

CrossCheck Travel 3.1.2779

Enhancement Guide



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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 |

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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 TRANSACTION Q000016502 SQ 223 M 03JUL08 Singapore/Perth SQ 317 M 02JUL08 London/Singapore SQ 30 M 12JUN08 Singapore/Los Angeles SQ 224 M 12JUN08 Perth/Singapore | \$2,384.00 | \$0.00 | \$0.00 | \$2,384.00 |
| ACCOMMODATION TRANSACTION Q000016500 RADISSON, QSP | \$1,985.00 | \$0.00 | \$0.00 | \$1,985.00 |
| SERVICE FEE TRANSACTION Q000016498 | \$30.00 | \$0.00 | \$0.00 | \$30.00 |
| 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:

|  Trip  Segments  Fees  Quotes  Clients  Freq Flyer  Accounting  Comments | | | | | | | | | | | | | | |
|--|------------|-----|-------------|----------|---------------|-----|-------|------------|----------|-----|-----------------|---------------|-----------------|---|
| 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 Hyatt St Ikkla 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 / With or 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 IHC 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

Enter reason for trip being out of balance

| Consultant Id | Date | Reason | Trip Balance |
|---------------|------|--------|--------------|
| melissa | | | 1,279.60 DR |

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

Maintain Billing Periods

Filter
 Year: 2006 Type: Weekly

| Billing Period Id | First Period Date | Final Period Date | BSP Rec Id |
|-------------------|-------------------|-------------------|------------|
| W5006 | Mon 11/12/2006 | Sun 17/12/2006 | 06124 |
| W5106 | Mon 18/12/2006 | Sun 24/12/2006 | 06125 |
| W5206 | Mon 25/12/2006 | Sun 31/12/2006 | 07011 |

New ID Delete OK Cancel

Updated Billing Table after running Upgrade

| | | | |
|--------|----------------|----------------|-------|
| vW5006 | Mon 11/12/2006 | Sun 17/12/2006 | 06124 |
| vW5106 | Mon 18/12/2006 | Sun 24/12/2006 | 06125 |
| vW5206 | Mon 25/12/2006 | Sun 31/12/2006 | 06126 |

Buttons: New ID, Delete, OK, Cancel

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

Maintain Billing Periods

Filter: Year: 2007, Type: vWeekly

| Billing Period Id | First Period Date | Final Period Date | BSP Rec Id |
|-------------------|-------------------|-------------------|------------|
| vW0107 | Mon 01/01/2007 | Sun 07/01/2007 | 07011 |
| vW0207 | Mon 08/01/2007 | Sun 14/01/2007 | 07012 |
| vW0307 | Mon 15/01/2007 | Sun 21/01/2007 | 07013 |
| vW0407 | Mon 22/01/2007 | Sun 28/01/2007 | 07014 |
| vW0507 | Mon 29/01/2007 | Sun 04/02/2007 | 07021 |
| vW0607 | Mon 05/02/2007 | Sun 11/02/2007 | 07022 |
| vW0707 | Mon 12/02/2007 | Sun 18/02/2007 | 07023 |
| vW0807 | Mon 19/02/2007 | Sun 25/02/2007 | 07024 |
| vW0907 | Mon 26/02/2007 | Sun 04/03/2007 | 07031 |

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

| Company Details | Other Details |
|---------------------|--|
| Debtor Code: ACUMEN | Consultant: melissa |
| Position: | Created: 31/10/2006 |
| Department: | Walkin Client: <input checked="" type="checkbox"/> |
| Cost Centre: | |

Trip file

| Summary | | | |
|---|---------------------|---------------------|----------------------|
| Departure Date: 24/08/2001 | Consultant: kirilly | Trip Status: Active | Nbr of Passengers: 2 |
| Ticketing Date: 6/08/2001 | Destination: DPS | Order No: | |
| Region: | Marketing Code: | Debtor Code: ACUMEN | |
| Group Name: | Cost Centre: 3322 | | |
| Itin. Summary: BALI TOURS ACCOMMODATION | Trip Type: Leisure | | |
| 24 Hour Time?: No | Booking File: | Created: 3/08/2001 | |

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.

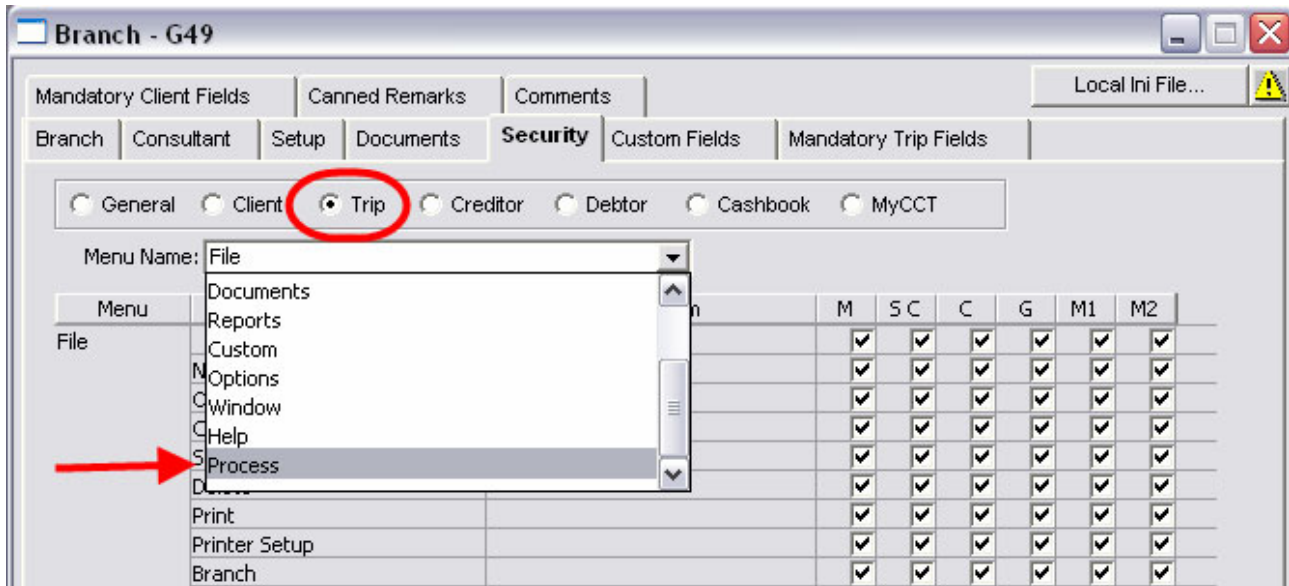
Invoices and Credit Notes use the Cost Centre on the Trip only.

Supervisor Setup

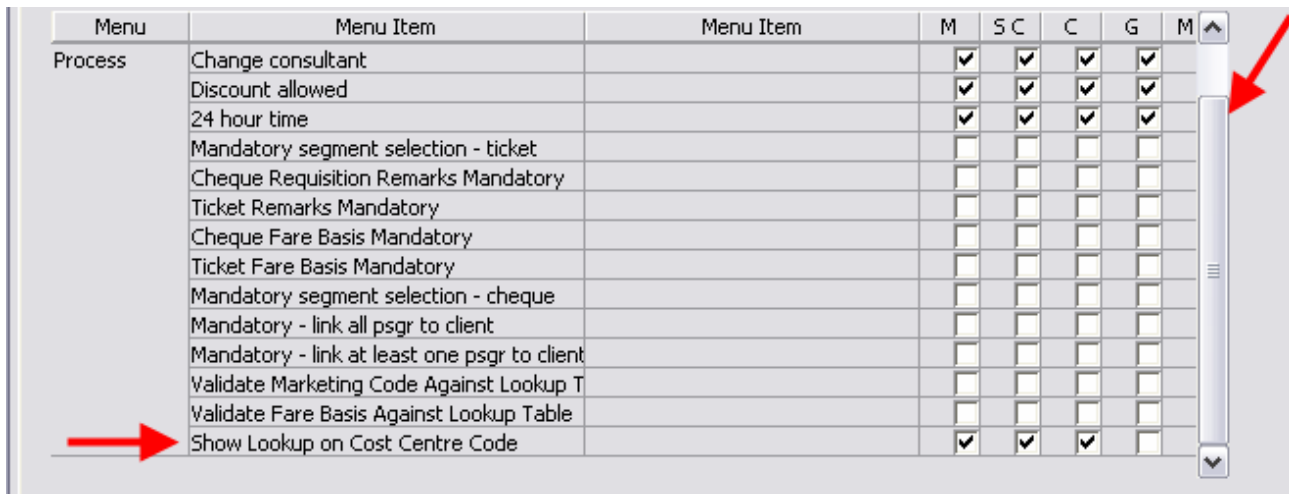
The Debtor Cost Centre functionality is configurable at the Supervisor level through Branch.

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.

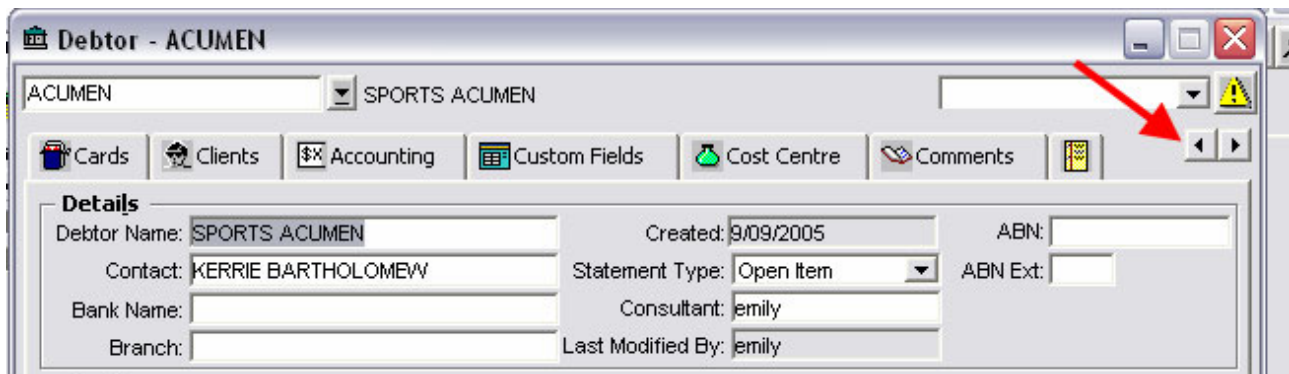
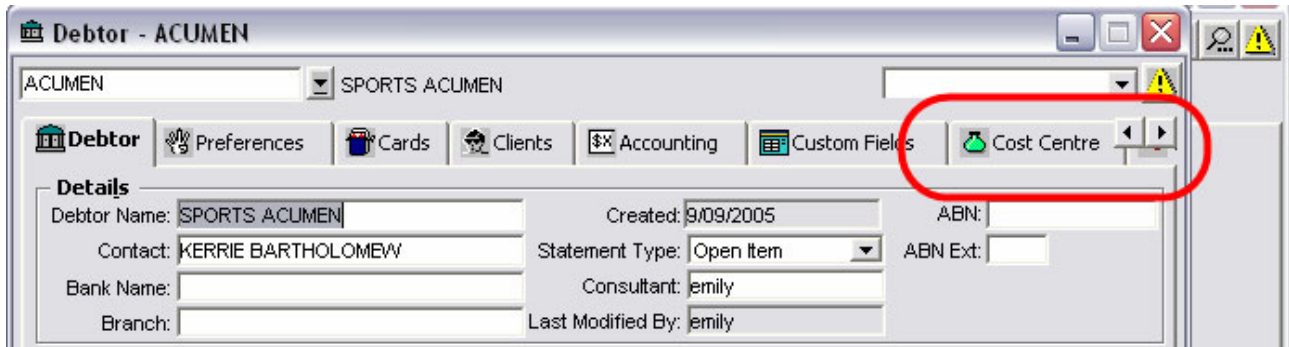


Benefit

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

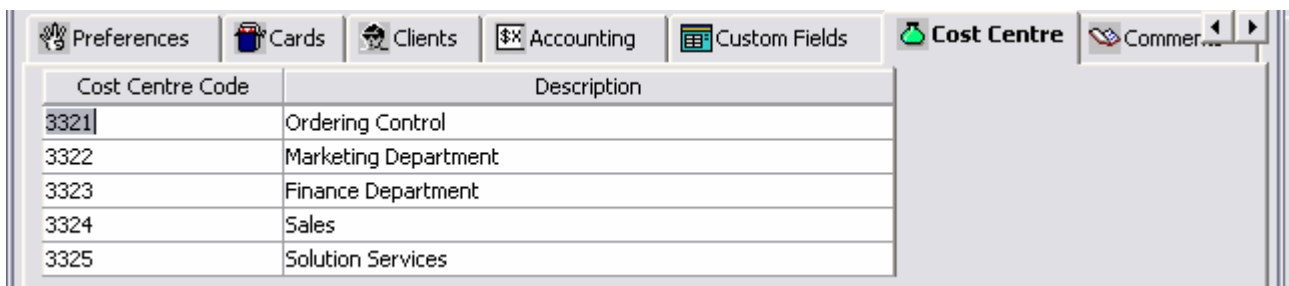
Debtor

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.



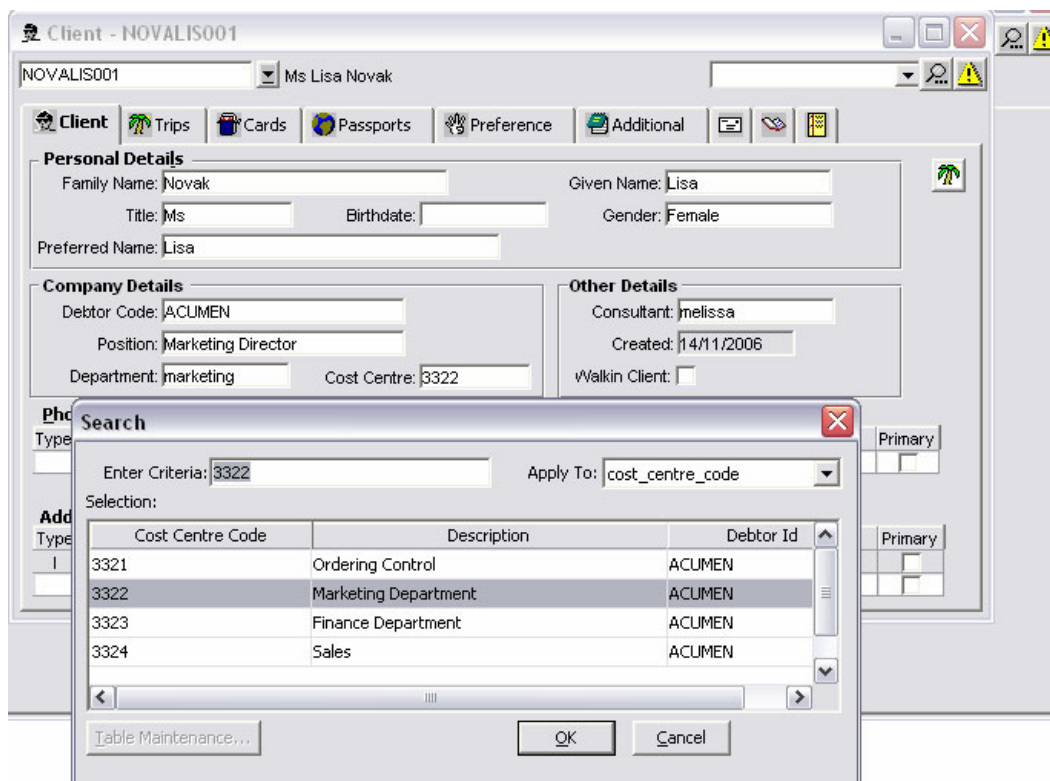
Once loading of the Cost Centres is complete the agency can then switch on the functionality and implement this new business process as described above in *Supervisor Setup*.

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:

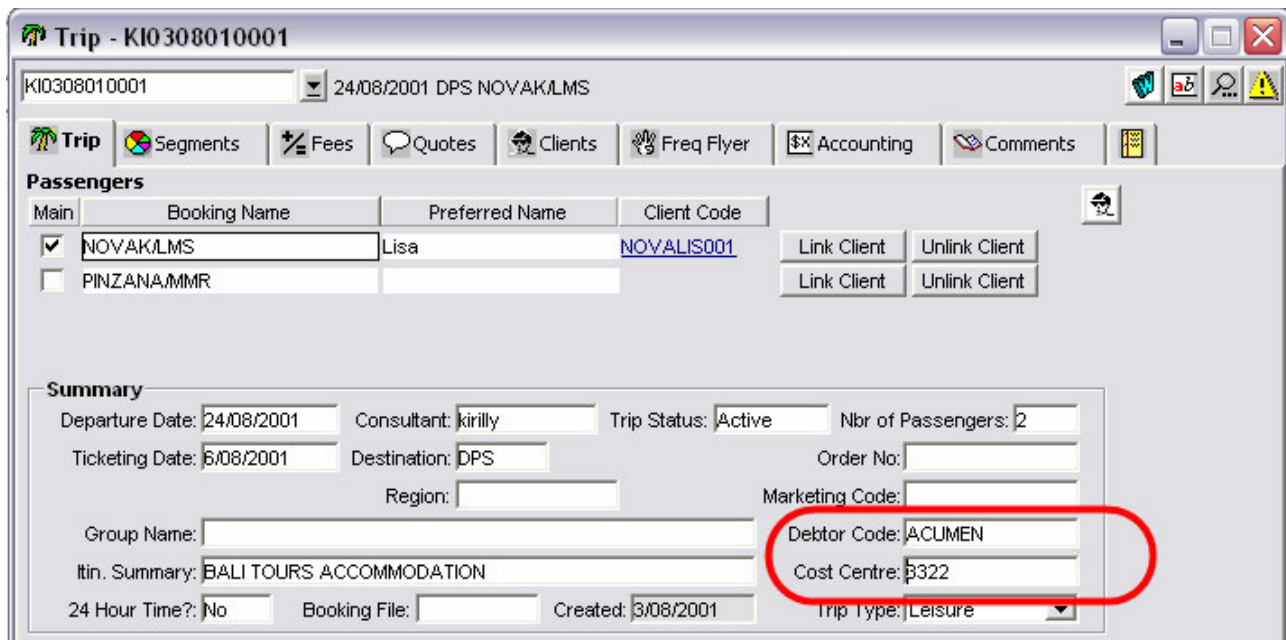
1. When a Client is associated to a Debtor the Client Cost field becomes a look up.
2. The look up is opened by double clicking in the field with the mouse or the F12 key from the keyboard.
3. The look up populates with the Cost Centre Codes added to the Cost Centre Tab of the associated Debtor.



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.



Trip - K10308010001

K10308010001 24/08/2001 DPS NOVAKLMS

Trip
 Segments
 Fees
 Quotes
 Clients
 Freq Flyer
 Accounting
 Comments

| Main | Booking Name | Preferred Name | Client Code | |
|-------------------------------------|--------------|----------------|-------------|-----------------------------|
| <input checked="" type="checkbox"/> | NOVAKLMS | Lisa | NOVALIS001 | Link Client / Unlink Client |
| <input type="checkbox"/> | PINZANA/MMR | | | Link Client / Unlink Client |

Summary

Departure Date: 24/08/2001 Consultant: kirilly Trip Status: Active Nbr of Passengers: 2
 Ticketing Date: 6/08/2001 Destination: DPS Order No:
 Region: Marketing Code:
 Group Name: Debtor Code: ACUMEN
 Itin. Summary: BALI TOURS ACCOMMODATION Cost Centre: 3322
 24 Hour Time?: No Booking File: Created: 3/08/2001 Trip Type: Leisure

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.

- 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.

| Heading | Include | Group | Order | Where |
|-----------------------|--------------------------|-------|-------|-------|
| Tranx ID | <input type="checkbox"/> | | 001 | |
| Tranx Date | <input type="checkbox"/> | | 002 | |
| Tranx Month | <input type="checkbox"/> | | 003 | |
| Ticket Fare Basis | <input type="checkbox"/> | | 005 | |
| Trip Departure Date | <input type="checkbox"/> | | 006 | |
| Trip Departure Month | <input type="checkbox"/> | | 007 | |
| Trip Order No. | <input type="checkbox"/> | | 008 | |
| Trip Cost Centre | <input type="checkbox"/> | | 009 | |
| Passenger/Group Name | <input type="checkbox"/> | | 010 | |
| Debtor ID | <input type="checkbox"/> | | 010 | |
| Supplier ID | <input type="checkbox"/> | | 010 | |
| Ticket Number | <input type="checkbox"/> | | 011 | |
| Primary Destination | <input type="checkbox"/> | | 011 | |
| Supplier Name | <input type="checkbox"/> | | 011 | |
| Trip Code | <input type="checkbox"/> | | 012 | |
| Supplier Numeric Code | <input type="checkbox"/> | | 012 | |
| Creditor ID | <input type="checkbox"/> | | 014 | |

The report can be run including all Cost Centre Codes.

| Design Sales Report | | | | | | | | |
|---------------------|-------------------------|----------|----------|----------|----------|--------|-------------|-------------|
| 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 | <input type="checkbox"/> | <input type="checkbox"/> | 001 | |
| Tranx Date | <input type="checkbox"/> | <input type="checkbox"/> | 002 | |
| Tranx Month | <input type="checkbox"/> | <input type="checkbox"/> | 003 | |
| Ticket Fare Basis | <input type="checkbox"/> | <input type="checkbox"/> | 005 | |
| Trip Departure Date | <input type="checkbox"/> | <input type="checkbox"/> | 006 | |
| Trip Departure Month | <input type="checkbox"/> | <input type="checkbox"/> | 007 | |
| Trip Order No. | <input type="checkbox"/> | <input type="checkbox"/> | 008 | |
| Trip Cost Centre | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 009 | |
| Passenger/Group Name | <input type="checkbox"/> | <input type="checkbox"/> | 010 | |

to produce *Subtotals* on the report.

| Design Sales Report | | | | | | | | |
|---------------------|----------------------------|-----------------|-----------------|-----------------|-----------------|---------------|--------------|-----------------|
| Trip Cost Centre | Debtor ID | Fare | Amount | Sales | Sell | GST | Other Taxes | CCCF Amount |
| 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 |