CommTrak Export

With the 2.09.00 & higher versions of TBO it was necessary to remove the 'Global Table' from
the database. You will need to download this latest version of the CommTrakExport.rpt
and use it for any TBO versions above 2.09.00.

CommTrak is an outsource firm providing 'Hotel' commission recovery services
to travel agencies. Typically, an agency will use them to chase unpaid hotel
commissions over 3 to 12 months old. These would be commissions that have
never been successfully obtained through the normal Pegasus or NPC process.
CommTrak splits the recovered commissions with the agency. You will need
to contact CommTrak Corp to set up an account with them. Please send an
e-mail to: roger@commtrak.com.

When you have established an account with CommTrak Corp you will need to
send CommTrak a data file (extract) containing aged, unresolved records.
This "CommTrak Export" file is a Crystal Export and can be found at here.
Download the "CommTrak Export" under "Vendor Reports" and save to your desktop.
Run the export and forward the results to CommTrak.

When CommTrak has reconciled the export you sent them, they will forward
a file back to you that can then be reconciled to your open Back Office
Hotel bookings. Under Payments| Pegasus-NPC Reconciliation you will find
a drop down option for "CommTrak". Click on "Import Filename" and locate
the reconciled file you received from CommTrak and perform the reconciliation,
as you normally would for a Pegasus or NPC file.