

Host/IC Procedures Timeline

(In both scenarios, the host agency uses TBO)

Host Agency - IC Has TBO

(With Trams Back Office)

- *Enter IC Codes in TBO Utilities
- *Interface GDS Invoices into TBO
- *Create Export File of GDS Invoices for IC to Import into TBO Interface: Import From File using Trams Export Utility: Export Format: TBO Interface. E-mail to IC.
- *Receive and Process File using Interface/Import from File
- *Receive and Enter Check from IC to pay open invoices
- *Run Trams Crystal Report
605HostAllComm100.rpt or
606Host CommSplit100.rpt
to determine commissions due IC
- *Enter Payment to IC for Commissions Due
- *Create a file for IC to reconcile commissions received from Host. Reports/Agent/IC Export. Output Format: mailmerge. E-mail

Host Agency - IC Has CBO Only

- *Enter IC Codes in TBO Utilities
- *Interface GDS Invoices into TBO
- *Create Export File of GDS Invoices for IC to Import into CB Travel History Using Trams Export Utility: Export Format XML. E-mail to IC
- *Run Trams Crystal Report
604ICCashCheckPay100.rpt using Net or Gross for open GDS invoices and E-mail to IC
- *Receive and enter check from IC
- *Run Trams Crystal Report
605HostAllComm100.rtp or
606HostCommSplit100.rpt to determine commissions due to IC
- *Enter Payment to IC for Commissions Due

Independent Contractor

(With TBO and CB)

- *Enter Host Codes in TBO Utilities or in CB Global Defaults
- *Create invoices in GDS with *IC in PNR or in CB with Host code in Rescard.
- *Using Trams Export Utility, create a file of CB invoices to be E-mailed to Host.
- *Receive and Process File using Interface/Import from File
- *Run Trams Crystal Report:
604ICCashCheckPay100.rpt
using Net or Gross & Pay Host for open GDS Invoices
- *IC enters Payment Received
- *IC reconciles commissions using Payments/Pegasus/NPC Import Payment Source: Trams Host

Independent Contractor (Has CB Only)

- *Enter Host Codes in CB Global Defaults
- *Create invoices in GDS with *IC in PNR or in CB with Host code in Rescard
- *IC imports Travel History into CB using Host file under File/XML Import Travel History Import
- *Using Trams Export Utility, create a file of CB Invoices to be E-mailed to Host
- *Pay Host for open Invoices on 604 report.
- *IC deposits check

Host Agency/Independent Contractor Reports and Files

Trams Crystal Reports

Found at www.sabretravelnetwork.com/trams under Products/TBO/Trams Crystal Reports

In *Trams Back Office*: Reports/TCR Viewer

604ICCashCheckPay100.rpt
605HostAllComm100.rpt
606HostComSplit100.rpt

Trams Export Utility

Download to desktop from www.sabretravelnetwork.com/trams under Products/TBO/Trams IC-Host Export Utility

Double click on Icon on desktop

Host to IC: Export Format:

TBO Interface – for IC with TBO: used to Interface from file
XML – for IC with CB: used to Import Travel History

IC to Host: used for IC to create file of CB invoices to send to Host
Host uses file to Interface from file

IC Export

In *Trams Back Office* under Reports/Agent/IC Export

Used by Host to Export mailmerge file of commissions paid

To be used by IC under Payments/PayMode

Payment Source: Trams Host