# CrossCheck Travel 3.1

## PRISM Extraction Guide

**Prepared by: Business Applications**

Galileo
by Travelport

# Introduction

PRISM is a third party service provider used by travel agencies for Corporate reporting purposes.

The PRISM Extract in CrossCheck Travel 3.1 (CCT) can be utilised to extract the information required by PRISM. This guide takes the user through the extraction process from CCT, however it does not cover any of the PRISM features or functions.

For more information on PRISM (a third party product), please refer to **http://www.prism-grp.com**
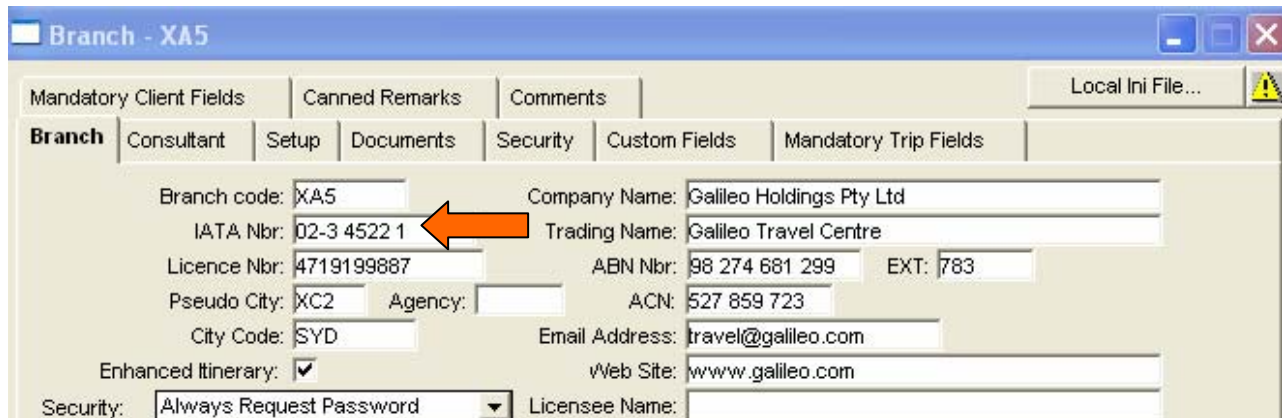
# Contents

# System Maintenance

To be able to run the PRISM Extract process, CrossCheck Travel must be upgraded to CCT V3.1 or above, with the agency IATA number entered into the Branch area.



# Data Entry

The PRISM extract retrieves Flight Segment and Ticket data from Tickets and Cheque Requisitions entered into CCT.

To appear on the PRISM Extract, the Requsitions must be attached to an Accounting Invoice or Credit Note. It is recommended that Trips are linked to the appropriate Client Files and these Client Files have been assigned the appropriate Debtor Code. The Debtor Code will then be nominated as a default into the Invoices/Credit Notes.

## Unconfirmed Tickets

The Extract will not include any Unconfirmed (and therefore uninvoiced) Tickets so it is recommended that any downloaded Ticket Requisitions (from Booking Files) have been confirmed prior to running the Extract Process. This can be achieved by retrieving and actioning the Unconfirmed Tickets Report (Reports/Trip/Unconfirmed Tickets).

## Reversals

The Extract will not include any Reversed Invoices/Tickets. Therefore if a previously invoiced ticket requires reversal and re-entry, the user should instead create a refund-type ticket. This ticket should then be added to a credit note (to the original Debtor). A new ticket can then be entered with the correct details, and invoiced to the debtor.

# Running the Extract

The option to run the Prism Extract is only available to those with Manager user rights in CCT.

To run, open **File > Data Operations > Extract**



At the top of the PRISM Extract screen will be the New Extract Date From and To fields.

PRISM require data files to be extracted for a whole month period, with the data sent (to PRISM) between the 10 and 15th day of the following month.  For example, June data should be sent between July 10-15.

The 'Date From' field will default as the day after the previous extract was run.
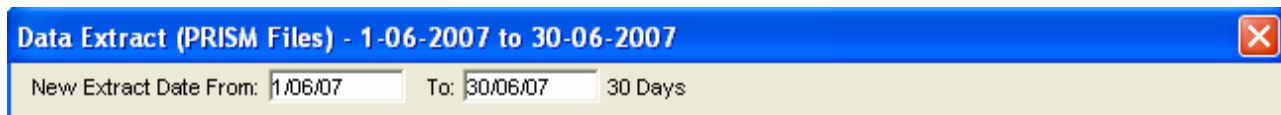


The 'Date To' default will depend on the number of days included in the previous PRISM Extract, i.e. if the previous run was for a 30 day monthly period then the default date in this field will be the current From Date plus 30 days. Therefore, please note that for most of the monthly extraction runs, the default To Date will need to be altered by plus or minus one day.

When the relevant Date Range has been entered, click the 'Retrieve' button in the lower part of the screen. Once the data has been retrieved, the following message will be displayed:
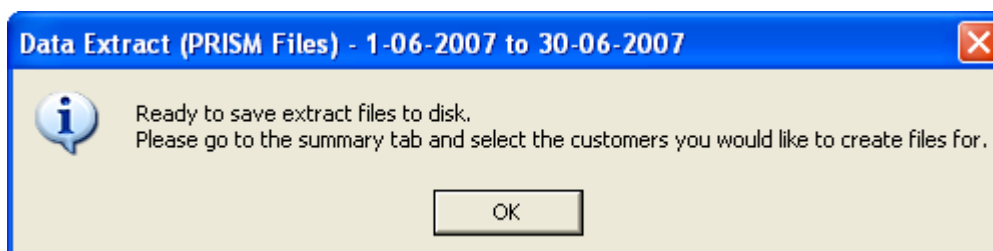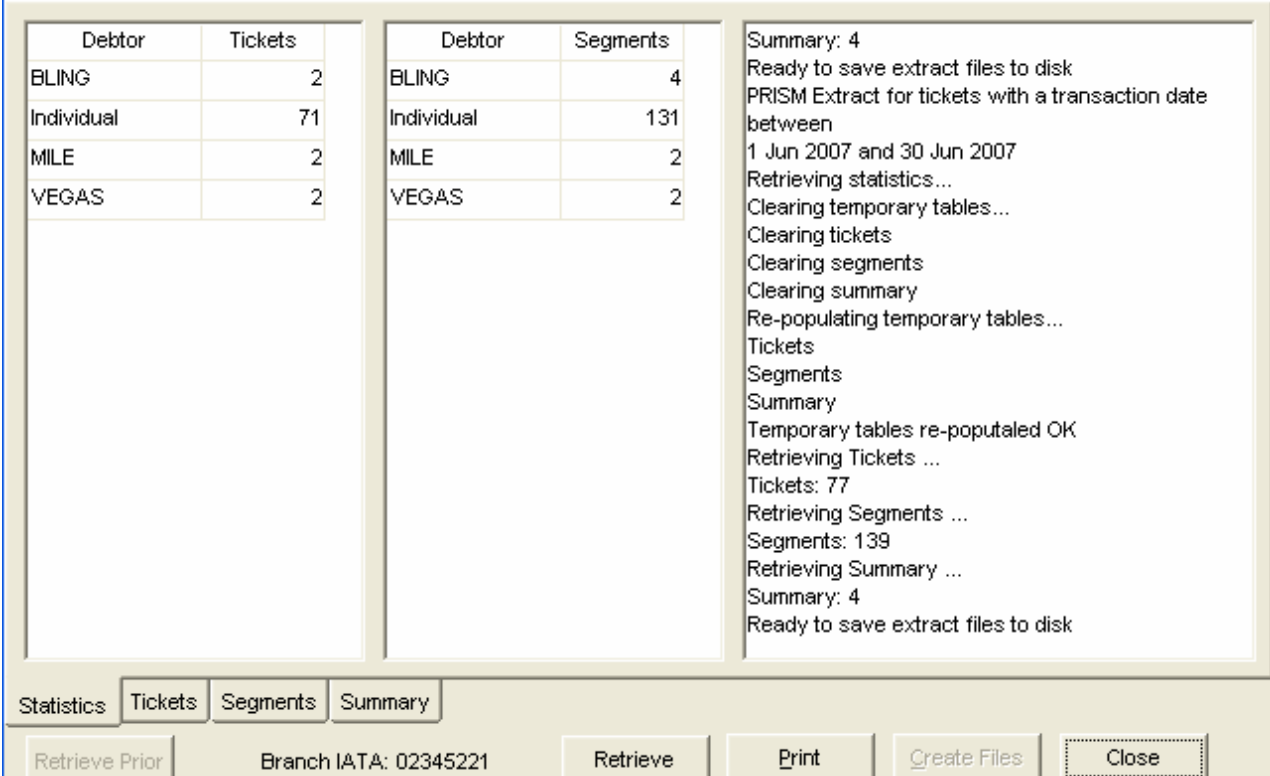


Click OK to close this screen.

*Important Note*: The extract process will not check whether the date range selected has been run previously. Therefore please ensure that you never overlap any transaction dates that have been used to generate PRISM Extract files otherwise you run the risk of sending duplicate information through to PRISM.

The Crosscheck Travel PRISM Extract screen will also not check for omissions from previous Extracts. You are therefore advised to keep record (possibly in Microsoft Word or Excel) of the Extractions that have been generated and sent to PRISM.

# Prism Extract Screen

The main section of the PRISM Extract screen contains three panels and four tabs as per the example below:

| Debtor | Tickets |
|--------|---------|
| BLING | 2 |
| Individual | 71 |
| MILE | 2 |
| VEGAS | 2 |

| Debtor | Segments |
|--------|----------|
| BLING | 4 |
| Individual | 131 |
| MILE | 2 |
| VEGAS | 2 |

```
Summary: 4
Ready to save extract files to disk
PRISM Extract for tickets with a transaction date
between
1 Jun 2007 and 30 Jun 2007
Retrieving statistics...
Clearing temporary tables...
Clearing tickets
Clearing segments
Clearing summary
Re-populating temporary tables...
Tickets
Segments
Summary
Temporary tables re-poputaled OK
Retrieving Tickets ...
Tickets: 77
Retrieving Segments ...
Segments: 139
Retrieving Summary ...
Summary: 4
Ready to save extract files to disk
```

Statistics | Tickets | Segments | Summary

Retrieve Prior    Branch IATA: 02345221    Retrieve    Print    Create Files    Close

The tabs will only populate with data when the retrieve button has been used.

## Statistics

The Statistics tab will display the total number of Tickets and Segments retrieved. These totals will be per Debtor or if Tickets were entered that were not attached to a Client / Debtor Code, these will appear in the category 'Individual'.

The last panel in the Statistics Tab displays the processes occurring as the Ticket and Segment data are being retrieved. This will also reveal total Ticket and Segment counts (for both Debtors and Individual).

## Tickets

Clicking on the Tickets tab will display the total ticket data that has just been retrieved from the database. No action is required from this tab.

| Iatano | Brnch | Invoice | Auxkey | Customer | Department | Issuedate | Invc type | Ref Xch | Ticketno | Orig Ticketno |
|--------|-------|---------|--------|----------|------------|-----------|-----------|---------|----------|---------------|
| 023452 | XA5 | T000000008 | T000000008 | BLING | 859K | 04/18/2005 | D | | 1649289359 | |
| 023452 | XA5 | T000000019 | T000000019 | BLING | BLING | 04/22/2005 | D | | 1649289371 | |
| 023452 | XA5 | Q000000013 | Q000000013 | Individual | Individual | 04/22/2005 | D | | KNKV1Y | |
| 023452 | XA5 | T000000001 | T000000001 | Individual | Individual | 02/11/2005 | D | | 5283785973 | |
| 023452 | XA5 | T000000002 | T000000002 | Individual | Individual | 02/11/2005 | D | | 6346364364 | |
| 023452 | XA5 | T000000003 | T000000003 | Individual | Individual | 03/03/2005 | D | | 6346364365 | |
| 023452 | XA5 | T000000004 | T000000004 | Individual | Individual | 03/03/2005 | D | | 6346364366 | |
| 023452 | XA5 | T000000007 | T000000007 | Individual | Individual | 04/18/2005 | D | | 1642989358 | |
| 023452 | XA5 | T000000010 | T000000010 | Individual | Individual | 04/19/2005 | D | | 1649289361 | |
| 023452 | XA5 | T000000011 | T000000011 | Individual | Individual | 04/19/2005 | D | | 1649289362 | |
| 023452 | XA5 | T000000012 | T000000012 | Individual | Individual | 04/20/2005 | D | | 1649289363 | |
| 023452 | XA5 | T000000013 | T000000013 | Individual | Individual | 04/20/2005 | D | | 1649289365 | |
| 023452 | XA5 | T000000014 | T000000014 | Individual | Individual | 04/20/2005 | D | | 1649209366 | |
| 023452 | XA5 | T000000015 | T000000015 | Individual | Individual | 04/21/2005 | D | | 1649289367 | |

Statistics | Tickets | Segments | Summary

Retrieve Prior    Branch IATA: 02345221    Retrieve    Print    Create Files    Close

## Segments

Clicking on the Segments tab will display the total segment data that has just been retrieved from the database. No action is required from this tab.

| Iatano | Brnch | Invoice | Auxkey | Ticketno | # | From City | To City | Carrier Code | Fare Basis | Ticket Designator | Tour Code | Flight | Serv Class |
|--------|-------|---------|--------|----------|---|-----------|---------|--------------|------------|-------------------|-----------|--------|------------|
| 02345221 | XA5 | Q000000013 | Q000000013 | KNKV1Y | | MEL | BNE | DJ | | | | 311 | Y |
| 02345221 | XA5 | Q000000013 | Q000000013 | KNKV1Y | | SYD | MEL | DJ | | | | 312 | U |
| 02345221 | XA5 | T000000001 | T000000001 | 5283785973 | | MEL | SYD | QF | | | | 443 | Y |
| 02345221 | XA5 | T000000001 | T000000001 | 5283785973 | | SYD | MEL | QF | | | | 417 | Y |
| 02345221 | XA5 | T000000003 | T000000003 | 6346364365 | | MEL | SYD | QF | | | | 414 | Y |
| 02345221 | XA5 | T000000003 | T000000003 | 6346364365 | | SYD | MEL | QF | | | | 415 | K |
| 02345221 | XA5 | T000000004 | T000000004 | 6346364366 | | MEL | SYD | QF | | | | 414 | Y |
| 02345221 | XA5 | T000000004 | T000000004 | 6346364366 | | SYD | MEL | QF | | | | 415 | K |
| 02345221 | XA5 | T000000006 | T000000006 | HWYUU3 | | ADL | SYD | DJ | ROW | | | 415 | Y |
| 02345221 | XA5 | T000000006 | T000000006 | HWYUU3 | | SYD | ADL | DJ | ROW | | | 414 | R |
| 02345221 | XA5 | T000000007 | T000000007 | 1642989358 | | SYD | DRW | QF | BK3M | | | 846 | Y |
| 02345221 | XA5 | T000000007 | T000000007 | 1642989358 | | DRW | SYD | QF | BK3M | | | 829 | Y |
| 02345221 | XA5 | T000000008 | T000000008 | 1649289359 | | MEL | SYD | QF | | | | 426 | Y |
| 02345221 | XA5 | T000000008 | T000000008 | 1649289359 | | SYD | MEL | QF | | | | 421 | Y |

Statistics | Tickets | Segments | Summary

Retrieve Prior    Branch IATA: 02345221    Retrieve    Print    Create Files    Close
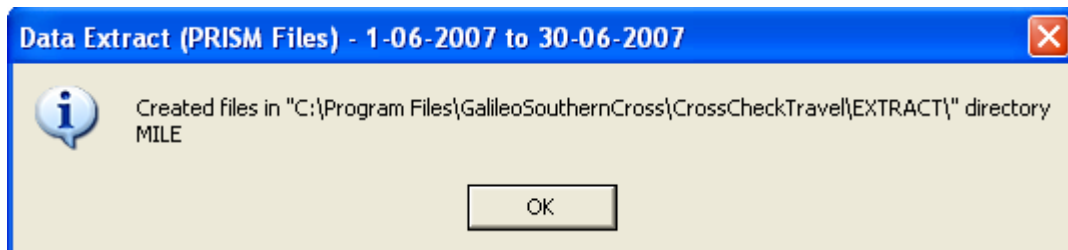
## Summary

This tab displays a summary of each Debtors' Ticket values. This Summary tab can be printed by selecting the 'Print' button at the bottom of the screen if desired.

To run the Extract for a particular Debtor Code, highlight the row within the Summary window. Multiple Debtors can be selected in this screen.

| Customer | From | To | Total Amount | Total Air Ref | Net Total Amount | Currency |
|---|---|---|---|---|---|---|
| VEGAS | 06/01/2007 | 06/30/2007 | 524.50 | 0.00 | 524.50 | AUD |
| BLING | 06/01/2007 | 06/30/2007 | 472.47 | 0.00 | 472.47 | AUD |
| MILE | 06/01/2007 | 06/30/2007 | 3298.00 | 0.00 | 3298.00 | AUD |
| Individual | 06/01/2007 | 06/30/2007 | 56750.26 | 7400.15 | 49350.11 | AUD |

Once the required Debtors are selected, click the 'Create Files' button.

**Data Extract (PRISM Files) - 1-06-2007 to 30-06-2007**

Created files in "C:\Program Files\GalileoSouthernCross\CrossCheckTravel\EXTRACT\" directory MILE
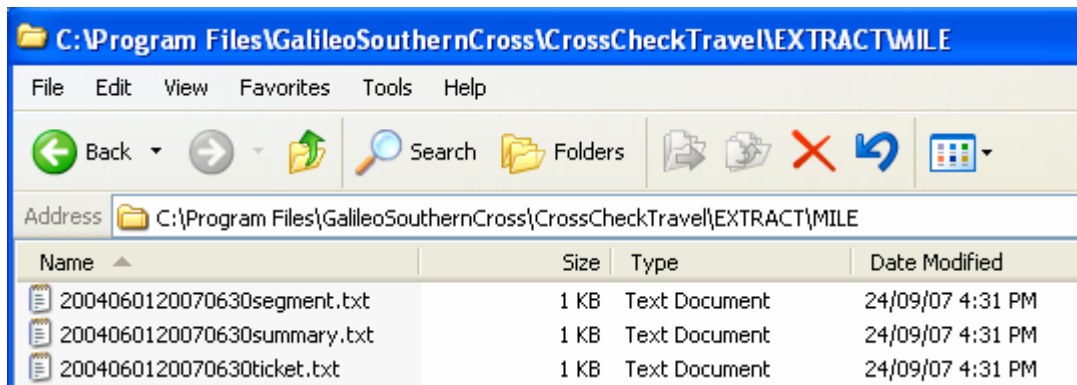
OK

The path to the Extract files will be displayed (and should be noted – see below). Click Ok.

The 'Close' button at the bottom of the screen can now be selected.

## Extract File Location

Each time that a PRISM Extraction is run for a specific Debtor, three files are created into a directory on your local hard drive named the same as the Debtor Code. That is, from the previous example, the extract files were created in a directory called MILE which resides under:

C:\Program Files\GalileoSouthernCross\CrossCheckTravel\EXTRACT\MILE

**C:\Program Files\GalileoSouthernCross\CrossCheckTravel\EXTRACT\MILE**

File   Edit   View   Favorites   Tools   Help

Back   Search   Folders

Address   C:\Program Files\GalileoSouthernCross\CrossCheckTravel\EXTRACT\MILE

| Name | Size | Type | Date Modified |
|---|---|---|---|
| 2004060120070630segment.txt | 1 KB | Text Document | 24/09/07 4:31 PM |
| 2004060120070630summary.txt | 1 KB | Text Document | 24/09/07 4:31 PM |
| 2004060120070630ticket.txt | 1 KB | Text Document | 24/09/07 4:31 PM |

The three text files created will separate the extracted information into ticket, segment and summary data. The filenames will start with the actual date range that was selected within the PRISM Extract screen. For example, the selection of a date range from 01-JUN-06 to 30-JUN-06 would cause the extraction files to start with this prefix, 2006060120060630 (American Date Format).

# Transferring files to PRISM

PRISM require that the extract files are sent per Company, therefore the three extraction files per Debtor (or Debtors if multiple CCT files have been utilised for a single PRISM Company) need to be zipped into a single file. The standard means of zipping files is via the Winzip product which may be purchased over the Internet or at retail software outlets. An evaluation version of this product is also readily available by following this link which will direct you a page on the Winzip web site:

**http://www.winzip.com/downwzeval.htm**

Instructions on using Winzip are contained within the Help options in the Winzip software application.

The naming convention of your zip files should be as follows:

yyyymm_NameOfCompany.zip

Therefore, if files had been generated for the Company Code *MILE* for transactions created in June 2007, the Zip File should have this format:

| Name ▲ | Size | Type |
|--------|------|------|
| 200709_MILE.zip | 1 KB | WinZip File |

The zipped Extract Files may be sent to PRISM by attaching to their FTP Server to transfer the files.

To obtain your login to the PRISM FTP Server, please contact **Carla@prism-grp.com**

Alternatively, the files may be attached to an email to PRISM at this address **data@prism-grp.com**

Files for multiple companies may be sent in the one email.

**Important Note:** When using the email method, PRISM request that the email SUBJECT line contains your assigned PRISM FTP ID. EG: SUBJECT:  ftp xxxx

As above, if your agency does not have a FTP ID, please email **Carla@prism-grp.com**