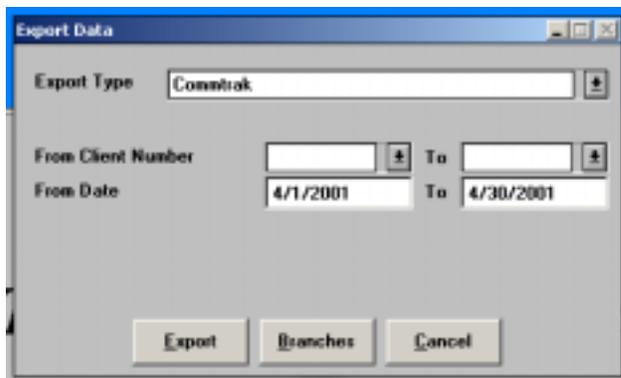


## Exporting Hotel Commission Data to Commtrak

To export hotel commission data from Commtrak to TravCom go to Utilities > Export Data. Select Commtrak from the list of export types and enter the date range for the hotel vouchers you wish to export. The date range corresponds to the invoice date, or posting date of the voucher. Click the Branches button if you are a multi-branch location and wish to export the data for multiple branches. Click the Export button.



The screenshot shows a dialog box titled "Export Data". It has a "Export Type" dropdown menu set to "Commtrak". Below that, there are two rows of date selection: "From Client Number" with empty fields and "From Date" with "4/1/2001" in the "From" field and "4/30/2001" in the "To" field. At the bottom, there are three buttons: "Export", "Branches", and "Cancel".

Enter the location and name of the file you wish to create and click OK. The export process will begin. A counter will indicate the number of records exported. When complete the exported data can then be sent to Commtrak via email or some other method.

## Reconciling Hotel Commission Data from Commtrak

To reconcile the commission data from Commtrak with TravCom go to Posting > Accounts Receivable > Commission Receipts Posting. Enter the Vendor Number for Commtrak and the check number. It is not necessary to enter the check amount as this will automatically be entered from the reconciliation file. Click the Reconcile button.

Commission Receipts Posting

Vendor No. 000274 Commtrak Proof: 0.00

Payment Information

Bank Account 00001020 C.N.B. GENERAL ACCOUNT

Posting Date 5/8/2001  Next Month

Check No. 0000032567

Bank No.

Amount 0.00

Reconcile

Cancel << Back Next >> Post

From the drop down list select Commtrak and click Import/Reconcile Data.

Commission Reconciliation

Commtrak

Import/Reconcile Data

Status

Records Imported 0

Matched Records 0

Unmatched Records 0

Print Matched Items

Print Unmatched Items

OK Cancel

Enter the location and the name of the Commtrak reconciliation file and click OK. The reconciliation process will begin. The status of the reconciliation process will be displayed counting the number of records imported and the number of records from Commtrak which match the records in TravCom. Any unmatched records will be displayed as well. When complete you will be prompted to enter a G/L account to write off the service fee collected from Commtrak. This should be a service fee expense account which you have created in the general ledger.

Commission Reconciliation

Total Commissions Paid: 1000.00

- Service Fees: 500.00

= Total Check Amount: 500.00

Service Fee G/L Account 00005010

OK

Next, you can print a list of all matched records and all unmatched records. Click OK to continue the reconciliation process. You will be returned to the Commission Receipts

Posting screen. From here you can scroll through all of the hotel vouchers which were reconciled and make any necessary adjustments, such as O/S Agent commissions.

The screenshot shows a software window titled "Commission Receipts Posting". It contains the following fields and data:

- Vendor No.: 000274
- Commtrak: Commtrak
- Proof: 0.00
- Voucher Distribution:
  - Voucher No.: 00083347
  - Br.: 1
  - Comm. Pct.: 10.00
  - Confirmation No.: 125RHK
  - Comm. Amt.: 11.90
  - Client Name: CADISH/ROBERT
  - Voucher Total: 119.00
- Product Code: 2 HOTEL
- Status:
  - Cancelled
  - Non-Commissionable
- Agent No.: 025 RDSA HAWKS
- O/S Agent No.: 100007 BETTY HAAGEN
- O/S Commission: 40.00 4.76
- O/S Invoice No.: 00083347

At the bottom of the window, there are several buttons: "Find Vouchers", "New Voucher", "Remove Voucher", "Voucher 12 of 457" (with navigation arrows), "Cancel", "<< Back", "Next >>", and "Post".

Click on Post to post the commission receipt. All vouchers within TravCom will be marked as paid, cancelled, or non-commissionable, depending on the status received from Commtrak.