



TravCom CS

ASCII Import Specifications

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Contents

- Introduction..... 1**
 - Overview..... 1
 - File Format..... 1
 - Duplicate Records..... 1
 - Errors in the Data..... 1
 - Mandatory Fields and Default Values 1
- ASCII File Formats..... 2**
 - Clients – (C)..... 2
 - Passengers – (P) 4
 - Vendors – (V) 6
 - Agents – (A)..... 7
 - Agent Commission by Product Code – (AC) 8
 - Invoices – (I)..... 9
 - Invoice Details – (D)..... 10
 - Invoice Free Fields – (F)..... 13
 - Ticket Segments – (S)..... 14
 - A/P Invoices – (AP)..... 15
 - G/L Accounts – (GL)..... 16

Introduction

Overview

The TravCom CS ASCII Import Specifications are designed to allow users to import basic profile information into the TravCom CS database. The information can be imported from a standard ASCII text file that follows the structure of these specifications. The text file can be created or modified in any word processing application, such as Wordpad, Notepad, or Microsoft Word, or it can be created in a spreadsheet application such as Microsoft Excel in which the format should be saved as text. The data from a properly formatted file will be imported into the proper TravCom CS tables.

File Format

The basic file format is a standard ASCII text file in which each “field” is separated by a TAB character. Each “row” is separated by a carriage return-line feed pair. When entering records in a word processing program the standard *ENTER* key produces this carriage return-line feed pair and begins a new “row”.

Duplicate Records

Each TravCom CS table contains a unique key, such as the Profile Number, in which duplicates of this key are not allowed. If a record is being imported in which the unique key already exists then the user will be alerted and can decide if the record should be ignored or the current information in the table should be updated with the new information being imported. If the information is being replaced then the original information will be overwritten and cannot be recovered, other than by restoring a backup.

Errors in the Data

It is important that the file to import is in the correct format before importing. If an error in the format of the imported data is identified then a message will be displayed and the file will not be imported. However, if there are errors in the data in which the program cannot identify, such as the city and state fields are reversed, then the program will continue to import this data without an error message but the data will appear within the wrong fields in TravCom CS.

Mandatory Fields and Default Values

Most fields are not mandatory and may be left blank in the import file. Mandatory fields are shown in **BOLD FACE** type and must be entered. Otherwise the record will be ignored. If a field is left blank it is still necessary to have the proper TAB delimiters before and after the blank field in order to maintain the proper structure of the file. For those fields that are left blank that have a default value the default value will be shown in the Definition column for the field.

ASCII File Formats

Clients – (C)

Field	Type	Length	Description
Format Type	A	1	Must be C
Client Number	A/N	10	10 character client number. First position must be numeric. If this field is left blank then the import will assign the next available number automatically.
Interface Code	A/N	50	
Client Type	A	1	L=Leisure, C=Corporate, G=Government, R=Group Default=L
Prefix	A/N	20	Prefix for client (ex. Mr., Mrs., Mr. & Mrs., Dr., etc...)
Full Name	A/N	50	Full name for leisure, or company or group name
First Name	A/N	50	First name for leisure, or sort name for company or group
Last Name	A/N	50	Last name for leisure, or sort name for company or group
Salutation	A/N	50	Formal name for contact (ex. Mr. John Smith)
Home Phone	A/N	100	
Business Phone	A/N	100	
Mobile Phone	A/N	100	
Fax	A/N	100	
Email	A/N	100	
Website	A/N	100	
Address Type 1	A/N	20	Address Type 1 must always be PRIMARY
Street Address 1 Line 1	A/N	100	
Street Address 1 Line 2	A/N	100	
City 1	A/N	50	
State 1	A/N	50	
Postal Code 1	A/N	50	
Country 1	A/N	50	
Address Type 2	A/N	20	Type of address (ex. WORK, VACATION, BILLING)
Street Address 2 Line 1	A/N	100	
Street Address 2 Line 2	A/N	100	
City 2	A/N	50	
State 2	A/N	50	
Postal Code 2	A/N	50	
Country 2	A/N	50	
Address Type 3	A/N	20	Type of address (ex. WORK, VACATION, BILLING)
Street Address 3 Line 1	A/N	100	
Street Address 3 Line 2	A/N	100	
City 3	A/N	50	
State 3	A/N	50	
Postal Code 3	A/N	50	

Country 3	A/N	50	
Address Type 4	A/N	20	Type of address (ex. WORK, VACATION, BILLING)
Street Address 4 Line 1	A/N	100	
Street Address 4 Line 2	A/N	100	
City 4	A/N	50	
State 4	A/N	50	
Postal Code 4	A/N	50	
Country 4	A/N	50	
Default Division	A/N	4	
Exception Code Group	A/N	1	
Statement Group	A/N	1	
Agent Number	A/N	6	Default agent number for this client
Agent Comm %	N		Commission agent gets for this client, leave blank for default on agent profile
OS Agent Number 1	A/N	6	Default OS agent number for this client
OS Agent 1 Comm %	N		Commission agent gets for this client, leave blank for default on agent profile
OS Agent Number 2	A/N	6	Default OS agent number for this client
OS Agent 2 Comm %	N		Commission agent gets for this client, leave blank for default on agent profile
Apply Late Fees	A/N	1	Y/N – Default N
Allow Credit	A/N	1	Y/N – Default N
Credit Limit	N		Default 0
Credit Days	N		Default 0
Tax ID 1	A/N	30	
Tax ID 2	A/N	30	
Branch Access	A/N	50	List of branches to which the client belongs, branch numbers separated by commas (i.e. 1,2,3 for access to branches 1, 2, and 3). Leave blank as default for access to all branches.

Passengers – (P)

Field	Type	Length	Description
Format Type	A	1	Must be P
Client Number	A/N	10	10 character client number. First position must be numeric. The client number links the passenger to the main client profile. If this field is left blank then the passenger will be assigned to the last client imported.
Relationship	A/N	50	The relationship of the passenger to the main client.
Prefix	A/N	20	Prefix of the passenger (ex. Mr., Mrs., Mr. & Mrs., Dr., etc...)
Full Name	A/N	50	Full name of the passenger
First Name	A/N	50	First name of the passenger
Last Name	A/N	50	Last name of the passenger
Salutation	A/N	50	Formal name for contact (ex. Mr. John Smith)
Home Phone	A/N	100	
Business Phone	A/N	100	
Mobile Phone	A/N	100	
Fax	A/N	100	
Email	A/N	100	
Website	A/N	100	
Address Type 1	A/N	20	Address Type 1 must always be PRIMARY
Street Address 1 Line 1	A/N	100	
Street Address 1 Line 2	A/N	100	
City 1	A/N	50	
State 1	A/N	50	
Postal Code 1	A/N	50	
Country 1	A/N	50	
Address Type 2	A/N	20	Type of address (ex. WORK, VACATION, BILLING)
Street Address 2 Line 1	A/N	100	
Street Address 2 Line 2	A/N	100	
City 2	A/N	50	
State 2	A/N	50	
Postal Code 2	A/N	50	
Country 2	A/N	50	
Address Type 3	A/N	20	Type of address (ex. WORK, VACATION, BILLING)
Street Address 3 Line 1	A/N	100	
Street Address 3 Line 2	A/N	100	
City 3	A/N	50	
State 3	A/N	50	
Postal Code 3	A/N	50	
Country 3	A/N	50	
Address Type 4	A/N	20	Type of address (ex. WORK, VACATION, BILLING)
Street Address 4 Line 1	A/N	100	
Street Address 4 Line 2	A/N	100	

City 4	A/N	50	
State 4	A/N	50	
Postal Code 4	A/N	50	
Country 4	A/N	50	
Birthdate	D	10	Format mm/dd/yyyy
Anniversary Date	D	10	Format mm/dd/yyyy

Vendors – (V)

Field	Type	Length	Description
Format Type	A	1	Must be V
Vendor Number	A/N	8	8 character vendor number. First position must be numeric. If this field is left blank then the import will assign the next available number automatically.
Interface Code	A/N	50	
Vendor Type	A	1	A=Air, C=Car, H=Hotel, T=Tour, S=Cruise, R=Rail, I=Insurance, O=Other Default=O
Vendor Name	A/N	100	
Sort Name	A/N	100	Used for searching and sorting by the vendor. Default=Vendor Name
Contact Name	A/N	100	
Home Phone	A/N	100	
Business Phone	A/N	100	
Mobile Phone	A/N	100	
Fax	A/N	100	
Email	A/N	100	
Website	A/N	100	
Street Address Line 1	A/N	100	
Street Address Line 2	A/N	100	
City	A/N	50	
State	A/N	50	
Postal Code	A/N	50	
Country	A/N	50	
Chain Codes	A/N	20	Hotel/Car Rental chain code. If multiple chain codes exist for the vendor then separate the chain codes with a / character (ex. CY/MC/FN/RC)
Default Commission	N		Default commission percentage for the vendor. Default=0%
Default Product Code	N		Default product code Default=0
Default Expense Account	A/N	10	Default expense account
Tax ID 1	A/N	30	
Tax ID 2	A/N	30	
Branch Access	A/N	50	List of branches to which the vendor belongs, branch numbers separated by commas (i.e. 1,2,3 for access to branches 1, 2, and 3). Leave blank as default for access to all branches.

Agents – (A)

Field	Type	Length	Description
Format Type	A	1	Must be A
Agent Number	A/N	6	6 character agent number. First position must be numeric. If this field is left blank then the import will assign the next available number automatically.
Agent Code	A/N	50	The two character agent code or sine assigned by the reservation system.
Agent Type	A	1	I=Inside Agent, O=Outside Agent Default=I
Full Name	A/N	50	Full name of the agent
First Name	A/N	50	First name of the agent
Last Name	A/N	50	Last name of the agent
Salutation	A/N	50	Formal name for agent (ex. Mr. John Smith)
Home Phone	A/N	100	
Business Phone	A/N	100	
Mobile Phone	A/N	100	
Fax	A/N	100	
Email	A/N	100	
Website	A/N	100	
Street Address Line 1	A/N	100	
Street Address Line 2	A/N	100	
City	A/N	50	
State	A/N	50	
Postal Code	A/N	50	
Country	A/N	50	
Tax ID	A/N	30	Social security number or tax ID
Default Division	A	4	Default division for agent sales
Default Commission	N		Default commission percentage for the agent. Default=0%
Branch Access	A/N	50	List of branches to which the agent belongs, branch numbers separated by commas (i.e. 1,2,3 for access to branches 1, 2, and 3). Leave blank as default for access to all branches.

Agent Commission by Product Code – (AC)

Field	Type	Length	Description
Format Type	A	2	Must be AC
Agent Number	A/N	6	6 character agent number. First position must be numeric.
Product Code	N	2	The product code for which the commission applies
Commission Percent or Commission Amount	A/N		Commission percent as “50%” or Commission amount as “10.00”
Commission Type	N	1	0=Agent’s take, 1=Agency’s take, Default=Agent’s take

Invoices – (I)

Field	Type	Length	Description
Format Type	A	1	Must be I
Link Code	N	15	Used to link records from other record types
Invoice Number	A	8	
Invoice Date	D	10	Format mm/dd/yyyy
Booking Date	D	10	Format mm/dd/yyyy
A/R Due Date	D	10	Format mm/dd/yyyy
Client Number	A	10	
Client Name	A	50	
Client Department	A	10	
Division	A	4	
Record Locator	A	15	
IATA Number/PCC	A	8	
Branch Number	N	3	
Invoice Currency	A	3	
Invoice Amount	M		
Open Amount	M		
Booking Agent Number/Code	A	6	
Ticketing Agent Number/Code	A	6	
Outside Agent 1 Number/Code	A	6	
Outside Agent 2 Number/Code	A	6	
Invoice Remarks	T		
Private Remarks	T		
Invoice Description	A	50	
Invoice Group	A	50	
Exchange Rate	N		

Invoice Details – (D)

Field	Type	Length	Description
Format Type	A	1	Must be D
Link Code	N	15	Used to link records from other record types
Product Type	N	1	A=Air, H=Hotel, C=Car, S=Cruise, T=Tour, R=Rail, I=Insurance, F=Service Fees, O=Other
Product Code	N	2	
VAT Rate Code	A	2	
Sale Type	A	1	S=Sale, R=Refund, V=Void
Submit To	A	1	A=ARC, V=Vendor, C=Commission Tracking/Voucher
Issue Date	D	10	Format mm/dd/yyyy
Passenger Name	A	50	
Validating Carrier	A	3	
Ticket/Confirmation No.	A	20	
No. of Tickets	N	2	
Currency Code	A	3	
Published Fare	M		
Selling Fare	M		
Tax 1	M		
Tax 2	M		
Tax 3 / VAT	M		
PST	M		
Penalty	M		
Commission	M		
VAT on Commission	M		
PST on Commission	M		
Commission on Penalty	M		
Booking Agent Commission	M		
Ticketing Agent Commission	M		
OS Agent 1 Commission	M		

OS Agent 2 Commission	M		
Full Fare	M		
Low Fare	M		
Exception Code	A	2	
Vendor Number	A	8	
Vendor Name	A	50	
Vendor Address	A	255	
Vendor City	A	50	
Vendor State	A	50	
Vendor Postal Code	A	10	
Vendor Country	A	50	
Vendor Phone No.	A	20	
Vendor Fax No.	A	20	
Vendor Chain Code	A	2	
Vendor A/P Due Date	D	10	
Travel Date	D	10	Format mm/dd/yyyy
Return Date	D	10	Format mm/dd/yyyy
Hotel/Car Rental Rate	M		
Hotel/Car Rate Type	A	1	D=Daily, W=Weekly, M=Monthly
No. Passengers	N	3	
No. Cars/Rooms	N	3	
Hotel/Car Rental Type	A	4	
Hotel/Car Rental Status	A	1	O=Open, P=Paid, X=Cancellation, S=No Show, C=Non-commissionable
City Code	A	4	
E-Ticket Indicator	A	1	E=E-Ticket, BLANK=Normal Ticket
Exchange Indicator	A	1	X=Exchange, BLANK=Normal
Original Invoice	A	8	
Original Ticket	A	10	
GSA Number	A	20	
Purchase Order	A	20	

Routing Code	A	2	
Tour Code	A	20	
Group Code	A	20	
Transaction Code	A	20	
Form of Payment	A	2	CA=Cash, CC=Credit Card, CX=In House Charge, AT=ATM
Credit Card/Check Number	A	30	
Expiration Date	A	6	Format mm/yyyy
Amount Paid	M		
CC Adjustment Vendor	A	8	
CC Adjustment Credit Card Number	A	30	

Invoice Free Fields – (F)

Field	Type	Length	Description
Format Type	A	1	Must be F
Link Code	N	15	Used to link records from other record types
Ticket Number	A	10	
Free Field Number	N	3	
Value	A	500	

Ticket Segments – (S)

Field	Type	Length	Description
Format Type	A	1	Must be S
Link Code	N	15	Used to link records from other record types
Ticket Number	A	10	
Departure City Code	A	3	
Arrival City Code	A	3	
Departure Date	D	10	Format mm/dd/yyyy
Departure Time	A	5	Format hh:mm
Arrival Date	D	10	Format mm/dd/yyyy
Arrival Time	A	5	Format hh:mm
Airline Flown	A	3	
Flight Number	A	5	
Class Of Service	A	2	
Connection Indicator	A	1	X=Connection, O=Stopover
Domestic/International	A	1	D-Domestic, I=International
Fare Basis	A	15	
Segment Fare	M		
Segment Mileage	N		

A/P Invoices – (AP)

Field	Type	Length	Description
Format Type	A	2	Must be AP
Invoice Number	A	15	
Invoice Date	D	10	Format mm/dd/yyyy
A/P Due Date	D	10	Format mm/dd/yyyy
Vendor or Agent	A	1	Vendor=V, Agent=A Default=V
Vendor/Agent Number	A	10	
Vendor/Agent Name	A	50	
Description	A	50	
Branch Number	N	3	
Invoice Currency	A	3	
Invoice Amount	M		
Open Amount	M		
Invoice Remarks	T		
Exchange Rate	N		
VAT Rate Code	A	2	
VAT Amount	M		
PST Amount	M		

G/L Accounts – (GL)

Field	Type	Length	Description
Format Type	A	2	Must be GL
Account Number	N	10	G/L Account Number Note: Value of “CLEAR” will cause the existing G/L Chart of Accounts to be cleared/deleted.
Account Name	A	50	Name of the G/L account
Account Type	A	1	“A” or “Asset” “L” or “Liability” “C” or “Capital” “I” or “Income” “E” or “Expense” “FI” or “Format: First Income/Expense” “NI” or “Format: Net Income Account” “H” or “Format: Heading” “CH” or “Format: Centered Heading” “NP” or “Format: New Page” “T1” or “Total: Level 1” “T2” or “Total: Level 2” “T3” or “Total: Level 3” “T4” or “Total: Level 4” “T5” or “Total: Level 5” “C1” or “Clear Total: Level 1” “C2” or “Clear Total: Level 2” “C3” or “Clear Total: Level 3” “C4” or “Clear Total: Level 4” “C5” or “Clear Total: Level 5”
Statement Type	A	2	FS = Financial Statement, BS = Balance Sheet
Print on Summary	A	1	Y = Yes, N = No
Print in Column	N	1	1, 2, or 3