

# **CREDIT CARD ACCOUNTS**

Diners and AirPlus Travel Account Module for SoftSuitCase







SOFTSUITCASE 2010 DANSK - VER. 7





### DINERS TRAVEL ACCOUNT



Diners Travel Account is located in the Menu > Modules > Diners Club. This is a pay module and must be licensed by Travel Office.

It is used to send Customer Invoice Lines to Diners. The customer must have Diners Account and the Travel Agency must have an agreement with Diners to use their system.

To setup the Diners Module you must first go to Menu > Modules > Diners Club > Diners Club Setup and the following screen will appear:

File Identificati	n	Input Mode
DLDCD		EDIT
Last File Seque	nce	
00000		-
ATA Number		
12345657		1
Agents Depart	ment Identification	
Diners Club Off	ice Specification	
Establishment	Reference	
2. References and a service		hth Files (
Diners Club File	s Folder (ex. C:\DinersC	abriest
Diners Club File	s Folder (ex. C:\DinersC IbFiles	
Diners Club File C:\DinersClu Diners Paymer	s Folder (ex. C:\DinersC ibFiles & Account	<u>(()</u>

### **File Identification**

Enter the File identification that you receive from Diners Club.

Last File Sequence If a new setup, leave as '00000'

IATA Number Enter your IATA Number.

Agents Department Identification Is optional.

**Diners Club Office Specification** Is Optional.

Establishment Reference Is optional.

Diners Club Files Folder (ex. C:\DinersClubFiles) Press the > Browse < button (folder icon) to locate where the Diners Club Files are to be saved. When the Diners Club Module finishes generating an Diners Club File with all the latest Invoice Lines, it must save the file to a known location with a unique known name, so it can be picked by the module that will upload it to Diners Club.

### **Diners Payment Account**

Enter the SoftSuitCase Account information where the Diners Club Module will collect all the Diners Club transactions.

After all the required are correctly entered press SAVE.

Then you must enter the Diners Account information for each Customer you have that has an Diners Travel Account Account. To do this go to Menu > File > Open Customer (Ctrl + F1) and the following screen will appear:

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Then select the ACCOUNTS tab:

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Column Department Musico.	

### DINERS TRAVEL ACCOUNT

### **Customer Account**

Enter the Diners Travel Account Number of that customer.

### **Customer Cost Center**

Is optional.

Customer Department Division Is optional.

Then press SAVE.

When an Invoice is created and the Customer is an Diners Travel Account holder, the Invoice will have the Diners Checkbox enabled, so you can tell the system that, that Invoice is Diners Invoice.



When you check the Diners check box the following screen will appear:

SoftSuitCase2010	×
Do you wish to make this a Dine	rs Invoice?
Yes	No

If you press > YES < then the following screen will appear:

Customer Name	
Diners Club Account	Invoice Total
12345678901234	3.143,00
Approval Code	
123456	
Million Coloreste	
	XI

At the moment the system is setup with a default Approval Code but the user can enter the real Approval Code if they so wish.

The Invoice is then put in a list of the next invoices to be sent to Diners. If the invoice is not closed, either manually or by the system due to instructions given in the Finance System, the Invoice may be edited until the moment it is sent, when the Diners Module will automatically close the invoice and no more changes are allowed.

To see what is in the Diners Module List, go to Menu > Modules > Diners Club > Diners Club Invoice List.

✓ s	how latest				Show all 🗖
	Order	Invoice	File Number	Date Sent	Postpone
►	12339	28944		POSTPONED	
	12763	29031	-	WAITING	
	12764	29032		WAITING	
	12765	29034		WAITING	
	12618	28988	01176	26-09-2012	
	12761	29029	01175	25-09-2012	
0	1		Show Bey	verse Column	Exit

Here you can see that there is an Invoice > WAITING < to be sent to Diners. This list will show all the > WAITING < invoices, plus all the > POSTPONED < invoices, plus the last 3 files of sent invoices. If you will to see all the Invoices not sent or sent then check the > Show All < check box.

To postpone the sending of an Invoice, then check the > Postpone < check box and the Invoice will be > POSTPONED < until the check box is unchecked. the reason for postponing an invoice can be that it is not finished, that something is wrong with the invoice etc. When the Diners Module runs it will check the invoices first and warn the user if it found something wrong with the invoice or invoices. It will NOT send invoices that have something wrong with them. These invoices must be postponed until they have been fixed.

To send the Diners invoices, go to Menu > Modules > Diners Club > Diners Club File.











### DINERS TRAVEL ACCOUNT



If there are no invoices to be sent you will receive the following message:

SoftSuitCase2010	×
There are NO outstanding Diners Club Invoices	
OK.	

### **Create File**

SoftSuitCase2010

If there are then press > Create File < and the system will then proceed to check each invoice to make sure it conforms to the exact format that Diners Club requires. If there is something not right it will send the following message:

Order Number 12339 Invoice Number 28944 Invoice Ticke Ticket Tax does NOT MATCH Ticket Total Fare Amount	Sales Price +
	OK

The invoice must be corrected before it will be sent.

### **Status boxes**

Invoices waiting: Number of Invoices waiting to be sent.

Last File: The Number of the Last File sent to Diners. Used by Diners to make sure there are no missing files. The File Numbers are sent sequentially, so it is easy to see if a file has gone missing or was never sent.

**Date Sent:** The Date the Last File was sent to Diners.

**Diners File ready to be sent:** Is the location of the file to be sent is located.

Invoices Checked: Number of Invoices checked.

This File: This File Number about to be sent.

Airline Amount: The total of the airline amounts of all the Invoice Lines added to the file.

**Non-Airline Amount:** The total of the Non-airline amounts of all the Invoice Lines added to the file. If the check has been successful and all the invoices were in the correct format, the following web screen will appear.

Diners Club File		_ <u> </u>
Create file: Walking Last File 3 01176	Directs File ready to be sent. Thirdless Tables Set Tab	CONFIRM ille Sent OK to Dimers
SEB		
NDAT	SFT About SEB SContact us	
	Welcome to SEB Kort SFT - Secure File Transfer	
	Login by entering your username and password.	
	UserID:	
	Password:	
	* Register	
	Cookes at SFT	
	Show Diners History	Ені

Enter your Username and Password to access the Diners Club (Sebkort in Denmark) portal.

Once you are in you must enter all the required fields as instructed by Diners and the file will be uploaded to Diners. Once it has been uploaded you must tell Diners Module that it has been successful so that the Diners Module can create the corresponding payments, mark the invoices as sent and update all the historical and relevant information.

If you have not uploaded the file and you try and exit it will send the following warning message:

IMPORTANT	×
Are you sure you wish to EXIT, without pressing the 'CONFIRM File Sent OK to Diners'?	
Remember if you have sent a Diners Club File you MUST press the 'CONFIRM File Sent OK to Diners' or else it will not update the File Number, Invoices, Payments etc.	
<u>Y</u> es <u>N</u> o	

This is because if you have not pressed the > CONFIRM File Sent OK to Diners < and did upload the file, the next time you run the Diners Module the same invoices will appear again. Having said this, if you have not uploaded the file to Diners and decide you want to leave and do it later, there is no problem, the Diners Module will create another file with the same number with the invoices that are now waiting.



INTERNATIONAL

## AIRPLUS TRAVEL ACOUNT



AirPlus Module is located in the Menu > Modules > AirPlus International. This is a pay module and must be licensed by Travel Office.

It is used to send Customer Invoice Lines to Airplus. The customer must have an Airplus account and the Travel Agency must have an agreement with Airplus to use their system.

To setup the AirPlus Module you must first go to Menu > Modules > AirPlus International > AirPlus Setup and the following screen will appear:

AirPlus PartnerID			Input Mode
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Aquirer Prefix		Aquirer Proc	essing Page
LASG		1	002 *
Tamara Version		AirPlus File	ID
V01.40	18	1	00001
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Send File By S IATA Number	FTP to AirF	'kus Files)	
Send File By S LATA Number  Ar Plus Files Folder (e C:\AirPlusFiles	FTP to AirF	Plus (Files)	g
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Send File By S LATA Number Air Plus Files Folder (e C:\AirPlus Files Air Plus Payment Acco 50300 Gi	FTP to AirF x. C:\AirPlus sunt	'kus :Files)	* 🧭
Send File By S LATA Number Ar Plus Files Folder (e C:\AirPlusFiles AirPlus Payment Acco 50300 Gi	FTP to AirF x. C:\AirPlus sunt	'kus Files)	* 🗾

### **Airplus Partner ID**

Enter the AirPlus Partner ID that you have been assigned by AirPlus International.

### **Aquirer Prefix**

Enter the Aquirer Prefix that you have been assigned by AirPlus International.

### **Aquirer Processing Page**

Enter the Aquirer Processing Page that you have been assigned by AirPlus International.

### **Tamara Version**

Enter the current Tamara Version.

### IATA Number

Enter the IATA Number of the Travel Agency

### AirPlus Files Folder (ex. C:\AirPlusFiles)

Press the > Browse < button (folder icon) to locate where the AirPlus Files are to be saved. When the Airplus Module finishes generating an AirPlus File with all the latest Invoice Lines, it must save the file to a known location with a unique known name, so it can be picked by the module that will upload it to AirPlus International.

### AirPlus Payment Account

Enter the SoftSuitCase Account information where the AirPlus Module will collect all the AirPlus transactions

After all the required are correctly entered press SAVE.

Then you must enter the AirPlus Account information for each Customer you have that has an AirPlus Account. To do this go to Menu > File > Open Customer (Ctrl + F1) and the following screen will appear:

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	3	- Prant	100
		setting .	
Club Alex Day Rosa	Par Indea		0
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1500		Terror Dama	-
Remain	E coral E feature	Day yorthe	1
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		Articles.	1
		4000000	ArPhe Cores Chite
			E Fag line
			E last factors
		Coloradora	S Incompany of Street, or
Band Hanks	tangulge		Conception of the local division of the loca

### Then select the ACCOUNTS tab:

Constant Cast Laster Constant Department Trades Constant Department Trades	Converter Cont         Depar Data           Contents Cont         Depar Data           Contents Content         Depar Data	Contempor Account	Outline Cen
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			] []

and enter the AirPlus Credit Card Number and the Expiry Date. Then press SAVE.

### **AIRPLUS TRAVEL ACCOUNT**



When an Invoice is created and the Customer is an AirPlus Account holder, the Invoice will have the AirPlus Checkbox enabled, so you can tell the system that, that Invoice is an AirPlus Invoice.

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ki.	TESTOR.	16.043		110	1.118.00	1.300.00	F.	100.00	268000

When you check the AirPlus check box the following screen will appear:



If you press > YES < then the following screen will appear:

Per Sidor Sørensen	
Air Plus Account	Invoice Total
123456789012345	4.701,25
Approval Code	

At the moment the system is setup with a default Approval Code but the user can enter the real Approval Code if they so wish.

The Invoice is then put in a list of the next invoices to be sent to AirPlus. If the invoice is not closed, either manually or by the system due to instructions given in the Finance System, the Invoice may be edited until the moment it is sent, when the AirPlus Module will automatically close the invoice and no more changes are allowed.

To see what is in the AirPlus Module List, go to Menu > Modules > AirPlus International > AirPlus Invoice List. The following screen will appear:

A	AirPlus Invoice List 📃 🔲					
	Show latest Show all					
		Order	Invoice	File Number	Date Sent	Postpone
	•	14359	22767		WAITING	
		14359	23135		WAITING	
		14368	22775	00001	24-08-2011	
	0	2		Show Reve	erse Column	Exit

Here you can see that there is an Invoice > WAITING < to be sent to AirPlus. This list will show all the > WAITING < invoices, plus all the > POSTPONED < invoices, plus the last 3 files of sent invoices. If you will to see all the Invoices not sent or sent then check the > Show All < check box.

	Order	Invoice	File Number	Date Sent	Postpone
•	14359	22767		POSTPONED	
	14359	23135		WAITING	
	14368	22775	00001	24-08-2011	

To postpone the sending of an Invoice, then check the > Postpone < check box and the Invoice will be > POSTPONED < until the check box is unchecked. the reason for postponing an invoice can be that it is not finished, that something is wrong with the invoice etc. When the AirPlus Module runs it will check the invoices first and warn the user if it found something wrong with the invoice or invoices. It will NOT send invoices that have something wrong with them. These invoices must be postponed until they have been fixed.

To send the AirPlus invoices, go to Menu > Modules > AirPlus International > AirPlus File.

The following screen will appear:

### **AIRPLUS TRAVEL ACOUNT**





Press > Create AirPlus File < and the system will create an AirPlus File, however before it does it will make sure all the invoices are correct, and if it finds an incorrect invoice it will display a message and abort the process until all the invoices in the list are correct.

If all is correct the following message will appear:

SoftSuitCase2010	$\times$
Do you wish to send C:\AirPlusFiles\MA_RECORD.120926031005 to AirPlus now?	
<u>Y</u> es <u>N</u> o	

If > Yes < is pressed it will automatically via SFTP the invoices to AirPlus. If > No < is pressed it will ignore the process. A few moments after the file has been sent to AirPlus. AirPlus via its Tamara system will reply with a status e-mail.



Time is a great teacher, but unfortunately it kills all its pupils. - Hector Berlioz

Operation systems	Microsoft Windows NT©				
	Microsoft Windows2008©				
	Microsoft Windows 7©				
	Microsoft Vista©				
GDS	Amadeus, Sabre				
	& Worldspan				
Minimum requiments	Microsoft Vista/7© 2 GB RAM				
Workstations	NT512 GB RAM				
	50 GB Harddisk				
Minimum requiments	Microsoft Windows2003©				
Server	Microsoft Windows 2008©				
	2 GB RAM				
	50 GB Harddisk				
	In installations less than 6 users				
	server can be Microsoft Vista©				
	or Microsoft Windows 7©				
FrontOffice	Microsoft IIS				
Online Booking	Microsoft IIS				
Platform	Microsoft.NET© 4.0				
Communication	Internet required				
	Min. 2 Mbit download				
Multi Locations	Yes, please contact Soft				
	SuitCase for information				
Max Users	No maximum				
Free support	45 days after installation				
Free test	Disabled				

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