

Trams Back Office

REPORT OF THE MONTH

**"INFORMATION IS THE SEED FOR AN IDEA, AND
ONLY GROWS WHEN IT'S WATERED."**

- Heinz V. Bergen

Data, data, and more data! If there's one thing we have in Trams Back Office, it's data. Data alone is meaningless. Knowledge on the other hand is power. So how are you turning your data into knowledge? In this bi-monthly email series, we want to help you do just that!

Problem:

Successfully tracking commission is key to maximizing every agency's bottom line. I struggle to keep my finger on the pulse of my commissions - including when I can expect them - especially when some vendors pay based on the final payment date and some pay based on the trip departure date.

Solution:

We have developed two new Vendor Balance Due reports designed to provide a 360 degree view of your agency's commission receivables.

Both reports have options to:

- Pull open commissions based on depart date or payment due date
- Include the booking agent and sort by agent on a single report or print a separate report for each agent
- Run for all travel categories or any combination of travel categories
- Query for open commissions due as commtrack, supplier (paid by credit card), or both

Important Tip: Create a Vendor Group to group your vendors that pay commission based on final payment date and another Vendor Group to group your vendors that pay based on trip departure date. Then flag your Vendor

profiles accordingly. When you run the reports below enter the appropriate Vendor Group or enter a specific Vendor ID.

Vendor Balance Report #1: (Use an "As Of" date and easily age your commission receivables.)

Pull commission receivables based off an as of date which will either look for the dates in the depart date field or the payment due date field. There's also the ability to sort commissions due by aging them (30/60/90, 60/90/120, etc.), making it easy to chase the older commissions first. The format of the report output will vary based on the parameters selected before running the report. Click [here](#) to view a sample of this vendor balance report (in summary format).

Vendor Balance Report #2: (Use a Date Range and easily forecast future commissions.)

This report has options to run a report based on either the data in the payment due date field or the depart date range. However, the date range selection uses from and to dates instead of an as of date. Not only does this provide the ability to pull commissions for example, 30 days after departure but by extending the to date into the future also provides commission forecasting capabilities. The format of the report output will vary based on the parameters selected before running the report. Click [here](#) to view a sample of this vendor balance report (in summary format).

For instructions on how to install the Trams Crystal Report Utility (TCR10) and access our complete library of free reports, please [use this link](#).

Download the Vendor Balance Due based on an as of date by clicking [here](#). Download the Vendor Balance Due based on depart date report using this direct [link](#).

If you have questions regarding this or any other report, please email support@trams.com or call 310-641-8726.

Kind Regards,
Linda Pannekeet
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