CrossCheck Travel 3.1

FeeNett Receipts

FeeNett Receipts

For subscribers to the Galileo FeeNett product, it is now possible in *CrossCheck Travel Version 3.1* to integrate the credit card charging process through Galileo with the accounting for these receipts in Crosscheck Travel.

Galileo FeeNett receipts will download and automatically create a receipt on the trip file accounting tab once you have upgraded to CCT 3.1. However to take advantage of the full accounting integration and automatically receipt and allocate the funds received from eNett agents must advise eNett that they would like to receive the daily FeeNett Receivables File by sending a request to support@enett.com three days prior to starting to use this feature.

There are four components to successfully completing the process of creating FeeNett Receipts in the Galileo host system then downloading these Credit Card charges into Crosscheck Travel. These steps are:

   a) Perform the necessary **Maintenance Entries** in CCT (one off maintenance to add the new Credit Card types and a *FEENETT* Debtor)
   b) **Create FeeNett Receipts** in Galileo
   c) **Download** the relevant Booking File
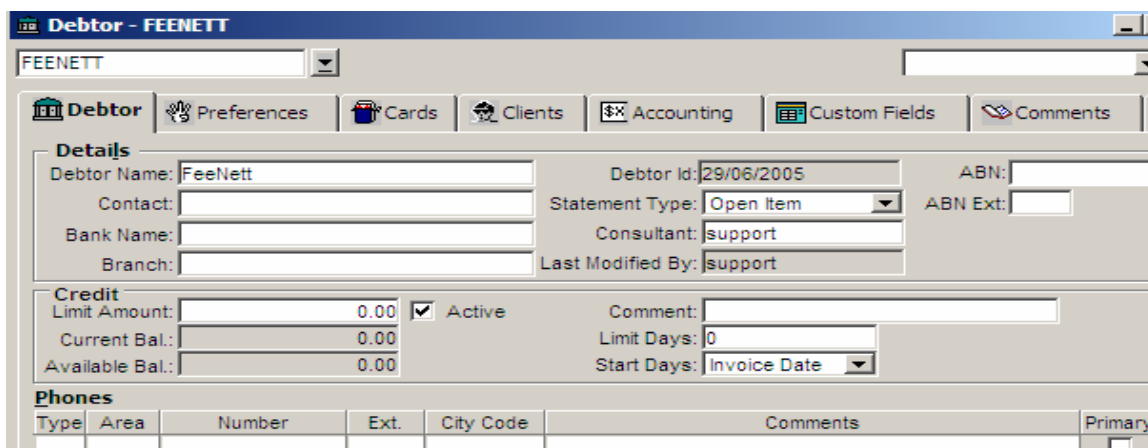   d) **Import** the FeeNett Banking File

Please Note: For agencies that are existing FeeNett customers and have been manually processing FeeNett Receipts in Crosscheck Travel, you will need to be aware that the first banking file received from eNett may contain some receipt transactions that you may have already manually processed. The best method of dealing with this situation is to reverse the manually created Trip Receipts and allow each FeeNett Receipt to be created automatically by the Booking File download process.

Maintenance Required in Crosscheck Travel

To account for FeeNett Charges generated through Galileo Desktop or Viewpoint Version 3, some initial setup is required in CrossCheck Travel. This is so that *FeeNett Receipts* will have a similar way of functioning as other Non Bankable Credit Card transactions.

New Debtor Code

Firstly FeeNett has to be created as a Debtor within the Debtors Module in Crosscheck Travel. The actual new code created for this Debtor must be in this format, **FEENETT** (one word).
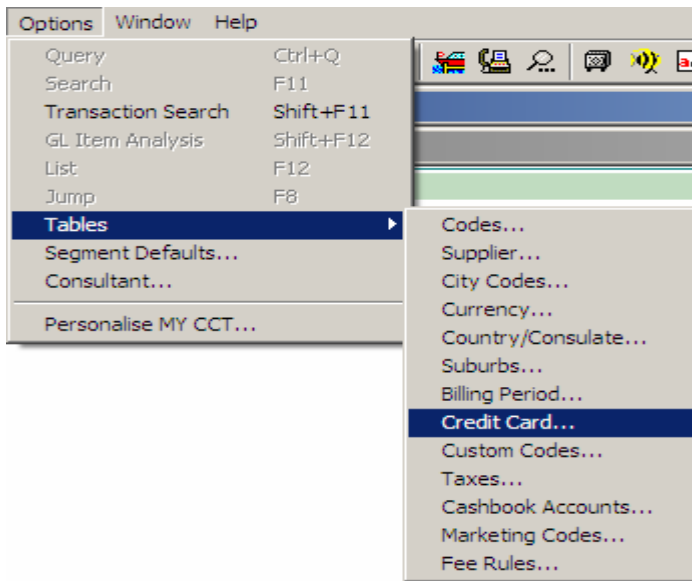
New Credit Card Setup

Each Card Company that will be used via FeeNett needs to be setup as a new Credit Card Type in the CCT Tables. This can't be one generic card type as you need to record the different Merchant Fee levels for each card charged when using FeeNett.

The Menu access to this screen is as follows:

These menu choices will then display the Credit Card Maintenance screen:

When the **New** button is selected and these fields needs to be actioned:

TYPE: This has to be a two letter code applicable to the card being setup. The required format is to have the first character of the code as 'F' for FeeNett followed by the first letter of the Credit Card Company. So for example, American Express card being used through FeeNett would be setup as FA, Diners Club would be FD, VISA is FV and so on.

DESCRIPTION: The suggestion method of completing this field is *FeeNett – Credit Card Company Name* eg FeeNett – AMEX

BRAND: This is a new field that is used to indicate which card company is the end issuer of the FeeNett Card Type. For example, the code *FM* might be used to signify that a Mastercard may be used to generate FeeNett Receipts, so that at the **Brand** field in the setup of the FM Credit Card screen, the code of MC for Mastercard would be entered. The only impact of this setup item occurs in the rare occasion when an agency attempts to Import a FeeNett Banking and an individual Receipt has not been previously created by the Booking File download.
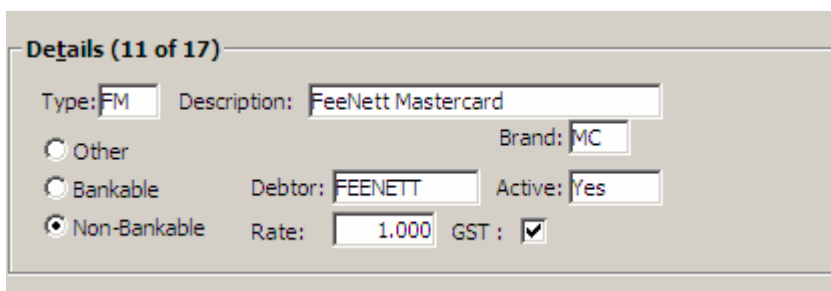
NON BANKABLE: Change the default selection of *Other* to be **Non Bankable**

ACTIVE: Leave this as *Yes.*

DEBTOR: At this field you must select the Debtor Code **FEENETT** that needs to be setup in the Debtors Module.

RATE: This is the Merchant Fee applicable for this Card when processing transactions through FeeNett. The rate entered in this field needs to be inclusive of GST (for AU agencies). The current FeeNett MSF rates can be found in the Galileo FeeNett Documentation provided on the Galileo Support website. If the actual negotiated rate with FeeNett includes GST, then enter that rate directly into the *Rate:* field. If the negotiated rate is GST Exclusive, then this rate will need to be multiplied by 1.1 to get the correct rate value to enter into this field. Generally the Merchant Fee rate quoted by eNett will include the GST component.

GST: Select this box so that GST (Input Tax) gets calculated on these Card transactions.

Default eNett Directories

The Version 3.1 Upgrade will have created some new directories on your Server or Server/Workstation. On a standard Galileo platform, the Server or Server/Workstation will be using C:\ drive as the local disk while the Workstations will access the server as G:\ drive. If operating on this standard Galileo hardware platform there is no need to alter the directories that are generated by the upgrade process no further maintenance entries are required and you may go straight to the next section titled *Issuing FeeNett Receipts.*

If your agency hardware setup differs from these configurations, the following editing process will need to be completed.

When logging as Supervisor, a new button will display within the Branch > Setup screen called **Local INI File** This screen will allow the Supervisor user to update the local CCT.INI file via the CCT Application.
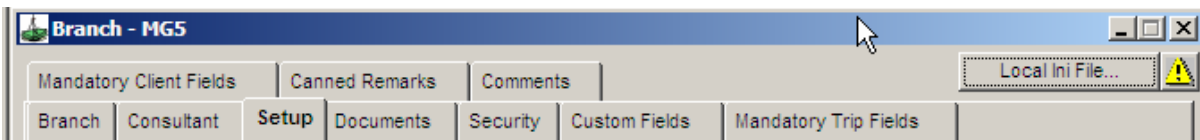

Pressing the Local INI File Button will display the *CCT ini edit* screen which lists the main categories that exist in the local workstation's CCT.INI file.
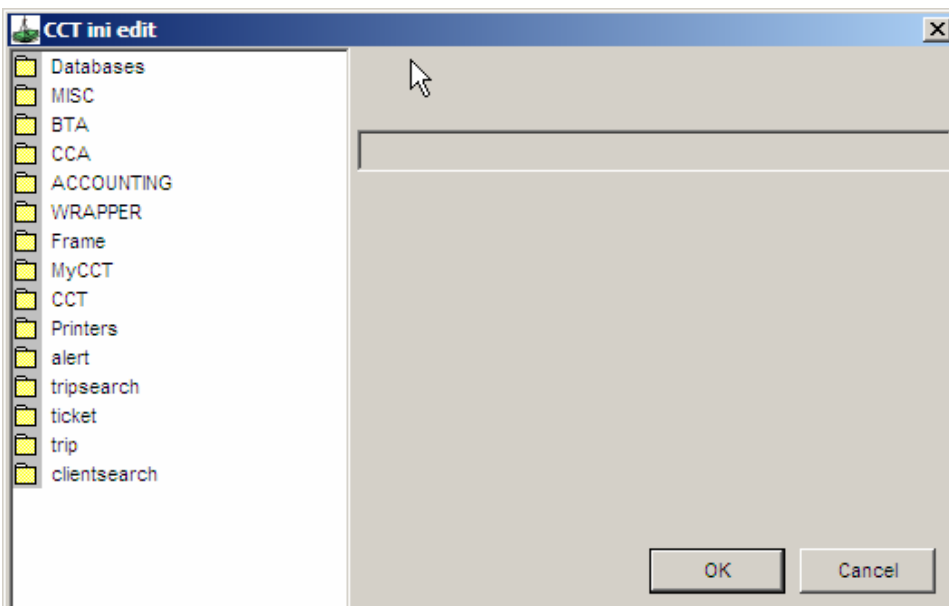
To locate the current setting for the eNett path, double click on the MISC Category and then select eNett.
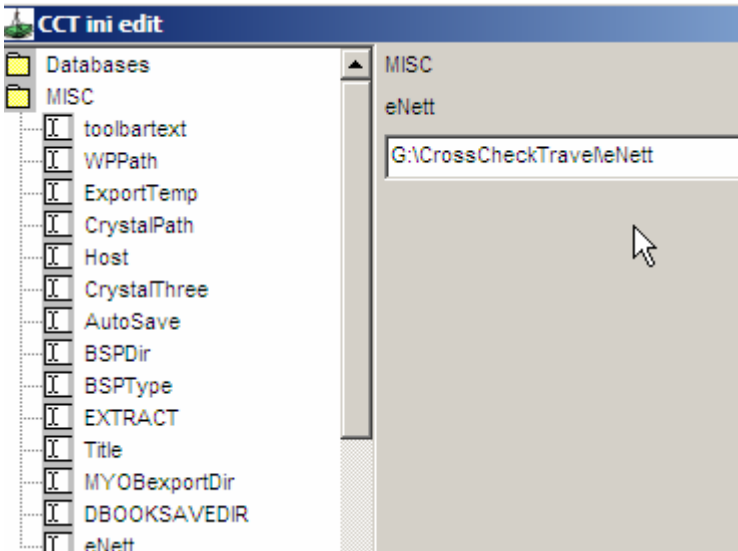
The current eNett path setting will display in the right hand panel and this can be edited to be any other existing directory on the agency's network
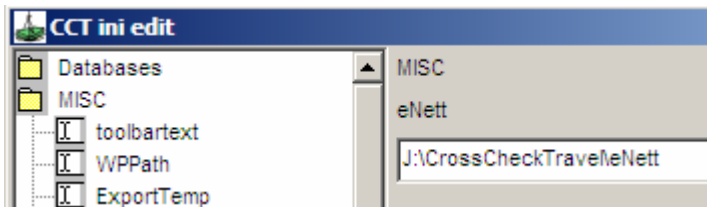
Pressing OK will check that the directory exists, if not the following message will display:
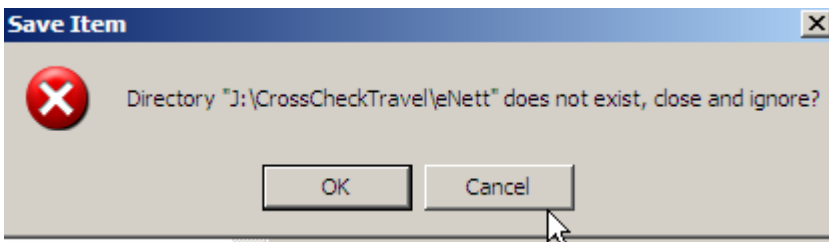
If the directory does exist, the following will display for the user to Confirm on the change or cancel.
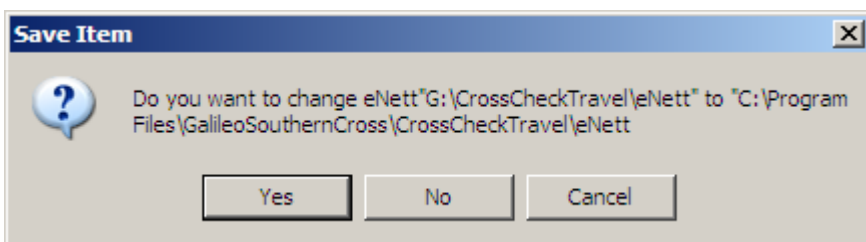
When the change has been saved, logout as Supervisor or make any further changes within the Branch.

Issuing FeeNett Receipts

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

When a consultant processes a credit card charge via Galileo FeeNett the receipt information is automatically entered in the PNR as 2 Notepad items.

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

The 'Remarks, Fees and Service Information' section of an example Booking File below includes one Feenett Receipt – EC5006 for $75.00.

Remarks, Fees and Service Information

General/Notepad Remarks

Nr.	Qualifier	Remark
1	H*	GFM:AIRCHANGE1
2	H*	GFM:INSUR RESEA
3	H*	GFM:OBTAINVISA
18	H*	GFNR:EC5006*75.00*74.25*0.68*0.07*5.00*CCF
19	H*	GFNC:EC5006*PAUL TOOMEY*FM

Service Fees

In this example, **Galileo Fee Manager** has also been used to generate the Fees being charged to the customer.

Remarks, Fees and Service Information

General/Notepad Remarks
Service Fees
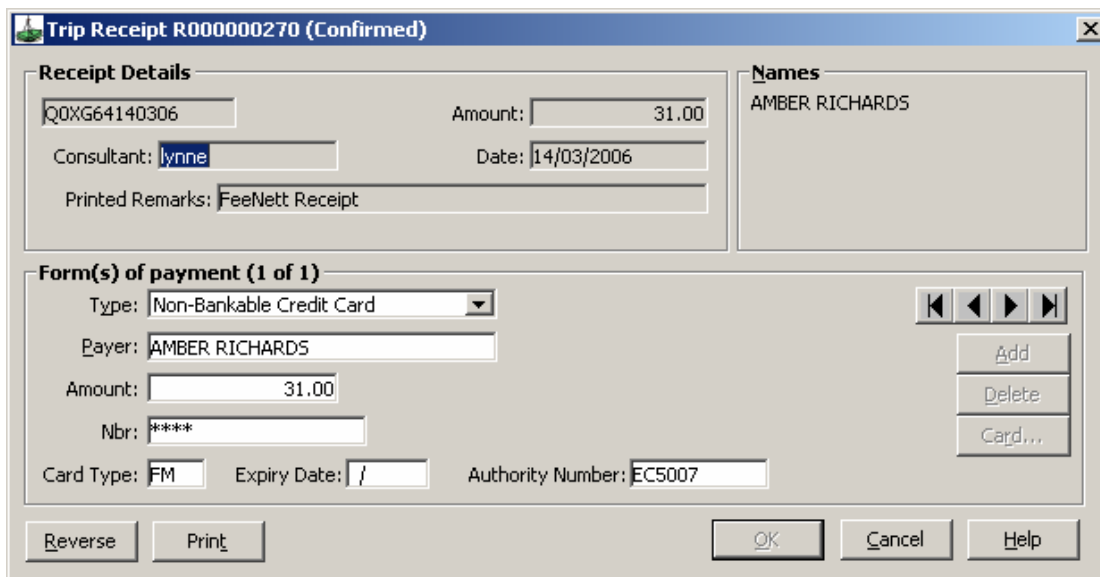
Fee Name	Fee Amt	Tax Amt	Fee Total	Currency	Del	Chg	Type
BOOKING FEE	15.00	0.00	15.00	AUD	Y	Y	Automatic
DOMESTIC SEG	10.00	1.00	11.00	AUD	Y	Y	Automatic
DOMESTIC SEG	10.00	1.00	11.00	AUD	Y	Y	Automatic
DOMESTIC SEG	10.00	1.00	11.00	AUD	Y	Y	Automatic
DOMESTIC SEG	10.00	1.00	11.00	AUD	Y	Y	Automatic
DOMESTIC SEG	10.00	1.00	11.00	AUD	Y	Y	Automatic
PASSIVE SEGS	5.00	.50	5.50	AUD	Y	Y	Automatic
PASSIVE SEGS	5.00	.50	5.50	AUD	Y	Y	Automatic

Downloading the Booking File

Booking Files containing FeeNett Receipt data are downloaded into CrossCheck Travel via the standard download process. During the Booking File download process, FeeNett Trip Receipts will be created for each Receipt that exists in the Galileo Notepads. An example of a downloaded FeeNett Receipt is below:

Similar to other Non Bankable Credit Card Receipt Types, the creating of the FeeNett Receipt will automatically generate an Invoice transaction on the related Debtor Code – FEENETT. The Invoice amounts displayed in the FEENETT Debtor are the net values (receipt amount less merchant fee less GST on the merchant fee).

Until the actual funds are received from eNett for these receipt transactions, the FEENETT Debtor in CCT will have outstanding Invoice amounts.

FeeNett Receipts Import

On a daily basis after 3.30pm the following day, FeeNett will be crediting your bank account for the amounts charged to your customer's cards, less the applicable merchant fee. 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 called:

{C: or G: Drive}:eNett**Receivable**

If unsure how to save email attachments, please refer to the Help available in your email application.

Please Note: For agencies that are existing FeeNett customers and have been manually processing FeeNett Receipts in Crosscheck Travel, you will need to be aware that the first banking file received from eNett may contain some receipt transactions that you may have already manually processed. The best method of dealing with this situation is to reversed the manually created Trip Receipts and allow each FeeNett Receipt to be created by the Booking File download process.

To begin the FeeNett Receipts Import, select these Menu options with Crosscheck Travel:
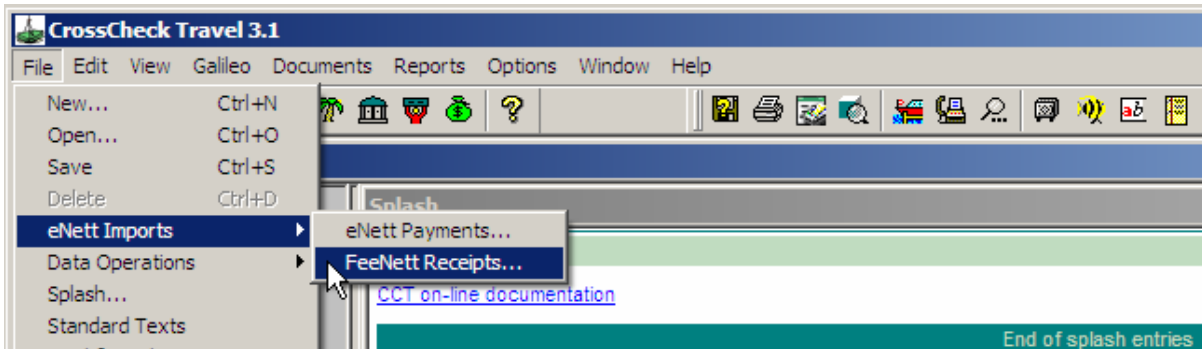
Within the following screen, select the Import Option
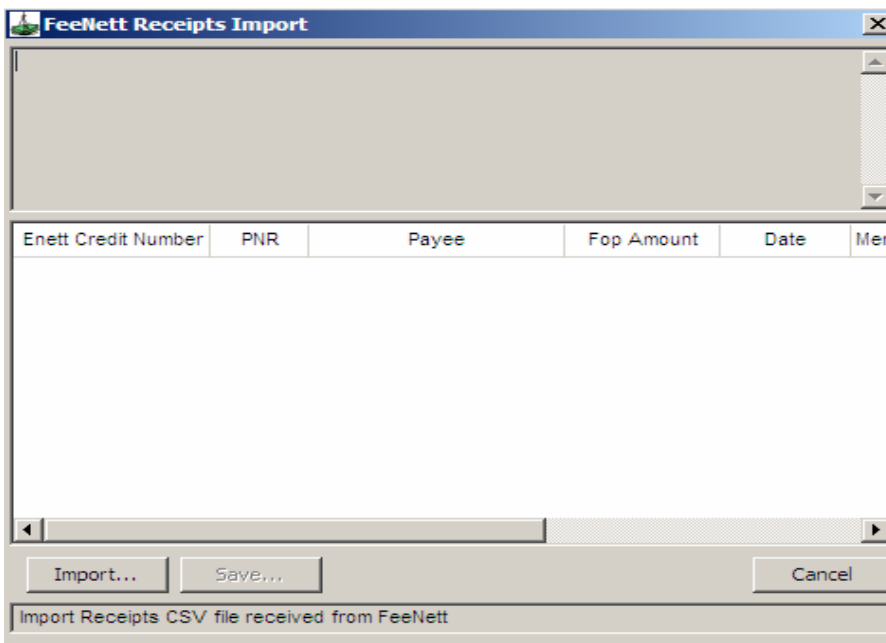
The unprocessed FeeNett Receipts Banking File(s) will display within this screen. Select the Banking File to be Imported into CCT:
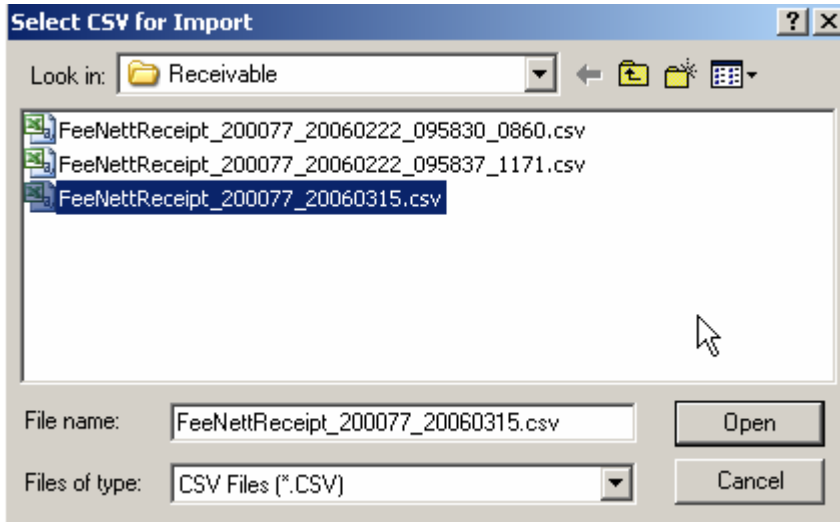
The next screen will display all the data contained within the file Banking File. Assuming all applicable FeeNett Trip Receipts have been previously created in CCT, the *Save* button can be selected to proceed with the Importing of this banking file.
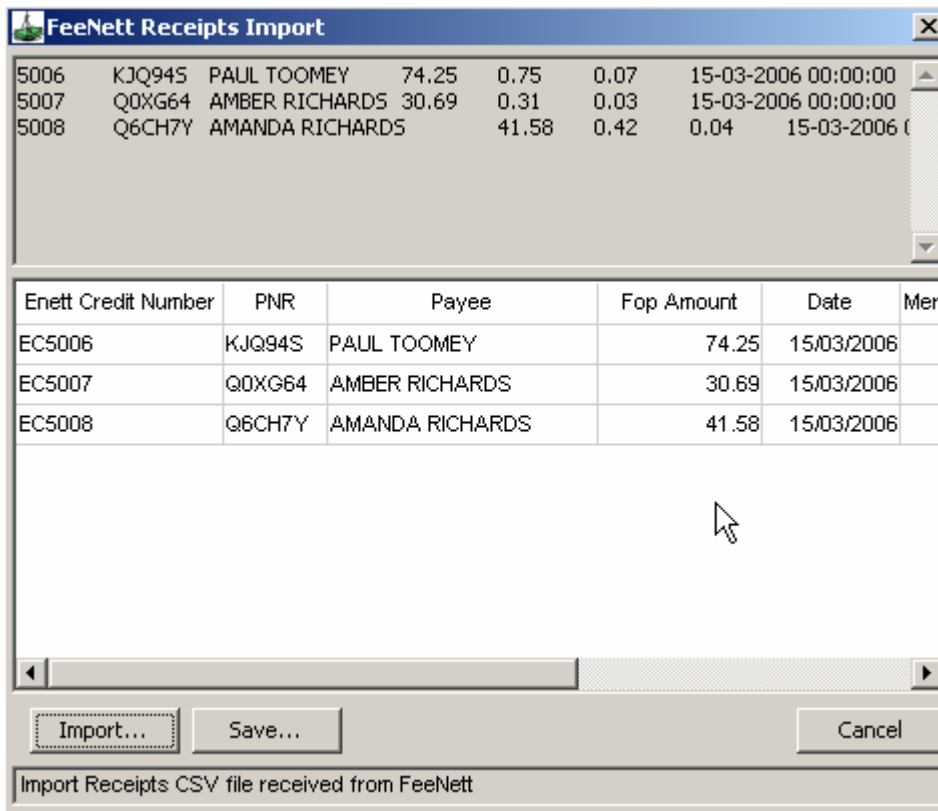
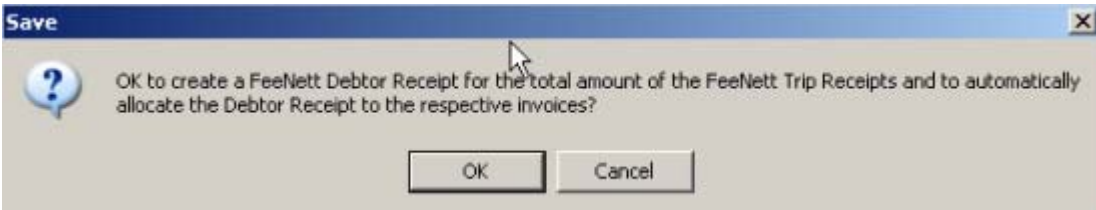After *Save* has been selected, the next prompt will display allowing the user to Cancel from this process or press Ok to create the Debtor Receipt.

Save

? OK to create a FeeNett Debtor Receipt for the total amount of the FeeNett Trip Receipts and to automatically allocate the Debtor Receipt to the respective invoices?

OK   Cancel

The system will then respond with a message advising of the Total Amount of the receipt created and the number of Invoices that were automatically allocated against this Receipt.

File Imported OK

i   FeeNett Debtor receipt created OK, 3 invoices allocated, total amount $146.52
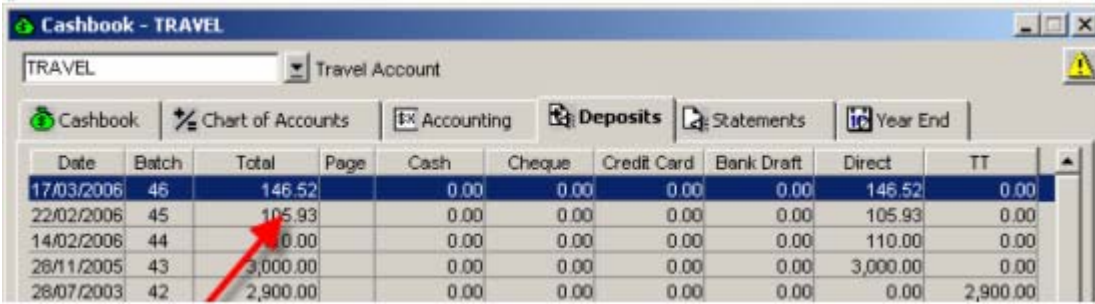
OK
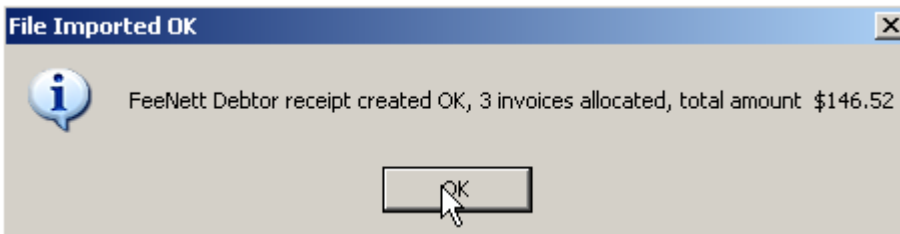
When this receipt is saved, the Debtor Allocation is automatically performed for all matching outstanding amounts and the Invoice transactions will be updated to a Status of $ (fully allocated)..

Debtor - FEENETT

FEENETT   FeeNett

| | Debtor | Preferences | Cards | Clients | Accounting | Custom Fields | Comments | |

Date	Tranx Id	Tranx Type	Item Reference	Status	Amount	Dr Cr	Allocated Amount	Unallocated Amount
17/03/2006	R000000286	Receipt	Deposit 46	B	146.52	Cr	146.52	0.00
15/03/2006	I000000137	Invoice	R000000283	C	49.50	Dr	0.00	49.50
	I000000136	Invoice	R000000281	C	35.64	Dr	0.00	35.64
	I000000135	Invoice	R000000280	C	60.39	Dr	0.00	60.39
	I000000134	Invoice	R000000277	C	30.69	Dr	0.00	30.69
14/03/2006	I000000133	Invoice	R000000275	$	41.58	Dr	41.58	0.00
	I000000132	Invoice	R000000270	$	30.69	Dr	30.69	0.00
	I000000131	Invoice	R000000269	$	74.25	Dr	74.25	0.00
10/03/2006	I000000130	Invoice	R000000268	C	270.29	Dr	0.00	270.29
	I000000129	Invoice	R000000267	C	255.44	Dr	0.00	255.44

Total Debits: 5,094.83
Credits: 3,787.96

Balance: 1,306.87 DR

A Deposit Batch will also be automatically created for the total amount of all the Receipts received in the Import File.

Date	Batch	Total	Page	Cash	Cheque	Credit Card	Bank Draft	Direct	TT	
17/03/2006	46	146.52		0.00	0.00	0.00	0.00	146.52	0.00	
22/02/2006	45	105.93		0.00	0.00	0.00	0.00	105.93	0.00	
14/02/2006	44	0.00		0.00	0.00	0.00	0.00	110.00	0.00	
26/11/2005	43	3,000.00		0.00	0.00	0.00	0.00	3,000.00	0.00	
28/07/2003	42	2,900.00		0.00	0.00	0.00	0.00	0.00	2,900.00	