



# **TravCom CS**

## **ASCII Import Specifications**

Version 10.33.1  
October, 2020

© 2020, Travel Computer Systems. All rights reserved.  
This documentation is the confidential and proprietary intellectual property of Travel Computer Systems. Any unauthorized use, reproduction, preparation of derivative works, performance, or display of this document, or software represented by this document, without the express written permission of Travel Computer Systems is strictly prohibited.

# Contents

|   |          |
|---|----------|
| <b>Introduction.....</b>                  | <b>1</b> |
| Overview.....                             | 1        |
| File Format.....                          | 1        |
| Duplicate Records.....                    | 1        |
| Errors in the Data.....                   | 1        |
| Mandatory Fields and Default Values ..... | 1        |
| <b>ASCII File Formats.....</b>            | <b>2</b> |
| Clients – (C).....                        | 2        |
| Passengers – (P) .....                    | 4        |
| Vendors – (V) .....                       | 6        |
| Agents – (A).....                         | 7        |
| Invoices – (I).....                       | 8        |
| Invoice Details – (D).....                | 9        |
| Invoice Free Fields – (F).....            | 12       |
| Ticket Segments – (S).....                | 13       |
| A/P Invoices – (AP).....                  | 14       |

# 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  |
|-------------------------|------|--------|--|
| <b>Format Type</b>      | A    | 1      | Must be C  |
| <b>Client Number</b>    | 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<br>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  |
|-------------------------|------|--------|--|
| <b>Format Type</b>      | A    | 1      | Must be P  |
| <b>Client Number</b>    | 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  |
|-------------------------|------|--------|--|
| <b>Format Type</b>      | A    | 1      | Must be V  |
| <b>Vendor Number</b>    | 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<br>Default=O   |
| Vendor Name             | A/N  | 100    |  |
| Sort Name               | A/N  | 100    | Used for searching and sorting by the vendor.<br>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.<br>Default=0%  |
| Default Product Code    | N    |        | Default product code<br>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   |
|-----------------------|------|--------|---|
| <b>Format Type</b>    | A    | 1      | Must be A   |
| <b>Agent Number</b>   | 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<br>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.<br>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. |

## ***Invoices – (I)***

| Field                       | Type | Length | Description                                  |
|-----------------------------|------|--------|--|
| <b>Format Type</b>          | A    | 1      | Must be I                                    |
| Link Code                   | N    | 15     | Used to link records from other record types |
| <b>Invoice Number</b>       | A    | 8      |  |
| <b>Invoice Date</b>         | D    | 10     | Format mm/dd/yyyy                            |
| Booking Date                | D    | 10     | Format mm/dd/yyyy                            |
| A/R Due Date                | D    | 10     | Format mm/dd/yyyy                            |
| <b>Client Number</b>        | A    | 10     |  |
| Client Name                 | A    | 50     |  |
| Client Department           | A    | 10     |  |
| Division                    | A    | 4      |  |
| Record Locator              | A    | 15     |  |
| <b>IATA Number/PCC</b>      | A    | 8      |  |
| <b>Branch Number</b>        | 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     |  |

## Invoice Details – (D)

| Field                      | Type | Length | Description   |
|----------------------------|------|--------|---|
| <b>Format Type</b>         | A    | 1      | Must be D   |
| Link Code                  | N    | 15     | Used to link records from other record types  |
| <b>Product Type</b>        | 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      |   |
| <b>Sale Type</b>           | A    | 1      | S=Sale, R=Refund, V=Void  |
| <b>Submit To</b>           | 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                                  |
|--------------------------|------|--------|--|
| <b>Format Type</b>       | A    | 1      | Must be F                                    |
| Link Code                | N    | 15     | Used to link records from other record types |
| Ticket Number            | A    | 10     |  |
| <b>Free Field Number</b> | N    | 3      |  |
| <b>Value</b>             | A    | 500    |  |

### **Ticket Segments – (S)**

| Field                      | Type | Length | Description                                  |
|----------------------------|------|--------|--|
| <b>Format Type</b>         | A    | 1      | Must be S                                    |
| Link Code                  | N    | 15     | Used to link records from other record types |
| Ticket Number              | A    | 10     |  |
| <b>Departure City Code</b> | A    | 3      |  |
| <b>Arrival City Code</b>   | 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                    |
|----------------------------|------|--------|--------------------------------|
| <b>Format Type</b>         | A    | 2      | Must be AP                     |
| <b>Invoice Number</b>      | A    | 15     |                                |
| <b>Invoice Date</b>        | D    | 10     | Format mm/dd/yyyy              |
| A/P Due Date               | D    | 10     | Format mm/dd/yyyy              |
| <b>Vendor or Agent</b>     | A    | 1      | Vendor=V, Agent=A<br>Default=V |
| <b>Vendor/Agent Number</b> | A    | 10     |                                |
| Vendor/Agent Name          | A    | 50     |                                |
| Description                | A    | 50     |                                |
| <b>Branch Number</b>       | N    | 3      |                                |
| Invoice Currency           | A    | 3      |                                |
| Invoice Amount             | M    |        |                                |
| Open Amount                | M    |        |                                |
| Invoice Remarks            | T    |        |                                |