

TravelWise.NET

Documentation

JRP

Japan Rail Pass Booking Workflow

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## ABOUT

Travelwise.net supports JRP booking workflow at the following steps:

JRP Rates Loading -> Booking -> Offer Issue -> Printing JRP Exchange Order (Voucher) -> Invoicing -> Reporting to JTB  
(<http://www.jtbuk.com>)

This document describes each step features.

General information about Japan Rail Pass:

[http://en.wikipedia.org/wiki/Japan\\_Rail\\_Pass](http://en.wikipedia.org/wiki/Japan_Rail_Pass)

<http://www.japantravel.co.uk>

<http://www.japanrailpass.net/eng/en001.html>

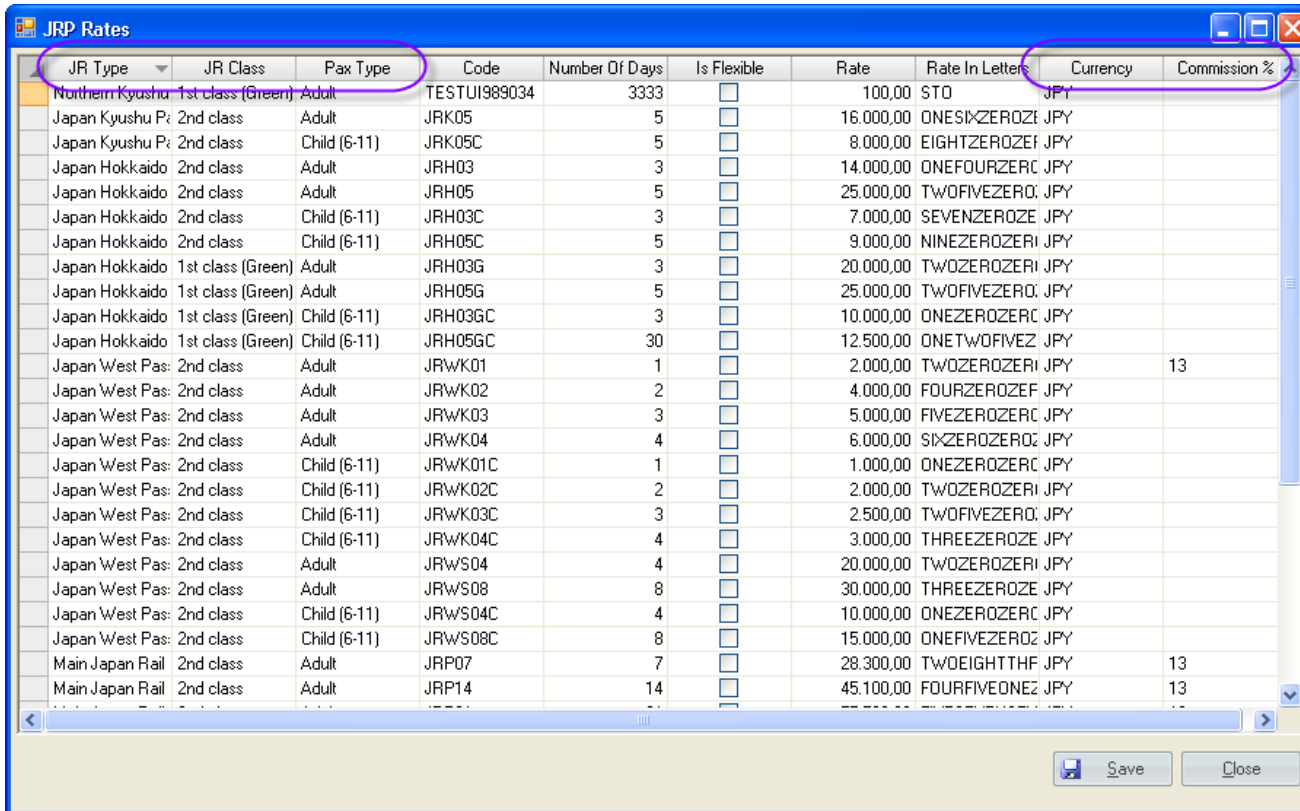
<http://www2.jrhokkaido.co.jp/global/english/railpass/rail.html>

# RATES LOADING

**Navigation:** Master Entry -> Edit JRP Rates...

## Important

JRP rates are shared among JTB offices! Editing data in one office affects the others. Use the form to load and edit rates.



JR Type	JR Class	Pax Type	Code	Number Of Days	Is Flexible	Rate	Rate In Letters	Currency	Commission %
Northern Kyushu	1st class (Green)	Adult	TESTUI989034	3333	<input type="checkbox"/>	100,00	STO	JPY	
Japan Kyushu Pa	2nd class	Adult	JRK05	5	<input type="checkbox"/>	16.000,00	ONESIXZEROZE	JPY	
Japan Kyushu Pa	2nd class	Child (6-11)	JRK05C	5	<input type="checkbox"/>	8.000,00	EIGHTZEROZE	JPY	
Japan Hokkaido	2nd class	Adult	JRH03	3	<input type="checkbox"/>	14.000,00	ONEFOURZEROC	JPY	
Japan Hokkaido	2nd class	Adult	JRH05	5	<input type="checkbox"/>	25.000,00	TWOFIVEZERO	JPY	
Japan Hokkaido	2nd class	Child (6-11)	JRH03C	3	<input type="checkbox"/>	7.000,00	SEVENZEROZE	JPY	
Japan Hokkaido	2nd class	Child (6-11)	JRH05C	5	<input type="checkbox"/>	9.000,00	NINEZEROZERI	JPY	
Japan Hokkaido	1st class (Green)	Adult	JRH03G	3	<input type="checkbox"/>	20.000,00	TWOZEROZERI	JPY	
Japan Hokkaido	1st class (Green)	Adult	JRH05G	5	<input type="checkbox"/>	25.000,00	TWOFIVEZERO	JPY	
Japan Hokkaido	1st class (Green)	Child (6-11)	JRH03GC	3	<input type="checkbox"/>	10.000,00	ONEZEROZEROC	JPY	
Japan Hokkaido	1st class (Green)	Child (6-11)	JRH05GC	30	<input type="checkbox"/>	12.500,00	ONETWOFIVEZ	JPY	
Japan West Pas	2nd class	Adult	JRWK01	1	<input type="checkbox"/>	2.000,00	TWOZEROZERI	JPY	13
Japan West Pas	2nd class	Adult	JRWK02	2	<input type="checkbox"/>	4.000,00	FOURZEROZE	JPY	
Japan West Pas	2nd class	Adult	JRWK03	3	<input type="checkbox"/>	5.000,00	FIVEZEROZEROC	JPY	
Japan West Pas	2nd class	Adult	JRWK04	4	<input type="checkbox"/>	6.000,00	SIXZEROZEROC	JPY	
Japan West Pas	2nd class	Child (6-11)	JRWK01C	1	<input type="checkbox"/>	1.000,00	ONEZEROZEROC	JPY	
Japan West Pas	2nd class	Child (6-11)	JRWK02C	2	<input type="checkbox"/>	2.000,00	TWOZEROZERI	JPY	
Japan West Pas	2nd class	Child (6-11)	JRWK03C	3	<input type="checkbox"/>	2.500,00	TWOFIVEZERO	JPY	
Japan West Pas	2nd class	Child (6-11)	JRWK04C	4	<input type="checkbox"/>	3.000,00	THREEZEROZE	JPY	
Japan West Pas	2nd class	Adult	JRWS04	4	<input type="checkbox"/>	20.000,00	TWOZEROZERI	JPY	
Japan West Pas	2nd class	Adult	JRWS08	8	<input type="checkbox"/>	30.000,00	THREEZEROZE	JPY	
Japan West Pas	2nd class	Child (6-11)	JRWS04C	4	<input type="checkbox"/>	10.000,00	ONEZEROZEROC	JPY	
Japan West Pas	2nd class	Child (6-11)	JRWS08C	8	<input type="checkbox"/>	15.000,00	ONEFIVEZERO	JPY	
Main Japan Rail	2nd class	Adult	JRP07	7	<input type="checkbox"/>	28.300,00	TWOEIGHTTHF	JPY	13
Main Japan Rail	2nd class	Adult	JRP14	14	<input type="checkbox"/>	45.100,00	FOURFIVEONEZ	JPY	13

## Note

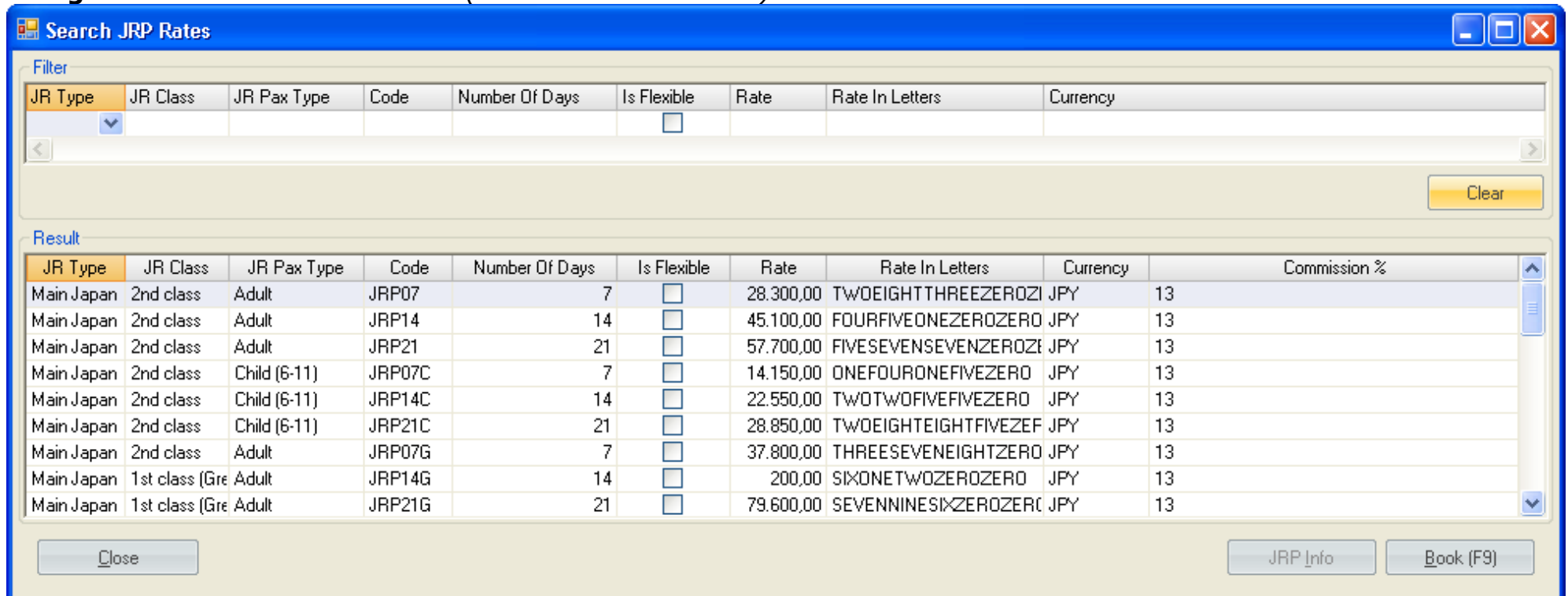
Data from dropdown lists of the columns highlighted above is predefined in the system. To extend the items, please contact helpdesk.

## BOOKING

Like the other automated services in Travelwise, JRP can be booked:

✓ **from a search form:**

**Navigation:** Search -> JRP Rates... ('Ctrl+Shift+J' shortcut)



The screenshot shows a window titled "Search JRP Rates" with a filter section and a results table. The filter section includes a dropdown for "JR Type" and a checkbox for "Is Flexible". The results table lists various JR routes with their respective rates and commissions.

JR Type	JR Class	JR Pax Type	Code	Number Of Days	Is Flexible	Rate	Rate In Letters	Currency	Commission %
Main Japan	2nd class	Adult	JRP07	7	<input type="checkbox"/>	28.300,00	TWOEIGHTTHREEZEROZI	JPY	13
Main Japan	2nd class	Adult	JRP14	14	<input type="checkbox"/>	45.100,00	FOURFIVEONEZEROZERO	JPY	13
Main Japan	2nd class	Adult	JRP21	21	<input type="checkbox"/>	57.700,00	FIVESEVENSEVENZEROZI	JPY	13
Main Japan	2nd class	Child (6-11)	JRP07C	7	<input type="checkbox"/>	14.150,00	ONEFOURONEFIVEZERO	JPY	13
Main Japan	2nd class	Child (6-11)	JRP14C	14	<input type="checkbox"/>	22.550,00	TWOTWOFIVEFIVEZERO	JPY	13
Main Japan	2nd class	Child (6-11)	JRP21C	21	<input type="checkbox"/>	28.850,00	TWOEIGHTEIGHTFIVEZEF	JPY	13
Main Japan	2nd class	Adult	JRP07G	7	<input type="checkbox"/>	37.800,00	THREESEVENEIGHTZERO	JPY	13
Main Japan	1st class (Gre	Adult	JRP14G	14	<input type="checkbox"/>	200,00	SIXONE TWOZEROZERO	JPY	13
Main Japan	1st class (Gre	Adult	JRP21G	21	<input type="checkbox"/>	79.600,00	SEVENNINESIXZEROZER	JPY	13

✓ or from existing Order:  
'JRP' tab ('Ctrl+Shift+7' shortcut), 'New' button):

Order 122310

Customer: 5th Avenue 240  
Lead Passenger: e/e Mr/ADT  
Order Type: Leisure  
Brand: JTB Denmark

Created: 22/01/2013 10:4 by nastyach

PNR Linked

JR Pass Type	Letter	Doc No	Passenger	Issue Date	Net Price	Commission %	Exchange Rate	Sell Price	Currency	Is Reported	Is Voided	Is Locked
Main Japan Rail Pass 2nd class 21 days Adult	A	11029	e/e Mr/ADT	24/02/2013	57,700,00	13	0.076000	4,390,00	JPY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Main Japan Rail Pass 2nd class 21 days Adult	A	11030	e/e Mr/ADT	4/02/2013	57,700,00	13	0.076000	4,390,00	JPY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Main Japan Rail Pass 2nd class 21 days Adult	U	21021	e/e Mr/ADT	24/02/2013	57,700,00	13	0.076000	4,390,00	JPY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Main Japan Rail Pass 1st class (Green) 14 days Ac	U	22000	Kipling/Rudyard K	24/02/2013	200,00	13	0.076000	20,00	JPY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Open, New, Copy, Void, Preview, Print, Reload, Save, Close

Use buttons to manage with JRP.

Complete the form.

Empty while booking, but can be edited manually after reopening or another JRP copying. Main workflow determines automatical completing of the number while printing JRP Exchange Order.

## Note

- JRP number is empty while booking and is generated automatically on printing out (based on previously booked JRPs). See next chapter for the details.
- It is possible to set JRP number manually before printing (when reopen existing JRP booking without number or when copy existing JRP with a 'Copy' button at 'JRP' tab).
- Cancelled and mistakenly booked JRPs to be voided by selecting it and pushing 'Void' button at 'JRP' tab in the Order.

## OFFER & INVOICE ISSUE

### Get started with the general settings before 1<sup>st</sup> JRP invoicing:

- Check that JRP product exists (Tools -> Products) and is selected in Company Settings (Tools -> Company Settings -> Products -> JRP).
- Invoice line format is defined (Tools -> Company Settings -> Settings -> Invoicing -> InvoiceLineFormatJRP (available tags: <JR Type> <JR Class> <Days> <IsFlexible> <PaxType>)).
- Report label for JRP is set (Tools -> Company Settings -> Report Labels -> Invoice -> DetailsJRPClassTitle).

### Important

Invoicing process consists of couple of logical parts:

1. Book JRP *without number*, issue an Offer ('Offer' button in the Order) and confirm it with a client.
2. When the JRP booking is confirmed (or declined and then voided), and JRP Exchange Order becomes *printed*, it gets the *number* and can be invoiced.

### Note

When JRP is printed and invoiced, it becomes locked. Voided JRPs are ignored while invoicing as not relevant, like the other voided or cancelled documents in Travelwise.

Common JRPs become grouped in the same invoice line:

TW.NET NTS CPH TEST - [Offer D (Order: 122310)]

File Search Order Invoice Reports Master Entry Finance Tools Window Help

**Customer info**  
 Name: 5th Avenue 240  
 Address: Fields Arne Jacobsens Alle 12 DK-2300 København S.

**Invoice info**  
 Date: 24/02/2013 Dep. date: 24/02/2013  
 Due date: 24/02/2013 T.o.p.: NO CREDIT  
 Arr. date:   
 Destination: TYO Tokyo  
 Issued User: NastyaChe Type:   
 Show Fare prices in E-Tickets

Remark: Deposit Deposit old Info  
 Add Edit

Invoice Lines Passengers Internal Remarks Customer Fees History

Copy Line Add Split Line Recalc Lines Make Package Import Segments **Import JRPs** Recalc Packages Comm Calc

#	Print	Units	Product	IsBSP	Supplier	Text	Doc.No.	Units	UnitPrice	Discount %	Discount	Comm %	Total	UnitExp	TotalExp	Profit %	UnitVAT	VA
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JRP	<input type="checkbox"/>	240490	Main Japan Rail Pass 21 Day, 11029-30, 210		3	4.390,00	0	0,00	13,00	3.170,00	3.815,12	11.445,37	13,10	0,00	
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JRP						20,00	0	0,00	13,00	20,00	13,22	13,22	33,90	0,00	
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	AG						18,00	0	0,00	0,00	18,00	5,00	5,00	72,20	0,00	
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Eks. omk						75,00	0	0,00	0,00	75,00	0,00	0,00	100,00	0,00	

**Document list (Order: 122310)**

Flight 
  Manual Flight 
  Voucher 
  Ext Voucher/Re. 
  JRP

Doc. No. Invoice Line

11029  
 11030  
 21021

OK Cancel

Total Sales: 13.283,00 Total Expenses: 11.463,60 Total Profit: 1.819,40

Print/E-Mail Offer Print/E-Mail Invoice Save Close

Ready Search 122310

NTS CPH TEST 1.84.25.1 Tatiana Topolyanskaya

Push to import all not locked and not voided JRPs from Order manually.

'Document list' form supports JRP numbers.



# PRINTING

Booking information becomes printed in the JRP Exchange Order paper by a matrix printer, which must be set in advance.

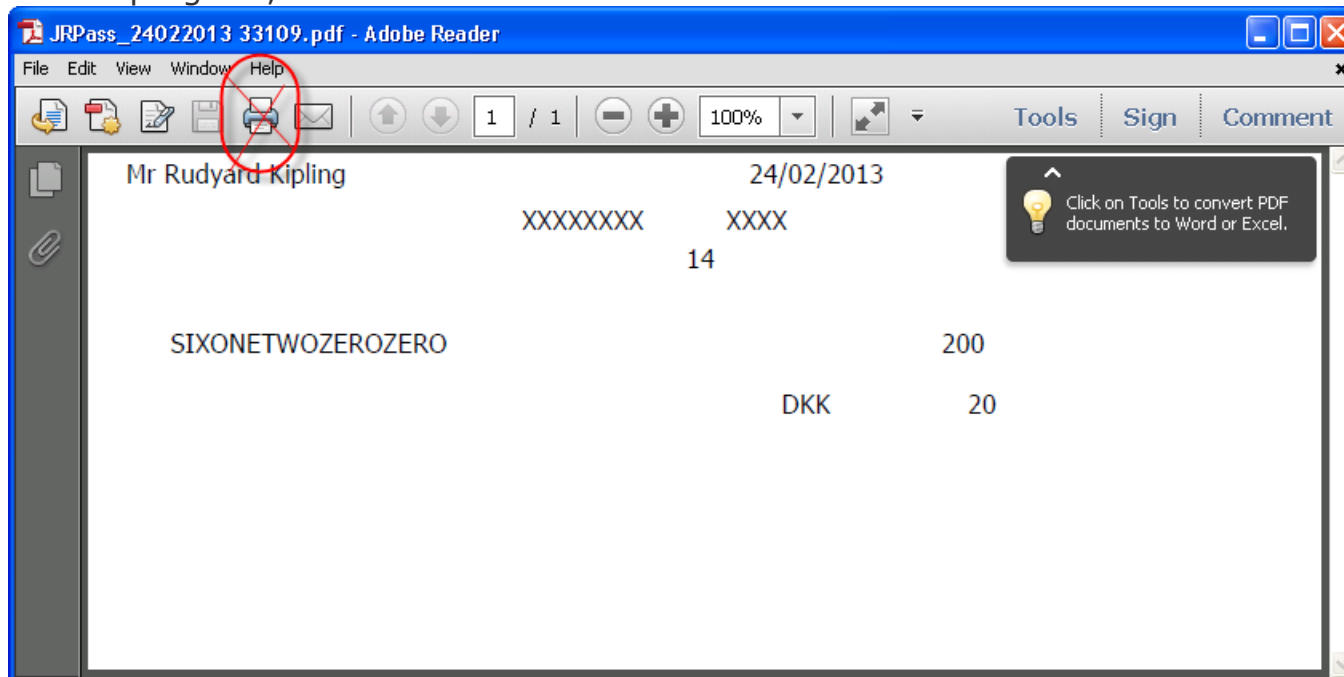
**Navigation:** *Tools -> Company Settings -> Settings -> General -> JRPPrinterName*

On pressing 'Print' system warns about the JRP number which is going to be generated.

So please make sure that the JRP number in Travelwise and its number in Exchange Order paper in a matrix printer are the same.

## Important

⚠ Though it is allowed to print JRP from 'Preview' mode, do not use this function as preview becomes generated in Adobe Reader program, which is not related with Travelwise.



✓ Push Travelwise 'Print' button instead:

The screenshot displays a software interface for managing JRP Exchange Orders. At the top, there are tabs for 'JRP', 'Int. Remarks', 'Cancel. Conditions', 'Documents', and 'History'. Below the tabs is a table with the following columns: 'Order No.', 'Issue Date', 'Net Price', 'Commission %', 'Exchange Rate', 'Sell Price', 'Currency', 'Is Reported', 'Is Voided', and 'Is Locked'. The table contains several rows of data, with the first row having a checkmark in the 'Is Voided' column. Below the table is a large greyed-out area. At the bottom of the interface, there is a toolbar with buttons for 'Open', 'New', 'Copy', 'Void', 'Preview', 'Print', 'Reload', 'Save', and 'Close'. The 'Print' button is circled in purple, and a blue callout bubble points to it with the text: 'Please use THIS and only this button to print JRP Exchange Order.' The status bar at the bottom shows 'NTS CPH TEST', '1.84.25.0', and 'Tatiana Topolyanskaya'.

Order No.	Issue Date	Net Price	Commission %	Exchange Rate	Sell Price	Currency	Is Reported	Is Voided	Is Locked
	24/02/2013	57.700,00	13	0,076000	4.390,00	JPY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	4/02/2013	57.700,00	13	0,076000	4.390,00	JPY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	24/02/2013	57.700,00	13	0,076000	4.390,00	JPY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ard No	24/02/2013	200,00	13	0,076000	20,00	JPY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ard No	24/02/2013	200,00	13	0,076000	20,00	JPY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	24/02/2013	200,00	13	0,076000	20,00	JPY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please use THIS and only this button to print JRP Exchange Order.

Open New Copy Void Preview **Print** Reload Save Close

NTS CPH TEST 1.84.25.0 Tatiana Topolyanskaya

## REPORTING TO JTB

JRP reporting is an instrument for instant control of the used JRP Exchange Orders.

**Navigation:** *Tools -> JRP Reporting...*

The screenshot shows the 'JRP Reporting' application window. It features a table with columns: Type, Letter, Order, DocNo, Passenger, IssueDate, Comm. %, Discount %, NetPrice, Exch. Rate, and SellPrice. The table contains several rows of data, including 'Main Japan Rail Pass' entries. A callout bubble labeled '1. Select.' points to a checked checkbox in the first column of the third row. Below the table, a callout bubble labeled '3. System log about reporting result appears.' points to a yellow area. At the bottom right, a callout bubble labeled '2. Press to report the booking to London JTB office.' points to a 'Report to JTB' button, which is circled in red. Other buttons at the bottom include 'Select All', 'Open JRP', and 'Close (Esc)'.

Type	Letter	Order	DocNo	Passenger	IssueDate	Comm. %	Discount %	NetPrice	Exch. Rate	SellPrice
<input type="checkbox"/> Main Japan Rail Pass 2nd cl	A	122310	11029	e/e Mr (ADT)	24/02/2013	13.00		57.700,00	0,08	4.3
<input type="checkbox"/> Main Japan Rail Pass 2nd cl	U	122310	21021	e/e Mr (ADT)	24/02/2013	13.00		57.700,00	0,08	4.3
<input checked="" type="checkbox"/> Main Japan Rail Pass 1st cl	U	122310	22000	Kipling/Rudyard Mr (ADT)	24/02/2013	13.00		200,00	0,08	:
<input type="checkbox"/> Main Japan Rail Pass 2nd cl	A	122310	11030	e/e Mr (ADT)	4/02/2013	13.00		57.700,00	0,08	4.3
<input type="checkbox"/> Main Japan Rail Pass 2nd cl	A	122313	11031	test/test Mr (ADT)	4/02/2013	13.00		14.150,00	0,08	1.0
<input type="checkbox"/> Main Japan Rail Pass 2nd cl	A	122313	11032	test/test1 Mr (ADT)	4/02/2013	13.00		14.150,00	0,08	1.0
<input type="checkbox"/> Main Japan Rail Pass 2nd cl	A	122313	11033	test1/test Mr (ADT)	4/02/2013	13.00		14.150,00	0,08	1.0
<input type="checkbox"/> Main Japan Rail Pass 2nd cl	A	122313	11034	test/test Mr (ADT)	4/02/2013	13.00		14.150,00	0,08	1.0
<input type="checkbox"/> Main Japan Rail Pass 2nd cl	A	122302	11028	dg/guj Ms (ADT)	7/12/2012	13.00		28.850,00	0,08	2.2
<input type="checkbox"/> Main Japan Rail Pass 2nd cl	A	122298	11027	Test/Test Mr (ADT)	16/11/2012	13.00		22.550,00	0,08	1.7
<input type="checkbox"/> Main Japan Rail Pass 2nd cl	A	122296	11026	Jensen/Kaj Mr (ADT)	13/11/2012	13.00		28.300,00	0,08	2.1
<input type="checkbox"/> Main Japan Rail Pass 2nd cl	A	122290	11025	Jensen/Kaj Mr (ADT)	1/11/2012	13.00		28.300,00	0,08	2.1
<input type="checkbox"/> Main Japan Rail Pass 2nd cl	A	122288	11023	Jensen/Kaj Mr (ADT)	31/10/2012	13.00		28.300,00	0,08	2.2
<input type="checkbox"/> Main Japan Rail Pass 2nd cl	A	122289	11024	Jensen/Kaj Mr (ADT)	31/10/2012	13.00		28.300,00	0,08	2.1
<input type="checkbox"/> Main Japan Rail Pass 2nd cl	A	122287	11022	Jensen/Kaj Mr (ADT)	29/10/2012	13.00		57.700,00	0,08	4.5


Any booked JRP can be opened from a grid by a double click, with a shortcut 'Ctrl+O' or by pushing 'Open JRP' button.

Transfer result log becomes returned per each transfer:

JRP Reporting

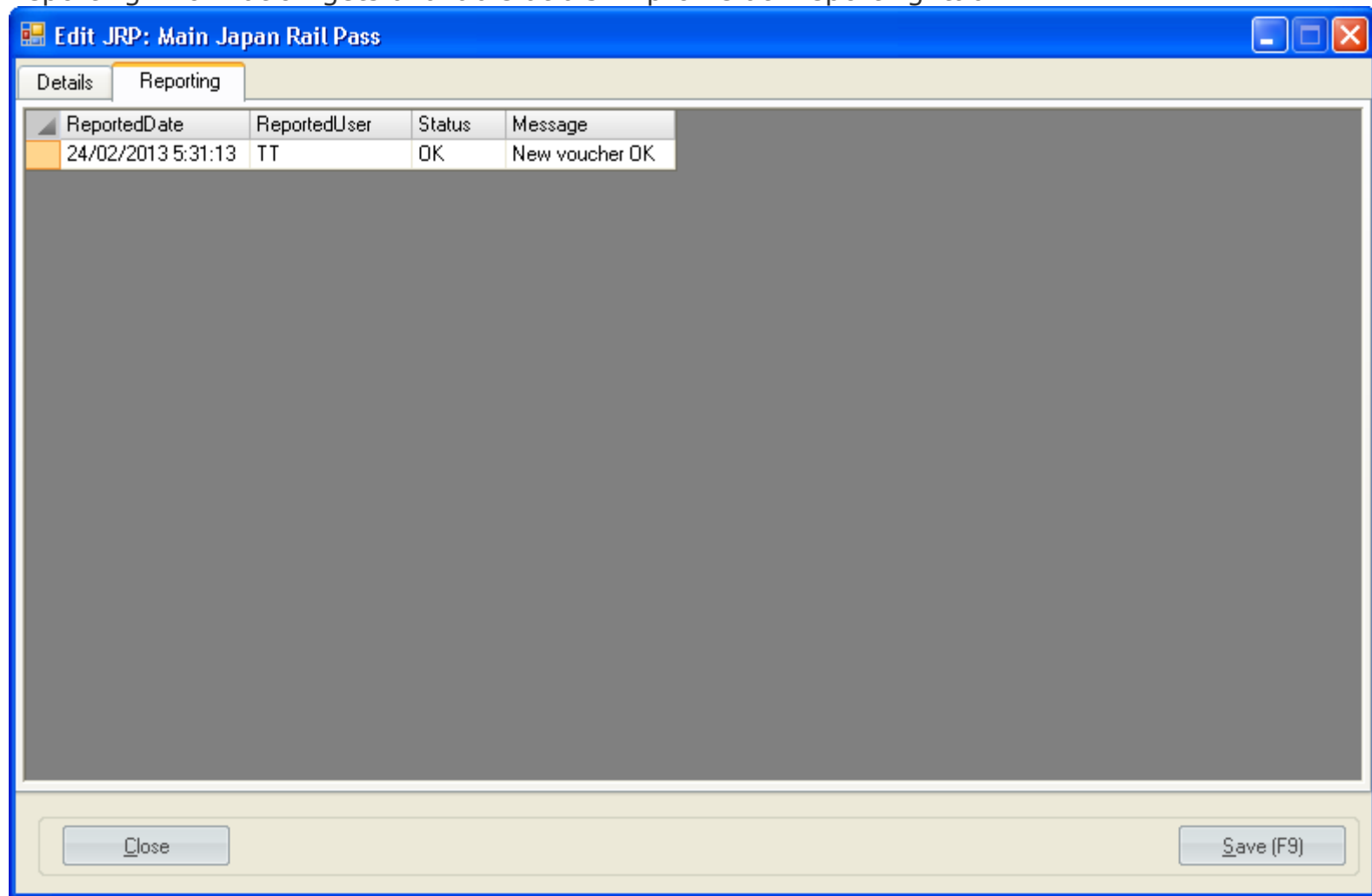
Type	Letter	Order	DocNo	Passenger	IssueDate	Comm. %	Discount %	NetPrice	Exch. Rate	SellPrice
<input type="checkbox"/> Main Japan Rail Pass 2nd cl	A	122310	11029	e/e Mr (ADT)	24/02/2013	13,00		57.700,00	0,08	4.3
<input type="checkbox"/> Main Japan Rail Pass 2nd cl	U	122310	21021	e/e Mr (ADT)	24/02/2013	13,00		57.700,00	0,08	4.3
<input type="checkbox"/> Main Japan Rail Pass 1st cl	U	122310	22000	Kipling/Rudyard Mr (ADT)	24/02/2013	13,00		200,00	0,08	
<input type="checkbox"/> Main Japan Rail Pass 2nd cl	A	122310	11030	e/e Mr (ADT)	4/02/2013	13,00		57.700,00	0,08	4.3
<input type="checkbox"/> Main Japan Rail Pass 2nd c	A	122313	11031	test/test Mr (ADT)	4/02/2013	13,00		14.150,00	0,08	1.0
<input type="checkbox"/> Main Japan Rail Pass 2nd c	A	122313						14.150,00	0,08	1.0
<input type="checkbox"/> Main Japan Rail Pass 2nd c	A	122313						14.150,00	0,08	1.0
<input type="checkbox"/> Main Japan Rail Pass 2nd c	A	122313						14.150,00	0,08	1.0
<input type="checkbox"/> Main Japan Rail Pass 2nd c	A	122302						28.850,00	0,08	2.2
<input type="checkbox"/> Main Japan Rail Pass 2nd c	A	122298						22.550,00	0,08	1.7
<input type="checkbox"/> Main Japan Rail Pass 2nd cl	A	122296						28.300,00	0,08	2.1
<input type="checkbox"/> Main Japan Rail Pass 2nd cl	A	122290						28.300,00	0,08	2.1
<input type="checkbox"/> Main Japan Rail Pass 2nd cl	A	122288	11023	Jensen/Kaj Mr (ADT)	31/10/2012	13,00		28.300,00	0,08	2.2
<input type="checkbox"/> Main Japan Rail Pass 2nd cl	A	122289	11024	Jensen/Kaj Mr (ADT)	31/10/2012	13,00		28.300,00	0,08	2.1
<input type="checkbox"/> Main Japan Rail Pass 2nd cl	A	122287	11022	Jensen/Kai Mr (ADT)	29/10/2012	13,00		57.700,00	0,08	4.5

**TravelWise.NET**

 Data has been successfully reported to JTB, no error occurred.

[24/02/2013 5:31:13] JRPass number: U-22000 Status: OK Message: New voucher OK.

Reporting information gets available at a JRP profile at 'Reporting' tab:



## **Note**

To test reporting service, the JRP bookings with following numbers can be used: A011000 to A012000 and U021000 to U024000.

## **JRP EXCHANGE ORDER ADDITIONAL SETTINGS**

### **1. EXCHANGE RATE**

**Navigation:** *Tools -> Company Settings -> Settings -> Reporting -> JRPCDisplayExchangeRate*

Enable the setting to display exchange rate in a printout.

### **2. ROUNDING**

**Navigation:** *Tools -> Company Settings -> Settings -> Reporting -> JRPRoundSellPrice*

The number of digits after the dot/comma for rounding sell price in a JRP voucher. In case of negative value, rounds to nearest 10, 100, etc. (for example, if JRPRoundSellPrice = -1 then 2443 becomes converted to 2450, if JRPRoundSellPrice = -2 then 2443 becomes converted to 2500).

In case rounding option is set to 0, -1, or -2, sell price is displayed without 0 after comma in a printout. If rounding is 1 or 2, it shows 2 digits after comma.

### **3. ISSUE DATE CONTROL**

**Navigation:** *Tools -> Company Settings -> Settings -> Reporting -> JRPRenewDateOnPrinting*

Enable to update issue date by printing JRP.

### **4. PASSENGER NAME**

**Navigation:** *Tools -> Company Settings -> Settings -> Reporting -> JRPPassengerFormat*

Use the setting to define passenger name format for a JRP.