

## **Trams Back Office Booking and Projected Commission Report**

**Booking Sales** – Designed to show booking activities using the ClientBase Res card create date and the Trams Back Office Invoice Issue date combined.

When the Reservation Booking status is changed to cancelled, the reservation amounts are backed out in the month the status was changed to cancelled. Voided and refunded reservations in CB and bookings in TBO are also updated based on the refund issue date and date voided.

Date ranges are hard- coded for the current calendar year compared to previous year.

**Booking Commission** - Designed to show commissions using the ClientBase Res card create date and the Trams Back Office Invoice Issue date combined.

When the Reservation Booking status is changed to cancelled, the reservation commission amounts are backed out in the month the status was changed to cancelled. Voided and refunded reservations in CB and bookings in TBO are also updated based on the refund issue date and date voided.

Date ranges are hard- coded for the current calendar year compared to previous year.

**Projected Commissions** – Designed to show commissions 12 months into the future (starting with +1 day from the current date). The date ranges are hard-coded and the months are dynamically updated to display 12 month periods.

**Client, Vendor and Agent Drill down links** displays the top 20 respectively and breaks down total amounts by travel category.

**Management Summary** information includes Client and Vendor Balances as well as Operating Payables. All Bank Account Details are listed with Bank Balances (TBO Check Register), uncleared items and Book Balances.