

Handling Groups in Trams Back Office and ClientBase

Introduction

In this document we follow the workflow of a group starting in *Trams Back Office* and following through to *ClientBase* including the Inventory Manager.

Topics:

- Setting up Group Names in *ClientBase* or *Trams Back Office*
- Setting Up Group Profiles
- Setting Up Inventory in *ClientBase*
- Promoting the Group in *ClientBase*
- Selling from Inventory using Res Cards in *ClientBase*
- Using Reminders to Manage the Sales Process in *ClientBase*
- Documenting Client Payments in *ClientBase*
- Collecting Client Payments/Disbursing Vendor Payments in *Trams Back Office*
- Group Receipts/Expenses Report in *Trams Back Office*
- Managing Inventory Utilization in *ClientBase*
- Group Reporting in *Trams Back Office*
- Closing the Group in *Trams Back Office*

Trams and ClientBase Products and Services Group Policy

- Provide simplified group related enhancements to meet the needs of our customers and the changing marketplace.
- Continue to support our TCC's and Crystal Report Writers that provide custom Crystal Reporting to meet your unique group reporting needs (these are in addition to the TCR (Trams Crystal Reports that we create in-house).
- Continue to support third party group vendors that are dedicated to providing powerful and flexible group management solutions.

Setting Up Group Names

Before You Begin Selling.....

The group we are entering is a cruise with Royal Caribbean International on the Voyager departing November 25th. We have blocked 20 inside cabins and 10 outside cabins. All clients are paying us separately.

- Set up your Group Name in *ClientBase* or *Trams Back Office*
- Client and Vendor Profiles
- Identify the desired accounting method

Creating Group Names in *ClientBase*:

Since the Group table is shared by *ClientBase* and *Trams Back Office*, you may add the Group Name in either program. Any changes made in one program will make the same changes in the other program.

Go to Global Defaults – Group List

The screenshot shows two windows from the ClientBase software. The 'Group List' window is in the background, displaying a table of groups. The 'Group Entry' window is in the foreground, showing the details for a new group named 'RCINOV25'.

Group List Window:

Allow Free Flow For:

- ☒ Agent
- ☒ Client
- ☒ Other
- ☒ Vendor
- ☒ Invoice/Payment/Res Card/Inventory

Groups:

Group Name	Agent	Client	Other	Vendor	Invoice	Payment	Res Card	Inventory
BROADWAY		X			X	X	X	X
MAUIKALIAI		X		X				
OASIS2013		X			X	X	X	X
RCINOV25	X	X	X	X	X	X	X	
SFIAZZ		X					X	

Buttons: Add, Modify, Delete, Ok, Cancel

Group Entry Window:

Group Name: RCINOV25

Show Group Name in the following group drop-down lists:

- ☒ Client
- ☒ Vendor
- ☐ Agent
- ☒ Other
- ☒ Invoice
- ☒ Payment
- ☒ Res Card
- ☒ Inventory

Buttons: OK, Cancel

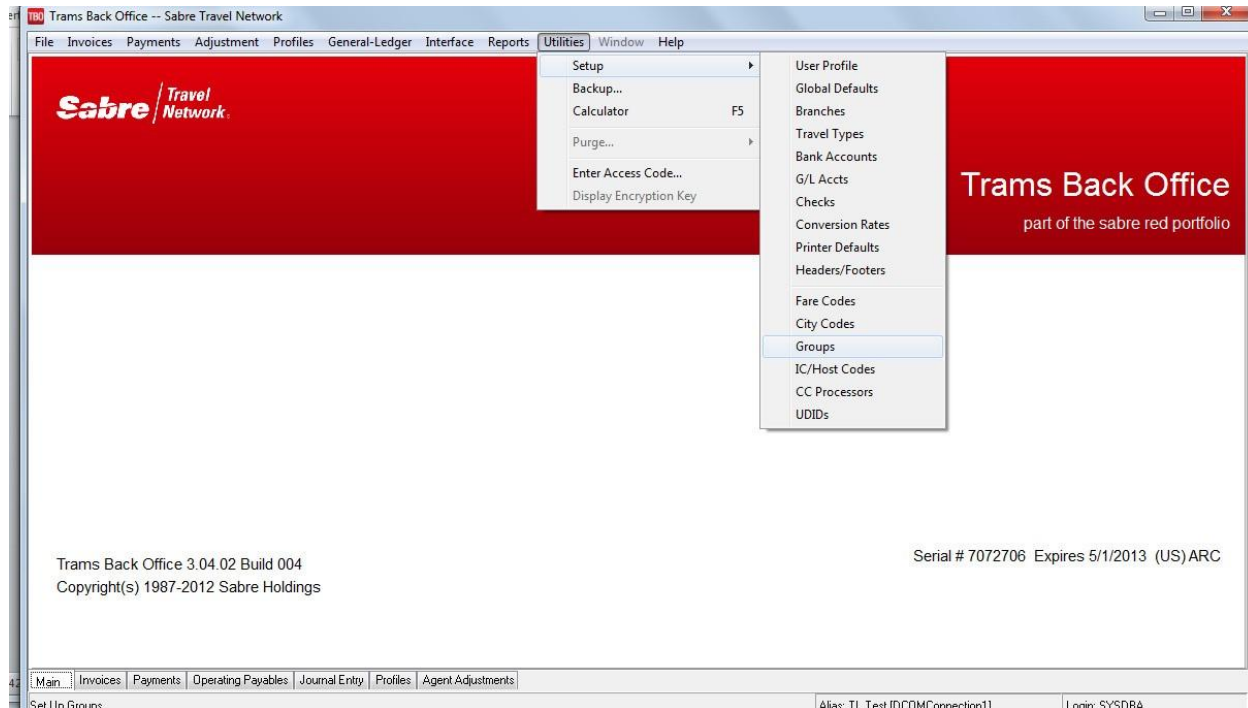
Click on Add

Enter the Group Name chosen

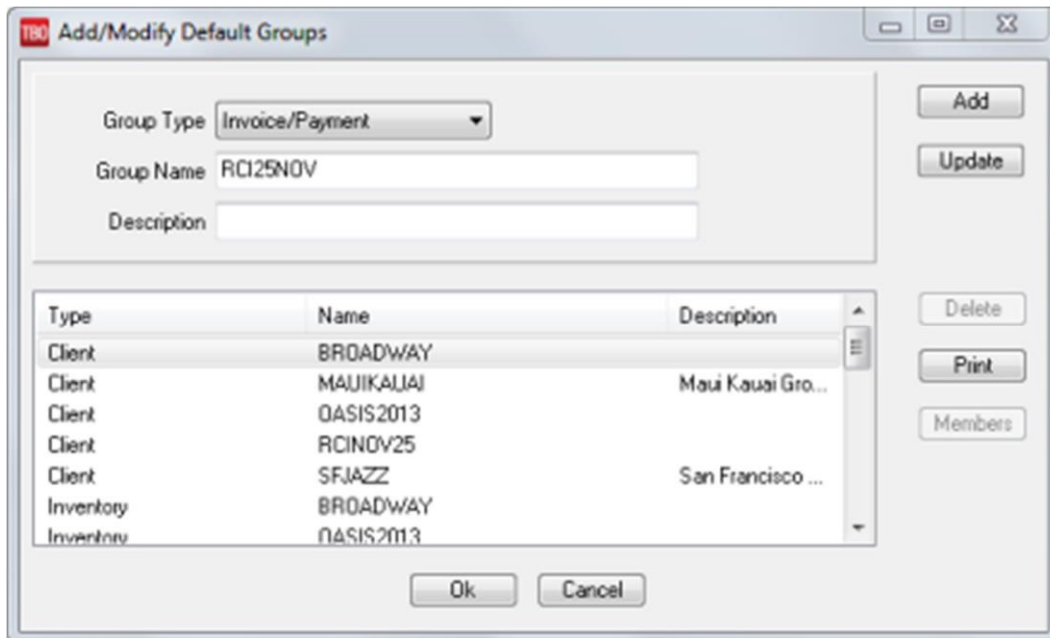
Choose the Drop- Down lists where you want the Group Name to appear.

Creating Group Names in *Trams Back Office*

On the main menu, click **Utilities|Setup|Groups**. The creation of a Group Code allows for consistent data entry and “ties” all the appropriate group invoices created in ClientBase and in Trams Back Office together.



Create “Invoice/Payment” Group Name



Create “Client” Group Name

Click the arrow at the end of the *Group Type* field and select **Client** from the drop-down menu. Enter a name for the group for example: RCINOV25 Click *Add* and the Client group is displayed. Click *OK* to save.

Create "Client" Group Profile

On the main menu of **TBO** click **Profiles|Client|Corporate**. Create a corporate client profile to take advantage of the long "Name" field (this can also be created in ClientBase).

The creation of a client group profile is helpful for a number of Purposes:

- It can be used as a temporary holding account for refunds and deposits.
- Use the profile when creating the final "Group Profit" Invoice
- Use when creating vouchers to vendors before invoicing where the voucher covers multiple group clients.

Who's Paying for the Group Travel? - Creating Profiles in ClientBase

- Use Leisure Profiles for each group member family as reservations are accepted. Create new profiles by clicking **File|New|Leisure Profile** in ClientBase.
 - Be sure to use/create one Family Member Record for each traveler with all required immigration information
 - Each profile should have a unique interface ID.
 - Keep in mind that creating these profiles has marketing benefits in the future.

- If you receive lump payments from a "Group Leader"
 - You still have one profile for each family participating in the group, unless you are requested not to create separate Leisure Profiles for Group Members.
 - In this case create a single Corporate "Client Profile" using the name of the Group. Each passenger has an "Employee" record under the profile. All Res Cards, Inventory buys and Invoices are created under this single "Group" Corporate Profile.

Age	Name	Last Name	First Name	Position	Smoking	Cruise Size	Cruise Dining	Hotel Bedding	Hotel Special	Hotel Room/Location	Air Special
	Able/Susan	Able	Susan								
	Jane/Hary	Jane	Hary								
	Kenneth/Able	Kenneth	Able								
98	Smith/Jane	Smith	Jane								
95	Smith/John	Smith	John								
	Sue/Jane	Sue	Jane								

Which Vendor Profile to Use?

- We are using ClientBase along with Trams Back Office for managing our groups.
- The ClientBase Inventory Manager requires using a different vendor for each travel component for the group. You do not need to create a separate vendor "group profile" when using both ClientBase and Trams Back Office for your groups.
- You may use your normally used vendor profiles that are already in TBO. If you do not have a profile for the vendor, you can create one by clicking on **Profiles|Vendor** on the main menu. This will allow you to run your vendor reports for all business under that vendor or only business booked for the group with that vendor.

Profile Name: Royal Caribbean International

Contact Last Name: [] First: [] M: []

Contact Title: [] Courtesy Title: []

Salutation: []

Street Address 1: []

Street Address 2: [] Apt/Suite: []

City: [] State: [] Zip Code: [] Country: []

Payee Name: []

Interface ID: RCC Airline No: [] Preferred: ☐ Inactive: ☐

% Commission: []

Buttons: History, <, >, OK, Cancel

Which Accounting Method to Use?

The two choices are normally ***“Accounting as Departing”*** Or ***“Accounting as Payments are Received.”***

- Using ClientBase along with Trams Back Office for your groups decreases your need to use the GDS to generate an invoice just to provide your clients with confirmation of their group purchases, group payments, and future payment dates.
- You no longer need to generate your invoices through the GDS so you can get that information into Trams Back Office for accounting purposes.
- Which method you choose is more dependent on how you want your Sales and Revenue to be shown on your financial statements. This choice should be the way to “Account” for your group from now on.
- Using both Trams Back Office and ClientBase allows you to choose either method of accounting for Sales and Revenue. Your customer gets the documentation that shows what they have purchased, how much they have paid, and when they need to make future payments.

<i>Option #1: Accounting As Departing</i>	<i>Pros Using Both Back Office & ClientBase</i>	<i>Cons</i>
The sales, cost of sales and income are all accounted for when the Group is completed or has departed.	<p>Sales and Income are accounted for when all group members are final.</p> <p>Yield is not distorted as Revenue is reflected at the same time as sales are reflected.</p> <p>Client and vendor vouchers are created as payments come in from clients and go out to vendors.</p> <p>Invoices are created when the group is finalized, except for ARC/BSP airline tickets or any CC deposits that need to be run before finalizing the group</p> <p>Client is given a “Trip Itinerary” and a “Trip Statement” from ClientBase.</p> <p>Final invoices are created with commission in them, so that when looking at the travel history for a client, you can see the revenue value of that client to the agency.</p>	No significant Cons
<i>Option #2: Accounting As Payments are Received</i>	<i>Pros Using Both Back Office & ClientBase</i>	<i>Cons</i>


The sales and cost of sales for the Group are accounted for as	The maximum number of reports for the clients and management can be generated from both TRAMS Back Office	Since sales and cost of sales are being accounted for at different times, yield is
<p>payments are received from the clients for the amount received.</p> <p>The income is accounted for when the Group is completed or has departed.</p>	<p>and ClientBase, as invoices are being created as you go.</p> <p>The agent can document a payment immediately by easily generating an invoice in ClientBase. A vendor balance is also created for the bookkeeper reflecting the amount due out to the vendor.</p>	<p>distorted on a month-to-month basis.</p> <p>We are accounting for sales every time a payment is received.</p> <p>Financial statements will show high sales with no income in one month. Then in later months you will see low sales with high income.</p>

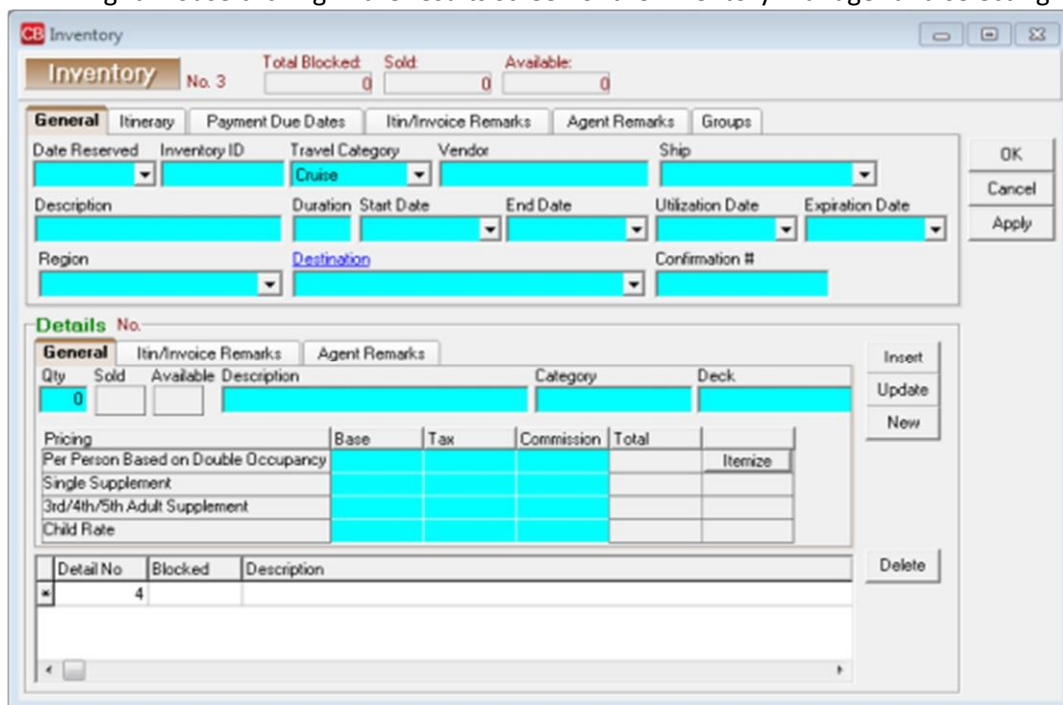
Note:

Did you know that you can defer the Sale on Supplier bookings closed with a credit card until commission is received? Please refer to TBO help files for directions.

Setting up Inventory Records in ClientBase

Inventory items can be created from anywhere in the program:

- Clicking the *Inventory* button  on the tool bar or
- Going to **File|New|Inventory** or
- Right-mouse clicking in the results screen of the Inventory Manager and selecting *Add*.



One inventory record can include multiple Inventory Details. *Inventory Details* include Quantity, Description and pricing. For example, we have blocked space for 2 different categories of cabins on a November sailing of Royal Caribbean's Voyager. You would have one inventory record with 2 Inventory Details, one for each cabin category with the quantity blocked and it's pricing.

General Tab (Top) Depending on the Travel Category selected, different tabs of information appear with different fields of information within those tabs.

Inventory No. 1 Total Blocked: 28 Sold: 2 Available: 26

General Itinerary Payment Due Dates Itin/Invoice Remarks Agent Remarks Groups

Date Reserved: [] Inventory ID: SHARON Travel Category: Cruise Vendor: Royal Caribbean International Ship: Voyager of the Seas

Description: 7-night Eastern Caribbean Duration: 7 Start Date: [] End Date: [] Utilization Date: [] Expiration Date: []

Region: Bermuda & Caribbean Destination: Caribbean - Eastern Confirmation #: 99123

Details No 1

General Itin/Invoice Remarks Agent Remarks

Qty	Sold	Available	Description	Category	Deck
12	1	11	Inside	IS	

Pricing

	Base	Tax	Commission	Total	Itemize
Per Person Based on Double Occupancy	850.00	250.00	85.00	1,100.00	
Single Supplement	850.00		85.00	850.00	
3rd/4th/5th Adult Supplement	600.00	250.00	60.00	850.00	
Child Rate	600.00	250.00	60.00	850.00	

Detail No	Blocked	Description
1	12	Inside
2	16	Deluxe Oceanview w/Verandah

Buttons: OK, Close, Apply, Insert, Update, New, Delete

- **Date Reserved:** Manually enter or choose date from the drop-down menu. This is the date this block space is reserved.
- **Inventory ID:** This unique ID is user definable and can be used to query your inventory items. For example, our Cruise ID might read, CR110104 (using CR for cruise and the date).
- **Travel Category:** From the drop-down menu, select the appropriate Travel Category from *Air, Cruise, Hotel, Miscellaneous, Rail* or *Tour*.
- **Vendor:** Type in a few letters of the vendor's name and choose vendor from drop-down menu.
- **Airline/Ship/Property/Rail/Service Provider:** Fill in the Service Provider profile that applies. For example, our vendor is Royal Caribbean and the service provider would be Voyager.
- **Description:** Type in a unique description to identify this inventory item. For example, our cruise is described as Western Caribbean (Location of cruise)
- **Duration:** Type the number of days of the item.
- **Start Date:** Type the start date of the item or double-click the start date off the calendar accessible from the drop-down menu.
- **End Date:** Type the end date of the item or double-click end date off the calendar accessible from the drop-down menu.
- **Utilization Date:** Type when this item can be used or double-click the utilization date off the calendar accessible from the drop-down menu. The utilization date can also mean the date by which the Inventory must be sold to avoid penalty. Agency can choose either interpretation.
- **Expiration Date:** Enter date when this item can no longer be used or double-click the utilization date off the calendar accessible from the drop-down menu. This is **important** because by entering an expiration date, agents are prevented from pulling inventory into Res Cards after this date, and ClientBase automatically removes all expired inventory from any query results when launched from the Res Card Inventory button. You can still query expired inventory from your Inventory Manager, as the record still remains in the database. (If an inventory record has the *Expiration Date* set to today, the inventory continues to appear in query results and is not considered expired until the day after the expiration date.)
- **Region:** If you are tracking where clients are traveling, from the drop-down menu, select an area.

Itinerary Tab (Top)

To enter detailed itinerary information to print on **Itineraries | Invoices** generated from Res cards click the *Itinerary Tab*:

- Click *Itinerary* to complete all desired fields.
- Click *Insert* to add information
- To add an additional item, click *New*.
- To edit an item, select it, change the data, and click *Update*.
- To remove an item, select it, and click *Delete*.

Start Date/Time	Start City Code	Start City
	FLL	Ft Lauderdale
	NAS	Nassau
	EYW	Key West

Payment Due Dates Tab (Top)

- **Deposit Due Date:** From the drop-down menu next to *Default Date Using*, select *Current Date*, *Reservation Create Date*, *Reservation Start Date*, or *Reservation End Date*. Next, from the drop-down menu select the plus or minus sign and choose the number of days from 1 to 2000 to use in combination with the *Default Date Using* field.
- **Final Deposit Due Date:** From the drop-down menu next to *Default Date Using*, select *Current Date*, *Reservation Create Date*, *Reservation Start Date*, or *Reservation End Date*. Next, from the drop-down menu select the plus or minus sign and choose the number of days from 1 to 2000 to use in combination with the *Default Date Using* field.

These dates will be used when you create

Reminders.

Deposit Due Date	Final Payment Due Date
Default Date Using: Reservation Start Date, plus/minus: -, Number of Days: 180	Default Date Using: Reservation Start Date, plus/minus: -, Number of Days: 90

Itin/Invoice Remarks Tab (Top)

Enter free-flowing Itinerary/Invoice Remarks that appear on the generated Itinerary and Invoice in the Res card.

Agent Remarks Tab (Top)

Enter free-flowing remarks that do not appear on the generated itinerary and invoice.

Groups Tab (Top)

Add a Group name to the inventory record.

Details (Bottom)

- **Qty:** Type in the number of available items. For example, we have 20 inside cabins and 10 outside cabins.
- **Sold/Available:** This area keeps track of what has been sold and what is still available
- **Description:** Type in any identifying description such as with our cruise – outside cabins or inside cabins.
- **Class of Service/Category-Deck/Room Type/Tour Name:** Depending on the Travel Category selected in section above, fill in the appropriate data. With our cruise we are entering Category 8 Empress Deck.
- **Pricing/Base/Tax/Commission:** For each item, fill in the Base Price, Tax, and Commission on *Per Person Based on Double Occupancy, Single Supplement, 3rd/4th/5th Adult Supplement, or Child Rate*. Click *Insert* to add information to data entry screen below. To add an additional item, click *New*. To edit an item, select it, change the data, and click *Update*. To remove an item, select it, and click *Delete*. The more complete your pricing information within your Inventory Detail, the more accurate the default pricing is when your agents are pulling from this inventory record.

Itemize: Click the *Itemize* tab to bring up a screen to itemize the total fare if you want more detail to print on the Itinerary/Invoices generated in the Res Card.

Qty	Description	+/-	Base	Tax	Commission	Total Fare
1.00	Insite Cabin	+	850.00	250.00	85.00	1,100.00
1.00	Agency Promo	-	200.00	0.00	0.00	0.00
1.00	Taxes	+	200.00	0.00	0.00	200.00

Totals: Base: 850.00, Tax: 250.00, Commission: 85.00, Total Fare: 1,100.00

Promoting the Group

Generate interest in the group space you have reserved by targeting customers and sending a flyer, letter or email.

- **Targeting Customers**
Click on the **Profile Manager Tab**
Select **Level 3 Query Tab/Add Filter**

ClientBase - Sabre Travel Network

File Edit Reports Merge To Workstation Defaults Global Defaults Utilities Windows Help

Profile Manager

Profile Remind Note Mater Res Card Inventory Print Label Letter PNR E-mail Glance Go To Delete

Activities Res Cards Inventory Internet Profiles

Dashboard Home

Profile Manager

- Global
 - Leisure Clients
 - Corporate Clients
 - Vendors
 - Agents
 - Other Profiles
 - All Profiles
 - All Passengers
 - Cruisers
- Personal
 - New Customers Last 7 Days
 - Profiles Updated in Last 7 Days
 - Passports are Expiring Within Quarter
 - Clients we Can Market to Via E-mail
 - Clients with Completed Address Info
 - Past Cruisers
 - Clients that Made Bookings this Week
 - Customers with no Bookings 1 Year
 - Top 200 Clients Based on Past Purch
 - Bought > \$10,000 in Travel Last Year
 - Past Traveler but no Bookings Next 6
 - Clients Sent no Marketing in Last 3 w

Level 1 | Level 2 | **Level 3** | Dupe Checker Results

Filters

Add Filter Reset All

Modify Filter Summarize

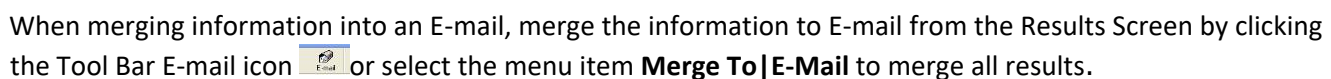
Delete Filter Refresh

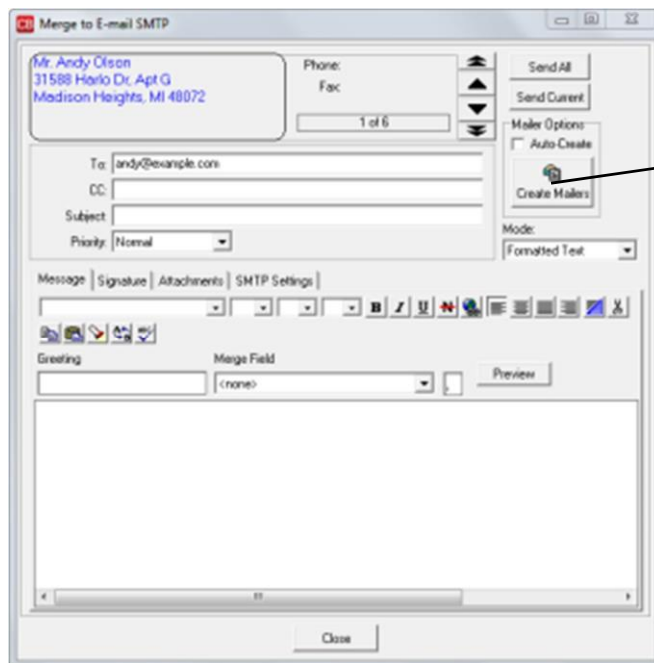
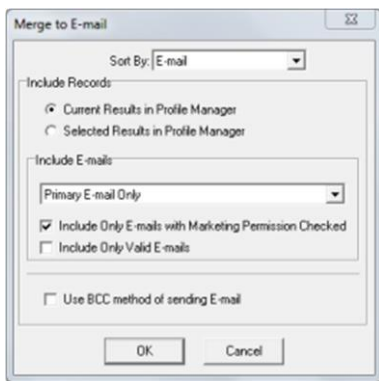
Profiles

Count Columns

Login Name=SYSDBA Database=localhost:C:\ProgramData\TRAMS\Database\TLib 1,920 11/23/2012 8:03:40 PM 0 Alarms Polling

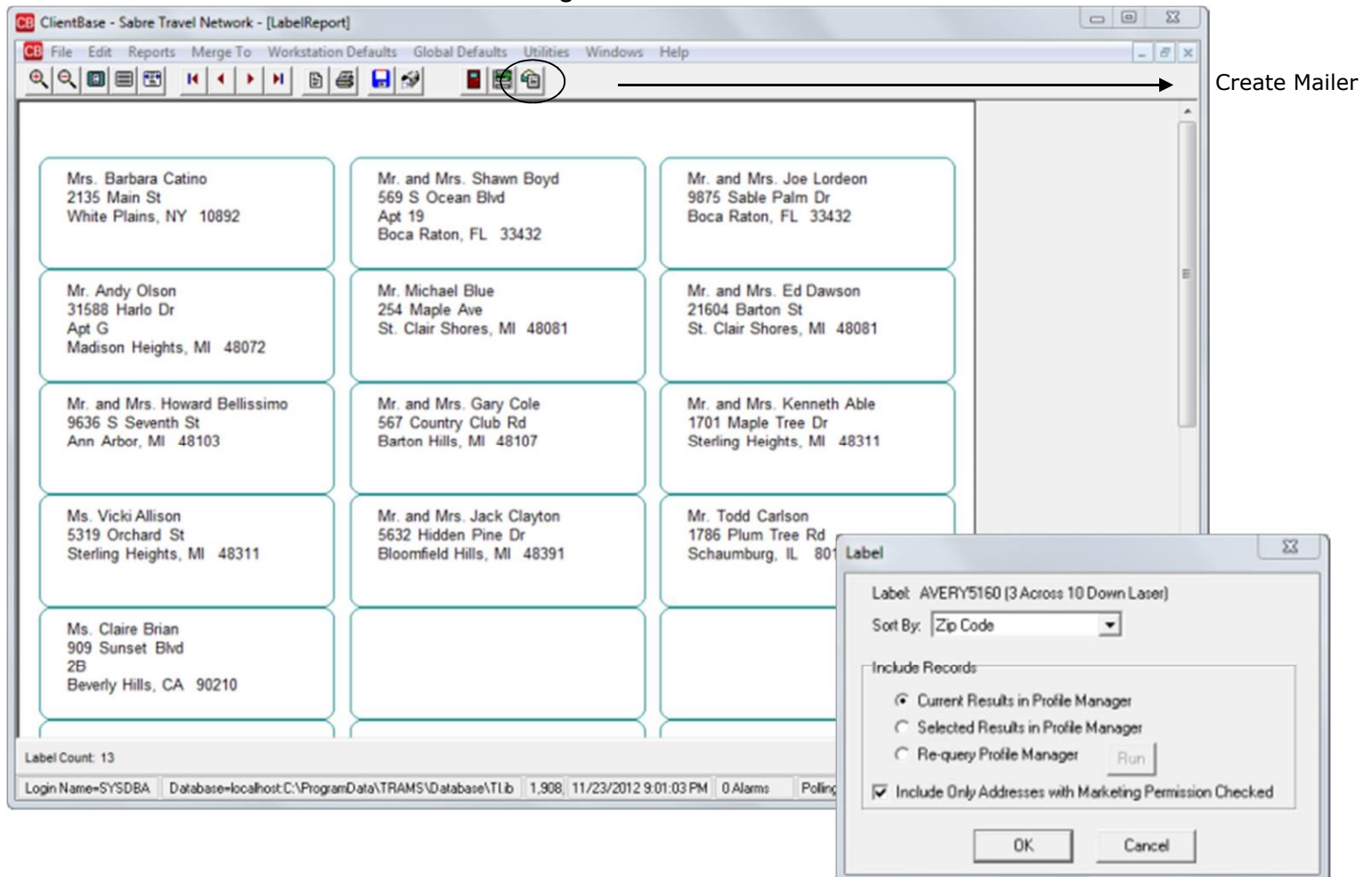
From the Level 3 Query screen click on the Marketing Tab and select the marketing codes that match the cruise space we have reserved. For example, **When?** Fall, **Where?** Caribbean, **What Type?** Cruise. Click OK.




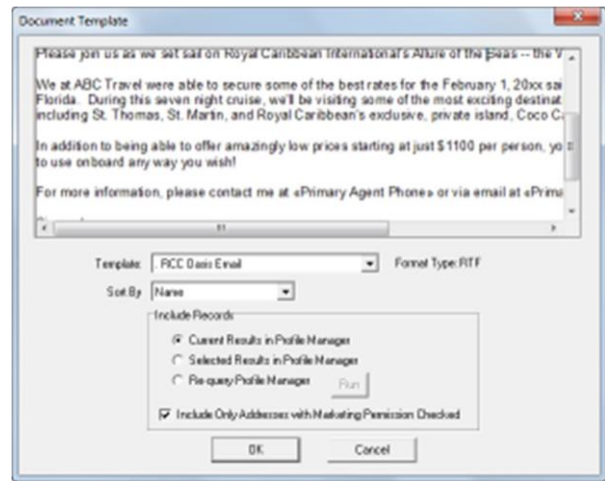
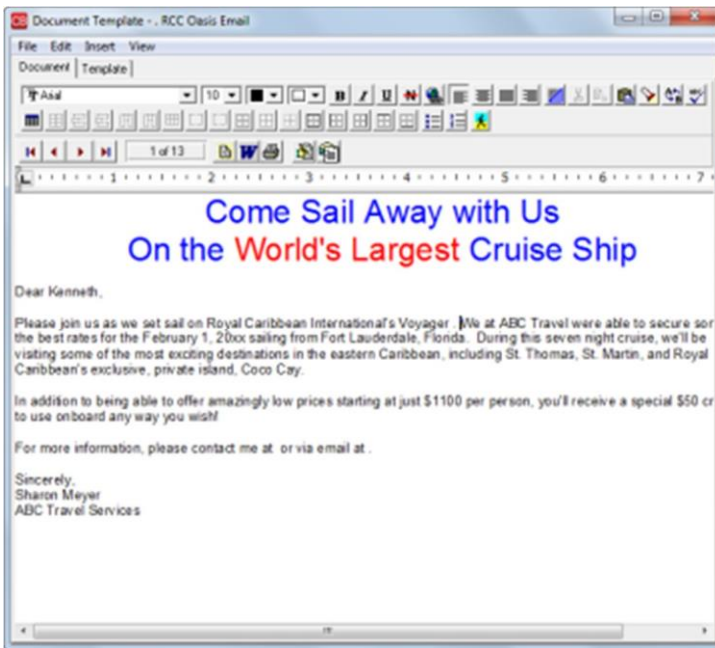


Click *Mailer* to automatically create a record of the mailing within each Client's profile.

When merging information into a Label, merge the information to Label from the Results screen by clicking the Tool Bar Label icon or select the menu item **Merge To Label**.



Another option is to send personalized letters to the results of your query. You can merge the information to a Document Template on the Tool Bar  Letter icon or on the menu item **Merge To Document Templates**.



Selling from Inventory

Utilize Res Card" Reservations" in ClientBase to link to your inventory records. Agents can connect to your database of group inventory while working in the Res card. To query inventory for a particular client's trip:

- Open a Res card for client
- To the far right Click on the Inventory Button

Booking Status	Type	Res Date	Vendor

	Res Total	Invoiced Total	Balance	Comm Total	Net Total
Selected Reservation	0.00	0.00	0.00	0.00	0.00
All Confirmed Reservations	0.00	0.00	0.00	0.00	0.00

A Level 2 Inventory Query screen appears to query your inventory.

We are querying for our group "RCINOV25"

If a Group has been captured within the ResCard the query may be performed automatically if you have the Default Inventory Filter set to Res Card Group Name. (See Screenshot Below) Click OK and view query results. To view more information about the Inventory, click *View Inventory Record* at the bottom right hand corner. Click *Pull from Inventory* button to import the reservation details and link to the inventory record.

The screenshot shows two overlapping windows from a travel software interface.

Inventory Query Level 2 (Left Window):

- Default Inventory Filter: Res Card Group Name
- Inventory Record #: [Empty]
- Travel Category: [Empty]
- Date Reserved: [Empty] to [Empty]
- Vendor: [Empty]
- Service Provider: [Empty]
- Inventory ID: [Empty]
- Description: [Empty]
- Duration: [Empty] to [Empty]
- Start Date: [Empty] to [Empty]
- End Date: [Empty] to [Empty]
- Utilization Date: [Empty] to [Empty]
- Region: [Empty]
- Destination: [Empty]
- Group Name: RONDV25
- Buttons: OK, Cancel, Refresh

Res Card Inventory Pull (Right Window):

Pull	Inventory ID	Blocked	Sold	Available	Travel Category	Vendor	Service Provider	Start Date
<input checked="" type="checkbox"/>	SHARON	12	1	11	Cruise	Royal Caribbean International	Voyager of the Sea	5/4/2013
<input type="checkbox"/>	SHARON	16	1	15	Cruise	Royal Caribbean International	Voyager of the Sea	5/4/2013

Buttons: Pull from Inventory (I), Cancel, Query

Travel Category Cruise, **Vendor** Royal Caribbean International, **Ship** Voyager of the Seas

Inventory ID SHARON, **Description** 7-night Eastern Caribbean, **Duration** 7, **Start Date** [Empty], **End Date** [Empty]

Description Inside, **Category** IS, **Deck** [Empty]

Pricing	Base	Tax	Commission	Total
Per Person Based on Double Occupancy	850.00	250.00	85.00	1,100.00
Single Supplement	850.00		85.00	850.00
3rd/4th/5th Adult Supplement	600.00	250.00	60.00	850.00
Child Rate	600.00	250.00	60.00	850.00

Blocked 12, **Sold** 1, **Available** 11

View Inventory Record button

Itinerary

- Depart Ft Lauderdale
- Arrive Nassau
- Depart Nassau
- Arrive Key West
- Depart Key West
- Arrive Ft Lauderdale

The screenshot shows the 'Reservation' window with the following details:

Reservation

General | More Taxes | Expanded Fare Info | Payment Due Date | Itin/Invoice Remarks | Agent Remarks | More Fields | Edit History

Date Reserved: [Empty] | Booking Status: Confirmed | Vendor: Royal Caribbean International | Travel Category: Cruise | Live Connect | Inventory | 1 Qty Pulled From Inventory

☐ Invoiced Outside CB | ☐ Issued through ARC | Confirmation #: 99123 | Record Locator: [Empty] | Promo ID: [Empty] | Booking Method: Inventory | Reservation Status: Inventory | Duration: 7 | No. of PAX: 2 | No. of Cabins: 1

Dom/Int'l: [Empty] | Charged: [Empty] | Itemize

Passengers: Able/Kenneth Alan, Able/Susan Weeble

Base	Tax	Commission	Total Fare
1,700.00	500.00	0.00 %	170.00
		0.00 %	2,200.00

Service Provider

General | Itinerary | Passenger Details | Itin/Invoice Remarks | Agent Remarks | Allocated Pricing

Travel Category: Cruise | Ship: Voyager of the Seas | Start Date: [Empty] | End Date: [Empty]

Category: IS | Deck: [Empty] | Cabin/Room: [Empty] | Dining | Bedding

Smoking: [Empty] | Description: Inside

Start Date	End Date	Type	Service Provider	Code
5/4/2013		Cruise	Voyager of the Seas	

Buttons: Insert, Update, New, Delete

Reservation Totals

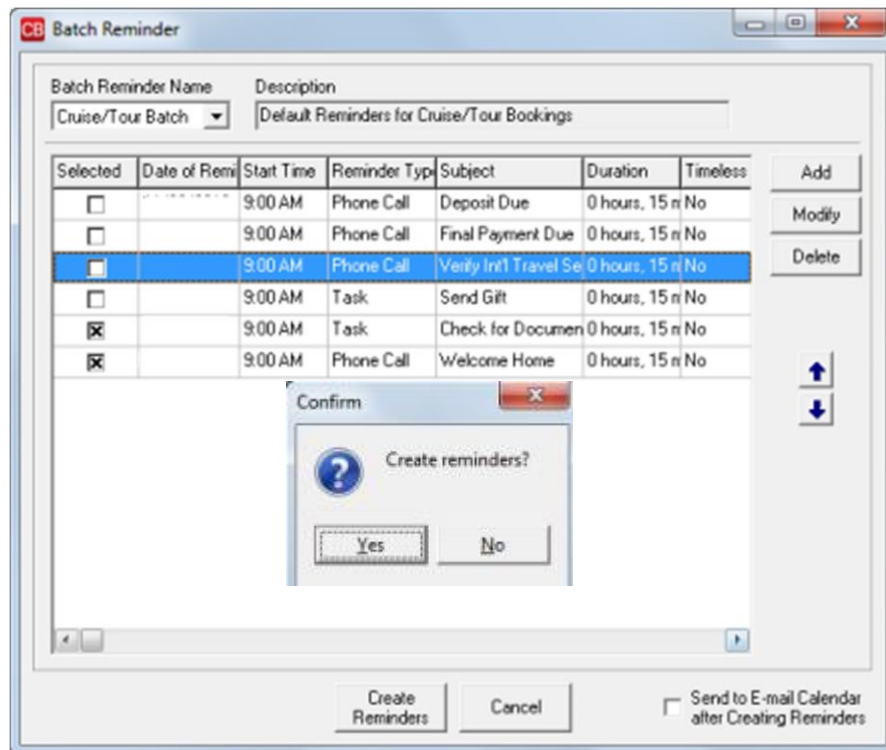
Fare	\$2200.00
Base	\$1700.00
Tax	\$500.00
Comm	\$170.00
Net Fare	\$2030.00

Trip Start: 5/4/2013
Trip End: 5/11/2013

Buttons: OK, Cancel

Using Res Card and Reminders to Manage the Sales Process

- Use batched reminders to quickly organize the future tasks to complete.
- Click *Create Reminders* and confirm by clicking Yes.
- All reminders are displayed in the Activities tab of the Res Card.



Res Card No. 3 Res Total: 2,200.00 Invoiced Total: 0.00 Balance: 2,200.00

Create Date: Agent: Sharon Meyer Status: Active Reservation Cycle: Lead Marketing Source: Group: Branch No.: [0] ABC Trav

Prepared for: Able/Kenneth Trip Name: Locator No.: Region: Destination: Trip Start Date: Trip End Date:

Addresses:

Client Ship To Address: ☒ Use Profile Ship To Client Bill To Address: ☒ Use Profile Bill To

Mr. and Mrs. Kenneth Able
1701 Maple Tree Dr
Sterling Heights, MI 48311

Mr. and Mrs. Kenneth Able
1701 Maple Tree Dr
Sterling Heights, MI 48311

Passengers: Able/Kenneth Alan, Able/Susan Weeble

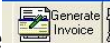
Reservations Invoices **Activities** Agent Remarks Client Feedback Attachments More Fields Edit History

Filters: ☒ All Activities ☐ Mailers ☐ Notes ☐ Reminders ☐ Open Reminders

Type	Activity DateTime	Subject	Priority	Lc
R		Final Payment Due	High	S
R		Check for Documents	Medium	S
R		Welcome Home	Medium	S
R		Deposit Due	High	S

Buttons: Add, Modify, Delete, Refresh, Batched Reminder, Activity Details, Remarks

Documenting Client Payments

Generate an invoice from *ClientBase* if you have chosen to handle your group as **“Accounting as Payments are Received”**. Select Generate Invoice  in Res Card.

CB Invoice

☐ Include Refunds

Branch Remarks: Thank you for booking with ABC Travel.

Invoice for: Able/Kenneth

Branch: 0

Locator No:

Group:

Invoice Payment: Form of Payment: Check/CC Number: 12334

Trip Balance Due Date:

Remarks:

Invoice Totals				Commission Tracking Totals			
Base	Tax	Commission	Total Fare	Base	Tax	Commission	Total Fare
500.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00

Select	Category	Vendor	Passenger	Confirmation No	Depart Date	Return Date	Agent	Passenger
1	<input checked="" type="checkbox"/> Cruise	Royal Caribbean Internat	Able/Kenneth Alan;Ab	99123	5/4/2013	5/11/2013	Sharon Meyer	

Reservation Total

Base: 1,700.00

Tax: 500.00

Comm: 170.00

Total Fare: 2,200.00

Sale

Not yet Invoiced: 1,700.00


This Invoice: 500.00

Due to Vendor:

Booking Payment: [500.00]

Travel Type: Dom. Air

Sub: Sup

 Preview Invoice

ABCTravel Services
Sterling Heights, MI 48311
+1 (586) 693-2706

Invoice No.:

Invoice Date: 5/11/2013

Travel Consultant: Sharon Meyer

Group No.:

Page No.: 1

Mr. and Mrs. Kenneth Able
1701 Maple Tree Dr
Sterling Heights, MI 48311

Cruise Reservation



Vendor : Royal Caribbean International

Booking Status : Confirmed

No. of Cabins : 1

Start Date :

Passengers : Able/Kenneth Alan; Able/Susan Weeble

Confirmation No. : 99123

Duration : 7

No. of Passengers : 2

End Date :

Join us at the Cocktail Party on Thursday Evening.

Cruise: Voyager of the Seas

	Base	Tax	Total
Reservation Totals	\$ 1,700.00	\$ 500.00	\$ 2,200.00
Prior Invoiced Totals	\$ 0.00	\$ 0.00	\$ 0.00
This Invoice Totals	\$ 500.00	\$ 0.00	\$ 500.00
		Paid By Check 1234: \$	(500.00)
		Balance: \$	1,700.00

Create a Receipt from the Client Profile in *ClientBase* if using method “Accounting as Departing” for your Group.

A ClientBase Receipt creates a Voucher in *Trams Back Office*.

Mr. and Mrs. Kenneth Able
1701 Maple Tree Dr
Sterling Heights MI 48311
Phone: +1 (586) 555-1234
E-Mail: theables@example.com

Client Voucher Invoice No: 162
Date Issued:
Agent:

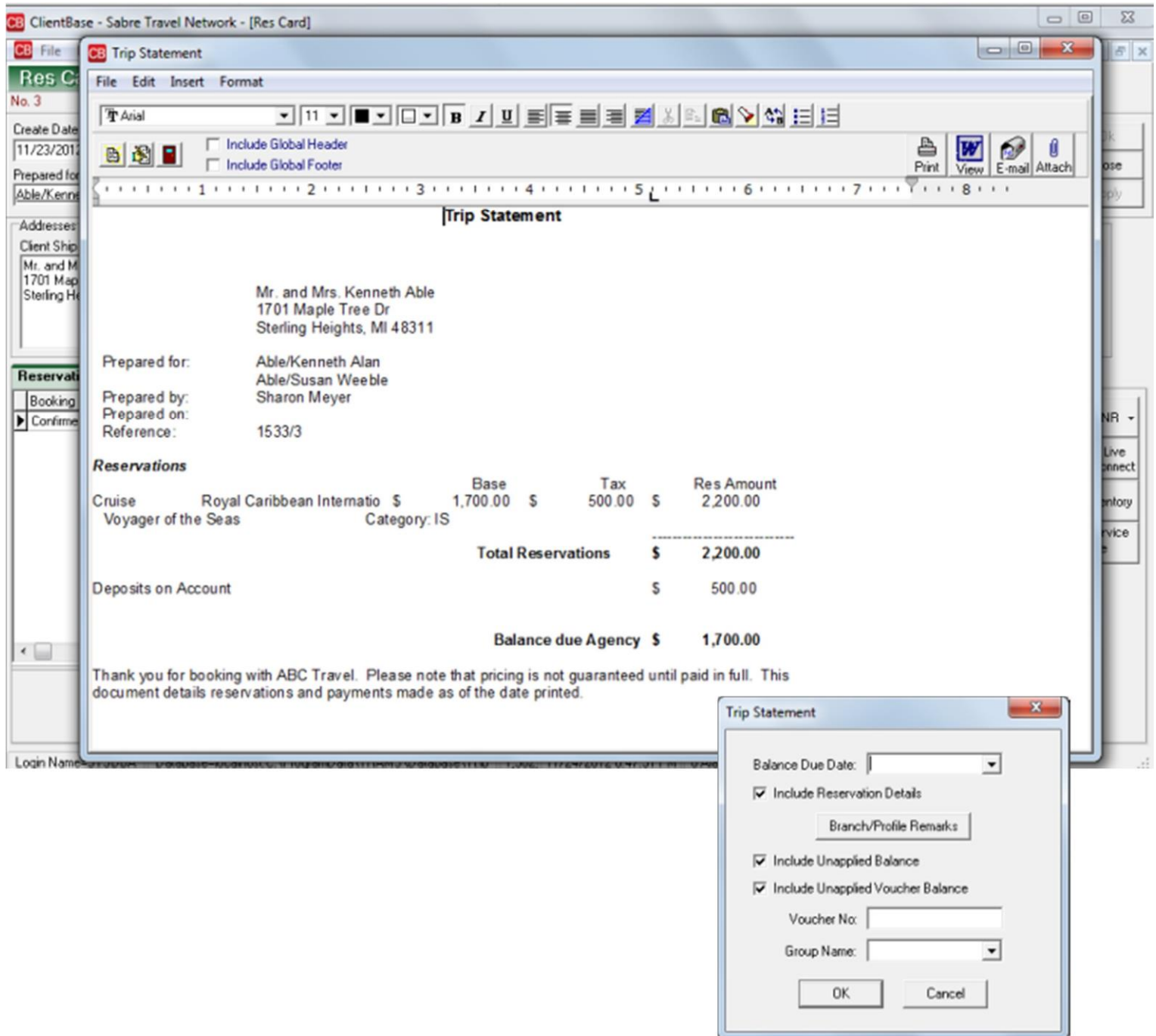
Payments Applied To This Invoice			
Check 1234	Received	Deposit for Voyager Group	-500.00
			<u>-500.00</u>
		Invoice Total:	0.00
		Payment Total:	-500.00
		Balance Due:	-500.00

Deposit for Voyager Group

If you have chosen the “**Accounting as Departing**” method, use the ClientBase **Trip Statement** to document Trip Totals, Receipts and Balance Due for the client.

In ClientBase select  from the Res Card.

- Enter Balance Due Date
- Place check marks to include unapplied balances and Vouchers to include them.
- Select Group name from the drop-down menu in the Group Name field.
- Once a trip statement is generated, it appears in a word processor. Change the font, insert graphics and transform the trip statement anyway you want.



The screenshot displays the ClientBase - Sabre Travel Network - [Res Card] interface. The main window is titled "Trip Statement" and contains a word processor-style document. The document includes the client's address, reservation details, and a table of reservations. A "Trip Statement" dialog box is open in the foreground, allowing for customization of the statement.

Client Information:
Mr. and Mrs. Kenneth Able
1701 Maple Tree Dr
Sterling Heights, MI 48311

Reservation Details:
Prepared for: Able/Kenneth Alan
Prepared by: Able/Susan Weeble
Prepared on: Sharon Meyer
Reference: 1533/3

Reservations Table:

			Base		Tax		Res Amount
Cruise	Royal Caribbean Internatio	\$	1,700.00	\$	500.00	\$	2,200.00
	Voyager of the Seas						
	Category: IS						
Total Reservations						\$	2,200.00
Deposits on Account						\$	500.00
Balance due Agency						\$	1,700.00

Thank you for booking with ABC Travel. Please note that pricing is not guaranteed until paid in full. This document details reservations and payments made as of the date printed.

Trip Statement Dialog Box:

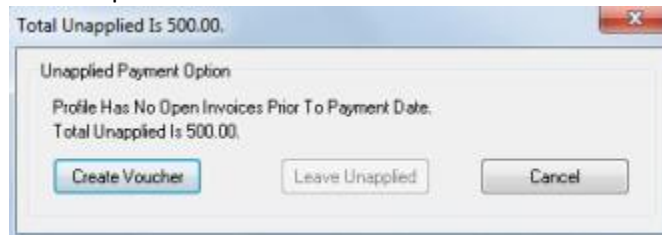
- Balance Due Date: [Dropdown]
- ☒ Include Reservation Details
- Branch/Profile Remarks: [Text Field]
- ☒ Include Unapplied Balance
- ☒ Include Unapplied Voucher Balance
- Voucher No: [Text Field]
- Group Name: [Dropdown]
- OK [Button] Cancel [Button]

Collecting Client Payments/Disbursing Vendor Payments in *Trams Back Office*

Client Payments:

Enter all payments received from clients. Be sure to include the group code (RCCLVOYN0V1) on each payment. Filling in the group field gives you additional reporting capabilities. Also be sure to utilize the remarks field, this information shows on reports as well.

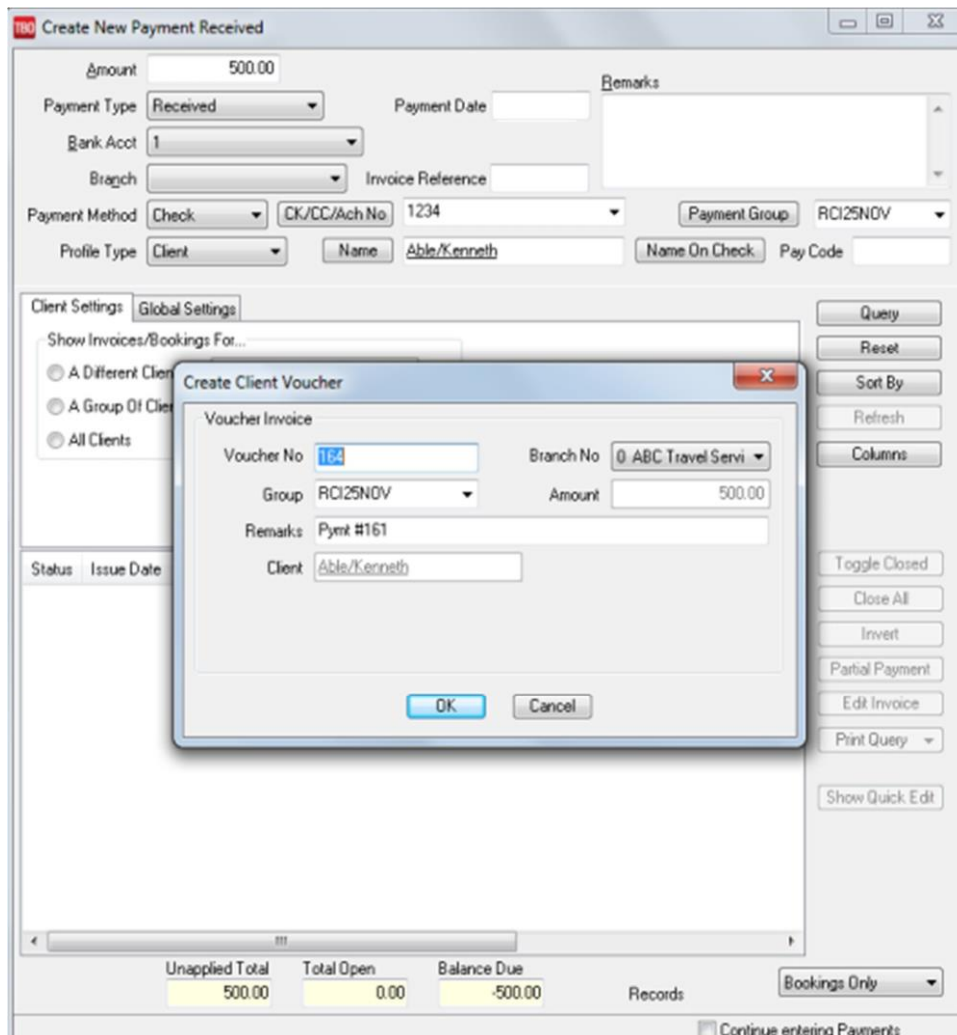
- Go to **Payments|Received** and fill in the information for each payment.
- If using accounting as departing, no invoices have been created at this point and you will be prompted to "Create Voucher" (**Always Create a Voucher**).
- If using accounting as payments received, apply payment to the appropriate invoice.
- If **Receipts** are entered in **ClientBase**, Back Office Personnel must reconcile the Vouchers created to the Payments Received and Deposited.



Total Unapplied Is 500.00.

Unapplied Payment Option

Profile Has No Open Invoices Prior To Payment Date.
Total Unapplied Is 500.00.



Create New Payment Received

Amount: 500.00

Payment Type: Received

Bank Acct: 1

Branch:

Payment Method: Check

CK/CC/Ach No: 1234

Payment Group: RC125NOV

Profile Type: Client

Name: Able/Kenneth

Name On Check:

Pay Code:

Remarks:

Client Settings: Global Settings

Show Invoices/Bookings For...

☐ A Different Client

☐ A Group Of Clients

☐ All Clients

Status: Issue Date

Unapplied Total: 500.00

Total Open: 0.00

Balance Due: -500.00

Records: Bookings Only

Create Client Voucher

Voucher Invoice

Voucher No: 1164

Branch No: 0 ABC Travel Servi

Group: RC125NOV

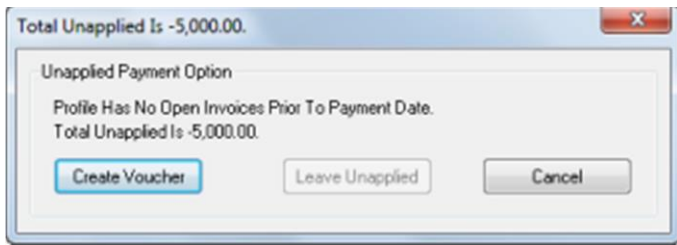
Amount: 500.00

Remarks: Pymt #161

Client: Able/Kenneth

Vendor Payments:

- Go to **Payments | Made** and enter all payments that need to be sent to vendors.
- Create a Vendor Voucher when prompted.
- Create a Voucher for each payment. Be sure to include the **RCIVOYN25** in the group field.
- Use the Client Profile named **RCI VOYAGER GROUP – NOV 25**.



Group Receipts/Expenses Report in *Trams Back Office*

Report Preview: Group Revenue Report (RCINOV25) Page 1 of 1

Group Revenue Report (RCINOV25)

From: _____ To: _____

Invoice No	Name	Payment Date	Payment No	Revenue	Expenses	Remarks
162	Able/Kenneth	11/23/2012	160	500.00	0.00	Deposit for Voyager Group
166	Tiggs/Hazel	11/24/2012	163	600.00	0.00	
				1,100.00	0.00	

Current Group Profit: 1,100.00

Client Profile

Group Revenue Report

From: _____ To: _____

Invoice/Payment Group: RCINOV25

Preview Print Printer Setup Reset Default Close

Managing Inventory Utilization in ClientBase

Easily track what's **Blocked**, what's **Sold** and what's **Available** to manage your inventory utilization. Click *Inventory Manager Tab*, and *Refresh* to display all inventory records to view utilization.

The screenshot shows the ClientBase - Sabre Travel Network application. The main window is titled "Inventory Manager" and contains a sidebar with a tree view of inventory categories. The main panel displays a table of inventory records. The table has columns for Travel C, Blocked, Sold, Available, Vendor, Service Provider, Start Date, End Date, Description, and Inventory. The table shows two records for "Cruise" with "Blocked" values of 12 and 16, and "Sold" values of 2 and 1. The "Available" column shows 10 and 15 respectively. The "Vendor" is "Royal Caribbean Int'l" and the "Service Provider" is "Voyager of the Seas". The "Start Date" is 5/4/2013 and the "End Date" is 5/11/2013. The "Description" is "7-night Eastern Caribbean" and the "Inventory" is "SHARC".

Travel C	Blocked	Sold	Available	Vendor	Service Provider	Start Date	End Date	Description	Inventory
Cruise	12	2	10	Royal Caribbean Int'l	Voyager of the Seas	5/4/2013	5/11/2013	7-night Eastern Caribbean	SHARC
Cruise	16	1	15	Royal Caribbean Int'l	Voyager of the Seas	5/4/2013	5/11/2013	7-night Eastern Caribbean	SHARC

Group Reporting

To run the Invoice Activity and Agent Activity go to **Reports | Report Generator | Print Report** on the main menu of TRAMS Back Office.

- Click on the **Report** Button and select the Invoice Activity Report **S_IN_AD.RPT**
- Click on the Report Button and select the Agent Activity Report **AG_CL_AS.RPT**
- Select “Invoice Group” on the Advanced Tab and select the group from the drop-down list

The image displays two screenshots of the TRAMS Report Generator application window.

Top Screenshot (General Tab):

- The **Report** button is circled in blue.
- Fields include: Date Range, Issue Dt, Between, Apd, Invoice Type, Branch, Submit To, Hdr Format, Travel Type, Header/Footer, Ticket Type, Tkt/Conf No, E-Ticket Status, Dom/Int, Passenger Name, Branch Group, Invoice Payment Status, Client, Pay method, Clk/CC No, Vendor, Fare Params, Client Name, Type, Vendor Name, Preferred Status.
- Buttons: Print Selection Criteria, Preview.

Bottom Screenshot (Advanced Tab):

- Fields include: Client Remarks, Vendor Remarks, UDID Selection, Department, Use Department From Profile, Flow Carrier, Validating Carrier, C/C Types, City, Origin/Destination, Inside Agent, Action, Outside Agent, IC Code, Host Code, Cross Reference, Sub Title, Font, Size, Print first xx items.
- Booking Dates: From, To, Depart, Return, Final Pay.
- Groups section: Client, Vendor, Invoice (Is Equal To, RCI25NOV), Inside Agent, Outside Agent. Each has a 'Groups' button.
- Buttons: Preview, Print, Printer Setup, Reset, Default, Close.

- Sales Activity by Invoice **S_IN_AD.RPT**

Report Preview: Sales Activity By Invoice

Page 1 of 1

Sales Activity By Invoice

Issue Dt	Invoice	Client Name				
Ticket No	Itinerary	Traveler	AL/Vendor	Total Fare	Commission	
11/24/20	165V	RCI25NOV				
			Royal Caribb	0.00	5,000.00	
			Royal Caribb	0.00	-5,000.00	
				0.00	0.00	
				0.00	0.00	

- Agent Activity By Client **AG_CL_AS.RPT**

Report Preview: Agent Activity By Client

Page 1 of 1

Agent Activity By Client

Agent Id	Agent Name				
Client Name	Bookings	Total Fare	Commission	Agent Commission	
Sharon Meyer					
Flowers/Susan	1	500.00	0.00	0.00	
	1	500.00	0.00	0.00	

• Client Group Statement

1. To run a Client Group Statement, go to **Reports|Client|Statement**
2. Click down arrow on Report Type and select *Summary*
3. Click the down arrow in the Format field and select "Group" from the drop-down menu
4. Click the down arrow in the Invoice Group Field and select a group name. (RCIVOYN25)

Report Preview Group Client Summary

Page 1 of 2

Group Client Summary

Client ID:
Client No:

Issue Dt	Invoice No	Vendor	Start Dt	Itinerary	Fare	Remarks
Ticket No	Passenger					
Able/Kenneth						
Voucher No	Issue Date	Remarks			Amount	
162		Deposit for Voyager Group			500.00	
					500.00	
Payment Date	Pay Method	Ck/CC No		Remarks	Amount	
11/23/2012	Check	1234		Deposit for Voyager Group	500.00	
11/24/2012	Check	1234			500.00	
					1,000.00	
Total Open:					0.00	
Total Vouchers:					-500.00	
Account Balance:					-500.00	
Flowers/Susan						
	90145					
	Flowers/Susa	Apple			500.00	

• Vendor Group Statement

1. To run a Client Group Statement, go to **Reports|Vendor|Statement**
2. Click down arrow on Report Type and select *Summary*
3. Select Vendor Name
4. Click the down arrow in the Invoice Group Field and select a group name. (RCIVOYN25)

The screenshot shows a window titled "Vendor Statement" with a toolbar at the top containing icons for back, forward, and search. The main area contains the following fields and controls:

- Report Type:** A dropdown menu currently set to "Statement".
- Vendor Name:** A text field containing "Royal Caribbean International".
- Group/Batch Name:** A dropdown menu.
- Issue Date:** Two text fields separated by "To".
- Invoice/Payment Group:** A dropdown menu set to "RCINOV25".
- Latest Depart Date:** A text field.
- Invoice Type:** A dropdown menu set to "All".
- Branch:** A dropdown menu set to "[All]".
- Travel Type:** A dropdown menu set to "[All]".
- Submit To:** A dropdown menu set to "[Supplier/CommTrack]".
- Minimum Total Open:** A text field.
- Header/Footer:** A dropdown menu.
- Orientation:** A dropdown menu set to "Portrait".
- Sort By:** A dropdown menu set to "Confirm No".
- Optional Print Fields:** A section with checkboxes for "Invoice Number", "Itinerary", "Vendor Remarks", "ARC No", and "Return Date".
- Print UDID:** A dropdown menu set to "None".
- Additional Options:** Checkboxes for "Prompt For Stmt Remarks", "Include Profile Remarks", and "Print Foreign Currency Values".

At the bottom of the window is a toolbar with buttons: "Preview", "Print", "Printer Setup", "Reset", "Default", and "Close".

Report Preview: Vendor Statement Royal Caribbean International

Page 1 of 1

Vendor Statement

Royal Caribbean International
Phone: +1 (800) 555-9999

Vendor ID: RCC
Vendor No: 724

Invoice No	Confirm No	Name	Itin	From	Total Fare	Commission	*Remit
90145		Flowers/Susan		12/15/201	500.00	0.00	-500.00
					500.00	0.00	-500.00
Account Balance:					-500.00		

*Positive amounts are those that vendor owes agency

• Group Receipts|Expenses Crystal Report

1. Download Trams Crystal Reports at http://www.trams.com/home/products_services/products/trams_crystal_reports
2. Review our library of downloadable reports under TBO Agency Customer Reports|Payment Reports, Group Receipts and Expense Reports.
3. Report is broken into two sections, "Receipts" and "Expenses". Report can be run in "Summary" or in "Detail".
 - **Receipts:** Report displays the value of all payments received or made to and from clients, directly as Cash, Check, EFT or CC Merchant Payments, or where their CC has been charged indirectly through a Supplier.
 - **Expenses:** All payments made or received to and from vendors will be displayed. These will include checks and EFT payments sent and received to and from Suppliers, Check payments sent to cover "expenses" of the group and CC payments processed through a Supplier.
4. Both methods of accounting for Group sales and Revenue are handled with this report.

Group Receipts And Expenses Report

From:
To:

Voucher No	Client Name	Receipts	Payment Date	Payment No	Pay Method	Check/CC No.	Receipts	Remarks
24	Mutale/Laura		03/01/2003	1790	Check	1256	500.00	Mutale/Laura & Rob
24	Mutale/Laura		10/02/2003	1834	Check	985	-500.00	Mutale/Laura/Rob
25	Deutsch/Erica		03/01/2003	1792	Cash		500.00	Deutsch/Erica & Rob Deposit
25	Deutsch/Erica		10/02/2003	1843	Cash		-500.00	Deutsch/Erica & Rob
26	Scott/Max		03/02/2003	1800	Check	32995	500.00	Scott/Max & Mary - Deposit
26	Scott/Max		10/10/2003	1839	Check	36741	-500.00	Scott/Max & Mary
27	Terlinden/Chris		03/02/2003	1801	Cash		500.00	Terlinden/Chris & Dwayne - Deposit
27	Terlinden/Chris		10/10/2003	1841	Cash		-500.00	Terlinden/Chris & Dwayne
32	Foley/Jim		03/17/2003	1818	Check	521	500.00	Foley/Jim & Marie Deposit
32	Foley/Jim		10/13/2003	1845	Check	33241	-500.00	Foley/Jim & Marie
Voucher Receipts Total:							0.00	

Invoice No	Client Name	Passenger Name	Type	Ticket/Conf No	Payment Date	Payment No	Pay Method	Check/CC No.	Receipts	Remarks
227	Mutale/Laura	Mutale/Laura/Rob	S	123987	10/02/2003	1834	Check	985	1,500.00	
229	West/Lloyd	West/Lloyd	C	123987	10/02/2003	N/A	No C/C No.		1,000.00	Reno Group CC
230	West/Lloyd	West/Lloyd/Melissa	S	123987	03/01/2003	1794	CreditCard	VI Ending In 1245	500.00	Pynt for Inv# 230
231	Eubank/Bob	Eubank/Bob/Kay	S	123987	03/17/2003	1812	CreditCard	MC Ending In 9654	500.00	Pynt for Inv# 231
232	Francis/John	Francis/John/Linda	S	123987	03/17/2003	1827	CreditCard	DC Ending In 7458	500.00	Pynt for Inv# 232
233	Deutsch/Erica	Deutsch/Erica/Rob	S	123987	10/02/2003	1843	Cash		1,500.00	
234	Scott/Max	Scott/Max/Mary	S	123987	10/10/2003	1839	Check	36741	1,500.00	
235	Terlinden/Chris	Terlinden/Chris/Dwayne	S	123987	10/10/2003	1841	Cash		1,500.00	
236	Eubank/Bob	Eubank/Bob/Kay	S	123987	10/12/2003	1829	CreditCard	MC Ending In 9654	1,000.00	Pynt for Inv# 236
237	Foley/Jim	Foley/Jim & Marie	S	123987	10/13/2003	1845	Check	33241	1,500.00	
238	Francis/John	Francis/John/Linda	S	123987	10/14/2003	1831	CreditCard	DC Ending In 7458	1,000.00	Pynt for Inv# 238
Cash/Check/EFT:		7,500.00								
Credit Card:		4,500.00								
Invoice Receipts Total:									12,000.00	
Total Receipts:									12,000.00	

• Group Passenger Manifest

Download Trams Crystal Reports at

http://www.trams.com/home/products_services/products/trams_crystal_reports. This report is found under ClientBase Group Reports|Group Passenger Cruise Manifest:

Group Passenger Cruise Manifest										
ClientBase Report AS OF		Sailing								
		Royal Caribbean Cruise Line								
Cabin #	Category	Deck	Passport #	Passport - Issuing Country	Passport - Expiry Date	Fax	Cabin	Reserve	DOB	Dining
7284	E1	Deck 7				3	1.00			
McCluskey, Jonathan		M							01/06/96	Main
McCluskey, Mark		M							11/28/39	Main
Ulase, Catharina		F							12/06/57	Main
Category	E1					3	1.00			
7286	Oceanview Stateroom	Deck Two				2	1.00			
Bertman, Francis		M	US							Firstmain Seating (Available)
Bertman, Marilyn										Firstmain Seating (Available)
7288	Oceanview Stateroom	Deck Three				2	1.00			
Drew, Eleanor		F	US	404803491	US				04/07/47	Firstmain Seating (Available)
Drew, Ronald		M	US	213357964	US				10/16/48	Firstmain Seating (Available)
Category	Oceanview Stateroom					4	2.00			

• Other Group Reports in Trams Back Office

Depart and Arrive Manifest – Go to Reports/Invoices/Depart Arrival Manifest Select Invoice Group name from the drop-down menu.

Rooming List – If a UDID1 (must be UDID1) was used linking Passengers sharing a room

Report Type

Arrival Manifest

Arrival Date From

To

Issue Date From

To

Arrival Airline

Arrival City

Arrival Flight No

Format

Summary

☐ Include Connecting Cities

Client Name

Client Group

Invoice Group

RCINOV25

UDID Selection

None

Value

Print UDID

None

Output Format

Report

Preview

Print

Printer Setup

Reset

Default

Close

Closing the Group

- Create all final invoices in *ClientBase*.

Final invoices are created with commission in them, so that when looking at the travel history for a client, you can see the revenue value of that client to the agency.

- In *Trams Back Office* closing *Client* side.

1. Close all vouchers and invoices and track the income for the group
2. Attach client invoices to client payments by entering a payment received of zero dollars
3. Close out both the invoices and vouchers by going to **Payments|Received**.
4. Change *Pay Method* to either *Cash* or *Other*.
5. All Client vouchers and invoices can be closed with a single payment by using the *Client Settings* and *Global Setting* Tabs in the payment screen.
6. Click *Query* and all invoices and vouchers for the group appear.
7. Click *Close All*, on the right, and click *OK*. The client side of the group is closed.

Top Screenshot: Client Settings Tab

Amount: 0.00
 Payment Type: Received
 Payment Date:
 Remarks:
 Bank Acct: 1
 Branch:
 Invoice Reference:
 Payment Method: Cash
 Payment Group: RCINOV25
 Profile Type: Client
 Name: RCINOV
 Name On Check:
 Pay Code:
 Client Settings: Global Settings
 Show Invoices/Bookings For:
☐ A Different Client
☐ A Group Of Clients
☒ All Clients
 Query
 Reset
 Sort By
 Refresh
 Columns

Bottom Screenshot: Global Settings Tab

Amount: 0.00
 Payment Type: Received
 Payment Date:
 Remarks:
 Bank Acct: 1
 Branch:
 Invoice Reference:
 Payment Method: Cash
 Payment Group: RCINOV25
 Profile Type: Client
 Name: RCINOV
 Name On Check:
 Pay Code:
 Client Settings: Global Settings
 Invoice # To Branch: (All)
 Passenger Ticket No Confirm No
 Issue Date To Depart Date To
 Invoice Rec No Invoice Group: RCINOV25 Branch Group
 UDID Selection
 Locate Invoice
 Query
 Reset
 Sort By
 Refresh
 Columns
 Toggle Closed
 Close All
 Invert
 Partial Payment
 Edit Invoice
 Print Query
 Show Quick Edit

Status	Issue Date	Invoice #	Type	Total Fare	Applied	Client Name	Vendor Name	Passenger Na
Closed		162	Vo...	-500.00	0.00	Able/Ken...		
Closed		166	Vo...	-600.00	0.00	Tiggs/Ha...		
Closed		90150	Sale	500.00	0.00	Able/Ken...		
Closed		167	Vo...	-500.00	0.00	Flowers/S...		
Closed		90151	Sale	500.00	0.00	Tiggs/Ha...		
Closed		90152	Sale	600.00	0.00	Tiggs/Ha...		

Unapplied Total: 0.00
 Total Open: 0.00
 Balance Due: 0.00
 6 Records
 Invoices Only

- **In Trams Back Office closing Vendor side.**

1. Close the vendor side of the group by going to **Payments | Made**.
2. The amount is zero, and the *Pay Method* is either Cash or Other.
3. Click *Close All* to close off all invoices and all Vouchers.
4. You are prompted to create a voucher if there is any remaining amount.
5. Select "Yes," as this is income for the group.

Create New Payment Made

Amount: 0.00

Payment Type: **Made** Payment Date:

Bank Acct: **1** Branch: Invoice Reference:

Payment Method: **Cash** Payment Group:

Profile Type: **Vendor** Name: **Royal Caribbean International** Name On Check: Pay Code:

Remarks:

Vendor Settings Global Settings

Invoice #: To: Branch: **[All]**

Passenger: Ticket No: Confirm No:

Issue Date: To: Depart Date: To:

Invoice Rec No: Invoice Group: **RCINOV25** Branch Group:

UDID Selection:

Submit To	Status	Issue Date	Invoice #	Type	Total Fare	Net Due	Vendor Name	Commission	Passen
Supplier	Clos...		90145	Sale	500.00	-450.00	Royal Carib...	50.00	Flowers
Supplier	Clos...		90150	Sale	500.00	-450.00	Royal Carib...	50.00	Able/K...
Supplier	Clos...		90151	Sale	500.00	-450.00	Royal Carib...	50.00	Tiggs
Supplier	Clos...		90152	Sale	600.00	-500.00	Royal Carib...	100.00	Tiggs

Unapplied Total: 1,850.00 Total Open: 0.00 Balance Due: -1,850.00 4 Records

Create Vendor Voucher

Voucher Invoice

Voucher No: 168 Branch No: 0 ABC Travel Servi

Group: RCINOV25 Amount: 1,850.00

Remarks: Pymt #166

Client: RC125NOV Confirmation No:

OK Cancel

Create one final invoice to account for group income.

1. Use the profile that we created for our group as the client
2. The total fare is zero, and the commission amount is the amount of the vendor voucher we created above.
3. Close invoice as we did in the above steps.

Create New Sale Invoice # (Unassigned) RC125NOV

New Booking RC125NOV Dom. Air (Invoice # Unassigned)

1 General Info 2 Remarks 3 Expanded Fare Info 4 More Taxes 5 Agents 6 UDIDs 7 Segments 8 Foreign Currency

Submit To: Supplier Flown Carrier: / / / / / / /

Travel Type: Ship-Finl Itinerary: / / / / / / / / /

Passenger: RC125NOV Department:

Vendor Name: Royal Caribbean International Confirm No:

Depart Date: Return Date:

Total Fare: 0.00 Base Fare: 0.00

Taxes/Rate: 0.00 0.00 % Commission/Rate: 1850.00 0.00 %

Ticket Type: Normal Date Payable:

Ind: Domestic

Client Payment: Open Vendor Payment: Open

OK Cancel New Booking Copy Booking

Print Invoice After Saving
Continue entering Invoices