Vendor Commission By Date Range Report

Report shows CommTrack vendor balances and Supplier paid by Credit Card with an Open Vendor payment balances based on all open items for the date range 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.

Enter Parameter Values		Enter Parameter Values	By Class Could Card, Span Inc.	×
Parameter <u>Fi</u> elds:	Reset	Parameter <u>F</u> ields:		Reset
DepartOrPaymentDueDate DateTom DateTo ReportType:		RequiredID IncludeAgent ReportFormat HotelChainCodes TravelCategory Include Agent Breakdown		•
Discrete Value Both Types Stated Below Both Types Stated Below Open Commtrack Only Supplier Paid Credit Card, Open Vendor		Discrete Value	No Agent Breakdown No Agent Breakdown Print as Combined Report Print as Separate Reports	
OK Cancel	Help		OK Cancel	Help

Parameters for report:

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

Enter Date From: Enter the starting date for the Depart Date or Final Payment Date.

Enter Date To: Enter the ending date for the Depart Date or Final Payment Date.

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.

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.*

Enter Parameter value	A CONTRACT OF TAXABLE IN CONTRACTOR OF TAXABLE IN CONTRACT OF TAXABLE IN CONTRACT.		Enter Parameter values		
Parameter Fields:		<u>R</u> eset	Parameter Fields:	Reset	
VendorSort IncludeAgent ReportFormat HotelChainCodes TravelCategory		A III T	VendorSort IncludeAgent ReportFormat HotelChainCodes TravelCategory		4
Travel Categories - All	or Selected by Using Drop Down and Adding to Selected \	/alues	Travel Categories - All or Selected by Using	Drop Down and Adding to Selected Values	
Discrete Vaļue	Al Travel Categories	Add	Discrete Value Car	► 644	
Value	Transportation Insurance Service Fee Other	Remove	Value Hotel	Remov	/e
	OK Cancel	Help		OK Cancel Help	
Enter Parameter Value	es and an and a second s	×	Enter Parameter Values		x
Enter Parameter Value Parameter <u>F</u> ields:	ES	<u>R</u> eset	Enter Parameter Values Parameter Fields:	<u>R</u> eset	
Parameter <u>F</u> ields: VendorSort IncludeAgent ReportFormat HotelChainCodes	25 <u></u>		Parameter <u>Fjelds:</u> VendorSort Include Agent ReportFormat Hotel/ChairCodes		
Parameter Fields: VendorSott IncludeAgent ReportFormat HotelChainCodes TravelCategory	es or Selected by Using Drop Down and Adding to Selected \	Reset	Parameter Belds: VendorSort IncludeAgent ReportFormat	Reset	
Parameter Ejelds: VendorSort IncluideAgent ReportFormat HotelChainCodes TravelCategory Travel Categories - All Discrete Value	or Selected by Using Drop Down and Adding to Selected V	Reset	Parameter Ejelds: VendorSort Include-Agent ReportFormat Hotel/DrainCodes IntervelCatesory	Reset	
Parameter Belds: VendorSott IncludeAgent ReportFormat Hote(CharlonCodes <u>TravelCategory</u> Travel Categories - All	or Selected by Using Drop Down and Adding to Selected V All Travel Categories Air Hotel Cruise Tour	Reset	Parameter Ejelds: VendorSot IncludeApent ReportFormat HotelChainCodes ITravelCategory Travel Categories - All or Selected by Using	Reset	