

**CrossCheck Travel 3.1
Do It Yourself (DIY) Reports
Field Reference Guide**





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Introduction

This document illustrates where the information for each Item in the MyCCT Design your own report folders has been extracted from.

For more information about how to use the MyCCT Design reports see the Accounts Management online guide Module 7 and 8.

Client Report

The available fields are:

- | | |
|-----------------------|-----------------------|
| 1. Client Code | 18.Client Preference |
| 2. Consultant ID | 19.Preference Comment |
| 3. Gender | 20.Address Usage Type |
| 4. Group ID | 21.Building |
| 5. Branch ID | 22.Street |
| 6. Debtor ID | 23.Suburb |
| 7. Debtor Name | 24.State |
| 8. Company Department | 25.Post Code |
| 9. Company Position | 26.City |
| 10. Title | 27.Country Code |
| 11. Given Name | 28.Interest Code |
| 12. Family Name | 29.Birthday |
| 13. Cost Centre | 30.Salutation |
| 14. Email Address | 31.Mailout Allowed |
| 15. Supplier ID | 32.Category |
| 16. Service Type | 33.Preferred Name |
| 17. Preferred Y/N | |



Client Tab

Client - ATKISHA001

ATKISHA001 | Mr Shane Atkins

Client | Trips | Cards | Passports | Preference | Additional

Personal Details

Family Name: Atkins | Given Name: Shane
 Title: Mr | Birthdate: 31-Mar-73 | Gender: Male
 Name: Shane

Company Details

Debtor Code: WMLKO | Position: General Manager | Department: Management | Cost Centre: 4242

Other Details

Consultant: bev | Created: 29-MAY-03 | Walkin Client:

Phones

Type	Area	Number	Ext.	City Code	Comments	Primary
B	03	9437 3428	33	MEL	Direct Line	<input checked="" type="checkbox"/>
E					shane.atkine@bigpond.com	<input type="checkbox"/>

Addresses

Type	Building	Street	Suburb	State	P'Code	City	Country	Primary
H		18 Johnstone Road	HIGHTON	VIC	3216		Australia	<input checked="" type="checkbox"/>
I		PO Box 1299	BRISBANE	QLD	4000			<input type="checkbox"/>

Preference – Personal Tab

Client - ATKISHA001

ATKISHA001 | Mr Shane Atkins

Client | Trips | Cards | Passports | Preference | Additional

Personal

Service Type	Supplier Id	Preferred	Preference	Comment
Flight	QF	Yes	Y	Aisle Seat
Car	ZI	Yes	CBMR	Automatic

Marketing - Main Tab

Client - ATKISHA001

ATKISHA001 Mr Shane Atkins

Client Trips Cards Passports Preference Additional

Main

Salutation: Mr. S Atkins 30

age 31

Budget

clubs

Mailout Allowed: 31

Client Category: A 32

Marketing - All other tabs

Client - ATKISHA001

ATKISHA001 Mr Shane Atkins

Client Trips Cards Passports Preference Additional

Preference

1st Class Tours

Adventure Tours

Coach Tours

Cruising

Family Holidays

Fly Drive Holidays

Free Independent Travel

Rail Tours

Short Weekend Stays

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Any Code on any of these Tabs

Main

age

Budget

clubs

Domestic Destinations

International

Special Interests

sport

Travelling Times

Other Fields

5. Branch ID - This is MultiBranching functionality, where if the agency is one of a group, the Branch where the client file is held can be determined.

7. Debtor Name - Full Debtor Name (ID is drawn in field 6)





Debtor Report

The available fields are:

1. Debtor ID
2. Consultant
3. Company Group
4. Debtor Name
5. Main Account?
6. Debtor Status
7. Contact Name
8. Statement Type
9. Bulk Invoice?
10. Creation Date
11. Debtor Bank
12. Bank Branch
13. Archived Balance
14. Purged History Amount
15. Credit Limit
16. Credit Days
17. Start Days Flag
18. Credit Term
19. Active
20. ABN
21. ABN Extension
22. Credit Card Type
23. Credit Card Number
24. Card Expiry Date
25. Card Comment
26. Card Active
27. Policy
28. Policy Supplier
29. Policy Service Type
30. Preferred?
31. Debtor Preference
32. Preference Comment
33. Phone Usage Type
34. Phone Country Code
35. Phone Area Code
36. Phone Number
37. Phone Extn
38. Phone Description
39. Phone City Code
40. Address Usage Type
41. Building
42. Suburb
43. State
44. Street
45. City
46. Country
47. Postcode
48. Custom Field Name
49. Custom Field Mandatory
50. Custom Field Label
51. Custom Field Lookup Table
52. Custom Field Lookup



Debtor Tab

Debtor Name: WILKINSON CONSTRUCTIONS
 Contact: Mr Andrew Hunnam
 Bank Name: CBA
 Branch: Montmorency
 Limit Amount: 1,000.00
 Current Amount: 0.00
 Available Balance: 1,000.00
 Created: 13-Sep-99
 Item Type: Open Item
 Consultant: Roger
 Last modified By:
 May extend credit by: 7
 Limit Days: 7
 Invoice Date

Type	Area	Number	Ext.	City Code	Comments	Primary
B	07	3928 3483		MEL	Reception	<input checked="" type="checkbox"/>
B	07	3999 8866	382	MEL	Mr A Hunnam Director	<input type="checkbox"/>

Type	Building	Street	Suburb	State	P Code	City	Country	Primary
B	Level 9	130 Cressy Street	MONTMORENCY	VIC	3094	MEL	Australia	<input checked="" type="checkbox"/>
I		PO Box 1299	BRISBANE	QLD	4000			<input type="checkbox"/>

Preferences Tab

Policy	Service Type	Supplier Id	Preferred	Preference
Domestic	F	QF	Yes	C
	H	HV	Yes	A1K



Cards Tab

Card Type	Number	Expiry Date	Comment	Active
MC	4532792033847382	04/06	For International Travel use	Yes

Custom Fields Tab

Field Name	Label	Required	Type
PUBFARE	Published fare/rate	Yes	Currency
LOWESTFARE	Lowest fare/rate	Yes	Currency
ACCEPTEDFARE	Accepted fare/rate	Yes	Currency
REASONCODE	Reason Code	Yes	Character
MARKETING	Marketing	No	Character

Custom Fields Tab – Supervisor Area

Field Name:

Label:

Microhelp:

Field Length:

Field Type:

Link To: Lookup Code:

Service Type:

- Air Taxi
- Car Hire
- Coach
- Cruise
- Flight
- Hotel
- Insurance

Buttons:





Other fields

5, 6, 9, 13, 14, 32, and 34 currently do not have a function and will be removed from the reports in future upgrades.

Quote Report

The available fields are:

- | | |
|---------------------------------------|---|
| 1. Trip Code | 16. GST on Quote? |
| 2. Consultant ID | 17. Discount 1 (incl. GST) |
| 3. Departure Date (use >= start date) | 18. Discount 2 (incl. GST) |
| 4. Trip Status | 19. Commission (incl. GST) |
| 5. Trip Creation Date | 20. GST on Commission |
| 6. Quote Date | 21. Commission Excl GST |
| 7. Creditor ID | 22. Taxes (incl. GST) |
| 8. Supplier ID | 23. GST on Taxes |
| 9. Service Type | 24. Taxes Excl GST |
| 10. Quantity | 25. GST on Discount |
| 11. Per | 26. Custom Field Name |
| 12. Total (excl. GST) | 27. Custom Field Value |
| 13. Total (incl.) GST | 28. Passenger (Trip) |
| 14. Sell (incl. GST) | 29. Departure Date To (use <= end date) |
| 15. Nett (incl. GST) | |



Trip Tab

Trip - GA1509030001

GA1509030001 01-Jul-04 PER CONFERENCE WMLKO GRO

Trip Segments Quotes Clients Frequent Flyer Accounting Comments

Passengers

Main	Booking Name	Preferred Name	Client Code	
<input checked="" type="checkbox"/>	ATKINS/SHANEMR	Shane	ATKISHA001	Link Client Unlink Client

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Summary

Departure Date: 01-Jul-04 Consultant: gary Trip Status: Active Nbr of Passengers: 1
 Ticketing Date: 15-Jun-03 Destination: PER Order No: 184237
 Region: WA Marketing Code: CORPORATE
 Group Name: CONFERENCE WMLKO GROUP JULY 04 Cost Centre: 4242
 Itin. Summary: MEL/ADL/PER/MEL Trip Type: Business
 24 Hour Time?: Yes Booking File: Created: 15-Sep-03

Phones

Type	Area	Number	Ext.	City Code	Comments	Primary
B	03	9437 3428	33	MEL	Direct Line	<input checked="" type="checkbox"/>
E					shane.atkine@bigpond.com	<input type="checkbox"/>

Addresses

Type	Building	Street	Suburb	State	P'Code	City	Country	Primary
H		18 Johnstone Road	HIGHTON	VIC	3216		Australia	<input checked="" type="checkbox"/>
B	Level 9	130 Cressy Street	MONTMORENCY	VIC	3094	MEL	Australia	<input checked="" type="checkbox"/>

Quote Tab

Nbr.	Date	ID	Type	Supplier	Cost/Ref	Sell	Qty	Per	Unit Price	Duration	GST	Charge
1	15-Sep-03	74	C	ZI	Cost	357.36	1	Day	88.00	3	Y	Yes
Total:						357.36						357.36

Quote/s Screen

Code	Amount	GST
AU	32.00	<input checked="" type="checkbox"/>

Quote/s GST Button

	Exclusive	GST	Inclusive
Fare:	80.00	8.00	88.00
Discount 1:	2.40	0.24	2.64
Discount 2:	.00	0.00	.00
Commission:	24.00	2.40	26.40
Taxes:	29.10	2.90	32.00

Quote/s Custom Data

Custom Field Name	Type	
Published fare/rate	currency	120.00
Lowest fare/rate	currency	67.00
Accepted fare/rate	currency	88.00
Reason Code	character	UNACC





Sales Report

The available fields are:

1. Tranx ID
2. Tranx Date
3. Tranx Month
4. Ticket Fare Basis
5. Trip Departure Date
6. Trip Departure Month
7. Trip Order Number
8. Trip Cost Centre
9. Company Group ID
10. Supplier ID
11. Debtor ID
12. Passenger/Group Name
13. Supplier Name
14. Ticket Number
15. Primary Destination
16. Trip Code
17. Supplier Numeric Code
18. Creditor ID
19. Creditor Name
20. Service Type
21. Ticket Type
22. Sales Code
23. Tranx Consultant Name
24. Tranx Consultant ID
25. Billing Period ID
26. Tranx GST YNC
27. Fare (excl GST)
28. Amount (incl GST)
29. Sales (excl GST)
30. Sell (incl GST)
31. Cancellation Fees (excl GST)
32. Discount ()
33. GST
34. Other Taxes
35. CCCF Amount
36. Nrml Comm Pct
37. Nrml Comm Amt (incl GST)
38. Suppl Comm Pct
39. Suppl Comm Amt
40. Ovrde Comm Pct
41. Ovrde Comm Amt
42. itin_summary
43. Trip Type
44. Trip Region
45. Marketing Code
46. Service Type Name
47. Trip Consultant ID
48. Trip Consultant Name
49. Trip Status Code
50. Trip Status Name
51. Client Code
52. Client Family Name
53. Client Given Name
54. Net Remit Code
55. Net Remit Amount
56. Net Remit Net
57. GST In
58. Tranx To Date
59. Tranx Status
60. Ticket Due Date



Trip Tab

Trip - GA1509030001

GA1509030001 ← 16 01-Jul-04 PER CONFERENCE VMLKO GRO

Trip Segments Quotes Clients Frequent Flyer Accounting Comments

Passengers

Main	Booking Name	Preferred Name	Client Code
<input checked="" type="checkbox"/>	ATKINS/SHANEMR ← 12		ATKISHA001

Link Client Unlink Client

Summary

Departure Date: 01-Jul-04 ← 5 Consultant: gary ← 47 Trip Status: Active Nbr of Passengers: 1

Ticketing Date: 15-Jun-03 Destination: PER ← 15 Order No: 184237 ← 7

Group Name: PER CONFERENCE VMLKO GROUP JULY 04 ← 12 Mark: 45 ← 45 CORPORATE ← 8

itin. Summary: MEL/ADL/PER/MEL Client Centre: 4242

24 Hour Time?: Yes Booking File: Created: 15-Sep-03 Trip Type: Business

Phones

Type	Area	Number	Ext.	City Code	Comments	Primary
B	07	3928 3483		MEL	Reception	<input checked="" type="checkbox"/>
B	03	9437 3428	33	MEL	Direct Line	<input checked="" type="checkbox"/>

Addresses

Type	Building	Street	Suburb	State	P'Code	City	Country	Primary
B	Level 9	130 Cressy Street	MONTMORENCY	VIC	3094	MEL	Australia	<input checked="" type="checkbox"/>
H		18 Johnstone Road	HIGHTON	VIC	3216		Australia	<input checked="" type="checkbox"/>

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Ticket Screen - CCF

The screenshot shows a 'Ticket T000000295 (Confirmed)' screen with the following sections and callouts:

- Header:** Ticket T000000295 (Confirmed) [59]
- Flight Details:** Flight [1], Supplier: QF [21], Creditor: BSP [24], Ticket Nbr: 081 [26], 5765675645 [14], Tranx Date: 15-Sep-03 [2 & 58]
- Fare:** 181.82 [27], GST: 18.1 [22], CCCF Amount: 241.34 [35]
- Fees:** Non Comm: 20.00 [28]
- Discounts:** Table with % and Amount columns.
- Commission:** Fare: 5.00 [36], Amount: 10.00 [37]
- Taxes:** Table with Amount, GST, Status, % Amount columns.
- Totals:** Sell (25.66) [27], (4.10) [30], Nett (31.83) [30], (10.88) [30]
- Names:** ATKINS/SHANEMR [40]
- Flight Table:** Table with columns: Type, Supplier, Depart Date, Depart City, Arrive City, Status, Details. Row: Flight, QF, 01-Jul-04, MEL, ADL, HK, Class: Y [41]
- Buttons:** Reverse, Print, GST, Repeat, Payment, OK, Cancel, Help



Ticket Screen- CCF GST Button

Exclusive	GST	Exclusive
Fare: 181.82	18.18	200.00
Discount 1: 3.64	.36	4.00
Discount 2: .10	.01	.11
Commission: 9.90	.99	10.89
Supplier Fee: .00	.00	.00
Agent Fee: .00	.00	.00
Non Comm Fee: 18.19	1.81	20.00
Taxes: 19.40	1.94	21.34

Callout 32 points to Discount 1: 3.64

Callout 33 points to GST: 18.18 and Exclusive: 200.00

Callout 34 points to Taxes: 19.40



Ticket Screen - IF RFT

Ticket Type: RFT Consultant: caro

Issue Details Service: Flight Supplier: QF Creditor: BSP
 Date: 16-Sep-03 Sales Code: Domesti Billing: W3703

Ticket Details Ticket Nbr:

Fare 181.82 GST: 18.18 Fare (incl): 200.00

Fees Non Comm: 20.00 **Cancellation Fees** Agent: 22.00 Supplier: 13.00 **Fare Details** Fare Basis: YL

Discounts % Amount
 1: 2.00 4.00

Taxes

GST Screen - IF RFT

Exclusive

Exclusive	GST	Inclusive
Fare: 181.82	18.18	200.00
Discount 1: 3.64	.36	4.00
Discount 2: .10	.01	.11
Commission: 9.90	.99	10.89
Supplier Fee: 11.82	1.18	13.00
Agent Fee: 20.00	2.00	22.00
Non Comm Fee: 18.19	1.81	20.00
Taxes: 19.40	1.94	21.34

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OK Cancel



Ticket Screen - IF NET

Ticket
Close

Create New
Create from Quote
Type: NET
Consultant: Jim
GST: No
Tranx Date: 21/08/05

Issue Details

Service: Flight Supplier: CA Creditor: BSP

Date: 21/08/05 Sales Code: Internat Billing: W3305

Ticket Details

Ticket Nbr: 999 5785238572 Conjunction:

Nett Remit Code: NR0009

Fare

Fare: 1,900.00

Nett Remit

1,800.00 Sell: 54 Nett: 1,600.00

Fees

Non Comm: .00

Nett Remit

55 Remark: 56

Discounts

%	Amount
1: 10.53	200.00

Commissions

Fa	38	39
Taxes:		60
Suppl.:	12.05	229.00
Total:		400.00
Override:	.00	.00

Taxes

Code	Amount	GST	Status	%	Amount
XT	100.00			0.00	0.00
100.00					0.00

Requisition Totals

Total excl.	inc. GST
2,000.00	2,000.00
Sell	
1,800.00	1,800.00
Nett	
1,600.00	1,600.00

Marketing Code: WALKIN

Names

RENQUIST/TIMMSTR

Quotes

Nbr	Date	ID	Type	Supplier	Cost/Ref	Qty	Per	Unit Price	Duration	GST	Sell	Com
1	30/04/05	105	Coach	GX	Cost	2	Person	122.00	1	Y	244.00	
Total:											244.00	

Reverse
Print
GST
Payment
Custom
OK
Cancel
Help





Other Fields

- 3. Tranx Month - The month in which the transaction was entered.
- 6. Trip Departure Month - The month in which the Departure Date falls.
- 9. Company Group ID – Currently does not have a function.
- 11. Debtor ID - If client is linked to trip and the client file is linked to a debtor file. Ticket does not have to be invoiced.
- 13. Supplier Name - Full name of supplier (per Supplier ID in field 10)
- 19. Creditor Name - Full name of Creditor (per Creditor ID in field 18)
- 20. Service Type – Abbreviated initial of Service Type (per Service Type Name in field 46)
- 23. Tranx Consultant Name – Full name of Transaction Consultant (per Tranx Consultant ID in field 24)
- 48. Trip Consultant Name - Full name of Trip Consultant (per Trip Consultant ID in field 47)
- 50. Trip Status Name – Full description of Trip Status (per Trip Status Code in field 49)
- 52. & 53. Client Family Name & Client Given Name – Full Trip Client Name (per Client Code in field 51) associated to the Passenger against the Ticket or Cheque Requisition.
- 57. GST In – GST on Net payable to Creditor

