

## Preferred Supplier Reports – By Travel Category – Service Fee Option

This is a report of Preferred and Non-Preferred Suppliers by Travel Category for all invoiced transactions for a selected period.

It can either align Service Fees within Travel Categories or present them as Service Fees without impacting the accounting for fees within the General Ledger.

1. The report displays Sales and Revenue (Commissions and Markups)
2. Preferred Suppliers by Highest Revenues to Lowest
3. Top 20 Suppliers within in each Category with rest lumped under other.
4. Displays Percentages for Preferred with the Category and Total Category as a percent of total company
5. Re-aligns Service Fees to proper Travel Category by answering the Align question 'Yes'.

Follow these steps to use it:

- 1) **Add the following Vendor Id values** to the VENDORID field in the Vendor Profile for each Service Fee. THIS HAS NO IMPACT ON THE ACCOUNTING WITHIN TRAMS BACK OFFICE.

Assumes all fees are attached to Vendor profiles and uses Vendor Ids for each Fee which should also be checked as Preferred Suppliers

- i) 99901 – Air
  - ii) 99902 – Hotel
  - iii) 99903 – Car
  - iv) 99904 – Cruise
  - v) 99905 – Tours
  - vi) 99906 - Rail
  - vii) 99907 – Transportation
  - viii) 99908 – Insurance
- 2) Run the report with TCR 10 inserting the desired invoiced start and end dates for the period and answering the alignment question Yes or No.