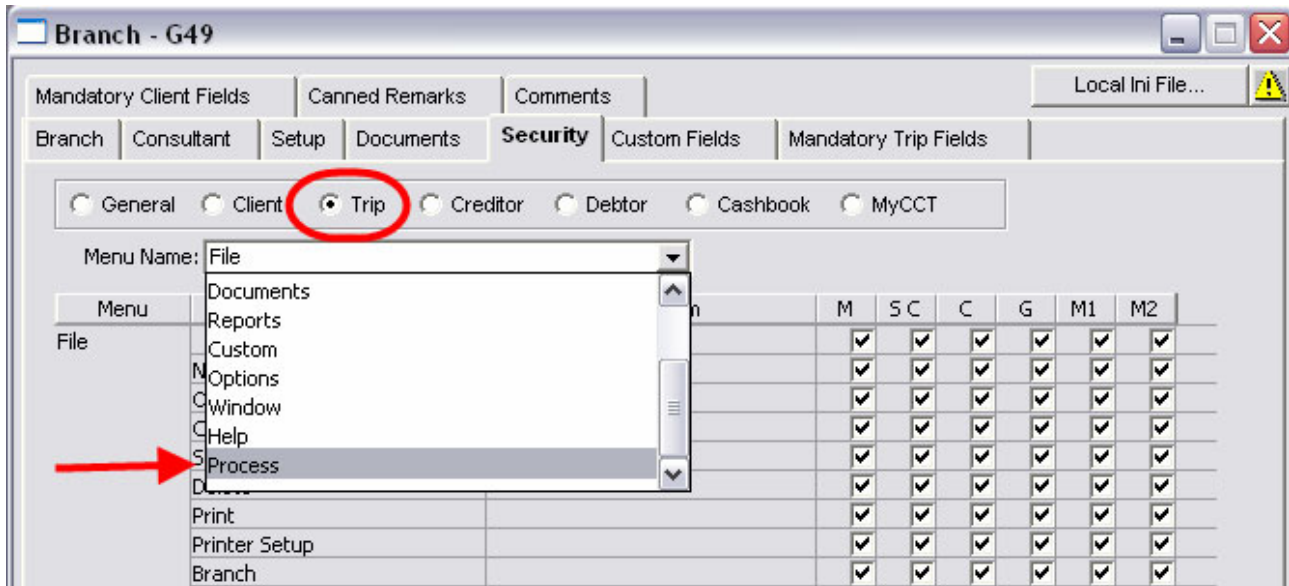
This will open the Process Menu to access the Cost Centre functionality. The user must use the scroll bar to the right of the log in Groups to scroll down to *Show Lookup on Cost Centre Code* functionality. The user can then choose the Consultant Groups that will have access to the Cost Centre function.
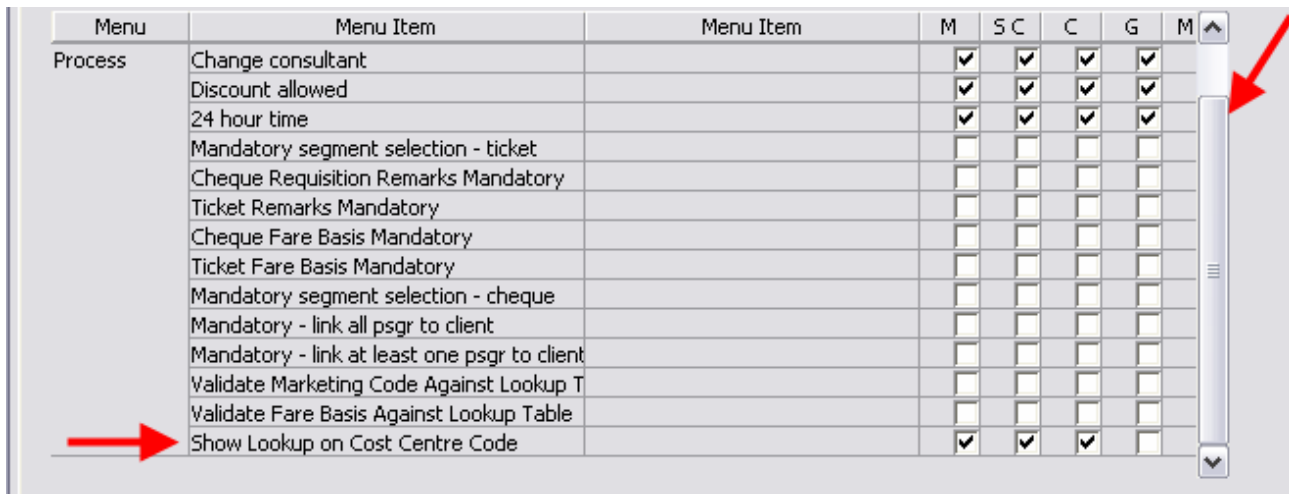

Benefit

This will allow an agency to upgrade to this release and assess the Cost Centres presently in use on existing Client and Trip Files.

Debtor

The Debtor File now has a new tab called 'Cost Centre' which allows the creation of Cost Centres for the Debtor. Next to this new tab are left and right arrows to scroll through ALL Debtor Tabs. With the inclusion of the new tab, previous tabs are now off the screen and the tabs must now be scrolled to access.
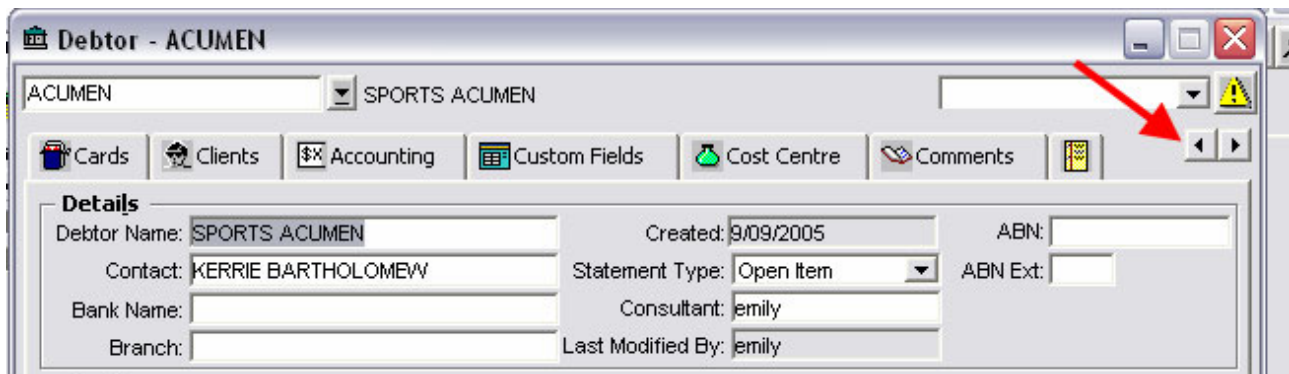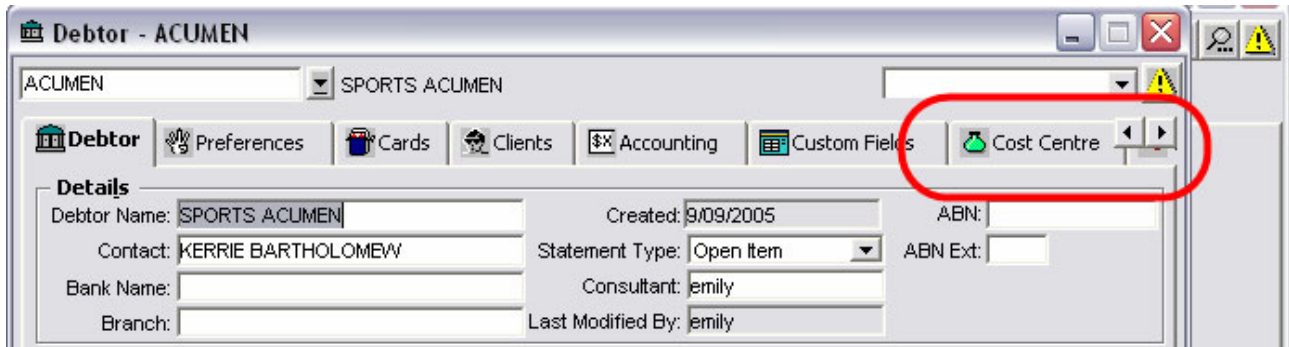
This tab is available immediately after upgrade which allows agents to operate using the current functionality and at the same time load Cost Centres into Debtors.

To create new Cost Centres click on the Cost Centre tab, click into the first field and enter the code, the second field is for a brief description of the code. To create further codes hit the ctrl + N buttons simultaneously or the new button in the main menu.
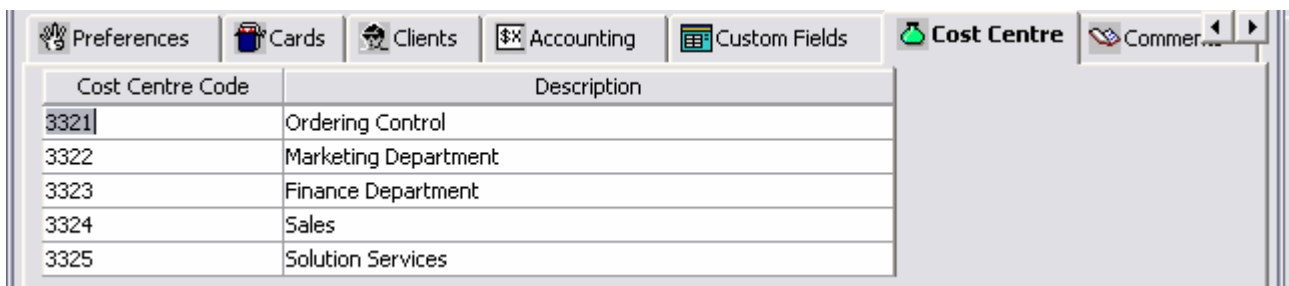
Once loading of the Cost Centres is complete the agency can then switch on the functionality and implement this new business process as described above in *Supervisor Setup.*

Client

The Client File now has the same Cost Centre field. This will function in the same manner as prior functionality when the Cost Centre function is not switched on in Supervisor.

When switched on in Supervisor the following functionality is available:
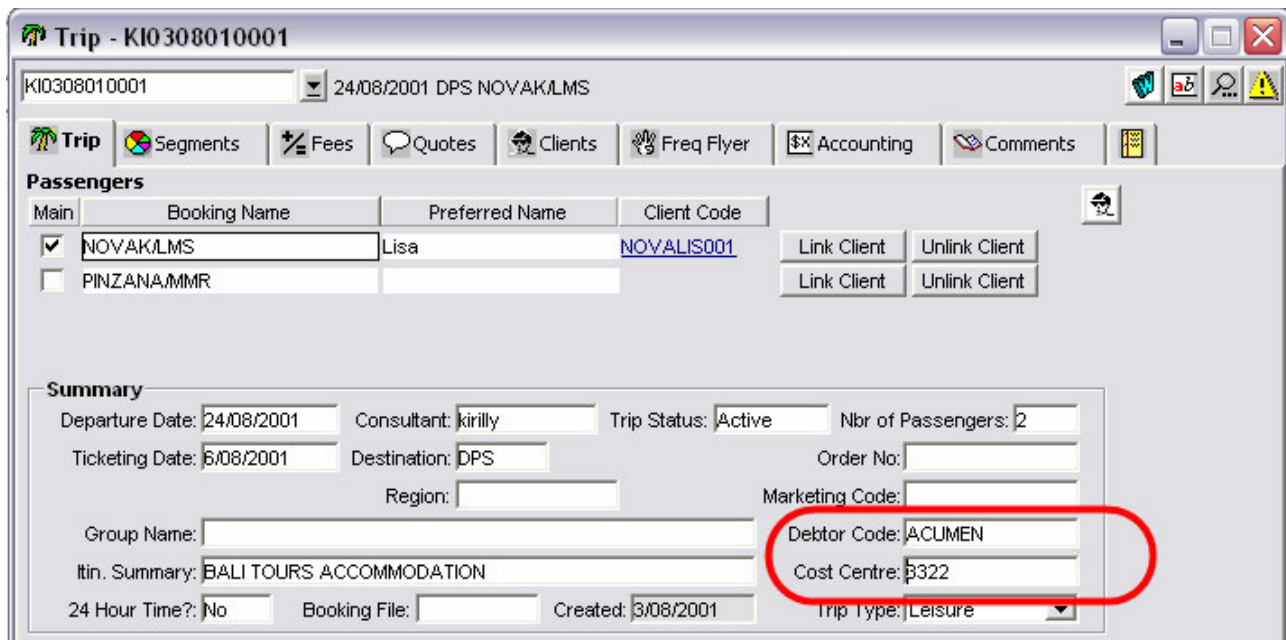
1. When a Client is associated to a Debtor the Client Cost field becomes a look up.

2. The look up is opened by double clicking in the field with the mouse or the F12 key from the keyboard.

3. The look up populates with the Cost Centre Codes added to the Cost Centre Tab of the associated Debtor.
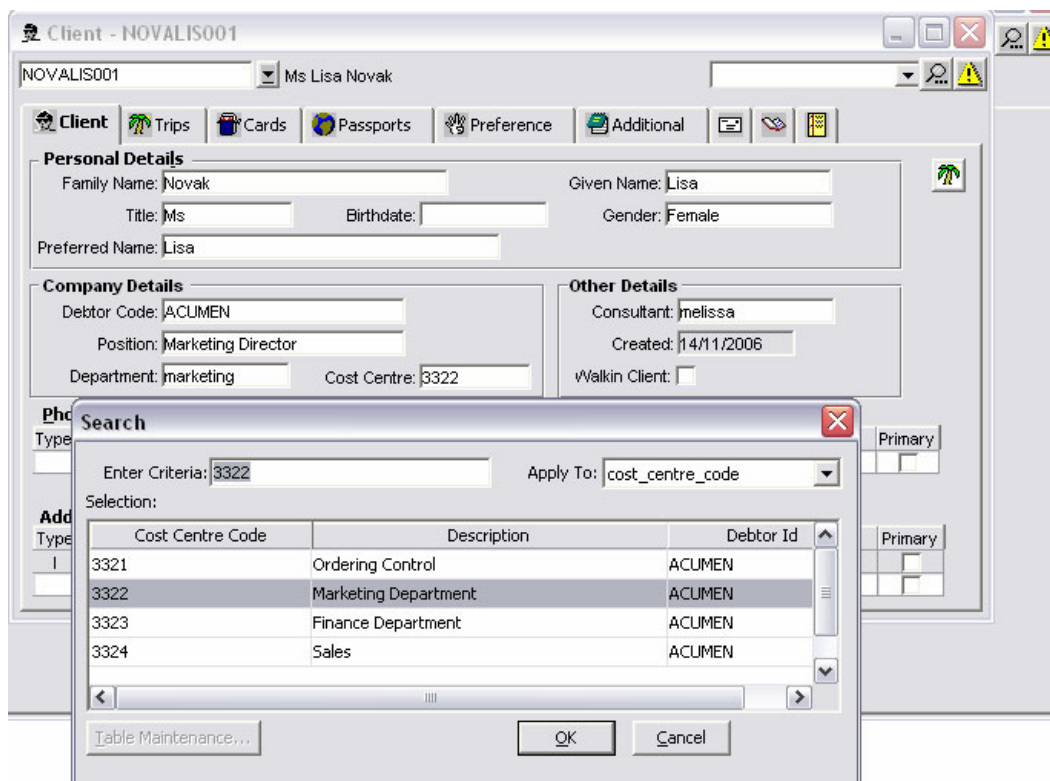
4. The required Cost Centre can be selected and will populate the field on the Client.

5. If Cost Centres have not been created for the Debtor the look up contains no selectable data.

6. The Cost Centre Field does not permit free format.

Trip

The Trip File now has the same Cost Centre field and an additional field called *Debtor Code*. This functions in the same manner as previous functionality when the Cost Centre function is not switched on in Supervisor.

When switched on in Supervisor the following functionality becomes available:

1. The Trip Cost Centre Field automatically populates when associated to a Client that has the Cost Centre Field populated by data from an associated Debtor.

2. This field also becomes a look up.

3. The look up is opened by double clicking in the field with the mouse or the F12 key from the keyboard.

4. The look up populates with the Cost Centre Codes added to the Cost Centre Tab of the Debtor associated to the Client.

5. The required Cost Centre is then selected and populates the field on the Trip. This allows selection of Cost Centres should the Client not have a Cost Centre or if a different Cost Centre to the one in the Client Cost Centre is being used for this Trip

6. The Cost Centre Field does not permit free format.

7. The Cost Centre can also be deleted should a Cost Centre not be applicable to this Trip (eg) Personal Travel.

8. When updating existing Trips with the newly added Cost Centres from the Debtor via the Client linkage, click on the Main Passenger box in the Trip and then click again to automatically populate the Debtor and Cost Centre fields

Documents

There is no change to current functionality. Trip documents (eg) Invoices still use the Cost Centre that appears in the Cost Centre Field of the Trip

Reports

Please note: Refresh Sales Summary must be run to include all new transactions. Access via File menu, select Data Operations, Refresh Sales Summary.

Design Sales Report in the MyCCT Reports menu contains Trip Cost Centre and Debtor ID for creating reports using the Cost Centre code in the Trip file.

The report can be run including all Cost Centre Codes.

Trip Cost Centre	Debtor ID	Fare	Amount	Sales	Sell	GST	Other Taxes	CCCF Amount
1234	ACCUMUL	55.00	55.00	55.00	55.00	0.00	0.00	0.00
1235	ACCUMUL	1,409.09	1,550.00	1,412.50	1,553.40	140.90	3.40	0.00
1234	ACCUMUL	3,230.00	3,230.00	3,230.00	3,230.00	0.00	0.00	0.00
1234	ACCUMUL	3,230.00	3,230.00	3,230.00	0.00	0.00	0.00	3,230.00
1234	ACCUMUL	90.90	99.99	168.91	178.00	9.09	78.01	0.00

OR Cost Centre Codes can be grouped by ticking the box in the *Group* Column,

Heading	Include	Group	Order	Where
Tranx ID			001	
Tranx Date			002	
Tranx Month			003	
Ticket Fare Basis			005	
Trip Departure Date			006	
Trip Departure Month			007	
Trip Order No.			008	
Trip Cost Centre	✓	✓	009	
Passenger/Group Name			010	

to produce *Subtotals* on the report.

Trip Cost Centre	Debtor ID	Fare	Amount	Sales	Sell	GST	Other Taxes	CCCF Amoun
1234								
	ACCUMULATI	55.00	55.00	55.00	55.00	0.00	0.00	0.00
	ACCUMULATI	90.90	99.99	168.91	178.00	9.09	78.01	0.00
	ACCUMULATI	3,230.00	3,230.00	3,230.00	3,230.00	0.00	0.00	0.00
	ACCUMULATI	3,230.00	3,230.00	3,230.00	0.00	0.00	0.00	3,230.00
		6,605.90	**6,614.99**	**6,683.91**	**3,463.00**	**9.09**	**78.01**	**3,230.00**
1235								
	ACCUMULATI	1,409.09	1,550.00	1,412.50	1,553.40	140.90	3.40	0.00
		1,409.09	**1,550.00**	**1,412.50**	**1,553.40**	**140.90**	**3.40**	**0.00**
		8,014.99	**8,164.99**	**8,096.41**	**5,016.40**	**149.99**	**81.41**	**3,230.00**