

CrossCheck Travel 3.1

eNett Payments





Integrating eNett Payments with CrossCheck Travel

CrossCheck Travel now has the ability to upload payment requests to the eNett financial payment system. This process involves the extract of payment requests from CCT, uploading this information to the eNett website (www.enett.com), and also the import of the actual 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.

* All travel agents must advise eNett that they would like to receive the daily FeeNett or CCT payables file by sending a request to support@enett.com three days prior to starting to use this feature.

There are two distinct functions required to successfully send and receive payment entries between CCT and eNett. The *eNett Payment Extract* in CCT is used to create files to be uploaded to the eNett web site while the *eNett Payments Import* is a function that accepts the completed eNett payment data and automatically creates *ePayment* transactions in CCT.

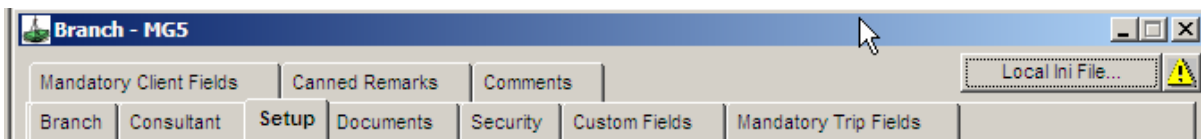
But before any uploading or downloading of information can take place, setup entries need to be performed within CCT and also within the eNett web site.

Setup Entries

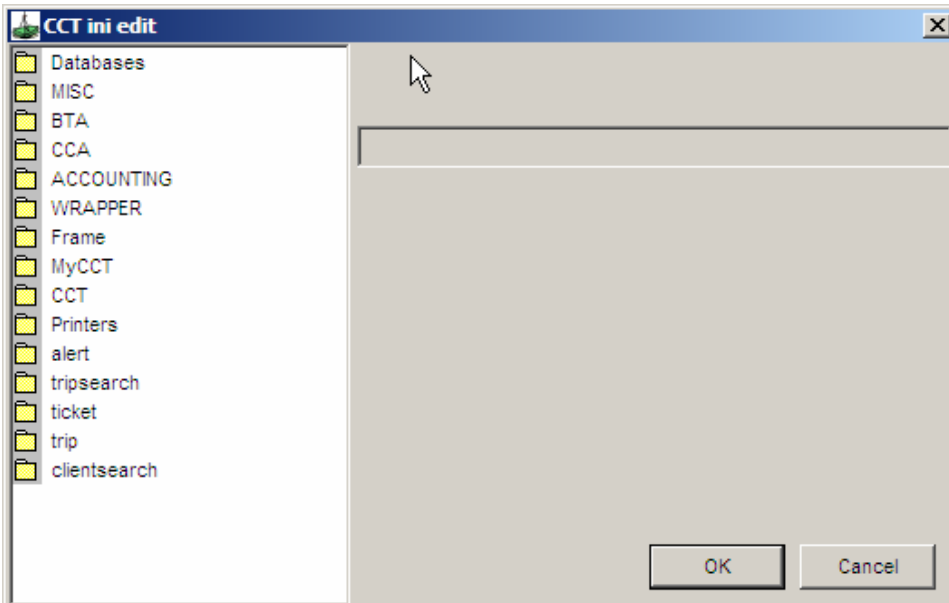
Default eNett Directories

The CCT Version 3.1 Upgrade or Installation will have created some new directories on your Server or Server/Workstation. If operating on a standard Galileo hardware platform there should be no need to alter the directories that are generated by the upgrade process. 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 your agency hardware setup differs from these configurations, the following editing process will need to be completed.

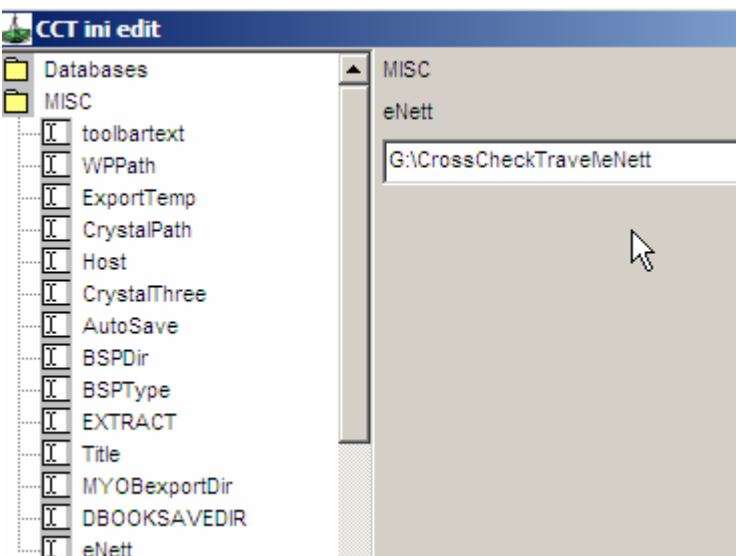
When logging as Supervisor, a new button will display within the Branch > Setup screen called **Local INI File**. This screen will allow the Supervisor user to update the local CCT.INI file via the CCT Application.



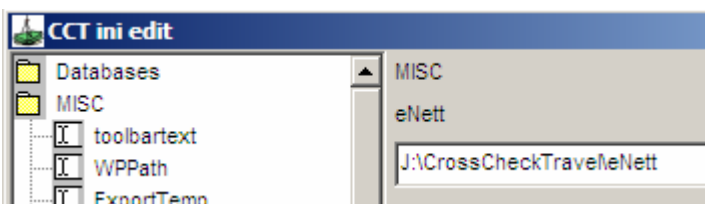
Pressing the Local INI File Button will display the *CCT ini edit* screen which lists the main categories that exist in the local workstation's CCT.INI file.



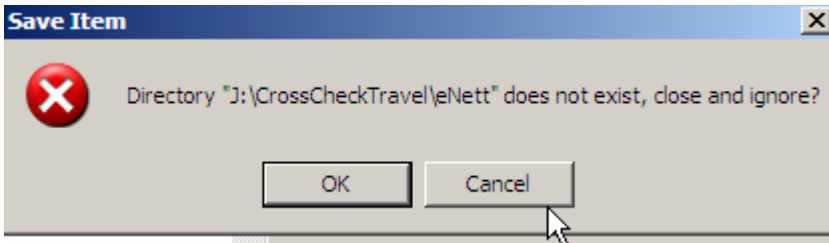
To locate the current setting for the eNett path, double click on the MISC Category and then select eNett.



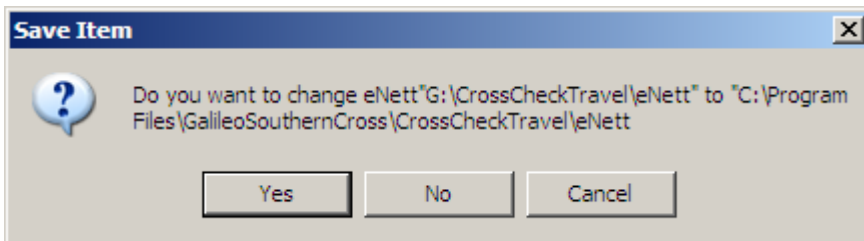
The current eNett path setting will display in the right hand panel and this can be edited to be any other existing directory on the agency's network



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.





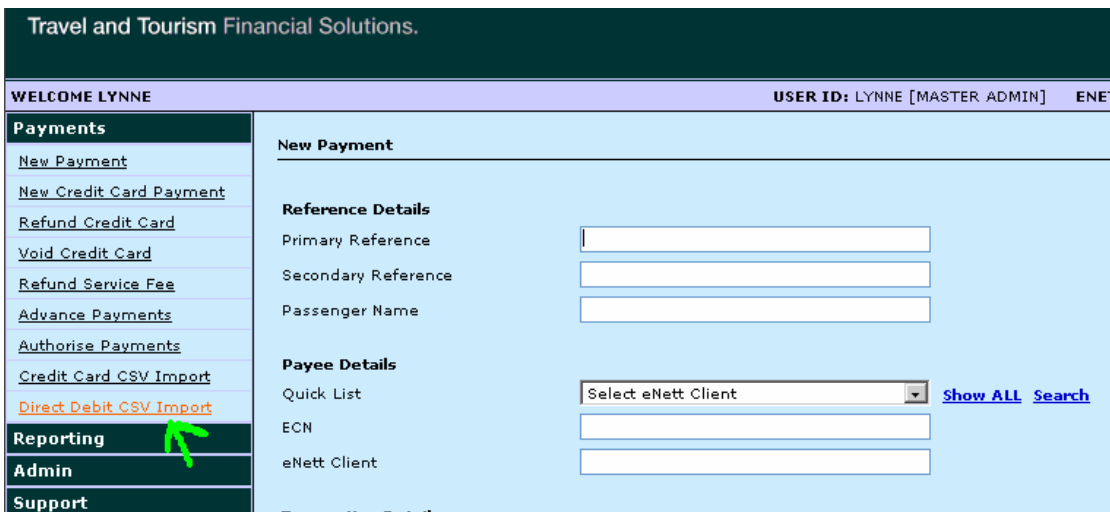
eNett Set up in Preparation for CCT Payables Import

In order to use the CCT payables integration with eNett there are 2 steps that must be completed by the agency manager.

Step 1: Map your CCT creditor codes to the eNett Client Numbers (ECNs) on the eNett web site.

Log on to www.enett.com using your administrator login and password.

Click on the **Direct Debit CSV Import** button under the payments options as shown:



Travel and Tourism Financial Solutions.

WELCOME LYNNE USER ID: LYNNE [MASTER ADMIN] ENET

Payments

- New Payment
- New Credit Card Payment
- Refund Credit Card
- Void Credit Card
- Refund Service Fee
- Advance Payments
- Authorise Payments
- Credit Card CSV Import
- Direct Debit CSV Import**

Reporting

Admin

Support

New Payment

Reference Details

Primary Reference

Secondary Reference

Passenger Name

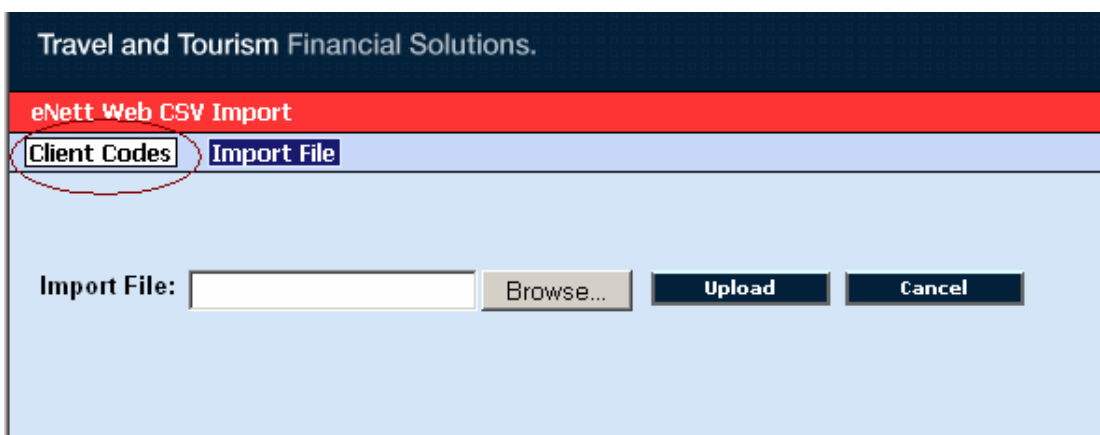
Payee Details

Quick List [Show ALL](#) [Search](#)

ECN

eNett Client

From the eNett web CSV Import page click on the Client Codes tab:



Travel and Tourism Financial Solutions.

eNett Web CSV Import

Client Codes **Import File**

Import File:



Enter in to the blank field the ECN of the creditor you wish to set up to be paid via the file upload. If you don't know the ECN you can search by name, by clicking on the search button (...). Click **Add ECN** and the creditor will be added to your list.

Map Client Codes with the existing ECNs

Add ECN: ... **Add ECN** 

ECN	Company Name	Client Code
<input type="checkbox"/> 200011	HARVEY'S CHOICE HOLIDAYS1	<input type="text" value="HCH"/>
<input type="checkbox"/> 200014	OCTOPUSTRAVEL	<input type="text" value="OCTOPUS"/>
<input type="checkbox"/> 200016	SUNLOVER HOLIDAYS	<input type="text" value="SLV"/>
<input type="checkbox"/> 200022	QANTAS HOLIDAYS - DOMESTIC	<input type="text" value="QFHOLS"/>
<input type="checkbox"/> 200026	TRAFALGAR TOURS AUST PTY LTD	<input type="text" value="TRAF"/>
<input type="checkbox"/> 200028	CONTIKI HOLIDAYS	<input type="text" value="ctiki"/>
<input type="checkbox"/> 200029	AAT KINGS TOURS PTY LTD	<input type="text" value="AAT"/>
<input type="checkbox"/> 200041	ANZCRO	<input type="text" value="ANZCRO"/>
<input type="checkbox"/> 200055	AUSTRALIAN PACIFIC TOURING	<input type="text" value="APT"/>


Delete ECN **Save** **Refresh List**

HINT: you can print out a list of eNett registered suppliers from the Support link on the eNett home page. This shows you the creditor and their ECN so you can easily add each company without searching for them individually. Once the new creditor has been added to your list, the blank field to the right of the creditor's name can be completed with the Creditor code you use in CCT. Click Save.

Map Client Codes with the existing ECNs

Add ECN: ... **Add ECN**

ECN	Company Name	Client Code
<input type="checkbox"/> 200011	HARVEY'S CHOICE HOLIDAYS1	<input type="text" value="HCH"/>
<input type="checkbox"/> 200014	OCTOPUSTRAVEL	<input type="text" value="OCTOPUS"/>
<input type="checkbox"/> 200016	SUNLOVER HOLIDAYS	<input type="text" value="SLV"/>
<input type="checkbox"/> 200022	QANTAS HOLIDAYS - DOMESTIC	<input type="text" value="QFHOLS"/>
<input type="checkbox"/> 200026	TRAFALGAR TOURS AUST PTY LTD	<input type="text" value="TRAF"/>
<input type="checkbox"/> 200028	CONTIKI HOLIDAYS	<input type="text" value="ctiki"/>
<input type="checkbox"/> 200029	AAT KINGS TOURS PTY LTD	<input type="text" value="AAT"/>
<input type="checkbox"/> 200041	ANZCRO	<input type="text" value="ANZCRO"/>
<input type="checkbox"/> 200055	AUSTRALIAN PACIFIC TOURING	<input type="text" value="APT"/>
<input type="checkbox"/> 200080	CREATIVE HOLIDAYS	<input type="text" value="CRE"/>

Delete ECN **Save** **Refresh List** 

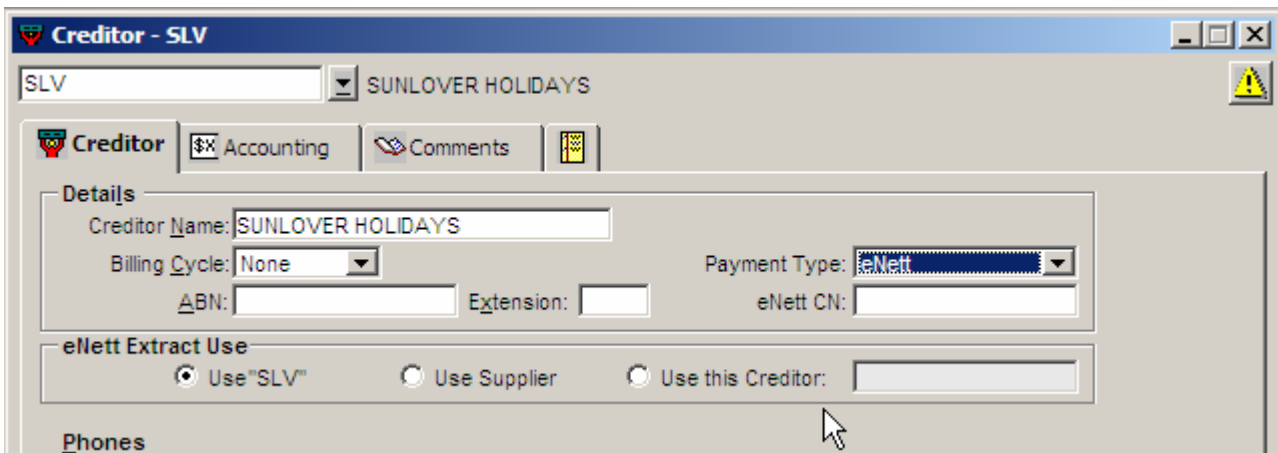
This table should be updated when you add new creditors to CCT or when suppliers you work with join eNett.



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

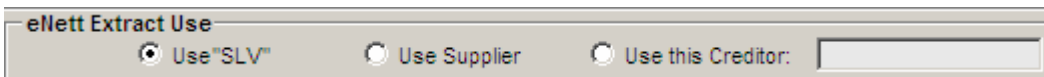
In the Creditors Profile screen, a new *Payment Type* called eNett has been added to the list of available options and a new *Payment Type* called *Bulk Pay* replaces the previous *ePayment* code. Those Creditors that have been previously setup as ePayment type will now display as a *Payment Type* of *Bulk Pay*.

Each CCT Creditor that is able to be paid via eNett will need to have their *Payment Type* setup in CrossCheck Travel as type *eNett* as per the following screen shot.



The screenshot shows a window titled "Creditor - SLV" with a dropdown menu set to "SUNLOVER HOLIDAYS". Below the window title are tabs for "Creditor", "Accounting", "Comments", and a grid icon. The "Details" section contains the following fields: "Creditor Name" (SUNLOVER HOLIDAYS), "Billing Cycle" (None), "Payment Type" (eNett), "ABN" (empty), "Extension" (empty), and "eNett CN" (empty). Below this is the "eNett Extract Use" section with three radio buttons: "Use SLV" (selected), "Use Supplier", and "Use this Creditor:" (empty). A "Phones" section is partially visible at the bottom.

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



The close-up shows the "eNett Extract Use" section with three radio buttons: "Use SLV" (selected), "Use Supplier", and "Use this Creditor:". The "Use this Creditor:" option has an empty text input field next to it.

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

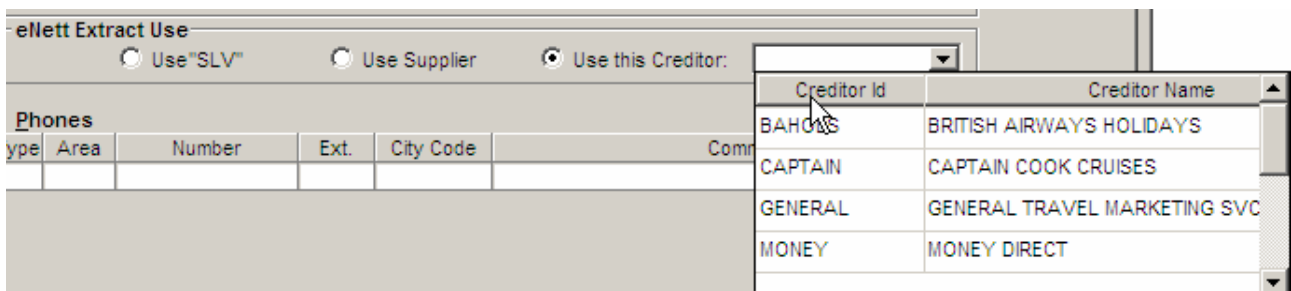
This setup would be used when a single Creditor Code is used in CCT to cater for payments for two different but allied travel companies eg GLOBUS COSMOS.

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.



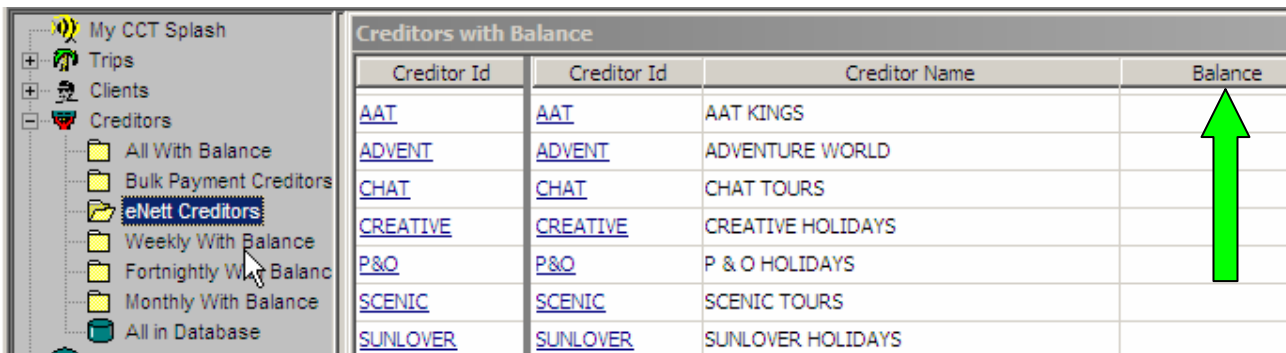
Important Note:

Before processing any eNett Payment Extractions, you must ensure that there are no unpaid transactions for all the Creditors that have been updated to have an *eNett* Payment Type .

This instruction exists because:

- a) It is most likely that previously entered Tickets and Cheque Requisitions will not have the Booking Reference saved into the attached Segment (regarding the relevance of this point, read the section titled *Generating Cheque Requisitions and Tickets* in this document)
- b) You may have some Tickets and Cheques that were entered some time ago that should have been reversed.

This easiest way to locate 'eNett Creditors' with an outstanding balance is to go to the eNett Creditors folder within the MyCCT area of CrossCheck Travel to display the list of all eNett Creditors.



Then click on the header called *Balance* to sort the 'Creditors with Balance' information so that the current outstanding balance will display (from the highest positive amount through to the highest negative amount).



Balance	Billing
153,289.39	Weekly
1,102.20	n/a
785.10	Monthly
137.50	n/a
132.64	Monthly
-10.00	n/a
-53.62	n/a
-74.30	n/a
-76.80	n/a
-128.34	n/a
-136.80	n/a
-544.61	n/a

You must then open each eNett Creditor that has balance > or < zero and the unpaid Cheque Reqs, Tickets and Adjustments will need to be Paid, Received (Creditors Open Item) or Reversed from within their Trip File(s).

eNett Payment Extract

Generating Cheque or Ticket Requisitions

The process for creating Cheque or Ticket Requisitions for eNett Payments is the same as for all other Creditor payments with the major exception that these transactions must include a **Segment** that has:

- a:) **the same Service Type of the Cheque Req or Ticket being created eg Tour or Hotel**

If booking and paying for just one component of a Trip, EG a hotel reservation or an actual fully inclusive tour, then it should be a straight forward process to create a Segment that will have the same Service Type of the Cheque Requisition that will later be generated for the Payment through eNett.

In situations when flights and accommodation are booked for the client and these reservations will be regarded as a *Tour* for accounting purposes, an extra segment with a type of *Tour* will need to be created on the Trip File. As per point b:) below, this extra segment must contain the Supplier Booking Reference so this information will get extracted in the payment file and processed by eNett when the electronic payment is made through the eNett web site.

- b:) **the Supplier's Booking Reference entered into the *Booking Reference* field on the segment**

Tour Segment

Segment: Supplier: Booking Date: Origin:

Commencement


Date: City: Time: Number of Days: Status:

Termination

Date: City: Time: Number of Seats:

Booking Reference:



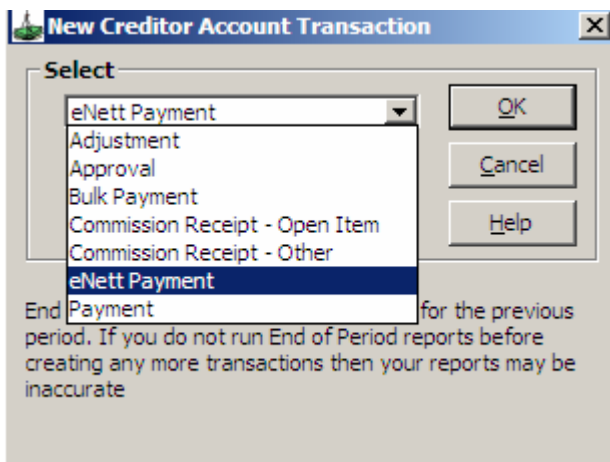


The ticket or cheque requisition is then created with the usual information accounting and itinerary information but the **segment** containing the Booking Reference must be either:

- a.) attached directly to the Cheque Requisition or Ticket OR
- b.) attached to the Quote that is used to generate the Cheque Requisition or Ticket

The eNett Payment Process

To generate an eNett Extract file to be uploaded to eNett, firstly open any Creditor in CCT. From the Creditor Accounting Tab, display the list of available transactions and select *eNett Payment*:



The *eNett Payment Extract* screen will display the total amounts payable to each of the Creditors in CCT that have been setup with a Payment Type of *eNett*. The small panel at the top of the screen displays the Total Amount outstanding for each eNett Creditor and also displays the total of the transactions currently saved with an Approved status.





eNett Payment Extract

Creditor	Approved Amount	Total Amount
CREATIVE	0	6745.80
TSTC	0	37628.25
Total:	0	44374.05

Select All

Show items already extracted

Creditor	Date	Type	Tranx Id	Reference	Amount
CREATIVE	21/10/2003	CQC	Q000000396	Garrod/Dennis Mr	2,536.05
CREATIVE	13/11/2003	CQC	Q000000451	Williams/Stephen Mr	921.16
CREATIVE	01/06/2004	CQC	Q000000704	Longhurst/Edward Mr	160.00
CREATIVE	02/06/2004	TKT	T000000629	ADAMS/KYMMRS	2,475.59
TSTC	09/11/2005	TKT	T000001807	CROWLEY/BRETTMR	9,877.42
TSTC	16/01/2006	TKT	T000001975	TCHONG/JACOBMR	1,152.82

There are three methods available for selecting transactions to be included in an eNett Extract:



Method 1:

If wanting to include ALL transactions for a particular Creditor, click on the Creditor within the summary panel. This action will then automatically select all the unpaid transactions for this Creditor and they will be then highlighted in the main panel within the ePayment Extract Screen.

The screenshot shows the 'eNett Payment Extract' interface. It features a summary table at the top and a detailed transaction list below. The summary table has columns for Creditor, Approved Amount, and Total Amount. The detailed list has columns for Creditor, Date, Type, Tranx Id, Reference, and Amount. A 'Select All' button is visible in the top right of the summary panel, and a checkbox for 'Show items already extract' is at the bottom right.

Creditor	Approved Amount	Total Amount
CREATIVE	6092.80	6745.80
TSTC	0	37628.25
Total:	6092.8	44374.05

Creditor	Date	Type	Tranx Id	Reference	Amount	P
CREATIVE	21/10/2003	CQC	Q000000396	Garrod/Dennis Mr	2,536.05	
CREATIVE	13/11/2003	CQC	Q000000451	Williams/Stephen Mr	921.16	
CREATIVE	01/06/2004	CQC	Q000000704	Longhurst/Edward Mr	160.00	
CREATIVE	02/06/2004	TKT	T000000629	ADAMS/KYMMRS	2,475.59	

If wanting to pay ALL transactions for ALL ePayment Creditors, the **Select All** button can be clicked rather than choosing the individual Creditors.

Please Note: It may occur that all transactions for a Creditor have been selected in the eNett Payment Extract screen but in the Summary panel, the *Approved Amount* is less than the *Total Amount*. The difference between these two amounts is likely to be the value of previous eNett payment requests for this Creditor that have been extracted and uploaded to eNett but not yet processed as a Payment.



Method 2:

It is possible to choose individual transactions to be included in the ePayment extract by selecting these from the main panel. Each time a new transaction has been clicked, it's Amount (payable) will add to the Approved Amount for that Creditor in the Summary panel.

The screenshot shows the 'eNett Payment Extract' window. It features a summary table at the top left and a main transaction table below it. The summary table shows approved and total amounts for two creditors: TSTC and CREATIVE. The main table lists individual transactions with columns for Creditor, Date, Type, Traxid, Reference, Amount, Period, Ticket Nbr, Trip Balance, and Book. A 'Select All' button is located to the right of the summary table. At the bottom, there are buttons for 'Save, close and extract later', 'Extract Now', 'Cancel', and 'Help'.

Creditor	Approved Amount	Total Amount
TSTC	4982.13	37628.25
CREATIVE	653.00	6745.00
Total:	5635.13	44374.05

Creditor	Date	Type	Traxid	Reference	Amount	Period	Ticket Nbr	Trip Balance	Book
CREATIVE	21/10/2003	CQC	Q000000396	Garrod/Dennis Mr	2,536.05			-11041.88	
CREATIVE	13/11/2003	CQC	Q000000451	Williams/Stephen Mr	921.16			0	
CREATIVE	01/06/2004	CQC	Q000000704	Longhurst/Edward Mr	160.00			0	
CREATIVE	02/06/2004	TKT	T000000629	ADAMS/KYMMRS	2,475.59		11	0	
CREATIVE	04/06/2004	CQC	Q000000721	Williams/Stephen Mr	653.00			0	
TSTC	09/11/2005	TKT	T000001807	CROWLEY/BRETTMR	9,877.42		2255681082	0	
TSTC	15/11/2005	TKT	T000001811	HARDING/MARKMR	330.31		2246932116	-29.26	
TSTC	16/01/2006	TKT	T000001975	TCHONG/JACOBMR	1,152.82		5133348853	0	
TSTC		TKT	T000001976	TCHONG/MARIAMRS	1,152.82		5133348854	0	
TSTC		TKT	T000001977	TCHONG/FNAMRS	1,152.82		5133348855	0	
TSTC	17/01/2006	TKT	T000001980	MAGN/VANNEMRS	420.28		2256986337	0	
TSTC		TKT	T000001981	MAGN/DOUGLASMR	420.28		2256986338	0	

Approved: 5,635.13 Amount: 44,374.05 Unapproved: 38,738.92

Method 3:

When making a payment to a Creditor relating to a Statement of total amounts due (eg Consolidator Ticketing Statements), the easiest method of including the relevant transactions will be to select the Creditor in the Summary panel then individually remove the transactions in the main panel that aren't required to be paid at this point in time.



Creating the eNett Extract File

The screenshot shows the 'eNett Payment Extract' window. At the top, there is a summary table with columns for Creditor, Approved Amount, and Total Amount. Below this is a detailed table with columns for Creditor, Date, Type, Tranx Id, Reference, Amount, Period, and Ticket Nbr.

Creditor	Approved Amount	Total Amount
CREATIVE	6092.80	6745.80
TSTC	25365.22	37628.25
Total:	31458.02	44374.05

Creditor	Date	Type	Tranx Id	Reference	Amount	Period	Ticket Nbr
TSTC	23/01/2006	TKT	T000001991	Edwards/Robert Mr	1,197.18		5133348846
TSTC		TKT	T000001992	Coffey/Adam Mr	1,197.18		5133348841
TSTC		TKT	T000001993	Coffey/Nicole Mrs	1,197.18		5133348884
TSTC		TKT	T000001994	McLean/Robert Mr	1,197.18		5133348844
TSTC		TKT	T000001995	McLean/Mark Mr	1,197.18		5133348845
TSTC		TKT	T000001996	Shorter/Anthony Mr	1,197.18		5133348843
TSTC		TKT	T000001997	BRUSTOLIN/JAYMR	44.00		service fe
TSTC		TKT	T000001998	BENNETT/CONNIEMS	1,614.18		2257035619

When transactions have been chosen for ePayment, there are two options available to create a file for uploading to eNett. If wanting to temporarily save the ePayment entries that have been tagged for inclusion in an ePayment batch, the **Save, close and extract later** option should be taken.

The screenshot shows a detailed view of transactions with columns for Creditor, Date, Type, Tranx Id, Reference, Amount, and Ticket Nbr. At the bottom, there is a summary section with 'Approved' and 'Unapproved' amounts, and three buttons: 'Save, close and extract later', 'Extract Now', and 'Cancel'.

Creditor	Date	Type	Tranx Id	Reference	Amount	Ticket Nbr
TSTC		TKT	T000001982	MARR/NOLAMRS	420.28	2256986339
TSTC		TKT	T000001983	MARR/JOHNMR	420.28	2256986340
TSTC	20/01/2006	TKT	T000001985	FOX/LINDAMRS	419.45	5133348887
TSTC		TKT	T000001986	WATSON/MELINDAMRS	419.45	5133348888

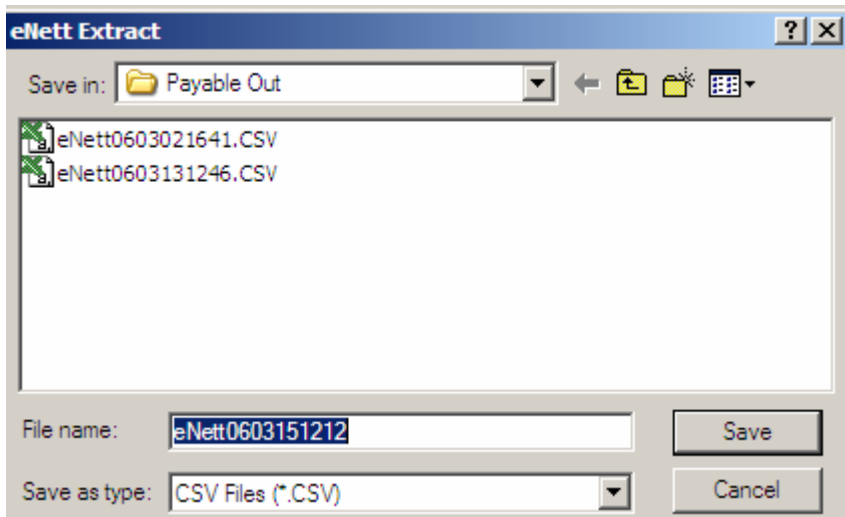
Approved:	21,109.80	Amount:	38,738.92	Unapproved:	17,629.12
-----------	-----------	---------	-----------	-------------	-----------

Alternatively, to immediately generate the file, select the **Extract Now** button.

Selecting the **Extract Now** button will display the *eNett Extract* window. This screen will display all previous extracts (unless manually archived) and the filename of the current Extract File to be created. Pressing **Save** will then create an eNett payment file with a filename that starts with the text *eNett* followed by the date {in American Date format} followed by the time created in 24 hour clock).CSV.



Eg eNett0605091621.CSV.



When Save is selected, the new file is saved to your local hard disk drive ready to be uploaded to the eNett web site www.enett.com for processing.

Multiple Payment files may be uploaded to eNett on the one day up to settlement time of 3:30pm Melbourne time.





Upload to the eNett Website

Extracting the payment file(s) from CrossCheck Travel does not mean that your payment requests have been processed by eNett. For these financial transactions to be processed, the CCT file needs to be uploaded and approved within the eNett Web Site www.enett.com :



To access this site you will need a valid eNett Client Number (ECN)

If you are wanting to become an eNett customer or if you are requiring Technical Support, their Contact Details are below.

Contact Us.	ENETT INTERNATIONAL PTY LTD.
	ABN 99 088 796 552
	GPO Box 4535 Melbourne VIC 3001 AUSTRALIA
Telephone:	+61 (0) 3 9618 8999
Facsimile:	+61 (0) 3 9614 3133
eMail:	support@enett.com

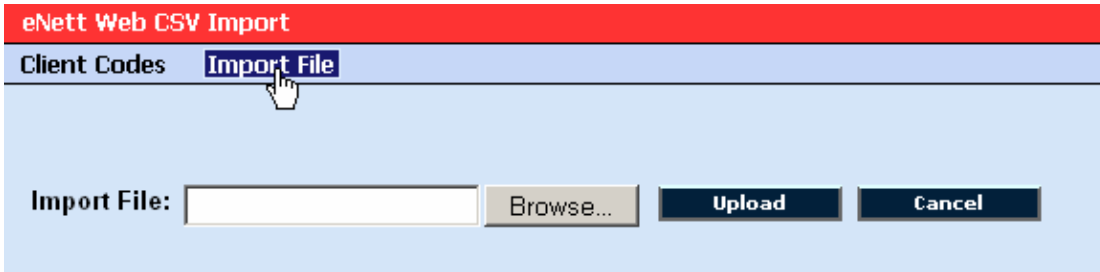
Logging in to eNett will then default to the **New Payment** screen within eNett which is used to manually create a Payment within the eNett system.

Payments	New Payment
New Payment	
New Credit Card Payment	
Refund Credit Card	
Void Credit Card	
Refund Service Fee	
Advance Payments	
Authorise Payments	
Credit Card CSV Import	
Direct Debit CSV Import	
Reporting	
Admin	
Support	

Reference Details	
Primary Reference	<input type="text"/>
Secondary Reference	<input type="text"/>
Passenger Name	<input type="text"/>
Payee Details	
Quick List	Select eNett Client <input type="text"/>
ECN	<input type="text"/>
eNett Client	<input type="text"/>
Transaction Details	

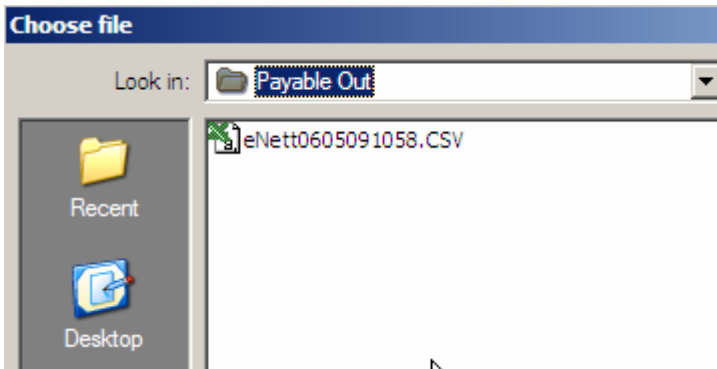


To create Payments via the Import of a CCT Payables Extraction File, select the **Direct Debit CSV Import** option which will then bring up the following screen: Click on **Import File**,

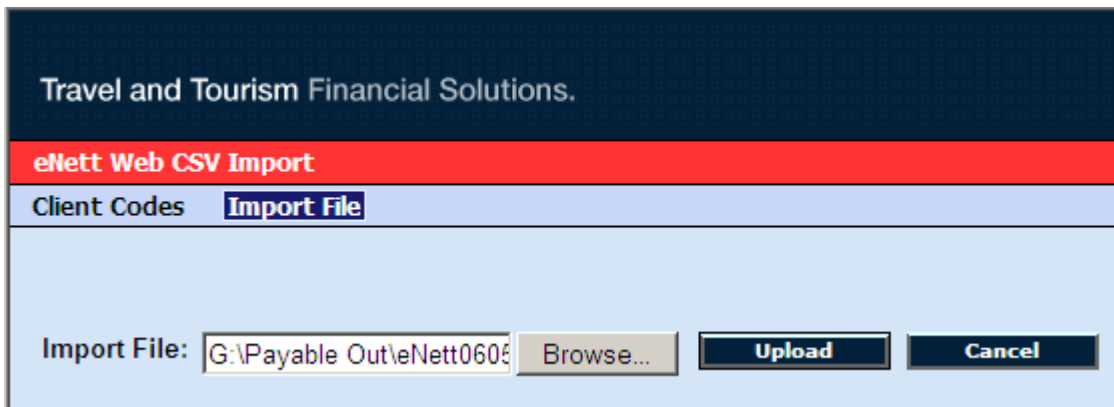


You will then need to press the **Browse Button** to locate the CCT Payables File. The first time a File is Imported, you will need to drill down in the **Look In** box to you find the G:\Payable Out directory (assuming your files are being generated into a G: Network drive).

Within the **Payable Out** directory will be the eNett Payables Extract Files that have been created from within CCT. As these files are created with a filename of 'eNettYearMonthDayTime', they will display in date order with the most recent file showing at the bottom of the list. A file should be selected and then the **Open Button** is pressed to upload the file to return back to the eNett Web Site.



The file is now ready to be moved into the next stage of the process by pressing the **Upload** button.





E Nett will then convert to uploaded payment data into the required format and will all entries included in the file. It is then important to look at the **Is Valid** column to check that **Yes** appears next to each item.

Import File:

Type	Client Code	Amount	Pay Date	Dep Date	Secondary Ref	Primary Ref	Pax/Description	Your Memo	Is Valid	Invalid Reason
S	ANZCRO	2250.00	17-Mar-06	06-May-06	0000000379	anz99999	HASTINGSMICHAELMR	Tour ANZCRO	Yes	
S	APT	300.00	17-Mar-06	30-Apr-06	0000000376	apt33333	HOPFMARKMR	Tour AUSTRALIA PACIFIC TOURS	Yes	
S	APT	150.00	17-Mar-06	19-Apr-06	0000000381	apt55555	SUMCHORANTMR	Tour AUSTRALIA PACIFIC TOURS	Yes	
S	CRE	225.00	17-Mar-06	21-Apr-06	0000000377	cre44444	PATERNOSTERKARENMS	Tour CREATIVE TOURS	Yes	

Authorise Valid Transactions

If any of the Payment Requests are not Valid, a **No** will display under **Is Valid** and a reason for the rejection will also be shown.

eNett Web CSV Import

Client Codes [Import File](#)

Import File:

Type	Client Code	Amount	Pay Date	Dep Date	Secondary Ref	Primary Ref	Pax/Description	Your Memo	Is Valid	Invalid Reason
S	CONCORDE 2064.38	22-Feb-06	25-May-06	T000008512	W18GPI	ROSSI/LINDAMISS	Flight JapanAir Lines		No	ECN / Client Code does not exist or does not accept your currency

Assuming that all items have been passed as **Valid** as per below, you would press the Tick the **Authorise Valid Transactions** Box and then select the **Import** option.

Import File:

Type	Client Code	Amount	Pay Date	Dep Date	Secondary Ref	Primary Ref	Pax/Description	Your Memo	Is Valid	Invalid Reason
S	ANZCRO	2250.00	17-Mar-06	06-May-06	0000000379	anz99999	HASTINGSMICHAELMR	Tour ANZCRO	Yes	
S	APT	300.00	17-Mar-06	30-Apr-06	0000000376	apt33333	HOPFMARKMR	Tour AUSTRALIA PACIFIC TOURS	Yes	
S	APT	150.00	17-Mar-06	19-Apr-06	0000000381	apt55555	SUMCHORANTMR	Tour AUSTRALIA PACIFIC TOURS	Yes	
S	CRE	225.00	17-Mar-06	21-Apr-06	0000000377	cre44444	PATERNOSTERKARENMS	Tour CREATIVE TOURS	Yes	

Authorise Valid Transactions

An eNett Tranx Id will then be automatically assigned to each payment item and the actual Payment process is now complete.

The following transactions have been successfully imported:

ECN	Client Code	Amount	Primary Ref	Notes	Status	Trans ID
200041	ANZCRO	2250.00 AUD	anz99999	Tour ANZCRO	Authorised	E101829
200055	APT	300.00 AUD	apt33333	Tour AUSTRALIA PACIFIC TOURS	Authorised	E101830
200055	APT	150.00 AUD	apt55555	Tour AUSTRALIA PACIFIC TOURS	Authorised	E101831
200080	CRE	225.00 AUD	cre44444	Tour CREATIVE TOURS	Authorised	E101832

Import Date: 17/03/2006
 Number of Transactions Imported: 4
 Value of Transactions Imported: AUD

The only remaining function to complete is the Import of the eNett Payables file when it is received by email from eNett and this process is described in the next section.



eNett Payment Import

Each day that one or more Payment files are uploaded to the eNett Web Site, an email is sent from eNett to your designated email address. These emails will contain the settlement details in an attached CSV file eg *CCTPayables_200077_20060222_095812_3676.csv*

To create the Import of this file into CCT, it must first be saved into the dedicated 'Payable In' subdirectory on your workstation. On a standard Galileo hardware platform, this directory on a Server/Workstation will be:

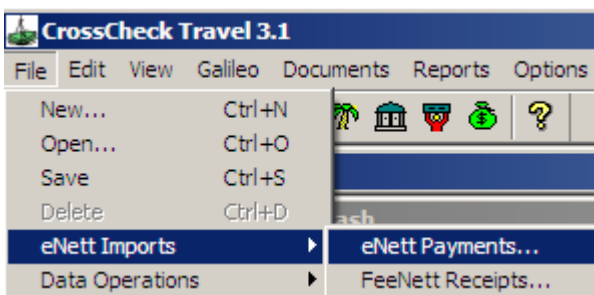
'C:\Program Files\GalileoSouthernCross\CrossCheckTravel\eNett\Payable In'

For a Client Workstation, this directory will be located at:

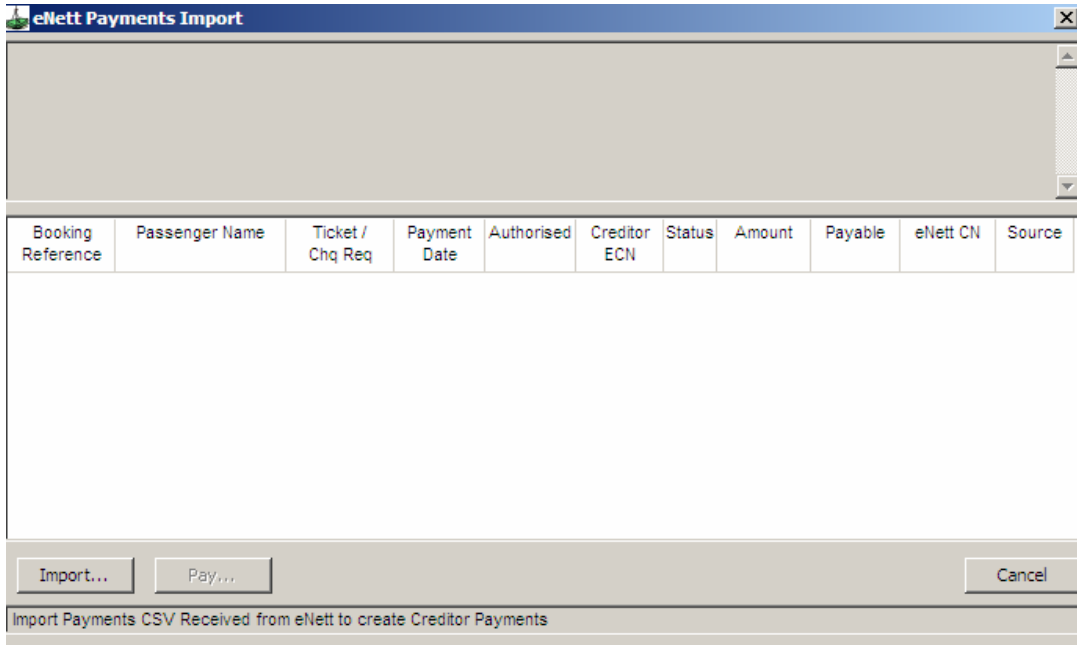
'G:\Payable In'

The eNett Payment option is then run by selecting these menu options:

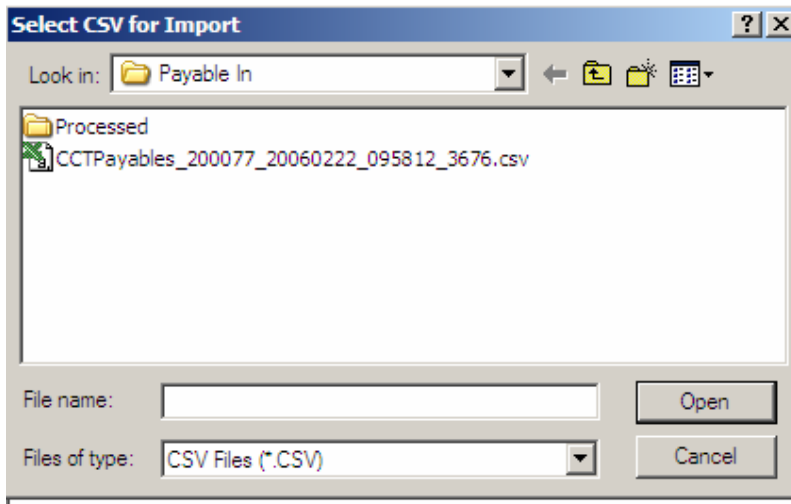
- File, eNett Imports, eNett payments



Selecting this option will display the blank *eNett Payments Import* screen:



Press the Import button to display the next available Import file(s):



Choose the first file displayed in the window. If there is more than one file sitting under the *Payable In* subdirectory it just means that you have a previous Payment(s) that have not yet been imported into CCT. In this case you will need to import each file, one at a time.



When a valid file is selected for Import, the next screen will be populated with the data contained within the file.

eNett Payments File Report									
eNett Payments File Report									Printed: 14 Mar 2006 1
Booking Reference	Passenger Name	Ticket / Cheque Req	Payment Date	Authorised	eNett Receipt	Creditor ECN	Status	Amount	Payable
CREATIVE	Williams/Stephen Mr	Q000000721	13/03/2006	12/12/2003	401775	200021	S	653.00	653.00
TSTC	HARDING/MARKMR	T000001811	13/03/2006	12/11/2005	401776	200029	S	330.31	330.31
TSTC	HIRAI/KENKICHIMR	T000002006	13/03/2006	24/12/2005	401777	200029	S	4651.82	4651.82
AS22516	SMITH		13/03/2006	24/12/2005	401778	200022	S	500.00	500.00

Please Note: In situations where the data contained within the Import file does not match, the *eNett Payments File Report* will display reasons why the file cannot be imported into CCT. The screen shot below shows an example of this situation:

eNett Payments File Report						
Booking Reference	Passenger Name	Ticket / Cheque Req	Payment Date	Authorised	eNett Receipt	Creditor ECN
aat254879	PATERNOSTER/KAREN M	Q000000265	21/02/2006	21/02/2006	101852	200029
tranx Q000000265 has a status of R; eNett amount 270.00 is different from amount on ticket 2885.20;						
anz223659	RODRIGUEZ/BEATRICE M	Q000000264	21/02/2006	21/02/2006	101853	200080
tranx Q000000264 has a status of P; eNett amount 405.00 is different from amount on ticket 200.00;						
traf1234567	PATERNOSTER/KAREN M	Q000000258	21/02/2006	21/02/2006	101854	200026
tranx Q000000258 has a status of P; eNett amount 198.00 is different from amount on ticket 445.44;						
anz223659	RODRIGUEZ/BEATRICE M	Q000000263	21/02/2006	21/02/2006	101855	200041
tranx Q000000263 has a status of P; eNett amount 450.00 is different from amount on ticket 400.00;						
QF25688749€	JONES		21/02/2006	21/02/2006	101856	200022
This transaction has not been uploaded to eNett and should be created manually;						



When the data in the Import file can be successfully imported into CCT, the *eNett Payments Import* screen will display the information contained within the Payables File and also the *Pay* button will be become enabled.

eNett Payments Import

CREATIVE	Williams/Stephen Mr	Q000000721	2006-Mar-13	2003-Dec-12	200021	S	653.00	653.00	401775
TSTC	HARDING/MARKMR	T000001811	2006-Mar-13	2005-Nov-12	200029	S	330.31	330.31	401776
TSTC	HIRAI/KENKICHIMR	T000002006	2006-Mar-13	2005-Dec-24	200029	S	4651.82	4651.82	401777
AS22516	SMITH		2006-Mar-13	2005-Dec-24	200022	S	500.00	500.00	401778

Booking Reference	Passenger Name	Ticket / Chq Req	Payment Date	Authorised	Creditor ECN	Status	Amount	Payable	eNett CN
CREATIVE	Williams/Stephen Mr	Q000000721	13/03/2006	12/12/2003	200021	S	653.00	653.00	401775
TSTC	HARDING/MARKMR	T000001811	13/03/2006	12/11/2005	200029	S	330.31	330.31	401776
TSTC	HIRAI/KENKICHIMR	T000002006	13/03/2006	24/12/2005	200029	S	4651.82	4651.82	401777
AS22516	SMITH		13/03/2006	24/12/2005	200022	S	500.00	500.00	401778

Import... Pay...

Import Payments CSV Received from eNett to create Creditor Payments



When the *Pay* option is selected, the next screen to appear is the *Creditor eNett Payment* screen which will display the key information concerning the impending Payment entries. In the *Description* field will be the eNett payment transaction numbers and you are strongly advised not to edit these references from within the Creditor eNett Payment screen.

Pay	Creditor	Description	Creditor/Payee Name:	Amount
<input checked="" type="checkbox"/>	CREATIVE	401775	Creative Holidays	653.00
<input checked="" type="checkbox"/>	TSTC	401776,401777	Travelscene Ticket Centre	4,982.13

Creditor	Date	Type	Tranx Id	Reference	Amount
CREATIVE	04/06/2004	CQC	Q000000721	Williams/Stephen Mr	401775 653.00
TSTC	15/11/2005	TKT	T000001811	HARDING/MARKMR	401776 330.31
TSTC	12/03/2006	TKT	T000002006	HIRAI/KENKICHIMR	401777 4,651.82

Selected: 5,635.13 Amount: 5,635.13

OK Cancel

Pressing Ok will create the payment entries for the total amounts displayed for each Creditor and it will also move the actual CSV file from the *Payable In* directory into the *Payable In\Processed* directory.

Please Note: It is possible to press Cancel to exit the payment process at this stage so that the file does not get Imported but as per the system message below. the CSV file will need to be moved back to the 'Payable' directory to later complete the import process.

eNett Payment File Import

? The file that was just imported was moved to the Processed sub-directory.
If you cancel out of making the payment now, you will need to move it back for re-import.

Do you still want to cancel out without completing the payment?

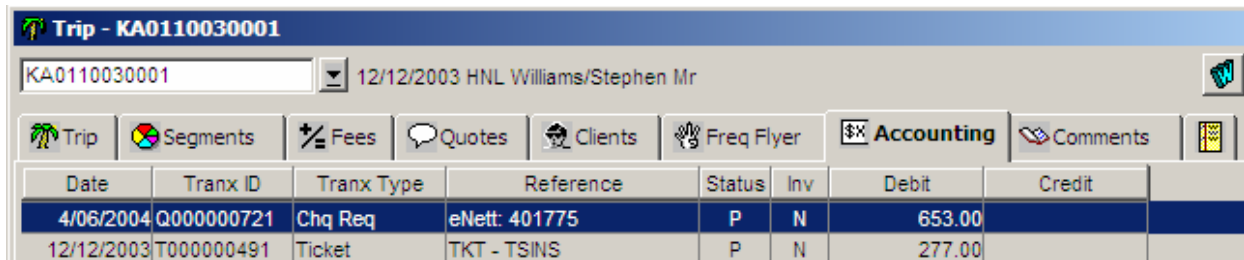
Yes No



Post Import Enquiries and the Bank Reconciliation Process

Cheque Requisitions

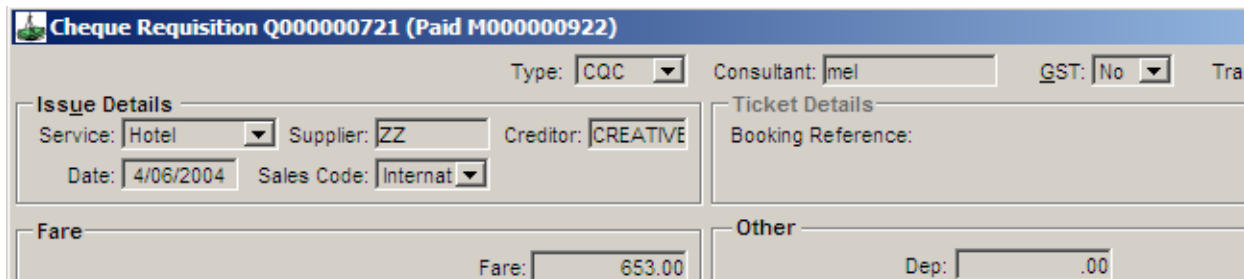
After the Payment import has been completed, within the Trip Accounting grid the eNett transaction ID will display under the *Reference* column.



The screenshot shows a software interface for Trip Accounting. At the top, it displays 'Trip - KA0110030001' and a search field containing 'KA0110030001'. Below this is a navigation bar with icons for Trip, Segments, Fees, Quotes, Clients, Freq Flyer, Accounting, and Comments. The main area is a table with the following data:

Date	Tranx ID	Tranx Type	Reference	Status	Inv	Debit	Credit
4/06/2004	Q000000721	Chq Req	eNett: 401775	P	N	653.00	
12/12/2003	T000000491	Ticket	TKT - TSINS	P	N	277.00	

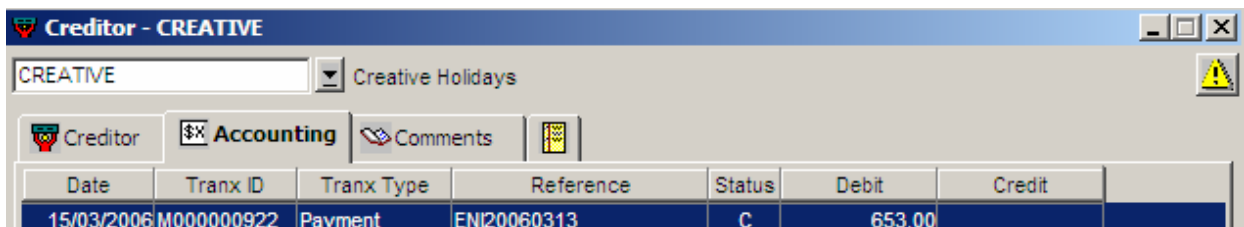
When the Cheque Requisition screen is opened, the CCT payment reference (the 'M number') will display in the title bar as normal.



The screenshot shows the 'Cheque Requisition Q000000721 (Paid M000000922)' screen. It includes fields for 'Type: CQC', 'Consultant: mel', and 'GST: No'. There are sections for 'Issue Details' (Service: Hotel, Supplier: ZZ, Creditor: CREATIVE, Date: 4/06/2004, Sales Code: Internat) and 'Ticket Details' (Booking Reference). At the bottom, there are 'Fare' and 'Other' sections with values: Fare: 653.00 and Dep: .00.

eNett Payments

In the Creditor Accounting Grid, the CCT eNett Payment transaction will display within the Reference column, an eleven character code which consists of the text 'ENI' followed by the date that the ePayments were processed (in American date format) eg ENI20060313



The screenshot shows the 'Creditor - CREATIVE' screen. It displays 'CREATIVE' in the search field and 'Creative Holidays' as the selected creditor. Below is a navigation bar with icons for Creditor, Accounting, and Comments. The main area is a table with the following data:

Date	Tranx ID	Tranx Type	Reference	Status	Debit	Credit
15/03/2006	M000000922	Payment	ENI20060313	C	653.00	



When the eNett Payment transaction is opened, it will display that 11 character eNett code as the Cheque Nbr and each paid Cheque and Ticket Requisition will be listed including it's actual eNett Payment reference.

Date	Type	Tranx Id	Reference	Amount
04/06/2004	CQC	Q00000721	Williams/Stephen Mr	eNett: 401775 653.00

If required, these eNett payment entries may be reversed within CCT but to re-import the eNett Payables file it would need to be moved back (using Windows Explorer) from the *Processed* directory to the *Payables In subdirectory*.

Bank Reconciliation

The eNett payment entries will display within the Bank Reconciliation screen with a reference of the 'ENI Number' and the amount to be reconciled will be the total amount of the eNett settlement for that particular day, EG:

Payment	Direct Debit	4/06/2005	DJAPR/MAY05	490.98	M000000768
eNett Payment	ENI20060313	14/03/2006	ENI20060313	5,635.13	M000000918,M0

