

Trams Back Office Suggested Training Order Live WebEx and Recordings

A complete listing of all recordings, documentation and Live WebEx sessions can be located at the following links:

[Recordings](#)
[Documentation](#)
[Live WebEx](#)

Trams Back Office: Overview

[Recording](#) [Documentation](#)

New to *Trams Back Office*? How does *Trams Back Office* work? This overview demonstrates features of Trams Back Office including, Profiles, Payments, Invoicing, and General Ledger. This is an overview of all features to familiarize you with Trams Back Office.

Invoicing, Data Flow, Core Reports and Management Summary

[Recording](#) [Live WebEx](#)

We review the invoicing process in Trams Back Office and how it affects one or more of the 4 Key Core Reports (Client Balances, Vendor Balances, and ARC Balances & Check Register). There is also an overview of all profile types, an overview of the Management Summary Report which is used as the daily tool for viewing both booked transactions vs. Income Statement transactions, and as the single source. We review the CORE Reports, and how data flows from invoices to the General Ledger. Creating refund and adjustment (debit/credit memos) is also reviewed.

Receipts, Deposits, Check Register, Bank Reconciliation

[Recording](#) [Live WebEx](#)

Daily receipts and deposits are covered with recommended ways to enter them into Trams Back Office. The flow of data through to the General Ledger is discussed, as well as invoicing all cars/hotels added after the air ticket has been run. Finally how to run a Bank Reconciliation will be demonstrated.

ARC/BSP Reconciliation & Settlement, IAR

[Recording](#)

ARC/BSP reconciliation, both manually and through IAR is demonstrated together with tips for doing the weekly ARC/BSP Settlement.

Advanced Payments

[Recording](#) [Live WebEx](#)

Learn more about payments in Trams Back Office. An overview of the latest payment screens is presented along with vouchers, unapplied payments, and the usage of payment codes. We also review the Global Setting, and Vendor and Client Settings areas in the payment screens.

Payment Import

[Recording](#) [Quick Steps](#) [Recording](#)

The Payment Import menu is an efficient method of importing a file to match, modify and close invoices for commissions an agency receives. We will discuss who provides these Trams Back Office compatible files, how to access the files, and what criteria Trams Back Office uses to find a match with the agency's database

Using Agency Credit Card

[Recording](#) [Live WebEx](#) [Documentation](#)

This class will cover how to account for the use of the agency credit card to pay vendors for client reservations. Using the agency credit card to pay for group expenses and using the agency credit card to pay for agency expenses (cash and accrual). Paying the agency credit card bill when there is a credit balance

General Ledger, General Ledger Reconciliation, EOP, Budget & Agency Operations Checklist

[Recording](#) [Live WebEx](#)

The G/L Reconciliation Report is used as a tool for detecting and correcting system errors before attempting to balance the Core Reports to the G/L Trial Balance Accounts. This report in combination with the End of Period close is explained with its effect on data entry and financial statements. When and why to post is also covered. A review of monthly financial statements and reports is discussed with a review of agency daily, weekly and monthly checklists. Finally, creating budget entries is demonstrated.

Setting up Agent Profiles, Agent Reporting, and Reconciliation

[Recording](#) [Live WebEx](#) [Documentation](#)

Setting up of agent profiles is reviewed, as well as agent commission tracking and agent reporting. We also review using the agent reconciliation feature in Trams Back Office.

Management Reports

[Recording](#) [Live WebEx](#)

This class demonstrates how to use reports to manage your agency accounting routine. Preparing a daily, weekly and monthly routine using Core reports, using the Agent Statement, and other reports are demonstrated.

Reporting Simplified Using Report Generator

[Recording](#) [Live WebEx](#)

Class highlights many of the useful features of Report Generator including a review of creating a custom report, canned reports and batch reporting.