

Implementation Timeline and Checklist

Thank you for choosing *Trams Back Office* (TBO) software as your accounting and management system.

Realistically we know that the implementation of our product will be scheduled in with all the other things you have to do each day. We ask that you devote the maximum time you can for working through this implementation process. The outline described below does require time and commitment, but if followed, pays off tremendously in a smooth startup and transition to our industry's leading Back Office System.

We have laid out a timeline and enclosed checklists to address some transition items starting 6 weeks out from your cutover date. After reviewing this outline, e-mail any questions you may have to

Trams.Implementation@sabre.com.

Step one is to establish a cutover date by choosing a Monday as close to the beginning of the month as possible, and allowing six weeks prior to that date to address the following details

6 WEEKS PRIOR TO START UP

- 1. Order New Hardware if necessary** – Click [here](#) for system requirements.
- 2. Check Printing** – TBO has a check writer configuration feature. Users can setup where information prints on existing check stock. New stock with the default check writer configuration can be purchased through Dynamic Systems (a *Trams* Platinum Partner. Contact information can be found [here](#)).
- 3. Client Statements** – TBO client statements can be printed on plain paper, so no new forms need to be ordered. You can setup your own headers and footers with a logo for a more personal touch.
- 4. Back Up Strategy** - We recommend that you not only back up to a flash drive or CD, but also copy the .gbk file (the file extension given to the backup file) to another computer if on a network. If the Trams database resides on a Server, backing up the server alone is not enough. A copy of the .gbk file should be backed up as well. Please also review the recommended backup procedures in the TBO help files, or view the recorded WebEx module on backing up before using the program.
- 5. Return the Order Form to receive software download and installation instructions so that training can be scheduled.**
- 6. Training:**

Recorded Trainings

Listen to numerous [Recorded Trainings](#), which covers every aspect of the program.

Live WebEx Trainings

Start attending [TBO Live WebEx Training](#) courses, starting with the TBO Overview Class.

Advanced Training

Attend one of our **TTX Conferences** for advanced training. Utilize Recorded WebEx modules or enroll for hour long advanced TBO Live WebEx Classes.

4 WEEKS PRIOR TO START UP

- 1. Load Trams Back Office (TBO) software** – Someone from our Implementation team will be calling you after your order is processed. It is strongly suggested that you wait for them to install the program, as they will train you to do a backup and have a TBO Trainer contact you to get you started. This is especially important if you are using TBO in a multi-user environment. TBO can house multiple databases. (Since the TBO installation wizard offers an option to load a demo database, we suggest you opt to do this. Sample data can be entered, check printing can be tested, and sample client statements can be generated, etc.)
- 2. Analyze Reporting Requirements** – TBO is ODBC compliant, which means that other ODBC compliant packages (Crystal Reports, MS Access, Excel, etc.) can be directly linked to the TBO database, eliminating exporting and importing procedures. You may find the [Trams Data Dictionary](#) helpful in assisting you with learning the database structure.
- 4. Access Reports** – If custom reports have been built in MS Access or Excel, modify them to link to the tables in the TBO database.
- 5. Crystal Reports** - There are a number of [Trams Crystal Reports](#) (TCR) that are available to download at no additional cost.
- 6. Web Reporting** – There are a number of companies that provide comprehensive reporting packages using information in the TBO database: Cornerstone's IBank Program; Grasp Technologies.
- 7. Data Conversion** – If you are converting from another back office system, it may be feasible to convert your data to TBO. Agency Management Concepts (a Third Party Vendor) provides this service for a fee. Pricing is calculated based on the amount of data you wish to convert. Contact Jim Sarrano at 703-281-6188 or e-mail jim@agencyconcepts.com.
- 8. Credit Card Merchant Processing - [Automatic Credit Card Processing](#)** - Batches CC Merchant payments from Trams Back Office, and sends them electronically to the Payment Processor you've chosen that works with TBO. Credit card transactions are then processed and sent back to Trams Back Office, where the system clears the payments, and creates the journal entry to record the activity in the General Ledger.

1 WEEK PRIOR TO START UP

1. Confirm data conversion arrangements with appropriate party (Agency Management Concepts).
2. Test Scripts (if applicable).
3. Test Reports (if applicable).
4. Test Printers.
5. Test Checks (if applicable) and modify the check writer setup if necessary.

WEEK OF CUTOVER

Data Conversion files should either be restored (if from a backup) or processed (if importing a file) prior to performing any of the steps below.

1. Core Reports clean up and setup procedures: *

Client Balances – TBO needs to be updated to reflect the status of accounts receivable as of the ending date from the previous accounting system (enter unapplied cash/checks (gift certificates, monies on account, etc.)). Write off any erroneous client balances.

Vendor Balances – Also required to match detail as of the ending date from the previous accounting system. Void payments to open up vendor payables.

2. ARC/BSP Settlement - to close out any tickets prior to cutover date.

3. Adjust Chart of Accounts – See chapter entitled ‘Setting Up Trams Back Office’ in the TBO help files.

4. Load G/L Balances * – See chapter entitled ‘Setting Up Trams Back Office’ in the TBO help files. E-mail Trams.AccountingDesk@sabre.com for a step through appointment with a Support Rep

5. Enter Receipts, Bank Deposits, Bank Reconciliation*

6. Monthly Procedures*

7. CC Processing Program (Optional)

*Attend a live WebEx class or view a Recorded Training on these topics

Congratulations! Once this timeline has been completed, you should be up and running with an operational system. If you encounter any further issues, or have on-going questions, please utilize our general customer support desk by either e-mailing Trams.TBOSupport@sabre.com or calling 310-641-8726. Additional Training Needed? E-mail Trams.Implementation@sabre.com.

Apollo GDS Format Information

Interface and GDS Formats – Read the [Interface Guide](#) for your GDS together with this Appendix. **Request an appointment 1 week prior to cutover to walk you through your first live interface session by e-mailing Trams.GDSDesk@sabre.com.**

Account Numbers

Client/Vendor – If you are converting from another back office system, maintain your existing account number system. No changes are necessary in any GDS, i.e., Apollo T-CA123456. This format prints the customer ID on tickets and invoices. A T-AN123456 entry can be used if you do not want the account number to print on tickets and invoices. Select one entry, not both. If both the T-AN and T-CA entries are present in the PNR, the last entry will override the first. If you are going to be implementing *ClientBase Plus* and want to consider moving away from House or Agent generic accounts, use the clients' home phone numbers as their account numbers. The phone number becomes the customer account number. For example: Apollo – T-CA3106418726.

The *address information* in the PNR populates the address fields in the TBO profile
Apollo – W-. A 3 line format should be used to properly map to the TBO profile.
W-John Smith
W-123 Anywhere Street/Apt. 310
W-Los Angeles, CA 90045

Client Delivery Address (D-) will only interface if NO billing address exists.

Commercial Reporting

Fare Saving/Fare Exception codes – These codes are placed in the remarks field of the PNR and are attached at the invoice level not the booking level, i.e., T-Full Fare – T-FF1200.00; Low Fare – T-LF600.00

Fare Justification Codes (Reason) T-FJ01 (01=the fare code created in the fare code table in TBO under *Utilities\Setup\Fare Codes*).

UDIDS (User Defined Interface Data) – TBO captures up to 99 UDIDS per booking in the invoice. UD1 free flow Apollo – T-UD1 free flow. (The space following the UDID number is mandatory).

Passenger Statement Information – UDID formats differ when used in the Passenger name statement information and attaches to air segments only, e.g., Apollo -SMITH/JOHN*U1-Free flow

ARC/BSP Transactions – TBO reads automated transactions without any additional entries. These include ARC/BSP Tickets, exchange tickets, automated hotel and car transactions.

Scripting ensures accuracy from the front to back office. We **highly** recommend the use of scripts. Click here to obtain a list of [Script Writers](#). If you are currently utilizing scripts, they need to be modified to work properly with TBO, as there are changes for accounting information, fare savings information, travel types, etc.

Non-Arc/BSP Transactions – Issuing invoices for non-ARC/BSP items is dependent on using a special Ticket Remark called an Accounting Remark line. To interface to *TRAMS* the following (T-MS) format must be included in the PNR before invoicing. These miscellaneous segment entries do not appear on the APOLLO invoice. A list of descriptor codes can be found in the Interface

Manual or Help Files under the *descriptor codes valid at the invoice and booking level* sections. The following format shows the mandatory fields required by *TRAMS*. Use a segment # larger than the segments in the PNR. APOLLO allows 45 characters in the T- line. The segment number represents a booking. Use a different segment number to add additional bookings, identifying the booking type only in the first line of each segment.

This example demonstrates the minimum amount of data a T-MS line must contain to interface to TBO:

T-MS[SEGMENT #][SUBMIT TO TYPE]*VC[VENDOR CODE]*TT[TRAVEL TYPE]*TF[TOTAL FARE]*CM[COMMISSION]

*****See a detailed description Submit To types below**

A sample Southwest sale with a Submit To type of Supplier and segments included.

T-MS9*VCWN*TT1*CM10*CF123456*FPCASH*SG

T-MS9*TF198.00

A sample Southwest sale with a Submit To type of comm track sale to account for CC FOP

T-MS9C*VCWN*TT1*TF69.00*CM10*CF123456*SG

A sample MCO

T-MS9A*ALUA*TK8051234567*TT5*TF500.00*CM\$25.00

Format Descriptions:

*****C** = A Comm Track Submit to type (see detailed explanation below). Without the “C” TBO will default automatically to “S”, a Supplier Submit To type

TF=Total Fare of the transaction

TT10=Travel Type – each travel type is numbered. See the Travel Type table under Utilities/Setup/Travel Types

VC=Vendor code or vendor number

SG=Will pull segment detail into the segment tab of the TBO invoice for non-ARC or manual air transactions

CP4*XP0403=This would close the invoice with a CC Merchant form of payment

And would add the expiration date to the end of the credit card number

Manually booked cars and hotels do not contain enough booking information to interface to *TRAMS*. If you are on MIR 92 and book a hotel in APOLLO using the OHTL format or a Car using the OCAR format, you need to add information for *TRAMS* in the free flow area of the car or hotel entry. The free flow area of the APOLLO format begins with double pillows [[]] and ends with double pillows [[]]. Any data between the pillows will not print on the APOLLO

OHTLZZBK1LAX21JUL-OUT27JUL/W-HILTON LAX[[]]123

MAIN ST[[]]LOS ANGELES[[]]CA[[]]

90035[[]]213-555-1562/[[]]*VCHH0352*TF500.00

*CM15*CF526895332[[]]

***** Submit To Type Functionality** - There is a field in the TBO invoice called “Submit To” with 3 different submit to types. This determines how the invoice is accounted for throughout the system. Invoices are not posted to the general ledger until an End of Period Posting is performed.

Note: Upon performing the End of Period Posting:

- **Submit to “ARC” (A)** triggers a sale/cost of sale and a client receivable and ARC payable based on the **issue date** of the invoice.
- **Submit to “Supplier” (S)** triggers a sale/cost of sale and a client receivable and Vendor payable based on the **issue date** of the invoice.

- **Submit to “Comm Track” (C)** creates a sale/cost of sale only based on the **date the payment was received**. This applies to the majority of car and hotel bookings (where your agency is waiting to receive commission), but can also be used for cruise and tour bookings. The “Submit To” determines when the sale is recognized in the general ledger (at the time of issue or once the commission payment has been received). Comm Track also allows you to modify an invoice in a closed period. Because these types of transactions are posted based on payment date, thought needs to be given as to when your agency wants to recognize the income.

Sales Agents/Outside Agents - Sales Agents are tagged on the invoice from their Apollo sines automatically, and are interfaced as “inside” agents. No Agent additional agent numbers are required to credit an agent with the transaction. However, if you do not wish to create separate customer profiles for each leisure customer, continue to use Agent numbers or House Accounts. TBO can capture up to 9 Agents per booking (either Inside or Outside). **T-SA14** (14=the Agent Number) adds Inside Agents to a booking. **T-OA14** will add Outside Agents to a booking.

Commission percentages or amounts can either be shipped with either the **T-SA** or **OA** entries by adding the percentage after the agent number (**T-SA1440**) 40% commission) or, the Agent profile in TBO can store the percentage and calculates automatically on each transaction. The profile accommodates both an Inside rate and an Outside rate for each Agent.

Any interface questions can be directed to Trams.GSDSDesk@sabre.com