CLIENTBASE MISCELLANEOUS REPORTS

ClientBase Miscellaneous Reports	Description	Excel	ClientBase Fields	Parameters

Cruise Departures - Passenger Counts
3.09 v: CruiseDepartures_Pax_Count.rpt
Updated Version   1/19/2016
4.00 v: CruiseDepartures_Pax_Count_4_0.rpt
Updated Version   7/15/2016
	List of Cruise Bookings by Sailing for a Period. Used to maximize consolidation for gaining free cabin credits.	No	Cruise Line; Ship Name; Departure Date; Traveler Name, Cabin Sharing; Cabin Count; Confirmation; ResCard; Booked Through Inventory
			Sample
				Departure Dates:
				   From :
				   To :

Cruise Departures – Passenger Count – Excel
3.09 v: CruiseDepartures_Pax_count Excel.rpt
Updated Version   1/19/2016
4.00 v:
CruiseDepartures_Pax_count Excel_4_0.rpt
Updated Version   7/15/2016
	List of Cruise Bookings by Sailing for a Period. Used to maximize consolidation for gaining free.	Yes	Passenger; Depart Date; Ship; Deck; Category; Cabin #; Cabin Share; Confirmation; ResCard # Inventory; Supplier
			Sample
				Departure Dates:
				   From :
				   To :

Inventory Recap
InventoryRecap.rpt
Updated Version   1/19/2016
	List of All Blocked Space in ClientBase Inventory	No	Inventory ID; Supplier Name; Created; Service Provider Name; Start Date; End Date: # Blocked: # Sold; # Available; Description; Base Amount; Base Commission; Single Supplement; Supplement Commission: 3rd Person Amount; 3rd Person Commission; Child Amount; Child Commission
			Sample
				Departure Dates:
				   From :
				   To :

Passenger Profile Information PassengerProfileInfo101_308.rpt Formerly 1503PassengerProfileInfo101_308.rpt Updated Version 1/13/2016	This report is run for a single client or a group of clients, printing a separate form for each traveler associated with the client or client group. Information such as email addresses, phone numbers and Credit Cards not associated with the traveler will not be displayed	No	Title, First Name, Middle Name, Last name, Gender, Citizenship, Birthdates, Department, Position, Phone Numbers, E-mail Address, Passport Number and expiration date, Citizenship, Credit Cards, Frequent Flier Cards, Hotel Cards, Car Cards, Other Cards, Air Preference, Car Preference, Hotel Preference, and Emergency Contact Information *Sample*	**Type of Extract – Individual or Group** **ID – Interface ID of Client or Full Group Name**

Select the correct ClientBase Windows Version to run the report   11/04/16

CLIENTBASE MISCELLANEOUS REPORTS

ClientBase Miscellaneous Reports	Description	Excel	ClientBase Fields	Parameters
Receipts – Excel ReceiptsExcel100.rpt Formerly 1511ReceiptsExcel100.rpt Updated Version 1/17/2016	This report was created for those who only have ClientBase but do not have Trams Back Office. The report recreates most of the data elements from the Receipts report found in Trams Back Office in an exportable format. The information can be used for inclusion in a different Back Office system that allows importation of data.	YES	Payment Date Payment # Payee Amount Form of Payment Document ID (CC/Ck #, etc) Branch Remarks *Sample*	**Payment Date Range:** From: To:

Unmasked Credit Cards
Unmaskedcreditcards.rpt
Updated Version   1/18/2016
	List of all Credit Cards in Database that are "Unmasked" – not PCI Compliant. **Caution should be used in handling of this report. In most cases, the card should be deleted, but some may be re-entered in an acceptable format**	No	Summarized by Travel Agent
			  ResCard #
			  Credit Card Number
			  Expiration Date
			  Client Name
			  Traveler Name (if Attached)
			Sample
				None

Select the correct ClientBase Windows Version to run the report   11/04/16