Vendor Activity Drill Down Report

Duplicates the Vendor Activity Report in TRAMS Back Office but will only allow one date range because the drill down allows the viewing of the details. It does not include the graphs at the end of the summary report. The report is using the following set criteria for running the report.

Parameter	Default
ARC/BSP Status	Issue Date (Vendor Open or Closed)
Supplier Status	Issue Date (Vendor Open or Closed)
CommTrack Status	Vendor Payment Date
Invoice Type	All
Travel Categories	All Travel Categories

This is the default settings for the Vendor Activity report and can be run this way for comparison.

Other Parameters for report:
Enter Dates "From" and "To".
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 **Vendor ID** or **Vendor 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 their totals. 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.