

CrossCheck Travel 3.1

Enhancement Guide





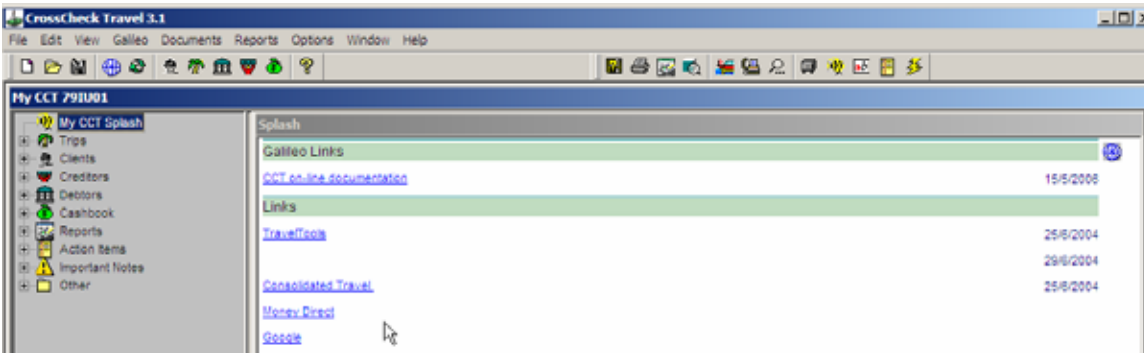
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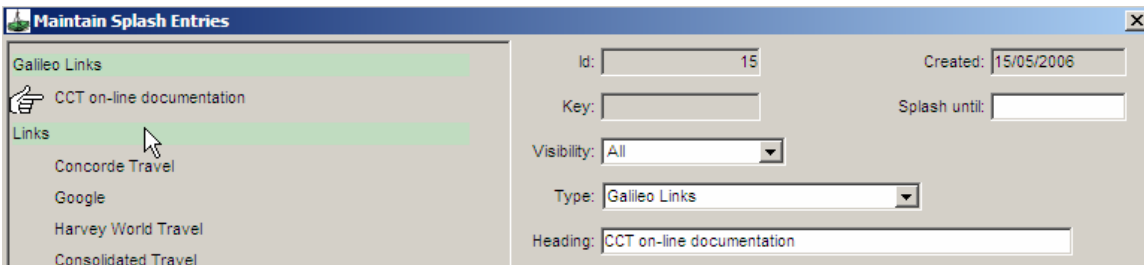
New Splash Entry

The Version 3.1 Upgrade will automatically add a new Splash entry called *CCT on-line documentation*. This new Splash entry will display on your Splash Screen in a new Splash Screen category called *Galileo Links*.



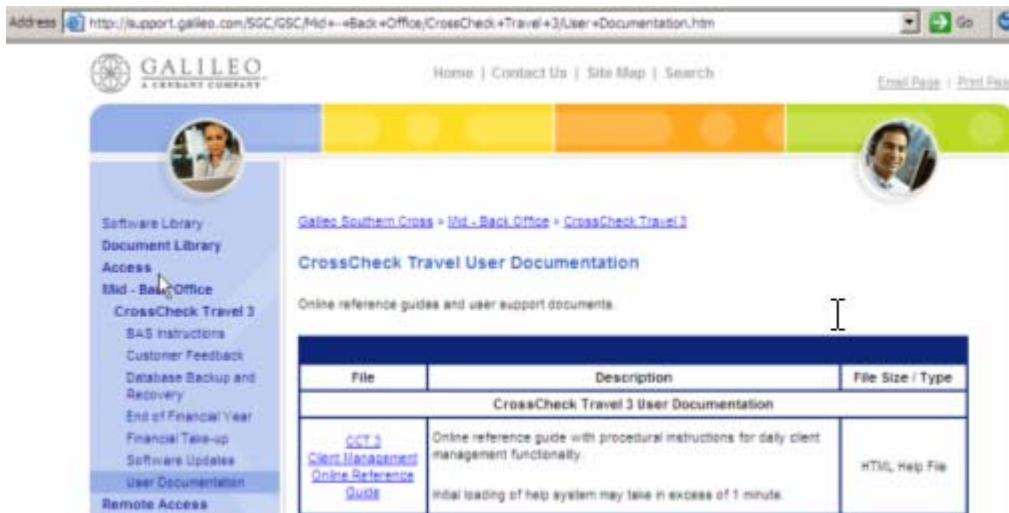
This Splash entry contains a Hyperlink that when selected will direct you to the CrossCheck Travel User Documentation section of the updated Galileo Support Website.

Please Note: The CCT on-line documentation link can be edited via the Maintain Splash Entries screen but this Splash Entry cannot be deleted.



Updated Galileo Support Web Site

The selection of the *CCT on-line documentation* Splash Entry or alternatively accessing the *Help, Contents F1* option from the Main Menu will now display the following web page:



The screenshot shows a web browser window with the address <http://support.galileo.com/50C/GSC/Mid+-+Back+Office/CrossCheck+Travel+3/User+Documentation.htm>. The page features the Galileo logo and navigation links. A left-hand menu lists various support topics, with 'User Documentation' selected. The main content area is titled 'CrossCheck Travel User Documentation' and contains a table of online reference guides.

File	Description	File Size / Type
CrossCheck Travel 3 User Documentation		
CCT 3 Client Management Online Reference Guide	Online reference guide with procedural instructions for daily client management functionality.	HTML, Help File
	Initial loading of help system may take in excess of 1 minute.	

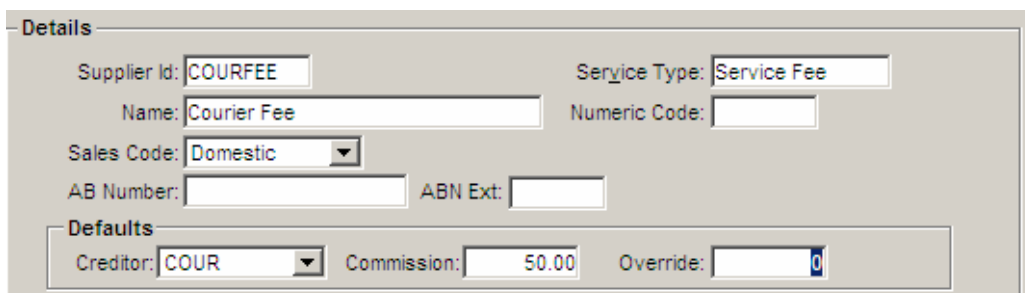
All Crosscheck Travel documentation including the On-Line Reference Guide are available for you to read or download from this new Support Web Site.

Flexible Commission Rate on Fees

It is now possible to set up some Fee types so that the Commission Rate is a percentage less than 100%. This option would be used when the agency is not deriving the total revenue from the fee being charged to the customer.

e.g. A standard courier fee is (\$15.00 plus GST) charged to the Travel Agency and the Agency adds on an additional \$15.00 so that cost to the customer is a total of \$30.00 plus \$3.00 GST.

To set up a Fee in this way, the applicable Commission Percentage rate is entered in the Supplier Profile in the *Commission* field:



The screenshot shows a 'Details' form for a supplier profile. The 'Supplier Id' is 'COURFEE' and the 'Service Type' is 'Service Fee'. The 'Name' is 'Courier Fee' and the 'Numeric Code' is empty. The 'Sales Code' is 'Domestic'. The 'AB Number' and 'ABN Ext.' are empty. In the 'Defaults' section, the 'Creditor' is 'COUR', the 'Commission' is '50.00', and the 'Override' is '0'.



When this Fee is used by the standard methods (downloaded from Galileo Fee Manager or entered manually), the Fee Total will be the full amount of the fee being charged to the customer.

Fee	Sales Code	Service Type	Supplier Id	Amount	GST	Fee Total	Per
COURIER FEE	Domestic	Service Fee	COURFEE	30.00	3.00	33.00	Total
Courier for VISA Application				30.00	3.00	33.00	

Change: Yes Delete: Yes Source: USER

A Cheque Requisition subsequently created from the Service Fee will generate a transaction that has the applicable amount of commission but also a Net Amount payable to the Creditor. The amount payable to the Creditor can later be included in a Payment entry incorporating other outstanding amounts.

Type: CQC Consultant: Jeanne GST: Yes Tranx Date: 14/02/2006

Issue Details
 Service: Service Fee Supplier: COURFEE Creditor: COUR
 Date: 14/02/2006 Sales Code: Domestic

Fare
 30.00 GST: 3.00 Fare (incl): 33.00

Fees
 Non Comm: .00

Commissions
 Fare: 50.00 Amount: 16.50
 Taxes: 0.00
 Total: 16.50
 Override: .00 .00

Taxes

Tax				Commission	
Code	Amount	GST	Status	%	Amount
	.00				
	.00				0.00

Requisition Totals

Total excl.	inc. GST
30.00	33.00
Sell	
30.00	33.00
Nett	
15.00	16.50

Segments

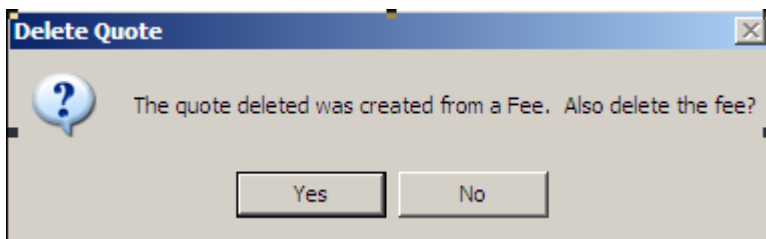
Type	Supplier	Depart Date	Depart City	Arrive City	Status	Details
4	COURFEE					



Deleting of Fees

It is now possible to delete a Fee that has a Quote or Cheque Requisition attached, but you must first delete the related Quote or reverse the Cheque Requisition.

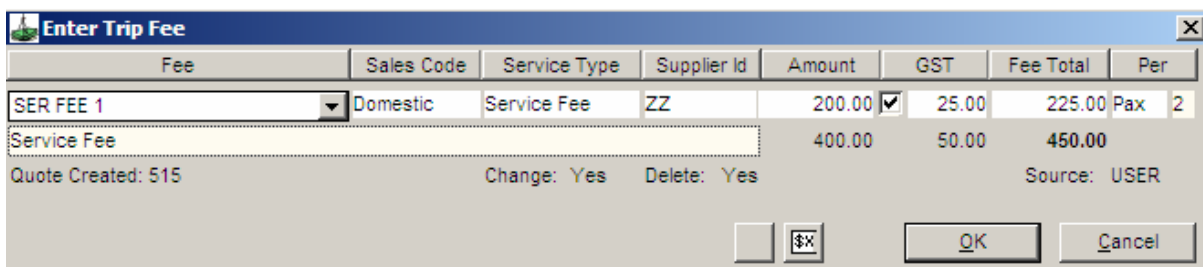
When a Quote is being deleted, the system will check whether this Quote was originally created from a Trip Fee. If it was generated from a Fee, the following prompt will appear so that the user can delete the original fee as part of this process. In this situation, you would usually Click on Yes to complete the deletion process of the Quote and the attached Trip Fee.



When reversing a Cheque Requisition that was created from a Fee, no prompt will appear. However, you can now go into the Fee tab and delete the fee by highlighting it then pressing the {CTRL and D} keys simultaneously.

New *Per* and *Quantity* Fields in the Fees Tab

The updated Fee window now has an additional field labelled *Per* which allows for a method of calculating Fees per *Pax* (*Passenger*) or as a *Total* amount. There is also a space to enter the *Quantity* of Passengers for the purposes of calculating the total fee amount. When a Fee is created using the pax option in the *Per* field, the pax quantity will be automatically calculated from the number of passengers on the Trip file.



Please Note: When using the Quick Quote screen, the Fee Rule being used must be set as 'Per' otherwise the Fee will need to be added for each passenger on the Quote.



When converting a Fee into a Quote, the value entered into the Quantity field on the Fee is copied into the Quantity field of the Quote.

Trip Quote

Detail Segments Names Custom Data Comments

Service: **Service Fee** Discount1: .00 % 0.00 Fare exc Inc. GST
 Supplier Id: ZZ Discount2: .00 % 0.00 400.00 450.00
 Sales Code: Domestic Commission: 100.00 % 450.00 Total
 Creditor Id: SF DOM GST: Yes 400.00 450.00
 Quantity: 2 Applies to Trip: Sell
 Unit Price: 225.00 Marketing: 400.00 450.00
 Per: Person Nett
 0.00 0.00

A further change within the Fees Tab is that the calculated total amount field of the Fee will display on the Fee Tab beneath the individual fee values.

Trip Segments Fees Quotes Clients Freq Flyer Accounting Comments

Fee	Sales Code	Service Type	Supplier Id	Amount	GST	Fee Total	Per	Source
LATE BOOKING FEE	Sundry	Service Fee	SRVFEE	110.00	0.00	110.00	Pax 2	USER
				Total:	110.00	0.00	110.00	
				Chq Rec:	0.00	0.00	0.00	
				Quote:	0.00	0.00	0.00	

Service Fee Quotes Generated from the Quick Trip Window

Fees entered in the Quick Trip window will now always appear in the Quotes grid below all other types of Quotes.

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	15/02/2006	4479	Flight	DJ	Cost	1	Person	200.00	1	Y	203.74	10.00	Yes
2	15/02/2006	4480	Service Fee	SRVFEE	Cost	1	Total	22.00	1	Y	22.00	22.00	Yes
3	15/02/2006	4481	Amendment F	SRVFEE	Cost	1	Total	55.00	1	N	55.00	55.00	Yes
Total:											280.74	87.00	280.74





Enhancements to the DIY Reports

IMPORTANT NOTE: For information to display in all these new fields, the **Refresh Sales Summary Data** option needs to be rerun for all past reporting dates.

These changes have been made into the DIY Reports Fields to include these new fields:

1. Design Sales Report

- a) **Payment Reference** has been added to display the Cheque/Payment Reference (for non Bulk Payment and non eNett Payment entries).
- b) **Payment Bulk Pay Id** has been added to display the Bulk Payment /ePayment Reference for Bulk Payment or eNett Payment entries.
- c) **Payment Date** will display the date a ticket or cheque requisition was paid. This includes ticket or cheque requisitions that have been included in a Bulk or eNett payment.
- d) The Cheque Requisition field called **Dep** is now available for selection in the Design Sales Report by choosing the **Deposit** field. The field will be useful if saving the report data as an Excel Spreadsheet so that a 'less Deposit' calculation could be made to display the correct fare amounts of bookings that contain payments for a Deposit and a Final Balance.
- e) The **Transaction Status** field has also been added in DIY Sales Reports to show reversed (R) or cancelled (X) status transactions.
- f) The **Ticketing Due Date** from the main Trip Screen is now able to be selected in the DIY Sales Report.
- g) A **Debtor** field has also been created in the DIY Sales Report. This will only be populated when the sales transaction comes from a Trip that is linked to a Client which has a Debtor Code assigned from the Debtor Profile.

2. Design Quote Report

This DIY Quote Report has been enhanced to include a field called **Marketing Code**.

The **Marketing Code** entered into the Quote will display on the DIY Quotes Report OR if a Code was not entered into a Quote, this Report will pickup the Marketing Code on the Trip (if available).

3. Design Client Report

The **City Name** has been added to the Design Client Report which will be of benefit when generating mailing lists from your Clients' addresses.

4. Other Changes

In general, the field names displayed in the MyCCT Reports have been altered so the format of names are consistent with showing in Upper and lower case.





Changes to Documents

Service fees on Invoice and Credit Notes

Service fees will now appear as the last item(s) on Debtors invoices and credit notes

Affected Documents

- Invoice(s)
- Credit Note(s)
- Proforma Invoice
- Proforma Credit Note

Address format changed on Invoice and Credit Note documents

Previously these documents were addressed to the Client not the Debtor, i.e.

Christian Cullen
Galileo Southern Cross
P O Box 106151
Auckland

CCT 3.1 now addresses these documents to the Debtor not the Client, i.e.

Galileo Southern Cross
P O Box 106151
Auckland
Attn: Christian Cullen

This address format change will apply to each of the following CCT documents:

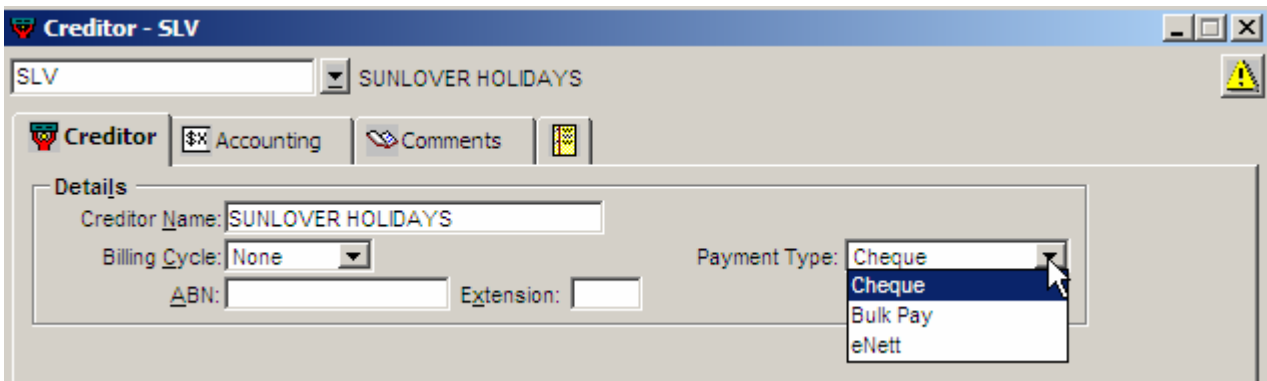
- Invoice
- Invoice - Quote
- Credit Note
- Credit Note - Quote
- Proforma Invoice - Tax Invoice
- Proforma Credit Note - Tax Invoice



Changes to the Creditor Setup Screen

The ability for CCT to upload payment request files to the internet based **eNett** system, has necessitated a change within the main Creditors Screen. The *Payment Type* field now has an extra option called *eNett* which only needs to be selected when using the CCT/eNett Payments interface.

Also, the previous *Payment Type* called *ePayment* has been renamed to be called *Bulk Pay* (so as to avoid confusion with the *eNett* Payment Type). During the Version 3.1 upgrade process, all existing Creditors that had a Payment Type of *ePayment* will have been converted to now display with a Payment Type of *Bulk Pay*.

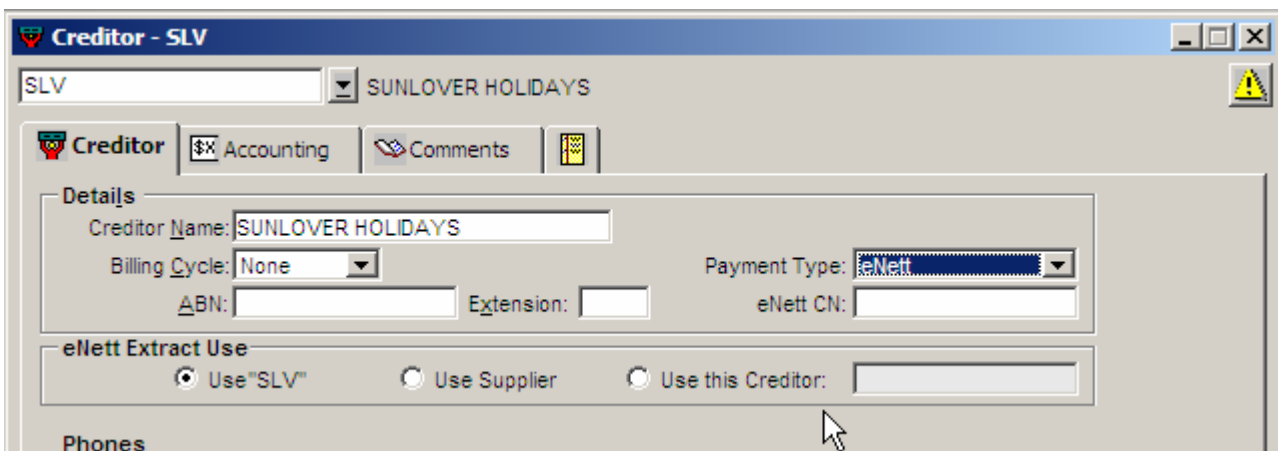


The screenshot shows the 'Creditor - SLV' window with the 'Details' section. The 'Payment Type' dropdown menu is open, showing options: 'Cheque', 'Cheque', 'Bulk Pay', and 'eNett'. The 'Creditor Name' is 'SUNLOVER HOLIDAYS', 'Billing Cycle' is 'None', and 'ABN' and 'Extension' fields are empty.

Instructions only applicable to agencies using the eNett Payment system

Selecting the *eNett* Payment Type will reveal the *eNett CN* field, which is non mandatory and is solely used to store the eNett Client Number if using the eNett Payment system.

Also if selecting the eNett Payment Type, an extra box will appear on screen titled *eNett Extract Use*.



The screenshot shows the 'Creditor - SLV' window with the 'Details' section. The 'Payment Type' is now 'eNett'. The 'eNett CN' field is visible and empty. Below the 'Details' section, the 'eNett Extract Use' section is visible with three radio buttons: 'Use "SLV"' (selected), 'Use Supplier', and 'Use this Creditor:'. The 'Phones' section is partially visible at the bottom.



Within the eNett Payment Use box are three options which will determine the way that Creditor or Supplier Codes are extracted into the eNett Extraction Files.

Use “the open Creditor Code”

In the previous example, the code SLV is the Creditor Code being updated and this is the code displayed as the *Use the open ‘Creditor Code’ option*. This will be the most commonly utilized method of extracting Creditor data so it is the default selection within this screen

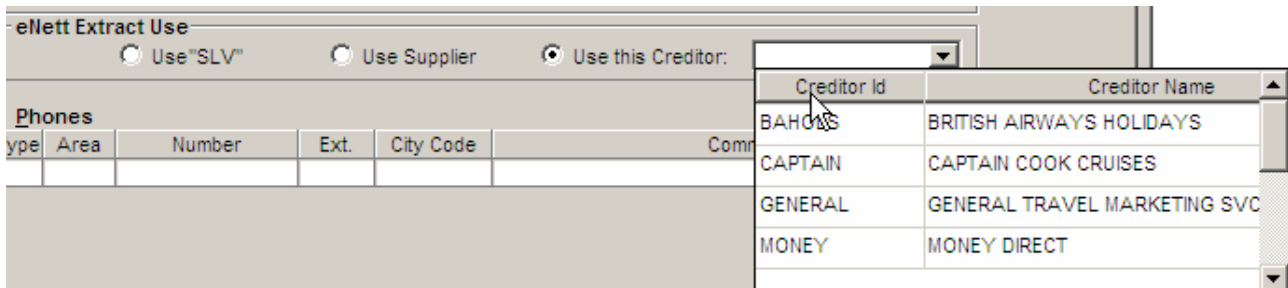
Use Supplier

This setup would be used when a single Creditor Code is used in CCT to cater for payments for two different but allied travel companies eg GLOBUS COSMOS.

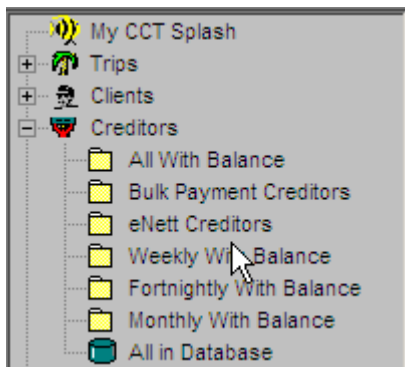
The eNett Payment extraction will select the Supplier Code that was saved into the Cheque Req or Ticket that is being uploaded to eNett for Payment.

Use this Creditor

Selecting the ‘Use this Creditor’ radio button, will display a list of other Creditors that have already been designated with a Payment Type of *eNett*. From the available list, an alternative Creditor will then need be selected. When Tickets or Cheque Requisitions are generated for payment through eNett, the extraction file will be updated with the nominated ‘alternative’ Creditor saved into the Creditor profile.

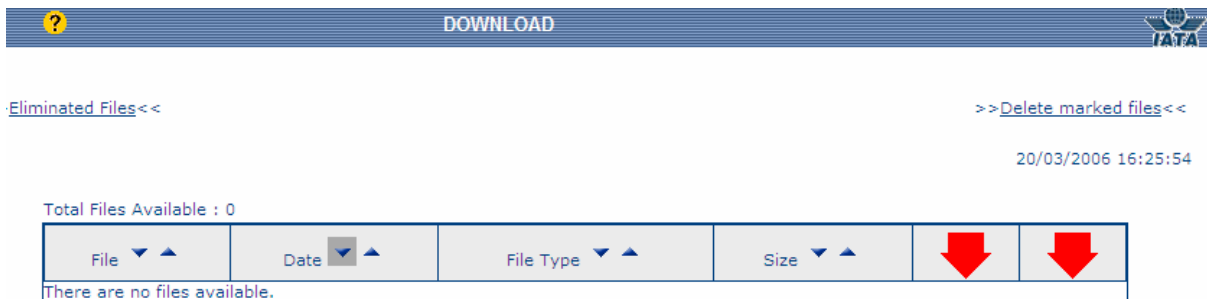


The MyCCT Creditors options have also been altered to reflect the changes in the Creditor *Payment Type* field:



BSP Auto Reconciliation –of BSP ASCII Files

Within CCT, a new option exists in the BSP Reconciliation module allowing reconciliation of BSP file types that have an extension of .ASC. The ability to reconcile these File Types (often referred to as 'S and T' files) is therefore available to all agencies that ticket through BSP but you may need to send a request to IATA BSP by email to cssyd@iata.org for these files to be available on the BSP Link *Download* page (shown below).



Also, to help with the migration to this updated file format for the BSP Reconciliation, the *Maintain Billing Periods* screen has been adapted to include a new column called *BSP Rec Id*. The information entered into this field is required to match the header record in the BSP ASCII files. The BSP auto reconciliation in CCT will not function unless these numbers have been entered into the *Maintain Billing Periods* screen.

For the 2006 calendar year, the listing of applicable BSP Rec IDs has been supplied and implemented as part of the V3.1 upgrade. For future years, the BSP Rec IDs will be supplied in subsequent CCT upgrades and/or these numbers can be manually input into the *Maintain Billing Periods* screen in CCT:

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

The actual BSP Reconciliation process in CCT remains the same as previous versions but the instructions for using this function have been updated and are included in the next section.



BSP Processing

The IATA BSP reconciliation can be processed by either:






- Downloading the IATA report using BSP Link and importing it into CCT, or
- Using the Approval and Payment method of Creditor payment.

Downloading the BSP Link Report

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

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

Total Files Available : 21

File	Date	File Type	Size	Download	Delete File
AUaz02340000_20060321_Agent Daily Net Error Report.zip	22/03/2006 05:00:06	Billing Files - UNISYS	34.19kb	 Download	<input type="checkbox"/> Delete File
AUaz02340000_20060320_Agent Daily Net Error Report.zip	21/03/2006 01:37:16	Billing Files - UNISYS	35.00kb	 Download	<input type="checkbox"/> Delete File
AUaz02340000_20060317_Agent Daily Net Error Report.zip	18/03/2006 09:50:47	Billing Files - UNISYS	35.01kb	 Download	<input type="checkbox"/> Delete File
AUaz02340000_20060303_Agent Billing.zip	18/03/2006 03:35:00	Billing Files - UNISYS	116.37kb	 Download	<input type="checkbox"/> Delete File
AUaz02340000_20060303_Agent Billing ASCII.zip	18/03/2006 00:49:22	Billing Files - UNISYS	1.95kb	 Download	<input type="checkbox"/> Delete File

2. A window similar to the following will appear after clicking the download button. Click on the link as requested in this window.

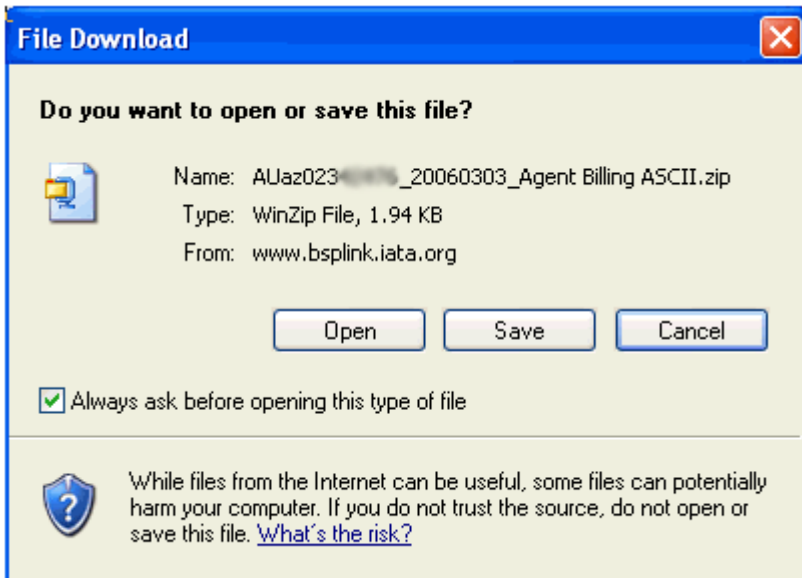
Files have been generated to be downloaded. Please, click the link below. Note that file data is compressed, and, therefore, WinZip program should be installed in your PC in order to uncompress the file. If you have any question related to this issue, please, refer to BSP Home Page or contact the BSP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

File ready for downloading.

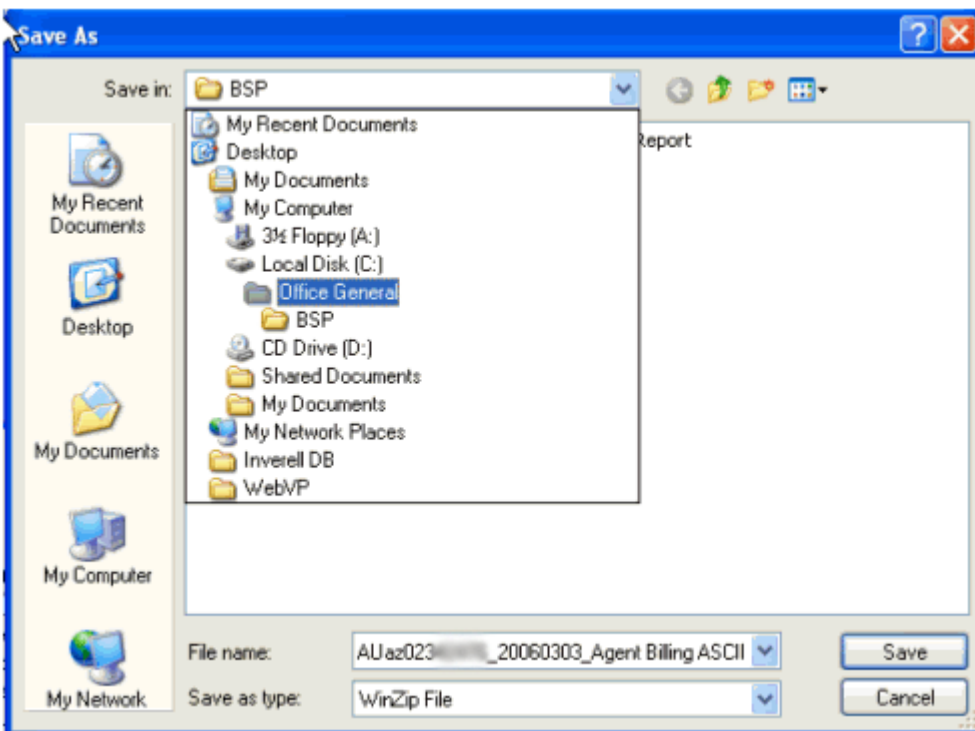
[AUaz02340000_20060303_Agent Billing ASCII.zip](#)



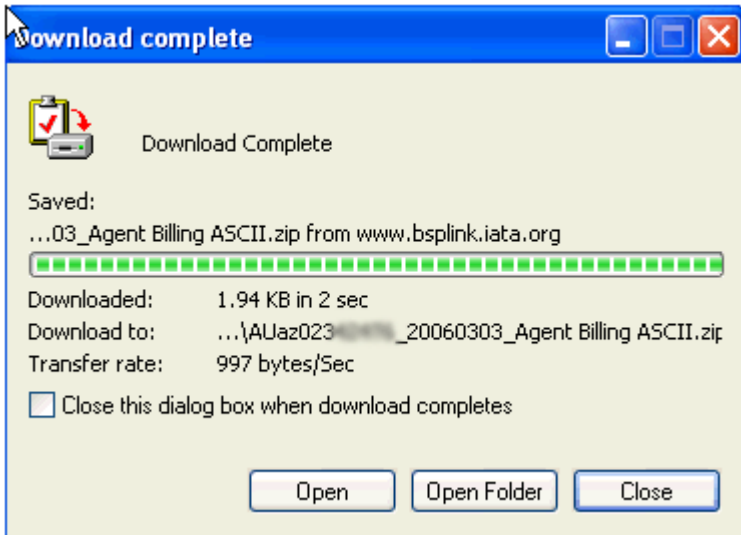
3. A File Download screen will display a message.



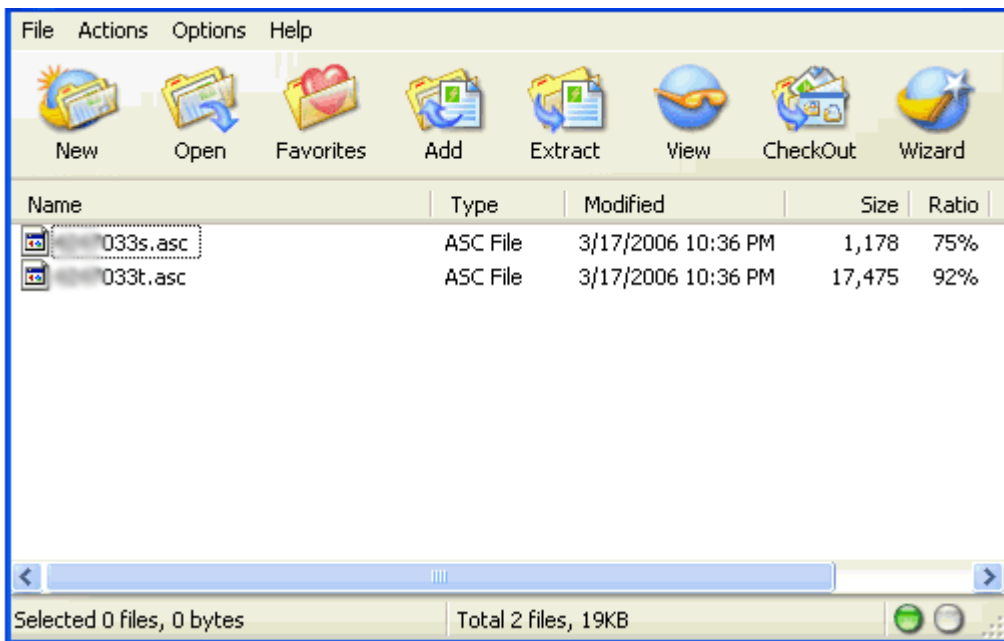
4. Click on **Save** and select the location for this file. A folder called BSP could be created on a common drive providing access for all users. The **Save In** box at the top must show the selected folder.



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



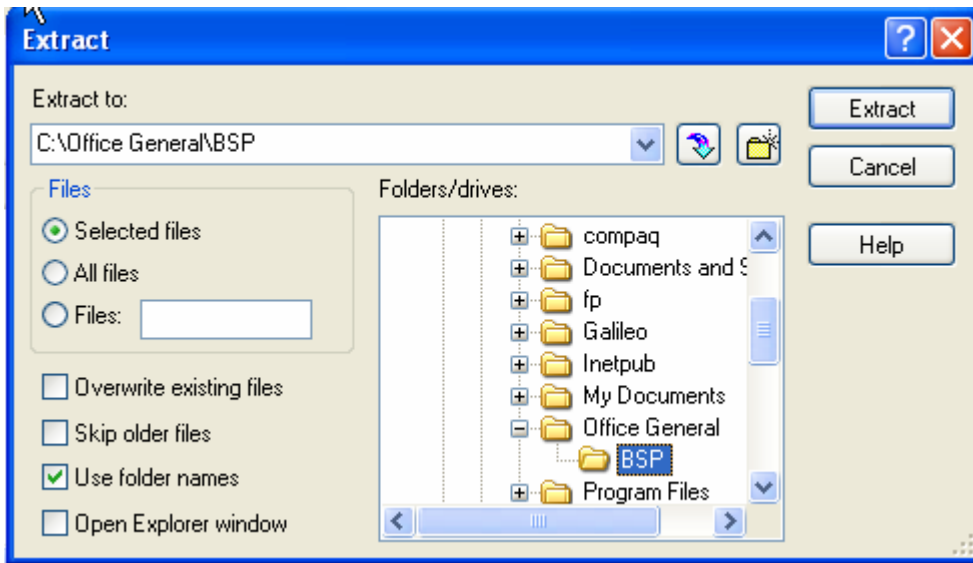
6. Click **Open** to display a window similar to the one below.



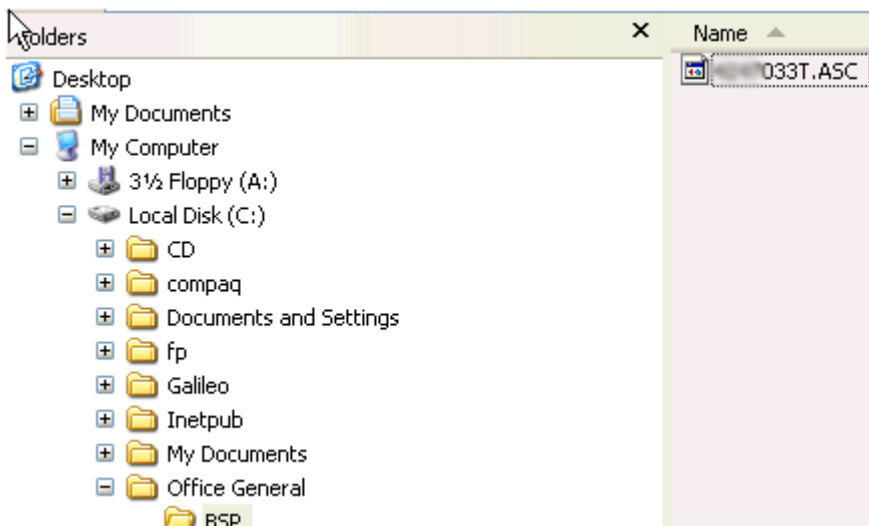
- Two files will be displayed. The larger file (i.e. 17,475kb) is the file to import into CrossCheck Travel.

Right Click over the zip folder and select Extract.

Save the BSP Billing file to your local directory and immediately amend the file name to the applicable CCT billing period code (e.g. W1006.asc)

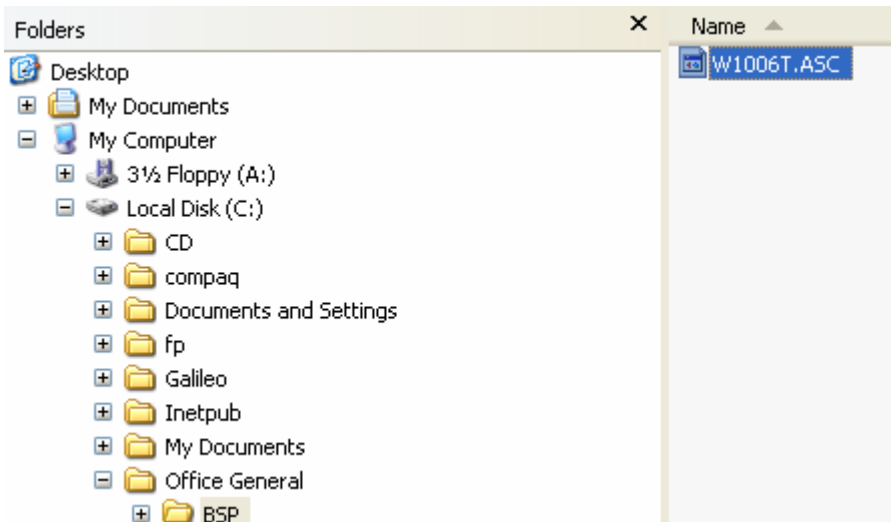


- The BSP Billing file will now be available from it's saved location. E.g. C:/Office General/BSP to be renamed ready for downloading into CrossCheck Travel.



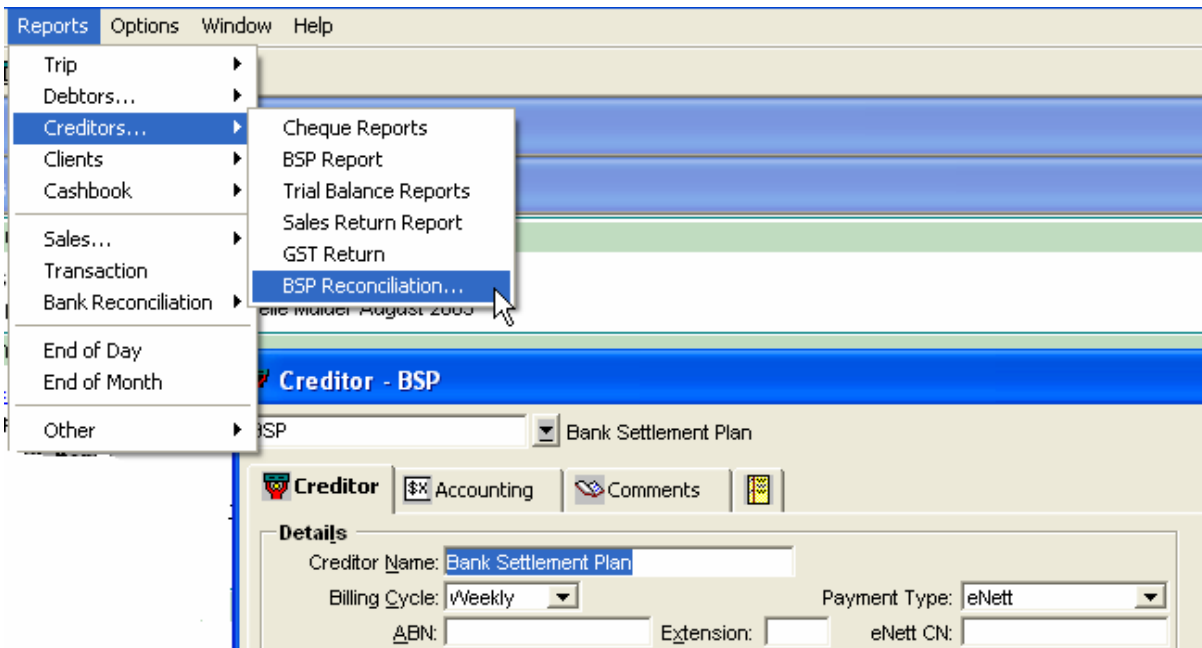
9. Rename the file to something relevant such as the billing period it relates to. (e.g. W1006.asc)

- The file name must end in **.asc**
- This is the file that will be imported into CrossCheck Travel.



Processing BSP Using BSP Link Report

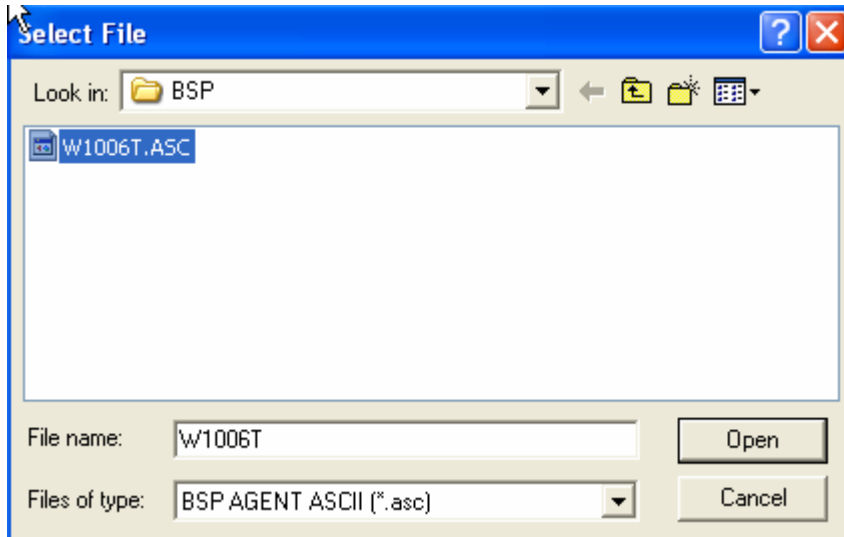
1. Open the Creditor BSP and click on the **Reports** menu, **Creditors** and **BSP Reconciliation**.



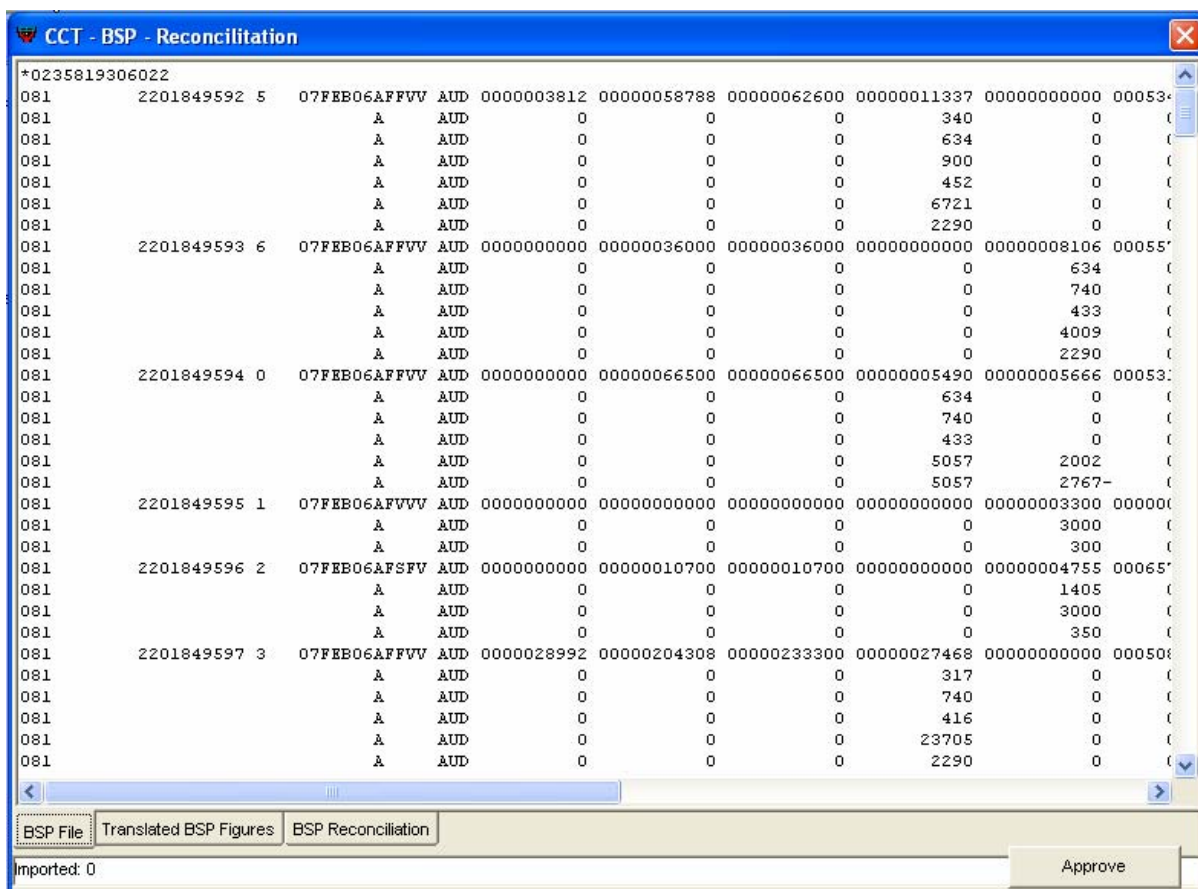
10. The BSP Reconciliation Report screen will appear with Select File window open.



- Click on the folder required (e.g. BSP) to move it into the Look In box at the top of this window. This will then display the W1006T.asc file to be imported into CrossCheck Travel.



- Click on the ASCII file (W1006T.asc) so that it becomes the File Name, then click on **Open**.
- The BSP Billing will then merge into the CCT - BSP Reconciliation window.





14. The BSP File tab displays the Billing directly from IATA BSP.
15. Click on the Translated BSP Figures tab to display the transactions entered into CCT for this Billing Period. An automatic match between the BSP Billing Received and the Transactions entered into CCT is then produced.

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
081	2201849592	38.12	587.88	.00	.00	113.37	5.34	33.44	3.34	114.71	DC	36173653600026 *	TKT
081	2201849594	.00	665.00	.00	20.02	68.64	5.31	35.30	3.53	16.07	DC	36173653600091 *	TKT
081	2201849595	.00	.00	.00	33.00	.00	.00	.00	.00	.00	DC	36173639049959 E	TKT
081	2201849597	289.92	2,043.08	.00	.00	405.70	5.08	118.53	11.85	434.22	DC	36173639043903 *	TKT
081	2201849598	38.13	587.87	.00	.00	113.37	5.34	33.44	3.34	114.72	DC	36173653600024 *	TKT
081	2201849599	.00	469.00	.00	.00	111.37	5.62	26.38	2.63	25.16	DC	36173653600190 *	TKT
081	2201849600	.00	664.00	.00	.00	130.87	5.44	36.13	3.61	85.53	DC	36173653600190 *	TKT
081	2201849601	.00	479.00	.00	.00	124.96	5.73	27.45	2.74	25.13	DC	36173653600190 *	TKT
081	2201849602	.00	560.00	.00	.00	120.47	5.52	30.93	3.09	30.66	DC	36173653600190 *	TKT
081	2201849604	.00	660.00	.00	.00	114.26	5.31	35.02	3.50	37.71	DC	36173653600190 *	TKT
081	2201849605	.00	490.00	.00	24.51	58.18	5.52	27.07	2.70	4.07	DC	36173653600059 *	TKT
081	2201849606	.00	730.00	.00	.00	133.51	5.38	39.25	3.92	41.14	DC	36173653600059 *	TKT
081	2201849607	.00	702.00	.00	21.67	77.55	5.31	37.29	3.72	16.74	DC	36173653600190 *	TKT
081	2201849608	.00	650.00	.00	26.39	76.22	5.42	35.25	3.52	12.05	DC	36173653600059 *	TKT
081	2201849609	47.13	1,102.87	.00	.00	175.51	5.24	60.25	6.02	156.37	DC	36173653600059 *	TKT
081	2201849610	4.86	470.14	.00	.00	91.11	5.38	25.56	2.55	67.86	DC	36173639041253 *	TKT
081	2201849611	106.37	1,453.63	.00	.00	201.06	5.13	80.05	8.00	219.38	DC	36173639048282 *	TKT
081	2201849612	.00	.00	.00	.00	.00	.00	.00	.00	.00			TKT
081	2201849614	.00	1,115.00	.00	.00	206.86	5.37	59.92	5.99	62.87	DC	36173653600190 *	TKT
081	2201849615	7.21	259.79	.00	.00	57.44	5.52	14.75	1.47	48.43	DC	36173653600067 *	TKT
081	2201849616	35.14	569.86	.00	.00	111.27	5.35	32.39	3.23	110.79	DC	36173639046161 *	TKT

Imported: 0 Approve

16. The colour coding in this report is
 - **Green** for CCT figures
 - **Blue** for the BSP billing figures
 - **Maroon** is the difference between CCT and the BSP billing.



CCT - BSP - Reconciliation													
CCT *	BSP *	* Comparison *										Total Approved:	2393.21
CF	TKT											Total Variance:	CREDIT 0.07
upp	Transaction Values	Late Rep	Taxes	Commission	Balance								
num	Cash	Credit	(Incl GST)	Cash	Credit	Rate	Amount	Tax	Payable	Trip / Tranx			
ode	Ticket Nbr												
181	1649289358	0.00					7.40	0.74	-7.40	LH67SMV230703	<input checked="" type="checkbox"/> Approve		
181	1649289358	0.00	123.00	0.00	0.00	5.47	6.73	0.67	-7.40	T000000250			
	onj:	0.00					0.67			23/07/03			
	sch:	BSP c/c: VI	4940526550093511				T000000250			7/07/03			
181	1649289359	210.44					12.52	1.25	237.90	MPFSNA230703	<input checked="" type="checkbox"/> Approve		
181	1649289359	212.00	0.00	0.00	38.41	0.00	5.37	11.38	1.13	237.90	T000000255		
	onj:	-1.56					1.14			23/07/03			
	sch:	BSP c/c: C	SHPSC commission				T000000255			7/07/03			
181	1649289360	240.03					14.21	1.42	273.73	MPFSNA230703	<input checked="" type="checkbox"/> Approve		
181	1649289360	242.00	0.00	0.00	45.94	0.00	5.34	12.92	1.29	273.73	T000000254		
	onj:	-1.97					1.29			23/07/03			
	sch:	BSP c/c: C	SHPSC commission				T000000254			7/07/03			
181	1649289361	119.02					7.57	0.75	147.42	MPFSNA230703	<input checked="" type="checkbox"/> Approve		
181	1649289361	121.00	0.00	0.00	33.97	0.00	5.68	6.87	0.68	147.42	T000000253		
	onj:	-1.98					0.70			23/07/03			
	sch:	BSP c/c: C	SHPSC commission				T000000253			7/07/03			
181	1649289362	119.02					7.57	0.75	147.34	MPSL2M230703	<input checked="" type="checkbox"/> Approve		
181	1649289362	121.00	0.00	0.00	33.93	0.00	5.68	6.87	0.68	147.38	T000000252		
	onj:	-1.98					0.70		-0.04	23/07/03	-0.04		
	sch:	BSP c/c: C	EQUEPSC				T000000252			7/07/03			

17. Scroll through the report, approving tickets by clicking in the approve box. CCT automatically ticks CCT transactions for approval which have a variation of ten cents or less either way. The total Variance amount is displayed at the top of the report.
18. Click the Approval button at the bottom of the screen to approve all ticked transactions.
19. Adjustments, reversals and re-entries can be made to any remaining tickets which must be approved in the normal way.
20. Payment is made in the usual manner via the Payment screen.



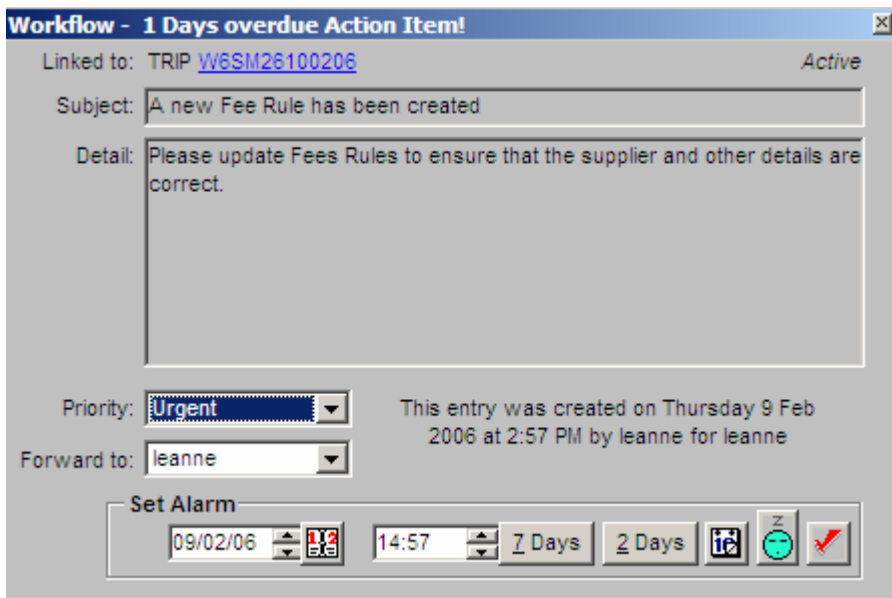
Galileo Fee Manager Integration

Please Note: This change is only applicable to agencies that are Galileo FeeManager subscribers..*htm*

Auto Creation of FEE RULES

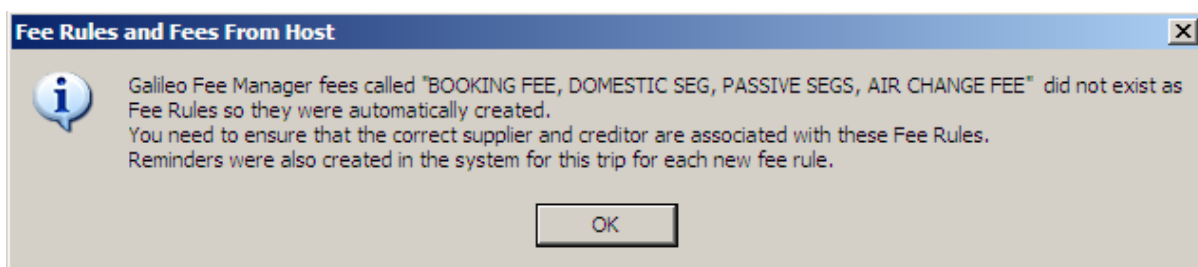
CCT can now automatically create new Fee Rules as they are downloaded from Booking Files than contain Galileo Fee Manager charges.

If the Fee Rule does not already exist in the CCT database, it is created automatically in the CCT Fee Rules Table based on the information received in the Notepad. Once the Fee Rule is created, the Consultant receives a Workflow Alert informing them of the creation of a new Fee Rule.



The Consultant adds the required information (such as Supplier and Creditor) to the Fee Rule so it can be used in subsequent transactions.

Also, when the Fee Tab is opened in the applicable Trip File, a similar message to the example below will display to alert the consultant that maintenance may be required on the new Fee Rule:





To update the Fee Rule in CCT, go to Options/tables/Fee Rule and the newly created Fee Rule will be at the top of the screen. Update the Sales code and Supplier as necessary. The Supplier ID defaults to the first ID in the Supplier ID list. Also the description of the Fee that has been created from the Booking File download, eg 'AIR CHANGE FEE from Fee Manager' should be changed so that this text is meaningful to the customer on documents such as Invoices.

Fee Name	Sales Code	Service Type	Supplier Id	Fee Amount	Fee Tax	Fee Total	Per
AIR CHANGE FEE	International	Service Fee	ALLIED	20.00	0.00	20.00	Total
Description: AIR CHANGE FEE from Fee Manager							
ALLED COURIER	Domestic	Service Fee	COURFEE	20.00	2.00	22.00	Total
Description:							
BOOKING FEE	International	Service Fee	COURFEE	15.00	0.00	15.00	Total
Description: BOOKING FEE from Fee Manager							

After saving the changes, return to the Trip, double click on the Fee and update the Sales Code and Supplier or re-select the Fee so that the updated Fee Rule information is brought into the Fee screen.

Fee	Sales Code	Service Type	Supplier Id	Amount	GST	Fee Total	Per
AIR CHANGE FEE	Domestic	Service Fee	ZZ	20.00	2.00	22.00	Total
AIR CHANGE FEE from Fee Manager							
Change: Yes							
Source: GALILEO							
Cancel							

ID	Name
ALLIED	Allied Express Courier
COURFEE	Courier Fee
TEST	Test Comm
ZZ	Service Fee





FeeNett Receipts Integration (Australian Agents Only)

Please Note: These instructions are only a summarised version of the full set of notes that are contained in a document titled *Integrating FeeNett Receipts with Crosscheck Travel* which is available to be downloaded from the [Galileo Support Website](#).

Using the Galileo FeeNett product allows the travel consultant to charge Service Fees and other Fees onto a customer's Credit Card via the Galileo system. FeeNett can also be used in conjunction with the Galileo Fee Manager product so that the combined generation and calculation of Fees is available within the Galileo host system

For Booking Files containing FeeNett Receipt information, the download into CCT will automatically create Trip Receipts and also an Invoice will be generated in the 'FeeNett' debtor awaiting funds to be received from eNett into your bank account.

There are four components to successfully generate FeeNett Receipts in the Galileo host system then to download these Credit Card charges into Crosscheck Travel. The steps are briefly described below and a full description of the instructions for integrating FeeNett with CCT is contained in the document titled Integrating FeeNett Receipts with Crosscheck Travel available from the Galileo Support web site:

Step 1: Perform the necessary **Maintenance Entries** in CCT (one off maintenance to add the new Credit Card types and a *FEENETT* Debtor)

Maintenance entries include:

- a) New Credit Card Type for each card eg Visa, Mastercard Amex that will be used to process charges through FeeNett
- b) New Debtor Profile in CCT with a debtor code FEENETT

Step 2: Create FeeNett Receipts in Galileo

Fees charged to your customer's Credit Card through FeeNett (via Galileo Desktop or Viewpoint) will update the Booking File Notepad with the receipt details

The details contained within these Notepads contain enough information to create 'FeeNett Trip Receipts' when the Booking File is downloaded into Crosscheck Travel.

Step 3: Download the relevant Booking File(s)

The Booking File download is performed through the standard process of clicking on the 'Download' icon from Galileo Desktop or Viewpoint.

Step 4: Import the FeeNett Banking File

On a daily basis, FeeNett will be crediting your bank account for the amounts charged to your customer's cards, less the applicable merchant fee. (same as Amex and Diners) This will be one single amount per day but the details of the credit amount will be in an attachment in an email sent from eNett to your designated email address. This file has to be saved from your email Inbox into a directory on your workstation to allow the import of the file into CCT.

The Import of a banking file will generate a Receipt on the FEENETT Debtor and the Debtor Invoice Allocation process is automatically performed for all matching outstanding amounts. The Invoice transactions will be updated to a Status of \$ and these amounts will be fully allocated to the Receipts contained within the FeeNett Import file





eNett Payables Integration (Australian Agents Only)

Please Note: These instructions are only a summarised version of the full set of notes that are contained in a document titled *Integrating eNett Payments with Crosscheck Travel* which is available to be downloaded from the [Galileo Support Website](#).

In Crosscheck Travel is now the ability to upload payment requests to the eNett website and to download & import payment details as received in emails from eNett. The import of the eNett payment data will automatically create payment entries in CCT, therefore saving time and increasing the accuracy of internet payment processing.

The steps required to setup to upload and download data between CCT and eNett are briefly described below. A full description of the instructions for integrating eNett with CCT is contained in the document titled *Integrating eNett Payables with Crosscheck Travel* available from the Galileo Support web site:

Step 1: Map your CCT creditor codes to the eNett Client Numbers (ECNs) on the eNett web site www.enett.com using your administrator login and password.

Step 2: Set the method of payment on each of your CCT creditor files to *eNett*.

Step 3: Create Cheque or Ticket Requisitions for eNett Payments in the same manner as for all other Creditor payments. That is, fill out one of these screens with the usual information and press OK to create the new transactions awaiting payment to the Creditor.

Step 4: Open any Creditor in CCT and create the eNett Extract File for payments due today. This file will be created into the eNett Payables Out directory on your local drive.

Step 5: Go to www.enett.com to upload the eNett Extract file to create the payments in eNett.

Step 6: Receive email from eNett and save attached file to eNett Payables In.

Step 7: Save and Import the eNett *Payables* file to create Payment entries in CCT

Step 8: Import Payables file to create payments in CCT.

