

TRAMS BACK OFFICE

Tip of the month

Efficiency rules! Trams Back Office is rich with functionality to assist with making every work hour a productive hour. Perhaps there are more features that you may not yet be aware of that can improve efficiencies? Tip of the month is a series designed to open new doors that could just make that work hour even more productive!

Problem:

I have a ton of commissions for a certain client and a specific vendor that I need to change to zero because they are non-commissionable. It's going to be a time consuming task if I have to go into every booking and manually change each of them to zero.

Solution:

Use the new Invoice Query Commission Global Modify feature! Here's how it works:

1. Run the Invoice Query with the pertinent query criteria
2. Click on the View By Booking button (to switch to view booking mode)
3. Select the bookings to be changed (or you can skip this step if all of the bookings are going to need to be modified)
4. Click on the Global Modify button
5. In the new area labeled CommTrack Booking Commission, click the set to box and then enter the percentage the commissions will get changed to (in the example above it would be 0%)
6. Select the correct option: Selected Query Results or All Query Results and click OK

Voila! All of the commissions are now changed accordingly.

Hint: You can increase commission percentages as well.

So easy, so efficient!
