

## Independent Contractor Report for Host Open Cash/Check Bookings - (IC has TBO)

This report should be run by the Independent Contractor (IC) with TBO, to see what Cash/Check Invoices the IC created through the GDS in the Host TBO database. The report requires a "Host Code" to be entered.

The Report will show all these Cash/Check Invoices that are showing open on the Client side in the Host's TBO Database.

When the Host requires that the IC remit the full 'Gross' amount for the open cash/check invoices, select 'Type of Check' as 'Gross (G)'.

When the Host allows the IC to submit a 'Net' amount for the open cash/check invoices, allowing the IC to retain the commission, select 'Type of Check' as 'Net (N)'.

The 'Amount Due Host' is the amount the Payment Made to the Host should be so the Host can close out the Client side of the open invoices.