

Monthly Commission Breakdown Report

This report totals commission by month from both ClientBase (CB) and TRAMS Back Office (TBO). Dates are based on Res Card Trip Start Date in CB and Booking Depart Date in TBO. If this date is blank, the record WILL NOT be read. It reviews the amount received from vendors based on invoices and displays the current amount due. 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.

There are three ways to run the report:

1. Monthly Amounts Only (Default selection):

The first option has seven columns. **Month/Year** is totaled by month based on Res Card Trip Start Date in CB and Booking Depart Date in TBO. **Comm. From Res Card Only** includes all commission from CB Res Cards that have not been cancelled. **Comm. Invoiced Thru Res Card** are invoices created in CB and therefore linked to a CB Res Card. **Comm. Not Invoiced Thru Res Card** is the difference between the first two columns. **Comm. Invoiced Or Booked Thru TBO** are invoices created in TBO only and have no link to a CB Res Card. **Commission Rec'd Thru TBO** is commission from TBO and CB Res Card invoices that have been vendor payment closed. **Comm. Not Collected** is *Comm. from Res Card Only* plus *Comm. Invoiced Or Booked Thru TBO* less *Comm. Received Thru TBO*.

2. Breakdown of Res Cards / Invoices (Display records that cause difference):

The second option has seven columns. All are the same as Monthly Amounts Only report except for the first and last columns. The new first column **Res Card/Invoice #** references each item *that includes commission and has a difference not equal to 0*. The new last column **Total Difference** is same as Commission Due but is also, by each Res Card/invoice. This is only column that is totaled as other columns would have missing information.

3. Breakdown of Res Cards / Invoices (Display All Detail for Total Amounts):

The third option has seven columns: All are the same as Monthly Amounts Only report except for the first and last columns. The new first column **Res Card/Invoice #** references each item *that includes commission and was created during the period*. The new last column **Total Difference** is same as Commission Due but is also, by each Res Card/invoice. Each column is totaled.

With the Res Card number, you can research in ClientBase (CB) to see if there is an invoice created in TRAMS Back Office (TBO). If there is no invoice, that is the reason for the difference. If there is an invoice, further research will be necessary in TBO.

Possible problems in invoices:

- A. No commission in invoices created.
- B. Commission expected in Res Card is different than commission received in TBO.
- C. Invoice contains commission but the vendor payment is still open.
- D. Invoice contains commission but one or more bookings in invoice were created in TBO only.

The last problem can be avoided by making sure that invoices with commission included are created thru CB. If there are bookings created in TBO only, those bookings need to be voided and the commission applied to a booking that was created by invoicing thru CB.

Parameters for report:

Dates "From" and "To": Dates are based on Res Card Trip Start Date in ClientBase and Booking Depart Date in TRAMS Back Office. If this date is blank, the record WILL NOT be read.

Branch Number: Choose Branches to run by typing the 3 digit Branch Number separated by a comma (i.e. 000,002) or leave as asterisk (*) for All Branches

Report Type [Display Detail of Commission Due (N/Y/A)?]: Default is (N)o and displays Monthly Amounts Only. Choosing (Y)es displays records that have commission and a difference not equal to zero. Choosing (A)ll displays all records that have commission and created during the period.