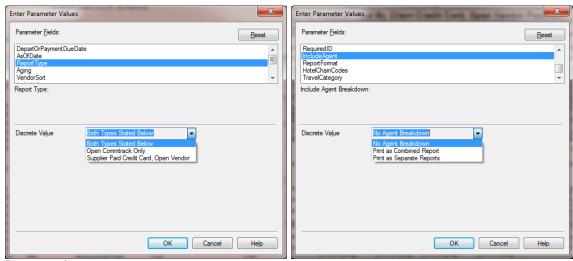# Vendor Commission By As Of Date Report

Report shows CommTrack vendor balances and Supplier paid by Credit Card with an Open Vendor payment balances based on all open items before and including the As Of Date entered. The date can be either a Depart Date or a Final Payment Due Date but must be included in the booking in order to appear on the report.

Parameters for report:

Report Date: Run by Depart Date or Run by Final Payment Due Date.

As Of Date (required): Includes items before and including the date entered.

Report Type: Both with Open Commtrack and Supplier Paid Credit Card, Open Vendor (default); Open Commtrack Only; or Supplier Paid Credit Card, Open Vendor Only.

Select Aging Criteria: None (default), 60/90/120, 30/60/90, 15/30/45, or 7/14/21.

Vendor Sort: Sort report by Vendor Name or by Vendor Interface ID.

Vendor Breakdown: Run for All Vendors or Run By Vendor Group.

Enter Vendor Group Name (if needed): Entry needed in order to run by Vendor Group.

Include Agent Breakdown: Select No Agent Breakdown, Print as Combined Report with agents broken down all on one report, or Print as Separate Reports, one for each agent.

Report Format: Run Report in Detail or Run Report in Summary.

Use Hotel Chain Codes for Sorting: Two Letter Code From Hotel ID is used or No Sorting on Hotel Chain Code.

Travel Categories - All or Selected by Using Drop Down and Adding to Selected Values: All Travel Categories is the default but each can be selected by choosing it and clicking Add. *Example of Travel Category selection is depicted below.*