

## Agent Adjusted Productivity 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 Non-CC:	Client Payment Date
ARC CC:	Vendor Payment Date
ARC 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	All Agent Actions
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:

Select Agent Breakdown by (O)ne Agent, Agent (G)roup, or (A)ll Agents.

Enter Agent Interface ID or Agent Group Name if needed.

Enter Payment Dates "From" and "To".

Select Report Format as (S)ummary or (D)etail.

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.

***Revised 06/11/2009 to allow parameter selection of all selection criteria.***