CLIENTBASE AGENT ANALYSIS

ClientBase Agent Analysis	Description	Excel	ClientBase Fields	Parameters
Agent Booking Production 3.09.00 v: AgentBookingProduction100.rpt Formerly 1505AgentBookingProduction100.rpt Updated Version 1/28/2016 400.00 v: AgentBookingProduction100.rpt_4_0.rpt Updated Version 7/15/2016	Report is sorted by either the agent who created the ClientBase Res Card or by the first agent listed in the Trams Back Office booking. Includes CB reservations that have been invoiced but displays the full res card amounts based on Res Card creation date. Includes TBO bookings that were interfaced from the GDS but do not have a CB link based on Invoice issue date. Amounts included in ResCards but invoiced outside ClientBase are included based on invoice date.	No	Invoice Issue Date; Agent Name; Confirmation #; Client; Traveler; Where Invoiced; Vendor; Sales and Revenue *Sample*	**Agent Reporting: Combined report for Agents or Separate reports for each Agent. Agent Selection: All, One or Group Dates: "From" and "To" Invoice Issue date range. Branch: All, One or Groups**
Primary Agent Vendor Productivity 3.09 v: PrimaryAgentVendorProd100.rpt Updated Version 1/19/2016 Formerly 1504PrimaryAgentVendorProd100.rpt 4.00 v: PrimaryAgentVendorProd100_4_0.rpt Updated Version 7/15/2016	List Agents with their preferred and non-preferred Sales and Revenue (Commissions) for Invoices that were done through ResCards. Drill Down (Double Click) to see details	No	Agent Name; Preferred Vendor Sales and Commissions; Non-Preferred Sales and Commissions Drill Down Same by Supplier *Sample*	**Invoice Date Start and End Date; One or all Agents**
Sales By Travel Consultant 3.09 v: RevenueReportbyAgent.rpt Updated Version 2/1/2016 4.00 v: RevenueReportbyAgent_4_0.rpt Updated Version 7/14/2016	List of all ResCard Bookings by Travel Consultant (Agent).	No	ResCard Create Date; ResCard #; Region; Client Interface Id; ResType; Trip Start Date; Trip End Date; Client Name; Confirm #; Travel Consultant; Supplier Name; Status; Base Amount; Tax Amount; Total Fare; Commission Sample	**Date Range: Date Option: ResCard Create Date Trip Start Date Reservation Date Agent: All or One**

CLIENTBASE AGENT ANALYSIS

ClientBase Agent Analysis	Description	Excel	ClientBase Fields	Parameters
Sales By Travel Consultant – Summary 3.09 v: RevenueReportbyAgentSummary.rpt Updated Version 1/24/2016 4.00 v: RevenueReportbyAgentSummary_4_0.rpt Updated Version 7/14/2016	Summary of Agency's Travel Consultants Sales and Revenue (Commissions) by Travel Category for the Period Selected.	No	Agent's Name, Travel Category; Sales; Revenue (Commissions) Sample	**Date Range:** **Date Option:** **ResCard Create Date** **Trip Start Date** **Reservation Date** **Agent: All or One**
Agent ResCard Volume by Client (TAMS) 3.09 v: AgentSalesVolumesbyClient.rpt *New!* Updated Version 06/23/2016 4.00 v: AgentSalesVolumesbyClient_4_0.rpt Updated Version 07/31/2016	Summary and detail of all Agent ResCards for a specific time period organized by highest volume of Revenue first. The totals for the Agent include number of ResCards, Sales and Revenue and can optionally display service fees charged by each Agent. You can set the display to show any percent of the agent's total Revenue. Because fees are a part of an Agent's revenue, they can have a significant impact on numbers of clients contributing to major portions of an Agent's Revenue.	No	Total Client Profiles, Client Profiles, Sales, Revenue, Service Fees Sample	ResCard Create Date TripStart Date Reservation Date Display Options % of Transactions Detail or Summary

CLIENTBASE CLIENT ANALYSIS

ClientBase Client Analysis	Description	Excel	ClientBase Fields	Parameters
Client Trips By Year 3.09 v: ClientTripsByYear.rpt Updated Version 06/06/2016 (This one new version replaces two previous versions and has more optional parameters) Eliminated as redundant ClientTripsByYearExcel.rpt 4.00 v: ClientsTripsByYear_4_0.rpt Updated Version 07/15/2016	Provides either a list or an excel formatted list of clients with total ResCards and base amounts and commissions for up to 5 years. If you are opting to export to excel, you can select either base amounts (Sales or commissions (Revenues). Can also run the same report for one supplier as part of the parameters. You can select the number of Clients you wish to report out, if using DataLink. This report also can select one Agent or one Branch and multiple Travel Categories	Yes	**Profile:** Profile # (excel Only), Name ResCard: Number of ResCards, Total Base Amount and Commission for each of up to 5 years. *Sample*	**Date Range for either ResCard Create Date, Trip Start Date, or Reservation Date; Select All or one Supplier, Agent or Branch. Number of Clients to List. Select one or multiple Travel Categories**
Client Trips By Dollar Value 3.09 v: ClientTripsByDollarValue.rpt Updated Version 07/31/2016 Renamed from Dollar_Value_of_Trips.rpt 4.00 v: ClientTripsByDollarValue_4_0.rpt Updated Version 07/31/2016	Calculates and prints out the number of trips taken within each dollar value: (0 - $1,500; $1,501 - $3,000; $3,001 - $5,000; $5,001 - $10,000; over $10,000) for the number of selected top Clients. Can also run the same report with only one supplier as part of the parameters and multiple Travel Categories	No	**Profile:** Name ResCard: Number of ResCards, Total Base Amount within the correct value groups. *Sample*	**Date Range for either ResCard Create Date, Trip Start Date. All or one Supplier. Number of Clients to List. Select one or multiple Travel Categories**

Select the correct ClientBase Windows Version to run the report   04/06/17

CLIENTBASE CLIENT ANALYSIS

ClientBase Client Analysis	Description	Excel	ClientBase Fields	Parameters
Client Trips – Time Between Inquiry & Travel 3.09v: ClientTripsTimeBetweenInquiryandTravel.rpt Updated Version 06/15/2016 Renamed from Time_Between_Inquiry_and_Travel-Client.rpt 4.00v: ClientTripsTimeBetweenInquiryandTravel_4_0.rpt Updated Version 07/15/2016	Calculates the difference between ResCard Create Date and Travel Start Date and prints out the number of trips taken within each month range: (0–3 months.; 4-6; 7-9; 10-12; 13-15; 16-18; over 18 months) for the number of selected top Clients. Can also run the same report for one supplier and multiple Travel Categories.	No	**Profile:** Name ResCard: Number of ResCards, Total Base Amount within the correct value groups *Sample*	**Date Range for either ResCard Create Date, Trip Start Date. All or one Supplier. Number of Clients to List. Select one or multiple Travel Categories**
Client Trips by Regions – Variable # of Clients ClientTripsbyRegionVariable.rpt *New!* *(Renamed from TripsbyRegionAll.rpt and replaces also TripsbyRegionsClients-Top50.rpt)* Updated Version 6/15/2016	Prints out the Client Base amounts by Region. If no reason assigned, it will identify the sales in a separate "No Region Assigned" column. This report will print all your Clients.	No	Profile: Name ResCard: Number of ResCards, Total Base Amount within the correct Region. *Sample*	**Date Range for either ResCard Create Date, Trip Start Date, or Reservation Date;** **All or one Supplier.** **Number of Clients to List.**
Client Trips by Regions - Variable # of Clients 3.9 v: ClientTripsbyRegionVariable.rpt Updated Version 2/1/2016 4.0 v: ClientTripsbyRegionVariable_4_0.rpt Updated Version 7/14/2016	Prints out the Client Base amounts by Region. If no reason assigned, it will identify the sales in a separate "No Region Assigned" column. This report prints as many Clients as you wish to select.	No	Profile: Name ResCard: Number of ResCards, Total Base Amount within the correct Region. *Sample*	**Date Range for either ResCard Create Date, Trip Start Date, or Reservation Date;** **All or one Supplier.** **Number of Clients to List. Select one or multiple Travel Categories**

Select the correct ClientBase Windows Version to run the report   04/06/17

CLIENTBASE CLIENT ANALYSIS

ClientBase Client Analysis	Description	Excel	ClientBase Fields	Parameters
Client Trips by Duration 3.09 v: Trip_Duration-clients.rpt Updated Version 1/20/2016 4.00 v: Trip_Duration-clients_4_0.rpt Updated Version 7/14/2016	Calculates various # of days for trips (1-4, 5-9, 10–14, 15–21, Over 21) Ranks clients by total Sales. Also allows running for all or one Supplier.		Top Clients; Sales by Duration *Sample*	**Date Range for either ResCard Create Date; Trip Start Date; or Reservation Date;** **Also can Select Suppliers – All or one**
Client Repeat Business Percent 3.09 v: ClientRepeatBusinessPercent.rpt Updated Version 1/3/2016 Renamed from 1501RepeatBusinessPercent100.rpt 4.00 v: ClientRepeatBusinessPercent_4_0.rpt Updated Version 7/15/2016	Using two different date ranges for either ResCard Create Dates or Reservation Dates, prints out all profiles (in detail option) having ResCards in the both date ranges.	No	Profile: Name and Profile No. ResCard: Count of Number of either ResCards or Reservations in the two date ranges *Sample*	**Two Date Ranges for either ResCard Create Dates or Trip Start Dates. Select which Date Range. Select one or multiple Travel Categories**
Client Revenue Summary Report ClientRevenueSummary.rpt Formerly 1502ClientRevenueSummary100.rpt Updated Version 1/5/2016	Summary of Total Revenue and # of ResCards by Client for Period of the Report. Can sort Alphabetically or by Total Revenue	No	Client Name, # ResCards and Total Revenues. *Sample*	**Trip Start Date Range** **Type of Profile** **Branch(s)** **All Clients or Interface ID for one** **Sort by Client Name or $$**

Select the correct ClientBase Windows Version to run the report   04/06/17

CLIENTBASE CLIENT ANALYSIS

ClientBase Client Analysis	Description	Excel	ClientBase Fields	Parameters
Client Passenger Profile Information PassengerProfileInfo101_308.rpt Formerly 1503PassengerProfileInfo101_308.rpt Updated Version 1/13/2016	Complete Client Profile Sheet including all information about the client and the travelers with the profile including communications, dates and other travel information.	No	All available Profile information, communications, traveler, card and dates *Sample*	**Enter either a Profile name or and Interface IDs**
Sales and Revenue by Customer 3.09 v: RevenueReportbyCustomersProfileCreateDate.rpt Updated Version 1/26/2016 4.00 v: RevenueReportbyCustomersProfileCreateDate_4_0.rpt Updated Version 7/15/2016	Client Sales and Revenue Analysis using Profile Selected Based on Their Create Date. Two Reports generated. 1. Summary report of Sales and Revenue for each selected Client on a Quarterly basis using Trip Start Date. 2. Detail report of all Sales & Revenue	No	Client; Sales; Revenue; By Quarter Traveled 1. Client; Client Profile Create Date; ResCard Create Date; ResCard #; Region; Travel Category; Trip Start Date; Trip End Date; Supplier; Confirmation; ResCard Cycle; Net Fare; Tax; Total Fare (Sales); Commission *Sample*	**Date Ranges for Client Profile Create Date; One of three ResCard Date Options - ResCard Create Date; Trip Start Date; Reservation Date; Option of Any or All Travel Categories**

Select the correct ClientBase Windows Version to run the report   04/06/17

CLIENTBASE COMMISSION REPORTS

ClientBase Commission Reports	Description	Excel	ClientBase Fields	Parameters
Commission Projections – Suppliers 3.09 v: CommissionProjectionsSuppliers.rpt Updated Version 1/2/2016 Renamed from commission_projections.rpt 4.00 v: CommissionProjectionsSuppliers_4_0.rpt Updated Version 7/15/2016	Projects when commissions will be received based on travel start date. The amounts are placed in columns using the relationship of the start date with a date inserted as a start paydate. Relies on ResCard data and does not include any consideration for actual commissions received.	No	Profile: Vendor Name ResCard: Number of ResCards, Total Base Amount within the correct period from start commission paydate. *Sample*	**Start Commission Receipt Paydate Date Range for either ResCard Create Date, Trip Start Date, or Reservation Date; All or one Supplier. Number of Clients to List.** **Select one or multiple Travel Categories**
Commission Projections – Travel Consultants 3.09 v: **CommissionProjectionsagents.rpt** Updated Version 1/21/2016 4.00 v: **CommissionProjectionsagents_4_-.rpt** Updated Version 7/15/2016	Projects when commissions will be received based on travel start date. The amounts are placed in columns using the relationship of the start date with a date inserted as a start paydate. Relies on ResCard data and does not include any consideration for actual commissions received.	No	Profile: Travel Consultant Name ResCard: Number of ResCards, Total Base Amount within the correct period from start commission paydate. *Sample*	**Start Commission Receipt Paydate Date Range for either ResCard Create Date, Trip Start Date, or Reservation Date; All or one Supplier. Number of Clients to List.** **Select one or multiple Travel Categories**

Select the correct ClientBase Windows Version to run the report   *04/06/17*

CLIENTBASE COMMISSION REPORTS

ClientBase Commission Reports	Description	Excel	ClientBase Fields	Parameters
Commission Analysis-ResCard/Invoice-Paid 3.09 v: CommAnalysisResCardInvoicePaid.rpt Updated Version 1/2/2016 Renamed from 1500MonthlyCommBreakdown100.rpt 4.00 v: CommAnalysisResCardInvoicePaid_4_0.rpt Updated Version 7/16/2016	Report Lists All Res Cards and Invoices with Trip Start Dates during the period. Invoices without Trip Start Dates will not be included. If invoicing in ResCards, the report will show the status of the ResCard Commission. 1. Has it been invoiced? 2. Has the commission been paid? It also shows the commission status for all transactions only invoiced in TBO.	**No**	ResCard: Total ResCard Commission Invoiced Commission Amount TBO: Booked Commission Invoiced Commission Amount Amount of Commission Received *Sample*	**Date Range for Trip Start Dates on ResCards and TBO Bookings Select All or 1 Branch Select Output All Transactions Only those with Differences Monthly Totals**
Commission Tracking Report for ICs without Trams Back Office 3.09 v: CommTrackingForIC.rpt Updated Version 1/2/2016 Renamed from 1509CommTrackingForIC100.rpt 4.00 v: CommTrackingForIC_4_0.rpt Updated Version 7/16/2016	Commission Tracking Report for ICs who do not have TRAMS BackOffice. Reports Commissions open and paid based on status in Reservation within ResCard.		See Documentation in Sample *Sample*	**See Documentation**

CLIENTBASE DATES				
ClientBase Dates	**Description**	**Excel**	**ClientBase Fields**	**Parameters**
Birthday Report (3.08) Birthdayreport_308.rpt Updated Version 1/2/2016	List of all travelers with birthdates, sorted by date for entire year	**No**	**Profile:** Age, Name and Address *Sample*	**None**
Birthdays by Selected Month (3.08) Birthdays_by_Selected_Month_308.rpt Updated Version 1/2/2016	List of all travelers with Birthdays in selected month.	**No**	**Profile:** Age, Name, Address and Primary Agent *Sample*	**Calendar Month**
Special Dates Report SpecialDateReport.rpt Updated Version 1/2/2016	List of all special dates in database	**No**	**Profile:** Special Date, Profile Name, Primary Address *Sample*	**None**
Birthday List for Profile Groups	See Group Reports			
Birthday List For ResCard Groups	See Group Reports			

Select the correct ClientBase Windows Version to run the report   *04/06/17*

CLIENTBASE EMAIL REPORTS

ClientBase Email Reports	Description	Excel	ClientBase Fields	Parameters
Email Export for All (not just Primary) Emails emailextractV2.rpt Updated Version 1/2/2016	Displays all emails of all travelers in a profile that have a specific marketing code(s), marketing partner ID(s) and/or Traveler Relationship Code(s) selected	Yes	**Profile:** Type, Number, Name, Marketing Codes, Traveler Name, Email Address, Primary Email, Permissions *Sample*	**Marketing Codes Marketing Partner Ids Relationship Codes**
Email Address List Using Employee/Family Relationships *3.08 release* email_extract_by_relationship_308.rpt Updated Version 1/2/2016	Displays only emails associated with the Traveler with the Family Relationships in 3.08	Yes	**Profile:** Profile #, Profile Name, Primary, Permission Relationship, Traveler Name, Traveler First Name, Email Address *Sample*	**Relationship Codes**
Shore Excursions Export ShoreExcursionsExport.rpt Updated Version 10/17/2016 ShoreExcursionExport4_0.rpt Updated Version 10/17/2016 *Note:* The above replace ShoreExcursionExport_308.rpt and Shore ExcursionExport_308_4_0.rpt	Export list for sending list of prospects for Shore Excursions. One listing for each traveler in an active ResCard within the date range specified. Critical item is an email address. It will use the email of the traveling passenger if one in the profile, otherwise it will use the Primary email of the profile as. If a reservation is imported using Live Connect and the traveling passengers are not connected to the ResCard passenger associated with the Profile, the report cannot find the email of the traveling passenger even if one exists. This condition is identified as "No Member Link" The report will attempt to find the email of the Primary Traveler in the Profile that is linked to the ResCard or finally the Primary email of the Profile. In all cases, an email will not be provided if Permission to Market is not 'Y'.	Yes	Traveler First Name; Last Name; Traveler email address; Cruise Line; Cruise Ship; Duration of Trip; Start Date; Final Payment Date; Booking Date; Agent Email Address; ResCard #; Valid Email *Sample* *Sample 4.0*	**Date Range for one the following: ResCard Create Date, Final Payment Date, Invoice Booking Date**

CLIENTBASE GROUP REPORTS

ClientBase Group Reports	Description	Excel	ClientBase Fields	Parameters
Group Hotel Rooming List 3.09 v: Grouphotelroominglist.rpt Updated Version 1/23/2016 4.00 v: Grouphotelroominglist_4_0.rpt Updated Version 7/13/2016	Displays a hotel rooming list for a ResCard group(s). Selects on Acitive and/or Departed. Includes Confirmed and Quoted Reservations	No	**Profile:** DOB, Age **ResCard:** Group Name, **Reservations:** Travel Category "Hotel", No. of Nights, No. of Travelers, No. of Rooms. Traveler Names **Service Provider**: Property, Start and End Dates, Room Type, Room Description, Check-in Time, Check-out Time *Sample*	**ResCard Group Name** **ResCard Status**
Group Miscellaneous Passenger List 3.09 v: Groupmiscpassengerlist.rpt Updated Version 1/1/2016 4.00 v: Groupmiscpassengerlist_4_0.rpt Updated Version 7/13/2016	Displays a traveler list for a ResCard group(s) using Travel Category Miscellaneous Includes Confirmed and Quoted Reservations	No	**ResCard:** Group Name, Travel Category "Miscellaneous", No. of Travelers, No. of Units **Service Provider**: Service Provider Name, Start and End Date, Description *Sample*	**ResCard Group Name** **ResCard Status**
Group Passenger Cruise Manifest 3.09 v: GroupPassengerManifest.rpt Updated Version 12/23/2015 4.00 v: GroupPassengerManifest_4_0.rpt Updated Version 7/13/2016	Cruise ResCard and Service Provider information with passport information with Travel Category Cruise Includes Confirmed and Quoted Reservations	No	**Profile**: Title, Gender, Citizenship, Passport Information & DOB **ResCard:** Group Name, Travel Category "Cruise", & Reservation # **Service Provider: Traveler Name,** Service Provider, Ship, Cabin #, Category, Deck and Dining *Sample*	**ResCard Group Name** **ResCard Status**
Group Passenger Cruise Manifest-Short Form 3.09 v: GroupPassengerCruiseManifestShortForm.rpt Updated Version 12/31/2015 4.00 v: GroupPassengerCruiseManifestShortForm_4_0.rpt Updated Version 7/13/2016	Cruise ResCard and Service Provider information. Does not contain passport information.	No	**Profile:** DOB **ResCard:** Group Name, Travel Category "Cruise" , ResCard #, Reservation # **Service Provider:** Service Provider Ship, Cabin #, Category & Deck, Traveler Name *Sample*	**ResCard Group Name** **ResCard Status**

Select the correct ClientBase Windows Version to run the report   04/06/17

CLIENTBASE GROUP REPORTS

ClientBase Group Reports	Description	Excel	ClientBase Fields	Parameters
Group Tour Passenger List 3.09 v: GroupTourPassengerList.rpt Updated Version 1/1/2016 4.00 v: GroupTourPassengerList_4_0.rpt Updated Version 7/13/2016	Displays all travelers on a tour within a specific group name	No	**ResCard:** Group Name, Travel Category "Tour" **Service Provider:** Tour Name, Description, Start (Depart) and End (Arrival) Dates , Traveler Name *Sample*	**ResCard Group Name** **ResCard Status**
Birthday List for Profile Groups BirthdaysbySelectedGroupProfiles_308.rpt Updated Version 1/1/2016	Displays all travelers within Profile Group and highlights in RED all having a birthday in current month.	No	**Profile:** Group Name, Traveler Name, Birthdate, Age, Address, Primary Travel Consultant *Sample*	**Profile Group Name**
Birthday List For ResCard Groups BirthdaysbySelectedGroupResCards_308.rpt Updated Version 1/1/2016	Displays all travelers within ResCard Group and highlights in RED all having a birthday within 20 days of the trip.	No	**ResCard:** ResCard #, Traveler Name **Profile:** Birthdate, Age, Address, Primary Agent *Sample*	**ResCard Group Name**

Select the correct ClientBase Windows Version to run the report *04/06/17*

CLIENTBASE LIVE CONNECT

ClientBase Live Connect	Description	Excel	ClientBase Fields	Parameters
Who is Using LIVE CONNECT? **NOTE:** This report can be run using TCR10, but has "buttons" which Datalink supports that makes it quick and easy to change the parameters used. 3.09 v: Live ConnectWhoisUSINGIT.rpt Updated 6/15/2016 ***NEW!***	Report looks at all ResCard Transactions involving suppliers (vendors) setup with Live Connect in their vendor profile. For example if a consultant booked a reservation that included Avanti as a supplier and the Avanti vendor profile is properly setup as a Live Connect, it will be included in the report even though Live Connect may not have been used in the reservation process. The report identifies which bookings were made (Column 1), were retrieved (2nd column) using Live Connect and which reservations were actually booked in ClientBase using the Live Connect process (3rd column). The report allows you to sort the transactions in at least 6 different combinations using Consultants, Suppliers and Booking Engines.	**No**	Travel Consultant, Supplier (Vendor) Booked, LC Booking Engine Available, Was LC Used?, Was Booked Using LC? The Vendor must be setup as a Live Connect for the data to be included in this report. *Sample*	**Sort sequence (6 options)** **Consultant within Supplier (and reverse)** **Consultant within Booking Engine (and reverse)** **Supplier within Booking Engine (and reverse)** **Reservation Create Date Range** **Set Limits of** **Number within each group** **Number of groups**

Live Connect Bookings
3.09 v: LiveConnectBookings.rpt
Updated Version 1/19/2016
 	
4.00 v: LiveConnectBookings_4_0.rpt
Updated Version 7/16/2016
	List of all ResCard Reservations either booked via Live Connect or retrieved using Live Connect by Booking Source.	**No**	Client; ResCard Create Date: Trip Start Date; Trip End Date: Reservation Date; Supplier; Booked Via LC; Confirmation #; Total Fare; Agent
			Sample
				Reservation Create Date
				   From:
				   To:

Live Connect Departures (Sabre Bookings)
3.09 v: LiveConnectDepartures.rpt
Updated Version 1/19/2016
 	
4.00 v: LiveConnectDepartures_4_0.rpt
Updated Version 7/17/2016
	Analysis of Live Connect Bookings with Sabre eligible for GDS Booking Credits. Sabre Booking Incentives are paid based on bookings that have departed. This report prints all of the Sabre Bookings in Live Connect Bookings for the Departure Date Range Selected Those that were booked with the booking engine will have a "Y" in the "Booking Using LC" column. Those that are only being retrieved will have a "N".	**No**	Client; ResCard Create Date: Trip Start Date; Trip End Date: Reservation Date; Supplier; Booked Via LC; Confirmation #; ResType; Total Fare; Agent
			Sample
				Trip Start Date
				   From:
				   To:

CLIENTBASE MARKETING & PROMOTIONS

ClientBase Marketing & Promotions	Description	Excel	ClientBase Fields	Parameters

Promo Click Analysis – ResCards
ClientResCardRevenueAssClickActivities.rpt
 	
Updated Version   1/29/2016
	Compares Mailer Promo Clicks with one date range against ResCards with Reservations for the same profile during a different date range. The intent is to view past bookings for clients who are actively looking at promotions.		ResCard #; Agent Name; # of Promo Clicks; Last Click Date; # of ResCards; Total Revenue (Commissions); Last ResCard Departure Date; Avg Months Between Booking and Departure
			Also can select detail and see all the Reservations with related suppliers and revenue
			Sample
				Start and End Dates for both
				  Mailers
				  ResCards
				Opt to see detail or summary by Agent;

Promo Click Analysis - Invoices
ClientResCardAssClickActivities.rpt
 	
Updated Version   1/29/2016
	Compares Mailer Promo Clicks with one date range against ResCards with Reservations for the same profile during a different date range. The intent is to view past bookings for clients who are actively looking at promotions.		ResCard #; Agent Name; # of Promo Clicks; Last Click Date; Total Revenue (Commissions); Last Invoice Departure Date
			Also can select detail and see all the Invoices with related suppliers and revenue
			Sample
				Start and End Dates for both
				  Mailers
				  ResCards
				Opt to see detail or summary by Agent;

Promo Mailers Activity Mailers.rpt Updated Version 1/28/2016	List of Mailer Subjects for a selected date range with a count for each.	**Yes**	Mailer Date Created; Mailer Subject; Count of Mailers *Sample*	**Selects all Mailers for Date Range**
Promo Mailers with Resulting Inquiries ActivityMailersandInquiries.rpt Updated Version 1/28/2016	List of all ResCards Created within a specific date range where the same customer was sent a promotion (mailer) during a specified period.	**No**	Customer Name; ResCard #; Trip Name; ResCard Create Date; ResCard Cycle; Region *Sample*	**Two Date Ranges Mailer Date ResCard Create Date**
Promo Mailers with Resulting Cruises/Tour Reservations 309.00 v: ActivityMailersandInquiriesTType.rpt Updated Version 1/28/2016 400.00 v: ActivitityMailersandInquiriesTType_4_0.rpt Updated Version 7/15/2016	List of all Cruise and Tour Reservations within a specific date range where the same client was sent a promotion (mailer) during a specified period.		Customer Name; ResCard #; Trip Name; ResCard Create Date; ResCard Cycle; Region *Sample*	**Two Date Ranges Mailer Date ResCard Create Date**

CLIENTBASE MARKETING & PROMOTIONS

ClientBase Marketing & Promotions	Description	Excel	ClientBase Fields	Parameters
Promo Mailer Analysis – Specific Mailer ID 3.09 v: PromoMailer100.rpt Updated Version 1/29/2016 Formerly 1600PromoMailer100.rpt 4.00 v: PromoMailer100_4_0.rpt Updated Version 7/16/2016	Comprehensive analysis of the Sales and Revenue from ResCards of Profiles during a specified date range where a promotion mailer with a specific Mailer ID was sent to the same Profile.	Yes	Client Name; ResCard #; Marketing Source; Trip Start Date; Destination Separate Analysis of Sales & Revenue by Supplier and by Travel Category. *Sample*	**Date Range for ResCard Create Dates;** **Select Agency, Group or Individual Agent ID**
Marketing Partner ID List Marketing_Partner_Ids_Lists.rpt Updated Version 1/14/2016	List of all Marketing Codes within Marketing Categories in the database. Includes the Marketing Partner ID, if one is associated with the Code. Important to have Marketing Partner Ids for marketing purposes. Marketing Partner IDs are created at request of Consortia	Yes	Marketing Category; Marketing Code; Marketing Partner Id *Sample*	**Automatically selects all Marketing Codes in database**

Source of Business by Supplier
3.09 v:
Source_of_business_report_by_supplier.rpt
Updated Version   3/7/2016
4.00.v:
Source_of_business_report_by_supplier_4_0.rpt
Updated Version   7/15/2016
	List of Suppliers within Marketing Sources	**No**	Supplier; Marketing Source; Sales; Revenue (Commissions); Total Passengers *Sample*	**To and From Dates: for**
				  ResCard Create:
				  Reservation:
				  Trip Start Dates:
				  ALL or 1 Supplier

U.S. Zip Codes US_Zip_Codes.rpt Updated Version 1/20/2016	Count of Leisure Active Profiles by U.S 5 digit code. List is sorted by largest number first. Drill down (double click) on a line to see a list of the profiles in that zip code.	**Yes**	5 Digit Zip Code; Total Count; Count of Zip Code; Percent of Total Drill Down – Zip Code; Profile #; Profile Name; Full Zip Code *Sample*	**None: Automatically Pulls Active Leisure Profiles with first 5 digits of Zip Code**

Select the correct ClientBase Windows Version to run the report   04/06/17

CLIENTBASE MARKETING & PROMOTIONS				
ClientBase Marketing & Promotions	**Description**	**Excel**	**ClientBase Fields**	**Parameters**
Promo Click ResCard Analysis 3.09 v: PromoClickResCardComparison.rpt Updated version 06/23/2016 4.00 v: PromoClickResCardComparison_4_0.rpt Updated version 07/14/2016	Finds all the Promo Click Mailers for a specific period and then searches for ResCards within a separate specified date range for the same Client. Compares dates and highlights in Blue and accounts where there has been no ResCard created within a year after the last Promo Click. If the difference is more than one year the date displays in Red. The total Revenue, number of Clicks, number of ResCards and the average number of months between booking and trip start date are displayed.	No	Profile #, Client Name, Primary Agent Name, Number of Clicks, Last Promo Click date, Revenue, Last Date ResCard Trip Started, Number of ResCards, Avg Months between ResCard Create Date and Trip Start Date. Sample	**Date Range for Promo Click Mailer Records** **Date Range for ResCards using Trip Start Date** **Display Option** ** See Detail or Summary for each Client.**

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**

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   04/06/17

CLIENTBASE RESCARD ANALYSIS

ClientBase ResCard Analysis	Description	Excel	ClientBase Fields	Parameters
Close Ratio for Agent, Marketing Source, or Regions closeratioAgentMarketingDestinations.rpt Updated Version 1/29/2016	Displays Close Ratio based on Confirmed Reservations or Invoiced transactions. Optionally done by Agent, Marketing Source or Region. Can also select one or multiple branches.	No	Agent, Marketing Source or Region; Total ResCards; Reservations or Invoices; Ratio; Average Days to Close; Average Trip; Average Commission; Trip Total; Commission Trip Total *Sample*	**Date to and Date From;** **Reservations or Invoices;** **Agent or Marketing Source or Destination;** **Branch**

*****Select the correct ClientBase Windows Version to run the report*** *   04/06/17

CLIENTBASE REVENUE/SALES ANALYSIS

ClientBase Revenue/Sales Analysis	Description	Excel	ClientBase Fields	Parameters
Revenue By ResCards RevenuebyallRescards.rpt Formerly 1507RevenueByAllResCards101.rpt Updated Version 2/15/2016	Provides analysis of total ResCard where Reservation activity within the Reservation period. So if you select Reservations during the month of May 2015, the report will select all ResCards in total with activity during the month of May 2015. The report can be run by Agent or Branch.	No	ResCard: Sales and Revenue (Commissions), passenger counts, and averages Profiles: Client & Vendor Names Agent Names Branch Names *Sample*	**ResCard Create Dates Reservation Create Dates Trip Start Dates Branches Travel Categories**
Revenue By ResCards with Value Added Yields 3.09v: Revenue_ResCards_with_Yield.rpt Updated Version 6/20/2016 Formerly 1514Revenue_ResCards_with_Yield100.rpt 4.00v: Revenue_ResCards_with_Yield_4_0.rpt Updated Version 7/17/2016	Work with ResCards to evaluate yields on adding insurance, shore excursions and service fees to basic sales of cruises and tours. Review all information on the first page of the report for further analysis ideas.	No	ResCard: Sales and Revenue (Commissions), passenger counts, Profiles: Client & Vendor Names Agent Names Branch Names *Sample*	**ResCard Create Dates Reservation Create Dates Trip Start Dates Branches Travel Categories**
Revenue (and Sales) within ResCards with Cruises RevenueWithinResCards.rpt Formerly 1508RevenueByCruiseResCards100.rpt Updated Version 2/25/2016	Complete Listing of ResCards by Agency, Agent or Branch including Sales and Revenue. All ResCards included in this report have a minimum of one Cruise Reservation within them. Review all information on the first page of the report for further explanation of options	No	ResCard: Sales and Revenue (Commissions) including quotes, passenger counts, Profiles: Client & Vendor Names Agent Names Branch Names *Sample*	**ResCard: Sales and Revenue (Commissions), passenger counts, Profiles: Client & Vendor Names Agent Names Branch Names**
Preferred Suppliers by Travel Category Preferred_Suppliers_by_Travel_Category.rpt Updated Version 1/4/2016	This report relies on using TBO for it to have properly populated data. It does list the ResCard number when invoiced from CB. Recommend use Sales & Revenue Analysis – Suppliers within Travel Categories (below) and the two related reports to identify exactly when ResCard Data is being invoiced.		TBO Tables *Sample*	**TBO Revenue Recognized Date Range**

Select the correct ClientBase Windows Version to run the report   04/06/17

CLIENTBASE REVENUE/SALES ANALYSIS

ClientBase Revenue/Sales Analysis	Description	Excel	ClientBase Fields	Parameters
Sales & Revenue Analysis – Suppliers within Travel Categories SalesandRevenuebyTravelCategorieswithFeeRealignment.rpt Updated Version 6/21/2016	Analysis of Preferred Sales and Revenue for specific period by Travel Category. Identifies Suppliers with Revenue in Travel Category not associated with Supplier's (Vendor Profile). Includes summary by Travel Type which reconciles to TBO Core Management Report. Reports yields on Sales and Revenues for each Category as a percent of the next highest total. (TAMS developed and shared report) This report should be used in conjunction with "Cruise & Tour Revenue" and "Hotel & Car Revenue Report" which are designed to provide you with analysis of all of your transaction related data in ResCards.	No	ResCard: Sales and Revenue Vendor Profile Preferred Status & Travel Categories TBO Invoice, Booking and Payment Tables *Sample*	**TBO Revenue Recognized Date Range**
Cruise & Tour Revenue CruiseandTourReport.rpt Updated Version 6/20/2016	Analysis of All Cruise & Tour Revenue included in Sales & Revenue Analysis (above) for the same period. When presented at detail level, missing information is identified in Red. See First Page of output for detail explanation of all data. This report determines Passenger counts and calculates yields and average per passenger sales and revenue for Cruises and Tours. (TAMS provided report)	No	CB ResCard and Rescardreservation Table TBO Invoice, Booking and Payment Tables *Sample*	**TBO Revenue Recognized Date Range**

CLIENTBASE REVENUE/SALES ANALYSIS				
ClientBase Revenue/Sales Analysis	**Description**	**Excel**	**ClientBase Fields**	**Parameters**
Hotel & Car Revenue HotelandCarReport.rpt Updated Version 6/20/2016	Analysis of All Hotel & Car Revenue included in Sales & Revenue Analysis (above) for the same period. When presented at detail level, missing information is identified in Red. See First Page of output for detail explanation of all data. This report uses the first 2 letters of the Vendor Interface IDs, which in most cases is the Hotel Chain of the hotel, to summarize the data. This report determines Hotel and Bed nights and calculates yields and average per hotel sales and revenue for Hotels and Car days for Cars. (TAMS provided report)	No	CB ResCard and Rescardreservation Tables TBO Invoice, Booking and Payment Tables *Sample*	**TBO Revenue Recognized Date Range**

ARC-BSP Reconciliation in Excel Format
ARC-BSPReconciliationExcel100.rpt
Formerly 1510ARC-BSPReconciliationExcel100.rpt
Updated Version   1/13/2016
	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 ARC-BSP Reconciliation report found in Trams Back Office along with the Res Card number in an exportable format. The information can be used for inclusion in a different Back Office system that allows importation of data.	Yes	CB ResCard
			Information related to Transactions Invoiced in ResCard.
			  Invoice Date
			  Form of Payment
			  Name of Supplier Paid
			  Amount Paid
			Sample
				ARC-BSP Reconciliation Date From: ARC-BSP Reconciliation Date To

Sales Activity Invoiced By ResCard – Excel SalesActivityInvoicedByResCardsExcel100.rpt Formerly 1512SalesActivityByBookingExcel100.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 Sales Activity report found in Trams Back Office along with the Res Card number, broken down by booking in an exportable format. The information can be used for inclusion in a different Back Office system that allows importation of data.	YES	Invoice #; ResCard #; Invoice Issue Date; Client Name; Ticket #; Itinerary; Traveler; Vendor; Sales Amount; Commission *Sample*	**Invoice Issue Date From: To:**

CLIENTBASE REVENUE/SALES ANALYSIS

ClientBase Revenue/Sales Analysis	Description	Excel	ClientBase Fields	Parameters

Sales Activity by Invoice – To Excel
SalesActivityByInvoiceExcel100.rpt
 	
Formerly
1513SalesActivityByInvoiceExcel100.rpt
 	
Updated Version   1/9/2016
	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 Sales Activity report found in Trams Back Office along with the Res Card number, underlined broken down by invoice in an exportable format. The information can be used for inclusion in a different Back Office system that allows importation of data.	Yes	Invoice #; ResCard #: Invoice Issue Date: Client Name; Gross Fare: Net Fare; Commission; VAT
			Sample
				**Invoice Issue Date
				  From:
				  To:**

Insurance Attachment Analysis (TAMS) InsuranceAttachmentAnalysisPaidInsurance.rpt *New!* Updated Version 06/21/2016	This report will identify all Insurance Sales and compute number of policies. The instructions which are on page 1 of the sample report are very comprehensive and explain exactly how it works. The report is on an Accounting Period basis so the numbers should tie to TBO. There is also a capability to include, for memo purposes, the insurance sales and revenue included regular Supplier Tour, Cruise etc. sales and revenue. This is referred to in a section of this report as "Supplier Indicated Insurance".		Supplier Name, Client Profile Name, ResCard #, Create Dates of ResCard and Reservation, Trip Start Date, Sales and Commission Amounts *Sample*	**Payment Date Range**

Select the correct ClientBase Windows Version to run the report   04/06/17

CLIENTBASE REVENUE/SALES ANALYSIS				
ClientBase Revenue/Sales Analysis	**Description**	**Excel**	**ClientBase Fields**	**Parameters**
ResCard General Analysis 3.09 v: **ResCardGeneralAnalysis.rpt** *New!* Updated Version 06/23/2016 4.00 v: **ResCardGeneralAnalysis_4_0.rpt** Updated Version 07/16/2016	This report is a general purpose report that can separate ResCards into those that "Have" and those "Do Not Have" specified Vendors (Suppliers) with a reservation in the ResCard. It can be used to identify the Sales and Revenue of a group of suppliers, like Regent, Crystal, Silversea from the rest of the cruise lines. Or it could be used to find all excursion vendor's revenue. The instructions for this report (page 1 of the sample) will guide you in its use. You can name the report and the Have and Have Not Captions within the report.		Profile Name, Supplier Name, Vendor Profile #, Vendor Id, ResCard #, ResCard Create Date, Reservation Last Modified Date, Trip Start Date, Sales and Commission Amounts, Travel Category *Sample*	**Create Date** **Trip Start Date** **Travel Categories** **Vendor Profile #** **or Vendor IDs** **Titles for Report and Have/Have Not**

CLIENTBASE SUPPLIER REPORTS

ClientBase Supplier Reports	Description	Excel	ClientBase Fields	Parameters
Sales & Commissions Report by Supplier 2.0 3.09 v: RevenueReportbySupplier200.rpt Updated Version 1/30/2016 4.00 v: RevenueReportbySupplier200_4_0.rpt Updated Version 7/15/2016	Report includes all confirmed reservations for ResCards that have not been	No	ResCard: Create Date, Region (Not Working), Reservation Create Date, total fare, taxes, commission cancelled *Sample*	**Start Date (earliest date in range)** **Last Date (latest date in range)** **Which Date Range (Res Card Trip Start , Reservation create Date, or Date Res Card Created** **Also Can Select All or one Supplier**
Sales & Commissions Report by Supplier 2.0 Excel Export 3.09 v: RevenueReportbySupplierExcel200.rpt Updated Version 1/30/2016 4.00 v: RevenueReportbySupplierExcel200_4_0.rpt Updated Version 7/15/2016	Same report as Sales by Supplier except set for export to excel.	Yes	ResCard Create Date; ResCard #; Region(not working); Client Interface Id; ResType; Trip Start Date; Trip End Date; Client Name; Confirm #; Travel Consultant; Supplier Name; Status; Base Amount; Tax Amount; Total Fare; Commission *Sample*	**Start Date (earliest date in range)** **Last Date (latest date in range)** **Which Date Range (Res Card Trip Start , Reservation create Date, or Date Res Card Created** **Also Can Select All or one Supplier**

*****Select the correct ClientBase Windows Version to run the report*****   04/06/17

CLIENTBASE SUPPLIER REPORTS

ClientBase Supplier Reports	Description	Excel	ClientBase Fields	Parameters
Trip Duration – Supplier 3.09 v: Trip_Duration_Supplier.rpt Updated Version 1/21/2016 4.00 v: Trip_Duration_Supplier_4_0.rpt Updated Version 7/15/2016	Calculates various # of days for trips (1-4, 5-9, 10–14, 15–21, Over 21) Ranks clients by total Sales. Also allows running for all or one Supplier. Two Matrix's prepared. First By Supplier and Second by "Old" Destinations		First Section Lists Top 20 Suppliers, Largest Volume first, Displaying Number of Trips and Total Sales for each Day Range. *Sample*	**Start Date (earliest date in range)** **Last Date (latest date in range)** **Which Date Range (Res Card Trip Start , Reservation create Date, or Date Res Card Created.** **Also – All or one Supplier.**
Vendor By Region Summary VendorByRegionSummary.rpt Formerly 1506VendorByRegionSummary100.rpt Updated Version 1/14/2016	Summary of All Vendor (Supplier) Reservations within Each Region. ResCards must have a Confirmed booking in order to appear on the report. Dates are based on ResCard Reservation Date or Reservation Trip Start Date in CB. Sorting is by ResCard region and then by vendor. Different branches can be run by typing the 3 digit branch number separated by a comma (i.e. 000,002) or leave as asterisk (*) to run for all branches.		Total number of ResCard reservations, Reservation Total, Average Reservation, Commission Total, Average Commission for each vendor from ClientBase (CB). *Sample*	**ResCard Create Date or Trip Start Date: Enter Branches: All or Branch #s**

Select the correct ClientBase Windows Version to run the report   *04/06/17*