



Travel Agency Commissions Report Quick Reference Guide

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Introduction

The Travel Agency Commissions Report provides a list of processed travel agency commissions including agency information, guest reservation information, rate amount, rate of commission and commission amount. The report will be exported as a CSV file, which can be used to import into a third party software.

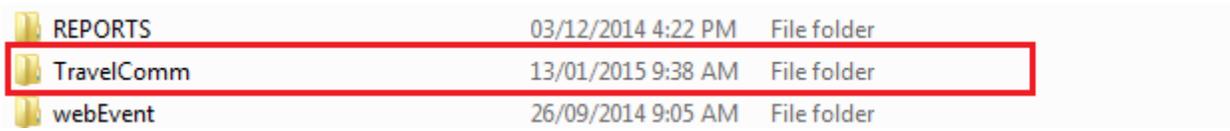
It is assumed the reader is familiar with the following:

- Travel Agency Creation
- Travel Agency Commission Management

Setup

Setup of Destination Folder

Create a Windows folder on the N:\ drive, or the Maestro mapped drive. The user must have Windows permission to write to the folder. If not, please consult your IT department.



Setup in Maestro

To access the Travel Agency Export Setup, go to **Front Desk Maintenance | Setup | Travel Agency | CSV Export Options**



Export Type	This field is not accessible and will default to a value of W
Hotel Code	Enter the hotel property code
CSV Save Dir	The directory to save the file. Input the path of the folder that was created in section 2.1
Text Qualifier	Input a double quotation mark (") in this field.
Field Delimiter	Input a comma (,) in this field

Date Separator	Input a forward slash (/) in this field.
Date Format	Use the F8 Lookup to select a valid date format. The date format chosen here will reflect on the CSV file once exported.
M	MM/DD/YYYY
N	MM/DD/YY
D	DD/MM/YYYY
Y	YYYY/MM/DD
A	YYYYMMDD (NO SEPARATORS)
B	YYYYMM (NO SEPARATORS)

Generating/Exporting the Report

To generate and export the travel agency commission report, go to **Front Desk | Audit | Travel Agency | Export TA Commission Info**

Remittance Dates	Enter the date range of the commission processed dates. An F8 Lookup can be used to access the calendar screen.
Agency Type	An F8 Look Up can be performed to select an agency type. Leave this field blank for all agency types.
Currency Code	An F8 Look Up can be performed to select the currency for the report to print. Leave this field blank to report for all travel agencies.
Travel Agent	An F8 Look Up can be performed to select a specific travel agency. Leave this field blank to print for all travel agencies.

Once the criteria have been selected, press the Count Button to display the total number of agencies that will be included in the report. Then, click on the OK button to export the report.



Report

To retrieve/review the report that has been generated, navigate to the folder path as set in Section 2.1 and open the file. The file will open in the default spreadsheet software installed on the workstation such as Microsoft Excel and is ready to be imported to a third party software. If excel is installed, the file will open automatically when the user selects it. If Excel is not installed, Windows will ask the user to select another program to open the file with.

Name	Date modified	Type	Size
Maestro Resort_2WPS_textract_09052014	05/09/2014 3:43 PM	Microsoft Excel C...	9 KB
Northwind Hotel & Conf Center_2WPS_textract_09052014	05/09/2014 2:30 PM	Microsoft Excel C...	2 KB

Maestro Resort_2WPS_textract_09052014 - Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
	HOTEL_NAME	HOTEL_CODE	AGENCY_NUMBER	AGENCY_TRADING_NAME	AGENCY_STRADDR1	AGENCY_POSTCD	AGENCY_CITY	AGENCY_STATE	AGENCY_CTRYPD	AGENCY_TELEPH	AGENCY_TELFX	HOTEL_CURRENCY	HOTEL_RES_NO	GUEST_LAST_NM	GUE
1	HOTEL_NAME	HOTEL_CODE	AGENCY_NUMBER	AGENCY_TRADING_NAME	AGENCY_STRADDR1	AGENCY_POSTCD	AGENCY_CITY	AGENCY_STATE	AGENCY_CTRYPD	AGENCY_TELEPH	AGENCY_TELFX	HOTEL_CURRENCY	HOTEL_RES_NO	GUEST_LAST_NM	GUE
2	Maestro Resort	ql	67648092	Farewell Travel	44 Victoria Street 1404	MSC 1Y2	Toronto	ON		555-555-5555			102448	Test	Test
3	Maestro Resort	ql	17666143	Aaa Travel Agency	8300 Woodbine Ave	665022839	Manhattan	KS		555-555-5555			101698	Hanke	Kim
4	Maestro Resort	ql	17666143	Aaa Travel Agency	8300 Woodbine Ave	665022839	Manhattan	KS		555-555-5555			101700	Hansen	Rich
5	Maestro Resort	ql	17666143	Aaa Travel Agency	8300 Woodbine Ave	665022839	Manhattan	KS		555-555-5555			101705	Kanbar	Davi
6	Maestro Resort	ql	33547931	Aaa Orchard Park	8300 Woodbine Ave		14127 Orchard Park	NY		555-555-5555			101549	Grace	Jenn
7	Maestro Resort	ql	36598811	Aaa Ohio Motorists	8300 Woodbine Ave		12345 Independence	NY		555-555-5555			101549	Grace	Jenn
8	Maestro Resort	ql	24525911	Northwestern Travel	8300 Woodbine Ave		55369 Maple Grove	MIN		555-555-5555			102033	la Beau	Julie
9	Maestro Resort	ql	5927062	Atherton Square Travel	8300 Woodbine Ave		94063 Redwood	CA		555-555-5555			101539	Aalders	Bill
10	Maestro Resort	ql		1 Northwind Travel		L3R 0E1	Markham	ON		555-555-5555			92052	ABC Company	
11	Maestro Resort	ql		1 Northwind Travel		L3R 0E1	Markham	ON		555-555-5555			92118	Def Company Inc	
12	Maestro Resort	ql		1 Northwind Travel		L3R 0E1	Markham	ON		555-555-5555			98025	Kelly	Mar
13	Maestro Resort	ql		1 Northwind Travel		L3R 0E1	Markham	ON		555-555-5555			99904	Long	Shel
14	Maestro Resort	ql		1 Northwind Travel		L3R 0E1	Markham	ON		555-555-5555			100998	Jones	Darl
15	Maestro Resort	ql		1 Northwind Travel		L3R 0E1	Markham	ON		555-555-5555			102027	Kells	Chri
16	Maestro Resort	ql		1 Northwind Travel		L3R 0E1	Markham	ON		555-555-5555			102083	Kells	Chri
17	Maestro Resort	ql		1 Northwind Travel		L3R 0E1	Markham	ON		555-555-5555			102119	Kells	Chri
18	Maestro Resort	ql		1 Northwind Travel		L3R 0E1	Markham	ON		555-555-5555			102120	Kells	Chri
19	Maestro Resort	ql	3934361	Bell Travel	8300 Woodbine Ave		85351 Sun City	AZ		555-555-5555			101701	Jennings	Greg
20	Maestro Resort	ql	5630774	Destinations Unlimited	8300 Woodbine Ave		94566 Pleasanton	CA		555-555-5555			101703	Halliday	Ashl
21	Maestro Resort	ql	5630774	Destinations Unlimited	8300 Woodbine Ave		94566 Pleasanton	CA		555-555-5555			101707	Leberer	Dan
22	Maestro Resort	ql	5786174	O'Brien Travel Service, Inc.	8300 Woodbine Ave		95113 San Jose	CA		555-555-5555			102790	Greenfield	Ken
23	Maestro Resort	ql	3656015	Sundance/Tzell Travel Llc	8300 Woodbine Ave		85034 Phoenix	AZ		555-555-5555			101704	Nevada	Susa
24	Maestro Resort	ql	987654	Abc Travel	8300 Woodbine Ave		90210 Beverly Hills	CA		555-555-5555			100889	Thoman	Johr
25	Maestro Resort	ql	123456789	Crosbie Travel And Tours						555-555-5555			98769	Tomlinson	Bill
26	Maestro Resort	ql	123456789	Crosbie Travel And Tours						555-555-5555			100771	Perry	Mist
27	Maestro Resort	ql		Rob Travel		M9P	Winnipeg	MB		5555555555			99486	Hansen	Thor
28	Maestro Resort	ql	1235841	Dandi Travel	1487 Spruce Hill Drive		11211 Brooklyn	NY		555-555-5555	555-222-5554		100489	Wildner	Joan
29	Maestro Resort	ql	1235841	Dandi Travel	1487 Spruce Hill Drive		11211 Brooklyn	NY		555-555-5555	555-222-5554		100881	Chalmers	Barb
30	Maestro Resort	ql	1235841	Dandi Travel	1487 Spruce Hill Drive		11211 Brooklyn	NY		555-555-5555	555-222-5554		100976	Fried	Brig
31	Maestro Resort	ql	1235841	Dandi Travel	1487 Spruce Hill Drive		11211 Brooklyn	NY		555-555-5555	555-222-5554		100999	Verasamy	Rich
32	Maestro Resort	ql	1235841	Dandi Travel	1487 Spruce Hill Drive		11211 Brooklyn	NY		555-555-5555	555-222-5554		101046	Gratz	Ann
33	Maestro Resort	ql	1235841	Dandi Travel	1487 Spruce Hill Drive		11211 Brooklyn	NY		555-555-5555	555-222-5554		101052	Glanville	Lind
34	Maestro Resort	ql	1235841	Dandi Travel	1487 Spruce Hill Drive		11211 Brooklyn	NY		555-555-5555	555-222-5554		101053	Pawelek	Joan
35	Maestro Resort	ql	1235841	Dandi Travel	1487 Spruce Hill Drive		11211 Brooklyn	NY		555-555-5555	555-222-5554		101054	Potter	Ama
36	Maestro Resort	ql	1235841	Dandi Travel	1487 Spruce Hill Drive		11211 Brooklyn	NY		555-555-5555	555-222-5554		101055	Whitney	Joe
37	Maestro Resort	ql	1235841	Dandi Travel	1487 Spruce Hill Drive		11211 Brooklyn	NY		555-555-5555	555-222-5554		101056	Ross	Bill
38	Maestro Resort	ql	98989898	Sunshine Travel	10 Main Street		90210 Beverly Hills	CA		456-789-45611			101549	Grace	Jenn
39	Maestro Resort	ql	33936490	Aaa Of West/Central Ny	8300 Woodbine Ave		14626 Rochester	NY		555-555-5555			101172	Lorenzini	Mac
40	Maestro Resort	ql	17666143	Aaa Travel Agency	8300 Woodbine Ave		665022839	Manhattan	KS	555-555-5555			101706	Tvemlow	Dian
41	Maestro Resort	ql	17666143	Aaa Travel Agency	8300 Woodbine Ave		665022839	Manhattan	KS	555-555-5555			101708	Bascallia	Rose
42	Maestro Resort	ql	123456789	Crosbie Travel And Tours						555-555-5555			103635	Legum	Marj