


APPENDIX 2: REPORTS



Access

Outlines

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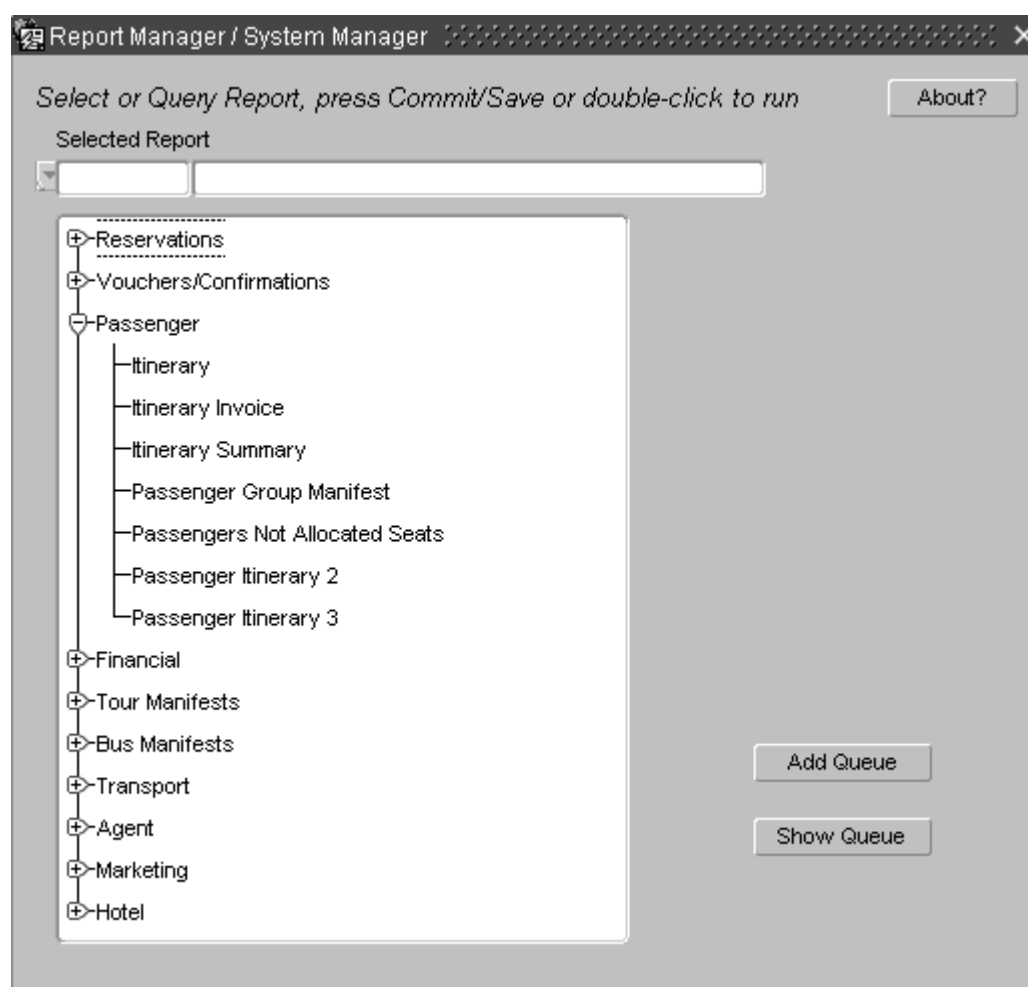
Reports

This manual provides a guide to standard PRO*Resort reports. Proteus Corporation believes the information presented in this document is accurate at the current time this manual was produced. However, the information is subject to change and Proteus Corporation cannot accept responsibility for any errors it may contain.

A2.1 Access

A2.1.1 Report Manager

All reports defined in the system are available via the Reports menu item in the System Administration module. They are grouped by function and displayed in an expandable tree format in Report Manager, as shown below. In this example, the *Passenger* grouping has been expanded by clicking on the '+' toggle next to the group title.



Subsets of these reports are available from other modules, for example, the Hotel module allows access to the *Hotel* report group (alone) via a form identical to that shown above.

In the above example, clicking once on *Itinerary* (under *Passenger*) would change the form to display as follows:

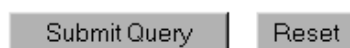


The report name *PTITINRY* and description *Itinerary* appear in the Selected Report fields. These names are the same as those used in this manual.



If the report name is known, it can be entered directly here for quick access. Executing a query, with only part of the report name, is also possible.

As prompted at the top of the Report Manager form, once the desired report has been selected, double click on it (or use [Commit/Save] on the keyboard) to run it. Depending on the report, a parameters screen may be presented. In this example, the following is displayed:



Itineraries (ptitinsky v4.2.3.1)

Enter values for the parameters

Destype Desname Copies

Print Style

Date Range to Seat Class

OR

Booking No.

Detail Source

Display logo

Pickups Display

Common across many reports are the fields Destype, Desformat (not shown in this example), Desname and Copies.

Destype	The destination type – the default value of Cache (display to screen) is recommended in most cases. Other types in the pop list are
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	supported at additional cost.
Desformat	The destination format – PDF is a supported format.
Desname	The destination name – for a Destype of Cache, this should be left blank. For other types, it may be a filename or a printer name.
Copies	When printing hard copies, specify the number to print.

Using the current example, pressing the Submit Query button on the parameters screen produces the report, as shown below:

Documents Pick-up Location

28 Dec 2006

BOOK DATE : 28 Dec 2006
BOOK NUMBER : 230177
PASSENGERS : 1

JOHNS, HARRY, x 1

29 Dec 2006 THE BAY BY HOVERCRAFT - SEAT STYLE

A2.1.2 Report Queue

A queuing sub-system is provided by PRO*Resort so reports can be run, without direct user intervention, at a future day & time. This includes the ability to have them generated on a recurring basis.

The 'Add Queue' and 'Show Queue' buttons on the Report Manager form, shown in the preceding chapter, are used to add reports to / manage the queue.

As demonstrated earlier, when a report is run manually a parameters screen is displayed. Shown below is the parameters screen for the PTPCKDP2 (Pickup & Dropoff Manifest (2)) report.

Pick Up and Drop Off Manifest
Version 4.2.3

Enter values for the parameters

Destype Desname Copies

pick me Style

Tour

Date from Date to

Tour Type

Transmittal Run

Inc Previously Transmitted

If, for example, it was desired to run the report each morning at 6am for the next week, and be output as a PDF file, this could be achieved by pressing the Add Queue button to display the following form (shown on the next page):



By default, most reports are not permitted to be added to the job queue. This behaviour can be modified by an operator with appropriate system privileges.



See Section 2: Reports Definition for details on giving reports job queue access.

Job Queue Detail

Job# 625
 Name PICKUP & DROPOFF MANIFEST
 Run Date 20-FEB-2007
 Run Time 06:00
 Repeat Unit Daily
 Repeat Number 7
 Email Complete support@proteus.com.au
 Status NEW
 Module Name PTPCKDP2 Entered By System Manager

Parameters for this job

Seq	Parameter	Run Value	Help	Offset From Run Date	Offset Unit
1	DESTTYPE Destination	File		0	Days
2	DESFORMAT Format	PDF		0	Days
3	DESNAME Output Name	/tmp/pckdp2.pdf		0	Days
4	COPIES Copies	1		0	Days
5	P_DATE_FROM From Date	20-FEB-2007	Format:DD-MON-YYYY	0	Days
6	P_DATE_TO To Date	20-FEB-2007	Format:DD-MON-YYYY	0	Days
7	P_STYLE Style	PICKUP		0	Days
8	P_TOUR Tour Code	BAYHOV		0	Days


About ?

Upper Block

Job #	System assigned unique ID number.
Name	Full report name associated with the Module Name, below.
Run Date	The date the report will first be run, in the format DD-MMM-YYYY.
Run Time	The time the report will first be run, in 24-hour format (1pm is 13:00).
Repeat Unit	Select from the pop list one of the following values: <ul style="list-style-type: none"> - Once - Hourly - Daily - Weekly - Monthly
Repeat Number	Enter the number of times the above unit should be repeated. In this example, the report has been set to run once every day for 7 days.
Email Complete	The email address to notify once the job has completed.
Status	Displays the current status of this report job in the queue.
Module Name	The report module name. Defaults to that of the module highlighted when the the Add Queue button was pressed.
Entered By	The name of the operator adding the report to the queue (inserted by the system).

Lower Block

The rows in this block are determined by the report being run. A description of the columns follows.

Seq	The order in which the report parameter is displayed. May be edited to introduce new parameters.
Parameter	Displays field names from the parameters screen, with additional text to assist the operator in understanding it's usage.
Run Value	Enter the value required for each field.
Help	Gives further explanation about how to enter data in the field. In the example, date formats are clarified.
Offset From Run Date	Enter the number of the units in the following field to offset the date to be reported on. In this example, because the report is required to cover the same day the report is run, the offset is zero.
Offset Unit	Select from the pop list one of the following values: - Days - Months  <i>These offset columns are only available for report fields that are date related.</i>



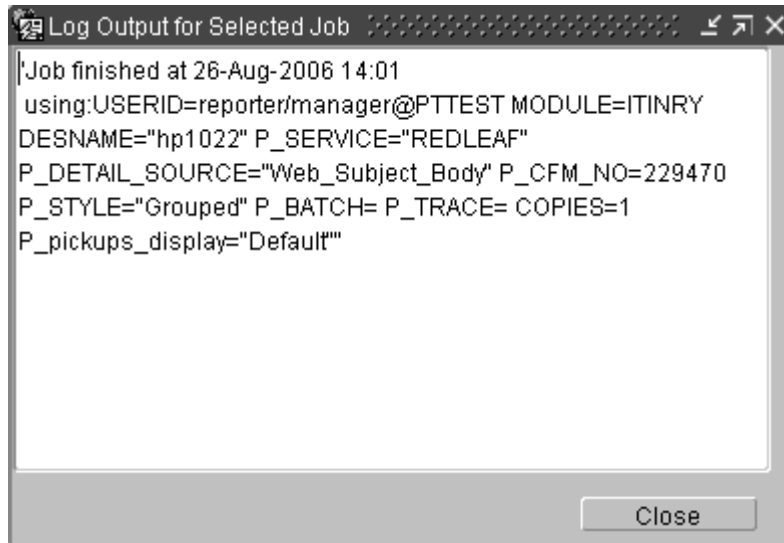
Commit / save the parameters before exiting the form to prevent them being lost.

Press the Show Queue button to display the reports currently in the queue:

Job#	Name	First Run	Last Run	Next Run Due	Status	Total Runs	Repeat Unit	Repeat Number
357	Reservation Documents	16-AUG-2006 01:00	17-AUG-2006 09:48	16-AUG-2006 01:00	COMPLETE	1	ONCE	1
351	Reservation Documents	17-AUG-2006 09:44	17-AUG-2006 09:45	17-AUG-2006 09:44	COMPLETE	1	ONCE	1
417	Block Releases Program	13-SEP-2006 09:00	13-SEP-2006 11:20	13-SEP-2006 09:00	COMPLETE	1	ONCE	1
445	Reservation Documents	08-NOV-2006 10:39		08-NOV-2006 10:39	RUNNING		ONCE	1
392	Default Itinerary	26-AUG-2006 09:00	26-AUG-2006 14:01	26-AUG-2006 09:00	COMPLETE	1	ONCE	1
403	Block Releases Program	02-SEP-2006 09:00	02-SEP-2006 13:16	02-SEP-2006 09:00	COMPLETE	1	ONCE	1
425	Hotel Manifest	28-SEP-2006 05:00	28-SEP-2006 11:13	28-SEP-2006 05:00	COMPLETE	1	ONCE	1
446	Reservation Documents	08-NOV-2006 10:40		08-NOV-2006 10:40	RUNNING		ONCE	1
447	Reservation Documents	08-NOV-2006 10:40		08-NOV-2006 10:40	RUNNING		ONCE	1
448	Reservation Documents	08-NOV-2006 11:21		08-NOV-2006 11:21	RUNNING		ONCE	1
449	Reservation Documents	06-NOV-2006 11:42		06-NOV-2006 11:42	NEW		ONCE	1
450	Reservation Documents	08-NOV-2006 11:46		08-NOV-2006 11:46	RUNNING		ONCE	1
451	Reservation Documents	08-NOV-2006 11:48		08-NOV-2006 11:48	RUNNING		ONCE	1
623	Accrual Reports	14-FEB-2007 09:00		14-FEB-2007 09:00	NEW		ONCE	1
625	Pickup & Dropoff Manifest	20-FEB-2007 06:00		20-FEB-2007 06:00	NEW	0	DAILY	7

Right click on a job line to edit it's parameters. Press the Run Queue button to run the selected job immediately. Press the Refresh button to update the Job Queue Status form.

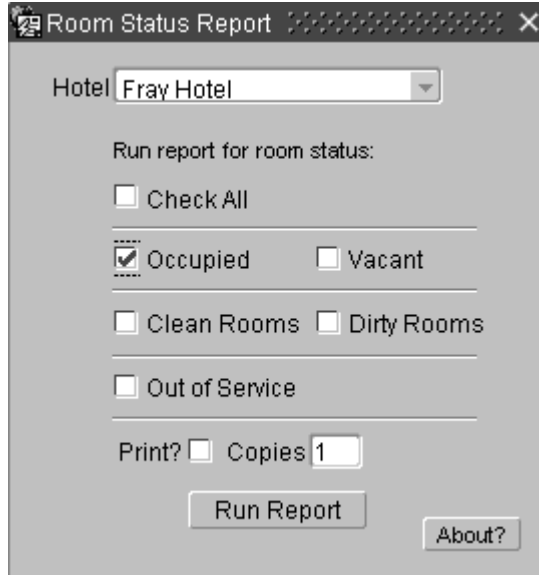
Select jobs that show a status of COMPLETE and press the Show Log button to display their log output (example shown below).



A2.1.3 In-Context Reports

Some reports are available from a form directly related to the report's function. This is usually in addition to being available from Report Manager (see earlier chapter).

For example, the report HRMSTTUS can be run directly from the form HRMSTREP, shown below, when the Run Report button is pressed.



Room Status Report

Hotel: Fray Hotel

Run report for room status:

Check All

Occupied Vacant

Clean Rooms Dirty Rooms

Out of Service

Print? Copies: 1

Run Report About?

As the report parameters are supplied by this form, the report parameters screen (described in the previous chapter) is not displayed when the report is run.

A2.2 Outlines

The report outlines, presented on the following pages in alphabetical order, each begin with a title of the report name and description as they appear within the PRO*Resort system, and are divided into these parts:

- Output:** Briefly describes what will be displayed by the report.
- Parameters:** Defines the input that the user can manipulate before the report is produced. Details are shown in parenthesis. Date format used is specified in System Parameters unless otherwise stated. Monthly periods are input as YYYYMM (eg. 200102 for 2001-Feb).
All reports include the parameters 'Destype', 'Desname' and 'Copies' (e.g., 'Printer', 'HP Laserjet 4V', '1') so these will not be mentioned further.
Some parameters are saved once changed to set a new default value.
- Category:** The group the report is listed under in Report Manager.
- Groupings:** Related data may be grouped together (e.g., bookings for the same tour) and these groupings may include totals. Groupings may start on a new page or continue on directly after the last group. If totals for the entire report are displayed, then this will also be mentioned here.
- Data Source:** Optional. Many reports only extract data from specific points of processing. Stages of reservation processing (through the financial generator) are transaction, invoice, interface, and archive generation. Reports may focus only on bookings that are pre or post any one of these points in processing. Such considerations will be noted here.
- Notes:** Optional. Explains any idiosyncrasies that the report may contain. Transmittal reports are noted here: they have special parameters to allow the report to be run to hide old data shown previously. For example, passenger manifests run as transmittals will only show new passengers (or passengers that have had their name changed since the last run).
- Menu:** Optional. If the report is accessible from the menu then the menu location will be noted here. However, the user must have the necessary granted privileges to see the report menu item. All reports can be added to the Report Manager but are still only visible to users with the relevant privileges.
- Privileges:** These are the necessary privileges required by a user to see the report in the Report Manager. These include:
FINANCE, MANAGER, MARKETING, OPERATIONS, OPERATOR, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, DESK_OPERATOR, ITINERARY_USER, QUESTIONAIRES, RESERVATIONS_AGENT, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, TICKET_COUNTER_AGENT, TICKET_COUNTER_SUPERVISOR, ACCOUNTS_RECEIVABLE, ACCOUNTS_MANAGER, SYSTEM_ADMIN, AGENT_MAINTENANCE, PAX_MASTER, DEPARTURES.

HARRIV Hotel Guest Arrival Report

Output: Display incoming guests' package reservation number, hotel reservation number, guest reference number, guest name, arrival date and time, departure date and time, number of rooms, number of adults and children. It also subtotals the number of adults, children and required rooms for each hotel, and totals for all reported hotels. Records are ordered by arrival date, check-in time and guest name.

Parameters: Hotel code, report From date and To date

Category: H

Groupings: Hotel

Data Source: Pre-archived reservations, guest master record

Privileges: MANAGER, PROGRAMMERS, HOTEL, RES_SENIOR, RES_JUNIOR, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

HDEPTURE Hotel Departure Report

Output: Displays the package confirmation number, hotel confirmation number, main guest name and total guest number, checked-in rooms and check-out date/time. Also summarises the number of guests and rooms. Option to choose the room formats: long - 'bldg wing room', short - 'room'. Grouped by hotel and check-out date.

Parameters: Hotel, Departure Date From, Departure Date To, Room Display Format

Category: H

Groupings: Hotel
Check-out Date

Data Source: Reservation, room_reservations

Privileges: MANAGER, PROGRAMMERS, HOTEL, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

HGSTALL In-House Guest Report

Output: Output can be sorted by room, master guest name or booking number. Shows package and hotel booking number, basis, number of guests (including children number), master guest name, guests in each room, check in/out time.

Parameters: Hotel code, Sorting field

Category: H

Groupings: Hotel

Data Source: Pre-archived reservations, room reservation record

Privileges: MANAGER, PROGRAMMERS, HOTEL, RES_SENIOR, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, RES_JUNIOR.

HGSTREG Hotel Registration Card

Output: Hotel registration card with master guest data, reservation number, assigned room number and type, and check-in/out time.

Parameters: Package confirmation number and hotel arrival date or hotel code and hotel arrival date

Category: H
Groupings: Hotel
Data Source: Pre-archived reservations, guest master record, tour price record
Privileges: MANAGER, PROGRAMMERS, HOTEL, RESERVATIONS.

HHSKPCMP Housekeeping Completion Report

Output: Room, cleaner, cleaning time, total number of rooms cleaned in a hotel, total number of rooms cleaned by each cleaner. After each report is run, any cleaning record reported for the first time is tagged with the report date & time.

Parameters: Hotel, Start date, End date, Include previous reported?

Category: H
Groupings: Hotel
Data Source: Room housekeeping history
Privileges: MANAGER, PROGRAMMERS, HOTEL, HOUSEKEEPERS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

HKMAIDS Housekeeper Assignment Sheets

Output: Assignment sheets for room attendants.

Parameters: Housekeeper / Room Attendant

Category: H
Groupings: Hotel section
Data Source: Employees, Maid_assignments, Room_status_codes, Rooms
Privileges: MANAGER, PROGRAMMERS, RES_SENIOR, RES_JUNIOR, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, HOTEL.

HMESPRN Guest Messages Report

Output: Messages for guests with name, room number, message time and details. Can be called from form 'Guest Messages' (hmesrec) and report printed at user's default printer. System parameter HIDE_BLDG_WING controls whether to show building and wing in addition to the room number.

Parameters: Message Number or Hotel code, Message received date range, printed and delivered status

Category: H
Groupings: Guest
Message Number (Message Received Date)

Data Source: Message, Message_line, Passengers, Reservations
Privileges: MANAGER, PROGRAMMERS, RES_SENIOR, RES_JUNIOR, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, HOTEL.

HPRNFOL Folio Statement

Output: All related folio/folio items within a hotel booking.
Parameters: Hotel Component Confirmation Number and room number (optional), or, folio account number and optional guest's name and address
Category: H
Groupings: Hotel
Data Source: Pre-archived reservations, folio, folio items, cash receipts
Privileges: MANAGER, PROGRAMMERS, HOTEL, RES_SENIOR, RES_JUNIOR, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

HRESREP Contingency Report

Output: Guest check-in and check-out details for front desk.
Parameters: Date From, Date To, Hotel, Building, Wing, Section, Room From, Room To
Category: H
Groupings: None
Data Source: Passengers, Tour_reservations, Reservations, Folios, Rooms
Privileges: MANAGER, PROGRAMMERS, HOTEL, RES_SENIOR, RES_JUNIOR, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

HRMCOUNT Room Occupancy Forecast

Output: The currently occupied room number and the expected check-in / check-out room numbers for each date in a specified date period.
Parameters: Hotel, Start Date (current date), End Date
Category: H
Groupings: None
Data Source: Pre-archived reservations, room reservations
Privileges: MANAGER, PROGRAMMERS, HOTEL, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

HRMSTTUS Hotel Room Status Report

Output: All the rooms in a hotel in the currently specified condition.
Parameters: Hotel, Room Condition (e.g., Clean Rooms, Occupied Rooms)
Category: H
Groupings: Hotel
Data Source: Hotel room record
Privileges: MANAGER, PROGRAMMERS, HOTEL, RES_SENIOR, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, RES_JUNIOR, HOUSEKEEPERS, SYSADMIN.

PT7DMANI 7 Day Tour Manifest

- Output:** Passenger loadings for 7 days from chosen date for all booked tours/resources. Each day includes box for manual entry of details. Each tour day includes box for manual entry of vessel and forecast.
- Parameters:** From Date
- Category:** T
- Groupings:** Tour resource (incl. Totals)
Tour Code
End report totals shown
- Data Source:** Pre-archived reservations
- Notes:** Only displays tours that have 'Track Loadings?' set.
- Menu:** Reservations > Reports > Tour Manifests
- Privileges:** MARKETING, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTABOOK Agent Bookings

- Output:** Passenger booking numbers by tour agent. May be displayed in alphabetical order by agent name, or in passenger number order from highest to lowest.
- Parameters:** Date Range, Order (Alphabetical/Numerical)
- Category:** A
- Groupings:** None, but end report totals shown
- Data Source:** Pre-archived reservations
- Notes:** Not suitable for multi-agent GROUPRES bookings (which are not supported).
- Menu:** Reservations > Reports > Agent
- Privileges:** MARKETING, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTACCSTA Agent Account Statement

- Output:** Deliverable statement of outstanding/cancelled reservations per agent/currency.
- Parameters:** Agent, Currency, Outstanding Balance Only (Yes/No), Messages (changes saved as default), Date Range
- Category:** F
- Groupings:** Agent / Currency (New Page)
- Data Source:** Pre-archived reservations
- Notes:** If Outstanding Balance Only is 'No' then fully-paid bookings (with \$0 owing) will be shown, otherwise they will be excluded.
- Privileges:** FINANCE, MANAGER, PROGRAMMERS.

PTACCSUM Agent Account Summary

- Output:** Statement of reservations per agent/currency, showing reservation net sell value (exc. tax), tax, commission, discount, gross total, paid and balanced amount. Subtotal for each agent. Total for currency.

Parameters: Agent, Outstanding Balance Only (Yes/No), Date Range, Detail or Summary format, Currency
Category: F
Groupings: Agent
Data Source: Pre-archived reservations
Notes: If Outstanding Balance Only is 'No' then fully-paid bookings (with \$0 owing) will be shown, otherwise they will be excluded.
Privileges: FINANCE, MANAGER, PROGRAMMERS.

PTACOMM Agent Commission

Output: Agent commission rates and whether or not credit is allowed.
Parameters: None
Category: F
Groupings: None
Data Source: Agent masters
Privileges: FINANCE, MANAGER, PROGRAMMERS.

PTACWARN Agent Credit Warning

Output: Invoiced agents with credit within 10% of their limit.
Parameters: None
Category: F
Groupings: None
Data Source: Agent masters, Invoiced / Pre-Archived reservations
Privileges: FINANCE, MANAGER, PROGRAMMERS.

PTAGANAL Agent Aged Analysis

Output: Summarised or detailed agent invoice data grouped into Current, 30 Day, 60 Day, and 90+ Day totals.
Parameters: Reference Date, Detailed? (Yes/No), Agent, Invoice Type (Credit & Debit / Credit Only / Debit Only), Currency
Category: F
Groupings: Currency (New Page / Incl Totals)
Agent (Incl Totals)
Invoices (If Detailed? Is 'Yes')
Data Source: Agent masters, invoiced/pre-archived reservations
Privileges: FINANCE, MANAGER, PROGRAMMERS.

PTAGENT Agent Summary

Output: Details of booking entry showing date entered and employee. Shows tours, value, amount paid, and tender type. Also shows summary for each tender type over the date range. Source describes how booking was made (e.g., GROUPRES, WEB, WORKBENCH).
Parameters: Date Range, Source, Currency
Category: A

Data Source: Pre-archived reservations
Groupings: None
Menu: Reservations > Reports > Agent
Privileges: MANAGER, MARKETING, PROGRAMMERS.

PTAGTPRD Agent Product & Passenger

Output: Passenger type numbers and booking value totals for tours. Split by agent.

Parameters: Date Range, Track Loadings Set? (Yes/No), Agent, Tour Code, Currency

Category: A

Groupings: Agent (Incl Totals)
End report totals shown
Includes Tender Type summary

Data Source: Pre-archived reservations

Notes: Tour Types 'OTHERS' and 'EXTRAS' excluded. If tour exists in bookings as both flat tour and package component (where value set to 0) then the value for that tour will be wrong. The passenger numbers, however, will be correct.

Menu: Reservations > Reports > Agent
Privileges: FINANCE, MANAGER, PROGRAMMERS.

PTAGTPRE Agent Prepaid Sales

Output: Booking details for future bookings with a prepaid amount.

Parameters: From Date

Category: A

Groupings: None, but end report totals shown

Data Source: Pre-archived reservations

Notes: Only shows details of top level booking records.

Menu: Reservations > Reports > Agent
Privileges: FINANCE, MANAGER, PROGRAMMERS.

PTAGTRAL Agent Trial Balance

Output: Shows all receivable items entered over a date range by agent. Credit and Debit columns. Can choose to show items for both or just Credits or Debits.

Parameters: Date Range, Agent, Show (ALL TRANSACTIONS / DEBITS / CREDITS)

Category: F

Groupings: Agent (Incl Totals)
Date
End report totals shown

Data Source: Receivable items, invoices

Menu: Reservations > Reports > Financials
Privileges: FINANCE, MANAGER, PROGRAMMERS.

PTAGTRCT Agent Receipts

Output: Details of receivable items and corresponding invoices.
Parameters: Date, Entered By
Category: F
Groupings: None
Data Source: Invoiced reservations
Privileges: FINANCE, MANAGER, PROGRAMMERS.

PTANLYSS Tour Analysis

Output: Details of bookings on a specific tour on a specific date. Includes summary block of passenger numbers, revenue, average price, and percent of occupancy of cabins and seats/berths.
Parameters: Route Date, Tour Code, Resource
Category: R
Groupings: None
Data Source: Pre-archived reservations
Notes: Results represent the intersection of both the Tour Code and the Resource filters. To filter exclusively with either parameter, set the other parameter to %.
Privileges: MANAGER, OPERATIONS, OPERATOR, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTARTB Accounts Receivable Trial Balance

Output: Details of receivable items as entered by user.
Parameters: Date Range, Agent, Tender Type, Currency
Category: F
Groupings: Currency (New Page / Incl Totals)
Tender Type (Incl Totals)
Data Source: Receivable items
Privileges: FINANCE, MANAGER, PROGRAMMERS.

PTBAGENT Bookings by Agent

Output: Agent details plus details of bookings made by that agent. Includes cancelled bookings.
Parameters: Date Range, Agent, Currency, Process Level (% / PRE-POSTED / POSTED)
Category: A
Groupings: Agent (New Page)
End report totals shown (broken into cancelled /departed)
Summary totals for New Bookings
Data Source: All reservations
Notes: To compare numbers to PTNETSAL, date range must be for full month and Process Level should be POSTED. May need to run UPD_SALES

script if numbers do not balance. Not suitable for multi-agent GROUPRES bookings (which are not supported).

Menu: Reservations > Reports > Agent
Privileges: MARKETING, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTBALREP Balance Report

Output: Shows booking costings by org type and agent, detailing Value, Commission, Tax, Gross, Paid and Balance. Can choose to show just Negative or Positive balances, or both.

Parameters: Date Range, Org Type, Show (Both / Positive / Negative)

Category: F

Groupings: Org Type (New Page / Incl Totals)
Agent

Data Source: Pre-archived reservations

Privileges: FINANCE, MANAGER, PROGRAMMERS.

PTBKACTV Booking Activity

Output: Comparison of passenger numbers for different tour types with the same weekly/monthly period from the previous year.

Parameters: Period, Tour Type

Category: M

Groupings: Tour Type (Incl Totals)

Data Source: Archived reservations

Privileges: MANAGER, OPERATIONS, OPERATOR, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTBKMANI Booking Product Manifest

Output: Booking details including tour, date, name, agent, passenger number (incl. breakdown), pickup, and tour value. Output is for a specific tour currency.

Parameters: Date Range, Tour Type, Tour Code, Currency

Category: T

Groupings: Tour Type (Incl Totals)
End report totals shown

Data Source: Pre-archived reservations

Notes: Tour Codes may represent package headers or individual components. Selection of multiple Tour Codes and Types by use of wildcards may cause a package and its component details to be displayed in the report (therefore making the tour type and report totals meaningless).

Menu: Reservations > Reports > Tour Manifests

Privileges: MARKETING, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTBKSTAT Booking Statistics

Output: Passenger numbers for tours shown by Area (Country value) and Tour Agent, further divided into length of tour in days.

Parameters: Date Range, Tour Code, Resource

Category: M

Groupings: Tour (New Page)
Area (Incl Totals)
End report totals shown

Data Source: Pre-archived reservations

Notes: Both package headers and components may be included when using wildcards with 'Tour' - will not affect totals. Results represent the intersection of both the Tour Code and the Resource filters. To filter exclusively with either parameter, set the other parameter to %.

Privileges: MANAGER, OPERATIONS, OPERATOR, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTBLKREP Block Allocations

Output: Passenger numbers for tours shown by Area (Country value) and Tour Agent, further divided into length of tour in days.

Parameters: Date Range, Org Type, Tour, Class

Category: R

Groupings: Org Type

Data Source: Block allocations

Privileges: MANAGER, OPERATIONS, OPERATOR, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTBLKSUM Block Summary and Estimates by class

Output: Itinerary passenger numbers: original, actual and estimated.

Parameters: Date Range, Org Type, Org Code

Category: R

Groupings: Org Type
Seat Class
End report totals shown

Data Source: Charter bookings, itinerary items (Travel Workbench bookings)

Privileges: MANAGER, MARKETING, OPERATIONS, OPERATOR, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, ITINERARY_USER.

PTBOARDP Boarding Passes

Output: Boarding Passes showing accommodation with arriving and departing SEAT style trips.

Parameters: Print Style (Grouped / Singles), Accommodation Tour Filter, Date Range & Seat Class | Confirmation Number

Category: R

Groupings: Prints 3 passes per page for Grouped (all passengers on booking) or 1 pass per page for Singles (individual passenger on booking)

Data Source: Pre-archived reservations

Notes: Paper size is American Letter.

Privileges: MANAGER, PROGRAMMERS, RES_JUNIOR, RES_SENIOR, RESERVATIONS, DESK_OPERATOR, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, TICKET_COUNTER_AGENT, TICKET_COUNTER_SUPERVISOR.

PTBUSMAN Group Bus Pickup Manifest

Output: Bus route pickup details for GROUPRES bookings.

Parameters: Date, Bus Route, Route Cat, Excl Bus Ctg

Category: D

Groupings: Bus Route (New Page / Incl. Pax No Total)
Pickup&Time (Incl. All Pax Totals)
End report totals shown

Data Source: Pre-archived reservations

Notes: Tour Codes may represent package headers or flat tours of a GROUPRES booking. Can exclude specific Categories.

Menu: Reservations > Reports > Bus Manifests

Privileges: MARKETING, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTBUSSUM Weekly Bus Summary

Output: Passenger loading numbers for the following week by bus route.

Parameters: From Date, Bus Route, Excl Bus Route

Category: D

Groupings: None

Data Source: Bus dates & bus routes

Menu: Reservations > Reports > Bus Manifests

Privileges: MARKETING, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTCANCEL Cancellation Report

Output: Cancellations of waitlisted accommodation style bookings.

Parameters: Date Range, Tour Code, Org Type, Tour Type, Previously Cancel On Report, Filter by RLOC Not Null?

Category: R

Groupings: Org Type (New Page)
Tour Type
Booking
Components

Data Source: Pre-archived reservations

Notes: Transmittal report.

Privileges: MANAGER, OPERATIONS, OPERATOR, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS_MANAGER.

PTCASH Cash Manifest

Output: Details of monies from all tour reservations records for specific date.
Parameters: Date
Category: F
Groupings: Bus Route (Incl. Totals)
End report totals shown
Data Source: Pre-archived reservations
Notes: Will show all tour reservation records at all levels for specific date.
Menu: Financials > Reports > Financials
Privileges: FINANCE, MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_MANAGER, ACCOUNTING_MANAGER, SYSTEM_ADMIN.

PTCCARD Credit Card Payments

Output: Simple detail report of all credit card payments for a date range.
Parameters: Date Range
Category: F
Groupings: None
Data Source: EFTPOS transactions
Privileges: FINANCE, MANAGER, PROGRAMMERS, ACCOUNTS_RECEIVABLE, ACCOUNTING_MANAGER, SYSTEM_ADMIN.

PTCCOUNT Counter Balance Detail

Output: Details of cash taken by counter and employee. Space included for names and signatures of operator and secondary checker. Time range used for defining shifts (defaults to entire day).
Parameters: Date, Time Range, Counter, Employee No, Tour Type, Tour Code, Currency
Category: F
Groupings: Counter (Incl total tendered)
Tender Type (Incl total tendered)
Employee (Incl total tendered)
Report total tendered shown
Data Source: Pre-archived reservations & cash receipts
Notes: Includes space to sign off report.
Menu: Reservations > Reports > Financials
Financials > Reports > Financials
Privileges: FINANCE, MANAGER, PROGRAMMERS, ACCOUNTS_RECEIVABLE, ACCOUNTING_MANAGER, SYSTEM_ADMIN.

PTCOLSTA Collateral Order Status

Output: Details of collateral orders by organisation code and date range.
Parameters: Date Range, Client, Fulfillment status (All / Not complete / Completed)

Category: M
Groupings: Agent
Order
Order line
Data Source: Collateral orders
Notes: Completed refers to whether order has been delivered or not.
Privileges: FINANCE, MANAGER, PROGRAMMERS, RES_SENIOR,
RESERVATIONS, RESERVATIONS_MANAGER,
ACCOUNTING_MANAGER, SYSTEM_ADMIN.

PTCONTRY Country of Origin

Output: Passenger country of origin numbers and percentages of totals. Split by tour code and country code for a specific date range.
Parameters: Date Range, Tour Type, Tour Code
Category: M
Groupings: Country x Tour (Numbers and Percentages)
End report totals shown
Data Source: Pre-archived reservations
Notes: Unknown country of origin (where no country is set) will be included under the country unknown. When the report is run for multiple tour codes GROUPRES, package headers and components may be included together. Therefore the end of report Country totals will be meaningless.
Menu: Reservations > Reports > Marketing
Privileges: MANAGER, MARKETING, PROGRAMMERS, SYSTEM_ADMIN.

PTCOTACT Bookings by Agent Contact

Output: Total passenger and booking values by agent contact for a date range.
Parameters: Date Range, Agent
Category: A
Groupings: None, but end report totals shown
Data Source: Pre-archived reservations
Notes: Tour Types 'OTHERS' excluded. Only includes flat tours and package headers so value totals will be correct. Passenger numbers from components will not be included in flat tour summaries but in the package summary.
Menu: Reservations > Reports > Marketing
Privileges: MANAGER, MARKETING, PROGRAMMERS, SYSTEM_ADMIN.

PTCOUNTS Counter Balance Summary

Output: Amount of payments and commission taken, per tender type. Selectable for one specific, or all, counters.
Parameters: Date, Counter
Category: F
Groupings: Tender Type (Incl Totals)
Data Source: Pre-archived reservations & cash receipts
Notes: Includes space to sign off report.

Menu: Financials > Reports > Financials
Privileges: FINANCE, MANAGER, PROGRAMMERS.

PTCREP Cancellations

Output: Details of cancelled bookings with a date range including reason for cancellation.

Parameters: Date Range

Category: R

Groupings: None

Data Source: Pre-archived reservations

Notes: All cancelled parts of booking are shown (i.e., Any/all of 'GROUPRES' header, package header, package components where applicable).

Menu: Financials > Reports > Financials

Privileges: FINANCE, MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, ACCOUNTING_MANAGER, SYSTEM_ADMIN.

PTCRLOAD Forthcoming Tour Loading

Output: Passenger numbers for one specific tour for all departures within a date range. Shows booked, confirmed, and tentative (i.e., no deposit yet made).

Parameters: Date Range, Tour Code, Resource

Category: R

Groupings: None

Data Source: Pre-archived reservations

Notes: Results represent the intersection of both the Tour Code and the Resource filters. To filter exclusively with either parameter, set the other parameter to %.

Privileges: MANAGER, OPERATIONS, PROGRAMMERS, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, SYSTEM_ADMIN.

PTCRMANI Tour Manifest 2

Output: Booking details including name, passenger number (incl. breakdown), country, agent, and pricing details. Includes box for manual entry.

Parameters: Date, Tour Code, Tour Type

Category: T

Groupings: Tour Type/Code(Incl. Totals)
End report totals shown

Data Source: Pre-archived reservations

Notes: Tour Codes may represent package headers or individual components. Selection of multiple Tour Types by use of wildcards may cause a package and its component details to be displayed in the report (therefore making the report totals meaningless).

Menu: Reservations > Reports > Tour Manifests

Privileges: MARKETING, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTCRV Transport Unit Costing

Output: Costings for transport unit as specified on job cards. Includes sublet (labour + parts), oils (fuel + oil + grease), others, and total.

Parameters: Transport Unit

Category: U

Groupings: None, but end report total of totals shown

Data Source: Job cards

Menu: Transport Operations > Reports > Transport

Privileges: MANAGER, OPERATIONS, PROGRAMMERS, SYSTEM_ADMIN.

PTCSHEMP Employee Cash Reconciliation

Output: Details of payment entry showing receipt details, booking details and employee details.

Parameters: Date, Employee

Category: F

Groupings: Tender Type (Incl. Total)

Data Source: Pre-archived reservations & Cash receipts

Menu: Financials > Reports > Financials

Privileges: FINANCE, MANAGER, PROGRAMMERS.

PTDAR Significant Date Alarm

Output: All transport unit events set earlier than selected target date.

Parameters: Target Date

Category: U

Groupings: None

Menu: Transport Operations > Reports > Transport

Privileges: MANAGER, OPERATIONS, PROGRAMMERS, SYSTEM_ADMIN.

PTDAYDEP Daily Deposits

Output: Bank deposit form used to accompany cheques and cash being delivered to the bank on a particular day.

Parameters: Date, Employee, Tender Type

Category: F

Groupings: Employee / Currency (New Page)
Tender Type

Data Source: Pre-archived reservations

Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, SYSTEM_ADMIN.

PTDAYRCD Daily Receipts and Balances: Detail

Output: Details of cash taken by counter and employee. Space included for names and signatures of operator and secondary checker. Time range used for defining shifts (defaults to entire day).

Parameters: Date, Time Range, Counter, Employee No, Tour Type, Tour Code, Currency

Category: F

Groupings: Counter (Incl total tendered)
Tender Type (Incl total tendered)
Employee (Incl total tendered)
Report total tendered shown

Data Source: Pre-archived reservations & cash receipts

Notes: Includes space to sign off report.

Privileges: FINANCE, MANAGER, PROGRAMMERS, ACCOUNTS_RECEIVABLE, ACCOUNTING_MANAGER, SYSTEM_ADMIN.

PTDAYRCS Daily Receipts and Balances: Summary

Output: Amount of payments and commission taken per tender type.

Parameters: Date Range, Employee, Currency

Category: F

Groupings: Tender Type (Incl Totals)

Data Source: Pre-archived reservations & cash receipts

Notes: Includes space to sign off report.

Privileges: FINANCE, MANAGER, PROGRAMMERS.

PTDAYUPD Daily Updates Report

Output: Shows details of bookings for a date which are: New waitlisted external bookings (PLZ BOOK); Externally booked, confirmed, then cancelled bookings (PLZ CANCEL PREVIOUSLY CONFIRMED); and Externally booked, not confirmed, then cancelled (PLZ CANCEL).

Parameters: Date

Category: R

Groupings: None

Data Source: Pre-archived reservations

Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, SYSTEM_ADMIN.

PTDCOUNT Daily Count Sheet

Output: Marketing report showing passenger or revenue numbers grouped by seat class, tour type, and broken down into fully paid and discounted across the last two years. Includes summary of fully paid guests.

Parameters: Date, Count (Passengers / Revenue)

Category: M
Groupings: Seat Class
Tour Type
Data Source: All reservations
Privileges: FINANCE, MANAGER, MARKETING, PROGRAMMERS,
ACCOUNTING_MANAGER.

PTDDAILY Daily Passenger Numbers by Product Detailed

Output: Passenger booking numbers by tour type, tour code and date. Broken into paying passengers (adults and children), FOC and other (class A and class B).

Parameters: Date Range, Excl. Components? (Yes / No)

Category: M

Groupings: Tour Code (Incl. Totals)
Tour Type (Incl. Totals)
Tour Date (Incl. Totals)
End report totals shown

Data Source: Pre-archived reservations

Notes: Totals represent placements on packages and flat tours and will include package components if 'Exclude Components?' is set to 'No'. However, the tour type totals and report totals will be larger than the actual figures (shown in PTSDAILY). Set 'Exclude Components?' to 'Yes' to report the correct figures for these.
Tour type 'OTHERS' excluded.

Menu: Reservations > Reports > Marketing

Privileges: MARKETING, PROGRAMMERS, QUERY, RES_JUNIOR,
RES_SENIOR, RESERVATIONS.

PTDEPMAN Departure Manifest - Alphabetical

Output: Passengers sorted alphabetically for a departure resource on a specific date. Includes their name, trip detail, seat and car.

Parameters: Date, Resource

Category: T

Groupings: Resource (New Page)
Transport Unit

Data Source: Pre-archived reservations

Privileges: MANAGER, OPERATIONS, PROGRAMMERS, RESERVATIONS,
RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTDEPMN2 Departure Manifest 2 - Alphabetical

Output: Passengers sorted alphabetically for a departure resource on a specific date. Includes their name, trip detail, seat and car. In addition, includes SSR and special passenger detail.

Parameters: Date, Resource

Category: T
Groupings: Resource (New Page)
Transport Unit
Data Source: Pre-archived reservations
Privileges: MANAGER, OPERATIONS, PROGRAMMERS, RESERVATIONS,
RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTDEPMN3 Departure Manifest 3 - Alphabetical (TRANSMITTALS)

Output: Passengers sorted alphabetically for a departure resource on a specific date. Includes their name, trip detail, seat and car. In addition, includes SSR and special pax detail.
Parameters: Date, Resource, Is this a transmittal run? (Yes / No), Include previously transmitted? (Yes / No)
Category: T
Groupings: Resource (New Page)
Transport Unit
Data Source: Pre-archived reservations
Notes: Transmittal report.
Privileges: MANAGER, OPERATIONS, PROGRAMMERS, RESERVATIONS,
RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTDEPMTU Departure Manifest - by Transport Unit

Output: Passengers for a departure resource on a specific date, grouped by transport unit, with passenger count. Shows passenger name, seat and booking number.
Parameters: Date, Resource
Category: T
Groupings: Resource (New Page)
Transport Unit (Incl. Pax Count)
Data Source: Pre-archived reservations
Privileges: MANAGER, OPERATIONS, PROGRAMMERS, RESERVATIONS,
RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTDEPSLP Deposit Slip

Output: Deposit slips for different currencies and tender types. Cash is broken down into denominations.
Parameters: Date Range, Currency
Category: F
Groupings: Currency (New Page)
Tender Type (Incl. Pax Count)
Receivable Item
Data Source: Pre-archived reservations
Privileges: FINANCE, MANAGER, MARKETING, PROGRAMMERS,
ACCOUNTING_MANAGER.

PTDEPTU2 Departure Manifest 2 - by Transport Unit

Output: Passengers for a departure resource on a specific date, grouped by transport unit, with passenger count. Shows passenger name, seat, booking number, SSR, and special passenger details.

Parameters: Date, Resource

Category: T

Groupings: Resource (New Page)
Transport Unit (Incl. Pax Count)

Data Source: Pre-archived reservations

Privileges: MANAGER, OPERATIONS, PROGRAMMERS, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTDIETSP Dietary and Special Requests

Output: Shows all passengers aboard for a specific departure (including those continuing from a previous tour) and shows any dietary requirements or special requests.

Parameters: Date Range, Transport Unit

Category: T

Groupings: Transport Unit (New Page)

Data Source: Pre-archived reservations

Privileges: MANAGER, OPERATIONS, PROGRAMMERS, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTDRPGEN Bus Dropoff Manifest

Output: Bus route dropoff details for GROUPRES bookings.

Parameters: Route Date, Route Category, Route Code

Category: D

Groupings: Bus Route (New Page / Incl. All Pax Totals)
Time (New Page)
Dropoff Point (Incl. Pax No Totals)

Data Source: Pre-archived reservations

Notes: Transmittal report.

Tour Codes may represent package headers or flat tours of a GROUPRES booking. Generic for all times.
Excludes DUMMY pickups.

Privileges: MANAGER, OPERATIONS, PROGRAMMERS, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTDRPMAN Group Bus Dropoff Manifest

Output: Bus route dropoff details for GROUPRES bookings.

Parameters: Route Date, Route Category, Route Code

Category: D

Groupings: Bus Route (New Page / Incl. All Pax Totals)
Time (New Page)
Dropoff Point (Incl. Pax No Totals)

Data Source: Pre-archived reservations

Notes: Tour Codes may represent package headers or flat tours of a GROUPRES booking. Only for dropoff times of 1300, 1530, 1730. Excludes DUMMY pickups.

Menu: Reservations > Reports > Bus Manifests

Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTDRPMN2 Bus Dropoff Manifest by Transport Unit

Output: Bus route dropoff details for GROUPRES bookings.

Parameters: Route Date, Route Category, Route Code, Unit Code, Show Agent? (Yes / No)

Category: D

Groupings: Transport Unit (New Page)
Bus Route (New Page / Incl. All Pax Totals)
Time (New Page)
Dropoff Point (Incl. Pax No Totals)

Data Source: Pre-archived reservations

Notes: Headed with transport unit driver's details. Tour Codes may represent package headers or flat tours of a GROUPRES booking. All dropoff times shown. Can show agent name. Excludes DUMMY pickups.

Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTDTETRA Transactions by Date

Output: Cash receipt and booking details for a date range and specific tender type and currency. Results may be displayed in order of tour agent or tender type.

Parameters: Date Range, Sort Order, Tender Type, Currency

Category: F

Groupings: End report total shown

Data Source: Pre-archived reservations & Cash receipts

Menu: Financials > Reports > Financials

Privileges: FINANCE, MANAGER, PROGRAMMERS, ACCOUNTING_MANAGER.

PTDTRADE Daily Trading

Output: Summary of booking passenger numbers and amounts by tour type for a specific date range.

Parameters: Date Range

Category: F

Groupings: Tour type
End report totals shown

Data Source: Pre-archived reservations
Notes: Summaries from package headers and flat tours records only (ie. Package component not shown).
Menu: Financials > Reports > Financials
Privileges: FINANCE, MANAGER, PROGRAMMERS, ACCOUNTING_MANAGER.

PTDUPRES Duplicate Reservations

Output: Bookings for the same name and on the same date but with different confirmation numbers (possible duplicate reservation entry).
Parameters: Date Range
Category: R
Groupings: None
Data Source: Pre-archived reservations
Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTDVR Driver Payment

Output: Details of driver and how many days, over a date range, they have been assigned to particular transport units.
Parameters: Date Range
Category: F
Groupings: None
End report totals shown
Data Source: Charter resources
Menu: Financials > Reports > Financials
Privileges: MANAGER, OPERATIONS, PROGRAMMERS, RES_SENIOR, RESERVATIONS.

PTEMPSUM Employee Summary

Output: Value made by employees for newly booked products. Grouped by tender type.
Parameters: Date Range, Employee, Currency
Category: F
Groupings: Employee (Incl. Pax Booked Total)
Tender Type (Incl. Value Total)
Data Source: Pre-archived reservations
Menu: Financials > Reports > Financials
Privileges: FINANCE, MANAGER, RES_SENIOR, PROGRAMMERS.

PTGROUP Group Bookings

Output: Bookings with passenger numbers larger than preselected value for date range.
Parameters: Date Range, Group Pax No > (Positive integer only)
Category: M

Groupings: Tour Date
Data Source: Pre-archived reservations
Notes: Date, name, country and voucher are for Confirmation Number. Tour code and pax numbers are for packages or flat tours booked against this Confirmation Number. Notes column shows transport notes if applicable.
Menu: Reservations > Reports > Marketing
Privileges: MARKETING, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTGROUPF Group Follow Up

Output: Shows all groups (bookings for more than one cabin) for each departure date within a selected date range. Displays contact details for agent and all passengers.
Parameters: Date Range, Transport Unit
Category: R
Groupings: Transport Unit (New Page)
Data Source: Pre-archived reservations
Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTHOTAR2 Hotel Arrivals 2

Output: Accommodation style products by operator and tour name. Each booking shows confirmation number, name, date booked and check-in, duration, check-out, occupancy, and room type.
Includes Check-In Summary by date for each product.
Parameters: Date Range, Accommodation Tour
Category: T
Groupings: Operator/Product (New Page)
Date (New Page)
Check-In Summary
Data Source: Pre-archived reservations
Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTHOTARR Hotel Arrivals

Output: Accommodation style products by operator and tour name. Each booking shows confirmation number, name, date booked and check-in, duration, check-out, occupancy, and room type.
Parameters: Date Range, Accommodation Tour
Category: T
Groupings: Operator/Product (New Page)
Date (New Page)
Data Source: Pre-archived reservations

Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTHOTMAN Hotel Manifest

Output: Non-waitlisted accommodation style products by operator and tour type. Each booking shows confirmation number and reservation notes, passenger names and ages, and component date booked and check-in, duration, check-out, occupancy, and room type.

Parameters: Date Range, Hotel Code, Supplier, Accommodation Type, Room Type, Previously Transmitted On Report

Category: T

Groupings: Accom Type (New Page)
Supplier (New Page)
Hotel
Booking
Components
Passengers

Data Source: Pre-archived reservations

Notes: Transmittal report.

Privileges: MANAGER, OPERATIONS, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTHOTTRA Hotel Transfer

Output: Departures by resource and transport unit for a date showing passenger seating and code of hotel occupied.

Parameters: Date, Tour Type, Resource

Category: T

Groupings: Resource (New Page)
Transport Unit
End report totals shown

Data Source: Pre-archived reservations

Notes: Transmittal report.

Privileges: MANAGER, OPERATIONS, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTINSURE Pax Insurance Report

Output: Insurance bought, by currency and date range, each booking detailed for every insured passenger.

Parameters: Date range, Currency

Category: F

Groupings: Currency (New Page)
Booking
Passenger

Data Source: Pre-archived reservations

Notes: Transmittal report.

Privileges: MANAGER, OPERATIONS, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTIT3 Passenger Itinerary 3

Output: Customer deliverable itinerary addressed with components listed in order. Shows Itinerary Print Summary on last page and bar codes.

Parameters: Print Style (Grouped / Singles / Linked), (Date range, Seat Class OR Booking No. Detail Source (Voucher_Notes / Web_Subject_Summary / Web_Subject_Body / Voucher_And_WS_Summary / Voucher_And_WS_Body), Show Bus PickUps (yes / no)

Category: P

Groupings: Booking (New Page)
Components

Data Source: Pre-archived reservations

Notes: Changing Detail Sources will change default in parameter form.

Privileges: MANAGER, PROGRAMMERS, RES_SENIOR, RESERVATIONS, ITINERARY_USER, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTITINR2 Passenger Itinerary 2

Output: Customer deliverable itinerary addressed with components listed in order. Shows Itinerary Print Summary on last page and bar codes

Parameters: Print Style (Grouped / Singles / Linked), (Date range, Seat Class OR Booking No. Detail Source (Voucher_Notes / Web_Subject_Summary / Web_Subject_Body / Voucher_And_WS_Summary / Voucher_And_WS_Body)

Category: P

Groupings: Booking (New Page)
Components

Data Source: Pre-archived reservations

Notes: Changing Detail Sources will change default in parameter form.

Privileges: MANAGER, PROGRAMMERS, RES_SENIOR, RESERVATIONS, ITINERARY_USER, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTITINRY Itinerary

Output: Customer deliverable itinerary addressed with components listed in order. Shows Itinerary Print Summary on last page.

Parameters: Print Style (Grouped / Singles / Linked), (Date range, Seat Class OR Booking No. Detail Source (Voucher_Notes / Web_Subject_Summary / Web_Subject_Body / Voucher_And_WS_Summary / Voucher_And_WS_Body)

Category: P

Groupings: Booking (New Page)
Components

Data Source: Pre-archived reservations

Notes: Changing Detail Sources will change default in parameter form.

Privileges: MANAGER, PROGRAMMERS, RES_SENIOR, RESERVATIONS, ITINERARY_USER, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTITNINV Itinerary Invoice

Output: Customer deliverable itinerary addressed with components listed in order with value totals at end. Shows Itinerary Print Summary on last page.

Parameters: Date range, Seat Class OR Booking No. Detail Source (Voucher Notes / Web Subject Summary / Web Subject Body)

Category: P

Groupings: Booking (New Page)
Components

Data Source: Pre-archived reservations

Notes: Changing Detail Sources will change default in parameter form.

Privileges: FINANCE, MANAGER, PROGRAMMERS, RES_SENIOR, RESERVATIONS, ITINERARY_USER, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, ACCOUNTING_MANAGER.

PTITNSUM Itinerary Summary

Output: Customer deliverable summary of all booking itineraries for a departure. Each booking shows passengers for the departure and all other booked products with any relevant details.

Parameters: Date, Resource

Category: P

Groupings: Bookings
Passengers (Incl. Seat assignments)
All Components

Data Source: Pre-archived reservations

Privileges: MANAGER, PROGRAMMERS, RES_SENIOR, RESERVATIONS, ITINERARY_USER, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTIVOICE Invoice/Statement report

Output: Invoice of processed bookings by agent and currency for the period range specified. Components where GST is not charged are separated out. Credit notes can be rolled into their respective booking invoices. The 150, 120, etc. day totals represent monthly periods (i.e., Current = this month, 30 Day = last month, 60 Day = the month two months before this one, and so on. 150 Day = five months ago, and all sales before).

Parameters: The Period Range, Agent, Sep. Credit Notes? (Yes / No), Show Zero Inv.? (Yes / No)

Category: F

Groupings: Currency (New Page)
gent (New Page)

Data Source: Post GROUP-style invoicing (pre- or post-archived reservations)

Notes: GST on credit notes does not take into account non-GST components. If the amount of credit notes against a booking are such that the addition of

the GST amounts are negative (e.g., when a credit note is raised against a booking with non-GST components for the full amount) then the GST against the booking is corrected so that the sum of the two is zero. By setting both 'Separate Credit Notes?' and 'Show Zero Invoices?' to 'No', bookings such as the above example will be hidden from the invoice completely.

Menu: Financials > Reports > Financials

Privileges: FINANCE, MANAGER, PROGRAMMERS.

PTKMLPGH Kamloops Generic Hotel Reports

Output: All Kamloops generic hotel booking records, including booking confirmation, name, passenger name, hotel, SSR, check in date, night, basis.

Parameters: Date Range, Org Type

Category: R

Groupings: Org Type (New Page)
Booking

Data Source: Pre-archived reservations

Privileges: MARKETING, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, MANAGER.

PTLININV Invoice/Statement for Multiple Lines

Output: Invoices for the period range specified, or a specific invoice. Each invoice on a separate page with line items. Components where GST is not charged are separated out. Credit notes can be rolled into their respective booking invoices.

Parameters: Period Range, Invoice No, Hide Zero Value Lines? (Yes / No)

Category: F

Groupings: Invoice (New Page)

Data Source: Post SEPARATE-style invoicing (pre- or post-archived reservations)

Notes: Duplicate runs of the same invoice will be "stamped" with COPY. Adjustments behave differently against invoices depending on whether they have been printed or not.

Menu: Financials > Reports > Financials

Privileges: FINANCE, MANAGER, PROGRAMMERS.

PTLINST2 Statement of All Invoices for a Period #2

Output: Statement of unsettled invoices, adjustments and payments. Timestamped with Last Date and aged values backdated from this date. Customer alert messages show below invoice (declared in System Parameters with 30_DAY_MESSAGE, etc).

Parameters: Agent, Last Date, Show Nil Balance Invoices (Paid)? (Yes / No)

Category: F

Groupings: Currency (New Page)
Agent (New Page)

Data Source: Post SEPARATE-style invoicing (pre- or post-archived reservations)

Privileges: FINANCE, MANAGER, PROGRAMMERS.

PTLINSTA Statement of All Invoices for a Period

Output: Statement of invoices and adjustments for each agent's last invoicing period. Payments show against invoice. Non-GST components shown separately if not hidden. Timestamped with Last Date and aged values backdated from this date. Customer alert messages show below invoice (declared in System Parameters with 30_DAY_MESSAGE, etc).

Parameters: Agent, Last Date, Show Nil Balance Invoices (Paid)? (Yes / No), Hide Adjustments? (Yes / No)

Category: F

Groupings: Currency (New Page)
Agent (New Page)

Data Source: Post SEPARATE-style invoicing (pre- or post-archived reservations)

Menu: Financials > Reports > Financials

Privileges: FINANCE, MANAGER, PROGRAMMERS.

PTMATRIX Tour Agent Price Matrix

Output: Displayed by agent. Shows currencies and cost/sell for different passenger types as set by date range, tour code and fare basis.

Parameters: Tour, Agent, Currency

Category: F

Groupings: Agent
Currency

Menu: Financials > Reports > Financials

Privileges: FINANCE, MANAGER, PROGRAMMERS, ACCOUNTS_RECEIVABLE, ACCOUNTING_MANAGER.

PTNAMCHG Name Changes

Output: Booking details (including all components) where a passenger has had a name change since last transmitted.

Parameters: Org Type, Tour Type, Previously Transmitted On Report, Filter by RLOC Not Null?

Category: R

Groupings: Org Type (New Page)

Notes: Transmittal report.

Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTNATCRT Nationality by Tour Type

Output: Compares passenger numbers per country for date range with same date range from previous year. Divided into Tour Types.

Parameters: Date Range, Tour Type

Category: M

Groupings: Tour Type (New Page. Incl Totals)

Data Source: Pre and Post-Archived reservations

Privileges: MANAGER, MARKETING, PROGRAMMERS.

PTNATSUM Nationality Summary

Output: List of all passengers on each tour and their nationality. To be presented in a manner acceptable for passenger publication. Alphabetically listed.

Parameters: Date, Transport Unit

Category: M

Groupings: None

Data Source: Transport resources & Passengers

Privileges: MANAGER, MARKETING, OPERATIONS, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTNETSAL Top Agent Monthly Net Sales

Output: Shows agent sales and commission for chosen month period, and the year to date, compared with the previous year figures. Agents are given ranks in order of most business done. Report can be displayed in order of rank or alphabetically.

Parameters: Region, Period Sort by (Rank / Alphabetical), Rank, Currency

Category: A

Groupings: None
End report totals shown

Data Source: Post-transactions

Menu: Reservations > Reports > Agent

Privileges: FINANCE, MANAGER, MARKETING, PROGRAMMERS, ACCOUNTS_RECEIVABLE, ACCOUNTING_MANAGER.

PTNEWAGT New Agents

Output: All agents added within a specific date range. Shows code, name, creation date/time, and the name of the employee who added the agent.

Parameters: Date Range

Category: A

Groupings: None

Data Source: Org table

Menu: Reservations > Reports > Agent

Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTNOSHOW No Show

- Output:** Confirmed, uncancelled bookings for a date/time range that have not been ticketed (i.e., if selected date/time range is previous to tour date then results will represent a 'No Show'). Confirmation number and name are that of top level booking. Other details are for specific tour under that booking.
- Parameters:** Date/Time Range
- Category:** R
- Groupings:** Implicitly grouped by Agent
Confirmation Number
- Data Source:** Pre-archived reservations
- Notes:** Only tours shown where 'Track Loadings?' is set. Package headers not shown. Report may take a minute or so to execute.
- Menu:** Reservations > Reports > Reservations
- Privileges:** MARKETING, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTNRLOC External Reservation Name Change Report

- Output:** Passenger name changes in external reservations. Include passenger's original name, new name, tour name, check-in date, check-out date, tour basis, and RLOC.
- Parameters:** Start Date, End Date, Tour Code (optional), Org Type (optional), Tour Type (optional)
- Category:** R
- Groupings:** Org Type (new page)
- Data Source:** Pre-archived reservations
Passengers & Org
- Notes:** Transmittal report.
- Privileges:** MANAGER, PROGRAMMERS, RESERVATIONS_MANAGER, RES_SENIOR, RES_JUNIOR, RESERVATIONS

PTOUTPAY Outstanding Payments

- Output:** For a specific departure shows bookings not on account, on account, or both, that have not yet been paid. Includes contact details for booking passengers/agent.
- Parameters:** Booking/Travel Date Range, Transport Unit, Bookings on Account?(Yes / No)
- Category:** F
- Groupings:** None
- Data Source:** Pre-archived reservations
- Privileges:** FINANCE, MANAGER, PROGRAMMERS, ACCOUNTS_RECEIVABLE, ACCOUNTING_MANAGER.

PTOUTSTD Outstanding Deposits

Output: For a date range and transport unit showing only clients that have not made a deposit.

Parameters: Date Range, Transport Unit, Bookings on Account?(Yes / No)

Category: R

Groupings: Transport Unit (New page)

Data Source: Pre-archived reservations & Passengers

Privileges: FINANCE, MANAGER, PROGRAMMERS, ACCOUNTS_RECEIVABLE, ACCOUNTING_MANAGER.

PTPASMAM Passenger Group Manifest

Output: For tour reservation confirmation number or itinerary booking number, show passenger's room number, name and any special information.

Parameters: Tour Reservations CFM Number, Itinerary Booking Number

Category: P

Groupings: Tour Reservation CFM Number
Room Number
Last Name
Itinerary Booking Number

Data Source: Pre-archived reservations

Privileges: FINANCE, MANAGER, PROGRAMMERS, ACCOUNTS_RECEIVABLE, ACCOUNTING_MANAGER.

PTPAXUNA Passengers Not Allocated Seats

Output: For bookings where tour allocation type is 'SEAT', shows passengers assigned to a tour resource but not assigned to a seat. Also shows number of unknown passengers not allocated seats.

Parameters: Date Range, Tour Resource

Category: P

Groupings: Tour Resource (New Page)
Tour
Confirmation Number

Data Source: Pre-archived reservations

Menu: Reservations > Reports > Passengers

Privileges: MANAGER, OPERATIONS, PROGRAMMERS, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTPCHCK2 Passenger Check-in List 2

Output: Shows all passengers aboard for a specific departure including those continuing from the last tour and continuing to the next tour. Similar to PTPCHECK but includes Seat Class column, and SSR and Passenger Details (if present).

Parameters: Date, Transport Unit

Category: T

Groupings: Departure (New Page. Incl Totals)

Data Source: Pre-archived reservations
Privileges: MANAGER, OPERATIONS, PROGRAMMERS, RES_JUNIOR,
RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR,
RESERVATIONS_MANAGER.

PTPCHECK Passenger Check-in List

Output: Shows all passengers aboard for a specific departure including those continuing from the last tour and continuing to the next tour.
Parameters: Date, Transport Unit
Category: T
Groupings: Departure (New Page. Incl Totals)
Data Source: Pre-archived reservations
Privileges: MANAGER, OPERATIONS, PROGRAMMERS, RES_JUNIOR,
RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR,
RESERVATIONS_MANAGER.

PTPCKDP2 Pickup & Dropoff Manifest (2)

Output: Shows booking passenger numbers and pickup/dropoff times for each booking grouped as below.
Parameters: Date Range, Tour Code, Tour Type, Tour Style
Category: T
Groupings: Tour Type (New Page)
Transport Tour/Date (New Page / Incl Totals)
Tour Code (e.g., Hotel)
Data Source: Pre-archived reservations
Privileges: MANAGER, OPERATIONS, PROGRAMMERS, RES_JUNIOR,
RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR,
RESERVATIONS_MANAGER.

PTPCKDRP Tour Pickup & Dropoff Manifest

Output: Shows booking passenger numbers and pickup/dropoff times for each booking grouped as below.
Parameters: Date Range, Tour Code, Tour Type
Category: T
Groupings: Tour Type (New Page)
Tour/Date (New Page / Incl Totals)
Pickup Point
Dropoff Point
Data Source: Pre-archived reservations
Privileges: MANAGER, OPERATIONS, PROGRAMMERS, RES_JUNIOR,
RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR,
RESERVATIONS_MANAGER.

PTPCODE Postcode Summary by Tour

Output: Compares passenger numbers for a date range with the same date range the year before. Displays results by tour code and postcode/zipcode. Also shows code percent per total.

Parameters: Date Range, Tour

Category: M

Groupings: Tour (Incl Totals)

Data Source: Pre and Post-Archived reservations

Privileges: MANAGER, MARKETING, PROGRAMMERS.

PTPICKUP Passenger Pick-up List

Output: Shows all passengers boarding the transport unit for a specific date (not those continuing on from a previous tour on the same unit).

Parameters: Date, Transport Unit, Sort by (Passenger Name / Transfer Detail / Cabin No)

Category: D

Groupings: Departure (New Page)

Data Source: Pre-archived reservations, Charter bookings & Charter resources

Privileges: MANAGER, OPERATIONS, PROGRAMMERS, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTPREFIN Pre-Financial Generator Report

Output: Error, Confirmation Number, Tour Date, Agent.

Parameters: Date Range

Category: F

Data Source: Pre-archived reservations

Privileges: ACCOUNTING_MANAGER, MANAGER, ACCOUNTS_RECEIVABLE, FINANCE, SYSTEM_ADMIN.

PTPREINV Pre-Invoice Report

Output: Shows all unprinted invoices, their sale lines (if SEPARATE style) and any credit/debit note adjustments. Used with Credit/Debit Note form to correct invoices before printing.

Parameters: Agent, Invoice Number, Date Range, Hide Adjustments against Confirmation Number's? (Yes/No)

Category: F

Groupings: Agent/Currency
Invoice (Incl Totals)
Sale Lines (if SEPARATE style)

Data Source: Post-invoicing / Pre-printing

Menu: Financials > Reports > Financials

Privileges: FINANCE, MANAGER, PROGRAMMERS.

PTPRFRMA Pro Forma Invoice

Output: Customer deliverable itinerary addressed with components listed in order with value totals at end. Shows Itinerary Print Summary on last page.

Parameters: Date range, Seat Class OR Booking No. Detail Source (Voucher Notes / Web Subject Summary / Web Subject Body)

Category: F

Groupings: Booking (New Page)
Components

Data Source: Pre-archived reservations

Notes: Changing Detail Sources will change default in parameter form.

Privileges: FINANCE, MANAGER, PROGRAMMERS, RES_SENIOR, RESERVATIONS, ITINERARY_USER, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, ACCOUNTING_MANAGER.

PTPRICE Tour Prices

Output: Breakdown of tour types, packages and components into tour masterfile pricing. Does not take into account special pricings (as defined by Agent Net Rates, Tour Price Matrix, or Tour Maintenance pricing flags).

Parameters: Tour Code, Tour Type

Category: F

Groupings: Tour Type
Tour Code
Tour Components.

Data Source: Current tours & packages

Menu: Financials > Reports > Financials

Privileges: FINANCE, MANAGER, PROGRAMMERS.

PTPROMAN Bus Manifest

Output: Booking details including passenger numbers to be picked up on bus route by pickup point and time. If transport details exist for booking then these are also shown.

Parameters: Date, Bus Route

Category: D

Groupings: Bus Route (New Page. Incl Pax Total)
Pickup Point
Time (Incl Pax Totals)

Data Source: Pre-archived reservations & Bus route details

Notes: Transmittal report.

Menu: Reservations > Reports > Bus Manifests

Privileges: MARKETING, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTQRESP Questionnaire Responses

Output: Responses to passenger questionnaires.

Parameters: Date Range, Passenger, Questionnaire

Category: M
Groupings: Passenger (New Page)
Questionnaire
Privileges: MANAGER, MARKETING, PROGRAMMERS, QUESTIONAIRES.

PTQUOTE Quotation

Output: Tour reservation quote report with prospective passenger details, passenger names, value and itinerary of tours and free form prices.
Parameters: Confirmation Number
Category: V
Groupings: Itinerary Items
Menu: Reservations > Reports > Vouchers/Confirmations
Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, ITINERARY_USER, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTRCFMA Pax Listed Confirmation (A)

Output: Comprehensive booking details including itinerary breakdown into tour prices, discounts and tax, and deposits and payments made. Also includes passenger list (incl. designated cabins) and any special dietary/travel requests.
Parameters: Confirmation Number, Message, Footer
Category: V
Groupings: None
Data Source: Pre-archived reservations, Passengers & Cash receipts
Notes: Message parameter changes will be saved as the new default if, and only if, the user's security level is set to 0.
Menu: Reservations > Reports > Vouchers/Confirmations
Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, ACCOUNTING_MANAGER, SYSTEM_ADMIN.

PTRCFMB Agent Timed Confirmation (B)

Output: Agent deliverable booking confirmation with tour details, costs and payments made. No passenger list.
Parameters: Confirmation Number, Thank You, Check-In, Cancellation, Location
Category: V
Groupings: None
Data Source: Pre-archived reservations, Passengers & Cash receipts
Notes: <PRODUCT> tag in Thank You message is replaced with a list of tour names under this booking where the tour codes begin with X. Message parameter changes will be saved as the new default if, and only if, the user's security level is set to 0.
Menu: Reservations > Reports > Vouchers/Confirmations
Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR,

RESERVATIONS_MANAGER, ACCOUNTING_MANAGER,
SYSTEM_ADMIN.

PTRCFMC Passenger Confirmation (C)

Output: Passenger deliverable booking confirmation with tour details, costs and payments made. No passenger list.

Parameters: Confirmation Number, Thank You, Check-In, Cancellation, Location

Category: V

Groupings: None

Data Source: Pre-archived reservations, Passengers & Cash receipts

Notes: <PRODUCT> tag in Thank You message is replaced with a list of tour names under this booking where the tour codes begin with X. Message parameter changes will be saved as the new default if, and only if, the user's security level is set to 0.

Menu: Reservations > Reports > Vouchers/Confirmations

Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, ACCOUNTING_MANAGER, SYSTEM_ADMIN.

PTRCFMD Agent Confirmation (D)

Output: Passenger deliverable booking confirmation with tour details, costs and payments made. No passenger list. Similar to PTCFMB but without number of Rooms and Nights, and Time before Tour.

Parameters: Confirmation Number, Thank You, Check-In, Cancellation, Location

Category: V

Groupings: None

Data Source: Pre-archived reservations, Passengers & Cash receipts

Notes: <PRODUCT> tag in Thank You message is replaced with a list of tour names under this booking where the tour codes begin with X. Message parameter changes will be saved as the new default if, and only if, the user's security level is set to 0.

Menu: Reservations > Reports > Vouchers/Confirmations

Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, ACCOUNTING_MANAGER, SYSTEM_ADMIN.

PTRCFME Pax NPS Confirmation (E)

Output: Passenger deliverable booking confirmation with tour details, costs and payments made. No passenger list. Shows product NPS separate in totals.

Parameters: Confirmation Number, Thank You, Check-In, Cancellation, Location

Category: V

Groupings: None

Data Source: Pre-archived reservations, Passengers & Cash receipts

Notes: <PRODUCT> tag in Thank You message is replaced with a list of tour names under this booking where the tour codes begin with X. Message parameter changes will be saved as the new default if, and only if, the user's security level is set to 0.

Menu: Reservations > Reports > Vouchers/Confirmations

Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, ACCOUNTING_MANAGER, SYSTEM_ADMIN.

PTRCFMF Agent NPS Confirmation (F)

Output: Agent deliverable booking confirmation with tour details, costs and payments made. No passenger list. Shows product NPS separate in totals.

Parameters: Confirmation Number, Thank You, Check-In, Cancellation, Location

Category: V

Groupings: None

Data Source: Pre-archived reservations, Passengers & Cash receipts

Notes: <PRODUCT> tag in Thank You message is replaced with a list of tour names under this booking where the tour codes begin with X. Message parameter changes will be saved as the new default if, and only if, the user's security level is set to 0.

Menu: Reservations > Reports > Vouchers/Confirmations

Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, ACCOUNTING_MANAGER, SYSTEM_ADMIN.

PTRCFMG Agent UCC Confirmation (G)

Output: Agent deliverable booking confirmation. Agent address includes phone and fax. Passenger List displayed below 'Date Booked'. One pricing line shown for exploded packages. UCC form printed on new page.

Parameters: Confirmation Number, Thank You, Authorization, Thank You 2, Payment Due ([x Days|Months] where x is a positive integer)

Category: V

Groupings: None

Data Source: Pre-archived reservations, Passengers & Cash receipts

Notes: <PRODUCT> tag in Thank You message is replaced with a list of tour names under this booking where the tour codes begin with X. Authorization and Thank You 2 messages are used by the UCC Form. If Payment Due is set, then 'Payment Due By' message appears below Outstanding Amount and on UCC form. Message parameter changes will be saved as the new default if, and only if, the user's security level is set to 0.

Menu: Reservations > Reports > Vouchers/Confirmations

Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, ACCOUNTING_MANAGER, SYSTEM_ADMIN.

PTRCFMH Agent Quotation (H)

- Output:** Agent deliverable booking quotation. Agent address includes phone and fax. Passenger List displayed below 'Quote Date'. One pricing line shown for exploded packages.
- Parameters:** Confirmation Number, Thank You, Check-In, Cancellation, Location, Footer, Payment Due ([x Days|Months] where x is a positive integer)
- Category:** V
- Groupings:** None
- Data Source:** Quotes, Passengers
- Notes:** <PRODUCT> tag in Thank You message is replaced with a list of tour names under this booking where the tour codes begin with X. If Payment Due is set, then 'Payment Due By' message appears below Outstanding Amount. Message parameter changes will be saved as the new default if, and only if, the user's security level is set to 0.
- Menu:** Reservations > Reports > Vouchers/Confirmations
- Privileges:** MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, ACCOUNTING_MANAGER, SYSTEM_ADMIN.

PTRCFMI Wholesaler Confirmation (I)

- Output:** Agent deliverable booking confirmation for Wholesalers. Agent address includes phone and fax. Voucher/Reference and Passenger List displayed below 'Date Booked'. One pricing line shown for exploded packages. Waitlisted components flagged with W. Includes commission credited.
- Parameters:** Confirmation Number, Thank You, Notes, Payment Due ([x Days|Months] where x is a positive integer)
- Category:** V
- Groupings:** None
- Data Source:** Pre-archived reservations, Passengers & Cash receipts
- Notes:** <PRODUCT> tag in Thank You message is replaced with a list of tour names under this booking where the tour codes begin with X. Message parameter changes will be saved as the new default if, and only if, the user's security level is set to 0.
- Menu:** Reservations > Reports > Vouchers/Confirmations
- Privileges:** MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, ACCOUNTING_MANAGER, SYSTEM_ADMIN.

PTRCFMJ Travel Agent UCC Confirmation (J)

- Output:** Agent deliverable booking confirmation. Agent address includes phone and fax. Passenger List displayed below 'Date Booked'. One pricing line shown for exploded packages. Includes commission credited. UCC form printed on new page.
- Parameters:** Confirmation Number, Thank You, Authorization, Thank You 2, Payment Due ([x Days|Months] where x is a positive integer)

Category: V

Groupings: None

Data Source: Pre-archived reservations, Passengers & Cash receipts

Notes: <PRODUCT> tag in Thank You message is replaced with a list of tour names under this booking where the tour codes begin with X. Authorization and Thank You 2 messages are used by the UCC Form. If Payment Due is set, then 'Payment Due By' message appears below Outstanding Amount and on UCC form. Message parameter changes will be saved as the new default if, and only if, the user's security level is set to 0.

Menu: Reservations > Reports > Vouchers/Confirmations

Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, ACCOUNTING_MANAGER, SYSTEM_ADMIN.

PTRCFMK FIT Direct UCC Confirmation w/ UCC form (K)

Output: Agent deliverable booking confirmation. Agent address includes phone and fax. Passenger List displayed below 'Date Booked'. One pricing line shown for exploded packages. Includes commission credited. UCC form printed on new page.

Parameters: Confirmation Number, Thank You, Authorization, Thank You 2, Payment Due ([x Days|Months] where x is a positive integer)

Category: V

Groupings: None

Data Source: Pre-archived reservations, Passengers & Cash receipts

Notes: <PRODUCT> tag in Thank You message is replaced with a list of tour names under this booking where the tour codes begin with X. Authorization and Thank You 2 messages are used by the UCC Form. If Payment Due is set, then 'Payment Due By' message appears below Outstanding Amount and on UCC form. Message parameter changes will be saved as the new default if, and only if, the user's security level is set to 0.

Menu: Reservations > Reports > Vouchers/Confirmations

Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, ACCOUNTING_MANAGER, SYSTEM_ADMIN.

PTRCFML Certificate Voucher

Output: Certificate Voucher.

Parameters: Reservation No, Note 1, Conditions

Category: V

Groupings: Certificate (New Page)

Data Source: Pre-archived reservations

Notes: Transmittal report.

Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR,

RESERVATIONS_MANAGER, ACCOUNTING_MANAGER,
SYSTEM_ADMIN.

PTRCFMM Consumer Confirmation (M)

Output: Booking confirmation for consumers. Similar to PTRCFMN.
Parameters: Confirmation Number, Thank you message, Notes, Payment Due days ([x Days|Months] where x is a positive integer)
Category: V
Groupings: None
Data Source: Pre-archived reservations, Passengers & Cash receipts
Notes: <PRODUCT> tag in Thank You message is replaced with a list of tour names under this booking where the tour codes begin with X. Message parameter changes will be saved as the new default if, and only if, the user's security level is set to 0.
Menu: Reservations > Reports > Vouchers/Confirmations
Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, ACCOUNTING_MANAGER, SYSTEM_ADMIN.

PTRCFMN Tour Agent/Wholesaler Confirmation (N)

Output: Agent deliverable booking confirmation for Wholesalers. Agent address includes phone and fax. Voucher/Reference and Passenger List displayed below 'Date Booked'. One pricing line shown for exploded packages. Waitlisted components flagged with W. Includes commission credited.
Parameters: Confirmation Number, Thank you message, Notes, Payment Due days ([x Days|Months] where x is a positive integer)
Category: V
Groupings: None
Data Source: Pre-archived reservations, Passengers & Cash receipts
Notes: <PRODUCT> tag in Thank You message is replaced with a list of tour names under this booking where the tour codes begin with X. Message parameter changes will be saved as the new default if, and only if, the user's security level is set to 0.
Menu: Reservations > Reports > Vouchers/Confirmations
Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, ACCOUNTING_MANAGER, SYSTEM_ADMIN.

PTRCFMO Travel Agent UCC Confirmation (O) Whistler

Output: Agent deliverable booking confirmation. Agent address includes phone and fax. Passenger List displayed below 'Date Booked'. One pricing

line shown for exploded packages. Includes commission credited. UCC form printed on new page.

Parameters: Confirmation Number, Thank You, Authorization, Thank You 2, Payment Due ([x Days|Months] where x is a positive integer)

Category: V

Groupings: None

Data Source: Pre-archived reservations, Passengers & Cash receipts

Notes: <PRODUCT> tag in Thank You message is replaced with a list of tour names under this booking where the tour codes begin with X. Authorization and Thank You 2 messages are used by the UCC Form. If Payment Due is set, then 'Payment Due By' message appears below Outstanding Amount and on UCC form. Message parameter changes will be saved as the new default if, and only if, the user's security level is set to 0.

Menu: Reservations > Reports > Vouchers/Confirmations

Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, ACCOUNTING_MANAGER, SYSTEM_ADMIN.

PTRCFMP FIT Direct UCC Confirmation w/ UCC form (P) Whistler

Output: Agent deliverable booking confirmation. Agent address includes phone and fax. Passenger List displayed below 'Date Booked'. One pricing line shown for exploded packages. Includes commission credited. UCC form printed on new page.

Parameters: Confirmation Number, Thank You, Authorization, Thank You 2, Payment Due ([x Days|Months] where x is a positive integer)

Category: V

Groupings: None

Data Source: Pre-archived reservations, Passengers & Cash receipts

Notes: <PRODUCT> tag in Thank You message is replaced with a list of tour names under this booking where the tour codes begin with X. Authorization and Thank You 2 messages are used by the UCC Form. If Payment Due is set, then 'Payment Due By' message appears below Outstanding Amount and on UCC form. Message parameter changes will be saved as the new default if, and only if, the user's security level is set to 0.

Menu: Reservations > Reports > Vouchers/Confirmations

Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, ACCOUNTING_MANAGER, SYSTEM_ADMIN.

PTRCFMQ Agent Customized Report

Output: Agent information (Address, phone number). Passenger information (Address, phone number), including guest names. Date booked, tour name, if wait listed, number of rooms, number of nights, number of passengers. Calculations including per passenger tax, insurance, deposit, tour operator, payment received, amount outstanding and totals.

Parameters: Confirmation Number, Thank you, Notes
Category: V
Data Source: Pre-achived reservations, passengers, organisations
Notes: <PRODUCT> tag in Thank You message is replaced with a list of tour names under this booking where the tour codes begin with X. Message parameter changes will be saved as the new default if, and only if, the user's security level is set to 0.
Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, ACCOUNTS_MANAGER, SYSTEM_ADMIN.

PTRCPTAX Recipient Created Tax Invoice

Output: Agent deliverable tax invoice for the total of booking transaction commission entries for a date range.
Parameters: Date Range, Agent
Category: F
Groupings: None
Data Source: Post-transactions
Privileges: FINANCE, MANAGER, PROGRAMMERS.

PTRECDEP Receipt of Deposit

Output: Deliverable receipt for new payments. Includes passenger list details for checking.
Parameters: Confirmation Number, Receipt Number
Category: F
Groupings: Booking (New Page)
Data Source: Pre-archived reservations
Privileges: FINANCE, MANAGER, PROGRAMMERS.

PTRELDAY Limits Released

Output: Limit release details for tours or room categories including passenger numbers and employee that performed the release.
Parameters: Release Date, Tour OR Room Category
Category: R
Groupings: None
Menu: Not on menu (access from Reports form).
Privileges: MANAGER, PROGRAMMERS, RES_SENIOR.

PTRESACT Reservation Action Report

Output: Shows reservation actions of a type and for a date range and whether they have been actioned or not. Includes transmittals theory for excluding previously printed entries.

Parameters: Date Range, Res Type, Is this a transmittal run? (Yes / No), Include previously transmitted? (Yes / No)
Category: R
Groupings: Booking (New Page)
Data Source: Pre-archived reservations
Privileges: MANAGER, RES_SENIOR, PROGRAMMERS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTRESDOC Reservation Documents

Output: Reservation documents grouped by seat class. Ordered by printed datetime. Shows datetime, confirmation, name, report code.
Parameters: Date Range, Org Type
Category: R
Groupings: Seat Class (Includes NONE and MIXED)
Data Source: Pre-archived reservations
Privileges: MANAGER, RES_SENIOR, PROGRAMMERS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTRESNOT Reservations without Transport Units

Output: Booking details including Bus Route, Tour Date, Tour Code, Name, and Confirmation Number for where there has been no transport unit assigned.
Parameters: Date Range, Route Code
Category: U
Groupings: None
Data Source: Pre-archived reservations
Notes: DUMMY bus routes and pickup points excluded from report unless DUMMY is explicitly chosen as Route Code.
Privileges: MARKETING, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTREVEXC Revenue Exceptions

Output: Details of under-paid bookings.
Parameters: Date Range, Agent
Category: F
Groupings: None
Data Source: Pre-archived reservations
Privileges: FINANCE, MANAGER, PROGRAMMERS.

PTRLOC Cancellation Report for Tour with RLOC

Output: Cancellations of waitlisted accommodation style bookings.

Parameters: Date Range, Tour Code, Org Type, Tour Type
Category: R
Groupings: Org Type (New Page)
Tour Type
Booking
Components
Data Source: Pre-archived reservations
Notes: Transmittal report.
Privileges: MANAGER, OPERATIONS, OPERATOR, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS_MANAGER.

PTRMANI2 Bus Manifest 2

Output: Bus route pickup details for bookings. Will display comprehensive booking details if applicable.
Parameters: Date, Bus Route, Route Category
Category: D
Groupings: Bus Route (New Page / Incl Totals)
Pickup/Time
Data Source: Pre-archived reservations & Bus route details
Notes: DUMMY bus routes and pickup points excluded from report unless DUMMY is explicitly chosen as Route Code.
Menu: Reservations > Reports > Bus Manifests
Privileges: MARKETING, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTRRES Tour Reservations

Output: Details of all uncanceled booking records for specified tour code, tour type and date range.
Parameters: Date Range, Tour Code, Tour Type
Category: R
Groupings: None
Data Source: Pre-archived reservations
Notes: Tour code may be GROUPRES, or represent packages, package components or flat tours.
Menu: Reservations > Reports > Reservations
Privileges: MARKETING, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTRTMAN2 Bus Route Manifest by Transport Unit A

Output: Bus route pickup details for bookings divided into specific transport units. For driver use. Will display comprehensive booking details if applicable.
Parameters: Date, Bus Route, Transport Unit, Bus Category
Category: D
Groupings: Route/Date (New Page / Incl Totals)
Pickup/Time

Data Source: Pre-archived reservations, Charter resources & Bus route details
Notes: DUMMY bus routes and pickup points excluded from report unless DUMMY is explicitly chosen as Route Code.
Menu: Reservations > Reports > Bus Manifests
Privileges: MARKETING, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTRTMAN3 Bus Route Manifest by Transport Unit B

Output: Bus route pickup details for bookings divided into specific transport units. For driver use. Will display booking notes such as transport, catering, etc., if applicable. Tour Agent name is shown for each booking if parameter selected.
Parameters: Date, Bus Route, Show Agent? (Yes/No), Route Category, Transport Unit
Category: D
Groupings: Transport Unit (New Page)
Route/Date (New Page / Incl Totals)
Pickup/Time
Data Source: Pre-archived reservations, Charter resources & Bus route details
Notes: DUMMY bus routes and pickup points excluded from report unless DUMMY is explicitly chosen as Route Code.
Menu: Reservations > Reports > Bus Manifests
Privileges: MARKETING, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTSDAILY Daily Passenger Numbers by Product Summary

Output: Passenger booking numbers by tour type and date. Broken into paying passenger (adults and children), and FOC and other (class A and class B).
Parameters: Date Range
Category: M
Groupings: Tour Type (Incl Totals)
Tour Date (Incl Totals)
End report totals shown
Data Source: Pre-archived reservations
Notes: Totals represent placements on packages and flat tours and does not include package components. Tour type 'OTHERS' excluded.
Menu: Reservations > Reports > Marketing
Privileges: MARKETING, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTSEATMP Seating Map

Output: Departures broken down into transport units. Shows a graphic representation of the transport unit with occupied seats circled and

unavailable/reserved seats barred. Table records show each seated passenger assignment, booking number, and destination. Transport unit further summarised by destination showing passenger count.

Parameters: Date, Resource

Category: U

Groupings: Departure (New Page)
Transport Unit (New Page / Incl Total Passenger)
Destination (Passenger Summary).

Data Source: Pre-archived reservations

Notes: Destination is the Arrives field from the Tour Maintenance form. This is a free-format field and so output of this report depends on the chosen masterfile setup.

Privileges: MANAGER, RES_SENIOR, PROGRAMMERS,
RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER,
LIMITS.

PTSEATQ Seating Queue Report

Output: Shows passenger not seated on either arriving or departing product to hotel product. Ordered by seat class and booking passenger size (largest to smallest). Wheelchair passenger bookings shown first.

Parameters: Trip Number, Hotel Filter, Seated Tour Type

Category: U

Groupings: Resource

Data Source: Pre-archived reservations

Privileges: MANAGER, RES_SENIOR, PROGRAMMERS,
RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTSEATQ1 Seating Queue Report with hotel date filter

Output: Shows passenger not seated on either arriving or departing product to hotel product. Ordered by seat class and booking Passenger size (largest to smallest). Wheelchair Passenger bookings shown first.

Parameters: Seat Tour Number, Tour Date, Hotel Filter, Hotel Date, Seated Tour Type

Category: U

Groupings: Resource

Data Source: Pre-archived reservations

Privileges: LIMITS, MANAGER, RES_SENIOR, PROGRAMMERS,
RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTSIG EVT Transport Unit Events

Output: Details of transport unit events over a chosen date range.

Parameters: Date Range, Event Code

Category: U

Groupings: None

Menu: Transport Operations > Reports > Transport

Privileges: MANAGER, OPERATIONS, PROGRAMMERS, SYSTEM_ADMIN.

PTTAXADJ Tax Adjustment Notes

Output: Similar to PTLININV except showing Tax Adjustments instead of Invoices. Will also show COPY stamp if re-run.

Parameters: Agent, Tax Adjustment Number

Category: F

Groupings: None

Privileges: FINANCE, MANAGER, PROGRAMMERS.

PTTIME Multiple Time Departure Route Manifest

Output: Booking details including name, passenger number, agent, tour, voucher, and amount to pay by bus route for a specific date and tour departure time.

Parameters: Date, Time, Bus Route, Route Category

Category: T

Groupings: Bus Route (Incl Totals)
End report totals shown

Data Source: Pre-archived reservations & Bus route details

Notes: Transmittal report. DUMMY bus routes and pickups are not excluded.

Menu: Reservations > Reports > Tour Manifests

Privileges: MARKETING, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTTKMISS Ticketed Bookings with Outstanding Payments

Output: Bookings for a date range that have been ticketed for which there are still monies owing. Shows booking confirmation number, name, tour agent and amount outstanding.

Parameters: Date Range

Category: R

Groupings: Tour Date

Data Source: Pre-archived reservations

Menu: Reservations > Reports > Reservations

Privileges: FINANCE, MANAGER, PROGRAMMERS, RES_SENIOR, RESERVATIONS, ACCOUNTS_RECEIVABLE, ACCOUNTING_MANAGER.

PTTKREVV Ticket Review

Output: Lists all tour date, code and name details for each passenger on a booking.

Parameters: Confirmation Number

Category: R
Groupings: Passenger
Data Source: Pre-archived reservations & Passengers
Menu: Reservations > Reports > Reservations
Privileges: MANAGER, OPERATIONS, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_MANAGER.

PTTPMAN2 Trip Manifest 2

Output: List of all cabins on a transport unit for specific departure dates showing all seats/berths and any corresponding reservations. Includes passenger names, group name, nationality, in/out dates and special transfer details, etc.

Parameters: Date, Resource

Category: R

Groupings: Transport Unit (New Page / Incl Passenger Totals)
Cabin
Seat

Data Source: Transport resources

Menu: Reservations > Reports > Reservations

Privileges: MANAGER, OPERATIONS, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTTRANS Transactions

Output: Audit details for bookings over a specific date range showing employee number and type of access.

Parameters: Date Range

Category: F

Groupings: None

Data Source: Tour Reservation Audits

Notes: May take some time to process (regardless of the extent of the date range).

Menu: Financials > Reports > Financials

Privileges: MANAGER, PROGRAMMERS, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTTRIAL Detailed Transaction G/L Trial Balance

Output: Double-sided trial balance for a specific date range.

Parameters: Date Range

Category: F

Groupings: Confirmation Number (Incl Totals)
End report totals shown

Data Source: Post-transactions reservations, Post-invoicing & Receivable items

Notes: Post-generation of transactions.

Menu: Financials > Reports > Financials
Privileges: FINANCE, MANAGER, PROGRAMMERS.

PTTRMANI Tour Manifest 1

Output: Booking details including name, passenger number, agent, bus details, voucher, and amount to pay.
Parameters: Date, Tour Code
Category: T
Groupings: Tour Code (New Page / Incl Totals)
Data Source: Pre-archived reservations
Notes: Tour Codes may represent package headers or individual components.
Menu: Reservations > Reports > Tour Manifests
Privileges: MARKETING, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTTRMATX Tour Price Matrix Report

Output: Shows values as set by user in tour price matrix.
Parameters: Tour, Currency
Category: F
Groupings: Tour/Basis
Menu: Financials > Reports > Financials
Privileges: FINANCE, MANAGER, OPERATIONS, PROGRAMMERS.

PTTRPMAN Trip Manifest

Output: List of all cabins on a transport unit for specific departure dates showing all seat/berths and any corresponding reservations. Includes passenger names, group name, nationality, in/out dates and special transfer details, etc.
Parameters: Date, Transport Unit
Category: T
Groupings: Cabin
Seat
End report totals shown
Data Source: Transport resources
Privileges: MANAGER, OPERATIONS, PROGRAMMERS, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTTRREC Tour Receipt

Output: Details of booking including history of cash receipts.
Parameters: Confirmation Number
Category: F
Groupings: None
Data Source: Pre-archived reservations & Cash receipts

- Notes:** Confirmation number represents exact booking record and only these details are shown. If confirmation number is not the header booking then cash receipts may not be shown.
- Menu:** Financials > Reports > Financials
- Privileges:** FINANCE, MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, ACCOUNTING_MANAGER.

PTTRSUM Tour Summary

- Output:** Passenger loadings for all tours on date within date range.
- Parameters:** Date Range
- Category:** R
- Groupings:** Date
End report totals shown
- Data Source:** Pre-archived reservations
- Notes:** Only displays tours that have 'Track Loadings?' set. Tours may represent package headers or individual components. If 'Track Loadings?' is set for package header and its components then report total will include duplicates.
- Menu:** Reservations > Reports > Reservations
- Privileges:** MARKETING, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTTRTIME Multiple Departure Tour Manifest

- Output:** Booking details including name, passenger number, agent, bus details, voucher, and amount to pay.
- Parameters:** Date, Time, Tour
- Category:** T
- Groupings:** Tour / Date&Time (Incl. Totals)
End report totals shown
- Data Source:** Pre-archived reservations & Bus route pick-ups
- Notes:** Tour Codes may represent package headers or individual components. Selection of multiple Tour Types by use of wildcards may cause a package and its component details to be displayed in the report (therefore making the report totals meaningless).
- Menu:** Reservations > Reports > Tour Manifests
- Privileges:** MARKETING, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS.

PTTUARR Transport Unit Arrivals

- Output:** Destination, transport unit, charter resource detail, hotel name, booking name and Passenger no for detailed output selection. If summary is selected then it shows destination, transport unit, charter resource, detail, hotel name and passenger number.
- Parameters:** Detail Level (Summary/Detailed), Date, Resource, Hotel
- Category:** U

Groupings: Destination
Transport Unit

Menu: Transport Operations > Reports > Transport

Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, TICKET_COUNTER_AGENT, TICKET_COUNTER_SUPERVISOR.

PTTURARR Transport Unit Arrivals by Locations

Output: Hotel Code/Name, Seat Class, Transport Unit, Booking Name, Passenger number, Total for Hotel and Total Passenger Number.

Parameters: Arrival Date, Detail level (detailed, summary), Resource, Hotel, Tour

Category: U

Data Source: Pre-archived reservations

Menu: Transport Operations > Reports > Transport

Privileges: MANAGER, PROGRAMMERS, QUERY, RESSERVATIONS, RES_JUNIOR, RES_SENIOR, RESERVATIONS_MANAGER, RESERVATIONS_SUPERVISOR, TICKET_COUNTER_AGENT, TICKET_COUNTER_SUPERVISOR.

PTVHR Transport Unit History

Output: Details for transport unit as specified on job cards.

Parameters: Transport Unit

Category: U

Groupings: None

Menu: Transport Operations > Reports > Transport

Privileges: MANAGER, OPERATIONS, OPERATOR, PROGRAMMERS, RESERVATIONS, RESERVATIONS_MANAGER.

PTVOUCH2 Voucher 1

Output: Travel voucher(s) for booking by confirmation number. Includes tour supplier and pickup details.

Parameters: Package? (Yes/No), Confirmation Number OR (Travel Date AND Tour Code)

Category: V

Groupings: None

Data Source: Pre-archived reservations

Notes: If 'Package?' is set to 'Yes' then prints component vouchers, otherwise just prints the voucher for this confirmation number. The voucher field from tour maintenance is printed.

Menu: Reservations > Reports > Vouchers/Confirmations

Privileges: MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, TICKET_COUNTER_AGENT, TICKET_COUNTER_SUPERVISOR.

PTVOUCH5 Vouchers

- Output:** Travel voucher(s) formatted for US LETTER paper size, showing tour operator, passengers, and service details.
- Parameters:** Print Style (Grouped / Singles / Linked), Date Range, Seat Class, OR Confirmation Number
- Category:** V
- Groupings:** None
- Data Source:** Pre-archived reservations
- Menu:** Reservations > Reports > Vouchers/Confirmations
- Privileges:** MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, TICKET_COUNTER_AGENT, TICKET_COUNTER_SUPERVISOR.

PTVOUCH6 Vouchers - Singles

- Output:** Travel voucher(s) for each passenger, formatted for US LETTER paper size, showing tour operator, passengers, and service details.
- Parameters:** Date Range, Seat Class, OR Confirmation Number
- Category:** V
- Groupings:** None
- Data Source:** Pre-archived reservations
- Menu:** Reservations > Reports > Vouchers/Confirmations
- Privileges:** MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, TICKET_COUNTER_AGENT, TICKET_COUNTER_SUPERVISOR.

PTVOUCHC Voucher 2

- Output:** Travel voucher(s) for booking, by confirmation number. Includes tour agent instead of supplier and pickup, and has different format.
- Parameters:** Confirmation Number, Package? (Yes/No)
- Category:** V
- Groupings:** None
- Data Source:** Pre-archived reservations
- Notes:** If 'Package?' is set to 'Yes' then prints component vouchers, otherwise just prints the voucher for this confirmation number. The arrival info field from ptes1 is printed.
- Menu:** Reservations > Reports > Vouchers/Confirmations
- Privileges:** MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, TICKET_COUNTER_AGENT, TICKET_COUNTER_SUPERVISOR.

PTVOUCHJ Voucher Ticketing

- Output:** Vouchers for each product. For the grouped option one voucher is printed for each component for each basis. For the linked option, multiple vouchers are printed for each component, for each basis, for each group of passengers.
- Parameters:** Text fields for confirmation number, printer and file destination; list box for the grouped linked option; text fields for component cfm / groupres confirmation
- Category:** V
- Groupings:** None
- Data Source:** Pre-archived reservations
- Menu:** Reservations > Reports > Vouchers/Confirmations
- Privileges:** MANAGER, PROGRAMMERS, HOTEL, RES_SENIOR, RES_JUNIOR, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER.

PTVOUCHP Passenger Voucher

- Output:** Travel voucher with four copies to a page.
- Parameters:** Confirmation Number
- Category:** V
- Groupings:** None
- Data Source:** Pre-archived reservations
- Notes:** Uses four part perforated A4 voucher.
- Menu:** Reservations > Reports > Vouchers/Confirmations
- Privileges:** MANAGER, PROGRAMMERS, QUERY, RES_JUNIOR, RES_SENIOR, RESERVATIONS, RESERVATIONS_SUPERVISOR, RESERVATIONS_MANAGER, TICKET_COUNTER_AGENT, TICKET_COUNTER_SUPERVISOR.

PTVYLOAD Tour Loadings

- Output:** For each tour, shows all dates within the range for which the tour operates and the passenger numbers booked. Also shows the comparative loadings for the same tour and date for the previous year.
- Parameters:** Date Range, Tour Code, Resource
- Category:** M
- Groupings:** Tour
- Data Source:** Tour dates
- Notes:** Results represent the intersection of both the Tour Code and the Resource filters. To filter exclusively with either parameter, set the other parameter to %.
- Menu:** Reservations > Reports > Marketing
- Privileges:** MANAGER, MARKETING, OPERATIONS, PROGRAMMERS, QUERY, RESERVATIONS_MANAGER.

PTWTLIST Waitlist Report

- Output:** Waitlisted booking details.

Parameters: Date Range, Tour Code, Org Type, Tour Type
Category: R
Groupings: Org Type (New Page)
Tour Type
Booking
Data Source: Pre-archived reservations
Notes: Tour Code filter allows wild cards.
Privileges: MARKETING, PROGRAMMERS, QUERY, RES_JUNIOR,
RES_SENIOR, RESERVATIONS, MANAGER.

PTWTRSUM Weekly Tour Loading Summary

Output: Passenger loading numbers for the following week, by tour code.
Parameters: From Date, Tour Code
Category: T
Groupings: None
Data Source: Pre-archived reservations
Privileges: MARKETING, PROGRAMMERS, QUERY, RES_JUNIOR,
RES_SENIOR, RESERVATIONS.

PTYRCOMP Weekly Passenger Numbers Comparison

Output: Compares the passenger numbers for tours for the following week, with the corresponding week from the previous year.
Parameters: Date
Category: M
Groupings: Tour Type (Incl Totals)
End report totals shown
Data Source: Pre and Post-Archived reservations
Notes: Previous year values are from archived bookings.
Menu: Reservations > Reports > Marketing
Privileges: MANAGER, MARKETING, OPERATIONS, PROGRAMMERS.

TAXCHK Update Reservation Tax

Output: Reservations updated with new tax rates. An output file records all the updated values for each reservation.
Parameters: Start Date, End Date, UnpaidOnly, Trial
Category: F
Groupings: None
Data Source: Pre-archived reservations
Privileges: MANAGER, PROGRAMMERS, RESERVATIONS_SUPERVISOR,
RESERVATIONS_MANAGER.

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