

# Travel Agency Systems by Scofield Management Systems

CommTrak-SMS-Install/Run.doc 09/04/2009

## Installing the SMS CommTrak Utility

1. Create a Commtrak folder on your PC under your c:\gblware\CommTrak and unzip the attached file into it.
2. If you do not have WinZip to unzip the file, use the unzip program that comes with GlobalWare: c:\Gblware\GWRestor.exe. If you cannot figure out how to use it give SMS a call at 303-991-8998.
3. Go to Start, Run and type:

**REGSVR32 c:\Gblware\Commtrak\XceedZip.dll** and click **OK**

4. Copy C:\Gblware\GWFuncs.dll to the C:\Gblware\CommTrak folder.

## Operating the SMS CommTrak Utility

1. **SMS CommTrak Utility** – program used to:
  - a. Extract hotel data from Globalware and format it so that it is usable by Commtrak, and
  - b. To generate an automated reconciliation of Commtrak's quarterly resolution files back into GlobalWare (see pages 1,2,3)

Support for installing and using the SMS CommTrak utility is available at [buzz@tasbysms.com](mailto:buzz@tasbysms.com) or 303-991-8998.
2. **Commtrak Corporation Site** for data exchange – provides each agency password protected access to Commtrak, allowing agencies to:
  - a. Place new hotel files (extracted from GW via the SMS program) in a folder for Commtrak to process, and
  - b. Access quarterly resolution files to be returned to the agency from Commtrak.

# Using the SMS CommTrak Utility

## A. Extract and Send hotel data to Commtrak Corp.

1. Go to Explore and find the CommTrak directory and double click on the **CommTrakExport.exe**

2. Fill in the dates for the **To CT** (upper) section and then click the **To CT** button (or tap enter after you have filled in the “Through” date). The dates you will be selecting will be the check out date from the hotel. This would be the **Return Date** on the invoice screen in GlobalWare. It will say **Finished** when done. It creates a file called **GWExport.dbf** (it should be in your C:\Gblware\CommTrak folder). Open your area of the Commtrak site. Export the file to Commtrak’s Agency Export Files folder.
3. If you want a listing or record of what was extracted after it is done:
  - a. Go to **Excel** and click on **File**, and say the name of the file is **GWExport.dbf**.
  - b. You can then view the data or print it from Excel

# Using the SMS CommTrak Utility, con't

## B. Receive and Post Quarterly files From Commtrak Corp.

1. Access "Commtrak Quarterly Resolution Files" folder from your area of the Commtrak site. Each Zip file is identified by year/quarter. Move selected file from Commtrak Quarterly folder to your hard drive.
2. Unzip and rename the \*.dbf to **QTR.dbf**. Put this in the **C:\Gblware\Commtrak** folder.
3. Go to **Explore** and find the **Commtrak** directory and double click on the **CommTrakExport.exe**
4. On the right side of the lower portion of the screen that has a heading: "**From CT**", it says:

**"CommTrak" in Additional Invoice Data on the More screen, line # 030.**

The program will put "**CommTrak**" on Comment line **30** (of the More screen) for each invoice item it posts to GlobalWare. If you want "**CommTrak**" on a different Comment line you may change this.

Below the Line # 30, it says "**Comm Recd Date**". This should be your PC's system date. If you are paying Agent Commissions based on Commission Received Date, You may want to change this to another date.

5. Click on **From CT** to begin the update of your GlobalWare file.
  - a. It will put the amounts you received from CommTrak on each invoice and mark the commission as fully paid.
  - b. If CommTrak did not receive any commission for an invoice item, it will Void the invoice item and in the **Status** it will put an "**N**" if it was a No Show or an "**X**" for all other reasons.
  - c. When it is finished it will rename the file to **Qtr.001**.
6. You may print the exception report.
  - a. If a hotel item has been voided in Globalware, it will say "Item is not open."