

CrossCheck Travel 3.1

BSP Reconciliation Procedures





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Introduction

In CrossCheck Travel (CCT) the IATA BSP Return can be reconciled by either:

- Downloading the IATA report using BSPlink and importing it into CCT; or
- Using the manual Approval method. (See [CCT Account Management Online Guide](#): Creditor Module)

This document outlines how to retrieve the BSP file from the IATA website, import it into CCT, and how to use the reconciliation tool.

It should be noted that this document serves as a guide only and may not cover all reconciliation scenarios. Further information on how to reconcile the BSP Return should be sought from your accounting professional.




BSP Electronic File Formats

The CrossCheck Travel BSP Reconciliation module can reconcile electronic file types which have an extension of .ASC or .STM. In this guide we refer to the .ASC format (often referred to as 'S' and 'T' files). The actual BSP Reconciliation process in CCT remains the same no matter which file type is selected.

Downloading the BSPlink Report

1. Go to the IATA BSP Web site at www.bsplink.iata.org to download the BSP Report. Click on the Download icon next to the required billing.

Note: The file you wish to download must be in ASCII format – see below

▶AUaz02342476_20060402_Agent Billing ASCII.zip	13/04/2006 23:13:10	Billing Files - UNISYS	2.44Kb	 Download	<input type="checkbox"/> Delete File
▶AUaz02342476_20060412_Agent Daily Net Error Report.zip	13/04/2006 02:50:26	Billing Files - UNISYS	34.28Kb	 Download	<input type="checkbox"/> Delete File
▶AUaz02342476_20060411_Agent Daily Net Error Report.zip	12/04/2006 00:38:06	Billing Files - UNISYS	34.99Kb	 Download	<input type="checkbox"/> Delete File

2. This window will appear after clicking the download button. Click on the link as requested in this window.

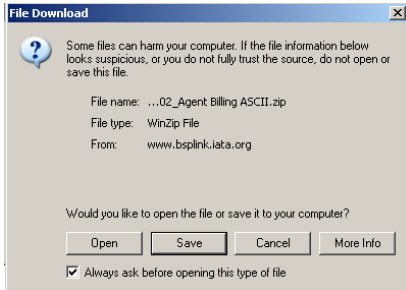
Files have been generated to be downloaded. Please, click the link below. Note that file data is compressed, and, therefore, WinZip program should be installed in your PC in order to uncompress the file. If you have any question related to this issue, please, refer to BSP Home Page or contact the BSP Customer Service for further information. Thank you.

File ready for downloading.

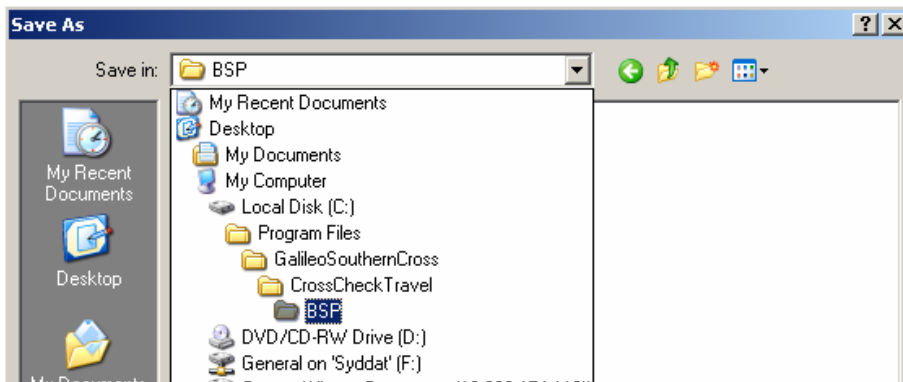
[AUaz02342476_20060402_Agent Billing ASCII.zip](#)



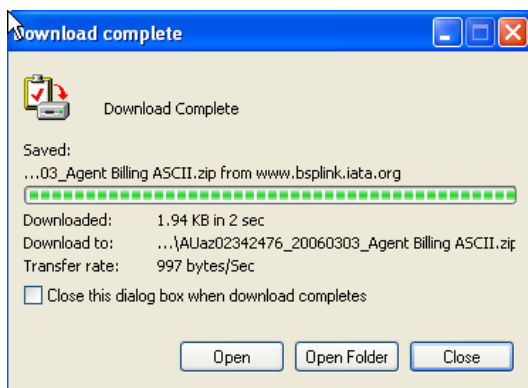
3. A File Download screen will appear.



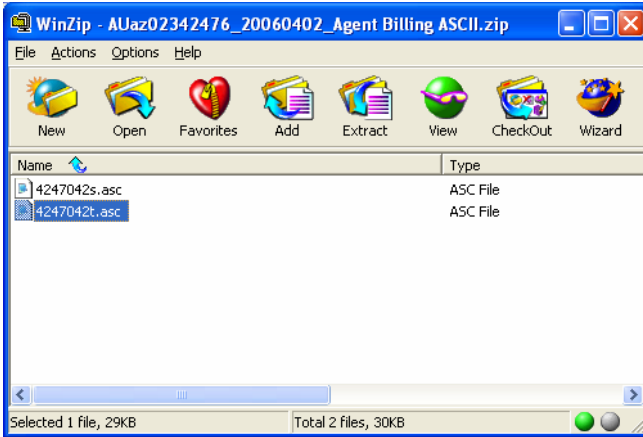
Click on Save and select the location for this file. A folder called BSP can be created on a common drive providing access for all users. The Save In box at the top must show the selected folder.



4. Click Save leaving the file name and Save as type as it is shown. The Download complete window will then be displayed.

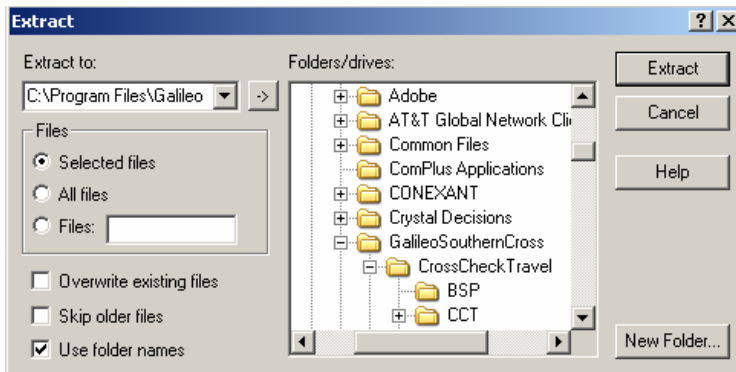


- Click Open to display the zipped files.

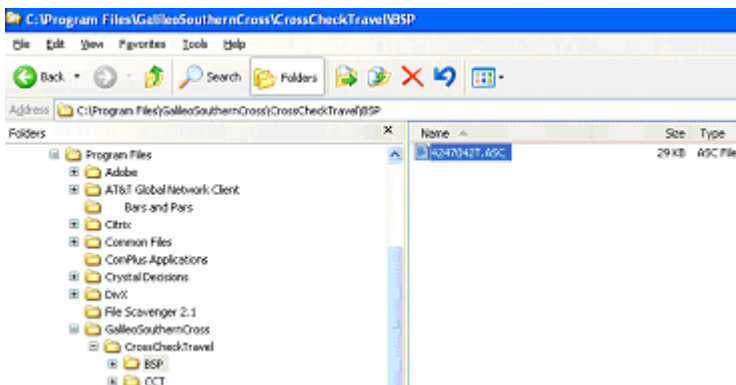


Two files will be displayed. The larger file (i.e. xxxxxxxt.asc) is the file to import into Crosscheck Travel. Right Click over the zip folder called xxxxxxxt.asc and select Extract.

- Navigate to the folder the BSP Billing is to be saved into (mentioned previously in Step 3) and click on Extract.



- The BSP Billing file will now be available to import into CCT from its saved location.

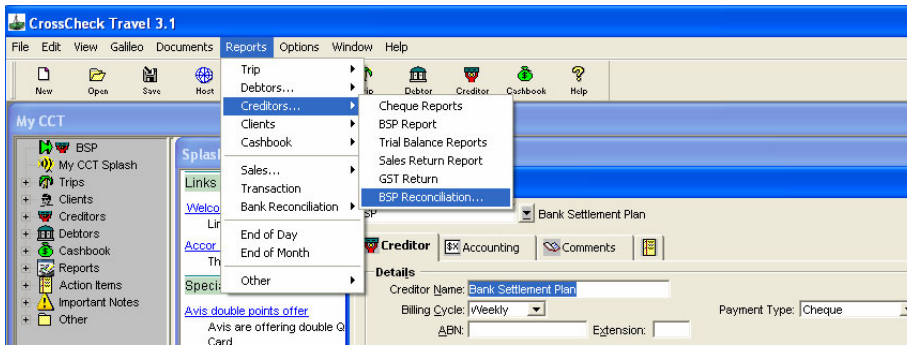


The file can be renamed if desired e.g. the CCT billing period it relates to (e.g. W1406.asc).

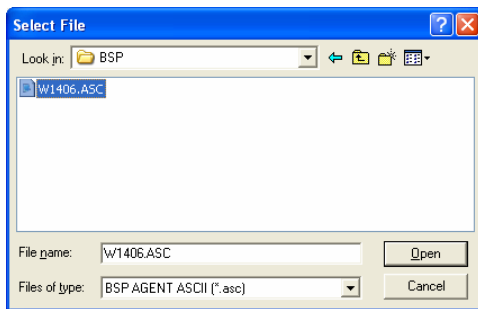


Importing the BSP Return into CCT

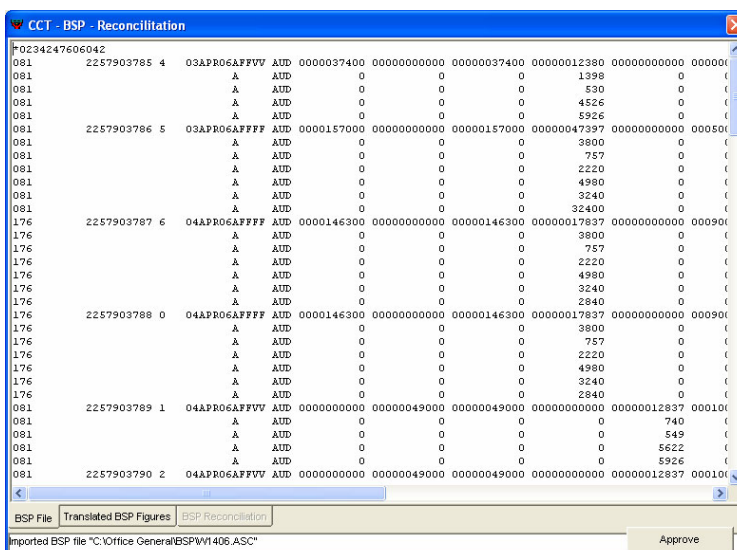
1. Open the BSP Creditor. Click on Reports/Creditors/BSP Reconciliation.



2. The BSP Reconciliation Report screen will appear with the Select File window open. Navigate to the Look In folder required (e.g. BSP) – this will be the folder you saved the electronic file into. The ASC billing file to be imported into CrossCheck Travel will be available to select.



3. Click on the ASC file so that it becomes the File Name, then click Open. The Billing will then open into the CCT - BSP Reconciliation window.





The BSP File tab displays the Electronic (ASC) file in text format.

4. Click on the Translated BSP Figures tab. This converts the content of the ASC file into a CCT-readable format.

Supp Num	Ticket Nbr	Transaction Cash	Transaction Credit	Late Rep (Incl Tax)	Taxes Credit	Taxes Cash	Commission Rate	Commission Amount	Tax On Commission	Balance Payable	Cc Number	Tran Type
081	2257903785	374.00	.00	.00	.00	123.80	.00	.00	.00	497.80		TKT
081	2257903786	1,570.00	.00	.00	.00	473.97	5.00	78.50	.00	1,965.47		TKT
176	2257903787	1,463.00	.00	.00	.00	178.37	9.00	131.67	.00	1,509.70		TKT
176	2257903788	1,463.00	.00	.00	.00	178.37	9.00	131.67	.00	1,509.70		TKT
081	2257903789	.00	490.00	.00	128.37	.00	1.00	4.90	49	-5.3959		TKT
081	2257903790	.00	490.00	.00	128.37	.00	1.00	4.90	49	-5.3959		TKT
608	2257903791	163.00	.00	.00	.00	67.95	1.00	1.63	16	229.16		TKT
081	2257903792	374.00	.00	.00	.00	123.80	1.00	3.74	37	493.69		TKT
176	2257903793	1,463.00	.00	.00	.00	172.87	9.00	131.67	.00	1,504.20		TKT
176	2257903794	1,463.00	.00	.00	.00	172.87	9.00	131.67	.00	1,504.20		TKT
176	2257903795	.00	1,463.00	.00	175.77	.00	9.00	131.67	.00	-131.6764		TKT
081	2257903796	411.00	.00	.00	.00	135.06	.00	.00	.00	545.06		TKT
081	2257903797	411.00	.00	.00	.00	135.06	.00	.00	.00	545.06		TKT
081	2257903798	541.00	.00	.00	.00	207.41	.00	.00	.00	748.41		TKT
081	2257903799	541.00	.00	.00	.00	207.41	.00	.00	.00	748.41		TKT
125	2257903800	873.00	.00	.00	.00	367.40	5.00	43.65	.00	1,196.75		TKT
125	2257903801	.00	.00	.00	.00	.00	.00	.00	.00	.00		TKT
125	2257903802	873.00	.00	.00	.00	367.40	5.00	43.65	.00	1,196.75		TKT
125	2257903803	.00	.00	.00	.00	.00	.00	.00	.00	.00		TKT
081	2257903904	2,979.00	.00	.00	.00	430.43	.00	.00	.00	3,409.43		TKT
176	2257903905	1,717.00	.00	.00	.00	164.27	9.00	154.53	.00	1,726.74		TKT

This tab can be referred to by the user when reconciling tickets to CrossCheck Travel. Fares, Commission and Amount Payable figures per ticket are displayed. A detailed Tax breakdown can be achieved by clicking on the total taxes amount in the Taxes Cash or Taxes Credit column. Please note that the GST for both Fare and Taxes is included in this total as the 'UO' tax.

Supp Num	Ticket Nbr	Transaction Cash	Transaction Credit	Late Rep (Incl Tax)	Taxes Credit	Taxes Cash	Commission Rate	Commission Amount	Tax On Commission	Balance Payable	Tran Type
081	2257903785	374.00	.00	.00	.00	123.80	.00	.00	.00	497.80	T
081	2257903786	1,570.00	.00	.00	.00	473.97	5.00	78.50	.00	1,965.47	T
176	2257903787	1,463.00	.00	.00	.00	178.37	9.00	131.67	.00	1,509.70	T
176	2257903788	1,463.00	.00	.00	.00	178.37	9.00	131.67	.00	1,509.70	T
081	2257903789	.00	490.00	.00	128.37	.00	1.00	4.90	49	-5.3959	T
081	2257903790	.00	490.00	.00	128.37	.00	1.00	4.90	49	-5.3959	T
608	2257903791	163.00	.00	.00	.00	67.95	1.00	1.63	16	229.16	T
081	2257903792	374.00	.00	.00	.00	123.80	1.00	3.74	37	493.69	T
176	2257903793	1,463.00	.00	.00	.00	172.87	9.00	131.67	.00	1,504.20	T

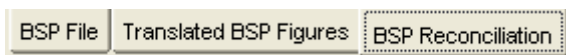
Taxes 2257903785		
Tax Code	Tax Cash	Tax Credit
YQ	59.26	0.00
UO	45.26	0.00
WG	5.30	0.00
QR	13.98	0.00



The total of the Balance Payable column should be noted in this screen as it is the total payable to BSP. In our example this figure is \$27,933.87.

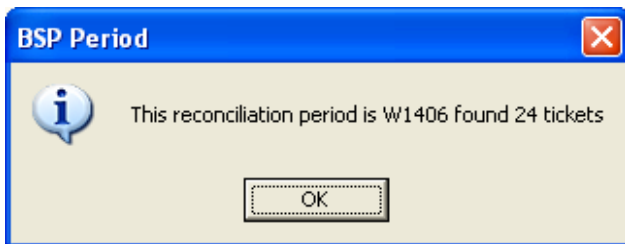
Supp Num Code	Ticket Nbr	Transaction Cash	Transaction Credit	Late Rep (Incl Tax)	Taxes Credit	Taxes Cash	Comm-ission Rate	Comm-ission Amount	Tax On Comm-ission	Balance Payable	Cc Type	Cc Number	Tran Type	Ti
176	2257903795	.00	1,463.00	.00	175.77	.00	9.00	131.67	.00	-131.67	64	72010885319 V145	TKT	
081	2257903796	411.00	.00	.00	.00	135.06	.00	.00	.00	546.06	T	TT	TKT	Ti
081	2257903797	411.00	.00	.00	.00	135.06	.00	.00	.00	546.06	T	TT	TKT	Ti
081	2257903798	541.00	.00	.00	.00	207.41	.00	.00	.00	748.41	T	TT	TKT	Ti
081	2257903799	541.00	.00	.00	.00	207.41	.00	.00	.00	748.41	T	TT	TKT	Ti
125	2257903800	873.00	.00	.00	.00	367.40	5.00	43.65	.00	1,196.75	UE	TKTT	TKT	Ti
125	2257903801	.00	.00	.00	.00	.00	.00	.00	.00	.00			TKT	Ti
125	2257903802	873.00	.00	.00	.00	367.40	5.00	43.65	.00	1,196.75	UE	TKTT	TKT	Ti
125	2257903803	.00	.00	.00	.00	.00	.00	.00	.00	.00			TKT	Ti
081	2257903804	2,978.00	.00	.00	.00	430.43	.00	.00	.00	3,408.43	T	TT	TKT	Ti
176	2257903805	1,717.00	.00	.00	.00	164.27	9.00	154.53	.00	1,726.74	T	TT	TKT	Ti
176	2257903806	1,717.00	.00	.00	.00	164.27	9.00	154.53	.00	1,726.74	T	TT	TKT	Ti
081	3049160468	.00	.00	.00	.00	.00	.00	.00	.00	.00			TKT	Ti
081	3049160469	.00	.00	.00	.00	.00	.00	.00	.00	.00			TKT	Ti
081	3049160470	1,875.00	.00	.00	.00	360.66	5.00	98.75	.00	2,236.91			TKT	Ti
618	3049160471	110.00	.00	.00	.00	.00	10.00	11.00	.00	99.00			TKT	Ti
232	3293395534	975.00	.00	.00	.00	260.37	7.00	68.25	.00	1,167.12	AM	CASH	TKT	Ti
081	3293395535	320.00	.00	.00	.00	102.30	5.00	16.00	.00	406.30			TKT	Ti
081	3293395536	2,486.00	.00	.00	.00	530.57	5.00	124.30	.00	2,882.27			TKT	Ti
081	3293395537	143.00	.00	.00	.00	73.45	.00	.00	.00	216.45			TKT	Ti
		24,404.00	2,443.00	.00	432.51	4,998.06		1,466.68	1.51	27,933.87				

5. Click on the BSP Reconciliation tab.



An automatic match between the BSP Billing received and the transactions entered into CCT will be produced.

The system will display a prompt indicating how many tickets have been found in CrossCheck Travel (compared with the ASC file) for that billing period and will be displayed on screen.



The number of tickets found should be noted, as not all tickets may have been entered into CrossCheck Travel. Click OK to close this screen.



The BSP Reconciliation tab will now display BSP Ticket information.

TKT Supp Num Code		Transaction Values		Late Rep (Incl GST)	Taxes			Commission		Balance Payable	Trip / Tranx	Approve
Ticket Nbr		Cash	Credit		Cash	Credit	Rate	Amount	Tax			
081	2257903785	374.00	0.00		123.8	0.00	0.00	0.00	0.00	497.80	KP1G4G210406	<input checked="" type="checkbox"/>
081	2257903785	374.00	0.00	0.00	123.80	0.00	0.00	0.00	0.00	497.80	T000000299	
Conj:		0.00	0.00			0.00		0.00			21/4/06	
Exch:		BSP c/c:						T000000299			3/4/06	
081	2257903786	1,570.00	0.00		473.96	0.00	5.00	78.50	0.00	1,965.46	W35RRW210406	<input checked="" type="checkbox"/>
081	2257903786	1,570.00	0.00	0.00	473.97	0.00	5.00	78.50	0.00	1,965.47	T000000300	
Conj:		0.00	0.00			-0.01		0.00		-0.01	21/4/06	-0.01
Exch:		BSP c/c:						T000000300			3/4/06	
176	2257903787	1,463.00	0.00		178.37	0.00	9.00	131.67	0.00	1,509.70	MTDX2G210406	<input checked="" type="checkbox"/>
176	2257903787	1,463.00	0.00	0.00	178.37	0.00	9.00	131.67	0.00	1,509.70	T000000301	
Conj:		0.00	0.00			0.00		0.00			21/4/06	-0.00
Exch:		BSP c/c:						T000000301			4/4/06	
176	2257903788	1,463.00	0.00		178.37	0.00	9.00	131.67	0.00	1,509.70	MTDX2G210406	<input checked="" type="checkbox"/>
176	2257903788	1,463.00	0.00	0.00	178.37	0.00	9.00	131.67	0.00	1,509.70	T000000302	
Conj:		0.00	0.00			0.00		0.00			21/4/06	-0.00
Exch:		BSP c/c:						T000000302			4/4/06	

Reading the BSP Reconciliation Screen

The content of the BSP Reconciliation tab is colour coded, and contains information as follows:

- Blue – Tickets in the electronic BSP billing file.
- Green – Tickets that have been entered into CrossCheck Travel.
- Brown – Highlights any differences between the CCT and BSP tickets.

To appear in the BSP Reconciliation screen, the CrossCheck Travel (green) tickets must meet the following criteria:

- Be a Confirmed (C) or Approved (A) transaction – i.e. Ticket cannot have Unconfirmed (U), Paid (P), Commission Received (O), Reversed (R) or Cancelled (X) Status.

Date	Tranx ID	Tranx Type	Reference	Status	Debit	Credit
21/4/06	T000000299	Ticket	TKT	A		497.80
	T000000298	Ticket	TKT - BSP	C		1,343.77





- Be linked to the BSP Creditor in the Ticket Requisition screen.

Ticket T000000326 (Confirmed)

Type: TKT

Issue Details

Service: Flight Supplier: QF Creditor: BSP

Date: 3/4/06 Sales Code: Domest Billing: W1406

- Have the correct Ticket issue Date (i.e. falls within the BSP Billing period being reconciled).

Ticket T000000326 (Confirmed)

Type: TKT

Issue Details

Service: Flight Supplier: QF Creditor: BSP

Date: 3/4/06 Sales Code: Domest Billing: W1406

Note: If all three criteria are not met, the CCT ticket will not display in the electronic Approval screen.

The electronic BSP and CCT Ticket information is displayed in the standard BSP Return format:

- Supplier Numeric Code/Ticket Number – Ticket Number
- Conj – Conjunction ticket number in CCT (if applicable)
- Exch – Exchange ticket number in CCT (if applicable)
- Transaction Values (Cash or Credit) – Fare Excluding GST
- Taxes (Cash or Credit) – Taxes Excluding GST
- Commission Rate – Commission Percentage
- Commission Amount – Commission on Ticket Excluding GST
- Commission Tax – GST On Commission
- Balance Payable – Balance (Net) Payable to BSP
- The Trip/Tranx column then provides further detail of the CCT ticket including Trip Code, Transaction ID, Transaction Date and Ticket Issue Date.



Using the Screen to Reconcile BSP

The BSP Reconciliation tab gives the user the opportunity to compare and **Approve** CCT tickets with the BSP Return in the one screen.

Generally, when comparing to the electronic BSP return, each CCT ticket will fall into one of the following categories:

1. Match the Return Balance Payable
2. Require reversal and re-entry
3. Require reversal due to incorrect entry (i.e. appear in CCT but not on BSP)
4. Not display for reconciliation (i.e. appear in BSP file but not in CCT)
5. Require Adjustment

This document will now look at how BSP tickets can be approved, and how discrepancies may be discovered and rectified.

When applying the fixes discussed in this document, the user can either exit the reconciliation screen and apply them immediately (before returning to the screen) or; make note of all issues and rectify all of them at once before returning to the screen.

Tickets Matching the Return Balance Payable

When a ticket in CCT is found to meet the matching criteria it will display above the BSP ticket.

176	2257903787	1,463.00	0.00	178.37	0.00	9.00	131.67	0.00	1,509.70	MTDX2G210406	
176	2257903787	1,463.00	0.00	0.00	178.37	0.00	9.00	131.67	0.00	1,509.70	T000000301
Conj:		0.00	0.00		0.00			0.00			21/04/06
Exch:		BSP c/c: T TT								T000000301	04/04/06

Beside each ticket displayed, there is a box the user can tick to indicate whether each transaction should be approved.

Those transactions with a tick in the box will be approved for payment when the Approve button at the bottom of the screen is pressed (This usually occurs once all possible tickets have been reconciled).

A tick will automatically appear in the Approve box beside each ticket if the CCT and Electronic file Balance Payable match.

CCT - BSP - Reconciliation											
CCT		BSP		Comparison		BSP Period ID: W1406				Total Approved: 26575.64	
TKT		TKT								Total Variance: CREDIT 0.01	
Supp Num Code	Ticket Nbr	Cash	Credit	Late Rep (Incl GST)	Taxes Cash	Taxes Credit	Rate	Commission Amount	Tax	Balance Payable	Trip / Tranx
081	2257903785	374.00	0.00		123.8	0.00	0.00	0.00	0.00	497.80	KP1G4G210406
081	2257903785	374.00	0.00	0.00	123.80	0.00	0.00	0.00	0.00	497.80	T000000299
Conj:		0.00	0.00			0.00			0.00		21/4/06
Exch:		BSP c/c: UE TKTT									3/4/06


No action is usually required for these tickets as they are considered to be correct and will be approved when the 'Approve' button is pressed at the bottom of the screen.



Tickets Requiring Reversal and Re-Entry

It is assumed that when the balance payable of a CCT ticket displays a difference higher than ten cents to the BSP return that the discrepancy will be rectified with a transaction reversal and re-entry rather than an adjustment.

When a discrepancy like this occurs, the screen will display the difference between the balance payable figures in brown. The Approve box will not be ticked.

Supp Num Code	Ticket Nbr	Transaction Values		Late Rep (Incl GST)	Taxes		Commission Rate	Commission Amount	Tax	Balance Payable	Trip / Tranx	
		Cash	Credit		Cash	Credit						
232	3293395534	975.00	0.00		260.37	0.00	9.00	87.75	0.00	1,147.62	KA0105060001	<input type="checkbox"/> Approve
232	3293395534	975.00	0.00	0.00	260.37	0.00	7.00	68.25	0.00	1,167.12	T000000319	
Conj:		-0.00	0.00			0.00		19.50		-19.50	04/04/06	 -19.5
Exch:		BSP c/c: AM CASH						T000000319			04/04/06	

The Ticket Number, Transaction ID, Issue Date and Balance Payable of the incorrect ticket(s) should be noted, as should the discrepancy (and what is required to fix it).

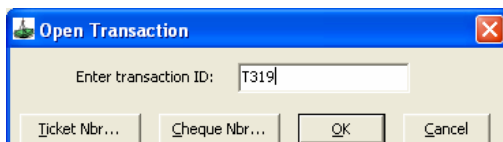
Fixing this issue:

To fix the discrepancy in the example above we would take note of the following information:

- Ticket Number – 232 3293395534
- Transaction ID – T000000319 (though it is only necessary to note T319)
- Issue Date – 4 April 2006
- Balance Payable (BSP) - \$1,167.12
- To fix – Commission Rate should be 7%, not 9%

To find the tickets, use the Transaction Search function. This can be accessed by clicking the Transaction Search button on the toolbar, by going to Options – Transaction Search (on the menu bar) or by using SHIFT+F11 keys on the keyboard.

Once this screen appears, type the Transaction ID into the search box and click OK.




The system search should retrieve the ticket (and the trip file the ticket has been entered onto).

Ticket T00000319 (Confirmed)

Type: TKT Consultant: Jony GST: No Tranx Date: 04/04/2006

Issue Details
 Service: Flight Supplier: MH Creditor: BSP
 Date: 04/04/2006 Sales Code: Internat Billing: VV1406

Ticket Details
 Ticket Nbr: 232 3293395534 Conjunction:

Fare
 Fare: 975.00

Fees
 Non Comm: .00

Commissions
 Fare: 9.00 Amount: 87.75
 Taxes: 0.00
 Total: 87.75
 Override: .00

Taxes

Code	Amount	GST	Status	%	Amount
AU	38.00			0.00	0.00
MY	16.80			0.00	0.00
WVG	7.57			0.00	0.00
WVY	22.20			0.00	0.00
YQ	176.00			0.00	0.00
					260.37

Requisition Totals

Total excl.	inc. GST
1,235.37	1,235.37
Sell	
1,235.37	1,235.37
Nett	
1,147.62	1,147.62

Names
 SINCLAIR/DAVIDMR

Segments

Type	Supplier	Depart Date	Depart City	Arrive City	Status	Details
Flight						

Buttons: Reverse, Print, GST, Repeat, Payment, OK, Cancel, Help

This ticket will now need to be reversed and re-entered with the correct data.

The new ticket entered in its place must have the same Issue Date of the ticket to be reversed. The Transaction Date can remain as at the current date. In this example, the Issue Date was 04/04/2006.

The re-entered ticket in the example would look as follows:

Ticket

Type: TKT Consultant: Jony GST: No Tranx Date: 13/07/2006

Issue Details
 Service: Flight Supplier: MH Creditor: BSP
 Date: 04/04/2006 Sales Code: Internat Billing: VV1406

Ticket Details
 Ticket Nbr: 232 3293395534 Conjunction:

Fare
 Fare: 975.00

Fees
 Non Comm: .00

Commissions
 Fare: 7.00 Amount: 68.25
 Taxes: 0.00
 Total: 68.25
 Override: .00

Taxes

Code	Amount	GST	Status	%	Amount
AU	38.00			0.00	0.00
MY	16.80			0.00	0.00
WVG	7.57			0.00	0.00
WVY	22.20			0.00	0.00
YQ	176.00			0.00	0.00
					260.37

Requisition Totals

Total excl.	inc. GST
1,235.37	1,235.37
Sell	
1,235.37	1,235.37
Nett	
1,167.12	1,167.12

Names
 SINCLAIR/DAVIDMR

Segments

Type	Supplier	Depart Date	Depart City	Arrive City	Status	Flight#	Insurance	Details
Flight								

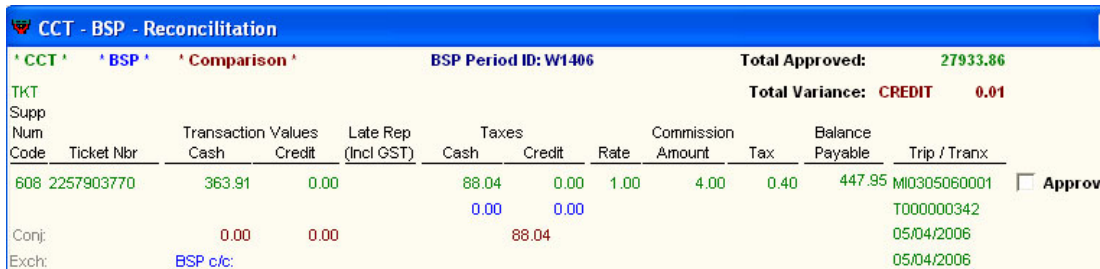
Buttons: Reverse, Print, GST, Repeat, Payment, Custom, OK, Cancel, Help

Before confirming the ticket, the Nett incl. GST figure should be checked to ensure that this new ticket will have a matching balance payable to the electronic BSP file.



Tickets Requiring Reversal Due to Incorrect Entry

Unpaired CCT tickets may display in the Approval screen:



CCT - BSP - Reconciliation												
* CCT *		* BSP *		* Comparison *		BSP Period ID: W1406				Total Approved: 27933.86		
											Total Variance: CREDIT 0.01	
TKT Supp Num	Ticket Nbr	Transaction Values		Late Rep (Incl GST)	Taxes		Rate	Commission Amount	Tax	Balance Payable	Trip / Tranx	
Code		Cash	Credit		Cash	Credit						
608	2257903770	363.91	0.00		88.04	0.00	1.00	4.00	0.40	447.95	M10305060001	<input type="checkbox"/> Approv
					0.00	0.00					T000000342	
Conj:		0.00	0.00		88.04						05/04/2006	
Exch:	BSP c/c:										05/04/2006	

This means that whilst the CCT ticket has all the necessary criteria to appear in the current billing (i.e. Creditor, Issue Date and Status C or A) the ticket is not on the current ASC billing file according to BSP.

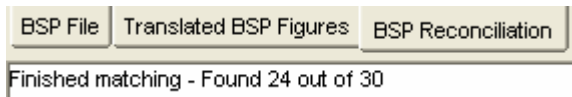
Fixing this issue:

When this occurs, you will need to take note of the Transaction ID, Ticket Number and Issue Date. The ticket should then be investigated and reversed (and re-entered into the correct period) if required.

Tickets Not Displaying (Missing Tickets)

There may be tickets missing from the reconciliation screen (i.e. tickets on the ASC file cannot be found in the CCT reconciliation screen).

The number of missing tickets will be displayed at the bottom of the screen.



In the example above, the system has found only 24 of the 30 tickets in the ASC file – meaning that CCT has been unable to match 6 tickets.

To find out which tickets are missing, the user may scan the BSP Reconciliation screen for missing sequential ticket numbers, or make comparisons by moving backward and forward between the Translated BSP Figures and BSP Reconciliation tabs.

It should be noted that Conjunction Tickets will be detected as 'missing'. These are discussed later in this document.

In our example, the 6 'missing' tickets are:

- 081 2257903789
- 608 2257903791
- 176 2257903795
- 125 2257903801 (Conj Ticket)
- 125 2257903803 (Conj Ticket)
- 618 3049160471



Missing tickets are likely to fall into one of the following categories:

- Ticket has been entered into CCT but is not a 'C' or 'A' status transaction i.e. Ticket is Unconfirmed (U), Paid (P), Commission Received (O), Reversed (R) or Cancelled (X) Status.
- Ticket has been entered into CCT but is not linked to the BSP Creditor in the Ticket Requisition screen.
- Ticket has been entered into CCT but does not have the correct Ticket issue Date (i.e. it falls within the incorrect BSP Billing period).
- Conjunction Tickets
- Ticket has not been entered/downloaded into CCT

Fixing this issue:

1. Select Reports – Trip – Unconfirmed Tickets to run the Unconfirmed Ticket Report.

This report is designed to show tickets which have been downloaded from Galileo Host but not confirmed as yet – i.e. the ticket(s) with a 'U' status.

In our example, there is one unconfirmed ticket present. This can be accessed by clicking on the Trip Code hyperlink on the report.

Trip Code	Ticket Number	Conj	Date	Billing Period	Type	Fare	Tax	Tranx ID	Consultant
VTRZK4210406	2257903795		05/04/2006	W1406	CCF	\$1,463.00	\$175.77	T000000311	support
Total				Total		\$1,463.00	\$175.77		

When the trip file opens, proceed to the Accounting tab. Double-click into the 'U' status ticket.

Date	Tranx ID	Tranx Type	Reference	Status	Inv	Debit	Credit
21/04/2006	T000000311	Ticket	1463.00	U	-		



Confirm all details are correct and check financial data matches that noted from the return. Click OK on the ticket and save.

Ticket T00000311 (Unconfirmed)

Create New Create from Quote Type: CCF Consultant: Support GST: No Tranx Date: 21/04/2006

Issue Details
 Service: Flight Supplier: EK Creditor: BSP
 Date: 05/04/2006 Sales Code: Internat Billing: WVI406

Ticket Details
 Ticket Nbr: 176 2257903795 Conjunction:

Fare
 Fare: 1,463.00 CCF Amount: 1,638.77

Fees
 Non Comm: .00 Cancellation Fees:

Fare Details
 Fare Basis: Y Remark: PER EK DXB DXB

Discounts		Commissions		Taxes		Requisition Totals	
%	Amount	%	Amount	Code	Amount	Total excl.	inc. GST
1: .00	.00	Fare: 9.00	131.67	ALJ	38.00	1,638.77	1,638.77
2: .00	.00	Taxes:	0.00	GB	49.30	Sell	0.00
	.00	Total:	131.67	LB	30.30	0.00	0.00
Marketing Code:		Override:	.00	WJG	7.57	Nett	(131.67)
				WY	22.20	(131.67)	(131.67)
					175.77		

Names
 JDALE/SUSANMRS

Segments

Type	Supplier	Depart Date	Depart City	Arrive City	Status	Flight#	Insurance	Details
Flight	EK	28/04/2006	PER	DXB	HK	425		Class: B
Flight	EK	28/04/2006	DXB	MAN	HK	19		Class: B
Flight	EK	12/05/2006	MAN	DXB	HK	20		Class: B
Flight	EK	13/05/2006	DXB	PER	HK	424		Class: B

Buttons: Reverse, Print, GST, Payment, Custom, OK, Cancel, Help

Do this for each Unconfirmed Ticket on the report.

2. Search for the Tickets.

If a ticket has been entered into CCT with the incorrect details, it may still be found by using Transaction Search (mentioned earlier in this document) by Ticket Number.

To search by Ticket Number, open the Transaction Search screen and click on the 'Ticket Nbr...' box.

Enter the ticket number you are searching for (without Supplier Number).

Locate Transaction -from Ticket Number

Enter Ticket Number: 2257903795

Ticket Nbr	Tranx Id	Type	Ticketed Date	Conj Nbr
------------	----------	------	---------------	----------

Buttons: OK, Cancel

Click OK.

If the ticket has been entered into the system, it will open on the screen. If it has been entered but subsequently reversed, the user may see several tickets appear in the lower section of the search screen to select. If the ticket is not in the system a prompt 'Transaction Not Found' will display.



If the ticket is found in the search, its' omission from the reconciliation screen should be investigated and steps taken to fix the issue (i.e. reversal and re-entry with the correct details).

In our example figures several of our missing tickets were found using the transaction search:

081 2257903789 – Issue Date Incorrect

Ticket T00000303 (Confirmed)

Type: OCF Consultant: Support GST: Yes Trans: Date: 21/04/2006

Issue Details
 Service: Flight Supplier: GF Creditor: BSP
 Date: 21/04/2006 Sales Code: Domestic Billing: W1606

Ticket Details
 Ticket Nbr: 081 2257903789 Conjunction:

Fare
 Fare: 538.00 GST: 49.00 Fare (inc): 538.00

Other
 CCCF Amount: 618.37

Commissions

%	Amount
1: .00	.00
2: .00	.00
Total:	5.39

Taxes

Code	Amount	GST	Status	Commission %	Commission Amount
GR	8.14			0.00	0.00
MO	6.04			0.00	0.00
YG	65.19			0.00	0.00
Total:	79.37			0.00	0.00

Requisition Totals

Total excl.	inc. GST
562.17	618.37
Sell	
(56.20)	0.00
Nett	(61.10) (6.39)

Segments

Type	Supplier	Depart Date	Depart City	Arrive City	Status	Details
Flight	GF	25/12/2006	PER	BNE	HK	Class: O
Flight	GF	06/01/2007	BNE	PER	HK	Class: O

If the issue date falls outside the period being reconciled, the ticket would need to be reversed and re-entered (with the correct issue date) to appear in the BSP Reconciliation screen.

618 3049160471 – Incorrect Creditor

Ticket T00000328 (Confirmed)

Type: ADM Consultant: Sally GST: No Trans: Date: 03/05/2006

Issue Details
 Service: Flight Supplier: SQ Creditor: CONCOR
 Date: 03/04/2006 Sales Code: Internal Billing: W1406

Ticket Details
 ADM Nbr: 618 3049160471 Conjunction:

Fare
 Fare: 110.00

Commissions

%	Amount
Fare: 10.00	11.00
Taxes:	0.00
Total:	11.00

Taxes

Code	Amount	GST	Status	Commission %	Commission Amount
	.00			0.00	0.00
Total:	.00			0.00	0.00

Requisition Totals

Total excl.	inc. GST
110.00	110.00
Sell	
110.00	110.00
Nett	99.00 99.00

Segments

Type	Supplier	Depart Date	Depart City	Arrive City	Status	Details
Flight	SQ	06/04/2006	MEL	SIN	HK	

The Creditor displayed on this ticket is CONCORDE. This would need to be reversed and re-entered as a BSP ticket.



3. Conjunction Tickets

Conjunction tickets, while noted in the reconciliation screen, will be recognised as a 'missing' ticket number.

'Missing' conjunction tickets have 0.00 values showing against the ticket in the 'Translated BSP Figures' screen.

CCT - BSP - Reconciliation													
Supp Num Code	Ticket Nbr	Transaction Cash	Transaction Credit	Late Rep (Incl Tax)	Taxes Credit	Taxes Cash	Comm-ission Rate	Commission Amount	Tax On Comm-ission	Balance Payable	Cc Type	Cc Number	Tran Type
176	2257903794	1,463.00	.00	.00	.00	172.87	9.00	131.67	.00	1,504.20	T	TT	TKT
176	2257903795	.00	1,463.00	.00	175.77	.00	9.00	131.67	.00	-131.67	64	72010885319 VI45	TKT
081	2257903796	411.00	.00	.00	.00	135.06	.00	.00	.00	546.06	T	TT	TKT
081	2257903797	411.00	.00	.00	.00	135.06	.00	.00	.00	546.06	T	TT	TKT
081	2257903798	541.00	.00	.00	.00	207.41	.00	.00	.00	748.41	T	TT	TKT
081	2257903799	541.00	.00	.00	.00	207.41	.00	.00	.00	748.41	T	TT	TKT
125	2257903800	873.00	.00	.00	.00	367.40	5.00	43.65	.00	1,196.75	UE	TKTT	TKT
125	2257903801	.00	.00	.00	.00	.00	.00	.00	.00	.00			TKT

If the ticket has been entered into CCT, the conjunction number will show in the BSP Reconciliation tab directly below the ticket number prior to the 'missing' ticket.

CCT - BSP - Reconciliation													
^ CCT ^		^ BSP ^		^ Comparison ^		BSP Period ID: W1406			Total Approved: 27704.7				
125	2257903800	873.00	0.00			367.4	0.00	5.00	43.65	0.00	1,196.75	VVHV6E210406	<input checked="" type="checkbox"/> Approv
125	2257903800	873.00	0.00	0.00		367.40	0.00	5.00	43.65	0.00	1,196.75	T000000314	
Conj: 801		0.00	0.00			0.00			0.00			21/04/2006	-0.

No action (i.e. entry or reversal) is required to be taken for these missing tickets.

In our example, tickets 801 and 803 are conjunction tickets and therefore do not need to be actioned, even though they will still register as missing from the reconciliation.

4. Tickets not Entered/Downloaded

In our example, ticket 608 2257903791 does not appear to have been entered into CCT at all (i.e. it cannot be found in a search/is not unconfirmed/is not a conjunction ticket).

The missing ticket would be investigated and the appropriate booking file downloaded or trip found in CCT.

The ticket could then be confirmed / entered.



Tickets Requiring Adjustment

It is assumed that when a CCT ticket matches a BSP return ticket within ten cents (i.e. the balance payable of the CCT ticket is 1-10 cents different to that of the electronic file) the discrepancy will be rectified with an adjustment rather than a reversal and re-entry.

When a discrepancy like this occurs, the screen will display the difference between the tickets' balance payable figures in brown; however the Approve box will still automatically be ticked.

As there may be several tickets which require adjustment, the screen will also display a running total of the return discrepancy in a column on the far right.

CCT - BSP - Reconciliation											
CCT *	BSP *	Comparison *	BSP Period ID: W1406				Total Approved:		26575.64		
31	2257903797	411.00	0.00	135.06	0.00	0.00	0.00	0.00	546.06	MGM9JS210406	<input checked="" type="checkbox"/> Approve
31	2257903797	411.00	0.00	0.00	135.06	0.00	0.00	0.00	0.00	546.06	T000000313
	inj:	-0.00	0.00		0.00			0.00		21/4/06	-0.01
	ch:	BSP c/c:	T	TT				T000000313		6/4/06	
31	2257903798	541.00	0.00	207.4	0.00	0.00	0.00	0.00	748.40	KA0305060001	<input checked="" type="checkbox"/> Approve
31	2257903798	541.00	0.00	0.00	207.41	0.00	0.00	0.00	0.00	748.41	T000000321
	inj:	0.00	0.00		-0.01			0.00		-0.01	3/5/06
	ch:	BSP c/c:	T	TT				T000000321		6/4/06	
31	2257903799	541.00	0.00	207.4	0.00	0.00	0.00	0.00	748.40	KA0305060001	<input checked="" type="checkbox"/> Approve
31	2257903799	541.00	0.00	0.00	207.41	0.00	0.00	0.00	0.00	748.41	T000000322
	inj:	0.00	0.00		-0.01			0.00		-0.01	3/5/06
	ch:	BSP c/c:	T	TT				T000000322		6/4/06	

The total discrepancy will be displayed at the top of the BSP Reconciliation tab. This Total Variance should be noted as this will indicate the adjustment amount (and Debit or Credit posting) that is necessary before processing the payment.

CCT - BSP - Reconciliation											
CCT *	BSP *	Comparison *	BSP Period ID: W1406				Total Approved:		26575.64		
TKT		TKT									Total Variance: CREDIT 0.01
Supp											
Num	Transaction	Values	Late Rep	Taxes	Commission	Balance					
Code	Ticket Nbr	Cash	Credit	(Incl GST)	Cash	Credit	Rate	Amount	Tax	Payable	Trip / Tranx

In the example above, the total adjustment that will need to be posted for this billing before payment can be made will be a Credit of one cent, i.e.

Creditor Adjustment

From (Debit) To (Credit) BSP Consultant: karen Date: 9/5/06

Type Code: Journal From (Debit) Account Id: COMMADJ

Amount: .01 GST: No

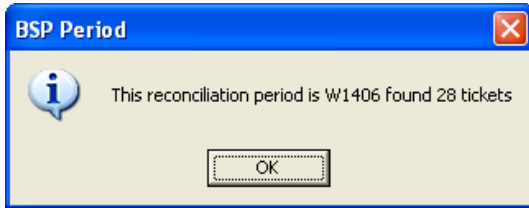
Remark: ADJUSTMENT TO BSP BILLING W1406



This adjustment can be entered immediately or once all possible tickets have been approved.

1. Once all tickets have been amended as per the above suggestions, the BSP reconciliation screen should be re-entered.

Once again, the number of tickets found prompt will display:



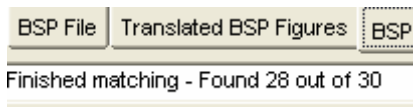
Click OK.

2. Several checks should be made on this screen before proceeding with the approval:
 - Scroll quickly through the screen to ensure all transactions present are ticked for Approval
 - Confirm that the 'Finished matching' ticket area at the bottom of the screen is the Total number of tickets less any 'missing' conjunction tickets
 - Confirm that the 'Total Approved' amount at the top of the screen plus/less the Total Variance Adjustment amount displayed below it is equal to the Total Balance Payable.

In our example:

All transactions present are ticked for approval.

The system found 28 of 30 tickets. As 2 tickets were 'conjunction' we can safely assume we have found all outstanding values.



The Total Approved amount is \$27933.86, requiring a credit adjustment of \$0.01. Therefore \$27933.86 plus \$0.01 = \$27933.87

CCT - BSP - Reconciliation					
^ CCT ^	^ BSP ^	^ Comparison ^	BSP Period ID: W1406	Total Approved:	27933.86
TKT		TKT		Total Variance:	CREDIT 0.01
Supp					

This equals the Total Balance payable figure on the bottom of the Translated BSP figures tab.

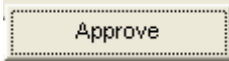
	24,404.00	2,443.00	.00	432.51	4,998.06	1,466.68	1.51	27,933.87
--	-----------	----------	-----	--------	----------	----------	------	-----------





3. Approve the tickets.

To approve all tickets shown, go to the bottom right of the screen and click the 'Approve' button.



Close the X at the top of the screen to exit.

4. Enter the Adjustment

Enter the adjustment for the variance amount (if not done so already).

5. Enter the Payment

Go to the accounting screen of the BSP Creditor. Create a new transaction (Ctrl+N) type – Payment.

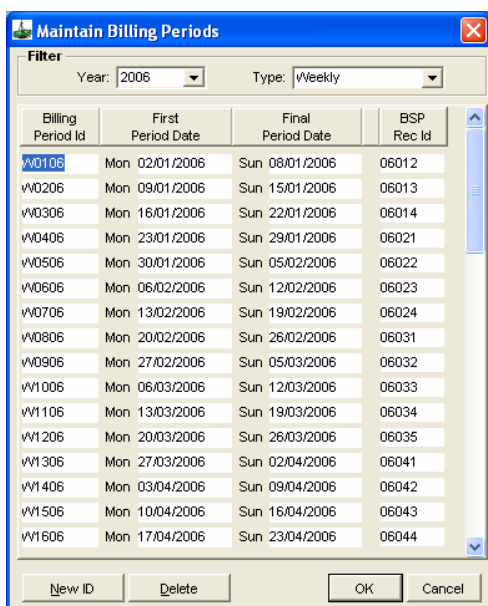
Check that the payment amount is correct (as per the Balance Payable of the BSP file). If the amount is incorrect, review the BSP Reconciliation screen to find where the difference may be.

Once the Balance Payable equals the figure in the payment screen, enter the payment details as normal.



Appendix A - CrossCheck Travel Table Setup Requirements

In CrossCheck Travel, a table is loaded with BSP Billing details (Options/Tables/Billing Periods).



The screenshot shows a window titled "Maintain Billing Periods" with a filter section at the top. The filter includes "Year: 2006" and "Type: Weekly". Below the filter is a table with the following columns: "Billing Period Id", "First Period Date", "Final Period Date", and "BSP Rec Id". The table contains 16 rows of data, each representing a weekly billing period from 2006.

Billing Period Id	First Period Date	Final Period Date	BSP Rec Id
W0106	Mon 02/01/2006	Sun 08/01/2006	06012
W0206	Mon 09/01/2006	Sun 15/01/2006	06013
W0306	Mon 16/01/2006	Sun 22/01/2006	06014
W0406	Mon 23/01/2006	Sun 29/01/2006	06021
W0506	Mon 30/01/2006	Sun 05/02/2006	06022
W0606	Mon 06/02/2006	Sun 12/02/2006	06023
W0706	Mon 13/02/2006	Sun 19/02/2006	06024
W0806	Mon 20/02/2006	Sun 26/02/2006	06031
W0906	Mon 27/02/2006	Sun 05/03/2006	06032
W1006	Mon 06/03/2006	Sun 12/03/2006	06033
W1106	Mon 13/03/2006	Sun 19/03/2006	06034
W1206	Mon 20/03/2006	Sun 26/03/2006	06035
W1306	Mon 27/03/2006	Sun 02/04/2006	06041
W1406	Mon 03/04/2006	Sun 09/04/2006	06042
W1506	Mon 10/04/2006	Sun 16/04/2006	06043
W1606	Mon 17/04/2006	Sun 23/04/2006	06044

Each billing period is given a system Billing Period ID in the following format:

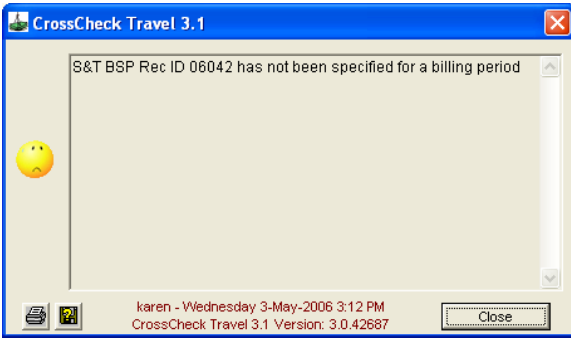
e.g. W0206, where:

- W - Weekly Billing
- 02 – Week Two/Second Billing (of)
- 06 – 2006 Calendar Year

The table is loaded with the First (start) and Final (end) date of each period.

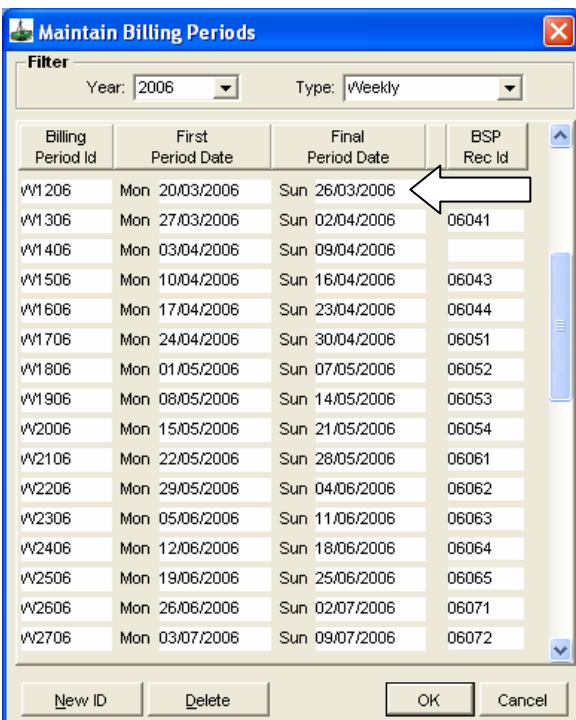


The BSP Rec ID column is a unique ID number which is assigned to each electronic BSP .ASC file by IATA. The system looks for this number when the electronic file is imported. If the BSP Rec ID number is not found, the user will receive an error when clicking on the BSP Reconciliation tab:



This indicates that the unique BSP Rec ID has not been loaded into the table against the billing period. CCT will not retrieve any tickets using the Reconciliation tool until this is entered.

If this error message is received, enter the Billing Periods table and find the appropriate date range.



Enter the next (consecutive) ID number and click OK.

If the BSP Billing Period is not loaded into the system at all, you may create it by clicking on the New ID button at the bottom of the screen and filling in all necessary details.

Once the table has been updated with all billing details, the BSP Reconciliation tool can be used.



Appendix B – Reconciliation Quick Checklist/Worksheet

What is the Balance Payable as per BSP File?

\$ _____

Which CCT Tickets Require Reversal and Re-Entry?

Tranx ID	Ticket No.	Issue Date	Balance Payable	What is Required to Fix these?

Which Tickets are in CCT but not in the BSP (Unpaired CCT Tickets)?

Tranx ID	Ticket No.	Issue Date	Balance Payable	What is Required to Fix these?

Which Tickets are in the BSP but not in CCT (Missing Tickets)?

Missing _____ out of _____

Ticket No.	Issue Date	Fare \$	Taxes \$	GST \$ (UO)	Comm \$	Balance Payable	Reason Missing/Fix

Can these be found on:

- * The Unpresented Cheques Report
- * Using Transaction Search

Or are they:

- * Conjunction Tickets
- * Not in the system (CCT)

What is the Adjustment value required before making payment?

\$ _____ DEBIT/CREDIT

Other Reconciliation Issues

Payment to BSP

\$ _____

Date: _____ Transaction ID _____