



Messaging User Manual

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CHAPTER 1

Getting Started with Messaging

The Tourplan messaging system enables document *templates* to be created and stored. These templates can then be used to create messages and documents that can be sent to Agents, Suppliers and passengers. The templates are created in Microsoft Word.

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Messaging Overview

The Tourplan Messaging Application enables document *templates* to be created and stored. The templates are defined in Microsoft Word and uploaded into the Messaging Application. Templates are used to generate messages and documents that can be sent to agents, suppliers, and passengers from within Tourplan NX. This User Manual will help you understand how to format your templates using messaging substitution codes and where to upload your messages as usable templates.

Message Types

The range of user documentation and printed output are generically called 'messages' although not all of the available message types are messages in the strict definition of the word—i.e., documentation which is communicated to agents or suppliers. There are 17 available types of documents, which can be created as message templates. This User Manual will enable you to format your own documentation templates.



Some templates which are used for speciality applications e.g. the Electronic Funds Transfer file (EFT) must be created in the NX Template Editor.

Message templates can be created to suit a wide variety of possible uses. Some examples are:

- » Booking Confirmations to Agents
- » Quotations to Agents
- » Costing Sheets for office use
- » Requests to Suppliers
- » Amendments/Cancellations to Suppliers
- » Pax Room Lists

Once the message templates are defined, they can be used to generate messages as frequently as is necessary. There is no limit to the number of message templates that can be defined, although for ease of use, the less message formats, and the more generic they are, the easier the messaging system is to use and maintain. Similarly, there is no restriction on the number of message templates of the same type that can be created. For example, there can be an invoice template that (when output) displays pricing per service and another invoice template that only displays the total price.

CHAPTER 2

Message & Template Overview

The messaging system works on the basis of substituting details from Bookings, Quotes and Accounting Data by placing "substitution codes" in the message template in conjunction with text.

This chapter will help with an understanding the Template setup and the use of substitution codes.

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Message and Template Structure

The substitution codes are enclosed in the < > ('Chevron') brackets (normally Shift/Comma, and Shift/Period) and on output, Tourplan NX substitutes the codes with the required text. A simple example is a booking agent message could have the following in it:

"Booking Confirmation For: <bn>" and on output, Tourplan NX will substitute the Booking Name for the substitution code <bn>.

A Substitution Code exists for almost every field in the Tourplan NX System. This allows documentation to be unique and designed for user companies' specific requirements.

Data that is output when substitution codes are in **bold**, *italic* or coloured will inherit the same enhancements.

Messages are able to be output from:

- » PCMs
- » Groups
- » FIT's
- » Agents (Debtors)
- » Suppliers (Creditors)

Tourplan NX can control which message types can be edited and where they can be edited from. Accounting based messages cannot be edited as it is controlled internally. Message types can have their editing status set in Message Definitions where you can define a template with an editing destination.

When message templates are uploaded into NX, the editing destinations can be set per message template. The output methods offered at template level are:

User Choice. The user can either edit in NX (in HTML only) or download and edit or print in Word.

External Only. If the message needs to be edited or printed, it must be downloaded. The assumption here is that the content and layout is complex and so can only be maintained by completing the edits in Word.

Internal Only. The message can only be edited in the NX Editor (HTML). The assumption here is that these are bulk/volume type messages with a layout and content that is not overly complex and does not require the overhead of download, edit, save, upload that editing in Word requires.

None. The message can only be viewed and downloaded. Changes can only be made in the System Code Setup.

At Booking/PCM level, if the template includes email commands, the message can be output to email.

Depending on the message template settings, messages output from the template can be saved for later review or resending.

The Messaging Application is a powerful Tourplan feature and offers the following major benefits:

- » Repetitive messages and documents do not have to be manually created.
- » The incidence of errors is reduced since detail in messages sent to both agents and suppliers are taken directly from the Booking/PCM.
- » Helps maintain a consistent global brand for your company.
- » Message output can be edited and personalised if required.
- » Users can design and save their own templates.



One fundamental rule in defining message templates is that the required output must be known. Before attempting to create a message template we suggest designing a draft of the output of the message. This can be in Word or even freehand.

Message Configuration

Messages are single documents that have three component sections - the Header section, the Body (or "Lines") section and the Tail section - with some special functions available in each of those sections. In simple terms, the Header and Tail contain data which relates to the Booking/PCM, and the Body contains data which relates to the individual services in the booking.

The Header and Tail contain information that relates to the message in general. In the Header of a Booking/PCM message, it's common to have details such as the Booking/PCM name, travel date, and message output date. In the Tail section, it's common to include details of total pricing, terms and conditions, and booking cancellation details.

The Body section of the template contains the format and detail of the individual services to be output.

The simple example Booking Agent message below shows the message sections. This message was created using the Template shown in "Template Configuration." on the next page.



The example message below has been edited into a condensed form to allow all message sections to display in a reasonable amount of space.

ABC Tours & Travel	
Booking Confirmation For Hansford Mr & Mrs D	
Travelling On 17 Oct 19	
To: Aussie & Kiwi Travel From: Geoff Beal Date: 07 May 19	
Message Header Section	
I am pleased to confirm the following booking Please let me know if you have any queries or require any alterations to be made to the details below. We look forward to welcoming your clients.	
Date of Travel:	17 Oct 19
No Of People:	2 adults, 0 child(ren), 0 infant(s)
Our Reference:	NZF104593
Your Reference:	AKT-91021017
Total Price:	NZD 3574.00
Travel Arrangements	
Your itinerary is from 17 Oct 19 to 22 Oct 19.	
Detailed Itinerary	
Thursday 17 Oct 19 Christchurch	
Rental Vehicle: Group C - Compact Automatic - Standard rate	NZD 898.27
Budget Rent A Car	Confirmed
Total 2 Pax	
ACCOMMODATION: 1 Night at the Commodore Airport Hotel in a Superior Room	NZD 357.80
Rooms: 1 Double	Confirmed
Total 2Pax: Mr Dick Hansford- Adult, Mrs Robyn Hansford- Adult	
Message Body Section	
Friday 18 Oct 19 Mt Cook	
ACCOMMODATION: 2 Nights at the The Hermitage Hotel in a Premium Room (Aoraki Wing).	NZD 1,462.79
Rooms: 1 Double	Confirmed
Total 2 Pax: Mr Dick Hansford- Adult, Mrs Robyn Hansford- Adult	
Extras Included: 2 Adults x 2 Full Bfast	
Sunday 20 Oct 19 Queenstown	
ACCOMMODATION: 2 Nights at the Copthorne Lakefront Hotel in a Superior Room.	NZD 497.34
Rooms: 1 Double	Confirmed
Total 2 Pax: Mr Dick Hansford- Adult, Mrs Robyn Hansford- Adult	
Tuesday 22 Oct 19 Christchurch	
ACCOMMODATION: 1 Night at the Commodore Airport Hotel in a Superior Room.	NZD 357.80
Rooms: 1 Double	Confirmed
Total 2 Pax: Mr Dick Hansford- Adult, Mrs Robyn Hansford- Adult	
End of Tour Arrangements	
This booking is subject to our Booking Conditions, a copy of which is attached. I hope the above arrangements meet with your approval. Please do not hesitate to contact me at the office for any further information you might require.	
Best regards, Geoff	
Message Tail Section	

Template Configuration.

The message template consists of three basic parts - the Header, the Body (or "Lines") and the Tail. The Header and Tail are where text and data which relates to the Booking is formatted, and the Body is where detail relating to the individual services of the booking is formatted.

The Header and Tail are not identified in any way in the template - they are assumed to exist in the context of the document type. For example, in a booking agent message, the area outside of the body/lines is assumed to be the header and tail.

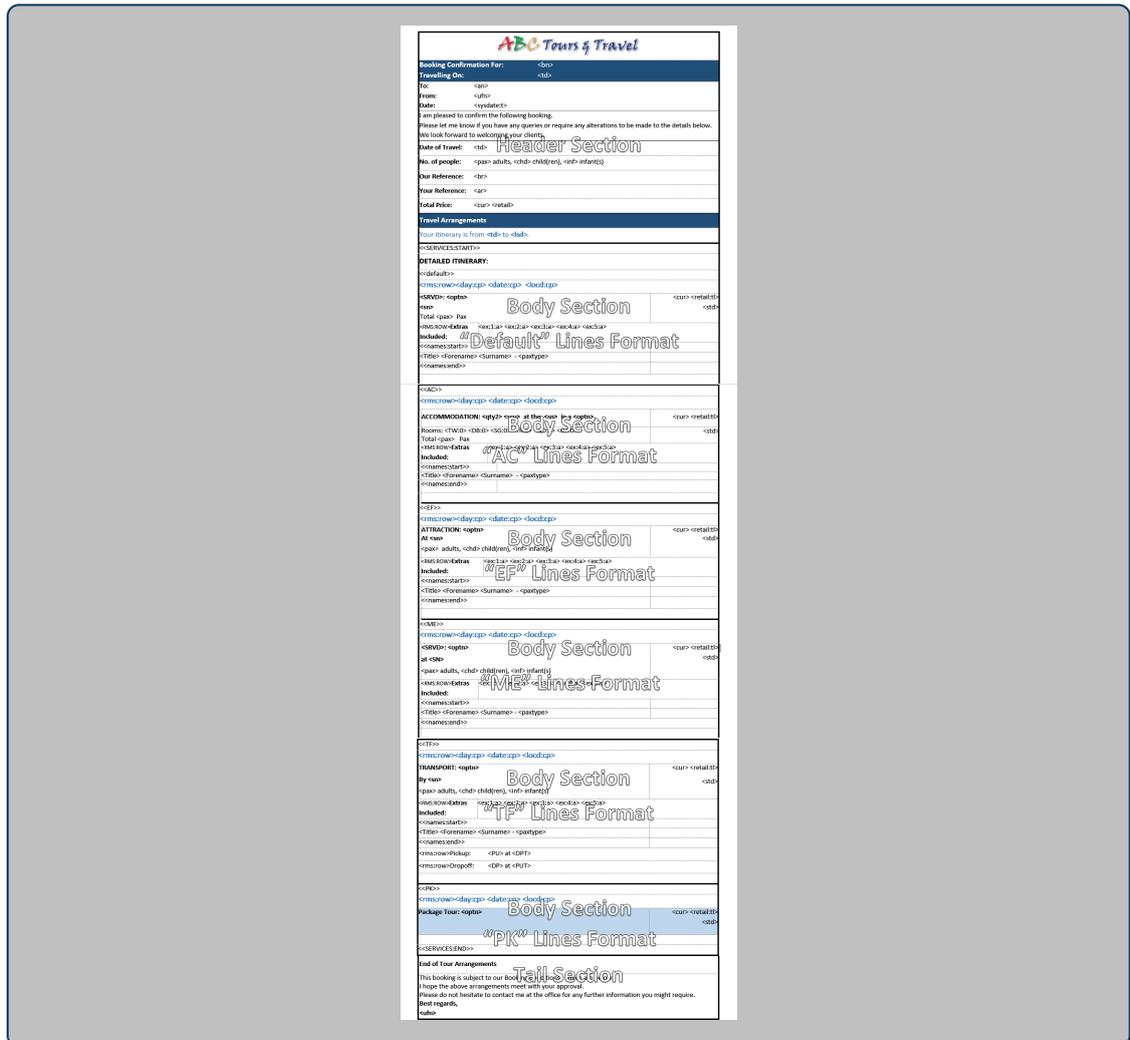
The substitution codes that output specific fields of data are enclosed in single chevron brackets < > e.g., <bn> will substitute the Booking Name.

A higher level of codes - enclosed in double chevron brackets << >> are used to define distinct sections within the template e.g., optional services or to indicate specific sections of the message e.g., pax names.

In addition to section codes and substitution codes, there are conditional codes that assist with the formatting and output of the message e.g., removing blank rows or containing email send commands.

The message template Body (Lines) Section can have different Line formats to suit different types of messages and different types of services. In addition to information, such as supplier name and address, services like transfers need to show a pick-up and drop-off date, time, and place. Sightseeing services need a service date (and possibly time); accommodation services need an in and out date, room types, and meals included. Products have a Message Format Type Code attached to them that tells the system which format type to use for each product when the message is generated. In the event that a product does *not* have a Service Format Code attached, a "Default" format type must be included in each message template to allow some detail to be output for those products.

The example message in "Message Configuration" on the previous page was created using this template.



Although the example itinerary template includes the Default, AC (Accommodation), EF (Entry Fees), ME (Meals), TF (Transfers), and PK (Package Tours), only the Default, AC service formats were used in the booking. Selected template sections are detailed below.

! Substitution codes enclosed within the double chevron brackets e.g. <<SERVICES:START>>, <<SERVICES:END>>, <<DEFAULT>>, <<AC>>, <<EF>> are automatically removed during message generation. They indicate where specific formatting or data should be output in the template. See "Messaging Template Sections" on page 23.

The code <rms:row> does not have any output and it is used to remove an entire row from a table if no data is returned by the subsequent substitution code.

Message Header Section

ABC Tours & Travel

Booking Confirmation For:	<bn>
Travelling On:	<td>
To:	<an>
From:	<ufn>
Date:	<sysdate:t>
I am pleased to confirm the following booking. Please let me know if you have any queries or require any alterations to be made to the details below. We look forward to welcoming your clients.	
Date of Travel:	<td>
No. of people:	<pax> adults, <chd> child(ren), <inf> infant(s)
Our Reference:	
Your Reference:	<ar>
Total Price:	<cur> <retail>
Travel Arrangements	
Your itinerary is from <td> to <lsd>.	

<BN>	Booking Name
<TD>	Travel Date
<AN>	Booking Agent Name
<UFN>	Users Full Name
<SYSTEMDATE:T>	System Date: Time
<TD>	(From) Booking Travel Date
<PAX>	Total Adult Pax
<CHD>	Total Children
<INF>	Total Infants
<BSTD>	Booking Status Description
 	Booking Reference
<AR>	Booking Agent Reference
<CUR>	Currency

<RETAIL>	Retail Amount
<TD>	(From) Booking Travel Date
<LSD>	(To) Booking Last Service Date

Message Body Section - <<Default>> Service Format

<<SERVICES:START>>	
DETAILED ITINERARY:	
<<default>>	
<rms:row><day:cp> <date:cp> <locd:cp>	
<SRVD>: <optn>	<cur> <retail:tl>
<sn>	<std>
Total <pax> Pax	
<RMS:ROW>Extras	<ex:1:a> <ex:2:a> <ex:3:a> <ex:4:a> <ex:5:a>
Included:	
<<names:start>>	
<Title> <Forename> <Surname> - <paxtype>	
<<names:end>>	

<<SERVICES:START>>	Indicates the beginning of the message Body section. Row removed on output
<<DEFAULT>>	The service format type used by products that have no specific format defined in the template
<RMS:ROW>	If no data is substituted, the table row is removed
<DAY:CP>	Day of the Week. :CP - The output is not repeated for subsequent services on the same day/date
<DATE:CP>	Date of Service :CP - The output is not repeated for subsequent services on the same date
<LOCD:CP>	Service Location Description. Append :CP and the service location is not repeated for subsequent services on the same day/date/location
<SRVD>	Product Service (Type) Description
<OPTN>	Product Description/Name
<CUR>	Service Currency Code
<RETAIL>	Service Retail Amount. :TL = Total for all components of the service
<STD>	Service Status Description
<SN>	Product Supplier Name
<PAX>	Total Adult Pax (using this service)
<EX>	Additional Items available with the product and included in this booking :1 - :5 = Extras 1 - 5 Short Description; :a - include extras first & second charge unit quantities & descriptions
<<NAMES:START>>	Indicates the start of the pax names using the service
<TITLE>	Passenger name title e.g., Mr, Mrs, Master, Ms
<FORENAME>	Passenger first name
<SURNAME>	Passenger surname / family name

<PAXTYPE>	Passenger Type - Adult, Child or Infant
<<NAMES:END>>	Indicates the end of the pax names using the service

Message Body Section - <<AC>> Accommodation Service Format

<<AC>>	
<rms:row><day:cp> <date:cp> <locd:cp>	
ACCOMMODATION: <qty2> <scu> at the <sn> in a <optn>.	<cur> <retail:tl>
Rooms: <TW:0> <DB:0> <SG:0> <TR:0> <QD:0> <OT:0>	<std>
Total <pax> Pax	
<RMS:ROW>Extras	<ex:1:a> <ex:2:a> <ex:3:a> <ex:4:a> <ex:5:a>
Included:	
<<names:start>>	
<Title> <Forename> <Surname> - <paxtype>	
<<names:end>>	

<<AC>>	The service format type used by products that have the AC format code attached
<RMS:ROW>	If no data is substituted, the table row is removed
<DAY:CP>	Day of the Week. :CP - The output is not repeated for subsequent services on the same day/date
<DATE:CP>	Date of Service :CP - The output is not repeated for subsequent services on the same date
<LOCD:CP>	Service Location Description. Append :CP and the output is not repeated for subsequent services on the same day/date/location
<SRVD>	Product Service Type description
<OPTN>	Product Description/Name
<CUR>	Service Currency Code
<RETAIL>	Service Retail Amount. Append :TL to display the total for components of the service
<STD>	Service Status Description
<SN>	Product Supplier Name
<PAX>	Total Adult Pax (using this service)
<SCU>	Description of the second charge unit e.g. Nights
<EX>	Additional Items available with the product and included in this booking :1 - :5 = Extras 1 - 5 Short Description; :a - include extras first & second charge unit quantities & descriptions
<<NAMES:START>>	Indicates the start of the pax names using the service
<TITLE>	Passenger name title e.g., Mr, Mrs, Master, Ms
<FORENAME>	Passenger first name
<SURNAME>	Passenger surname / family name
<<NAMES:END>>	Indicates the end of the pax names using the service

Message Tail Section



The Tail section starts immediately after the <<SERVICES:END>> tag.

<<SERVICES:END>>

End of Tour Arrangements

This booking is subject to our Booking Conditions, which are below.

I hope the above arrangements meet with your approval.

Please do not hesitate to contact me at the office for any further information you might require.

Best regards,

<ufn>

<<SERVICES:END>>

Indicates the end of the message Body section. Row removed on output

<UFN>

User Full Name

Message Template Creation

With the exception of Booking Agent XML and EFT Output, (which are covered separately in this guide), the message templates are defined as Word documents and then stored in the Tourplan NX database. They can only be created and edited in Word.

When created, the document needs to be saved in the NX database. To edit the template, download it from NX, open in Word and change as required. Once the changes are made and saved, upload the template to NX and make it available to the NX users. The template will download with the message code and date time. As the name and the download and upload processes are not linked in any way, it is possible to:

- » Create the template
- » Upload and test
- » Download
- » Edit
- » Upload & Test
- » Download
- » Edit
- » Upload & Test

Continue with this process until the message content is fit for purpose and operation as intended.

Message Definitions

The Tourplan messaging system enables message templates to be created and stored in - Code Setup > Message Definitions. These templates can then be used to create messages and documents that can be sent to Agents, Suppliers and Passengers/Clients.

The range of user documentation and printed output are generically called 'messages' although not all of the available message types are messages in the strict definition of the word—i.e., documentation which is communicated to Agents or Suppliers. The 16 available types of documents which can be created as message templates are:

1. Agent Statement Message
2. Batch Invoice Message
3. Booking Agent Message
4. Booking Supplier Message
5. Booking XML Message
6. Cheque Message
7. Credit Note Message
8. Debtor Receipt Message
9. EFT Payment Message
10. General Agent Message
11. General Supplier Message
12. Invoice Message
13. PCM Agent Message
14. PCM Supplier Message
15. Remittance Cheque Message
16. Remittance Message
17. Voucher Message

Message templates can be created to suit a wide variety of possible uses. Some examples are:

- » Booking Confirmations to Agents
- » Quotations to Agents
- » Costing Sheets for office use
- » Requests to Suppliers
- » Amendments/Cancellations to Suppliers
- » Pax Room Lists

Once the message templates are defined in Message Definitions, they can be used as frequently as is necessary. There is no limit to the number of message templates that can be defined, although for ease of use, the less message formats and the more generic they are, the easier the messaging system is to use. Similarly, there is no restriction on the number of message templates of the same type that can be created. For example, there can be an invoice template that when output displays pricing per service and another invoice template that only displays the total price.

Messages are able to be output from the following applications:

- » PCMs
- » Group Bookings
- » FIT Bookings
- » Agents (Debtors)
- » Suppliers (Creditors)

The messaging system works on the basis of substituting details from Bookings or PCMs by placing 'substitution codes' in the message template. These codes are enclosed in the less than < and greater than > (Chevron) brackets (normally Shift/Comma, and Shift/ Period). The substitution codes can be in UPPER or lower case.

A sample line in a PCM Message Format could be as follows:

We have pleasure in providing details and prices as requested for <pn> based on an approximate travel date of <td>.

If this message line was output for a Quote/PCM called (e.g.) **CBO Group - 7 Days** with a base date of **22 June 2025**, then the above line would output as:

We have pleasure in providing details and prices as requested for **CBO Group - 7 Days** based on an approximate travel date of **22 June 2025**.

The <pn> and <td> in the message format tells Tourplan NX to substitute the **PCM Name (<pn>)** and **Travel Date (<td>)** of the PCM when the message is being output.

When messages are output, they are able to be edited, and a choice of output methods is offered:



Email sending requires Email software to be present for the message to be automatically sent. Speak with your Local Tourplan Support office register your email address.

Depending on the way message templates have been setup, messages output from the template can to be saved for later review or resending.

The Messaging System is a powerful Tourplan feature and offers the following major benefits:

- » Repetitive messages do not have to be manually created
- » The incidence of errors is reduced, since detail in messages sent to both Agents and Suppliers are taken directly from the Booking/PCM
- » Helps maintain a consistent Global Brand for your company
- » Message Output can be edited and personalised if required
- » Users can design and save their own templates

This section will cover the setup of messaging templates including uploading/downloading of formatted message templates from Microsoft Word. Message templates must be created in Word before uploading occurs in the Code Setup > Messaging > Message Definition application.

- » Message output is covered in the User Manuals relevant to the areas of the system where messages can be output i.e., FITs, Groups and Accounting.
- » Creation of message formats (templates) within Microsoft Word is covered in the Messaging User Manual. One fundamental rule in defining message formats (message templates) is that the required output must be known. Before attempting to create a message template we suggest making a draft of what you want the output of your message to look like; you can do this in Word or you can even draw a sketch.



A list of available substitution codes can be found under the heading Message Substitution Codes, Fixed Services Messaging, Translation Types. The list includes allowable code parameters and any use restrictions.

Updating Existing Message Definitions (Templates)

Message templates are stored in Message Definitions and are initially created as Word documents and then uploaded and stored in the Tourplan NX database. New Tourplan NX systems come pre-populated with some example messages.

Existing message templates can be downloaded and edited in Word itself. Once the required changes have been made and saved, the message is re-uploaded into Message Defaults to make it available to NX users. When an existing message is downloaded into Word, the document downloads with a file name that includes the message code and date time.

NOTE: This procedure may need to be performed multiple times until layout and message generation is finalised.

1. From the Home menu, select **Home > System > Code Setup**.
2. From the Code Setup menu, select **Messaging > Message Definitions**.
3. On the **Message Definitions** screen, select by clicking on the Message Definition to amend.

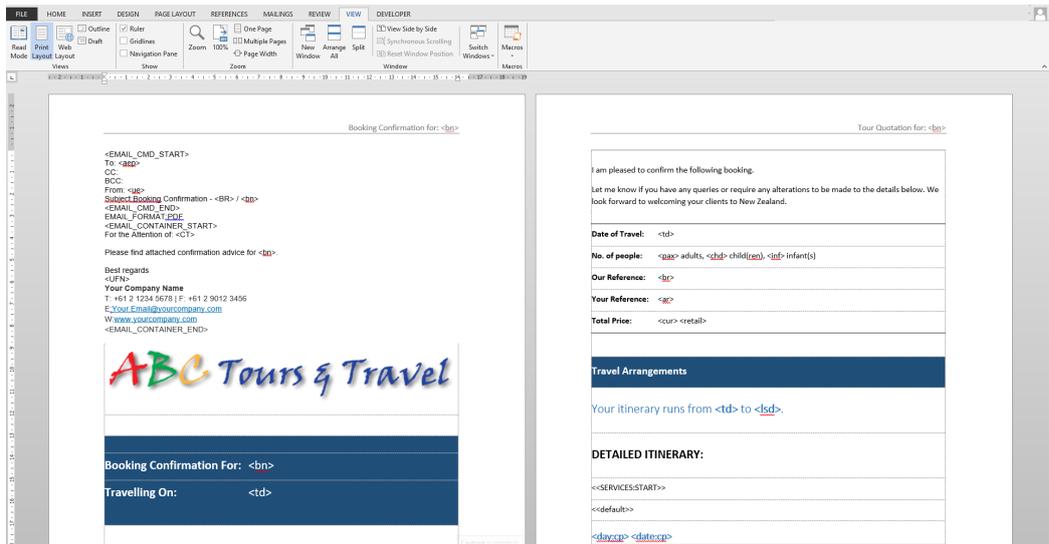
CODE	DESCRIPTION	LANGUAGE	TYPE
ABCC	Agent Booking Confirmation Cost Breakdown	Unassigned	Booking Agent Message
ABCS	ABCC With Service Summary	Unassigned	Booking Agent Message
ABCT	Agent Booking Confirmation Total Cost	Unassigned	Booking Agent Message
ACGB	Modified Agent Confirmation	Unassigned	Booking Agent Message
AGGM	General Agent Message	Unassigned	General Agent Message
AGHL	Booking Hotel Listing	Unassigned	Booking Agent Message
AITD	Agent Itinerary - FR - Detailed	Unassigned	Booking Agent Message
AITD	Agent Itinerary - FR - Detailed	French	Booking Agent Message
AITI	Agent Itinerary	Unassigned	Booking Agent Message
AITS	Agent Itinerary - Summary	Unassigned	Booking Agent Message
ANGB	Trip Proposal	Unassigned	Booking Agent Message
APRI	Agent Proforma Invoice	Unassigned	Booking Agent Message
AQCC	Agent Quote (Booking) Cost Breakdown	Unassigned	Booking Agent Message
AQCT	Agent Quote (Booking) Total Cost	Unassigned	Booking Agent Message
AVOU	Agent Vouchers	Unassigned	Booking Agent Message
AXCL	Agent Receipt Booking Cancellation	Unassigned	Booking Agent Message
BC02	Booking Costs Sheet - Itinerary	Unassigned	Booking Agent Message
BC03	Booking By Itinerary	Unassigned	Booking Agent Message

4. On the **Message Definition** screen, click **Download**.

The screenshot shows the 'Message Definitions' interface. At the top, there is a table with columns for CODE, DESCRIPTION, LANGUAGE, and TYPE. Below the table, there is a 'Message Definition' form with fields for CODE (ABCC), DESCRIPTION (Agent Booking Confirmation Cost Breakdown), LANGUAGE (Unassigned), and TYPE (Booking Agent Message). To the right of the form are buttons for DELETE, EXIT, SAVE, DOWNLOAD, and UPLOAD. Below the form, there are tabs for TEMPLATE, EMAIL, COMMANDS, and DETAILS. The 'TEMPLATE' tab is active, showing a message preview with a rich text editor toolbar. The preview content includes the logo 'ABC Tours & Travel', a dark blue box with the text 'Booking Confirmation For: <bn>' and 'Travelling On: <td>', and a standard email header with fields for To, From, and Date. The body of the message contains a confirmation text: 'I am pleased to confirm the following booking. Let me know if you have any queries or require any alterations to be made to the details below. We look forward to welcoming your clients to New Zealand.'

5. The message will download as a **Word Document**; make the required amendments.

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6. Review the document.
7. If you want to keep the changes, click **Save** in Word.



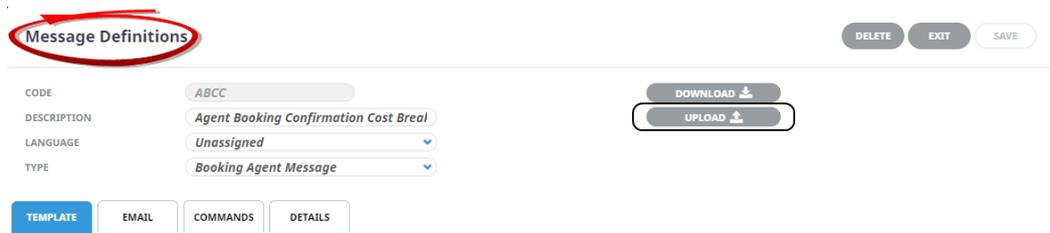
8. Return to the Tourplan NX **Message Definitions** screen, re-select the Message Definition.

Message Definitions			
CODE	DESCRIPTION	LANGUAGE	TYPE
ABCC	Agent Booking Confirmation Cost Breakdown	Unassigned	Booking Agent Message
ABCS	ABCC With Service Summary	Unassigned	Booking Agent Message
ABCT	Agent Booking Confirmation Total Cost	Unassigned	Booking Agent Message
ACGB	Modified Agent Confirmation	Unassigned	Booking Agent Message
AGGM	General Agent Message	Unassigned	General Agent Message
AGHL	Booking Hotel Listing	Unassigned	Booking Agent Message
AITD	Agent Itinerary - FR - Detailed	Unassigned	Booking Agent Message
AITD	Agent Itinerary - FR - Detailed	French	Booking Agent Message
AITI	Agent Itinerary	Unassigned	Booking Agent Message
AITS	Agent Itinerary - Summary	Unassigned	Booking Agent Message
ANGB	Trip Proposal	Unassigned	Booking Agent Message
APRI	Agent Proforma Invoice	Unassigned	Booking Agent Message
AQCC	Agent Quote (Booking) Cost Breakdown	Unassigned	Booking Agent Message
AQCT	Agent Quote (Booking) Total Cost	Unassigned	Booking Agent Message
AVOU	Agent Vouchers	Unassigned	Booking Agent Message
AXCL	Agent Receipt Booking Cancellation	Unassigned	Booking Agent Message
BC02	Booking Costs Sheet - Itinerary	Unassigned	Booking Agent Message
BC03	Booking By Itinerary	Unassigned	Booking Agent Message

9. On the **Message Definition** screen, review the **Email**, **Command**, and **Detail** tabs to ensure the formatting and field settings are correct.

TEMPLATE	EMAIL	COMMANDS	DETAILS
MESSAGE HISTORY Full			
EDITING DESTINATION External Only			
ARCHIVE MESSAGE <input type="checkbox"/>			
ARCHIVE AFTER 0 DAYS			

10. Keeping with the **Message Definition** screen, click **Upload**.



11. Locate the **Microsoft Word Saved** file.
12. Click **Save** to keep the changes.



13. Click **Exit** to discard any changes.

NOTE: Amendment to existing messages can occur at any stage, including edits to the following fields - message description, language, message type, message history or editing destination. The only field that cannot be amended once created is the Message Definition code; amendment to the code would require a new message to be inserted, reflecting the new Message Definition code.

Creating a New Message Definition (Template)

Creating a new message will require understanding of Microsoft Word formatting, including indepth table knowledge. Instruction on message creation including substitution codes is available in the Messaging User Manual.

When you have created and saved your message template in Microsoft Word, follow the procedure below.

1. From the Home menu, select **Home > System > Code Setup**.
2. From the Code Setup menu, select **Messaging > Message Definitions**.
3. On the **Message Definitions** screen, Click **Insert**..



4. On the **New Document** screen, enter a *Code* and *Description*. Select a *Language*, *Type*, *History* and *Editing Destination*.



5. Review the **completed screen**.
6. Click **Upload**.

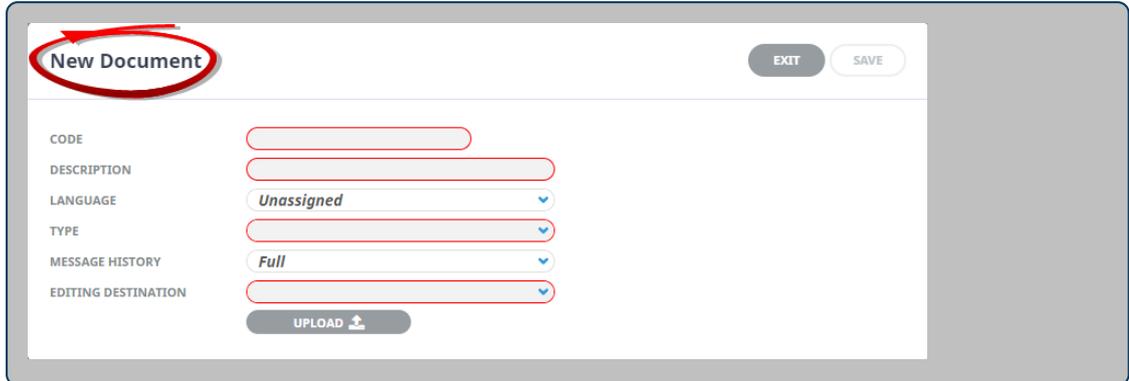


7. Locate the **Microsoft Word Saved** file.
8. Click **Save** to keep the changes.



- Click **Exit** to discard any changes.

About New Document Fields



Code

This code field is used to identify the Message Definition (message template). This field can be up to 4 characters.

Description

This is a descriptive field to describe the Message Definition (message template). This field can be up to 60 characters.

Language

If language translations are used, select the required language code from the dropdown.

NOTE: The language code field can not be left blank. If multiple languages are not being used, keep the defaulted 'Unassigned' language code.



If a message is to be output in different languages, it must be setup in each language. For example, it must be setup in French, Spanish etc. The message code can be the same for each language instance, but the language code must be different.

When sending a message the message code will display in the dropdown list. When selected, the appropriate language template will be used based on the language code defined within the Debtor or Creditor profile.

Type

Message types are hard coded into Tourplan NX, and message selection types include:

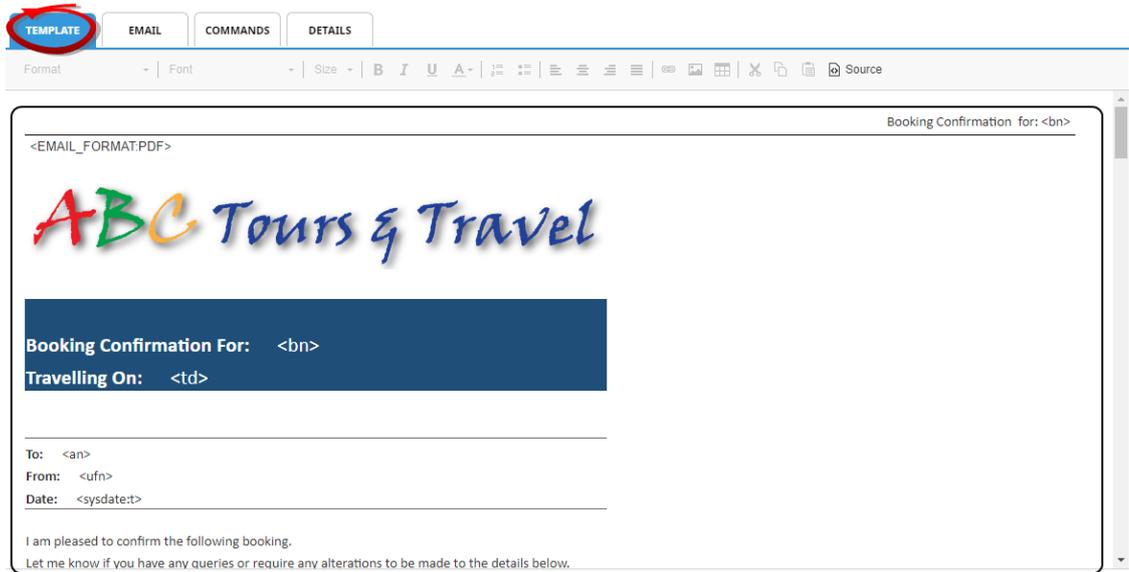
Message Type	Used for
Agent Statement Message	Used for displaying a message to agents with the outstanding balance of each booking.
Batch Invoice Message	Used for sending Batch (Bulk) debtor invoices as a consolidated file.
Booking Agent Message	Used for all templates where the booking agent is to be the message recipient - e.g., booking confirmations, itineraries, proposals, internal costing sheets etc.
Booking Supplier Message	Used for all templates where the service supplier is to be the message recipient. Service request messages, service amendment messages, supplier rooming and name lists for example.
Booking XML Message	Used for creating templates that will send documents to third party systems.
Cheque Message	Used for printing cheques only. (For combined cheque/remittance advices, see Remittance/Cheque below).

Message Type	Used for
Credit Note Message	Used for debtor credit note templates.
Debtor Receipt Message	Used for agent receipt templates.
EFT Payment Message	For EFT (Electronic Fund Transfer) templates.
General Agent Message	Used for agent message templates where the message is sent from within the debtor, not from a booking.
General Supplier Message	Used for supplier message templates where the message is sent from within the supplier, not from a booking.
Invoice Message	Used for debtor invoice templates.
PCM Agent Message	Used for all templates where the PCM agent is to be the message recipient - e.g. quotations to agents, internal costing sheets etc.
PCM Supplier Message	Used for templates where the PCM service supplier is to be the message recipient - e.g. messages to check supplier pricing or service availability etc.
Remittance Cheque Message	For document templates that will be used to print combined cheque and remittance advices. For cheque only templates, see Cheque Message above.
Remittance Message	For document templates that will be used to print remittance advices only - e.g., EFT payment advices, remittances to accompany cheques only etc.
Voucher Message	Used for templates where the document output is to be used as service voucher.

! Once the message parameters 'New Document' screen has been saved, the message type can not be changed.

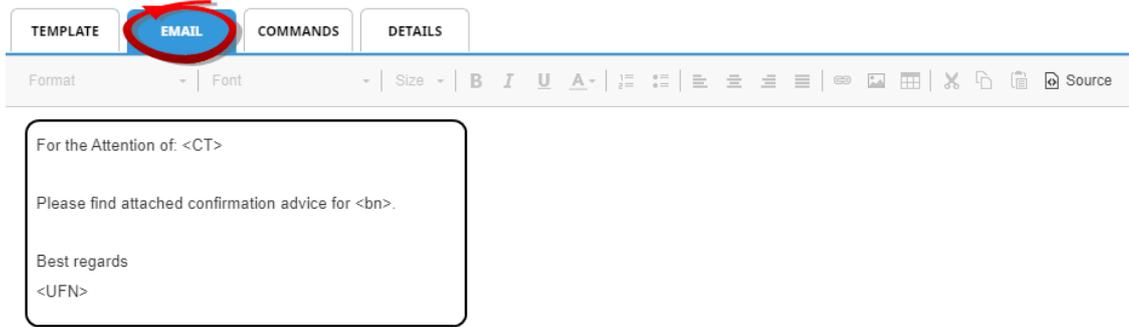
Template Tab

This tab allows you to view the template previously uploaded without requiring the document to be downloaded into Word to view the contents.



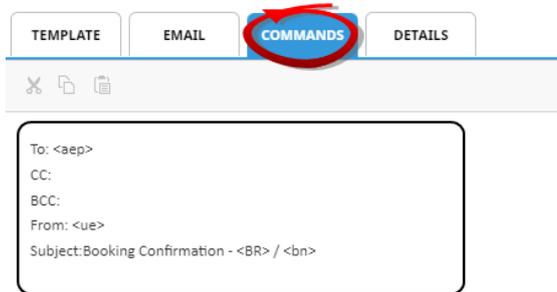
NOTE: If amendments are required, the document will need to be downloaded into Word and re-uploaded.

Email Tab



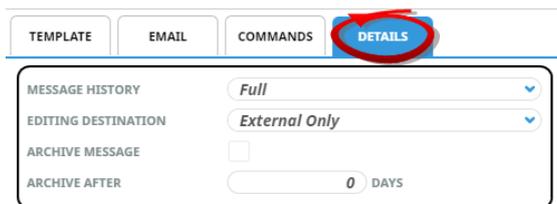
This tab will remain hidden unless the Word document has had an email container inserted and saved. The contents of the email tab are dependent on the text and substitution codes included within the tags <EMAIL_CONTAINER_START> and <EMAIL_CONTAINER_END>. For more information on email commands click "[Email Commands](#)" on page 78.

Commands Tab



If email command tags (<EMAIL_CMD_START> and <EMAIL_CMD_END>) have been inserted into the Word document and uploaded, the details of the email commands will be available for viewing here. If the document is to be printed and no email commands are included in the saved Word document then this tab will be blank.

Details Tab



Message History

Message history is set per message template and history can be stored in several ways.

- » **Date Time** - this selection will retain the Date/Time the message was sent as well as:
 - » the message code
 - » the message type
 - » if a supplier message is sent, both the supplier and agent code display
 - » if an agent message is sent, the agent code will display

- » the message title (booking reference, day, sequence, voucher number, pcm name)
- » the output method (printer, email, to file)
- » the address, email address
- » the date it was created
- » **Full** - this selection will retain the exact format as it was sent, including any graphics. Messages retaining full history allow the user to view the original message sent.
- » **Full Resend** - when full resend is selected, the message can be re-sent or viewed from the booking/PCM, or from the agent or supplier if it's an agent or supplier message.
- » **None** - if selected, no record of any sort will be retained.

Editing Destination

- » **External Only** - allows the user to edit the document within Word; the document must be downloaded into Word and amendments made external of NX. The assumption here is that the content and layout is complex, so edits are performed in Word.
- » **Internal Only** - allows the user to edit the document in the NX editor. The assumption here is that the messages are bulk/volume messages, and layout and content is not complex. Message edits occur in NX and are saved in NX.
- » **None** - no edits are required at the time of message generation.
- » **User Choice** - allows the user to edit in NX or download and edit in Word.

Archive Message

Select the checkbox if messages of this type are allowed to be archived.

Archive After

Enter the minimum number of days after the message was generated for it to be archived.

Message Template Setup and Testing Considerations

There are a number of general setup and testing considerations that will help in defining message formats effectively:

<p>Reviewing the Generated Document</p>	<p>You can review the generated document without downloading it to Word. When defining templates, utilise this with caution as what is seen here is a representation of the generated Word document converted to HTML and depending on the document structure there could be significant differences. For example the HTML will not have:</p> <ul style="list-style-type: none"> >> Page breaks >> Page Headers & Footers >> Margins
<p>Use Tables</p>	<p>The layout of the generated document can vary significantly depending on how it has been constructed and the data being substituted.</p> <p>The best outcomes are achieved by defining the entire template within a table in the document and within that, vary the number of columns per row as required.</p> <p>This takes some getting used to but the benefit is that the substituted data is then contained within the cell and so the format and layout is much more predictable than if done in paragraphs outside of tables.</p>
<p>Be Careful of Complexity</p>	<p>The more complex the document layout the less likely it is to convert nicely to an HTML view and so if edits are required then the output will need to be downloaded to Word, edited and then uploaded back into NX for sending.</p> <p>That process maybe fine for presentation style documents but for generic supplier advice, confirmations may not be seen as efficient.</p> <p>There would be a strong case for those types of documents to be kept simple and only allow editing in the HTML view.</p>
<p>Graphics Files</p>	<p>Graphics can be embedded in the Word templates and in NX Notes. Graphics in the templates will likely be generic, whereas those in Notes will probably be Supplier or Product specific.</p> <p>Pasting a graphic into the Word Template and re-sizing it to suit the document is relatively easy, but inserting the graphic into a note requires that it first be saved in a graphics format - .jpg, .png – then resized in a graphics application, such as Paint and then inserted into the note by using the Insert Graphics Button in the note editor Button Bar (See "Images in Templates and Notes" on page 135).</p>
<p>Layout</p>	<p>Discuss the options available for your messaging sections with a Tourplan expert. The suggested format to follow for Tourplan NX is to have a section per service type.</p> <p>To view the list of service types available within your organisation open System Setup > Code Setup > Product > Service Type. Careful planning is encouraged to ensure that your messaging and documentation displays the required information for the different service types.</p> <p>We suggest creating a booking with all service types whilst testing your message generation and formatting requirements.</p>

Editing Generated Messages

The final message output format can be HTML, Word, or PDF depending on the context. It is important to understand what users can do with each format and what the system expects for each.

Function	Format	Explanation
Generation	Word	When NX is generating the message, it is working with the template as a Word document and creating a new Word document containing the result of the generation logic.
NX Display	HTML	When the generated message is viewed within NX, the Word document has been converted to HTML and it is the HTML format that is displayed.
NX Editing	HTML	When editing in NX, the edits are being completed in HTML. There is no HTML to Word conversion, so the Download button is available for existing templates to export the template from NX to Word. Only specific templates allow editing within the NX editor.
NX Editing User Input Fields	User Input Fields	There is an alternative solution some organisation may choose to apply - User Input Fields can be created to nominate a selection of fields for updating on screen. Use the link to learn more about " User Input Fields " on page 143.
Word Editing	Word	<p>To edit the document in Word the generated document has to be downloaded and then opened in Word to begin the editing process. When this is being done, the Download button will be renamed to Upload and other actions, including editing the HTML will be disabled.</p> <p>At this point there is one copy of the message in Tourplan (the original generated one) and a second copy on the user's hard drive which may cause some potential issues:</p> <ul style="list-style-type: none"> >> The user gets distracted and sends the unedited version >> The user edits and then emails it manually >> The user tries to make changes in both the Tourplan editor and Word <p>The correct process is that the user downloads the document, edits it, saves it and then uploads it back to Tourplan to be sent. If this is not what is required, then some action must be taken in Tourplan to indicate this. Currently that means exiting from the editor view.</p>
Sending	HTML	Message content that is being emailed will be sent in HTML.
Attachments	PDF	<p>Attachments that are on emails will be sent as PDF files which have been converted from the Word document.</p> <p>NOTE: Documents can be sent as Word documents (.docx) if the email command has been configured to allow .docx files.</p>

CHAPTER 3

Messaging Template Sections

Some message templates have "sections" in them which are identified by section tags. Not all section tags will need to be used by all users. This page outlines the different sections, what their purpose is and provides links to the pages on how to use them.

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Message Sections

This training session will provide the messaging example to display information for the Itinerary Services Section.

The message sections covered in the [Messaging User Manual](#) are:

1. ["Services Section" on the facing page](#). These tags define the points in the template where the message body or lines begin and end i.e. the individual service detail. Other section tags can be inside the Services tags.
2. ["Service Cancellation Penalties Section" on page 26](#). This section allows the output of a product's cancellation penalties in conjunction with service details and dates.
3. ["Assignments Section" on page 30](#). The assignments section is where details of any Driver-/Guide/Vehicle assignments can be formatted.
4. ["Allocations Section" on page 32](#). This section is where details of allocations i.e. inventory, block, and allotments can be output.
5. ["Attachments Section" on page 35](#). This section is used to specify the location and name of any file (s) that are attached to the message when emailed.
6. ["Service Summary and Pax Breaks Section" on page 36](#). These sections allow the value of services in a booking or PCM to be summarised in the message header or tail.
7. ["Optional Services Section" on page 42](#). Optional Services can be output in messages using the OPTIONAL and OPTIONALSERVICES section tags.
8. ["Itinerary Section" on page 47](#). The ITINERARY and ITINERARYLINE tags are used to output details of different itineraries within a Group Booking.
9. ["Air Ticket Section" on page 50](#). The sections SECTORS and TICKETS allow air ticket details to be extracted from air services that have been inserted into a booking via the PNR Import process.
10. ["Room & Name List Section" on page 55](#). Pax Names and Rooming Lists can be included in messages for both FIT & Groups by using the Room & Names Sections.
11. ["Debtors Invoice & Credit Notes Section" on page 58](#). The formatting of invoice (and credit note) templates is relatively simple. The templates use a LINES section to indicate where the transaction lines start and end and anything outside of those is considered to be the Header or Tail. A Tax Summary can also be incorporated at Header or Tail level if required.
12. ["Agent - Debtor Statement Section" on page 62](#). Agent Statement templates have different ways they can be formatted and there are three section tags available to assist with formatting.
13. ["Cheque/Remittance Advice Section" on page 65](#). Cheques, Remittances and combined Cheque/Remittance advices can have template(s) created allowing these documents to be output on pre-printed stationery.
14. ["EFT Template" on page 70](#). The templates required for EFT payment files is different to other template designs in that they must be defined in the NX editor (not MS Word).

Services Section

Any booking or PCM message that is going to output the Booking/PCM services must have a <<SERVICES>> section. The Services section defines where the Booking/PCM services begin and end. The format is <<SERVICES:START>> and <<SERVICES:END>>.

The Services tags also indicate where the Message Header finishes (<<SERVICES:START>>) and where the Message Tail starts (<<SERVICES:END>>).

Within the Services section, the Line Format Type Codes are used to define the layout of each line type. Line Format Type Codes are defined for different product types and have different line formats in the messages. Message Line Format Types are discussed in the NX Product User Manual under [Set Message Defaults](#).

For example, an accommodation service outputs detail that is different to a sightseeing service - e.g., room types, in/out dates, so the Line Type Format Codes attached to products indicate to the messaging system which format to use for each service.



It is essential to include a <<DEFAULT>> line type. This is used as the default line format to use for any service that a) does not have a service format code attached and b) if simple formatting is all that is required for all services.

Message design and planning is an important part of messaging setup. For more complex documentation where service type information and layout requirements may differ, we suggest that a 'services' section line type within the messaging template is configured to include a 'section' per service type.

There can be other sections inside the services section to output specific detail relating to services e.g., allocations taken or cancellation penalties.

Any product or pricing data relating to a service is able to be output in the Services section.

The Services section can be used more than once in a message template. This makes it possible to output the booking/PCM services in a chronological list and then following that, have a second services section where notes and graphics from the product or supplier can be included to highlight parts of the itinerary.

Service Cancellation Penalties Section

NOTE: There are several INI settings specific to Cancellation Penalties. These are not specifically required for message sending and would likely have been set when cancellation policies were being set up.

Cancellation Policy INI			
CANCEL_POLICY_DEF_MSG_FORMAT (Product INI)			The default message format type of a cancellation fee service
BKG_CANCEL_WITH_PENALTY_STATUS (FIT, Group INI's)			The status assigned to a booking that is cancelled and it has services in it which will attract penalties
CANCEL_POLICY_NOTES (System INI)			Specifies the note categories to be displayed on the more info cancellation policy tab.
CANCEL_POLICY_DEF_INVOICE1 (Product INI)			The default Invoice Text Line 1 for products with cancellation policies. Defaults to <SN> (Supplier Name).
CANCEL_POLICY_DEF_INVOICE2 (Product INI)			The default Invoice Text Line 2 for products with cancellation policies. Defaults to blank but can be any text string - e.g. Cancellation Fee.

Section Tags

As well as the specifics of the product and it's booking detail, any cancellation policy details attached to a product can be output in messages. The Cancellation Policy substitution codes must be inserted between the <<CANCELPENALTIES:START>> and <<CANCELPENALTIES:END>> Section tags, and will only be output provided the CANCELPENALTIES tags are inside the Services tags.

For details of cancellation message substitution codes, see "[Cancellation Policy Substitution Codes](#)" on page 92.

Section Tags	Substitution Codes	Data Source
<<CANCELPENALTIES:START>>		
	APPLIEDSD	Cancellation penalty applies after this date
	APPLIEST	Cancellation penalty applies inside this time (xx Days or xx Hours)
	CNLAGENT	Cancellation penalty agent amount
	CNLAGENTTX	Cancellation penalty agent tax amount
	CNLCOST	Cancellation penalty cost amount
	CNLCOSTTX	Cancellation penalty cost tax amount
	CNLRETAIL	Cancellation penalty retail amount
	CNLRETAILTX	Cancellation penalty retail tax amount
	FEE	Cancellation penalty fee amount
	FEETYPE	Type of cancellation penalty - e.g., Fixed, Percentage

Section Tags	Substitution Codes	Data Source
	INEFFECT	If the cancel penalty is in effect then display 'In effect' otherwise displays blank
	PERIODF	Cancellation penalty period from date
	PERIODT	Cancellation penalty period to date
<<CANCELPENALTIES:END>>		

Example Product Cancellation Policy

PRODUCT
PRICE RULES
POLICIES
CANCEL RULES
FOC DETAILS
INTERNET
VOUCHER
INSERT

APPLIES	LEVEL	MARKUP %	COMM %	RULE PERIOD	FEE TYPE	QUANTITY
01-Apr-2019 - 31-Oct-2019	Product Level	None	None	7 Days	Percentage value	50.00
				28 Days	Percentage value	25.00
				120 Days	Percentage value	15.00
01-Nov-2018 - 31-Mar-2019	Product Level	None	None	24 Hours	Percentage value	35.00
				48 Hours	Percentage value	20.00
				96 Hours	Percentage value	10.00

This product has two Cancellation Policy periods (01 April 2018 - 31 March 2019 and 01 April 2019 - 31 October 2019) and within policy period, there are three rule periods.

When the policy is output in messaging, only the policy whose policy dates apply to the service date are output. All Rule Periods for the policy are output.

Example Cancellation Policy Message Template

ABC Tours & Travel

Hotel Listing for: <BN>,

<<Services:start>>

<<AC>>

<SN> - <locd>

<IOD:4>

<rms:bl><VADD1>

<OPTN>, <OPTC>

<rme:bl><rms:bl><VADD2>

<TW> <DB> <SG> <TR> <QD> <OT>

<rme:bl><rms:bl><VADD3>

Status: <st> - <std>

<rme:bl><rms:bl><VADD4>

<rme:bl><rms:bl><VADD5>

<rme:bl>

<<CANCELPENALTIES:START>>

<rms:row>The following Cancellation Fees apply from : <appliesd>

Apply Date	XXL Period	Fee Type	Fee	Agent Amt	Applies	From	To
<appliesd>	<appliest>	<feetype>	<fee>	<cnlagent>	<ineffect>	<periodf>	<periodt>

<<CANCELPENALTIES:END>>

<<services:end>>

The cancellation penalties are triggered from the cancellation policy setup i.e. when the status is set to allow a booking cancellation that incurs a charge (INI Setting).

Example Cancellation Policy Message Output



Hotel Listing for: **Abbott/Harris, USFI104583**

**Citylife Auckland-
Auckland**

In: Wednesday 23 Oct 2019 Out: Thursday 24 Oct 2019

171 Queen Street
Auckland
New Zealand

Superior Room,
3 Doubles
Status: KK - **Confirmed**

The following Cancellation Fees apply from : 16 Oct 19

Apply Date	XXL Period	Fee Type	Fee	Agent Amt	Applies	From	To
16 Oct 19	7 Days	Percentage	50	229.95		01 Apr 19	31 Oct 19

The following Cancellation Fees apply from : 25 Sep 19

Apply Date	XXL Period	Fee Type	Fee	Agent Amt	Applies	From	To
25 Sep 19	28 Days	Percentage	25	114.97		01 Apr 19	31 Oct 19

The following Cancellation Fees apply from : 25 Jun 19

Apply Date	XXL Period	Fee Type	Fee	Agent Amt	Applies	From	To
25 Jun 19	120 Days	Percentage	15	68.98	In Effect	01 Apr 19	31 Oct 19

Assignments Section

The Tourplan NX Resource Assignment module allows resources - Drivers, Guides & Vehicles - to be assigned to services. The assignment details can be output on message documentation.

The Resource Assignment codes can be used between the SERVICES tags, they will resolve against a single resource assignment. If the service line is associated with multiple resource assignments it will resolve against the first one found.

Section Tags

The <<ASSIGNMENTS:START>> and <<ASSIGNMENTS:END>> Section tags can be used inside the SERVICES tags which will result in a resource assignment block for each resource assignment associated with the service

As well as listed here, Assignment Substitution Codes are listed with "[Service Line Substitution Codes](#)" on page 119

Section Tags	Substitution Codes	Data Source
<<ASSIGNMENTS:START>>		
	<ASID>	Assignment ID
	<ASN>	Assignment Name
	<ASS>	Assignment Status
	<ASTYPE>	Assignment Type
	<ASSTART>	Assignment Start Date
	<ASEND>	Assignment End Date
	<ASD>	Assigned Driver Code
	<ASDN>	Assigned Driver Name
	<ASG>	Assigned Guide Code
	<ASGN>	Assigned Guide Name
	<ASV>	Assigned Vehicle Code
	<ASVN>	Assigned Vehicle Name
<<ASSIGNMENTS:END>>		

Example Resource Assignment

ASSIGNMENT
SERVICES

NAME	<input type="text" value="HMLA01"/>	ADULTS	<input type="text" value="8"/>
ASSIGNMENT STATUS	<input type="text" value="IA - Initial Assignment"/>	CHILDREN	<input type="text" value="2"/>
START DATE	<input type="text" value="26-May-2019"/> <input type="text" value="12:00"/>	INFANTS	<input type="text" value="0"/>
END DATE	<input type="text" value="26-May-2019"/> <input type="text" value="13:10"/>	TOTAL PAX	<input type="text" value="10"/>

ASSIGNMENT TYPE

SINGLE TASK
 INDEPENDENT SERVICES
 HOP-ON, HOP-OFF

CONTAINS JOINT SERVICES

ASSIGNMENT NOTES

ALLOCATED VEHICLES

MAZDA 14 GTF543

ALLOCATED DRIVERS

BOB BROWN

ALLOCATED GUIDES

Example Resource Assignment Services

ASSIGNMENT			SERVICES
BOOKING	PRODUCT	PAX PU/DO DETAILS	
<input checked="" type="checkbox"/> Hansen/Woodward NZFI104591	AKL/TF/HMLA01/INTHOT International Airport to City Hotel (f	5	26-May-2019 12:00Terminal 1 26-May-2019 13:10Citylife Hotel
<input checked="" type="checkbox"/> Hanser/Higgins NZFI104581	AKL/TF/HMLA01/INTHOT International Airport to City Hotel (f	5	26-May-2019 12:00Terminal 1 26-May-2019 13:00Hotel 115

There are passengers from two different bookings being transferred in this assignment - 5 from booking NZ FI 104591 and 5 from NZ FI 104581

The Resource Assignment substitution codes only output data that is on the 'Assignment' tab. Detail from the 'Services' tab is booking data and can be output in conjunction with the assignment data.

Example Resource Assignments Message Template

```

<<TF>>
<rms:row><day:cp> <date:cp> <locd:cp>
<srvd>: <optn>
By <sn>
<pax> adults, <chd> child(ren), <inf> infant(s)
<RMS:ROW>Extras <ex:1:a> <ex:2:a> <ex:3:a> <ex:4:a> <ex:5:a>
Included:
<<names:start>>
<Title> <Forename> <Surname> - <paxtype>
<<names:end>>
<rms:row>Pickup: <PU> at <PUT>
<rms:row>Dropoff: <DP> at <DPT>
<rms:row>Remarks: <rm>
<rms:row>Assignment: <asn>
<rms:row>Driver: <asdn> Vehicle: <asvn>
    
```

Example Resource Assignments Message Output

Sunday 26 May 19Auckland

Transfer: International Airport to City Hotel (Private Vehicle)	NZD 191.52
By Hallmark Limousines Ltd	Confirmed
4 adults, 1 child(ren), 0 infant(s)	
Mr Bob Hanser- Adult	
Mrs Hilary Hanser- Adult	
Mr Harry Higgins- Adult	
Mrs Pearl Higgins- Adult	
Miss Rebecca Higgins- Child	
Pickup: Terminal 1 at 12:00	
Dropoff: Citylife Hotel at 13:00	
Assignment: HMLA01	
Driver: Bob Brown	Vehicle: Mazda 14 GTF543

Allocations Section

Details of Allocations (a.k.a. Inventory/Block/Allotments) can be output on Booking Agent and Booking Supplier messages.

The Allocation substitution codes can be used between the SERVICES tags. This will output (depending on whether the substitution codes have been set up in table rows) one row per day of the allocation.

Section Tags

The section tags <<ALLOC:START>> and <<ALLOC:END>> are used within the SERVICES section tags and allow specific types of allocation to be output. The types are controlled by sub-codes which are appended to the <<ALLOC:START>> tag.

- » <<ALLOC:START:OK>> Only output details for days with *Held* allocations.
- » <<ALLOC:START:RQ>> Only output details for days with *not fully* allocated.
- » <<ALLOC:START:SPLIT>> For each day where allocation is held from two or more Allocation Splits, there is one row per split.

Each sub-code can be used by itself - e.g., <<ALLOC:START:OK>>, but also in certain combinations. <<ALLOC:START:SPLIT:OK>> and <<ALLOC:START:SPLIT:RQ>> are supported, but any combinations in which both :RQ and :OK are used, will not work.



Where any of the three Section Tag sub-codes are used - e.g. <<ALLOC:START:SPLIT:OK>>, the end is signalled by <<ALLOC:END>> - *not* <<ALLOC:END:SPLIT:OK>>

There are five message allocation substitution codes that *only* work inside the ALLOC section tags and they are noted in the table below.

For details of Allocation message substitution codes, see "[Allocation Substitution Codes](#)" on page 89.

Section Tags	Substitution Codes	Data Source	Parameters
<<SERVICES:START>>			
	<ALD>	Allocation Description	
	<ALN>	Allocation Name	
	<ALSD>	Allocation Split Description	
	<ALSN>	Allocation Split Name	
	<ALUDESC>	Allocation Unit Description	
<<ALLOC:START>>			
	<ALDATE>	The date the allocation is for.	:CP Show the value once for the code
	<ALREQUIRED>	The number of units needed for this date	:CP Show the value once for the code
	<ALHELD>	The number of units held	
	<ALSPLIT>	The allocation split code	
	<ALSPLITD>	The allocation split description	
<<ALLOC:END>>			
<<SERVICES:END>>			

Example Booking Allocation

SUPERIOR ROOM KA
 5/10 23-Oct-2019 AKL / AC / CLAA01 / ROH

ALLOCATION USED

SERVICE STATUS KA - Conf from Allocation

ALLOCATION	UNIT	SUB ALLOCATION	TYPE	RELEASE	23/10
FIT Allocation	RM	GENERAL	Specific	108	3

ALLOCATION AVAILABLE

ALLOCATION	UNIT	SUB ALLOCATION	TYPE	RELEASE	23/10
FIT Allocation	RM	GENERAL	Specific	108	2

The above FIT allocation service screen shows that 3 rooms have taken from the 5 that were available (leaving 2 rooms available in the allocation) and the release period is 108 days in the future.

Example Allocations Message Template



Hotel Listing for: <BN>,

<<Services:start>>

<<AC>>

<SN> - <locd>	<IOD:4>
<rms:bl><VADD1> <rme:bl><rms:bl><VADD2> <rme:bl><rms:bl><VADD3> <rme:bl><rms:bl><VADD4> <rme:bl><rms:bl><VADD5> <rme:bl>	<OPTN>, <OPTC> <TW> <DB> <SG> <TR> <QD> <OT> Status: <st> - <std>

<<ALLOC:START:SPLITS>>

<rms:row>The following allocation is held: <alsd>				Units: <aludesc>
Date	Split	Split Description	Number Held	Number Required
<aldate>	<alsplit>	<alsplitd>	<alheld>	<alrequired:cp>>

<<ALLOC:END>>

<<services:end>>

Example Allocations Message Output

ABC Tours & Travel

Hotel Listing for: **Abbott/Harris, USFI104583**

**Citylife Auckland-
Auckland**

In: Wednesday 23 Oct 2019 Out: Thursday 24 Oct 2019

171 Queen Street
Auckland
New Zealand

Superior Room,
3 Doubles
Status: KA - Conf from Allocation

The following allocation is held: General Allocation				Units: Room	
Date	Split	Split Description	Number Held	Number Required	
23 Oct 19	GENERAL	General Allocation	3RM		

Attachments Section

NOTE: There are several INI settings specific to message attachments which may need to be set before attachments can be included on messages. They are:

Attachment INI Settings	ACCEPTABLE_ATTACHMENTS (System INI)	Comma delimited list of acceptable attachment file extensions for users manually attaching files. e.g., .pdf, .png, .jpg, .xml, application/msword etc. Can be overridden or changed during the attachment process
	MAX_ATTACHMENTS_SIZE (System INI)	Maximum total size of attachments (in bytes). Default is 5mb (5,242,880).
	ATTACHMENTS_LOCATION (System INI)	The location the template specified attachments will be found in. Can be a relative or specific path. Relative paths should be used with care as they are relative to the home directory of the messaging webservice.

There are two ways attachments can be added to messages:

1. During the 'Send' process, the Attachment Tab allows browsing for and selecting file(s) to be attached to the message.
2. The attachment details can be included as part of the message template.

Any attachment files specified in the templates will be located by the messaging web services. This means the messaging web services need to be able to access the file(s) with the correct rights, paths etc.

Attachments file name(s) are detailed in between the section tags <<ATTACHMENTS:START>> and <<ATTACHMENTS:END>> will attach the file terms.pdf to the email message.

Example:

```
<<ATTACHMENTS:START>>
terms.pdf
<<ATTACHMENTS:END>>
```

Attaching files can also be located using substitution codes.

For example, if there were terms and conditions for specific agents located in folders/directories specific to the agent, then the attachments section could be:

```
<<ATTACHMENTS:START>>
<AC>\terms.pdf
<<ATTACHMENTS:END>>
```

<AC> is the substitution code for the booking agent code, so if the message was being generated for booking agent ABC123 the system would look in folder ABC123 for the file terms.pdf.

Deleting Attachments

By default, attachments can not be deleted from the message before sending. There is a :DEL parameter that can be incorporated which will allow attachment deletion:

```
<<ATTACHMENTS:START:DEL>>
terms.pdf
<<ATTACHMENTS:END>>
```

The attachment would be able to be deleted from the email message prior to sending.



Attachments can be added at service level. This allows product/supplier specific attachments to be included. If product/supplier specific attachments are not going to be included, the attachment section tags and attachment file name(s) can be in the message header or tail.

Service Summary and Pax Breaks Section

There are two notable sections for summarising costings within a message. The first is at a service level, where the cost can be summarised by service type, and the second is by pax break within a PCM message.

Service Summary Section

The SUMMARY section tags allow services costs to be summarised in either the Header or Tail of the message.

The summary can be by

- » Product Service Type, or
- » Product Analysis Codes 1 - 6
- » A number of variations on the output currency of the summary depending on user's organisation requirements. (Tourplan support offers assistance with specialised messaging variations)

Section Tags

The section tags <<SUMMARY:START>> and <<SUMMARY:END>> must be outside of the SERVICES section tags.

The type of summary is determined by sub-code(s) appended to the <<SUMMARY:START>> tag - e.g.,

- » <<SUMMARY:START:SRV:AC>> would output a summary of costs for the services in the booking with (SRV) Service Code AC - Accommodation. No other services would have the costs summarised.
- » <<SUMMARY:START:SRV:AC:SS:TF:RV:AV:CR:EF>> would output a summary of costs for the services in the booking for each of the service codes AC - Accommodation; SS - Sightseeing; TF - Transfers; RV - Rental Vehicles; AV - Activities; CR - Cruises and EF - Entrance Fees. Output is down the page.
- » <<SUMMARY:START:DBA1>> would output a summary of costs for services in the booking whose Product Analysis Code 1 matched DBA1.

Cost summary's for multiple Product Analysis Codes must be set up as individual blocks - e.g., <<SUMMARY:START:DBA1:DBA2:DBA3:DBA4>> is not supported. The setup must be:

```
<<SUMMARY:START:DBA2>>
```

(Cost & Description substitution codes)

```
<<SUMMARY:END>>
```

```
<<SUMMARY:START:DBA3>>
```

(Cost & Description substitution codes)

```
<<SUMMARY:END>>
```

etc.

Section Tags	Tag Parameters	Substitution Codes	Data Source
<<SUMMARY:START>>	:SRV (plus codes - :AC:SS etc)		Summarise by product service type
	:DBA1		Summarise by product analysis code 1
	:DBA2		Summarise by product analysis code 2
	:DBA3		Summarise by product analysis code 3
	:DBA4		Summarise by product analysis code 4

Section Tags	Tag Parameters	Substitution Codes	Data Source
	:DBA5		Summarise by product analysis code 5
	:DBA6		Summarise by product analysis code 6
		SUMCODE	Product service code
		SUMCODEDESC	Product service description
		DBA1	Product analysis 1 code
		DBA2	Product analysis 2 code
		DBA3	Product analysis 3 code
		DBA4	Product analysis 4 code
		DBA5	Product analysis 5 code
		DBA6	Product analysis 6 code
		DBAD1	Product analysis 1 description
		DBAD2	Product analysis 2 description
		DBAD3	Product analysis 3 description
		DBAD4	Product analysis 4 description
		DBAD5	Product analysis 5 description
		DBAD6	Product analysis 6 description
		COST	Summary in Cost price (incl tax)
		RETAIL	Summary in Retail price (incl tax)
		AGENT	Summary in Agent price (incl tax)
<<SUMMARY:END>>			

Example Service Summary in Message Template



Booking Confirmation For: <bn>

Travelling On: <td>

To: <an>
From: <ufn>
Date: <sysdate:t>

I am pleased to confirm the following booking.
 Let me know if you have any queries or require any alterations to be made to the details below.
 We look forward to welcoming your clients.

Date of Travel: <td>

No. of people: <pax> adults, <chd> child(ren), <inf> infant(s)

Our Reference:

Your Reference: <ar>

Total Price: <cur> <retail>

<<SUMMARY:START:SRV:AC:SS:TF:RV:AV>>
 <SUMCODEDESC> <Retail>
 <<SUMMARY:END>>

Travel Arrangements

Example Service Summary Message Output

ABC Tours & Travel

Booking Confirmation For: Abbott/Harris

Travelling On: 19 Oct 19

To: Aussie & Kiwi Travel
From: Geoff Beaver
Date: 02 Jul 19 22:57:44

I am pleased to confirm the following booking.
 Let me know if you have any queries or require any alterations to be made to the details below.
 We look forward to welcoming your clients.

Date of Travel: 19 Oct 19

No. of people: 6 adults, 0 child(ren), 0 infant(s)

Our Reference: USFI104583

Your Reference:

Total Price: NZD 19,025.00

Accommodation	16,388.07
Rental Vehicle	887.04
Sightseeing	1,540.23
Transfer	209.66

Travel Arrangements

Pax Breaks Section

The <<PAXBREAKS>> section is designed to be used in PCM messages to output the Service Summary detail by PCM Pax Break.

Service Summaries can be output *without* the <<PAXBREAKS>> section and will be output by Service (or Analysis Code) with Summary detail for each Pax Range. There will be one row for each Service or Analysis Code. See "[Service Summary Without Pax Breaks Section](#)" below

When the Service Summary is output *with* the <<PAXBREAKS>> section, the summary will be by Pax Range, then Service or Analysis Code and there will be one row for each Service or Analysis Code and each Pax Range grouped within that row. See "[Service Summary With Pax Breaks Section](#)" on the facing page

Service Summary Without Pax Breaks Section

Example Service Summary in PCM Message Template Tail - Without PAXBREAKS Section

<<SERVICES:END>>			Double/Twin		Triple Reduction		Quad Reduction		Markup	
			Cost	Agent	Cost	Agent	Cost	Agent	\$	%
TOTAL	<pax:0>	<cur>	<cost:0>	<agent:0>	<cost:trd:r1>	<agent:trd:r1>	<cost:qr:r1>	<agent:qr:r1>	<mup:0>	<mup:pc:0>
<<SUMMARY:START:SRV:AC:SS:SD:TR:CR:EF>>										
<pax:0>	<esc:0>	<drv:0>	<sumcodedesc>	<cost>	<agent>					
<<SUMMARY:END>>										

In this template, the <<SUMMARY:START>> has been placed after the <<SERVICES:END>>, meaning it is in the Tail of the message template. The Summary is based on Service Codes (:SRV) for codes :AC (Accommodation), :SS (Sightseeing), :SD (Single Date Service), :TR (Transport), :CR (Cruise), and :EF (Entrance Fees).

There are 6 Pax Ranges in the PCM - 10 + 1 Escort +1 Driver, 15+1+1, 20+1+1, 25+1+1, 30+1+1 and 30+2+1.

Example Service Summary in PCM Message Output - Without PAXBREAKS Section

			Double/Twin		Triple Reduction		Quad Reduction		Markup	
			Cost	Agent	Cost	Agent	Cost	Agent	\$	%
TOTAL	10	NZD	1,401.70	1,570.00	81.76	92.00	0.00	0.00	168.30	12.01
	15		1,231.27	1,380.00					148.73	12.08
	20		1,080.25	1,210.00					129.75	12.01
	25		1,046.23	1,172.00					125.77	12.02
	30		1,023.55	1,147.00					123.45	12.06
	30		1,077.46	1,207.00					129.54	12.02
10	1	1	Accommodation	1,055.88	1,182.66					
10	1	1	Cruise	108.42	121.44					
10	1	1	Transport	237.40	265.90					
15	1	1	Accommodation	974.45	1,092.15					
15	1	1	Cruise	98.56	110.47					
15	1	1	Transport	158.27	177.38					
20	1	1	Accommodation	862.99	966.64					
20	1	1	Cruise	98.56	110.40					
20	1	1	Transport	118.70	132.96					
25	1	1	Accommodation	852.71	955.21					
25	1	1	Cruise	98.56	110.41					
25	1	1	Transport	94.96	106.38					
30	1	1	Accommodation	845.85	947.87					
30	1	1	Cruise	98.56	110.45					
30	1	1	Transport	79.13	88.68					
30	2	1	Accommodation	896.49	1,004.26					
30	2	1	Cruise	101.85	114.09					
30	2	1	Transport	79.13	88.65					

Service Summary With Pax Breaks Section

Example Service Summary in PCM Message Template Tail - With PAXBREAKS Section

<<SERVICES:END>>			Double/Twin		Triple Reduction		Quad Reduction		Markup	
			Cost	Agent	Cost	Agent	Cost	Agent	\$	%
TOTAL	<pax:0>	<cur>	<cost:0>	<agent:0>	<cost:trd:r1>	<agent:trd:r1>	<cost:qr:r1>	<agent:qr:r1>	<mup:0>	<mup:pc:0>
<<PAXBREAKS:START>>										
<<SUMMARY:START:SRV:AC:SS:SD:TR:CR:EF>>										
<pax:0>	<esc:0>	<drv:0>	<sumcodes>	<cost>	<agent>					
<<SUMMARY:END>>										
<<PAXBREAKS:END>>										

The <<PAXBREAKS:START>> and <<PAXBREAKS:END>> do not have to be inside the SUMMARY tags, so have been wrapped around the <<SUMMARY:START>> and <<SUMMARY:END>> tags. Apart from adding the PAXBREAK tags, this is the same as the template tail used in the *Without Paxbreaks* example.

Example Service Summary in PCM Message Output - With PAXBREAKS Section

			Double/Twin		Triple Reduction		Quad Reduction		Markup	
			Cost	Agent	Cost	Agent	Cost	Agent	\$	%
TOTAL	10	NZD	1,401.70	1,570.00	81.76	92.00	0.00	0.00	168.30	12.01
	15		1,231.27	1,380.00					148.73	12.08
	20		1,080.25	1,210.00					129.75	12.01
	25		1,046.23	1,172.00					125.77	12.02
	30		1,023.55	1,147.00					123.45	12.06
	30		1,077.46	1,207.00					129.54	12.02
10	1	1	1,055.88	1,182.66						
15	1	1	974.45	1,092.15						
20	1	1	862.99	966.64						
25	1	1	852.71	955.21						
30	1	1	845.85	947.87						
30	2	1	896.49	1,004.26						
10	1	1	108.42	121.44						
15	1	1	98.56	110.47						
20	1	1	98.56	110.40						
25	1	1	98.56	110.41						
30	1	1	98.56	110.45						
30	2	1	101.85	114.09						
10	1	1	237.40	265.90						
15	1	1	158.27	177.38						
20	1	1	118.70	132.96						
25	1	1	94.96	106.38						
30	1	1	79.13	88.68						
30	2	1	79.13	88.65						



Outputting additional pricing (e.g., Triple/Quad etc) by pax range/Service/Analysis Code is best done Without Paxbreaks, since the prices for the supplements/reductions are common to all pax ranges and are output once. This means there can be gaps left in the document. If values such as markups are being output, they can vary service by service and pax range by pax range, so the document output could be quite long.

Optional Services Section

The Optional Services section enables services that have an Optional Service status to be output in messages. An Optional service status is a Service Status that has the flag "Include in Total" unchecked. This means that although the value of services with those statuses does display, the total booking value does not include them.

The 'Optional' service statuses services to include when outputting optionals in messaging can be embedded into the template.

There are two format types - one for when the optional services are to be included in the Body/Lines section of the message (in Day/Sequence order with Confirmed/Request services) and the other to be used when the Optional Services are to be output bundled together in either the Header or Tail sections.

Whether the Optionals are in the Body/Lines or Header/Tail, the detail that can be output is the same - i.e., any of the product and/or booking detail that can be output for standard (non optional) services can be output for Optionals, including graphics, notes etc.

Optional Services in Lines Section

To include the Optional Service(s) in Message lines in the Body/Lines of the message, an example of the format is:

Example Optional Services (In Services Section) Message Template	
<<SERVICES:START>>	
DETAILED ITINERARY:	
<<DEFAULT>>	
<rms:row><day:cp> <date:cp> <locd:cp>	
<SRVD>: <optn>	Total <cur> <retail:pp>
<sn>	
Total <pax> Pax	
<RMS:ROW>Extras	<ex:1:a> <ex:2:a> <ex:3:a> <ex:4:a> <ex:5:a>
Included:	
<<names:start>>	
<Title> <Forename> <Surname> - <paxtype>	
<<names:end>>	
<<DEFAULT:OPTIONAL:OP>>	
The following optional service(s) are available at <locd> for the additional cost(s) specified.	
<srvd> <sn> <optn>	Total <cur> <retail:tl>
<<AC>>	
<rms:row><day:cp> <date:cp> <locd:cp>	
ACCOMMODATION: <qty2> <scu> at the <sn> in a <optn>.	Total <cur> <retail:tl>
Rooms: <TW:0> <DB:0> <SG:0> <TR:0> <QD:0> <OT:0>	<std>
Total <pax> Pax	
<RMS:ROW>Extras	<ex:1:a> <ex:2:a> <ex:3:a> <ex:4:a> <ex:5:a>
Included:	
<<names:start>>	
<Title> <Forename> <Surname> - <paxtype>	
<<names:end>>	
<<AC:OPTIONAL:OP>>	
An alternative for <locd> accommodation could be <qty2> <scu> at <sn> in a <optn>.	Total <cur> <retail:tl>
<<EF>>	

Two of the message template Lines Formats are shown in the above screen shot - <<DEFAULT>> and <<AC>>. These and other line format types that could have Optional Services - Sightseeing, Entry Fees etc - have been formatted with an additional section that has been added with the format to be used when any Optional Services for those Message Line Types are in the Booking/PCM.

The Optionals Section format is in the form <<Message Line Type Code:OPTIONAL:Service Status Code>> - e.g., for the accommodation service message line type AC, the format is:

<<AC:OPTIONAL:OP>

The message output from a booking using the above template has resulted in the following.

Example Optional Services (In Services Section) Message Output

Friday 18 Oct 19 Mt Cook

ACCOMMODATION: 2 Nights at The Hermitage Hotel in a Premium Room (Aoraki Wing).	Total NZD 1,462.62
Rooms: 1 Double	Confirmed
Total 2 Pax	
Extras Included: 2 Adults x 2 Full Bfast	
Mr Dick Hansford- Adult	
Mrs Robyn Hansford- Adult	

The following optional service(s) are available at Mt Cook for the additional cost(s) specified.

Flight Mount Cook Ski Planes SPA2 - Grand Circle Flight	Total NZD 1,268.00
--	---------------------------

Sunday 20 Oct 19 Queenstown

ACCOMMODATION: 2 Nights at the Copthorne Lakefront Hotel in a Superior Room.	Total NZD 497.16
Rooms: 1 Double	Confirmed
Total 2 Pax	
Mr Dick Hansford- Adult	
Mrs Robyn Hansford- Adult	

An alternative for Queenstown accommodation could be 2 Nights at Novotel Queenstown Lakeside Hotel in a Lakeside Room.

	Total NZD 622.00
--	-------------------------

The following optional service(s) are available at Queenstown for the additional cost(s) specified.

Sightseeing/Day Tour Dart Stables Glenorchy The Ride of the Rings	Total NZD 498.00
--	-------------------------

Tuesday 22 Oct 19 Dunedin

ACCOMMODATION: 2 Nights at the Scenic Hotel Dunedin City in an Executive Room.	Total NZD 801.87
Rooms: 1 Double	Confirmed
Total 2 Pax	
Mr Dick Hansford- Adult	
Mrs Robyn Hansford- Adult	

The following optional service(s) are available at Dunedin for the additional cost(s) specified.

Cruise Monarch Wildlife Cruises Tour 3L Otago Peninsula Wildlife Package plus Larnach Castle	Total NZD 644.00
---	-------------------------

Optional Services in Header or Tail Sections

To output the Optional Services in either the Header or Tail, the formatting must be outside of the SERVICES tags. To include the Optional Services in the message header or tail, an example of the format is:

Example Optional Services (In Header/Tail) Message Template

<<SERVICES:END>>	
End of Tour Arrangements	
<<OPTIONALS:START:OP>>	
OPTIONAL EXTRAS	
The following are some optional services which we know would compliment your tour (not included in the above package price). Please advise if you would like us to book any of these optional extras:	
<<OPTIONALSERVICES:START>>	
<<DEFAULT>>	
<locd> <srvd> <optn>	Total <cur> <retail:pp>
<<AC>>	
<locd> <date> Alternate accommodation in a <optn> at the <sn>	Per person: <cur> <retail:tl:pp>
<<EF>>	
<locd> <srvd> <optn>	Total <cur> <retail:pp>
<<SS>>	
<locd> <srvd> <optn>	Total <cur> <retail:pp>
<<FL>>	
<locd> <srvd> <optn>	Total <cur> <retail:pp>
<<OPTIONALSERVICES:END>>	
<<OPTIONALS:END>>	
This booking is subject to our Booking Conditions, which are attached. I hope the above arrangements meet with your approval. Please do not hesitate to contact me at the office for any further information you might require. Best regards, <ufn>	

Example Optional Services (In Header/Tail) Message Output

End of Tour Arrangements	
OPTIONAL EXTRAS	
The following are some optional services which we know would compliment your tour (not included in the above package price). Please advise if you would like us to book any of these optional extras:	
Mt Cook	Total NZD 634.00
Flight SPA2 - Grand Circle Flight	
Queenstown 20 Oct 19	
Alternate accommodation in a Lakeside Room at the Novotel Queenstown Lakeside Hotel	Per person: NZD 311.00
Queenstown	
Sightseeing/Day Tour The Ride of the Rings	Total NZD 249.00
Dunedin	
Cruise Tour 3L Otago Peninsula Wildlife Package plus Larnach Castle	Total NZD 322.00
This booking is subject to our Booking Conditions, which are attached.	
I hope the above arrangements meet with your approval.	
Please do not hesitate to contact me at the office for any further information you might require.	
Best regards,	
Geoff Beaver	

Itinerary Section

The Itinerary Section allows details of pax, services and costs etc to be output per Groups Itinerary.

Section Tags

The section tags <<ITINERARY:START>> and <<ITINERARY:END>> are used within the Header and/or Tail sections of the message template.

Within the ITINERARY tags, the section tags <<ITINERARYLINE:START>> and <<ITINERARYLINE:END>> can be used to output services specific to the relevant itinerary. The Line Format Type Codes are used to define the different line types required.

Section Tags	Substitution Codes	Data Source
<<ITINERARY:START>>		
		Itinerary detail - pax /room numbers etc - can go here or in the Tail.
<<ITINERARYLINE:START>>		
<<DEFAULT>>, <<AC>> etc. Include all line format types required	Any service or pricing code	The default line format to be used if a product line format code is not included in the template
<<ITINERARYLINE:END>>		
		Itinerary detail - pricing etc - can go here or in the Header
<<ITINERARY:END>>		

Example Itinerary - Itinerary Lines Section Message Output



Services & Costs By Itinerary For: NZGP104629

Harness Racing Victoria N.Z. 2019

Total Rooms (All Itineraries): 10 Twins 16 Double 7 Single

Total Pax (All Itineraries): 56 adults, 0 child(ren), 0 Child Share(s), 0 infant(s), 1 Escort(s), 1 Driver(s)

Agent: New Zealand Travel Specialists

Tour Date - Start: 28 Oct 19

Tour Date - End: 17 Nov 19

Consultant: Geoff Beaver

Status: KK

All Itineraries detail in this section

Akaroa Accommodation Services										8 adults, 0 child(ren), 0 infant(s), 0 Escort(s), 0 Driver(s)		
Rooms: 4 Doubles										Akaroa Accommodation Itinerary detail in this section		
Tour Services:												
Supplier/Service	Qty	Cur	Twin PP		Double PP		Single PP		Sell Total	Mup %	Mup	
Akaroa Village Inn			Cost	Agent	Cost	Agent	Cost	Agent	4 Room 1 Night			
		NZD			88.20	106.00			848.00	20.18	142.40	
		NZD			88.20	106.00			848.00	20.18	142.40	

Main Tour Services										42 adults, 0 child(ren), 0 infant(s), 1 Escort(s), 1 Driver(s)		
Rooms: 8 Twins 11 Doubles 6 Singles										Main Tour Itinerary detail in this section		
Tour Services:												
Supplier/Service	Qty	Cur	Twin PP		Double PP		Single PP		Sell Total	Mup %	Mup	
Pacific Tourways			Cost	Agent	Cost	Agent	Cost	Agent	1 Coach 1 Tour			
		NZD	282.26	324.78	282.26	324.78	282.26	324.78	13,640.77	15.06	1,785.77	
Chateau On The Park - A Doubletree by Hilton			Deluxe Room		Race Meeting Admission		Race Meeting Admission		23 Room 2 Nights			
		NZD	254.57	292.85	254.57	292.85	441.57	507.93	13,160.06	15.04	1,720.06	
Kaikoura Trotting Club			Race Meeting Admission		Standard Room		Standard Room		44 Person 1 Entry			
		NZD	26.50	30.49	26.50	30.49	26.50	30.49	1,280.59	15.04	167.39	
Novotel Queenstown Lakeside Hotel			Standard Room		Standard (Mt Cook View) Room with Alpine Dinner & Breakfast		Standard (Mt Cook View) Room with Alpine Dinner & Breakfast		23 Room 2 Nights			
		NZD	399.24	459.27	399.24	459.27	580.24	667.44	20,122.04	15.04	2,630.04	
The Hermitage Hotel			Standard (Mt Cook View) Room with Alpine Dinner & Breakfast		Race Meeting Admission		Race Meeting Admission		24 Room 1 Night			
		NZD	280.62	322.82	280.62	322.82	482.62	555.15	14,487.57	15.04	1,893.57	
Metropolitan Trotting Club			Race Meeting Admission		Deluxe Room		Deluxe Room		44 Person 1 Visit			
		NZD	31.43	36.17	31.43	36.17	31.43	36.17	1,519.14	15.09	199.14	
Chateau On The Park - A Doubletree by Hilton			Deluxe Room		Race Meeting Admission		Race Meeting Admission		23 Room 1 Night			
		NZD	127.29	146.43	127.29	146.43	220.79	253.96	6,580.03	15.04	860.03	
Timaru Harness Racing Club			Race Meeting Admission		Run of House Room		Run of House Room		44 Person 1 Visit			
		NZD	15.71	18.08	15.71	18.08	15.71	18.08	759.36	15.05	99.36	
Kingsgate Hotel Brydone			Run of House Room		Race Meeting Admission		Race Meeting Admission		24 Room 1 Night			
		NZD	122.94	141.42	122.94	141.42	204.94	235.73	6,317.02	15.04	825.66	
Riverton Trotting Club			Race Meeting Admission		Standard Hotel Room		Standard Hotel Room		44 Person 1 Visit			
		NZD	15.71	18.08	15.71	18.08	15.71	18.08	759.36	15.05	99.36	
Ascot Park Hotel			Standard Hotel Room		Race Meeting Admission		Race Meeting Admission		24 Room 2 Nights			
		NZD	277.57	319.31	277.57	319.31	475.57	547.04	14,321.92	15.04	1,871.92	
Real Journeys			RJ5510 Bluff to Stewart Island Return Ferry		Race Meeting Admission		Race Meeting Admission		42 Person 1 Trip			
		NZD	157.00	180.66	157.00	180.66	157.00	180.66	7,587.72	15.07	993.72	
Real Journeys			RJ5590 Paterson Inlet Cruise & Ulva Island		Race Meeting Admission		Race Meeting Admission		42 Person 1 Cruise			
		NZD	94.00	108.16	94.00	108.16	94.00	108.16	4,542.72	15.06	594.72	
Scenic Hotel Dunedin City			Superior Room		Race Meeting Admission		Race Meeting Admission		24 Room 3 Nights			
		NZD	510.64	587.43	510.64	587.43	873.64	1,004.93	26,341.98	15.04	3,442.98	
Rangiora Harness Racing Club			Race Meeting Admission		Standard Hotel Room		Standard Hotel Room		44 Person 1 Visit			
		NZD	15.71	18.08	15.71	18.08	15.71	18.08	759.36	15.05	99.36	
Chateau On The Park - A Doubletree by Hilton			Deluxe Room		Two Hour Akaroa Harbour Nature Cruise		Two Hour Akaroa Harbour Nature Cruise		23 Room 8 Nights			
		NZD	748.00	860.48	748.00	860.48	1,496.00	1,720.82	39,581.35	15.04	5,173.35	
Black Cat Group			Two Hour Akaroa Harbour Nature Cruise		Race Meeting Admission		Race Meeting Admission		42 Person 1 Cruise			
		NZD	80.00	92.05	80.00	92.05	80.00	92.05	3,866.10	15.06	506.10	
Metropolitan Trotting Club			Race Meeting Admission		Deluxe Room		Deluxe Room		44 Person 1 Visit			
		NZD	31.43	36.17	31.43	36.17	31.43	36.17	1,519.14	15.09	199.14	
Ashburton Trotting Club			Race Meeting Admission		Race Meeting Admission		Race Meeting Admission		44 Person 1 Visit			
		NZD	20.95	24.11	20.95	24.11	20.95	24.11	1,012.62	15.07	132.62	
Metropolitan Trotting Club			Race Meeting Admission		Race Meeting Admission		Race Meeting Admission		44 Person 1 Visit			
		NZD	31.43	36.17	31.43	36.17	31.43	36.17	1,519.14	15.09	199.14	
TOTAL		NZD	3,523.01	4,053.00	3,523.01	4,053.00	5,577.51	6,416.00	179,677.99	15.04	23,493.43	
Staff Pricing			Escort: Cost Twin PP 13.36		Driver: Cost Twin PP 65.04							

Pre Tour Accommodation Services										7 adults, 0 child(ren), 0 infant(s), 0 Escort(s), 0 Driver(s)		
Rooms: 2 Twins 1 Double 1 Single										Pre Tour Accommodation Itinerary detail in this section		
Tour Services:												
Supplier/Service	Qty	Cur	Twin PP		Double PP		Single PP		Sell Total	Mup %	Mup	
Chateau On The Park - A Doubletree by Hilton			Cost	Agent	Cost	Agent	Cost	Agent	4 Room 1 Night			
		NZD	93.50	93.50	93.50	93.50	187.00	187.00	748.00	0.00		
TOTAL		NZD	93.50	93.50	93.50	93.50	187.00	187.00	748.00	0.00		

BOOKING TOTAL		NZD	3,616.51	4,146.50	3,704.71	4,252.50	5,764.51	6,603.00	181,273.99	14.99	23,635.83
Staff Pricing			Escort: Cost Twin PP 13.36		Driver: Cost Twin PP 65.04						

All Itineraries detail in this section

Air Ticket Section

For those Tourplan NX user companies that use the PNR Import module, imported flight details can be output on messages using special tags.

NOTE: There is one INI settings specific to Air messages which will need to be set before Air messages can be used.

Air Services INI AIR SERVICE MESSAGE Message format type for Air Services (e.g. FS)
 TYPE
 (System INI)

There are 2 Section tags and 23 air specific substitution codes.

The Air Ticket <<SECTORS>> section must be used between the SERVICES tags and the <<TICKETS>> section can be used within the <<SECTORS>> tags or outside of the <<SERVICES>> section.

For details of the available Air Sector message substitution codes, see ["Air Substitution Codes"](#) on page 88.

Section Tags	Data Source
<<SERVICES:START>>	
<<FS>>	Message Format Type from INI setting
<<SECTORS:START>>	
	Flight details for each sector are output in this section
<<TICKETS:START>>	
	Passenger Name details are in this section
<<TICKETS:END>>	
	Sundry sector details can be anywhere between <<SECTORS:START>> and <<SECTORS:END>>
<<SECTORS:END>>	
<<SERVICES:END>>	

Example Booking Import PNR Flight Service

DETAILS
TICKETS
TICKET TEXT
PAX
QUEUE ENTRIES

KIKUCHI/SHOGO MR

PNR REF: RBUJOK

TYPE: Published Fare

STATUS: Ticketed

PLATE: 24335393 - Test Plate 1

PAX NAME: KIKUCHI/SHOGO MR

PAX TYPE: Adult

TICKET NUMBER: 1312994756166

IN EXCHANGE: 0

TICKETED DATE: 24 Oct 00

PNR VALUES (AUD)

BSP VALUE: 1,068.75

TICKET TAXES: 165.16

CC AMOUNT: 1,290.16 COMMISSION: 56.25

BSP DUE: -56.25 COMMISSION %: -100.00

BOOKING VALUES (AUD)

COST: 1,233.91

COST TAX: 0.00

AGENT: 1,290.16 MARGIN: 56.25

AGENT TAX: 0.00 MARGIN %: 4.36

SECTOR	FLIGHT	CLASS	DEPART	ARRIVE	STATUS	FARE BASIS	STOP	AIRCRAFT
SYD-NRT	JL772	Q	11 Nov 18 09:15	11 Nov 18 17:00	HK			788
NRT-SYD	JL771	K	17 Nov 18 18:55	18 Nov 18 06:40	HK			788

Example Air Ticket Service Message Template

Itinerary For <BN>	Booking Number
	Consultant <CN>
	Departure Date <TD>
	Debtor <AN>

<<SERVICES:START>>

<<DEFAULT>>

Date	Service	Details
<DATE>	<SRVD>	<OPTN>

<<FS>>

<<SECTORS:START>>

Date	Service	Details
< DATE >	Flight	Airline: <CAR:F> Flight: <CAR><FLI>
<DAYNO>/<SEQ>		Departure Date: <DEPDATE:D> <DEP:F>
<DAY>		Departure Time: <DEPDATE:T> <DEP:CTY>
		Arrival Date: <ARRDATE:D> <ARR:F>
		Arrival Time: <ARRDATE:T> <ARR:CTY>
		Aircraft: <AIR:F>
		Class: <CLA> = <CLA:F>
		Stops: <STO>
		Meals Served: <MEA> = <MEA:F>
		PNR Reference: <REF>
		Airline Reference: <CSH>
		Flight Status: <FST>

Passengers

<<TICKETS:START>>

<RMS:ROW> <TKPAX1>

<RMS:ROW> <TKPAX2>

<<TICKETS:END>>

	Details:	<DEP:F>, <DEPTER>
		<DEPDATE:D> <DEPDATE:T>
		<ARR:F>, <ARRTER>
		<ARRDATE:D> <ARRDATE:T>
		<ELA> hours, <DIS> miles
	Meal Requests:	<SPM:F>
	Seat Requests	<SEA>

<<SECTORS:END>>

<<SERVICES:END>>

Passenger Names	Price	Total Tax	Total
<<TICKETS:START>>			
<TKPAX1> <TKPAX2>	[<AGENT> <TKTAX>]	<TKTAX>	<AGENT>
Ticket Number: <TKNUM>			
<<TICKETS:END>>			

	Total Due including taxes	<RETAIL>
	Less Deposit	<RECEIVED:B>
	BALANCE	[<RETAIL> - <RECEIVED:B>]

Example Air Ticket Service Message Output

Itinerary For MR SHOGO KIKUCHI	Booking Number Consultant Departure Date Debtor	Z4X4P68261 Unassigned 18 November 19 1001 Hoteless
-----------------------------------	--	---

Date	Service	Details		
11 Nov 18 1/10 Sunday	Flight	Airline:	JL Airlines	Flight: JL772
		Departure Date:	11 Nov 18	Sydney
		Departure Time:	09:15	AUS
		Arrival Date:	11 Nov 18	Narita
		Arrival Time:	17:00	
		Aircraft:	Boeing 788	
		Class:	Q = Economy	
		Stops:	Non-Stop	
		Meals Served:	M = Vegetarian Bacon Delight	
		PNR Reference:	JL	
		Airline Reference:		
		Flight Status:	HK	
Passengers				
KIKUCHI/SHOGO MR				
Details:				
			Sydney, TERMINAL 1 INTERNATIONAL	
			11 Nov 18 09:15	
			Narita, TERMINAL 2	
			11 Nov 18 17:00	
			9.45 hours, 4863 miles	
Meal Requests:				
Seat Requests				

Date	Service	Details		
17 Nov 18 7/10 Saturday	Flight	Airline:	JL Airlines	Flight: JL771
		Departure Date:	17 Nov 18	Narita
		Departure Time:	18:55	
		Arrival Date:	18 Nov 18	Sydney
		Arrival Time:	06:40	AUS
		Aircraft:	Boeing 788	
		Class:	K = Economy	
		Stops:	Non-Stop	
		Meals Served:	M = Vegetarian Bacon Delight	
		PNR Reference:	JL	
		Airline Reference:		
		Flight Status:	HK	
Passengers				
KIKUCHI/SHOGO MR				
Details:				
			Narita, TERMINAL 2	
			17 Nov 18 18:55	
			Sydney, TERMINAL 1 INTERNATIONAL	
			17 Nov 18 06:40	
			9.45 hours, 4863 miles	
Meal Requests:				
Seat Requests				

Passenger Names	Price	Total Tax	Total
KIKUCHI/SHOGO MR Ticket Number: 1312994756166	1,125	165.16	1,290.16
Total Due including taxes			1290.16
Less Deposit			0.00
BALANCE			1,290.16

Alternate Output of Sector Detail

Consolidate Flight Services

The ticket message template and output above is designed to output the individual flight sectors basically as single "services". They will appear in date order and (depending on the template layout) will be interspersed with other booking services - accommodation, sightseeing etc.

For bookings that may have complex multi passenger and/or multi CRS PNR's imported into them, the layout in date order of flight sectors from different PNR's may be confusing.

An alternate method of outputting the sectors is to use the 'Consolidate' modifier in which case all sectors of one PNR are output before sectors from any additional PNR's are output. The PNR's are output by date order of the first sector(s) - e.g., PNR 1 - first sector 28th August, last sector 02 September would be output in it's entirety before PNR 2 - first sector 29th August, last sector 01 September.

The Consolidate modifier is set with the services tag as <<SERVICES:START:CONSOLIDATE>>. The <<SERVICES:END>> tag remains the same.

Variable Sectors Formats

The <<SECTORS>> tag can also allow some variation in the way the sector detail is output where there are multi sector flights. There are 3 different modifiers - :FIRST, :MIDDLE and :LAST. These modifiers allow different formats for the flight sectors to be incorporated in the message template.

The :FIRST, :MIDDLE and :LAST modifiers are used in a template which has <<SERVICES:START:CONSOLIDATE>> and are in the format <<SECTORS:START:FIRST>> (where the format for the first sector(s) is defined), <<SECTORS:START:MIDDLE>> (where the sectors for all except the first and last sectors is defined), and <<SECTORS:START:END>> (where the format for the last sector is defined).

The example below has the same detail for the First and Middle sectors, and includes the Pax Names and Ticket details with the Last sector.

Section Tags	Substitution Codes/Parameters	Substitution Codes/Parameters
<<SERVICES:START:CONSOLIDATE>>		
<<FS>>	Message Format Type from INI setting	
<<SECTORS:START:FIRST>>		
	<DEP:F> (Departure airport (full description))	<DEP:CTY:F> (Departure city (full description))
	<DEPDAT:D:T> (Departure date and time)	
	<ARR:F> (Arrival airport (full description))	<ARR:CTY:F> (Arrival city (full description))
	<ARRDAT:D:T> (Arrival date and time)	
	<CAR:F> (Carrier (full name)) <FLI> (Flight number)	
<<SECTORS:END>>		
<<SECTORS:START:MIDDLE>>		
	<DEP:F> (Departure airport (full description))	<DEP:CTY:F> (Departure city (full description))
	<DEPDAT:D:T> (Departure date and time)	
	<ARR:F> (Arrival airport (full description))	<ARR:CTY:F> (Arrival city (full description))
	<ARRDAT:D:T> (Arrival date and time)	

Section Tags	Substitution Codes/Parameters	Substitution Codes/Parameters
	<CAR:F> (Carrier (full name) <FLI> (Flight number))	
<<SECTORS:END>>		
<<SECTORS:START:LAST>>	<DEP:F> (Departure airport (full description))	<DEP:CTY:F> (Departure city (full description))
	<DEPDAT:D:T> (Departure date and time)	
	<ARR:F> (Arrival airport (full description))	<ARR:CTY:F> (Arrival city (full description))
	<ARRDAT:D:T> (Arrival date and time)	
	<CAR:F> (Carrier (full name) <FLI> (Flight number))	
<<TICKETS:START>>		
	<TKPAX1> <TKPAX2> (Pax Names)	
	<TKNUM> (Ticket Number)	
	<RETAIL> (Ticket retail)	
<<TICKETS:END>>		
<<SECTORS:END>>		
<<SERVICES:END>>		

Room & Name List Section

Names and rooming lists can be incorporated in messages using the section tags <<LISTS>>, <<ROOMS>> and <<NAMES>>.

<<LISTS>> is used to define Rooming List formats and is used in the form <<LISTS:START>> and <LISTS:END>>

<<ROOMS>> is used to define the format for a Room, either within a Rooming List or in an FIT booking. Used in the form <<ROOMS:START>> and <<ROOMS:END>>

<<NAMES>> is used to define the format of individual pax details - either within a room, a list or the booking/service. Used in the form <<NAMES:START>> and <<NAMES:END>> Operates sorting by Surname then Forename.

Variations could include

- » <<NAMES:START:LEAD>> will put the lead pax at the top and then sort the remaining pax at the top and then sort the remaining by Surname then Forename.
- » <<NAMES:START:PAXTYPE>> will sort the pax by their type, so AD then CH then IN and then within the class sort by Surname then Forename.
- » <<NAMES:START:LEAD:PAXTYPE>> will put the lead pax at the top and then sort the remaining as per :PAXTYPE sorting.

Example Group Booking Names List

MAIN TOUR	SEQ KEY	ROOM	DESCRIPTION	PAXNAMES
AKAROA ACCOMMODATION	1 1	Single	Single	Driver/Mr/TBA
PRE TOUR ACCOMM	2 2	Single	Single	Hopeful/Ms/Harriet
	3 3	Single	Single	Robertson/Miss/Helen
	4 4	Single	Single	Escort/Mr/TBA
	5 5	Single	Single	Johnston/Mrs/Robyn
	6 6	Twin	Twin	Jones/Mr/Bob, Jones/Mrs/Jill
	7 7	Twin	Twin	Wells/Mr/Rob, Wells/Mr/Tom
	8 8	Twin	Twin	Wells/Mr/Pete, Wells/Mr/Bill
	9 9	Twin	Twin	Turner/Mr/Graeme, Beecham/Mr/...
	10 10	Twin	Twin	Howard/Mr/Ross, Simson/Mr/Andr...
	11 11	Twin	Twin	Fussell/Mr/Gary, Fussell/Mr/Robert
	12 12	Twin	Twin	Hall/Mr/Rashid, Maddison/Mr/Peter
	13 13	Twin	Twin	Brown/Mr/Jack, Brown/Mrs/Jackie
	14 14	Double	Double	Harris/Mr/Jim, Harris/Mrs/Jess
	15 15	Double	Double	Blogg/Mr/Fred, Blogg/Mrs/Freda
	16 16	Double	Double	Saunders/Mr/Wayne, Royce/Ms/M...

There are multiple pax names lists in this booking - one for each itinerary. The Main Tour Itinerary List is shown.

Example Rooming List Message Template


FINAL ROOMING/NAMES LIST

Supplier	<sn>
Booking Name	<bn>
Booking Reference	
<<services:start>>	
<<default>>	
Service Date	<date>
Service Booked	<optn>
	Total <pax> Adult Pax, <chd> Child(ren), <inf> Infant(s)
Pax names	
<<names:start>>	
	<title> <forename> <surname> (<paxtype>) <notes3>
<<names:end>>	
<<ac>>	
Arrival/Departure	<io>
Room Type	<optn>
	Total <pax> Adult Pax, <esc> Escort(s), <drv> Drivers, <chd> Child(ren), <inf> Infant(s)
Extras Included	<rms:row><ex:1:a>
	<rms:row><ex:2:a>
	<rms:row><ex:3:a>
	<rms:row><ex:4:a>
	<rms:row><ex:5:a>
<<lists:start>>	
Itinerary Name	<listname>
<<lists:end>>	
<<rooms:start>>	
Rooms	<roomtype:d>
<<names:start>>	
	<title> <forename> <surname> (<paxtype>) <notes3>
<<names:end>>	
<<rooms:end>>	
<<services:end>>	

Please confirm by return email or fax that you have received this rooming list. No further correspondence will be forwarded relating to this booking unless the details are amended in any way.

Best Regards

<ufn>

There are two NAMES Sections in the template - one for the default line type (in this instance, all except accommodation) and one for the Accommodation services.



The example shown for non-accommodation is they way names can be used in FIT Bookings where a rooming list as such may not be required.

Example Rooming List Message Output



FINAL ROOMING/NAMES LIST

Supplier Chateau On The Park - A Doubletree by Hilton
Booking Name Harness Racing Victoria N.Z. 2019
Booking Reference NZGP104629
Arrival/Departure In: 27 Oct 19 Out: 28 Oct 19
Room Type Deluxe Room
 Total 7 Adult Pax, 0 Escort(s), 0 Drivers, 0 Child(ren), 0 Infant(s)

Itinerary Name

Pre Tour Accom

Rooms

Single

Ms Jane Tomkins (Adult)

Double

Mrs Hannah Innes (Adult)

Mr John Innes (Adult)

Twin

Mr Rob Wells (Adult)

Mr Tom Wells (Adult)

Twin

Mr Bill Wells (Adult)

Mr Pete Wells (Adult)

Please confirm by return email or fax that you have received this rooming list. No further correspondence will be forwarded relating to this booking unless the details are amended in any way.

Best Regards
 Geoff |

The Message example is from the Pre Tour Accom Itinerary.



The colour coding on both the template and message output has been overlaid to show which sections output what data. The colours are not part of the template or output.

Debtors Invoice & Credit Notes Section

Different types of financial transaction documents need different types of information on them. For that reason the different document types are discussed separately, although some of the Sections are common to more than one transaction document.

Debtors invoices can as simple or as complex as necessary, and most companies have at least two invoice layouts - one showing individual service costs and a total, one showing just the booking total and possibly one specific to deposit invoices which could have different terms and conditions on it.

Section Tags

The most common section (used in all transaction documents) is the <<LINES>> section (this is the equivalent of the <<SERVICES>> section in Booking/PCM message templates) and the implication is that areas of the template before and after the <<LINES>> section are the Header and the Tail.

If different line detail is required (based on Message Type Format Codes), then these can be incorporated into the template.

Section Tags	Data Source
<<LINES:START>>	
<<DEFAULT>>	Default message line type format
Transaction substitution codes for Default message line type	
<<AC>>	Accommodation message line type format
Transaction substitution codes for accommodation message line type, including Room quantities and types.	
<<LINES:END>>	

An example Invoice Message template is below.

The header has billing name/address details as well as booking name, booking reference, payment due date etc.

The Lines section has three Line Format types - <<DEFAULT>>, <<AC>> and <<FL>>. All services, except those with an AC or FL line format type attached, will be in the DEFAULT format.

This example will outputting the unit price (<TRNPRICE>) and the extended total price (<TRNEXT>) per service.

Example Invoice Message Template			
ABC Tours & Travel			
BOOKING INVOICE			
BILLED TO:	<an>		
ADDRESS:	<aa1>		
	<aa2>		
	<aa3>		
	<aa4>		
Invoice Reference:	<trnref>		
Invoice Date:	<trndate>		
Payment Due:	<trndue>		
Booking:	<bn>		
Reference	 		
DESCRIPTION	QUANTITY	PRICE	AMOUNT
<<LINES:START>>			
<<DEFAULT>>			
<TRNDESC1>	<TRNQTY1> <FCU> x	<TRNPRICE>	<TRNEXT>
<TRNDESC2>	<TRNQTY2> <SCU>		
<<AC>>			
<TRNDESC1>	<TRNQTY1> <FCU> x	<TRNPRICE>	<TRNEXT>
<TRNDESC2>	<TRNQTY2> <SCU>		
<DB> <TW> <SG> <TR> <QD> <OT>			
<<FL>>			
<TRNDESC1>	<TRNQTY1> <FCU> x	<TRNPRICE>	<TRNEXT>
<OPTN>	<TRNQTY2> <SCU>		
<<LINES:END>>			
	INVOICE TOTAL:		<cur> <trntot>
Tax Summary	Nett Amount	Tax Amount	Total
<<TRANSUMMARY:START:DB6>			
>			
<SUMCODEDESC>	<TRNEXCLTAX>	<TRNTAX>	<TRNTOT>
<<TRANSUMMARY:END>>			
Please remit funds directly to our bank account:			
	ABC Tours & Travel ANZ Bank, Christchurch		
Account:	12 3456 789012 00		
All payments must be made net and free of dues for the recipient			

An example of the output generated from the above template is below.



Invoice documents can only be output in PDF format. There are allowances for modification of these documents, although this alternative is not advised and will depend on specific security settings.

Example Invoice Message Output



BOOKING INVOICE

BILLED TO: New Zealand Travel Specialists
ADDRESS: Level 2
 88 Pitt St
 Sydney
 NSW

Invoice Reference: 20800
Invoice Date: 07 Aug 19
Payment Due: 28 Sep 19
Booking: Harness Racing Victoria N.Z. 2019
Reference: NZGP104629

DESCRIPTION	QUANTITY	PRICE	AMOUNT
The Chateau On The Park Deluxe Room	4 Room x 1 Night	56.10	224.40
1 Double 2 Twins 1 Single			
Pacific Tourways Coach Charter	1 Coach x 1 Tour	4,092.23	4,092.23
The Chateau On The Park Deluxe Room	23 Room x 2 Nights	85.83	3,947.99
11 Doubles 8 Twins 5 Singles			
Kaikoura Trotting Club Race Meeting Admission	42 Person x 1 Entry	7.59	318.78
Novotel Queenstown Lakeside Standard Room	23 Room x 2 Nights	131.23	6,036.56
11 Doubles 8 Twins 6 Singles			
The Hermitage Hotel Standard (Mt Cook View) Room with Alpine Dinner & Breakfast	24 Room x 1 Night	181.09	4,346.24
11 Doubles 8 Twins 6 Singles			
Metropolitan Trotting Club Race Meeting Admission	42 Person x 1 Visit	7.59	318.78
The Chateau On The Park Deluxe Room	23 Room x 1 Night	85.83	1,974.00
11 Doubles 8 Twins 5 Singles			
Timaru Harness Racing Club Race Meeting Admission	42 Person x 1 Visit	5.42	227.70
Kingsgate Hotel Brydone Run Of House Room	24 Room x 1 Night	78.96	1,895.09
11 Doubles 8 Twins 6 Singles			
Riverton Trotting Club Race Meeting Admission	42 Person x 1 Visit	5.42	227.70
Accot Park Hotel Standard Hotel Room	24 Room x 2 Nights	89.51	4,296.55
11 Doubles 8 Twins 6 Singles			
Real Journeys Bluff to Stewart Island Return Ferry	42 Person x 1 Trip	54.20	2,276.32
Real Journeys R15500 Paterson Inlet Cruise & Ulva Island	42 Person x 1 Cruise	32.45	1,362.82
Scenic Hotel Dunedin City Superior Room	24 Room x 3 Nights	109.76	7,902.54
11 Doubles 8 Twins 6 Singles			
Rangiora Harness Racing Club Race Meeting Admission	42 Person x 1 Visit	5.78	242.88
The Chateau On The Park Deluxe Room	23 Room x 8 Nights	64.53	11,874.36
11 Doubles 8 Twins 5 Singles			
Black Cat Group Two Hour Akaroa Harbour Nature Cruise	42 Person x 1 Cruise	27.62	1,159.83
Akaroa Village Inn Jacques Village Units	4 Room x 1 Night	63.60	254.40
4 Doubles			
Metropolitan Trotting Club Race Meeting Admission	42 Person x 1 Visit	7.59	318.78
Ashburton Trotting Club Race Meeting Admission	42 Person x 1 Visit	7.59	318.78
Metropolitan Trotting Club Race Meeting Admission	42 Person x 1 Visit	7.59	318.78
	INVOICE TOTAL:		NZD 53,935.50

Tax Summary	Nett Amount	Tax Amount	Total
Zero Rated	2,292.18	0.00	2,292.18
GST 15%	44,907.24	6,736.08	51,643.32

Please remit funds directly to our bank account:

ABC Tours & Travel ANZ Bank, Christchurch

Account: 12 3456 789012 00

All payments must be made net and free of dues for the recipient

Tax Summary

It is not uncommon in some countries for a breakdown of taxes to be shown on invoice documents. There is some setup at Product Level to achieve this and the local Tourplan office will be able to assist. The formatting of Tax Summary from the above template is shown in detail below.

Section Tags	Substitution / Data Source		
<<TRANSUMMARY:START:DBA6>>	The start of the Tax summary, and the Product DB Analysis Code being used.		
<SUMCODEDESC> = DBA6 Description	<TRNEXCLTAX> = Tax exclusive amount	<TRNTAX> = Tax amount	<TRNTOT> = Total amount
<<TRANSUMMARY:END>>	End of the Tax summary		

Agent - Debtor Statement Section

Agent Statements have a minimum of two sections - .<<ITEMTOTALS>> and inside that section, <<LINES>>. The ITEMTOTALS section indicates the start of transactions found for a booking to be included on the statement and also includes the booking detail that is to be output. The LINES section contains the formatting of the transaction lines.

For details of Agent Statement message substitution codes, see " [Agent Statement Substitution Codes](#)" on page 85.

Section Tags	Data Source
<<ITEMTOTALS:START>>	
Heading detail for lines section.	
<<LINES:START>>	
Transaction substitution codes for booking financial transactions	
<<LINES:END>>	
Booking detail - e.g., Booking name, Reference, Travel date etc as well as the Booking Balance.	
<<ITEMTOTALS:END>>	

An example Statement Message template is below.

The header has the Agent name and address details as well as booking name, booking reference etc.

The formatting suggestions here will output the transactions and booking detail on a booking by booking basis. The booking detail follows the transactions - but it could just as easily be above the transactions.

Example Agent Statement Message Template

ABC Tours & Travel P.O. Box 123 Christchurch, New Zealand Email: accts@abctours.co.nz					
STATEMENT as at <stmtdate>					
To: <an>	Account Code: <ac>				
<aa1>					
<aa2>	Statement Date: <stmtdate>				
<aa3>					
<aa4>					
<<ITEMTOTALS:START>>					
Date	Tran Type	Reference	Debit	Credit	Balance
<<LINES:START>>					
<trndate>	<trntype>	<trnref>	<trndramt>	<trncramt>	
<<LINES:END>>					
Your Ref: <AR>		Booking: <bn>			
Travel Date: <td>		Our Ref: 		Item Balance: <cur> <itemtot>	
<<ITEMTOTALS:END>>					
Balance Due:				<cur> <balt>	
PLEASE REMIT TO:					
BANK ACCOUNT DETAILS			BANK NAME & ADDRESS		
Account Name:	ABC Tours Ltd		ANZ Banking		
Account No.:	06 0987 0123456-00		38 High Street		
			Christchurch		
			New Zealand		

An example of the output generated from the above template is below.

! Agent Statements can only be output in PDF format - they can not be output in an editable form.

Example Agent Statement Message Output

ABC Tours & Travel
 P.O. Box 123
 Christchurch, New Zealand
 Email: accts@abctours.co.nz



STATEMENT as at 31 Aug 19

To: A Good Agent
 9708 Venice Blvd
 Culver City
 Los Angeles
 California 90232

Account Code: AGALAX

Statement Date: 31 Aug 19

Date	Tran Type	Reference	Debit	Credit	Balance
06 Aug 19	INV	20806	6,295.63		
Your Ref:		Booking: Smythe Mr & Mrs M.			
Travel Date: 25 Jul 19		Our Ref: USFI104665		Item Balance: NZD 6,295.63	

Date	Tran Type	Reference	Debit	Credit	Balance
02 Aug 19	INV	20802	15,400.10		
Your Ref:		Booking: US Ski Group			
Travel Date: 25 Aug 19		Our Ref: NZGP104667		Item Balance: NZD 15,400.10	

Date	Tran Type	Reference	Debit	Credit	Balance
05 Aug 19	INV	20803	1,134.00		
Your Ref:		Booking: Huskey Club Booking			
Travel Date: 31 Aug 19		Our Ref: NZGP104664		Item Balance: NZD 1,134.00	

Date	Tran Type	Reference	Debit	Credit	Balance
13 May 19	INV	20782	328.80		
13 May 19	RCT	5690		328.80	
13 May 19	INV	20783	328.80		
13 May 19	RCT	5691		328.80	
13 May 19	INV	20784	2,630.41		
13 May 19	RCT	5693		2,000.00	
Your Ref:		Booking: Hanson Mr & Mrs K			
Travel Date: 17 Oct 19		Our Ref: NZFI104592		Item Balance: NZD 630.41	

Balance Due: NZD 23,460.13

Statements by Agent Branch

During the filtering process when outputting agent statements, a filter by agent currency branch can be made. A section code is available to output the branch information:

Section Tags	Data Source
<<BRANCHES:START>>	
Currency branch substitution codes - e.g., <BBR> (Branch Code) <BHN> (Branch Name)	
<<ITEMTOTALS:START>>	
Heading detail for lines section.	
<<LINES:START>>	
Transaction substitution codes for booking financial transactions	
<<LINES:END>>	
Booking detail - e.g., Booking name, Reference, Travel date etc as well as the Booking Balance.	
<<ITEMTOTALS:END>>	
<<BRANCHES:END>>	

Example Agent Statement Branches Template					
ABC Tours & Travel P.O. Box 123 Christchurch, New Zealand Email: accts@abctours.co.nz					
STATEMENT as at <stmtdate>					
To:	<an>	Account Code: <ac>			
	<aa1>				
	<aa2>	Statement Date: <stmtdate>			
	<aa3>				
	<aa4>				
<<BRANCHES:START>>					
Transactions For <bbr> - <bhn>					
<<ITEMTOTALS:START>>					
Date	Tran Type	Reference	Debit	Credit	Balance
<<LINES:START>>					
<trndate>	<trntype>	<trnref>	<trndramt>	<trncramt>	
<<LINES:END>>					
Your Ref: <AR>		Booking: <bn>			
Travel Date: <td>		Our Ref: 		Item Balance: <cur> <itemtot>	
<<ITEMTOTALS:END>>					
<<BRANCHES:END>>					

! Any template which has cheque formatting substitution codes in it can only be output to a printer - it can not be output to any editable target such as a document file etc.

Example Remittance Advice/Cheque Message Output

Remittance Advice

ABC Tours & Travel

Budget Rent A Car
 Private Bag 92144
 Auckland
 New Zealand

Date: 20 Dec 19

Date	Reference	Description	Withheld	Amount
20 Dec 19	7609006-3	USF1104655	0.00	309.44
20 Dec 19	7609006-3	NZF1104656	0.00	408.80

Total paid on CHQ798435 **NZD 718.24**

Budget Rent A Car 20 Dec 19

Seven Hundred Eighteen Dollars And Twenty-Four Cents 718.24

CHQ798435

Pax CRM Section

For those Tourplan NX user companies that use the Pax CRM, the CRM detail can be output on messages using special tags.

There are 2 Section tags and 5 CRM specific substitution codes.

The Pax CRM <<PROFILE>> section must be used between the NAMES tags, in any place where the NAMES tags are valid. The <<ENTRY>> section must be used within the <<PROFILE>> tags.

For details of the available Pax CRM message substitution codes, see ["Pax CRM Substitution Codes" on page 131](#).



DR and LP Profile Entry Types used below are specific to the Documentation Teams system. Each company will have it's own Profile Entry Codes

Section Tags	Data Source
<<NAMES:START>>	
<<AC>>	Message Format Type
<<PROFILE:START>>	Beginning of Profile Section
<<ENTRY:DR>>	Details for the DR Profile Entry Type
	Substitution codes for DR Profile Detail
<<ENTRY:LP>>	Details for the LP Profile Entry Type
	Substitution codes for LP Profile Detail
<<PROFILE:END>>	End of Profile Section
<<NAMES:END>>	

Apart from defining just the Profile Entry Type, the ENTRY tag can also be used with the following parameters:

Entry Tag	Explanation
<<ENTRY:XX>>	Defines the template for Profile Entry Type XX.
<<ENTRY:XX:ENT001>>	Defines the template for Profile Entry Type of XX and entries with a code of ENT001
<<ENTRY:XX:TrueFalse>>	Defines the template for Profile Entry Type of XX and entries with a data type of True or false
<<ENTRY:XX:Date>>	Defines the template for Profile Entry Type of XX and entries with a data type of Date
<<ENTRY:XX:Text>>	Defines the template for Profile Entry Type of XX and entries with a data type of Text
<<ENTRY:XX:Number>>	Defines the template for Profile Entry Type of XX and entries with a data type of Number

Example Booking Pax CRM Detail

Pax Details

FIND EXISTING PAX
DELETE
EXIT
SAVE

DETAILS
PROFILE

	CATEGORY	VALUE	EXPIRY
- Profile			
Specail Diet	Gluten Free	<input checked="" type="checkbox"/>	30-Nov-2019
- Passport Details			
- Membership			
Loyalty Program	Qantas/OW #	8907070	28-Jun-2020
- Analysis Data			

INSERT
DELETE

Pax Details

FIND EXISTING PAX
DELETE
EXIT
SAVE

DETAILS
PROFILE

	CATEGORY	VALUE	EXPIRY
- Profile			
- Passport Details			
Visa Detail	NZ Visa	90 Day Visitor Visa UF98799595 22/...	
- Membership			
Loyalty Program	Hilton Honors #	46996390	
Loyalty Program	Qantas/OW #	9786965	
- Analysis Data			

INSERT
DELETE

Example Pax CRM Message Template

FINAL ROOMING/NAMES LIST

Supplier:	<SN>
Booking Name:	<BN>
Booking Reference:	
<<services:start>>	
<<default>>	
Arrival/Departure:	<IO>
Room Type:	<OPTN>
Meal Basis:	<OPTC>
PAX DETAILS	
<<Names:Start>>	
<SURNAME> / <TITLE> <FORENAME> (<paxtype>)	
<<profile:start>>	
<<entry:DR>>	
<PFTYPE:D> : <PFCODE:L> - <PFDETAIL>	
<<entry:LP>>	
<PFTYPE:D> : <PFCODE:L> - <PFDETAIL>	
<<profile:end>>	
<<Names:End>>	
<<services:end>>	
Please confirm by return email or fax that you have received this rooming list. No further correspondence will be forwarded relating to this booking unless the details are amended in any way.	
Best regards,	
<UN>	
Tour Consultant	

Example Pax CRM Message Output

FINAL ROOMING/NAMES LIST	
Supplier:	Auckland Harbour Oaks
Booking Name:	Harris Mr/Mrs
Booking Reference:	NZF104637
Arrival/Departure:	In: 09 Oct 19 Out: 10 Oct 19
Room Type:	Studio - Serviced
Meal Basis:	
PAX DETAILS	
Harris / Mrs Jo (Adult)	
Dietry Requirements : Gluten Free - Yes	
Loyalty Programs : Qantas/OW # - 8907070	
Harris / Mr John (Adult)	
Additional Passport : NZ Visa - 90 Day Visitor Visa UF98799595 22/06/21	
Loyalty Programs : Hilton Honors # - 46996390	
Loyalty Programs : Qantas/OW # - 9786965	
Please confirm by return email or fax that you have received this rooming list. No further correspondence will be forwarded relating to this booking unless the details are amended in any way.	
Best regards,	
Geoff	
Tour Consultant	

EFT Template

Because the EFT output needs to be plain text (as opposed to formatted text in Word or HTML), EFT templates are still defined in Code Setup/Message Definitions, but with significant differences:

1. They are defined as plain text in the NX Editor.
2. There is no ability or need to Upload/Download EFT Templates, since they can be created and edited in NX Message Definitions.
3. The EFT file generated is a plain text file downloaded to the users local or network drive for use with their banks software.

The following principles apply when defining an EFT Template:

1. There are both Commands and Substitution Codes available to create the template and to ensure the output is in the correct format.
2. Commands are wrapped in {{ and }} delimiters.

Valid Commands are:

Command	Description	Example
Writefield	Used to define that data which is to be output data from Tourplan and can also define the length of that data	{{writefield "trntot" 10}}
Writetext	Used to define a specific block of text to be output	{{writetext "7999-999 "}}
Moneyformat	Defines the format of any amounts to be output include in-fill character to use	{{moneyformat " cents " "0"}}
Dateformat	Defines the format of any dates to be output	{{dateformat "ymmdd"}}
Newline	Tells the output engine to insert a new line character	{{newline}}
Data	Tells the output engine the this is the data section and will repeat once for each transaction	{{data}}
/Data	Tells the output engine the this is the end of the data section	{{/data}}

For details of EFT message substitution codes, see "[EFT Substitution Codes](#)" on page 94

Example EFT Fixed Field Length Format

```

{{moneyformat " cents " "0"}}
{{dateformat "ymmdd"}}
{{writetext "0           01WBC       XYZ Limited       087434Creditor"}}
{{newline}}
{{data}}
{{writefield "trndate"}}
{{writefield "sbr" 7}}
{{writefield "sba" 9}}
{{writetext "50"}}
{{writefield "trntot" 10}}
{{writefield "sn" 32}}
{{writetext "Invoices Paid  032-003  19-4812XYZ Limited"}}
{{newline}}
{{/data}}
{{writetext "7999-999" 20}}
{{writefield "eftbt" 10}}
{{writetext "0000000000" 34}}
{{writefield "trncount" 6}}
{{newline}}
    
```

Example EFT Fixed Length Output

0	01WBC	XYZ Limited	087434	Creditor			
190720	123162011500000045700	Adrift Guided Outdoor Adventures	Invoices Paid	032-003	19-4812	XYZ Limited	
190720	030931033500000373500	Ascot Park Hotel	Invoices Paid	032-003	19-4812	XYZ Limited	
190720	020800043500001547040	Chateau On The Park - A Doubletr	Invoices Paid	032-003	19-4812	XYZ Limited	
190720	030252041500000020820	Crowne Plaza Auckland	Invoices Paid	032-003	19-4812	XYZ Limited	
190720	03025204150000000124	Crowne Plaza Auckland	Invoices Paid	032-003	19-4812	XYZ Limited	
190720	020100058500000104160	Chateau Tongariro Hotel	Invoices Paid	032-003	19-4812	XYZ Limited	
190720	030104022500000008290	Fullers Group Ltd	Invoices Paid	032-003	19-4812	XYZ Limited	
190720	123151009500000377820	The Hermitage Hotel	Invoices Paid	032-003	19-4812	XYZ Limited	
190720	030584025500000058800	Hotel Intercontinental	Invoices Paid	032-003	19-4812	XYZ Limited	
190720	020536037500000023000	The Interisland Line	Invoices Paid	032-003	19-4812	XYZ Limited	
190720	060941001500000164740	Kingsgate Hotel Brydone	Invoices Paid	032-003	19-4812	XYZ Limited	
190720	030104056500000050800	Novotel Rotorua Lakeside Hotel	Invoices Paid	032-003	19-4812	XYZ Limited	
190720	030252084500000524760	Novotel Queenstown Lakeside Hotel	Invoices Paid	032-003	19-4812	XYZ Limited	
190720	020912000500000686970	Scenic Hotel Dunedin City	Invoices Paid	032-003	19-4812	XYZ Limited	
190720	010102069500000061000	Skycity Hotel	Invoices Paid	032-003	19-4812	XYZ Limited	
190720	020412040500000022400	Tamaki Tours	Invoices Paid	032-003	19-4812	XYZ Limited	
190720	030415061500000006500	Te Puia Rotorua	Invoices Paid	032-003	19-4812	XYZ Limited	
7999-999	0004076424000000000		17				

Example EFT Comma Delimited Format

```

{{moneyformat " cents " "0"}}
{{dateformat "yy-mm-dd"}}
{{writetext "0,01WBC,XYZ Limited,087434,Creditor"}}
{{newline}}
{{data}}
{{writefield "trndate"}},
{{writefield "sbr" 7}},
{{writefield "sba" 9}},
{{writefield "trntot"}},
{{newline}}
{{writetext "50"}},
{{writefield "sn" 32}},
{{writetext "Invoices Paid,032-003,19-4812,XYZ Limited"}}
{{newline}}
{{/data}}
{{writetext "7999-999"}},
{{writefield "eftbt" 10}},
{{writetext "0000000000"}},
{{writefield "trncount" 6}}
{{newline}}

```

Example EFT Comma Delimited Output

```

0,01WBC,XYZ Limited,087434,Creditor
19-07-20,      ,123162011,45700,
50,Adrift Guided Outdoor Adventures,Invoices Paid,032-003,19-4812,XYZ Limited
19-07-20,      ,030931033,373500,
50,Ascot Park Hotel      ,Invoices Paid,032-003,19-4812,XYZ Limited
19-07-20,      ,020800043,1547040,
50,Chateau On The Park - A Doubletr,Invoices Paid,032-003,19-4812,XYZ Limited
19-07-20,      ,030252041,20820,
50,Crowne Plaza Auckland      ,Invoices Paid,032-003,19-4812,XYZ Limited
19-07-20,      ,030252041,124,
50,Crowne Plaza Auckland      ,Invoices Paid,032-003,19-4812,XYZ Limited
19-07-20,      ,020100058,104160,
50,Chateau Tongariro Hotel      ,Invoices Paid,032-003,19-4812,XYZ Limited
19-07-20,      ,030104022,8290,
50,Fullers Group Ltd      ,Invoices Paid,032-003,19-4812,XYZ Limited
19-07-20,      ,123151009,377820,
50,The Hermitage Hotel      ,Invoices Paid,032-003,19-4812,XYZ Limited
19-07-20,      ,030584025,58800,
50,Hotel Intercontinental      ,Invoices Paid,032-003,19-4812,XYZ Limited
19-07-20,      ,020536037,23000,
50,The Interisland Line      ,Invoices Paid,032-003,19-4812,XYZ Limited
19-07-20,      ,060941001,164740,
50,Kingsgate Hotel Brydone      ,Invoices Paid,032-003,19-4812,XYZ Limited
19-07-20,      ,030104056,50800,
50,Novotel Rotorua Lakeside Hotel ,Invoices Paid,032-003,19-4812,XYZ Limited
19-07-20,      ,030252084,524760,
50,Novotel Queenstown Lakeside Hote,Invoices Paid,032-003,19-4812,XYZ Limited
19-07-20,      ,020912000,686970,
50,Scenic Hotel Dunedin City      ,Invoices Paid,032-003,19-4812,XYZ Limited
19-07-20,      ,010102069,61000,
50,Skycity Hotel      ,Invoices Paid,032-003,19-4812,XYZ Limited
19-07-20,      ,020412040,22400,
50,Tamaki Tours      ,Invoices Paid,032-003,19-4812,XYZ Limited
19-07-20,      ,030415061,6500,
50,Te Puia Rotorua      ,Invoices Paid,032-003,19-4812,XYZ Limited
7999-999,0004076424,0000000000,17

```

Booking Agent Message XML Formatting

Tourplan NX is able to output Booking Agent messages in an xml format that can be read by external systems. The format and structure of these will vary company by company and instruction on template formatting will be given when xml output is required.

 Booking XML Formats are created in the NX Editor, not Word.

Example XML Format

```
<?xml version="1.0" encoding="utf-16"?>
<GetBookingReply>
  <Bookingid>9633</Bookingid>
  <Ref>NZFI104637</Ref>
  <Name>Harris Mr/Mrs</Name>
  <Consult></Consult>
  <AgentRef></AgentRef>
  <Email></Email>
  <UDText1></UDText1>
  <TourplanConsultant>Geoff</TourplanConsultant>
  <TravelDate>2019-10-09</TravelDate>
  <EnteredDate>2019-09-02</EnteredDate>
  <BookingStatus>QU</BookingStatus>
  <Currency>NZD</Currency>
  <TotalPrice>177.30</TotalPrice>
  <Services>
    <Service>
      <ServiceLineid>103266</ServiceLineid>
      <Prod>AKLCAHOA01AKLCAHOA01STUDIO</Prod>
      <Date>2019-10-09</Date>
      <SequenceNumber>10</SequenceNumber>
      <RoomConfigs>
        <RoomType>DB</RoomType>
      </RoomConfigs>
      <PaxDetails>
        <Title>Mrs</Title>
        <FirstName>Jo</FirstName>
        <LastName>Harris</LastName>
        <PaxType>Adult</PaxType>
      </PaxDetails>
      <Adults>2</Adults>
      <Children>0</Children>
      <Infants>0</Infants>
      <LinePrice>177.30</LinePrice>
      <SCU>Night</SCU>
      <SCUQty>1</SCUQty>
      <Dropoff_Date>2019-10-09</Dropoff_Date>
      <doTime></doTime>
      <SupplierName>Auckland Harbour Oaks</SupplierName>
      <Description>Studio - Serviced</Description>
      <TourplanServiceStatus>KK</TourplanServiceStatus>
      <ServiceCategory>AC</ServiceCategory>
      <LocationCode>AKL</LocationCode>
      <Voucher_Status>NotPrinted</Voucher_Status>
      <SupplierConfirmation></SupplierConfirmation>
      <Pickup_Date>2019-10-09</Pickup_Date>
      <puTime></puTime>
    </Service>
  </Services>
</GetBookingReply>
```

Example XML Output

```
<?xml version="1.0" encoding="utf-16"?>
<GetBookingReply>
  <Bookingid>9633</Bookingid>
  <Ref>NZFI104637</Ref>
  <Name>Harris Mr/Mrs</Name>
  <Consult></Consult>
  <AgentRef></AgentRef>
  <Email></Email>
  <UDText1></UDText1>
  <TourplanConsultant>Geoff</TourplanConsultant>
  <TravelDate>2019-10-09</TravelDate>
  <EnteredDate>2019-09-02</EnteredDate>
  <BookingStatus>QU</BookingStatus>
  <Currency>NZD</Currency>
  <TotalPrice>177.30</TotalPrice>
  <Services>
    <Service>
      <ServiceLineid>103266</ServiceLineid>
      <Prod>AKLCAHOA01AKLCAHOA01STUDIO</Prod>
      <Date>2019-10-09</Date>
      <SequenceNumber>10</SequenceNumber>
      <RoomConfigs>
        <RoomType>DB</RoomType>
      </RoomConfigs>
      <PaxDetails>
        <Title>Mrs</Title>
        <FirstName>Jo</FirstName>
        <LastName>Harris</LastName>
        <PaxType>Adult</PaxType>
      </PaxDetails>
      <Adults>2</Adults>
      <Children>0</Children>
      <Infants>0</Infants>
      <LinePrice>177.30</LinePrice>
      <SCU>Night</SCU>
      <SCUQty>1</SCUQty>
      <Dropoff_Date>2019-10-09</Dropoff_Date>
      <doTime></doTime>
      <SupplierName>Auckland Harbour Oaks</SupplierName>
      <Description>Studio - Serviced</Description>
      <TourplanServiceStatus>KK</TourplanServiceStatus>
      <ServiceCategory>AC</ServiceCategory>
      <LocationCode>AKL</LocationCode>
      <Voucher_Status>NotPrinted</Voucher_Status>
      <SupplierConfirmation></SupplierConfirmation>
      <Pickup_Date>2019-10-09</Pickup_Date>
      <puTime></puTime>
    </Service>
  </Services>
</GetBookingReply>
```

QR Codes Section

Tourplan NX can generate QR Codes from Tourplan data or from text hard coded into the Message Template itself. QR Start and End substitution tags allow the code to display on generated messages. These QR codes can be used to direct customers to external websites or to display important information from within the booking.

Examples of how QR codes can be setup and used:

» **Example 1:** To create a QR code pointing to the required website/URL and hard coded in the message template in this example we have used our Tourplan Website <https://www.tourplan.com>

<<QR:START>> <https://www.tourplan.com> <<QR:END>>

» **Example 2:** To create a QR code pointing to the Agent Web Address.

<<QR:START>><AWP:QR><<QR:END>>

The QR Contact Type will need exist in Code Setup and the Agent will need to have a URL entered into their QR Contact Web Address field to know which URL to use.

» **Example 3:** To create a QR code using text from the (Cash Transaction Details) user description 3 field.

<<QR:START>><TRNADESC3><<QR:END>>

Transaction Description Field 3 in this example would need to have data within the field to generate a code.

» **Example 4:** To create a QR code pointing to the User Input Text ([UIT:]), in this case a payment URL.

<<QR:START>>[UIT:payment URL]<<QR:END>>

Section Tags	Substitution Code/UIT Example	Data Source
<<QR:START>>		
	http://www.tourplan.com	Tourplan Website URL
	<AWP:QR>	Agent Web Address
	<TRNADESC3>	Transaction Header Description 3 field
	[UIT:payment URL]	Online Payment Gateway
<<QR:END>>		

Formatting a QR Code

There are also additional options to format how the QR Code looks:

<<QR:START:pixels:dark:light:quiet>>text<<QR:END>>

Code	Definition
pixels	The size of the pixels of each individual block of the QR code, default to 10 pixels
dark	The colour of the dark QR blocks, defaults to #000000 (black)
light	The colour of the light blocks, defaults to #ffffff (white)
quiet	This enables a 'quiet zone' (border) around the QR code - options are 'Yes or No'

Messaging User Manual

An example of how a QR code for our website address [Tourplan.com](http://www.tourplan.com) is coded into a message template as follows:

```
<<QR:START:15:#002F6C:#f1f1f1:yes>> http://www.tourplan.com <<QR:END>>
```

This example has a pixel size of 15 pixels, uses a blue and off white colour pallet and is set to have a surrounding boarder.

When the message is generated the QR code will display using the defined; pixel size; hex colour of the QR blocks; and in this example, is formatted to use a surrounding boarder.



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CHAPTER 4

Message Substitution Codes

The messaging substitution codes are listed by category of message they are used in. This doesn't necessarily mean that they are limited to that particular message type - a lot can be used in message types other than the types they're listed in.

The messaging system understands the context in which the codes are being used - both by the Message Type and the section that the code is in. This means that the same code, used in different parts of a message will produce different results. An example is pricing codes. Using the code to output the agent price in either the message header or tail will output the *booking* agent price. Using the same code in the <<services>> section will output the *service* price.

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Commands and Conditional Substitutions

There are some commands and codes which are able to be used in a variety of places in message templates which perform special tasks. Commands and Conditionals are removed on output, so they are not visible in the generated messages.

Commands

Commands are codes which tell the messaging engine how to handle certain aspects of the message output e.g., emailing and printing.

Commands are always placed at the top of the template document outside of the header area. The commands always have a START and END and they are in single chevron brackets < >.

In the table following are the Commands and examples of their usage.

Email Commands

Command	Description & Comment
The EMAIL_CMD commands define the email addressing format - From, To, Subject etc. Other email codes are supported - e.g., CC, BCC, Reply To etc.	
<EMAIL_CMD_START>	Indicates beginning of email send command
To: <aep>	The email "To" line - e.g., <aep> = the Agent email address from the agent contact list
From: <ue>	The email "From" line - e.g., <ue> = the Tourplan users email address
Reply To: <sep>	The email "Reply To" line - e.g., <sep:rs> = the Suppliers email address from the supplier contact list. (For this example the RS contact code will generate the "Reservations" email address.
Subject:	This can be a combination of text and substitution codes - e.g., "Booking Confirmation for <bn> Travelling on <td>
<EMAIL_CMD_END>	Indicates end of the email send command.
The EMAIL_CONTAINER commands mark the beginning and end of email text that is the email carrying the message as an attachment. The attachment type needs to be declared somewhere in the command area e.g., EMAIL_FORMAT:PDF will convert the message output from Tourplan NX to pdf format and attach it to the email defined between the EMAIL_CONTAINER tags.	
<EMAIL_CONTAINER_START>	Indicates the beginning of the Container email message.
Dear <ct>	e.g., Address the email to the Booking Agent Contact Name.
The booking confirmation for <bn> travelling on <td> is attached. The confirmation shows the current status of the booking services. Please contact me if you have any queries, Best regards, <ufn>	
<EMAIL_CONTAINER_END>	Indicates the end of the Container email message.

Everything below the <EMAIL_CONTAINER_END> command will be converted into the email attachment.

NOTE: Email subject lines can use substitution codes, for example you may want the subject line to display the booking reference, you can use the substitution code to insert the booking reference.

Print Command

Print commands do not have to be embedded in the message template if the message output is to be printed. A list of available printers will display for the user to choose from. If a specific printer is required for a specific document type - e.g., Cheques - then the Print Command can be used. The Print Commands are also placed at the top of the template document outside of the header area.

More than 1 print command can be between the start and end. In this example, there is Printer1, but there could also be Printer2 and Printer3.

Command	Description & Comment
<PRINT_CMD_START>	Indicates the beginning of the print command
Printer1: HP Color Laser-jet 3600	The print queue name that the messaging webservices will use to direct the output to.
PrinterName1: Accounts	The printer display name that the user will see
<PRINT_CMD_END>	Indicates the end of the print command

Conditional Substitutions

Conditional Substitutions allow codes to be used that will only be substituted if the criteria of the code are met. The most common of these are a) to remove blank lines if the field being substituted has no data in it - e.g., a Remarks field or Pickup/Dropoff fields etc and b) suppressing numeric values if 0 is returned.

These two conditions refer to the codes <RMS:??> and <RME:??>

Purpose	Description & Comment																		
<i>Zero Flagging</i>	All numeric substitution codes can have a :0 parameter specified. This means that when their value is zero, the code will be substituted as a blank. For example <SG:0> will output blank if the value for SG (Single Room) is 0. This is the same as using <RMS:BL><SG><RME:BL>																		
<i>Row Deletion</i>	<p>When defining message templates within tables in Word, there is a command to remove the entire table row - <RMS:ROW>. This does not need a corresponding <RME>, since the table row that <RMS:ROW> is in will be removed entirely.</p> <p>As an example, the booking only had text in Voucher Text 3, the following template definition:</p> <table border="0"> <tr> <td>Booking Name</td> <td><BN></td> </tr> <tr> <td><RMS:ROW>Voucher Text 1</td> <td><VT1></td> </tr> <tr> <td><RMS:ROW>Voucher Text 2</td> <td><VT2></td> </tr> <tr> <td><RMS:ROW>Voucher Text 3</td> <td><VT3></td> </tr> <tr> <td><RMS:ROW>Voucher Text 4</td> <td><VT4></td> </tr> <tr> <td><RMS:ROW>Voucher Text 5</td> <td><VT5></td> </tr> </table> <p>would be output as:</p> <table border="0"> <tr> <td>Booking Name</td> <td>Harness Racing</td> </tr> <tr> <td></td> <td>Victoria N.Z. 2019</td> </tr> <tr> <td>Voucher Text 3</td> <td>Voucher Text 3 field data</td> </tr> </table>	Booking Name	<BN>	<RMS:ROW>Voucher Text 1	<VT1>	<RMS:ROW>Voucher Text 2	<VT2>	<RMS:ROW>Voucher Text 3	<VT3>	<RMS:ROW>Voucher Text 4	<VT4>	<RMS:ROW>Voucher Text 5	<VT5>	Booking Name	Harness Racing		Victoria N.Z. 2019	Voucher Text 3	Voucher Text 3 field data
Booking Name	<BN>																		
<RMS:ROW>Voucher Text 1	<VT1>																		
<RMS:ROW>Voucher Text 2	<VT2>																		
<RMS:ROW>Voucher Text 3	<VT3>																		
<RMS:ROW>Voucher Text 4	<VT4>																		
<RMS:ROW>Voucher Text 5	<VT5>																		
Booking Name	Harness Racing																		
	Victoria N.Z. 2019																		
Voucher Text 3	Voucher Text 3 field data																		
<i>Value Deletion</i>	The existing <RMS:BL> and <RME:BL> tags are still available and will delete zero value content that is between those tags. They will only delete the data content not the structure of the document and so will not remove rows if they are used within a table																		

Zero Flagging

Zero flagging can be used in conjunction with either Row or Value deletion so that sections of the document can be removed based on only some of the substitution codes being 0 value.

One example is Service Extras where a message section could be defined as:

<RMS:ROW><EX1>	<AGENT:EX1:0>	<CUR>
<RMS:ROW><EX2>	<AGENT:EX2:0>	<CUR>
<RMS:ROW><EX3>	<AGENT:EX3:0>	<CUR>

<RMS:ROW><EX4>	<AGENT:EX4:0>	<CUR>
<RMS:ROW><EX5>	<AGENT:EX5:0>	<CUR>

If Extra 2 was the only extra being used, the output would appear as:

Cooked Breakfast	31.00	NZD
------------------	-------	-----

The same technique can also be used inside table contents and for non-numeric data where the entire row is not to be deleted. For example:

Booking Name	<BN>	Travelling	<TD>
<RMS:BL> Agent Reference	<AR> <RME:BL>	Agent	<AC>
<RMS:BL> Special Requirements	<UDTEXT2> <UDTEXT3> <RME:BL>	Consultant	<CN>
<RMS:ROW> Additional Information	<NTS:TP> <NTS:TG>		

If the booking used the Agent Reference field and the 4 UDText fields then the message generated would be:

Booking Name	Snelling Party x 4	Travelling	05/10/2019
Agent Reference	AG1019089	Agent	ABC001
Special Requirements	Prefers rooms below level 4 Fast WiFi for teenagers	Consultant	GRB
Additional Information	Tour Code TG1909 Tour Prefix XYZ		

If none of the Agent Reference field, 2 UDText and 2 Notes fields had data in them it would look like:

Booking Name	Snelling Party x 4	Travelling	05/10/2019
		Agent	ABC001
		Consultant	GRB

Agent Substitution Codes

Code	Data Source	Parameters	In Message Section	In Message Section
AC	Agent Code			
AN	Agent Name	:P - Physical; :M - Mailing; :L - Local		
AA1	Address 1	:P - Physical; :M - Mailing; :L - Local		
AA2	Address 2	:P - Physical; :M - Mailing; :L - Local		
AA3	Address 3	:P - Physical; :M - Mailing; :L - Local		
AA4	Address 4	:P - Physical; :M - Mailing; :L - Local		
AA5	Address 5	:P - Physical; :M - Mailing; :L - Local		
APC	Agent Post (Zip) Code	:P - Physical; :M - Mailing; :L - Local		
AGA1	Agent Analysis Code 1			
AGA2	Agent Analysis Code 2			
AGA3	Agent Analysis Code 3			
AGA4	Agent Analysis Code 4			
AGA5	Agent Analysis Code 5			
AGA6	Agent Analysis Code 6			
AGAD1	Agent Analysis 1 Description			
AGAD2	Agent Analysis 2 Description			
AGAD3	Agent Analysis 3 Description			
AGAD4	Agent Analysis 4 Description			
AGAD5	Agent Analysis 5 Description			
AGAD6	Agent Analysis 6 Description			
AUDT1	Agent User Defined Text 1			
AUDT2	Agent User Defined Text 2			
AUDT3	Agent User Defined Text 3			
AUDT4	Agent User Defined Text 4			

Code	Data Source	Parameters	In Message Section	In Message Section
AUDT5	Agent User Defined Text 5			
AUDT6	Agent User Defined Text 6			
AUDT7	Agent User Defined Text 7			
AUDT8	Agent User Defined Text 8			
AUDT9	Agent User Defined Text 9			
AUDT10	Agent User Defined Text 10			
AUDT11	Agent User Defined Text 11			
AUDT12	Agent User Defined Text 12			
AUDT13	Agent User Defined Text 13			
AUDT14	Agent User Defined Text 14			
AUDT15	Agent User Defined Text 15			
AUDT16	Agent User Defined Text 16			
AUDT17	Agent User Defined Text 17			
AUDT18	Agent User Defined Text 18			
AUDT19	Agent User Defined Text 19			
AUDT20	Agent User Defined Text 20			
ABA	Agent Bank Account Number			
ABAL	Agent Bank Account Number Local			
ABAN	Agent Bank Account Name			
ABANL	Agent Bank Account Name Local			
ABK	Bank Name			
ABKL	Bank Name Local			
ABR	Bank Branch			
ABRL	Bank Branch Local			
ACREATEDBY	Agent Created By			

Code	Data Source	Parameters	In Message Section	In Message Section
ACREATEDDATE	Date Agent Created			
AEDITEDBY	Agent Edited By			
AEDITEDDATE	Agent Edited Date			
ACM	Agent Master Code			
ANM	Agent Master Name	:P - Physical; :M - Mailing; :L - Local		
AAM1	Agent Master Address 1	:P - Physical; :M - Mailing; :L - Local		
AAM2	Agent Master Address 2	:P - Physical; :M - Mailing; :L - Local		
AAM3	Agent Master Address 3	:P - Physical; :M - Mailing; :L - Local		
AAM4	Agent Master Address 4	:P - Physical; :M - Mailing; :L - Local		
AAM5	Agent Master Address 5	:P - Physical; :M - Mailing; :L - Local		
APCM	Agent Master Post (Zip) Code	:P - Physical; :M - Mailing; :L - Local		
AUDTM1	Agent Master User Defined Text 1			
AUDTM2	Agent Master User Defined Text 2			
AUDTM3	Agent Master User Defined Text 3			
AUDTM4	Agent Master User Defined Text 4			
AUDTM5	Agent Master User Defined Text 5			
AUDTM6	Agent Master User Defined Text 6			
AUDTM7	Agent Master User Defined Text 7			
AUDTM8	Agent Master User Defined Text 8			
AUDTM9	Agent Master User Defined Text 9			
AUDTM10	Agent Master User Defined Text 10			
AUDTM11	Agent Master User Defined Text 11			
AUDTM12	Agent Master User Defined Text 12			
AUDTM13	Agent Master User Defined Text 13			
AUDTM14	Agent Master User Defined Text 14			
AUDTM15	Agent Master User Defined Text 15			

Code	Data Source	Parameters	In Message Section	In Message Section
AUDTM16	Agent Master User Defined Text 16			
AUDTM17	Agent Master User Defined Text 17			
AUDTM18	Agent Master User Defined Text 18			
AUDTM19	Agent Master User Defined Text 19			
AUDTM20	Agent Master User Defined Text 20			

Agent Statement Substitution Codes

Code	Data Source	Parameters	In Message Section	In Message Section
AR	Transaction Booking Agent Ref			<<ITEMTOTALS>>
BAL1	Agent Aged Balance 1 Month	:+ 1 Month plus all overdue periods		
BAL2	Agent Aged Balance 2 Month	:+ 2 Month plus all overdue periods		
BAL3	Agent Aged Balance 3 Month	:+ 3 Month plus all overdue periods		
BAL4	Agent Aged Balance 4 Month	:+ 4 Month plus all overdue periods		
BALC	Agent Aged Balance Current Period	:+ Current plus all overdue periods		
BALE	Agent Future Entered Balance			
BALF1	Agent Aged Balance Future 1	:+ Future 1 plus all Future periods		
BALF2	Agent Aged Balance Future 2	:+ Future 2 plus all Future periods		
BALF3	Agent Aged Balance Future 3	:+ Future 3 plus all Future periods		
BALF4	Agent Aged Balance Future 4	:+ Future 4 plus all Future periods		
BALT	Total Agent Balance	:FA Balance + Future Aged :FE Balance + Future Entered		
BBR	Branch			
BHN	Branch Name			
BN	Transaction Booking Name	:A - Alias		<<ITEMTOTALS>>
BR	Full Transaction Booking Reference			<<ITEMTOTALS>>
BRN	Booking Reference Number			
BST	Status Code			
BSTD	Status Description			
CN	Consultant Name			

Code	Data Source	Parameters	In Message Section	In Message Section
CS	Consultant Code			
CT	Transaction Booking Res Contact			<<ITEMTOTALS>>
CUR	Transaction Booking Currency			<<ITEMTOTALS>>
ITEMTOT	Transaction Item Total			<<ITEMTOTALS>>
STMTDATE	Statement Date			
TERMS	Agent Term			
TD	Booking Travel Date			<<ITEMTOTALS>>
TRNADCASHTYPE	Transaction Payment Type		<<LINES>>	<<ITEMTOTALS>>
TRNADESC1	Transaction Header Description 1		<<LINES>>	<<ITEMTOTALS>>
TRNADESC2	Transaction Header Description 2		<<LINES>>	<<ITEMTOTALS>>
TRNADESC3	Transaction Header Description 3		<<LINES>>	<<ITEMTOTALS>>
TRNAREF	Transaction Apply To Reference		<<LINES>>	<<ITEMTOTALS>>
TRNCRAMT	Transaction Credit Amount		<<LINES>>	<<ITEMTOTALS>>
TRNDATE	Transaction Date		<<LINES>>	<<ITEMTOTALS>>
TRNDESC1	Transaction Line Description 1		<<LINES>>	<<ITEMTOTALS>>
TRNDESC2	Transaction Line Description 2		<<LINES>>	<<ITEMTOTALS>>
TRNDRAMT	Transaction Debit Amount		<<LINES>>	<<ITEMTOTALS>>
TRNDUE	Transaction Due Date		<<LINES>>	<<ITEMTOTALS>>
TRNENTDATE	Transaction Header Entered Date		<<LINES>>	<<ITEMTOTALS>>
TRNENTPER	Transaction Header Entered Period		<<LINES>>	<<ITEMTOTALS>>
TRNENTTIME	Transaction Header Entered Time		<<LINES>>	<<ITEMTOTALS>>

Code	Data Source	Parameters	In Message Section	In Message Section
TRNEXT	Transaction Extended Price Amount		<<LINES>>	<<ITEMTOTALS>>
TRNITEM	Transaction Item		<<LINES>>	<<ITEMTOTALS>>
TRNPER	Transaction Period		<<LINES>>	<<ITEMTOTALS>>
TRNPRICE	Transaction Unit Price Amount		<<LINES>>	<<ITEMTOTALS>>
TRNREF	Transaction Reference		<<LINES>>	<<ITEMTOTALS>>
TRNTOT	Transaction Total Amount		<<LINES>>	<<ITEMTOTALS>>
TRNTYPE	Transaction Type		<<LINES>>	<<ITEMTOTALS>>
UT1	Booking Header User Text 1			<<ITEMTOTALS>>
UT2	Booking Header User Text 2			<<ITEMTOTALS>>
UT3	Booking Header User Text 3			<<ITEMTOTALS>>
UT4	Booking Header User Text 4			<<ITEMTOTALS>>
UT5	Booking Header User Text 5			<<ITEMTOTALS>>

Air Substitution Codes

Use standard messaging codes to output ticket pricing - e.g., COST, SELL, AGENT, RETAIL etc.

Code	Data Source	Parameters	In Message Section	In Message Section
AIR	Aircraft Type	:F - Full Description	<<SECTORS>>	<<SERVICES>>
ARR	Destination	:F - Full Description :CTY - Country :4 - Product Extra 4 :5 - Product Extra 5 :A - Extra Details first & second charge units :F - Extra Details first charge unit :D - Extra Details :S - Extra Details second charge unit :C - Output Extras Charge Basis - eg., Per Person, Per Group Per Room.	<<SECTORS>>	<<SERVICES>>
ARRDATE	Arrival Date	D - Day of week, full month :T - Time	<<SECTORS>>	<<SERVICES>>
ARRTER	Arrival Terminal	:F - Full Description	<<SECTORS>>	<<SERVICES>>
CAR	Carrier	:F - Full Description	<<SECTORS>>	<<SERVICES>>
CLA	Class	:F - Full Description	<<SECTORS>>	<<SERVICES>>
CSH	Code Share		<<SECTORS>>	<<SERVICES>>
DEP	Origin	:F - Full Description :CTY - Country	<<SECTORS>>	<<SERVICES>>
DEPDATE	Depart Date	D - Day of week, full month :T - Time	<<SECTORS>>	<<SERVICES>>
DEPTER	Departure Terminal	:F - Full Description	<<SECTORS>>	<<SERVICES>>
DIS	Distance		<<SECTORS>>	<<SERVICES>>
ELA	Elapsed Time		<<SECTORS>>	<<SERVICES>>
FLI	Flight Number		<<SECTORS>>	<<SERVICES>>
FST	Flight Status	:F - Full Description	<<SECTORS>>	<<SERVICES>>
MEA	Meals on Sector	:F - Full Description	<<SECTORS>>	<<SERVICES>>
REF	PNR		<<SECTORS>>	<<SERVICES>>
STO	Stops in Sector		<<SECTORS>>	<<SERVICES>>
SEA	Seat Request		<<SECTORS>>	<<SERVICES>>
SPM	Meal Request		<<SECTORS>>	<<SERVICES>>
TKNUM	Ticket Number			
TKFF	Frequent Flyer Number(s)			
TKPAXn	Ticket Pax Name(s)	n = 1 or 2 Each pax on a new line		
TKTAX	Tax Amount			

Allocation Substitution Codes

Code	Data Source	Parameters	In Message Section	In Message Section
ALD	Allocation Description			<<SERVICES>>
ALN	Allocation Name			<<SERVICES>>
ALLOC	Allocation Taken			
ALSD	Allocation Split Description List			<<SERVICES>>
ALSN	Allocation Split Name List			<<SERVICES>>
ALUDESC	Allocation Unit Description List			<<SERVICES>>
ALDATE	The date the data is for.	CP - Show the value once for the code	<<ALLOC>>	<<SERVICES>>
ALREQUIRED	The number of units needed for this date	CP - Show the value once for the code	<<ALLOC>>	<<SERVICES>>
ALHELD	The number of units held		<<ALLOC>>	<<SERVICES>>
ALSPLIT	The Allocation Split Code		<<ALLOC>>	<<SERVICES>>
ALSPLITD	The Allocation Split Description		<<ALLOC>>	<<SERVICES>>

Booking (Header) Substitution Codes

Code	Data Source	Parameters	In Message Section	In Message Section
AR	Agent Reference			
BBR	Booking Branch			
BDP	Booking Department			
BHD	Booking Header ID			
BHN	Branch Name			
BN	Booking Name	:A - Alias		
BR	Booking (Full) Reference			
BRN	Reference Number only			
BST	Booking Status Code			
BSTD	Booking Status Description			
CN	Consultant Name			
CS	Consultant Code			
CT	Agent Contact			
DE	Date Entered			
DEPOSITDATE	Deposit Due Date			
DN	Department Name			
FINALDATE	Final Due date			
LSD	Last Service Date			
LW	Last Work Date	:A – Alpha Date Format		
PEDG	Summary of Pax, Escorts, Drivers, Guides	:IN - Infants :CH - Children		
SL1	Booking Analysis Code 1			
SL2	Booking Analysis Code 2			
SL3	Booking Analysis Code 3			
SL4	Booking Analysis Code 4			
SL5	Booking Analysis Code 5			
SL6	Booking Analysis Code 6			
SL1D	Booking Analysis Description 1			
SL2D	Booking Analysis Description 2			

Code	Data Source	Parameters	In Message Section	In Message Section
SL3D	Booking Analysis Description 3			
SL4D	Booking Analysis Description 4			
SL5D	Booking Analysis Description 5			
SL6D	Booking Analysis Description 6			
SUMCODE	Summary Analysis Code			
SUMCODEDESC	Summary Analysis Description			
TD	Booking Travel Date			
UT1	Booking Header User Text 1	Supported in date format to allow the use of + and - days by using a formula such as UT1:-7 (date -7 days)		
UT2	Booking Header User Text 2	Supported in date format to allow the use of + and - days by using a formula such as UT1:-7 (date -7 days)		
UT3	Booking Header User Text 3	Supported in date format to allow the use of + and - days by using a formula such as UT1:-7 (date -7 days)		
UT4	Booking Header User Text 4	Supported in date format to allow the use of + and - days by using a formula such as UT1:-7 (date -7 days)		
UT5	Booking Header User Text 5	Supported in date format to allow the use of + and - days by using a formula such as UT1:-7 (date -7 days)		

Cancellation Policy Substitution Codes

These can be used in messages that include service detail and only in- between the <<CANCELPENALTIES:START>> and <<CANCELPENALTIES:END>> section, within the <<SERVICES>> section 'Start' and 'End' tags.

Code	Data	Parameters	In Message Section	In Message Section
APPLIESD	Cancellation penalty applies after this date	:12; :24	<<CANCELPENALTIES>>	<<SERVICES>>
APPLIEST	Cancellation penalty applies inside this time (xx Days or xx Hours)		<<CANCELPENALTIES>>	<<SERVICES>>
CNLAGENT	Cancellation penalty agent amount		<<CANCELPENALTIES>>	<<SERVICES>>
CNLAGENTTX	Cancellation penalty agent tax amount		<<CANCELPENALTIES>>	<<SERVICES>>
CNLCOST	Cancellation penalty cost amount		<<CANCELPENALTIES>>	<<SERVICES>>
CNLCOSTTX	Cancellation penalty cost tax amount		<<CANCELPENALTIES>>	<<SERVICES>>
CNLRETAIL	Cancellation penalty retail amount		<<CANCELPENALTIES>>	<<SERVICES>>
CNLRETAILTX	Cancellation penalty retail tax amount		<<CANCELPENALTIES>>	<<SERVICES>>
FEE	Cancellation penalty fee amount		<<CANCELPENALTIES>>	<<SERVICES>>
FEETYPE	Type of cancellation penalty - e.g., Fixed, Percentage		<<CANCELPENALTIES>>	<<SERVICES>>
INEFFECT	If the cancel penalty is in effect then display 'In effect' otherwise blank		<<CANCELPENALTIES>>	<<SERVICES>>
PERIODF	Cancellation penalty period from date		<<CANCELPENALTIES>>	<<SERVICES>>
PERIODT	Cancellation penalty period to date		<<CANCELPENALTIES>>	<<SERVICES>>

- » Messaging codes include :12 and :24 parameter sub-codes. These can be applied to Cancellation by (Date and Time) for cancellation policy substitution codes.

EFT Substitution Codes

Supplier EFT Substitution Codes

Code	Data Source	In Message Section	In Message Section
EFTBT	EFT Batch Total		
HASHTOTAL	Hashtotal		
SBA	Supplier Bank Account Number		
SBAN	Supplier Bank Account Name		
SBK	Supplier Bank Name		
SBR	Supplier Bank Branch		
SC	Supplier Code		
SCREATEDBY	Supplier Created By		
SCREATEDDATE	Supplier Created Date		
SEDTEDBY	Supplier Last Modified By		
SEDTEDDATE	Supplier Last Modified Date		
SMA1	Supplier Mailing Address Line 1		
SMA2	Supplier Mailing Address Line 2		
SMA3	Supplier Mailing Address Line 3		
SMA4	Supplier Mailing Address Line 4		
SMA5	Supplier Mailing Address Line 5		
SMAM1	Supplier Master Mailing Address Line 1		
SMAM2	Supplier Master Mailing Address Line 2		
SMAM3	Supplier Master Mailing Address Line 3		
SMAM4	Supplier Master Mailing Address Line 4		
SMAM5	Supplier Master Mailing Address Line 5		
SMPC	Supplier Mailing Address Post Code		
SMPCM	Supplier Master Mailing Address Post Code		
SN	Supplier Name		
SNM	Supplier Master Name		
SPA1	Supplier Physical Address Line 1		
SPA2	Supplier Physical Address Line 2		

Code	Data Source	In Message Section	In Message Section
SPA3	Supplier Physical Address Line 3		
SPA4	Supplier Physical Address Line 4		
SPA5	Supplier Physical Address Line 5		
SPAM1	Supplier Master Physical Address Line 1		
SPAM2	Supplier Master Physical Address Line 2		
SPAM3	Supplier Master Physical Address Line 3		
SPAM4	Supplier Master Physical Address Line 4		
SPAM5	Supplier Master Physical Address Line 5		
SPPC	Supplier Physical Address Post Code		
SPPCM	Supplier Master Physical Address Post Code		
SUDT1	Supplier User Defined Text 1		
SUDT2	Supplier User Defined Text 2		
SUDT3	Supplier User Defined Text 3		
SUDT4	Supplier User Defined Text 4		
SUDT5	Supplier User Defined Text 5		
SUDT6	Supplier User Defined Text 6		
SUDT7	Supplier User Defined Text 7		
SUDT8	Supplier User Defined Text 8		
SUDT9	Supplier User Defined Text 9		
SUDT10	Supplier User Defined Text 10		
SUDTM1	Supplier Master User Defined Text 1		
SUDTM2	Supplier Master User Defined Text 2		
SUDTM3	Supplier Master User Defined Text 3		
SUDTM4	Supplier Master User Defined Text 4		
SUDTM5	Supplier Master User Defined Text 5		

Code	Data Source	In Message Section	In Message Section
SUDTM6	Supplier Master User Defined Text 6		
SUDTM7	Supplier Master User Defined Text 7		
SUDTM8	Supplier Master User Defined Text 8		
SUDTM9	Supplier Master User Defined Text 9		
SUDTM10	Supplier Master User Defined Text 10		
SYSDATE	System Date		
TRNCOUNT	Number of Transaction in the Batch		
TRNCURR	Transaction Currency		
TRNDATE	Transaction Date		
DESC1	Transaction Description 1		
DESC2	Transaction Description 2		
DESC3	Transaction Description 3		
TRNREF	Transaction Reference		
TRNTOT	Transaction Total Amount		

Agent EFT Substitution Codes

Code	Data Source	In Message Section	In Message Section
EFTBT	EFT Batch Total		
HASHTOTAL	Hashtotal		
ABA	Agent Bank Account Number		
ABAN	Agent Bank Account Name		
ABK	Agent Bank Name		
ABR	Agent Bank Branch		
AC	Agent Code		
ACREATEDBY	Agent Created By		
ACREATEDDATE	Agent Created Date		
AEDITEDBY	Agent Last Modified By		
AEDITEDDATE	Agent Last Modified Date		
AMA1	Agent Mailing Address Line 1		
AMA2	Agent Mailing Address Line 2		
AMA3	Agent Mailing Address Line 3		
AMA4	Agent Mailing Address Line 4		
AMA5	Agent Mailing Address Line 5		

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Code	Data Source	In Message Section	In Message Section
AMAM1	Agent Master Mailing Address Line 1		
AMAM2	Agent Master Mailing Address Line 2		
AMAM3	Agent Master Mailing Address Line 3		
AMAM4	Agent Master Mailing Address Line 4		
AMAM5	Agent Master Mailing Address Line 5		
AMPC	Agent Mailing Address Post Code		
AMPCM	Agent Master Mailing Address Post Code		
AN	Agent Name		
ANM	Agent Master Name		
APA1	Agent Physical Address Line 1		
APA2	Agent Physical Address Line 2		
APA3	Agent Physical Address Line 3		
APA4	Agent Physical Address Line 4		
APA5	Agent Physical Address Line 5		
APAM1	Agent Master Physical Address Line 1		
APAM2	Agent Master Physical Address Line 2		
APAM3	Agent Master Physical Address Line 3		
APAM4	Agent Master Physical Address Line 4		
APAM5	Agent Master Physical Address Line 5		
APPC	Agent Physical Address Post Code		
APPCM	Agent Master Physical Address Post Code		
AUDT1	Agent User Defined Text 1		
AUDT2	Agent User Defined Text 2		
AUDT3	Agent User Defined Text 3		
AUDT4	Agent User Defined Text 4		
AUDT5	Agent User Defined Text 5		
AUDT6	Supplier User Defined Text 6		
AUDT7	Agent User Defined Text 7		
AUDT8	Agent User Defined Text 8		

Code	Data Source	In Message Section	In Message Section
AUDT9	Agent User Defined Text 9		
AUDT10	Agent User Defined Text 10		
AUDTM1	Agent Master User Defined Text 1		
AUDTM2	Supplier Master User Defined Text 2		
AUDTM3	Agent Master User Defined Text 3		
AUDTM4	Agent Master User Defined Text 4		
AUDTM5	Supplier Master User Defined Text 5		
AUDTM6	Agent Master User Defined Text 6		
AUDTM7	Agent Master User Defined Text 7		
AUDTM8	Agent Master User Defined Text 8		
AUDTM9	Agent Master User Defined Text 9		
AUDTM10	Agent Master User Defined Text 10		
SYSDATE	System Date		
TRNCOUNT	Number of Transaction in the Batch		
TRNCURR	Transaction Currency		
TRNDATE	Transaction Date		
DESC1	Transaction Description 1		
DESC2	Transaction Description 2		
DESC3	Transaction Description 3		
TRNREF	Transaction Reference		
TRNTOT	Transaction Total Amount		

Pax Substitution Codes

Code	Data Source	Parameters	In Message Section	In Message Section
ADDR1	Pax Address Line 1	:L – Field Label		
ADDR2	Pax Address Line 2	:L – Field Label		
ADDR3	Pax Address Line 3	:L – Field Label		
ADDR4	Pax Address Line 4	:L – Field Label		
ADDR5	Pax Address Line 5	:L – Field Label		
AGE	Pax Age			<<NAMES>>
CHD	Number of Children			
CHS	Number of Children Sharing			
DOB	Pax Date of Birth			<<NAMES>>
DRV	Number of Driver(s)			
ESC	Number of Escort(s)			
FOCCOST	Number of FOC Cost Units			
FOCSELL	Number of FOC Sell Units			
FORENAME	Pax Christian Name/Forename	:A - Alias		<<NAMES>>
GDE	Number of Guide(s)			
INF	Number of Infant(s)			
NOTES1	Pax Notes Field 1			
NOTES2	Pax Notes Field 2			
NOTES3	Pax Notes Field 3			
NOTES4	Pax Notes Field 4			
NOTES5	Pax Notes Field 5			
NOTES6	Pax Notes Field 6			
NOTES7	Pax Notes Field 7			
NOTES8	Pax Notes Field 8			
NOTES9	Pax Notes Field 9			
NOTES10	Pax Notes Field 10			
PAX	Number of Adult(s)			
PAXTYPE	Pax Type (eg Adult)	:S - Short (e.g 'A')		<<NAMES>>
PAXROOMTOT	Pax Room Totals	:ES - Escort :DR - Driver :GD - Guide		
PEDG	Summary of Pax, Escorts, Drivers & Guides	:IN - Infant :CH - Children		
PEP	Passenger Email Address			

Code	Data Source	Parameters	In Message Section	In Message Section
PFCODE	Profile Code	:L - Label :D - Description		
PFDETAIL	Profile Details			
PFEDATE	Profile Entered Date			
PFEXDATE	Profile Review Date			
PFPP	Passenger Fax Number			
PFTYPE	Profile Type	:L - Label :D - Description		
POSTCODE	Pax Postcode			
PMP	Passenger Mobile Phone Number			
PPCN	Passenger Contact name			
PPEXPIRY	Passport Expiry Date			
PIISSUED	Passport Issued Date			
PPNAME	Passport Name			
PPNATIONALITY	Passport Nationality			
PPNUMBER	Passport Number			
PPP	Passenger Phone Number			
PPPLACE	Passport Place of Issue			
PWP	Passenger Web Address			
SURNAME	Pax Surname	:A - Alias		<<NAMES>>
TITLE	Pax Title	:A - Alias		<<NAMES>>
TOTPAX	Total Pax Count			

PCM Substitution Codes

Code	Data Source	Parameters	In Message Section	In Message Section
AGENT	Agent Amount	:SS - Single Supplement :TRD - Triple Reduction :QR - Quad Reduction :CHS - Child Supplement :CSS - Child Share Supplement :IS - Infant Supplement :R1 - From Pax Range 1 Only		
ATAX	Agent Tax Amount	:SS - Single Supplement :TRD - Triple Reduction :QR - Quad Reduction :CHS - Child Supplement :CSS - Child Share Supplement :IS - Infant Supplement		
BHD	PCM ID Number			
CN	Consultant Name			
COMM	Commission Amount			
COMMPC	Commission Percentage	SS - Single Supplement :TRD - Triple Reduction :QR - Quad Reduction :CHS - Child Supplement :CSS - Child Share Supplement :IS - Infant		
COST	Cost Amount	SS - Single Supplement :TRD - Triple Reduction :QR - Quad Reduction :CH - Child :CHS - Child Supplement :CSS - Child Share Supplement :IS - Infant Supplement :D - Driver :E - Escort :G - Guide		
CS	Consultant Code			

Code	Data Source	Parameters	In Message Section	In Message Section
CTAX	Tax value on Cost	:SS - Single Supplement :TRD - Triple Reduction :QR - Quad Reduction :CHS - Child Supplement :CSS - Child Share Supplement :IS - Infant Supplement		
CUR	Currency Amount	:BC - Base Currency output :SLC - Service Line Cost Currency output. :SLS - Service Line Sell Currency output		
CURD	Currency Description	:BC - Base Currency output :SLC - Service Line Cost Currency output. :SLS - Service Line Sell Currency output		
DATE	Service Date	:CP Show value once until it changes		
DAY	Day of Week	:CP Show value once until it changes		
DAYNO	Day Number	:CP Show value once until it changes		
DE	Date Entered			
DP	Service Line Drop-Off			
DPD	Drop-Off Date			
DPDAY	Drop-Off Day	:L3 - Display first 3 characters of the day name		
DPT	Drop-Off Time	:12 - Will output 12 Hour time - e.g., 10:35pm :24 - (or no modifier) will output 24 hour time - e.g., 22.35		
DRV	Driver Count			
ESC	Escort Count			

Code	Data Source	Parameters	In Message Section	In Message Section
EX	Extra Description	:1 - Product Extra 1 :2 - Product Extra 2 :3 - Product Extra 3 :4 - Product Extra 4 :5 - Product Extra 5 :A - Extra Details first & second charge units. :F - Extra Details first charge unit. :D - Extra Details. :I - Long Description :S - Extra Details second charge unit. :BC - Base Currency output. :C - Output Extras Charge Basis - e.g., Per Person, Per Group, Per Room etc. :ND - No Description - e.g., EX:1:S:ND = Extra 1 SCU with no description		
FCU	First Charge Unit	:ND - No Description		
GDE	Guide Count			
IO	In/Out Date (Dates only)	:CP - Show the value once for the code		
IOD	In/Out Dates, incl Day of Week	:CP - Show the value once for the code		
LSD	Last Service Date			
LW	Last Work Date	:A - In Alpha Format		
MUP	Markup Amount			
MUPPC	Markup Percentage	:SS - Single Supplement :TRD - Triple Reduction :QR - Quad Reduction :CHS - Child Supplement :CSS - Child Share Supplement :IS - Infant		
PAX	Adult Pax Count			
PC	Service Line Price Code Used			
PCD	Service Line Price Code Description			

Code	Data Source	Parameters	In Message Section	In Message Section
PN or BN	PCM Name	:A - Alias		
PST or BST	Header Status Code			
PSTD or BSTD	Header Status Description			
PU	Service Line Pickup			
PUD	Pickup Date			
PUDAY	Pickup Day	:L3 - Display first 3 characters of the day name		
PUT	Pickup Time	:12 - Will output 12 Hour time - e.g., 10:35pm :24 - (or no modifier) will output 24 hour time - e.g., 22.35		
QTY1	Quantity of First Charge Units	:C - Cost. :S - Sell (Default)		
QTY2	Quantity of Second Charge Units	:C - Cost. :S - Sell (Default) :FOC - Number of FOC SCUs :PAY - Number of Paid FOCs		
RATEBUY	Service Line Database buy rate	:HT - Half Twin :SS - Single Supplement :TRD - Triple Reduction :QR - Quad Reduction :EX1 - EX5 - Extra 1 - 5 (Use individually) :AD - Adult :CHS - Child :CSS - Child Share :IS - Infant :DOWN - Display down the page :R1 - From Pax Range 1 Only :BKC - Output in Booking Currency		

Code	Data Source	Parameters	In Message Section	In Message Section
RATESELL	Service Line Database sell rate	:HT - Half Twin :SS - Single Supplement :TRD - Triple Reduction :QR - Quad Reduction :EX1 - EX5 - Extra 1 - 5 (Use individually) :AD - Adult :CHS - Child :CSS - Child Share :IS - Infant :DOWN - Display down the page :R1 - From Pax Range 1 Only :BKC - Output in Booking Currency		
RETAIL	Retail Amount	:SS - Single Supplement :TRD - Triple Reduction :QR - Quad Reduction :CHS - Child Supplement :CSS - Child Share Supplement :IS - Infant Supplement :R1 - From Pax Range 1 Only		
RM	Service Line Remarks			
RTAX	Retail Tax Amount	:SS - Single Supplement :TRD - Triple Reduction :QR - Quad Reduction :CHS - Child Supplement :CSS - Child Share Supplement :IS - Infant Supplement		
RST	Rate Status			
RVT1	Rate Level Voucher Text Line 1			
RVT2	Rate Level Voucher Text Line 2			
RVT3	Rate Level Voucher Text Line 3			
RVT4	Rate Level Voucher Text Line 4			

Code	Data Source	Parameters	In Message Section	In Message Section
RVT5	Rate Level Voucher Text Line 5			
RVT6	Rate Level Voucher Text Line 6			
RVT7	Rate Level Voucher Text Line 7			
RVT8	Rate Level Voucher Text Line 8			
RVT9	Rate Level Voucher Text Line 9			
RVT10	Rate Level Voucher Text Line 10			
RVT11	Rate Level Voucher Text Line 11			
RVT12	Rate Level Voucher Text Line 12			
RVT13	Rate Level Voucher Text Line 13			
RVT14	Rate Level Voucher Text Line 14			
RVT15	Rate Level Voucher Text Line 15			
RVT16	Rate Level Voucher Text Line 16			
RVT17	Rate Level Voucher Text Line 17			
RVT18	Rate Level Voucher Text Line 18			
RVT19	Rate Level Voucher Text Line 19			
RVT20	Rate Level Voucher Text Line 20			
SCU	Second Charge Unit	:ND - No Description		

Code	Data Source	Parameters	In Message Section	In Message Section
SELL	Sell Amount	:SS - Single Supplement :TRD - Triple Reduction :QR - Quad Reduction :CHS - Child Supplement :CSS - Child Share Supplement :IS - Infant Supplement		
SEQ	Service Sequence			
SL1	Analysis Code 1			
SL2	Analysis Code 2			
SL3	Analysis Code 3			
SL4	Analysis Code 4			
SL5	Analysis Code 5			
SL6	Analysis Code 6			
SL1D	Analysis Description 1			
SL2D	Analysis Description 2			
SL3D	Analysis Description 3			
SL4D	Analysis Description 4			
SL5D	Analysis Description 5			
SL6D	Analysis Description 6			
ST	Service Status			
STAX	Sell Tax Amount	:SS - Single Supplement :TRD - Triple Reduction :QR - Quad Reduction :CHS - Child Supplement :CSS - Child Share Supplement :IS - Infant Supplement		
STD	Service Status Description			
SUMCODE	Summary Analysis Code			<<SUMMARY>>
SUMCODEDESC	Summary Analysis Description			<<SUMMARY>>
TERMS	Payment Terms			

Code	Data Source	Parameters	In Message Section	In Message Section
TD	Travel/Base Date			
VT1	Product Voucher Text Line 1			
VT2	Product Voucher Text Line 2			
VT3	Product Voucher Text Line 3			
VT4	Product Voucher Text Line 4			
VT5	Product Voucher Text Line 5			
VT6	Product Voucher Text Line 6			
VT7	Product Voucher Text Line 7			
VT8	Product Voucher Text Line 8			
VT9	Product Voucher Text Line 9			
VT10	Product Voucher Text Line 10			
VT11	Product Voucher Text Line 11			
VT12	Product Voucher Text Line 12			
VT13	Product Voucher Text Line 13			
VT14	Product Voucher Text Line 14			
VT15	Product Voucher Text Line 15			
VT16	Product Voucher Text Line 16			
VT17	Product Voucher Text Line 17			
VT18	Product Voucher Text Line 18			
VT19	Product Voucher Text Line 19			
VT20	Product Voucher Text Line 20			

Phone Book Substitution Codes

Code	Data Source	Parameters
AEP	Agent Email Address	: Contact Type Code - e.g., <AEP:AC> for Accounts Contact
AEPM	Agent Master Email Address	: Contact Type Code - e.g., <AEPM:AC> for Accounts Contact
AFP	Agent Fax Number	: Contact Type Code - e.g., <AFP:AC> for Accounts Contact
AFPM	Agent Master Fax Number	: Contact Type Code - e.g., <AFPM:AC> for Accounts Contact
AMP	Agent Mobile Phone	: Contact Type Code - e.g., <AMP:AC> for Accounts Contact
AMPM	Agent Master Mobile Phone	: Contact Type Code - e.g., <AMPM:AC> for Accounts Contact
ANP	Agent Contact Name	: Contact Type Code - e.g., <ANP:AC> for Accounts Contact
APP	Agent Phone	: Contact Type Code - e.g., <APP:AC> for Accounts Contact
APPM	Agent Master Phone	: Contact Type Code - e.g., <APPM:AC> for Accounts Contact
AWP	Agent Web Address	: Contact Type Code - e.g., <AWP:AC> for Accounts Contact
AWPM	Agent Master Web Address	: Contact Type Code - e.g., <AWPM:AC> for Accounts Contact
PEP	Passenger Email Address	: Contact Type Code - e.g., <PEP:HM> for Home Contact
PFP	Passenger Fax Number	: Contact Type Code - e.g., <PFP:BN> for Business Contact
PMP	Passenger Mobile Phone Number	: Contact Type Code - e.g., <PMP:HM> for Home Contact
PPP	Passenger Phone Number	: Contact Type Code - e.g., <PPP:HM> for Home Contact
PPCN	Passenger Contact Name	: Contact Type Code - e.g., <PPCN:HM> for Home Contact - If using the contact name field from the phone book the a Contact Type code must be defined.
PWP	Passenger Web Address	: Contact Type Code - e.g., <PWP:BN> for Business Contact
SEP	Supplier Email Address	: Contact Type Code - e.g., <SEP:AC> for Accounts Contact
SEPM	Supplier Master Email Address	: Contact Type Code - e.g., <SEPM:AC> for Accounts Contact
SFP	Supplier Fax Number	: Contact Type Code - e.g., <SFP:AC> for Accounts Contact
SFPM	Supplier Master Fax Number	: Contact Type Code - e.g., <SFPM:AC> for Accounts Contact
SMP	Supplier Mobile Phone	: Contact Type Code - e.g., <SMP:AC> for Accounts Contact
SMPM	Supplier Master Mobile Phone	: Contact Type Code - e.g., <SMPM:AC> for Accounts Contact

Code	Data Source	Parameters
SNP	Supplier Contact Name	: Contact Type Code - e.g., <SNP:AC> for Accounts Contact
SPP	Supplier Phone	: Contact Type Code - e.g., <SPP:AC> for Accounts Contact
SPPM	Supplier Master Phone	: Contact Type Code - e.g., <SPPM:AC> for Accounts Contact
SWP	Supplier Web Address	: Contact Type Code - e.g., <SWP:AC> for Accounts Contact
SWPM	Supplier Master Web Address	: Contact Type Code - e.g., <SWPM:AC> for Accounts Contact
VEP	Product Contact Email	
VFP	Product Contact Fax	
VMP	Product Contact Mobile	
VNP	Product Contact Name	
VPP	Product Contact Phone	
VWP	Product Contact Web	

Price Substitution Codes

The use of these codes at the header level will return pricing defined within the booking. Where as if these codes are used at the service level the pricing will be dependant on the configuration of the service.

Code	Data Source	Parameters
AGENT	Agent Amount	:TW - Twin :SG - Single :DB - Double :TR - Triple :QD - Quad :OT - Other :EX1 - EX5 - Extra 1 - 5 (Use individually) :AD - Adult :CH - Child :CS - Child Share :IN - Infant :AA - Additional Adult :PP - Per Person
ATAX	Agent Tax Amount	
COMM	Commission Amount	
COMPC	Commission Percentage	
COST	Cost Amount	:TW - Twin :SG - Single :DB - Double :TR - Triple :QD - Quad :OT - Other :EX1 - EX5 - Extra 1 - 5 (Use individually) :AD - Adult :CH - Child :CS - Child Share :IN - Infant :AA - Additional Adult :PP - Per Person
CTAX	Cost Tax Amount	
CUR	Currency Amount	:BC - Base Currency output. :SLC - Service Line Cost Currency output. :SLS - Service Line Sell Currency output
CURD	Currency Description	:BC - Base Currency output. :SLC - Service Line Cost Currency output. :SLS - Service Line Sell Currency output
CURS	Currency Sub-Code	:D - Sub-Code Currency Description
DEPOSITAMOUNT	Deposit Amount	:RT - Retail :AG - Agent
EXCH	Exchange Rate	:SLC - Service Line Cost Currency output. :SLS - Service Line Sell Currency output
FINALAMOUNT	Retail or Agent minus deposit amount	:RT - Retail :AG - Agent
INVOICED	Amount Invoiced for Booking	:B - Sum of all invoice transactions for the booking that are in this invoices currency. :I - Value only of the invoice being output :E - Value of all invoices for the booking in this invoices currency, except the receipt value (if any) of this invoice
MAR	Agent Markup Amount	
MARPC	Agent Markup Percentage	

Code	Data Source	Parameters
MUP	Markup Amount	
MUPPC	Markup Percentage	
RATEBUY	Service Line Database buy rate	:TW - Twin :SG - Single :DB - Double :TR - Triple :QD - Quad :OT - Other :EX1 - EX5 - Extra 1 - 5 (Use individually) :AD - Adult :CH - Child :CS - Child Share :IN - Infant :AA - Additional Adult :PP - Per Person :BKC - Output in Booking Currency
RATESELL	Service Line Database sell rate	:TW - Twin :SG - Single :DB - Double :TR - Triple :QD - Quad :OT - Other :EX1 - EX5 - Extra 1 - 5 (Use individually) :AD - Adult :CH - Child :CS - Child Share :IN - Infant :AA - Additional Adult :PP - Per Person :BKC - Output in Booking Currency
RECEIVED	Amount Received for Booking	:B - Sum of all receipt transactions for the booking that are in the invoice currency. :I - Sum of all receipt transactions for the invoice. :E - Sum of all receipt transactions for the booking that are in the invoice currency excluding this invoice receipts
RETAIL	Retail Amount	:TW - Twin :SG - Single :DB - Double :TR - Triple :QD - Quad :OT - Other :EX1 - EX5 - Extra 1 - 5 (Use individually) :AD - Adult :CH - Child :CS - Child Share :IN - Infant :AA - Additional Adult :PP - Per Person
RTAX	Retail Tax Amount	
SELL	Sell Amount	:TW - Twin :SG - Single :DB - Double :TR - Triple :QD - Quad :OT - Other :EX1 - EX5 - Extra 1 - 5 (Use individually) :AD - Adult :CH - Child :CS - Child Share :IN - Infant :AA - Additional Adult :PP - Per Person

Code	Data Source	Parameters
STAX	Sell Tax Amount	
TERMS	Payment Terms	
TOC	Tax On Commission	

Product Substitution Codes

Code	Data Source	Parameters
AML	Amenities List	
CLS	Class Code	
CLSD	Class Description	
CNTRY	Country Code	:CP - Show the value once for the code
CNTRYN	Country Name	:CP - Show the value once for the code
DBA1	Analysis Code 1	
DBA2	Analysis Code 2	
DBA3	Analysis Code 3	
DBA4	Analysis Code 4	
DBA5	Analysis Code 5	
DBA6	Analysis Code 6	
DBAD1	Analysis Description 1	
DBAD2	Analysis Description 2	
DBAD3	Analysis Description 3	
DBAD4	Analysis Description 4	
DBAD5	Analysis Description 5	
DBAD6	Analysis Description 6	
DES	Destination Code	:CP - Show the value once for the code
DESD	Destination Description	:CP - Show the value once for the code
FCU	First Charge Unit	:ND - No Description; :L - Local
INVTXT1	Invoice Text 1	
INVTXT2	Invoice Text 2	
INVTXT3	Invoice Text 3	
INVTXT4	Invoice Text 4	
LCL	Locality Code	:CP - Show the value once for the code
LCLD	Locality Description	:CP - Show the value once for the code :NT - No Translation
LOC	Location Code	:CP - Show the value once for the code
LOCD	Location Description	:CP - Show the value once for the code
OPTC	Product Comment	:CP - Show the value once for the code :NT - No Translation
OPTC2	Product Comment 2	:CP - Show the value once for the code :NT - No Translation
OPTD	Product Code	:CP - Show the value once for the code
OPTN	Product Description	:CP - Show the value once for the code :NT - No Translation
OPTN2	Product Description 2	:CP - Show the value once for the code :NT - No Translation
OPTSD	Option Short Code	:CP - Show the value once for the code
ORT	Option Rate Text	

Code	Data Source	Parameters
ORT2	Option Rate Text 2	
OST	Option Stay Type from Rate Name	
OST2	Option Stay Type 2	
SCU	Second Charge Unit	:ND - No Description; :L - Local
SRV	Service Code	:CP - Show the value once for the code
SRVD	Service Code Description	:CP - Show the value once for the code
VADD1	Voucher Supplier Address 1	:L - Local
VADD2	Voucher Supplier Address 2	:L - Local
VADD3	Voucher Supplier Address 3	:L - Local
VADD4	Voucher Supplier Address 4	:L - Local
VADD5	Voucher Supplier Address 5	:L - Local
VEP	Product Voucher Email	
VFP	Product Voucher Fax	
VMP	Product Voucher Mobile	
VNAME	Voucher Supplier Name	:L - Local
VNP	Product Voucher Name	
VPC	Voucher Supplier Address Post Code	:L - Local
VPP	Product Voucher Phone	
VT1	Voucher Text Line 1	
VT2	Voucher Text Line 2	
VT3	Voucher Text Line 3	
VT4	Voucher Text Line 4	
VT5	Voucher Text Line 5	
VT6	Voucher Text Line 6	
VT7	Voucher Text Line 7	
VT8	Voucher Text Line 8	
VT9	Voucher Text Line 9	
VT10	Voucher Text Line 10	
VT11	Voucher Text Line 11	
VT12	Voucher Text Line 12	
VT13	Voucher Text Line 13	
VT14	Voucher Text Line 14	
VT15	Voucher Text Line 15	
VT16	Voucher Text Line 16	
VT17	Voucher Text Line 17	
VT18	Voucher Text Line 18	

Code	Data Source	Parameters
VT19	Voucher Text Line 19	
VT20	Voucher Text Line 20	
VWP	Product Voucher Web Address	

Room Substitution Codes

Code	Data Source	Parameters	In Message Section
DB	Count of Double Rooms	:ND No Description	
DRV	Driver	:TW - Twin :DB - Double :SG - Single :TR - Triple :QD - Quad :OT - Other	
ESC	Escort	:TW - Twin :DB - Double :SG - Single :TR - Triple :QD - Quad :OT - Other	
GDE	Guide	:TW - Twin :DB - Double :SG - Single :TR - Triple :QD - Quad :OT - Other	
ITNAME	Itinerary Name		
KEY	Room Key		<<ROOMS>>
LISTNAME	Rooming List Name		<<LISTS>>
OT	Count of 'Other' Rooms	:ND No Description	
PAXROOMTOT	Total Pax/Rooms	Additional staff and children totals can be added to the pax/-rooms summary using :CH - Children :DR - Drivers :ES - Escorts :GD - Guides	
PEDG	Summary of Pax, Escorts, Drivers & Guides	:IN - Infant :CH - Children	
QD	Count of Quad Rooms	:ND No Description	
ROOMNAME	Room Type Description	Equivalent to <ROOMTYPE:D>	<<ROOMS>>
ROOMSEQ	Room Sequence		<<ROOMS>>

Code	Data Source	Parameters	In Message Section
ROOMTOT	Booking Room count	:FOCCOST - Number of Cost FOC Rooms :FOCSELL - Number of Sell FOC Rooms :-FOCCOST - Number of Booking rooms less Cost FOC Rooms :-FOCSELL - Number of Booking rooms less Sell FOC Rooms	
ROOMTYPE	Room Type - (e.g. TW)	:D Description - e.g. Twin	<<ROOMS>>
SG	Count of Single Rooms	:ND No Description	
TR	Count of Triple Rooms	:ND No Description	
TW	Count of Twin Rooms	:ND No Description	

Service Line Substitution Codes

Code	Data Source	Parameters
ASD	Assigned Driver Code	
ASDN	Assigned Driver Name	
ASEND	Assignment End Date/Time	
ASG	Assigned Guide Code	
ASGN	Assigned Guide Name	
ASID	Assignment ID	
ASN	Assignment Name	
ASS	Assignment Status	
ASSTART	Assignment Start Date/Time	
ASTYPE	Assignment Type	One of either Single Task, Independent Services or Hop On Hop Off
ASV	Assigned Vehicle Code	
ASVN	Assigned Vehicle Name	
CANCEL	Cancellation Period	:D - Days, :H - Hours, :DATE - Date :DH - Days and Hours
DATE	Service Date	:CP - Show the value once for the code
DAY	Service Day of Week	:L3 - Limit to 3 characters :CP - Show the value once for the code
DAYNO	Day Number	:CP - Show the value once for the code
DP	Service Line Drop-Off	
DPD	Drop-Off Date	
DPDAY	Drop-Off Day	:L3 - Limit display of day to three characters
DPT	Drop-Off Time	:12 - Output 12 Hour time - e.g., 10:35pm :24 - (or no parameter) will output 24 hour time - e.g. 22:35
EX	Extra Description	:1 - Product Extra 1 :2 - Product Extra 2 :3 - Product Extra 3 :4 - Product Extra 4 :5 - Product Extra 5 :A - Extra Details first & second charge units. :F - Extra Details first charge unit. :D - Extra Details :S - Extra Details second charge unit. :C - Output Extras Charge Basis - e.g., Per Person, Per Group, and Per Room etc. :L - Long Description :LOC - Local Description :ND - No Description - e.g., EX:1:S:ND = Extra 1 SCU with no description :NT - No Translation
IO	In/Out Date (Dates only)	:CP - Show the value once for the code
IOD	In/Out Dates, incl Day of Week	:CP - Show the value once for the code
ITNAME	Itinerary Name	(Included for Group Bookings)
PC	Price Code Used	

Code	Data Source	Parameters
PCD	Price Code Description	
PCMNAME	Package Name	:A - Alias
PEDG	Summary of Pax, Escorts, Drivers, Guides	:IN - Infants :CH - Children
PU	Service Line Pickup	
PUD	Pickup Date	:L3 - Limit display of day to three characters
PUT	Pickup Time	:12 - Output 12 Hour time - e.g., 10:35pm :24 - (or no parameter) will output 24 hour time - e.g. 22:35
QTY1	Quantity of First Charge Units	:C - Cost. :S - Sell (Default) :1 - Product Extra 1 :2 - Product Extra 2 :3 - Product Extra 3 :4 - Product Extra 4 :5 - Product Extra 5 :EX:1 - Extra 1 :EX:2 - Extra 2 :EX:3 - Extra 3 :EX:4 - Extra 4 :EX:5 - Extra 5 Parameter could read QTY1:C:EX:1 (Quantity of first charge unit Cost for extra 1)
QTY2	Quantity of Second Charge Units	:C - Cost. :S - Sell (Default) :FOC - Number of FOC SCUs :PAY - Number of Paid FOCs :1 - Product Extra 1 :2 - Product Extra 2 :3 - Product Extra 3 :4 - Product Extra 4 :5 - Product Extra 5 :EX:1 - Extra 1 :EX:2 - Extra 2 :EX:3 - Extra 3 :EX:4 - Extra 4 :EX:5 - Extra 5 Parameter could read QTY2:S:EX:1 (Quantity of second charge unit Sell for extra 1)
RM	Service Line Remarks	
RST	Rate Status	
RVT1	Rate Level Voucher Text Line 1	
RVT2	Rate Level Voucher Text Line 2	
RVT3	Rate Level Voucher Text Line 3	
RVT4	Rate Level Voucher Text Line 4	
RVT5	Rate Level Voucher Text Line 5	
RVT6	Rate Level Voucher Text Line 6	
RVT7	Rate Level Voucher Text Line 7	

Code	Data Source	Parameters
RVT8	Rate Level Voucher Text Line 8	
RVT9	Rate Level Voucher Text Line 9	
RVT10	Rate Level Voucher Text Line 10	
RVT11	Rate Level Voucher Text Line 10	
RVT12	Rate Level Voucher Text Line 10	
RVT13	Rate Level Voucher Text Line 10	
RVT14	Rate Level Voucher Text Line 10	
RVT15	Rate Level Voucher Text Line 10	
RVT16	Rate Level Voucher Text Line 10	
RVT17	Rate Level Voucher Text Line 10	
RVT18	Rate Level Voucher Text Line 10	
RVT19	Rate Level Voucher Text Line 10	
RVT20	Rate Level Voucher Text Line 10	
SEQ	Service Sequence	
ST	Service Status	
STD	Status Description	
SCF	Supplier Confirmation	
TOKEN	Token	<TOKEN:type:alternative text> (is currently limited to 'SupplierConfirmation')
VN	Voucher Number	:SEQ - Append sequence number to multiple same service vouchers - 12345/1 :NO - appends - 'Of nn e.e. 12345/1 of 4. Can be :SEQ:NO or :NO:SEQ
VS	Voucher Status	
VT1	Product Voucher Text Line 1	
VT2	Product Voucher Text Line 2	
VT3	Product Voucher Text Line 3	
VT4	Product Voucher Text Line 4	
VT5	Product Voucher Text Line 5	
VT6	Product Voucher Text Line 6	

Code	Data Source	Parameters
VT7	Product Voucher Text Line 7	
VT8	Product Voucher Text Line 8	
VT9	Product Voucher Text Line 9	
VT10	Product Voucher Text Line 10	
VT11	Product Voucher Text Line 11	
VT12	Product Voucher Text Line 12	
VT13	Product Voucher Text Line 13	
VT14	Product Voucher Text Line 14	
VT15	Product Voucher Text Line 15	
VT16	Product Voucher Text Line 16	
VT17	Product Voucher Text Line 17	
VT18	Product Voucher Text Line 18	
VT19	Product Voucher Text Line 19	
VT20	Product Voucher Text Line 20	

Supplier Substitution Codes

Code	Data Source	Parameters	In Message Section
SA1	Address 1	:CP - Show the value once for the code :L - Local :M - Mailing :NT - No Translation :P - Physical	
SA2	Address 2	:CP - Show the value once for the code :L - Local :M - Mailing :NT - No Translation :P - Physical	
SA3	Address 3	:CP - Show the value once for the code :L - Local :M - Mailing :NT - No Translation :P - Physical	
SA4	Address 4	:CP - Show the value once for the code :L - Local :M - Mailing :NT - No Translation :P - Physical	
SA5	Address 5	:CP - Show the value once for the code :L - Local :M - Mailing :NT - No Translation :P - Physical	
SAM1	Master Address 1	:P - Physical :M - Mailing :L - Local	
SAM2	Master Address 2	:P - Physical :M - Mailing :L - Local	
SAM3	Master Address 3	:P - Physical :M - Mailing :L - Local	
SAM4	Master Address 4	:P - Physical :M - Mailing :L - Local	

Code	Data Source	Parameters	In Message Section
SAM5	Master Address 5	:P - Physical :M - Mailing :L - Local	
SBA	Bank Account		
SBAN	Bank Account Name		
SBANL	Bank Account name Local		
SBAL	Bank Account Local		
SBK	Bank Name		
SBKL	Bank Name Local		
SBR	Bank Branch		
SBRL	Bank Branch Local		
SC	Code	:CP - Show the value once for the code	
SCM	Master Code		
SCREATEDBY	Created By		
SCREATEDDATE	Created Date		
SEDITEDBY	Edited By		
SEDITEDDATE	Edited Date		
SN	Name	:CP - Show the value once for the code :L - Local :M - Mailing :NT - No Translation :P - Physical	
SNM	Master Name	:P - Physical :M - Mailing :L - Local	
SPA1	Analysis Code 1		
SPA2	Analysis Code 2		
SPA3	Analysis Code 3		
SPA4	Analysis Code 4		
SPA5	Analysis Code 5		
SPA6	Analysis Code 6		
SPAD1	Analysis Description 1		
SPAD2	Analysis Description 2		
SPAD3	Analysis Description 3		
SPAD4	Analysis Description 4		
SPAD5	Analysis Description 5		
SPAD6	Analysis Description 6		

Code	Data Source	Parameters	In Message Section
SPC	Post Code	:L - Local :M - Mailing :P - Physical	
SPCM	Master Post Code	:P - Physical :M - Mailing :L - Local	
SUDT1	User Defined Text Field 1		
SUDT2	User Defined Text Field 2		
SUDT3	User Defined Text Field 3		
SUDT4	User Defined Text Field 4		
SUDT5	User Defined Text Field 5		
SUDT6	User Defined Text Field 6		
SUDT7	User Defined Text Field 7		
SUDT8	User Defined Text Field 8		
SUDT9	User Defined Text Field 9		
SUDT10	User Defined Text Field 10		
SUDT11	User Defined Text Field 11		
SUDT12	User Defined Text Field 12		
SUDT13	User Defined Text Field 13		
SUDT14	User Defined Text Field 14		
SUDT15	User Defined Text Field 15		
SUDT16	User Defined Text Field 16		
SUDT17	User Defined Text Field 17		
SUDT18	User Defined Text Field 18		
SUDT19	User Defined Text Field 19		
SUDT20	User Defined Text Field 20		
SUDTM1	Master User Defined Text 1		

Code	Data Source	Parameters	In Message Section
SUDTM2	Master User Defined Text 2		
SUDTM3	Master User Defined Text 3		
SUDTM4	Master User Defined Text 4		
SUDTM5	Master User Defined Text 5		
SUDTM6	Master User Defined Text 6		
SUDTM7	Master User Defined Text 7		
SUDTM8	Master User Defined Text 8		
SUDTM9	Master User Defined Text 9		
SUDTM10	Master User Defined Text 10		
SUDTM11	Master User Defined Text 11		
SUDTM12	Master User Defined Text 12		
SUDTM13	Master User Defined Text 13		
SUDTM14	Master User Defined Text 14		
SUDTM15	Master User Defined Text 15		
SUDTM16	Master User Defined Text 16		
SUDTM17	Master User Defined Text 17		
SUDTM18	Master User Defined Text 18		
SUDTM19	Master User Defined Text 19		
SUDTM20	Master User Defined Text 20		

Transaction Substitution Codes

Code	Data Source	Parameters	In Message Section
ACTION1	Remittance advice Action Message (line 1)		
ACTION2	Remittance advice Action Message (line 2)		
AR	Transaction Booking Agent Reference		
BATCHDUE	Batch Due		
BATCHENTDATE	Batch Entered		
BATCHREF	Batch Reference		
BATCHTOT	Batch Total	:BC - Base Currency	
BATCHTOTCOMM	Batch Total Commission	:BC - Base Currency	
BATCHTOTEXCLTAX	Batch Total minus Tax	:BC - Base Currency	
BATCHTOTMUP	Batch Total Markup	:BC - Base Currency	
BATCHTOTNETTAX	Batch Total Tax minus Commission	:BC - Base Currency	
BATCHTOTTAX	Batch Total Tax	:BC - Base Currency	
BATCHTOTTOC	Batch Total Tax on Commission	:BC - Base Currency	
BN	Transaction Booking Name		
BR	Transaction Booking Reference		
CW	Cheque Words	Prints transaction value as text	
CWD	Cheque Word Decimals		
CWH	Cheque Word Hundreds		
CWHT	Cheque Word Hundreds of Thousands		
CWM	Cheque Word Millions		
CWT	Cheque Word - Thousands		
CWTT	Cheque Word - Tens of Thousands		
CWTU	Cheque Word - Tens of Units		
CWU	Cheque Words - Units		

Code	Data Source	Parameters	In Message Section
DATE	Transaction Booking Line Service Date		
OPTN	Transaction Service Line Product Description	:NT - No Translation	
PAYLINK	Payment URL	Of the form <PAYLINK:-provider:alternative text:xxx> where xxx is the maximum length of the text of the link (i.e. it will be truncated)	
TD	Transaction Booking Travel Date		
TRNAC	Posting Account	:F - Full Account Number (BR/Dp/Acct) :FD - Full Account Description	
TRNADATE	Transaction Apply Date	:T - Output Travel Date (if there is one) else the Apply Date.	
TRNADCASHTYPEDESC	Payment / Receipt Type Description		
TRNCOMM	Transaction Commission Amount		<<LINES>>
TRNCRAC	Credit Posting Account	:F - Full Account Number (BR/Dp/Acct) :FD - Full Account Description	
TRNCRAMT	Credit Amount	:N - Show amount as a Negative	
TRNCRBR	Credit Account Branch		
TRNCRDP	Credit Account Department		
TRNCURR	Transaction Currency		
TRNDATE	Transaction Date		
TRNDESC1	Description Line 1		
TRNDESC2	Description Line 2		
TRNDRAC	Debit Posting Account	:F - Full Account Number (BR/Dp/Acct) :FD - Full Account Description	
TRNDRAMT	Debit Amount		
TRNDRBR	Debit Account Branch		
TRNDRDP	Debit Account Department		
TRNDUE	Payment Due Date		
TRNENTBY	Transaction Entered By		

Code	Data Source	Parameters	In Message Section
TRNEXT	Transaction Extended Price Amount		
TRNEXCLTAX	Amount Excluding Tax	:BC - Output in Base Currency.	<<LINES>>
TRNITEM	Booking or Transaction Reference		
TRNNETTAX	Tax amount with Commission Subtracted	:BC - Output in Base Currency.	<<LINES>>
TRNENTBY	Transaction Entered By		
TRNPRICE	Unit Price Amount		
TRNQTY1	Quantity of 1st Charge Units		
TRNQTY2	Quantity of 2nd Charge Units		
TRNREF	Reference		
TRNSC	Booking Service Line Supplier Code		
TRNSN	Booking Service Line Supplier Name		
TRNSUB	Sub-total Amount		
TRNTAX	Tax Amount.	:BC - Output in Base Currency.	<<LINES>>
TRNTOC	Tax on Commission Amount	:BC - Output in Base Currency.	<<LINES>>
TRNTOT	Total Amount	:BC - Output in Base Currency.	
TRNTOTCOMM	Total Commission Amount		<<ITEMTOTALS>>
TRNTOTEXCLTAX	Total Amount Excluding Tax	:BC - Output in Base Currency.	<<ITEMTOTALS>>
TRNTOTNETTAX	Total Amount with Commission Subtracted	:BC - Output in Base Currency.	<<ITEMTOTALS>>
TRNTOTTAX	Total Tax Amount.	:BC - Output in Base Currency.	<<ITEMTOTALS>>
TRNTOTTOC	Total Tax on Commission Amount	:BC - Output in Base Currency.	<<ITEMTOTALS>>
TRNTYPE	Transaction Header Type	:F - Full Transaction Type Name	
TRNWH	Transaction Withheld Amount		

User Substitution Codes

Code	Data	Parameters
SYSDATE	System Current Date	:DAY - Day of the week :TIME - Include time :T - Include current time :NS - Removes white spaces from sysdate output
UE	Users Email Address	
UF	Users Fax Number	
UFN	Users Full Name	
UM	Users Mobile Number	
UN	Users Name	
UP	Users Phone Number	
UPWD	Users Password	
UT	Users Title	
UW	Web Address	

Pax CRM Substitution Codes

The <<ENTRY>> Section code *must* have an entry code appended - e.g., <<ENTRY:LP>> (Loyalty Program).

Code	Data Source	Parameters	In Message Section	In Message Section
PFCODE	Code of current Profile Entry	:D - Code Description; :L - Code label	<<ENTRY:??>>	<<PROFILE>>
PFDETAIL	Detail of current Profile Entry		<<ENTRY:??>>	<<PROFILE>>
PFEDATE	Entered Date for current Profile Entry		<<ENTRY:??>>	<<PROFILE>>
PFEXDATE	Review/Expiry Date for current Profile Entry		<<ENTRY:??>>	<<PROFILE>>
PFTYPE	Profile Entry Type	:D - Code Description	<<ENTRY:??>>	<<PROFILE>>

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CHAPTER 5

Message Hints, Tips and Tricks

The messaging system may look complex, but it's not. One of the hardest parts is formulating and designing templates that suit. Once that has been achieved, formatting of templates will be relatively easy.

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Hints, Tips and Tricks

The following pages contain some hints and tips to assist in the template creation process.

Basic Tips & Hints

- » When designing a template, start by manually typing in Word what the finished document should look like, then work out what substitution codes need to be used and in which position.
- » If a series of substitution codes on one line (or cell) in the template wraps to the next line, don't worry! On output, the substituted values will not wrap. (Unless the length of the substituted text exceeds the line length).
- » It is easy to experiment with the setting up of messages and then outputting them to a document to view the results. Remember, that a message is a type of report based on the data which exists in the system, so no data corruption is going to arise through experimentation.
- » Substituted text will inherit the formatting of the substitution codes - i.e., if the code is in **bold** text, the substituted text will be in **bold** text.
- » Substitution codes can be entered in UPPER case or lower case.
- » It's easier to define a message template in Word with Codes turned on. This enables formatting codes such as carriage return/line feeds tabs etc. to be seen.
- » Messages can be created with more than one language code—i.e., the same message code is used, but with separate language codes. This means that (e.g.) an Itinerary Message could be set up in ENGLISH, SPANISH, ITALIAN, etc. The Itinerary messages available to send would show the message code and the correct language (provided the language code is assigned to the Agent) will be selected on message output.
- » When Itinerary messages (or any Messages using Itinerary or Note text) are created, there is no hard and fast rule as to where the text should be taken from. There are a number of places where this can be stored—as a Product Note category; a Product Supplier Note category; a Supplier Note or as Itinerary Text attached to a service. The critical issue is to make sure that the text repository is determined (in consultation with Tourplan Support if necessary) to ensure that the correct text is available for all services, and that re-entering of text in multiple locations is not required.
- » We suggest messaging templates are configured to include a 'section' per service type.

Images in Templates and Notes

Logos and images can be added to message templates and NX Notes at Supplier, Product, Agent etc level. It is important that they are added in a manner that will allow them to be converted into HTML which is the format that is seen when viewing in the NX editor.

Images in Word Templates

Word allows the insert of images via 2 techniques:

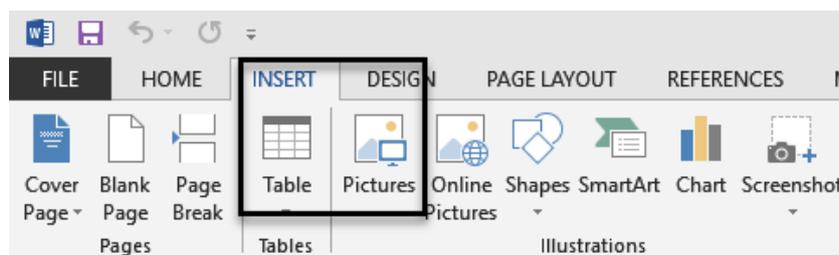
1. Via the Windows Clipboard

This is probably the common technique where a copy is taken of the image into the Windows clipboard and then from inside Word it is pasted into the template document.

When images are inserted in this manner they are represented in the Word document in a proprietary format that only Word can decode/manage. When these images are converted to HTML for display in NX then the content will be lost. They will be represented in a frame that is the correct size, but the image itself will not appear.

If the template is downloaded or a message is generated and downloaded then the images will still be in the document and will appear when opened in Word.

2. Via the Insert Picture Process



The second method of getting images into the document in Word is via Insert/Pictures where it is easy to navigate via a file dialogue to find the image on disk and select that to be inserted into the document. When this technique is used the image is encoded in such a way that it will appear in Word correctly and be able to be converted into a valid HTML structure for display in the NX editor.

This is the technique that should be used to get images into the message template.

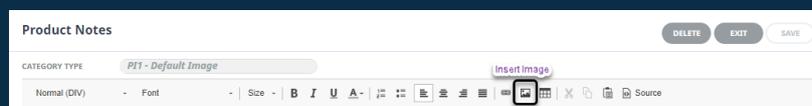
If there are templates that have been created with the first method they can be converted to the second method by:

- a. Downloading the template and opening it in Word
- b. Right clicking on each image and saving it as a file
- c. Deleting the image from the document
- d. Use the Insert/Picture method to insert the image file saved in step 2
- e. Save the document and upload it back into the message template



Images in NX Notes

A method similar to Word method 2) above allows images to be inserted into NX Notes via a Windows dialogue.



In the NX Note Editor, click on the Insert Image icon and a dialogue box will open allowing navigation to the image file to be inserted.

This is the only method to be used to put images into NX Notes.

Outputting Notes in Messages

 **Important Note:** For note information to display when generating messages there is a requirement for the Note Category to be configured to 'Include In Messaging'. For more information on this setting please see the [System Setup User Manual](#) - Messaging Chapter (Notes topic).

There can be some unexpected outcomes when Notes are included in messages.

Issue	Detail						
Notes don't append as expected	This can occur when the message format has defined multiple notes codes in a single cell. e.g.,						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Details</td> <td><NTS:(AB)> - <NTS:(CD)></td> </tr> <tr> <td colspan="2" style="text-align: center;">would substitute as</td> </tr> <tr> <td>Details</td> <td>Note Text (AB) - Note Text (CD)</td> </tr> </table>	Details	<NTS:(AB)> - <NTS:(CD)>	would substitute as		Details	Note Text (AB) - Note Text (CD)
	Details	<NTS:(AB)> - <NTS:(CD)>					
would substitute as							
Details	Note Text (AB) - Note Text (CD)						
The note detail displays, but the format and structure of the cell content is not what was expected and has additional padding and line spacing in it. See " Formatted v Unformatted Notes " below and " Notes Processing in Messaging " below							
Notes don't align with other cells	The message format could contain a row that has two cells in it - the first is a heading and the second a note code.						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Details</td> <td><NTS:AB></td> </tr> <tr> <td colspan="2" style="text-align: center;">and when the substitution is done, it looks similar to:</td> </tr> <tr> <td>Details</td> <td>Note content appears out of alignment</td> </tr> </table>	Details	<NTS:AB>	and when the substitution is done, it looks similar to:		Details	Note content appears out of alignment
	Details	<NTS:AB>					
and when the substitution is done, it looks similar to:							
Details	Note content appears out of alignment						
Again, it additional spacing around the content. See " Notes Processing in Messaging " below							
The Note Font is not what was expected	This is a bit of a contentious issue but the content of the note will attempt to retain the font definition of the note itself and not convert to the font of the message definition. The issue usually arises from notes entered in previous Tourplan versions that are in a font that does not translate to an equivalent font that is available/supported in NX						

Formatted v Unformatted Notes

NX supports 2 types of notes - Formatted and Unformatted (text based). Formatted notes entered directly in NX will be stored in HTML format and notes entered in previous Tourplan versions will be in RTF format until they are edited in NX at which point they will be converted to HTML format. The format that the note is to be treated as, is defined against the note category and when the note is read by the webservices it is converted to the correct format based on the setting of the note category, regardless of how it has been stored in the database.

Formatted notes are returned as a complete set of valid HTML including all paragraph and font formatting whilst text based notes have any font and formatting data stripped from them and are returned in plain text.

In the majority of the examples seen, the content of the note in question is relatively short, often single line, and not requiring all of the formatting and related function of a traditional note. They are more like the user defined text fields available at a booking header level or the voucher text fields that are on the service lines.

Notes Processing in Messaging

In Tourplan NX (as of version 1.1) Notes are being retrieved as plain text and are not going through the same logic as formatted notes when being inserted into the Word document that is the generated message. This means a couple of things:

- 1) They will not get paragraph markers before or after them
- 2) They will not contain any font or styling information and so will inherit the font/style of the substitution code itself

As a result message definitions that have layouts such as:

Details:	<NTS:AB> - <NTS:CD>	will now substitute as	Details:	Notes Text (AB) - Notes Text (CD)
-----------------	---------------------	------------------------	-----------------	--------------------------------------

Details:	<NTS:AB> - <NTS:XX>	will now substitute as	Details:	Note content is aligned correctly
-----------------	---------------------	------------------------	-----------------	-----------------------------------

Formatted Notes

In NX, notes with tables defined in them retain the table layout when inserted into the table cell of the <nts:xx> code. Formatted notes processing uses a different technique to process the note so that it can retain any formatting that the note has. To do this new table cells are generated in the table that can then host the content of the NTS record. Doing this forces the new cell to inherit default settings from Word. In many instances this includes padding around the content. NX has no control over this, and for multi-line formatted notes the outcome is usually acceptable.

For shorter notes it typically isn't and makes the alignment appear incorrect. In these cases the note template itself should be changed to unformatted.

Mathematics Operators

Basic mathematics operators can be used in messaging. The allowed operators are +, -, *, /.

- Maths operators must be inside [] characters
- Only numeric values will work
- Dates can be added and subtracted from by specifying the number of days to add/subtract as a parameter of the substitution code e.g. <td:14> or <td:-14>

An example of using a simple maths operator is:

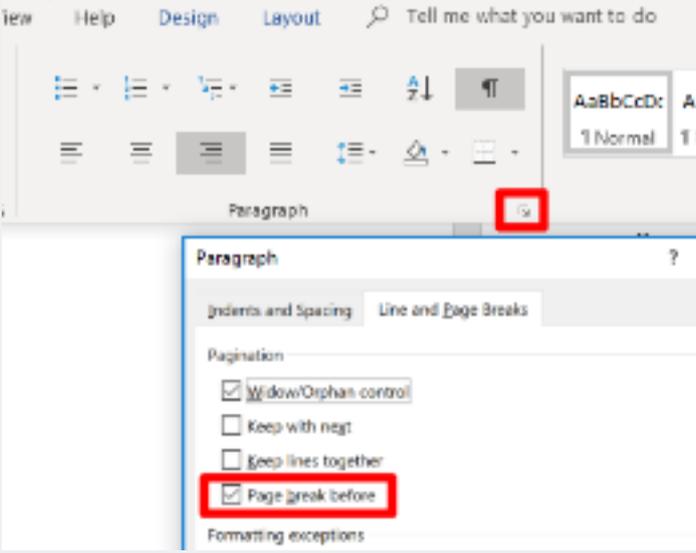
Transaction Nett Total [<TRNTOT>-<TRNTOTCOMM>]

The equation would generate the value of the transaction total minus the transaction total commission.

Technical Tips & Hints

Issue	Cause	Solution
<p>Blank Lines Around Notes When the note is substituted it has blank lines inserted when they're not expected or wanted.</p>	<p><NTS: code works best, like many code when in a cell of its own. The reason for this is that the way the HTML formatted NTS data has to be inserted into a cell that contains other data and it forces a paragraph marker.</p>	<p>Ensure the <NTS:XX> code is in a cell of its own so that there is no paragraph required. Also consider using plain text rather than formatted notes.</p>
<p>Additional Spacing In General The message has unexpected and/or unwanted spacing.</p>	<p>This is often actually not a problem but is in fact related to the styles attached to Word content.</p>	<p>The solution is to ensure that the styles are correct and not overridden within the document, especially the Normal style. A good way of dealing with this is to turn non-printing characters on which will show the spacing created by each paragraph marker. Also note the comment re fonts as an unknown font will cause the document to revert to a different style, often with additional spacing before and/or after a paragraph.</p>
<p>Remove Rows Cell content has been removed but the row is still there.</p>	<p>Incorrect usage of <RMS:ROW>. The intention of this is that it is at the start of the very first cell in the row. If it is not in that position then rows are not removed.</p>	<p>If it is placed there and all of the subsequent substitution codes in that row resolve to empty values then the entire row will be removed</p>
<p>Remove Cells Codes have been used to remove data when substitutions are empty but it doesn't work</p>	<p>The codes <RMS:BL> & <RME:BL> will delete cell content but not row content and so whilst they work as designed they may not give the expected or wanted result.</p>	<p>When designing the template consider what content needs to be deleted when substitutions are blank. The key difference between <RMS:BL> and <RMEL:BL> versus <RMS:ROW> is the former will empty cells but not change the table structure whereas the latter will change the table structure by actually deleting rows.</p>

Issue	Cause	Solution
<p>Font Compatibility The font used in the note or message isn't retained in the generated document</p>	<p>Not all fonts can be translated between HTML and Word. This is especially an issue for RTF notes in existing databases. Fonts are actually defined as font families which are related sets fonts that can be substituted amongst each other. The font families that NX supports are:</p> <ul style="list-style-type: none"> » Arial/Arial, Helvetica, sans-serif » Comic Sans MS/Comic Sans MS, cursive » Courier New/Courier New, Courier, monospace » Georgia/Georgia, serif » Lucida Sans Unicode/Lucida Sans Unicode, Lucida Grande, sans-serif » Tahoma/Tahoma, Geneva, sans-serif » Times New Roman/Times New Roman, Times, serif » Trebuchet MS/Trebuchet MS, Helvetica, sans-serif » Verdana/Verdana, Geneva, sans-serif 	<p>Change the source data to have a font matching one of the families that NX supports</p>
<p>Table Alignment The alignment and sizing of the cells in the generated document are not what was expected</p>	<p>Inconsistent layout, especially a variable number of cells per row. When these are generated into the destination document then Word can get the cell alignment 'wrong'. This is especially the case when the output is displayed in the HTML editor. (see HTML View Doesn't Look Right below)</p>	<p>Try to make the message template have a consistent number of cells per row throughout. This may require using empty cells rather than merging cells in some cases.</p>
<p>HTML View Doesn't Look Right When the generated document is viewed in NX, the format and alignment is not correct.</p>	<p>When the generated message is shown in the NX User Interface (UI) the view is the Word .DOCX formatted output after it has been converted to HTML. HTML does not have the same level of control, especially around alignment and sizing of tables. Typically this is not an issue for 'simple' document structures but can be for more complex ones.</p>	<p>Use the HTML view to check content, but for layout view the document in Word or PDF format as that is the true representation of the layout.</p>
<p>Tables in Notes When there is a table in a note and it is output on a message, the format is lost.</p>	<p>The issue here is that there is an HTML table in the note that is being inserted into a single cell of a table in the Word document. Technically there is no capability to split the cell into nn cells and even if that capability was available, chaos is still likely to reign with the overall column alignment and widths etc.</p>	<p>There isn't a specific solution. The best outcome would be to reformat the structure of the notes so they didn't need a table within the note record itself.</p>

Issue	Cause	Solution
<p>Section Tags Where is it valid to place section tags</p>	<p>Section tags are the codes that are placed in << >> delimiters. (See "Messaging Template Sections" on page 23). They indicate that there is repeating data to be injected into the document. Once generated, the section tags then need to be removed from the document but if they have been placed in a cell part way through a row the results are at best variable and at worst create an invalid .docx on output</p>	<p>Word doesn't deal well with deleting a cell and invariably results in a table that is a very odd shape from what would be expected. Trying to do the same when generating the message is similar and so these types of codes should always be in a row of their own.</p>
<p>Column Width from layout not maintained when saved to PDF</p>	<p>Columns set in the layout are maintained in HTML and .DOCX but not in .PDF.</p>	<p>If when the template is created, table properties are set to AutoFit/Fixed Column Width the width is likely to also be maintained when exported to PDF. To set Fixed Column Width in Word, click on the table in the template, and in the Table Tools/Layout tab/Cell Size group, click on AutoFit and select Fixed Column Width, then enter the required width into Width field to the right of the AutoFit button.</p>
<p>Outputting Data From XML Notes</p>	<p>In some systems, some fields in the XML notes had short codes so that either could be used: In NX only the full tag name is used e.g <XML:ESL:OptionDescription></p>	<p>Use the full tag name. This means that when any new ESL tags are added they can be used with changes to the messaging engine.</p>
<p>Spaces between text and substitution codes is lost</p>	<p>When a message substitution code and static text exist in the same cell the space between the two can be lost. For example <TW> Rooms can become 2 Rooms when substituted.</p>	<p>The cause of this is unknown but assumed to be related to the representation of the space in the Word document itself. The solution is to ensure that the substitution code is in a cell of its own and the static text is in a cell of its own so that the space is not relevant to the display.</p>
<p>Maintaining the integrity of the table</p>	<p>Using Ctrl+Enter within a table, will not only insert a page break but will also split the table into two separate tables at that row.</p>	<p>In the .docx, click the dialog launcher button in the Paragraph group on the Home tab. On the Line and Page Breaks tab, select "Page break before."</p> 
<p>Page Break</p>	<p>Text is running over the page and a page break is required.</p>	<p>Hard Coding a page break into the message template. Message templates allow a substitution code <PAGEBREAK>.</p>

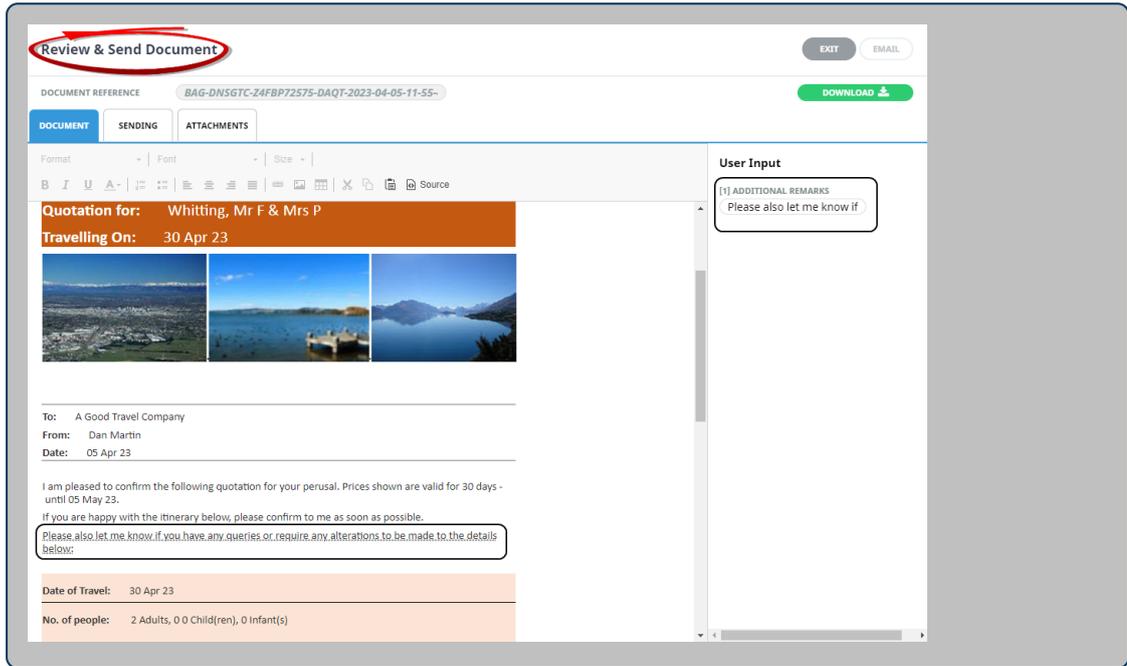
Issue	Cause	Solution
Sending Email via Outlook 365	<p>Outlook 365 will not allow bulk sending of Email's from the same 'connection' and if it detects this occurring it will issue an error:</p> <p>"Error 1026 - Error for operation SendMessages: System.Net.Mail.SmtpException: Syntax Error, command unrecognized. The server response was : 4.3.2 STOREDRV.ClientSubmit; sender thread limit exceeded"</p>	<p>In NX there is the ability to throttle the rate at which connections to the mail server are generated. This can be controlled through a setting in the config: MailConnectionsMax=1 In the messaging.config file in the config sub-directory of the messaging webservice.</p>

User Input Fields

User input fields are editable fields within a generated message that can be updated prior to a message being sent. The text edits are made within the Messaging UI removing the requirement to download, edit, and re-upload an amended message.

These fields can be used either as named input fields or in combination with message substitution codes allowing default values to be edited when necessary.

! Due to audit risk, some transactional substitution codes cannot be used. This functionality is best suited for Invoice Messages, Credit Notes, and Receipts as it allows the editing of message contents while ensuring that auditable transaction data remains unchanged.



NOTE: Booking Agent Messages, Booking Supplier Messages, Voucher Messages, Invoice Messages, Credit Notes and Receipts can be configured to use User Input Fields. The message template will need to be set to External editing in Code Setup

! User Input field editing does not update data within a booking - the edited text will only display on the generated message.

Configuring User Input Fields

Editable fields can be configured within a message template by using the following field codes.

Entering text in place of the example 'Label Text' will create a Labelled Field Name in the User Input list.

Field Code	Field Type
[UID:Label Text]	User input date or selection field described by the label text.
[UIS:Label Text]	User input string field described by the label text (max length 120 characters).
[UIT:Label Text]	User input text field described by described by the label text.
[UIN:Label Text]	User input numeric field described by described by the label text.

Field Code	Field Type
[UIV:Label Text]	User input data value field described by described by the label text and with 2 decimal places.

User Input Field Code Example

This example displays a message generated with User Input fields. When the message is generated a User Input window appears with a numbered list of fields to enter data.

User Input with Substitution Codes

Using field codes and message substitution codes together defaults a value which the user can change.

Field Code	Field Type
[UIx:Label Text:<SubCode>]	User Input field described by the 'Label Text' with a default value based on a Substitution Code.

NOTE: The following transaction substitution codes can not be used in combination with User Input field codes as this would present an audit risk:

- >> TRNEXT
- >> TRNPRICE
- >> TRNTOT
- >> TRNCOMM
- >> TRNTOTCOMM
- >> TRNCURR
- >> TRNEXCLTAX
- >> TRNTOTEXCLTAX
- >> TRNDRAMT
- >> TRNCRAMT
- >> TRNSUB
- >> TRNTAX
- >> TRNTOTTAX
- >> TRNTOC
- >> TRNTOTTOC

Language Translations

The Language Translations table allows text entries to be substituted in messages and text translated to a different language.



Only text and values which are being substituted are translated. Message body text is not scanned for translation - i.e., text that is hard coded into a message template is not translated. Only text generated using a message substitution code which has language translation text inserted as a language translation will translate on a generated message.

Foreign Language Substitution Example

Foreign Language Substitution Example. Only the values returned for the substitution codes (inside the <> brackets) will be translated. Any component of these values can also be translated. For example, if a Service Extra has been defined as "Cooked Breakfast" - and the extra description is being output in the message, then translations for the English words Cooked Breakfast can be set up in the Language Translation table and the system will translate on message output. If the sentence reads:

Your stay has been reserved at the <sn>, in <optn> category, for <qty2> <scu>. Extras Included - <ex:1> <ex:2> <ex:3> <ex:4> <ex:5> From <pud> to <dpd>

Cooked Breakfast	FR	Déjeuner cuit	Language
Cooked Breakfast	GE	Gekochtes Frühstück	Language
Cooked Breakfast	IT	Prima colazione cucinata	Language
Cooked Breakfast	SP	Desayuno cocinado	Language

When the message is output in a valid foreign language (valid being determined by a Language Code having been set up and the translations having been entered into the Foreign Language Translations table). The Cooked Breakfast is included in the service as Extra 1, and if a translation exists it will be translated. In this example, Cooked Breakfast has been entered into the Language Translation for French, German, Italian and Spanish so Cooked Breakfast would be substituted for the language translation text.

Hard Coded Example

If however the sentence read as follows:

Your stay has been reserved at the <sn>, in <optn> category, for <qty2> <scu> and includes Cooked Breakfast. From <pud> to <dpd>.

Then the words 'and includes Cooked Breakfast' would not be translated because they are in the body of text (hard coded into the message), and not output via a substitution code.

The translation of dates and portions of a date can also be performed. Depending on the user's local Windows settings and whether or not short or long date formats are being used, the alpha values in a date can be translated. This means that the following should be set up in the translation table to cover both long and short date eventualities:

- » Days of the week—long format: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday.
- » Days of the week—short format: Mon, Tue, Wed, Thu, Fri, Sat, Sun.
- » Months of the year—long format: January, February, March, April, May, June, July, August, September, October, November, December.
- » Months of the year—short format: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec.

Other fields which can have data that could be translated are:

- » Service First Charge Unit/Second Charge Unit descriptions - e.g. Room/Night; Person/Visit etc.
- » Service Class/Service Locality descriptions - e.g. 3 Star/Downtown etc.

- » Option Description - e.g., Run of House etc.
- » Extra Descriptions - e.g., American Breakfast, Porterage.
- » Room Type Descriptions - e.g., Single, Twin, Double, Triple, Quad, Other.
- » Pax Descriptions - e.g., Adult/Adults, Children, Infants.
- » Booking/Service Statuses - e.g., Confirmed, On Request, Off Allotment etc.

This is not an exhaustive list, but gives an idea of the types of translations that can be made.



Language translation entries in Code Setup are necessary to translate specific text from the Messaging Substitution Codes provided in the messaging templates. If you are not currently using message translations and are interested in a translation project, we encourage you to speak with your local Tourplan Support Office for assistance.

How can I output a message with a specific field not translating?

There are of course times where a language translation is not necessary, it may be that a specific supplier requires the product description in one language, and you may want the itinerary to the client to be in a different language. Perhaps a Suppliers Name needs to remain un-translated.

The messaging parameter :NT can be used to Not Translate a particular field.

For example:

- » <SN:NT> - Supplier (No Translate)
- » <OPTN:NT> - Product Description (No Translate)

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