

## Sabre Card Services

The Sabre Card Services reconciliation option allows TBO users to daily close individual items in TBO that reconcile to the customer's Sabre Card Services' file by transaction, and to enter a payment for the daily Sabre Card Services deposit to the user's bank account. Monthly they will record an additional processing Sabre Card Services Fees.

### Notes:

- 1) All invoices should be entered for the vendor that is designated for capturing the service fee bookings in TBO.
- 2) All Service Fee bookings MUST be Supplier in TBO.
- 3) The client side of the Service Fee Bookings MUST be closed with FOP of CC (Not CC Merchant)
- 4) Insure that the correct Travel Category of Service Fee is indicated for the Service Fee Travel Type being used in the TBO booking, under **Utilities|Setup|Travel** Types.
- 5) In **General Ledger|Accounts**, set up a new 5000 series chart of account for Cost of Sales - Sabre Card Services or use an existing Cost of Sale account. In **General Ledger|Accounts**, set up a new Expense chart of account for Sabre Card Services CC Processing Fees or use an existing processing fee expense account. In **Utilities|Setup|Travel Types**, set up a new Travel Type for Sabre Card Services CC Processing Fees or use an existing fee travel type. Insure that the correct Travel Category of Service Fee is indicated. In **Utilities|Setup|GL Accounts**, link the Sabre Card Services CC Processing Fees Travel Type to the Cost of Sales - Sabre Card Services GL Account, so the EOP will correctly handle the processing fee invoice created when saving the Sabre Card Services reconciliation.
- 6) Agency will contact Sabre Card Services and request *Sabre Back Office* report be added to the agency's list of Merchant Reports.
- 7) Refunds are not currently reconciled. Refunds do not reconcile because the client payment is closed to CC.

### Daily

Step 1) The Sabre Card Services users log in to the Sabre Card Services website with their user name and password:

<https://www.merchante-solutions.com/jsp/secure/b2f/b2flogin.jsp>

Once logged in, click *Merchant Reports* from the Main Menu, and on the *Merchant Reports* screen, click *Sabre Back Office Report*.

Welcome, Travel Agency Name

MAIN MENU	
<b>OPTIONS</b>	
<a href="#">Merchant Reports</a>	Deposit summary, transaction detail, etc.
<a href="#">Summary Reports</a>	Deposit Summary, Transaction Summary, Reconciliation, etc.
<a href="#">Custom Queries</a>	Download custom queries as CSV files.
<a href="#">Profile Change</a>	Change your password or e-mail address.
<a href="#">PCI Compliance Questionnaire</a>	
<b>Merchant Reports</b>	
<a href="#">Pending Deposit Report</a>	View the pending deposit details.
<a href="#">Reconcile Bank Transactions</a>	View deposit, batch and adjustment totals all at once.
<a href="#">Deposit Summary</a>	View bank deposits.
<a href="#">Settlement Summary</a>	View credit card totals and details settled to business checking account.
<a href="#">Batch Summary Report</a>	View credit card totals and details by date and batch (all card types).
<a href="#">Sabre Back Office Report</a>	View the Sabre Back Office summary.
<a href="#">Rejects</a>	View rejected transactions.
<a href="#">Adjustments</a>	View adjustments to business checking account.
<a href="#">Offline Adjustments</a>	View offline (manual) adjustments to business checking account.
<a href="#">Monthly Statements</a>	View statement totals and copies of paper statements.
<a href="#">Chargeback Adjustments</a>	View chargebacks that have caused account adjustments.
<a href="#">Retrieval Requests</a>	View incoming retrieval requests.
<a href="#">Visa Misuse of Authorization</a>	View the authorizations Visa assessed a misuse of auth fee.

Set the Date Range on the Sabre Back Office Report to include the transactions to download and click *Select*.

When the page refreshes a dollar amount link will be on the right hand side of the table displayed below the Date Range. Click on the dollar amount link for the *Net Amount* of the transactions to download. Once the dollar amount link has been clicked, a window appears prompting to save the file to the computer. Be sure to click *Download all Details*. This is the file to import into the Trams Back Office Program for reconciliation.

Main Page Logout

Back Office Summary: 941000075336

Download Report  
Download All Dates

Range:

January 15 2013 (Tue) Select

February 15 2013 (Tue) Select

March Select

April Select

May Select

June Select

July Select

August Select

September Select

October Select

November Select

December Select

Month	DBA Name	Net Amount
	UNITED FARFAX TRVL A211	2210.00
Totals		\$910.00

Back Office Summary: Travel Agency Name

DBA Name

Download Report  
Download All Dates

Account Number	Travel Agency Name	DBA Name	Net Amount
623	Travel Agency Name		2210.00
Totals			\$100.00

Step 2) The TBO user reconciles via the **Payments | Import Reconciliation** using the option that reads the Sabre Card Services file. TBO also reads the amount of Sabre Card Services fees that apply to the file and adjusts each booking by the amount of the fees involved. This insures that when agents are paid for any portion of the service fees, they are paid on only the net portion after processing fees that the agency actually received. Upon saving the Reconciliation an Invoice is created for the remaining amount of the processing fees to be charged by Sabre.

Saving the reconciliation closes off the vendor side of the bookings, so nothing more needs to be done with the bookings.

- a. Open the Payment Import Reconciliation screen in TBO.
- b. Select Sabre Card Services as the Payment Source.
- c. Select Payee Name for the vendor profile. This may be the same as what is assigned on the client invoice. Payee Name chosen will be viewed on the Check Register and Bank Reconciliation.
- d. Select the Bank Acct the Sabre Card Services will be deposited into.
- e. Payment Date is when the gross charges for the file being reconciled will be deposited in the bank which is usually 8 business days from the date of the transaction. (Fees created and included in the daily file for June 9, 2012 would be deposited into the bank on June 17, 2012.)
- f. Select a Pay Method of EFT so the payment created on saving will appear on the Check Register and Bank Reconciliation.
- g. Click Import Filename and locate the file downloaded from the Sabre Card Services website.

h. Click Import and reconcile the file.

i. When reconciled, click OK to save the reconciliation.

j. When prompted for creating an Invoice or Voucher for the left over amount of the fees charged, select Invoice. Enter a Client, usually the agency, and enter an Agent if desired. Select a Travel Type for the Sabre Card Services CC Processing Fees travel type created in **Utilities|Setup|Travel Types**.

k. Click OK to save the fee invoice and the reconciliation.

The screenshot shows a software window for reconciling Sabre Card Services. At the top, there are fields for Payment Source (Sabre Card Services), Payee Name (Merchant & Subtotal), Bank Acct (4 Bank of Fayetteville), Payment Date (2/13/2012), and Pay Method (EFT). Below these are buttons for Import, ADN Check No, and Saved Reconciliations. A table lists reconciliation items with columns for Customer Name, Confirmation No, Gross Fare, Commission, Start Date, Status, Notes, and Rec Loc. Two items are listed: HARPERLUF (1624120710) and HARPERLJA (1622120710). To the right of the table are buttons for Unreconcile, Reconcile, Delete, Post, Refresh, Create Invoice, and Columns. At the bottom, there are sections for Sabre Card Services Data, TRAMS Data, and Totals. The Totals section shows Gross (122.00), Service Fee (0.00), Net (122.00), Applied (119.37), and Balance (2.63). Buttons for OK, Cancel, and Save are at the bottom.

Customer Name	Confirmation No	Gross Fare	Commission	Start Date	Status	Notes	Rec Loc
HARPERLUF	1624120710	74.00	71.90	2/1/2012	R	SHOPPER	
HARPERLJA	1622120710	46.00	46.57	2/1/2012	R	KIDSWANT	

The screenshot shows a 'Create PayMode Invoice' dialog box. It has two radio buttons: 'Invoice' (selected) and 'Voucher'. Fields include Invoice No, Branch No (0 Travel With The £), Group, Amount (-7.50), Remarks, Client (Travel Services Inc), Agent (MiscAgent), Travel Type (Sabre MeS Process), and Total Fare (0.00). Buttons for OK and Cancel are at the bottom.

## Monthly

Enter a **Payments|Withdrawal** for the monthly amount of the Sabre Card Services CC Processing Fees deducted from the bank account. Journalize to Sabre Card Services CC Processing Fees expense GL account to reflect the expense for the fees charged.

The image shows two overlapping software windows. The background window is titled "Create New Withdrawal" and contains the following fields:

- Amount: 29.85
- Payment Type: Withdrawal
- Payment Date: 3/1/2012
- Bank Acct: Checking
- Branch: (empty)
- Invoice Reference: (empty)
- Bemorka: Sabre MeS monthly fee withdrawls

The foreground window is titled "Create New Journal Entry #363" and contains the following fields and a table:

- Journal Entry Number: 363
- Activity Date: 3/1/2012
- Code: (empty)
- Bemorka: Sabre MeS monthly fee withdrawls Withdrawal
- Account (Name & Number): 6146 Sabre MeS CC Processing Fees
- Debit: 29.85
- Credit: (empty)
- Remarks: (empty)
- Debit Group: (empty)

Acct No	Acct Name	Branch	Debit Amount	Credit Amount	Remarks	Group
1000	Wells Fargo - Checking			29.85		
6146	Sabre MeS CC Processing Fees		29.85			

At the bottom of the journal entry window, the following totals are displayed:

- Debit Total: 29.85
- Credit Total: 29.85