

Agent Activity Drill Down Report

Duplicates the Agent Activity Report in TRAMS Back Office but does not include the last two columns of the report. It includes agent commission adjustments. The report is using the following set criteria for running the report.

Parameter	Default
ARC/BSP Non-CC	Client Payment Date
ARC/BSP CC	Vendor Payment Date
ARC/BSP Debit/Credit Memos	Vendor Payment Date
Supplier Non-CC	Client Payment Date
Supplier CC	Vendor Payment Date
Supplier CC No Remit	Client Payment Date
Comm Track	Vendor Payment Date

This is the standard "Income Statement" selection that we recommend all agencies use.

Other selection criteria set with the report is as follows:

Parameter	Default
Agent Status	All Agents
Agent Payment Status	All Agents
Agent Action Is Blank (Yes/No)	Yes
Agent Action Booking (Yes/No)	Yes
Agent Action Ticketing (Yes/No)	Yes
Preferred Vendor Status	All Vendors
Travel Categories	All Travel Categories

You need to run the TBO Agent Activity Reports this way for comparison.

Other Parameters for report:

Enter Payment Dates "From" and "To".

Show Agent Adjustment Detail (Yes/No)

Select to run by (O)ne Branch, Branch (G)roup, or (A)ll Branches.

Enter Branch number if running by One Branch.

Enter Branch Group Name if running by Branch Group.

While displayed within TRAMS Crystal Reporting, the report allows you to drill-down to different levels. By putting your mouse over the bolded **Agent ID** or **Agent Name** and double clicking, you will be taken down to the Invoice Creation level. Again, putting your mouse over the bolded **TBO Generated** or **CB Generated** and double clicking will display a list of all invoices making up that drill down total. Double clicking on the bolded **invoice number** will show the bookings that create the invoice. Double clicking on the bolded **vendor name** of the booking will show the agents attached to the booking and a total for the original agent selected for the drill down. If you want to drill back up again, there are tabs that are opened with each drill down, just hit the red X to close each tab out.

There is no total count for invoices for the Invoice Creation (TBO/CB Generated) Drilldown as an invoice can have both TBO and CB bookings, causing the invoice count to be incorrect.