

900tboTBO AGENCY MANAGEMENT REPORTS

TBO Airline Report	Description	Excel	Report Fields	Report Filters
Airline Activity Report by Class of Service 007AirlineActivitybyclassof service104.rpt	http://static.trams.com/tramslibrary/reports/samples/007AirlineActivityByClassOfService100.pdf	MS Excel 97-2000	Airline, Issue date, Passenger, Ticket Number, Itinerary, Segment Fare, Class of Service Sample	Airline Interface ID, Branch, Class, Start date, End Date, Class of Service, Display if Missing Class of Service (quality control)?
Apollo E-Ticket Export by Branch 005ApolloEticketexportbybranch100.rpt	List of E-tickets by the Ending Invoice issue date, and the Return Dates for the invoice	No Excel	Invoice issue date, E-ticket Number, return date No Sample	Ending Invoice Issue Date, Starting Return Date, Ending Return Date, Branch Number
Spoiled Ticket Report 009SpoiledTicket101.rpt	http://static.trams.com/tramslibrary/reports/descriptions/SpoiledTicketReportDescr.pdf	MS Excel 97-2000	Spoiled Date, Ticket Number. ARC/BSP Number Sample	Beg. Date, End Date, Run by Branch # or ARC #, Specify Branch #, ARC #
Market Share by Client Group or Tour Code 015MarketShareClientGroupTourCode100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/MarketShareByClientGroupOrTourCodeDescr.pdf	Yes- must be summary format MS Excel 97-2000 (Data Only)	City Pair All Ticketed Segment Airline Ticketed Segmt. Percentage Airline Base Fare All Base Fare No Sample	Issue /Depart Date Start Date & End Date Enter Client Group Enter Tour Code: Market Share Carrier

TBO Agent Reports	Description	Excel	Report Fields	Report Filters
Agency Future Commission Revenue Report 106FutureAgencycommission104.rpt	http://static.trams.com/tramslibrary/reports/descriptions/AgencyFutureCommissionRevenue.pdf	MS Excel 97-2000	Vendor Name 12 Months Total Sample	End Date Branch Number Agent ID
Agent 100% Commission Exception Report 104AgentCommException102.rpt	http://static.trams.com/tramslibrary/reports/descriptions/Agent100%CommissionExceptionDescr.pdf	MS Excel 97-2000	Invoice #, Issue Date, Client Name, Ticket/Conf. #, Agent Comm. Percent, Agent Comm., Agent Type Sample	Beg. Date End Date Branch
Agent Activity Report 101agentactivity103.rpt	http://static.trams.com/tramslibrary/reports/descriptions/AgentActivityDescr.pdf	MS Excel 97-2000	Issue Date, Invoice #, Client Depart date, Tkt/Conf #, Vendor, fare, Agent Commission, Agent %, Payment Information Sample	Beg. Date, End Date Agent ID Report Option (All client & Vendors; all Clients & closed vendors; or Closed Clients & Closed vendors) Include Voids
Agent's Future Commission Income Report 105FutureAgentportion104.rpt	http://static.trams.com/tramslibrary/reports/descriptions/AgentFurtureCommissionRevenue.pdf	MS Excel 97-2000	Vendor Name, 12 months of Revenues, Total for the year. Sample	End Date, Branch Number Agent ID
Client Agent Report clientagent.rpt	http://static.trams.com/tramslibrary/reports/descriptions/ClientAgentReportDescr.pdf	MS Excel 97-2000	Client No., Client Name, Agent Name, Status, Amount, Rate, From, To, Rewards Sample	Choose the sort by client number or agent name
Inside/Outside Agent Detail Report 102Allagentscommdetail104.rpt	http://static.trams.com/tramslibrary/reports/descriptions/InsideOutsideAgentDescr.pdf	MS Excel 97-2000	Invoice #, Issue Date, Client Name Vendor Name, Total Fare, Total Commission, Agent ID, Agent Comm. Percent, Agent Commission, Agent Type Sample	Report type Agent Name Beg & End dates Vendor, Branch

TBO Agent Reports	Description	Excel	Report Fields	Report Filters
Insurance Sales Analysis Report by Agent Report Rbctrans.rpt	http://static.trams.com/tramslibrary/reports/descriptions/InsuranceSalesAnalysisReportbyAgentReportDescr.pdf	No Excel	Agent, Travel Type Agency Sales Analysis - # of Bookings, Total Sales, Total Commission Insurance Ratios – Closing Ratio, Gross Sales Ratio, Revenue Ratio Sample	Start & End Date Service Fee Travel type New Agent Page
City Pair Segments by Agent 107CityPairSegmentsByAgent101.rpt	http://static.trams.com/tramslibrary/reports/descriptions/CityPairSegmentsByAgentDescr.pdf	MS Excel 97-2000	Agent Name, Agent ID, Agent Group, Code City Pair, City Names, Count, Fare Detail will also show Invoice #, Ticket, Airline, Passenger, Depart, Arrival, IND., Fare, Basis, City Pair, City Names Sample	Issue date from/to Include Depart date? Depart date from/to Run by Agent? Agent entry Summary or Detail Validating Carrier Flown Carrier Depart City Destination City Dom/Intl/Transborder
Agent Statement by Order Date Paid 103AgentStatementbyDatePaid100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/AgentStatementbyDatePaidDescr.pdf	MS Excel 97-2000	Issue Date, Invoice #, Client Name Tkt/Confirm #, Start Date, Vendor Name, Passenger Name Total Fare, Commission Status, Agent Comm, Rate, Date Paid, Remarks Sample	Run for all agents or agent or group. Agent ID if by agent. Agent paid to from dates. Total by agent or invoice Branch (all or specify)
Agent Adjusted Productivity Report 108AgentAdjProductivity101.rpt	http://static.trams.com/tramslibrary/reports/descriptions/AgentAdjustedProductivityDescr.pdf	MS Excel 97-2000	Agent ID, Agent Name, Total Invoices, Total Bookings, Total Agent Adjustments, Total Fare, Commission, Agent Commission Sample	Agent, Agent Interface ID or Agent Group Name if needed. “From” and “To” payment dates Select Report Format, Branch (all, number or group), Branch group or all Branches. Branch number or Branch Group Name.

TBO Agent Reports	Description	Excel	Report Fields	Report Filters
Agent Comparative Sales for Year 111AgentCompSalesYear101.rpt	http://static.trams.com/tramslibrary/reports/descriptions/AgentCompSalesYearDesc.pdf	MS Excel 97-2000	Agent ID, Agent Name, 12 month of Sales total, Total for the year. If vendors are displayed the vendor name will appear. Sample	Agent breakdown. Enter Agent Interface ID or Agent Group Name. Enter Year: (based on issue date). Sort: Agent ID or Descending By Yearly Total. Vendor Breakdown (display or suppress vendors). All vendors or by Vendor ID. Specify vendor id. Branch, - all, or by id or by group.
Agent Airline Market Share Analysis Report 112AgentAirlineMarketShare100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/AgentAirlineMarketShareDesc.pdf	MS Excel 97-2000	Agent ID, Agent Name Validating Carrier, Share %, Total Fare, Commission Amount, Booking Count Sample	Agent - All, 1 Agent, or Agent Group. Enter Agent Interface ID or Group Name. Enter Issue Dates "From" and "To". Depart Date: Yes or No Enter Depart Dates "From" and "To". Select for Destination Indicators (All, Domestic, International, Transborder or Combinations) Sort: (V)alidating Carrier or (S)hare Percentage. Branch one Branch, Branch group, or all. Enter Branch Number or Enter Branch Group if needed.

TBO Agent Reports	Description	Excel	Report Fields	Report Filters
Agent Comparative Productivity in Summary 109AgentCompProdSumm100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/AgentCompProdSummdesc.pdf	MS Excel 97-2000	Agent ID, Agent Name Total Fare and Agent Commission for: Current Period, Last Year Period, Current Year-To-Date and Last Year-To-Date Sample	Agent: One, Group, or All. Agent Interface ID or Agent Group Name if needed. From & To issue dates. Branch: All, One Branch or Group.
Agent Airline Segments By Vendor Report 113AgentAirSegmentsByVendor100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/AgentAirSegmentsByVendorDesc.pdf	MS Excel 97-2000	Agent ID, Agent Name Segment Pair, City Names Vendor, Segment Count, Percent of Count, Segment Fare, Avg. Fare, Segment Mileage, Avg. Cost Per Segment Sample	Report Type as Combined report or Separate reports. Agent: One, Group, or All Agents. Enter Agent Interface ID or Agent Group Name if needed. From & to Issue Dates . Depart Date: Yes or No. Enter Depart Dates "From" and "To" if needed. Destination Indicators (All Indicators, Domestic, International, Transborder or combinations). Branch: One, Group, or All. Enter Branch Number or Branch Group Name if needed.
Agent Production Report 115AgentProduction100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/AgentProductionDescr.pdf	MS Excel 97-2000	Vendor, Total Sale, % of total, # Items, Avg. \$ per item, Commission, Avg. Comm. \$, Avg. Comm. %, % of total No Sample	Agent: All Agents, One Agent ID, Run By Agent Group. Required ID: Agent Interface ID or Agent Group Name if needed. From & To Invoice Issue Date. Branch: One, Group or All. Enter Branch Number: or Branch group if needed.

TBO Agent Reports	Description	Excel	Report Fields	Report Filters
Agent Activity By Date Paid Report 114AgentActivityByDatePaid100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/AgentActivityByAgentPaidDescr.pdf	MS Excel 97-2000	Agent ID, Agent Name, Agent fare, agency comm. Total agent comm. Agent date paid, Fare Productivity, Comm. Productivity. No Sample	Agent Date Paid From: and Agent Date Paid To: Sort: A – Descending By Total Paid or D – Sort By Date Paid. Agent: All, One Agent ID, or By Agent Group. Required ID: Agent ID or Agent Group if needed. Travel Category: all Travel Categories or for individual Category.
Agent Activity Drill Down Report 116AgentActivitDriDown100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/AgentActivityDrillDownDesc.pdf	MS Excel 97-2000	Summary level: Agent ID, Name, # of invoices, # of bookings, # of agent adj., Total fare, commission, agent comm. Detail level show the TBO generated numbers and CB generated numbers No Sample	Payment Dates “From” and “To”. Agent Adjustment Detail (Yes/No) Branch: One, Group, or All. Enter Branch number or Branch Group if needed.

TBO Sales & Revenue Report	Description	Excel	Report Fields	Report Filters
Customer Revenue by Month 208CustRevenue102.rpt	http://static.trams.com/tramslibrary/reports/descriptions/CustomerRevenuebyMonthDescr.pdf	MS Excel 97-2000	Client type Client name, Submit to type, revenue per month, total revenue. Sample	Beg Date End Date Branch
Customer Sales by Month 202custsales103.rpt	http://static.trams.com/tramslibrary/reports/descriptions/CustomersalesbyMonthDescr.pdf	MS Excel 97-2000	Client type Client name, Submit to type, sales per month, total sales. Sample	Beg Date End Date Branch
Distribution of Revenue by Month 209SubmitToRevenue102.rpt	http://static.trams.com/tramslibrary/reports/descriptions/DistributionofRevenuebyMonthDescr.pdf	MS Excel 97-2000	Total ARC, Supplier, Commtrack Revenue by month Sample	Beg Date End Date Branch
Distribution of Sales by Month 203submittosales102.rpt	http://static.trams.com/tramslibrary/reports/descriptions/DistributionofRevenuebyMonthDescr.pdf	MS Excel 97-2000	Total ARC, Supplier, Commtrack Sales by month Sample	Beg Date End Date Branch
Invoice Payment Discrepancy 201InvoicePaymentDiscrepancy101.rpt	http://static.trams.com/tramslibrary/reports/descriptions/InvoicePaymentDiscrepancyDescr.pdf	MS Excel 97-2000	Invoice #, Booking amount, Client Name, Client name on payment, Payment #, pay amount, payment date Sample	Beg Date End Date Branch
Transaction Count Report 207TransactionCount101.rpt	http://static.trams.com/tramslibrary/reports/descriptions/TransactionCountReportDescr.pdf	No Excel	Branch & branch name ARC count Supplier & Commtrack Counts Sample	Beg Date End Date Branch
Travel Type Revenue by Month 210Traveltyperevenue103.rpt	http://static.trams.com/tramslibrary/reports/descriptions/TravelTypeRevenuebyMonthDescr.pdf	MS Excel 97-2000	Submit To Travel Types Up to 12 months of data Sample	Beg Date, End Date, Branch, Report Type, ID if required.
Travel Type Sales by Month 204traveltypesals103.rpt	http://static.trams.com/tramslibrary/reports/descriptions/TravelTypeSalesbyMonthDescr.pdf	MS Excel 97-2000	Submit To Travel Types Up to 12 months of data Sample	Beg Date, End Date, Branch, Report Type, ID if required.

TBO Sales & Revenue Report	Description	Excel	Report Fields	Report Filters
UK - BSP Agent Billing Analysis Report 206BSPReportUK101.rpt	http://static.trams.com/tramslibrary/reports/descriptions/ukdescription.pdf	No Excel	Airline, Doc. #, Lists the cash/check for: Total Transaction value Tax/Fees, & Commission, Bal. Payable, Invoice # Sample	Issue date From & To BSP Number
Vendor Revenue by Month 211VendorRevenue102.rpt	This report is sorted by "Submit To" and then by "Vendor" and displays up to 12 periods of Commission/Revenue along with a running total.	MS Excel 97-2000	Submit to, Vendor name, Revenue by month. Sample	Beg Date; End Date; Branch
Vendor Sales by Month 205vendorsales103.rpt	http://static.trams.com/tramslibrary/reports/descriptions/VendorRevenuebyMonthDescr.pdf	MS Excel 97-2000	Submit to, Vendor name, Sales by month. Sample	Beg Date End Date Branch

TBO Client Report	Description	Excel	Report Fields	Report Filters
Air Bookings Link & Quality Control Report 306AirBookingsLinkQC101.rpt	http://static.trams.com/tramslibrary/reports/descriptions/AirBookingsLinkDescr.pdf	MS Excel 97-2000	Record Locator, Invoice No., Issue date, Ticket/Confirmation No, Passenger Name, Vendor Name, Agent ID., Depart Date, Itinerary, Total Fare, and Travel Category. Sample	Client: All, Client ID, Group, Passenger. Enter Name, ID or Group. Issue Date From & To. Branch: All or branch number. Sort by branch? Select type of report, than select which travel categories.
CWT Export Summary Report 302CWTBalanceReport102.rpt	http://static.trams.com/tramslibrary/reports/descriptions/CWTExportSummaryReportDescr.pdf	MS Excel 97-2000	Branch, ARC Passenger, Client phone #, Invoice total, number of invoices. Sample	Beg. Date; End Date; Client Group; Branch
Client Comparative Sales for Year 311ClientCompSalesYear100.rpt	Breaks down the total fare per booking by month for the year entered based on issue date. The report totals each month and the year.	MS Excel 97-2000	Client Name, Client ID, Sales for each client for the year. Sample	Client: One, Group, or All Clients; Client Interface ID or Group Name if needed; Client Type: All, Corporate Only, or Leisure Only; Issue date: Enter Year; Select Sort; Select Submit To option; Select to run by One, Group, or All. Enter Branch Number if running by If needed.

TBO Client Report	Description	Excel	Report Fields	Report Filters
Client Comparative Revenue for Year 310ClientCompRevenueYear100.rpt	Breaks down the total commission per booking by month for the year entered based on issue date. The report totals each month and the year.	MS Excel 97-2000	Client Name, Client ID, Revenue for each client for the year. Sample	Client: One, Group, or All Client: One, Group, or All Clients. Client Interface ID or Group Name if needed. Client Type: All, Corporate Only, or Leisure Only. Issue date: Enter Year: Select Sort. Select Submit To option. Select to run by One, Group, or All. Enter Branch Number if running by If needed.
Client Comparative Productivity in Summary 309ClientClientProdsumm100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/ClientCompProdSummdescr.pdf	MS Excel 97-2000	Client name, Client ID. Total fare & commission for Current Period, Last Year Period, Current Year to Date and Last year to date. Sample	Select Client Breakdown by One, a Group, or All Clients. Client Interface ID or Client Group Name if needed. Select Client Type: All, Corporate, or Leisure Enter Issue Dates "From" and "To". Select Submit To: ARC/BSP, Supplier, CommTrack Branch: One, Group, or All; Enter Branch Number or Group if needed.
Client Statement In Excel Format 314ClientStatementExcel200.rpt <i>Revised 6/3/16 JN</i>	Report includes the data elements from the client statement (including partial payments and vouchers) in an exportable format.	MS Excel 97-2000 (Data Only)	Client Name Issue Date, Branch, Invoice #, Ticket #, Passenger, Vendor, Depart date, Itinerary, Total Fare, Partial Payments, Balance Due, Client Remarks No Sample	Issue Date From & To. Client All, One, or Group. Enter client ID or group if needed. Branch: One, all or group. Invoice group: All, Include Only Invoice Groups, or Exclude All Invoice Groups.

TBO Client Report	Description	Excel	Report Fields	Report Filters
Client Balances With Invoice Group 313ClientBalancesWInvoiceGroup100.rpt	Report allows the Client Balances report in Trams Back Office to run with the option of including or not including invoices that have an invoice group on them.	MS Excel 97-2000	Client Name, Client ID, Phone, Invoice total, Unapplied, Balance due. Detail will include Invoice number, Branch, issue date, agent id, passenger, or group. No Sample	As Of Date (Required): Report Format: Summary or detail. Client: All, One, or group Required ID: Enter client id or Group Name if needed. Branch: One, Group or All branches. Enter Branch Number or Branch group if needed. Invoice group: All, Include Only Invoice Groups, or Exclude All Invoice Groups.
Client Activity Drill Down Report 318ClientActivityDrilDown100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/ClientActivityDrillDownDesc.pdf	No Excel	Client Name, Interface ID, # of invoices, # of bookings, Total Fare & Commission. Double click client name to fine number of invoices generated in TBO & ClientBase. No Sample	Select the date range (Issue date, Client payment, vendor payment) for ARC/BSP, Supplier & Commtrack. Select Travel Categories and add to list. Enter Dates "From" and "To". Branch: One, Group, or All.

TBO Vendor Report	Description	Excel	Report Fields	Report Filters
CommTrak Export CommTrak Export.rpt	http://static.trams.com/tramslibrary/reports/descriptions/CommTrakExport.pdf	No Excel	Not available, report is exported and sent to CommTrack rmiersch@verizon.net . No Sample	Date From and to
Pegasus II Export pegasusIIexport.rpt	http://static.trams.com/tramslibrary/reports/descriptions/PegasusIIExportDescr.pdf	No Excel	Not available, report is exported and sent to Pegasus. No Sample	Date From and to
CommTrack Vendor Balances Report 401CommtrackVendorBalances100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/CommTrackVendorBalancesReportDescr.pdf	MS Excel 97-2000	Vendor Name, Vendor ID, Number of bookings, Commission amount for each aging period, Commission, and Total fare. Detail report includes Invoice Number, Depart Date, Passenger, Travel Category. Sample	Select Depart or issue date. Enter as of date. Select aging option. Sort: Vendor name or ID. Select Summary or Detail. Hotel Chain codes? Select travel categories.
Vendor Net Remit Cash Flow Report 400VendorNetRemit102.rpt	http://static.trams.com/tramslibrary/reports/descriptions/VendorNetRemitCash.pdf	No Excel	Vendor name, Net remit Due for the next 12 months Sample	End date Branch Number (One or All)
US-HPSegmentExport.rpt US-HP Segment Export	http://static.trams.com/tramslibrary/reports/descriptions/US-HPSegmentExport.pdf	MS Excel 97-2000	Not available, report is exported and sent to US Airways. No Sample	Report type –All clients, one client or group. Client id or group if needed. Issued date from & to Depart date (yes/no) Depart date range ARC only?

TBO Vendor Report	Description	Excel	Report Fields	Report Filters
<p>Vendor Comparative Sales for Year 404VendorCompSalesYear100.rpt</p>	<p>Breaks down the total fare per booking by month for the year entered based on issue date. The report totals each month and the year.</p>	<p>No Excel</p>	<p>Vendor Name, Comparative Sales for the year. Sample</p>	<p>Vendor: One, Group, or All. Enter Interface ID or Group Name if needed. Vendor Type: All, Preferred Only, Non-Preferred Only Enter Year: (issue date). Select Sort: Alphabetically Descending By Yearly Total. Submit To: ARC/BSP, Supplier, CommTrack Branch: One, Group, or All Branches. Enter Branch Number or Group Name if needed.</p>
<p>Vendor Comparative Revenue for Year 403VendorCompRevenueYear100.rpt</p>	<p>Breaks down the total commission per booking by month for the year entered based on issue date. The report totals each month and the year.</p>	<p>No Excel</p>	<p>Vendor Name Revenue for the year specified by month and a total for the year. Sample</p>	<p>Vendor: One, Group, or All Vendors. Vendor Interface ID or Group Name if needed. Vendor Type: All , Preferred Only, or Non-Preferred Vendors Only Enter Year: (issue date). Sort: Alphabetically by Vendor Name or Descending By Yearly Total. Submit To: ARC/BSP, Supplier, CommTrack Branch: One, Branch Group, or All Branches. Enter Branch Number if or group I needed.</p>

TBO Vendor Report	Description	Excel	Report Fields	Report Filters
<p>Vendor Comparative Productivity in Summary 402VendorCompProdSummYear100.rpt</p>	<p>Calculates Total Fare and Total Commission based on an Issue Date range. The date range must be in the same year for the report to work correctly as the report also calculates the Prior Year Total Fare and Total Commission. Year-To-Date totals for the current year and the prior year are calculated to finish the report.</p>	<p>No Excel</p>	<p>Vendor Name Total Fare & Commission for Current period, Last year Period, Current year to date & last year to date Sample</p>	<p>Vendor: One, Group, or All Vendors. Vendor Interface ID or Group Name if needed. Vendor Type: All , Preferred Only, or Non-Preferred Vendors Only Issue Date: From & To Submit To: ARC/BSP, Supplier, CommTrack Branch: One, Branch Group, or All Branches. Enter Branch Number if needed.</p>
<p>Vendor Statement By Confirmation Number 406VendorStatementByConfirmNumber.100rpt</p>	<p>http://static.trams.com/tramslibrary/reports/descriptions/VendorStatementByConfirmNumberDescr.pdf</p>	<p>No Excel</p>	<p>Vendor Passenger, Depart date, Confirmation No., Total Fare, Commission and Net Remit. <u>No Sample</u></p>	<p>Report Type: Statement or Summary. Submit To: Supplier and CommTrack, Supplier Only, CommTrack Only. Vendor: All, One, or Group. Required ID: Vendor ID or Group if needed. Report Format (Not Valid for One Vendor): Group (All Vendors on One Report), Batch [Separate Reports for Vendors]. Run by Invoice Date or Depart Date? Date range: From & To. Branch: One, Group or All. Enter Branch Number and/or Group name if necessary.</p>

TBO Vendor Report	Description	Excel	Report Fields	Report Filters
Vendor Balances With Invoice Group and due date flags VendorBalancesV4.2.2.rpt <i>Revised 5/24/17 - JN</i>	Report allows the Vendor Balances report in Trams Back Office to run with the option of including or not including invoices that have an invoice group on them, flagging past due date (those items where the depart date is earlier than the date of the Vendor Balances), using a past due date earlier than the balance date.		Sample	As Of Date (Required): Vendor balances as of the specified date. Report Format: Summary or Detail. Vendor: All, One, or a Group. Required ID: Interface ID or Group Name if needed. Branch: One, Group or All. Enter Branch Number or Branch Group if needed Invoice Group: All Invoices Include Only Invoice Groups, Exclude All Invoice Groups. Past due date highlight
Canada Vendor List 405CanadaVendorList100.rpt	Provides list of vendor in database so you can verify the accuracy of the information.	MS Excel 97-2000	Profile Number, Vendor Name, City, Province, Postal Code, Country No Sample	No criteria required
Vendor Activity Drill Down Report 408VendorActivityDrillDown100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/VendorActivityDrillDownDesc.pdf	MS Excel 97-2000	Vendor Name, Interface ID, Number of invoices, Number of bookings, Total Fare, Commission, Net Remit. No Sample	For ARC/BSP. Supplier and Commtrack Select: Issue Date (Vendor Open or Closed), Vendor payment date, Issue date (vendor Open) or Exclude. Invoice Type All, Incoming, or Outgoing. Travel Categories: Add All or each travel category. Enter Dates "From" and "To". Branch: One, Group, or All Branches. Enter number or group if needed.

TBO Vendor Report	Description	Excel	Report Fields	Report Filters
<p>Vendor Commission By As Of Date 409VendorCommissionByAsOfDate101.rpt</p>	<p>http://static.trams.com/tramslibrary/reports/descriptions/VendorCommissionByAsOfDateDescr.pdf</p>	<p>No Excel</p>	<p>Vendor Name, Vendor ID, Number of bookings, Commission, Total Fare. Invoice No., Branch, Depart Date or final pay date, Agent, Passenger, and Travel Category. Sample</p>	<p>Select Depart Date or Final Payment Due Date. Enter as of date. Select report type: Both types, Open Commtrack or Supplier Paid Credit Card. Select Aging: None, 60/90/120, 30/60/90, 15/30/45, or 7/14/21. Sort report by Vendor Name or by Vendor Interface ID. Run for All Vendors or Run By Vendor Group. Enter Vendor Group if needed. Include Agent Breakdown: Select No Agent, One report all agents, or Print as Separate Reports, one for each agent. Report Format: Detail or Summary. Hotel Chain Codes: Sort by Two Letter Code From Hotel ID or No Sorting .Travel Categories – Add the travel categories, All or Selected by Using Drop Down.</p>

TBO Vendor Report	Description	Excel	Report Fields	Report Filters
<p>Vendor Commission By Date Range 410VendorCommissionByDateRange100.rpt</p>	<p>http://static.trams.com/tramslibrary/reports/descriptions/VendorCommissionByDateRangeDescr.pdf</p>	<p>MS Excel 97-2000</p>	<p>Vendor Name, Vendor ID, Number of bookings, Commission, Total Fare. Invoice Number, Branch, Depart Date or final pay date, Agent, Passenger, Travel Category. Sample</p>	<p>Run by Depart Date or Run by Final Payment Due Date. Enter the starting date for From and to dates. Select report type: Both types, Open Commtrack or Supplier Paid Credit Card. Sort report by Vendor Name or by Vendor Interface ID. Run for All Vendors or Run By Vendor Group. Enter Vendor Group if needed. Include Agent Breakdown: Select No Agent, One report all agents, or Print as Separate Reports, one for each agent. Report Format: Detail or Summary. Hotel Chain Codes: Sort by Two Letter Code From Hotel ID or No Sorting .Travel Categories – Add the travel categories, All or Selected by Using Drop Down.</p>

TBO Payment Report	Description	Excel	Report Fields	Report Filters
Credit Card Summary 502CreditCardSummary102.rpt	http://static.trams.com/tramslibrary/reports/descriptions/CreditCardSummaryDescr.pdf	MS Excel 97-2000 (Data Only)	Pay Method Travel Category Count Amount Percentage Sample	Beg Date End Date Report Type Branch Number Credit Card Code CommTrack NoHotelCarComTrack
Operating Payables Report 503OperatingPayables100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/OperatingPayablesReportDescr.pdf	MS Excel 97-2000	Date Entered, Payable #., Date Payable, Amount, Status, Payment #, Check # Remarks. GL #, GL Name, Branch, Debits, Credits, JE Remarks Sample	Report Type (all, profile or payment group) Required ID Open a Of
Voucher Balance Report 505VoucherBalance102.rpt <i>Revised 3/10/15</i>	Displays all open Client and all open Vendor Vouchers. It can be also, run to display only Open Client vouchers, only Open Vendor vouchers or all open vouchers for an entered invoice Group.	MS Excel 97-2000	Profile Name, Interface ID, Phone #, Voucher total Voucher Number, Branch #, Issue date, Voucher Remarks, Voucher Amount, Group Sample	Report Type: Both Client and Vendor Vouchers, Client Vouchers, Vendor Vouchers, or by Invoice; Invoice Group: Group name if needed. Branch: one Branch, Branch Group, or All Branches. Branch Number Input or Group
Vendor Trust Compliance Report 504vendortrustcompliance100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/VendorTrustComplianceReportDescr.pdf		Sample	
Quick Edit Commission Difference Report QuickEditCommissionDiffence.rpt	Lists then original agency commission and the revised agent commission.	MS Excel 97-2000	Invoice #, Invoice Link #, Booking No, Agent Booking #, Commission amount, Agent amount, Calc. Agent Amount, Agent Rate, Issue date & Invoice type. No Sample	Agent Paid Status

TBO Payment Report	Description	Excel	Report Fields	Report Filters
IRS 1099 Form 506IRS1099Form100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/IRS1099FormDescr.pdf	No	Prints on 1099 form, show agency address and employee information as required on a 1099 form. No Sample	Enter PAYER'S federal identification number. PayerName&Address: Use Default Title Lines 1-4 or Enter Branch #. Date Range From & To is the payment date range. Select Type of Profile: Other or Agent. Recipient Tax ID (in Business type or Other). 1099 Breakdown: All Profiles, One Profile, or Group; 1099ID: select a Profile Interface ID or a Group Name. Number to Print: 1 or 2 recipients per page. PayGroup – Select yes or no PayGroup Input – payment group name.
IRS 1099 By Client Form 507IRS1099FormByClient100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/IRS1099FormByClientDescr.pdf	No	Prints on 1099 form, show agency address and employee information as required on a 1099 form. No Sample	Enter PAYER'S federal identification number. PayerName&Address: Use Default Title Lines 1-4 or Enter Branch #. Payment Date Range From & To. 1099Client – all, one or group of clients 1099ClientID – client id or group name Enter Vendor Interface ID (Required) - Enter specific Vendor ID used for tracking the bookings.

TBO Financial Report	Description	Excel	Report Fields	Report Filters
Financial Report by Preferred Vendor ALL Expenses by Individual Account Names 601PreferredFinancialExpenses101.rpt	http://static.trams.com/tramslibrary/reports/descriptions/FinancialReportbyPreferredVendorALLExpensesDescr.pdf	No Excel	Travel type Vendor, Preferred Vendor %, Net Sales, Revenue, Revenue % Sample	Date range, from and to.
Financial Report by Preferred Vendor Chart of Account Groupings 600Preferred Financial Summary102.rpt	http://static.trams.com/tramslibrary/reports/descriptions/FinancialReportbyPreferredVendorChartDescr.pdf	No Excel	Travel Type, Vendor name, Net Sales, Revenue Sample	From & to date range
Host Report - Cash/Ck/CC Comm Due IC 100% Commission Return With Transaction Fees 605HostAllComm101.rpt	http://static.trams.com/tramslibrary/reports/descriptions/HostReport1Descr.pdf	No Excel	Client Name, Invoice #, Submit to, Issue date, Agent ID, Vendor Name, Passenger, Itinerary, Ticket/Confirmation #, Total Fare, Comm. Earned, Agent Rate, Agent Comm. Due IC Sample	IC Code, from & to date range, type of check.
Host Report - Cash/Ck/CC Comm Due IC Commission Split Without Transaction Fees Income Statement Comparative By Date 606HostCommSplit101.rpt	http://static.trams.com/tramslibrary/reports/descriptions/HostReport2Descr.pdf	No Excel	Client Name, Invoice #, Submit to, Issue date, Agent ID, Vendor Name, Passenger, Itinerary, Ticket/Confirmation #, Total Fare, Comm. Earned, Agent Rate, Agent Comm. Due IC, Cash/Check. Sample	IC Code, from & to date range, type of check.
Income Statement Comparative By Date 612IncomeStmntCompByDate100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/IncomeStmntCompByDateDescr.pdf	MS Excel 97-2000 (Data Only)	Client Name, Invoice #, Submit Type, date, Agent Id, Vendor Name, Passenger, Itinerary, Ticket/Conf. #, Total Fare, Comm. Earned, Agent Rate, Agent Comm., Due IC, Cash/Check Sample	Ind. Contractor Code Start and End date range Specify the Gross or net check type.

TBO Financial Report	Description	Excel	Report Fields	Report Filters
Independent Contractor Report for Host Open Cash/Check Bookings - (IC has TBO) 604ICCashcheckPay101.rpt	http://static.trams.com/tramslibrary/reports/descriptions/IndependentContractor1Descr.pdf	No Excel	Client Name, Invoice #, Submit to, Issue date, Agent ID, Vendor Name, Passenger, Itinerary, Ticket/Confirmation #, Total Fare, Due Host Sample	Host Code, From & to date range, type of check
Independent Contractor Report for Host Open Cash/Check Bookings - (IC only has CBP) 607HostCommSplit100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/IndependentContractor2Descr.pdf	No Excel	Client Name, Invoice #, Submit to, Issue date, Agent ID, Vendor Name, Passenger, Itinerary, Ticket/Confirmation #, Total Fare, Due Host Sample	IC Code, From & to date range, type of check
Income Statement Comparative IncomeStatementComparativeV1.1.1.rpt <i>Updated 1/25/16 JN</i>	http://static.trams.com/tramslibrary/reports/descriptions/IncomeStatementComparativeDescr.pdf	No Excel	Compares Actual, %, Budget, %, Act vs Bud Variance, Last Year, %, ACT vs Py Variance Sample	Enter Ending Date. Select to run by One G/L Branch or All G/L Branches. Enter Branch number if running by One Branch. Select Report Format as Summary or Detail. Display expense as percentage of Net Income or Sales.
Income Statement By Month IncomeStatementByMonthV2.4.9.rpt <i>Updated 2/9/17 JN</i>	http://static.trams.com/tramslibrary/reports/descriptions/IncomeStatementByMonthDescr.pdf	No Excel	Displays 12 months of Sales, Commissions, net income, other income, Net revenue, Fixed Costs Sample	Enter Year. Select to run by One G/L Branch or All G/L Branches. Enter Branch number if running by One Branch. Select Report Format as Summary or Detail.

TBO Financial Report	Description	Excel	Report Fields	Report Filters
Income Statement Spreadsheet 611IncStmtSpreadsheet100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/IncomeStatementSpreadsheetDesc.pdf	MS Excel 97-2000	GL No., GL Name, for each branch No Sample	"From" and "To" date range. Select to run by One G/L Branch, G/L Branch Group, or All G/L Branches. Enter Branch Number if running by One G/L Branch. Enter Branch Group Name if running by G/L Branch Group.
Drill Down Income Statement 609DrillDownIncomeStmt100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/DrillDownIncomeStmtDesc.pdf	No Excel	GL #, GL Name Sample	"From" and "To" date range. Select to run by One Branch, Branch Group, or All Branches Enter Branch number or Branch Group Name if required.
Drill Down Income Statement for 2 Periods 610DrillDownIncomeStmtTwoPeriods101.rpt	http://static.trams.com/tramslibrary/reports/descriptions/DrillDownIncStmtTwoPeriodsDesc.pdf	No Excel	Displays GL #, GL Name, debits, credits and balance. Give summary for 4xxx, 5xxx, 6xxx, 7xxx, 8xxx and 9xxx accounts for 2 periods. Sample	Enter First Date Range "From" and "To". Enter Second First Date Range "From" and "To". Select to run by One Branch, Branch Group, or All Branches Enter Branch number, or Branch Group Name if required.

TBO Financial Report	Description	Excel	Report Fields	Report Filters
Preferred Supplier By Travel Category with Optional Fees 613PefSupplierByTravelCatWithoptionsFee100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/PrefSupplierByTravelCatWithOptionalFeesDescr.pdf	MS Excel 97-2000	Travel Category Vendor, Net Sales, Revenue, Date range. Percentages No Sample	From and to date range. Align fees – yes or no

TBO Tax Report	Description	Excel	Report Fields	Report Filters
GST Detail Report (AUS Only) 700gstdetailaus101.rpt	http://static.trams.com/tramslibrary/reports/descriptions/GSTDetailAUSDescr.pdf		Sample	From & to Date range, Branch, Detail or Summary
Outstanding Commission Report (AUS Only) 701OutstandingCommission102.rpt	http://static.trams.com/tramslibrary/reports/descriptions/OutstandingCommissionReportDescr.pdf	MS Excel 97-2000	Invoice #, Client Name, Depart Date, Gross Value, Total Commission, Release Comm. GST, Released Total Amount, Suspended Commission, Suspended Comm. GST and Suspended Total Amount Sample	From & to Date range,
GST & QST Paid On Invoice (CAD Only) 703GSTQSTPaidOnInvoice100.rpt	This report displays the GST on Sale and QST on Sale for invoices run for a certain date range. BSP/Supplier Invoices are by Issue Date while CommTrack is by Vendor Payment Date.	MS Excel 97-2000	Invoice Number, date, submit to, Passenger Name, Total fare, GST on Sale, QST on Sale Sample	"From" and "To" date range. Select to run as a Report or as an Excel Export. Select to run by One Branch, Branch Group, or All Branches. Enter Branch number or Branch Group Name if Necessary
Travel Compensation Fund Detail (TCF) (AUS Only) 702TravelCompensationFundDetail101.rpt	In Australia, TCF require agents to provide a report which shows the breakdown between CCCF and non-CCCF transactions. This report will list Sales, Taxes, Discounts, Net Sales, Costs, Fees, Yield and Yield percentage and can be run for a specific date range.	No Excel	Travel Cat, Booking #, Sales, Taxes, Discount, Net Sales, Costs, Fees, Yield, Yield % Sample	From & To Date range

TBO Management Report	Description	Excel	Report Fields	Report Filters
CB & TBO Management Summary Report 801CB&TBOMgmtSummary100.rpt 801CB&TBOMgmtSummary100v4.0.rpt <i>Version 4.0</i> <i>Updated 10/17/16</i>	http://static.trams.com/tramslibrary/reports/descriptions/CB&TBODescr.pdf	MS Excel 97-2000	CB Booking Activity: Travel Category, Sales, Cancelled sales, total sales, comm., cancelled comm., total comm., Yield, Pref. Comm., % pref. comm. & pref. Yield Totals by travel type & no CB Reservations Totals with CB & TBO bookings Sample	Date Range – From and to Branch – all or specify branch
Management Summary Report by Branch 800MgmtSummByBranch105.rpt <i>Updated 01/04/17 jn</i>	A duplication of the Management Summary Core Report in TRAMS Back Office except you can run by branch or Groups of Branches	MS Excel 97-2000	Travel type, total Sales, Total Comm., Yield, Pref. Comm., % Pref. and Pref. Yield. Booking & Income Activity Balances: Client, Vendor, ARC, Payables and bank accounts Sample	From & To Date range, Branch (One, Group or All), specify branch # or Group if necessary
Duplicate Ticket/Confirmation Number 804DupTicketConfNum101.rpt	http://static.trams.com/tramslibrary/reports/descriptions/DupTicketConfNumdescription.pdf	MS Excel 97-2000	Issue date, Invoice #, Passenger Name, Travel Category, Confirmation #, Vendor Name, Depart Date, Record locator. Sample	"From" and "To" date range. Select to run by Non-ARC Air/Service Fee Bookings, ARC Air/Service Fee Bookings, or Hotel/Car Bookings.

TBO Management Report	Description	Excel	Report Fields	Report Filters
International Destination Insurance Report 805IntDestInsurance100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/IntlDestInsuranceReportDesc.pdf	No Excel	Country, # of passengers Sample	Report Type: All Clients, Client Interface ID, Client Group ID or Invoice Group ID. Required ID: Enter Client Interface ID, Group ID, or Invoice Group ID based on Report Type. Client Type (For All Clients Only): Select All Client Types, Corporate Client Type Only, or Leisure Clients Type Only. Travel Date From and to: Date is based on City Pair dates.
User Production Report 809UserProduction100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/UserProductionDescr.pdf	MS Excel 97-2000	User Name Action, Booking Count, Invoice Count, Payment count Totals for users Sample	Date From and To are based upon those entries obtained from the CHANGELOG table. UserID: All users or enter user name.
Travel Category Booking Link Report 806TravCatBookingLink100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/TravelCategoryBookingLinkDesc.pdf	MS Excel 97-2000	Record Locator, Invoice No., Issue Date, Ticket/Conf. No, Passenger, Vendor, Agent ID, Depart Date, Itinerary and Total Fare. Sample	Select Client: Client, Group, Passenger or All. Required ID if needed. Enter Issue Dates "From" and "To" Select the Required Travel Category. Select the Missing Travel Category. Select the Ticket Type. Select Branch sort. Select Branch: One, Group, or All Branches. Enter Branch or Branch group if needed.

TBO Management Report	Description	Excel	Report Fields	Report Filters
<p>Agency Comparative Report for Year 807AgencCompartiveYear100.rpt</p>	<p>Breaks down the agency's commission or sales per booking by month for the year entered based on issue date. The first agent for each booking is the agent listed on the report. The report totals each month and the year.</p>	<p>No Excel</p>	<p>Vendor Name (optional) Agent ID, Agent Name 12 months of commission rates (or sales), plus total. Totals for each agent Sample</p>	<p>Report Type: Run report by Agency Commission or by Agency Sales. Agent Breakdown: Run report by One Agent, Agent Group, or All Agents. Required ID: Enter Agent Interface ID or Agent Group Name Year: Enter Year (report based on issue date). Report Sort: Sort report by Agent Interface ID or Descending By Yearly Total. Vendor: Choose to Display Vendor Breakdown on report (Y/N). Vendor Breakdown: If Yes to showing vendors, show by One Vendor, Vendor Group, or All Vendors. Vendor Info: Enter Vendor Interface ID or Vendor Group Name based on Vendor Breakdown. Branch: Select to run by One Branch, Branch Group, or All Branches. Branch Number Input: Enter Branch Number if running by One Branch. Branch Group Input: Enter Branch Group Name if running by Branch Group.</p>

TBO Management Report	Description	Excel	Report Fields	Report Filters
Dual Vendor Combination Report 808DualVendorCombination100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/DualVendorCombinationDesc.pdf	No Excel	Rec. Loc., Invoice #, Issue Date, Ticket/Conf. #, Passenger name, Vendor Name, Agent ID, Depart Date, Itinerary, and total fare Sample	<p>Client Breakdown: r All Clients, Client Interface ID, Client Group or Passenger Name.</p> <p>Client ID: Enter Client Interface ID, Client Group ID or Passenger Name based on Client Breakdown.</p> <p>Vendor1: First Vendor Interface ID, First Vendor Group Name, or All Vendors.</p> <p>ID1: First Vendor Interface ID or Group ID based on Vendor 1 parameter entry.</p> <p>Vendor2: Second Vendor Interface ID, Second Vendor Group Name, or All Vendors.</p> <p>ID2: Second Vendor Interface ID or Group ID based on Vendor 2 parameter entry;</p> <p>Dates "From" and "To": A valid Issue date range is required for the report to run.</p> <p>Branch Breakdown: No Branch Sort, Sort By Branch, or Print Branch Summary.</p> <p>Branch: Select to run by One Branch, Branch Group, or All Branches.</p> <p>Branch Number Input: Enter Branch Number if running by One Branch.</p> <p>Branch Group Input: Enter Branch Group Name if running by Branch Group.</p>

TBO AGENCY CUSTOMER REPORTS

TBO Airline Report	Description	Excel	Report Fields	Report Filters
Airline Activity Report with Mileage 008AirlineActivitywith mileage106.rpt	http://static.trams.com/tramslibrary/reports/descriptions/AirlineMileageDesc.pdf	MS Excel 97-2000	Airline Issue date, Invoice #, Passenger, Ticket Number, Itinerary Segment Fare Sample	Airline i/f ID or all; Branch # or All; DomIntTrans: All cities, Dom. Air, Intl Air, Transborder; Client – All, Client ID or Client Group. Date range, start & end date; QC Function: Run Report as Mileage Report or Report for Missing Segment Data
Airline Fare Savings Report 001airsave103.rpt	Run by a specific client profile, and is sorted and subtotaled for each Airline. It provides detailed fare savings information for each invoice.	MS Excel 97-2000	Invoice #, Issue date, Ticket #, Passenger, Depart date, Itinerary, Fare Basis, High fare, Actual Fare, Low fare, Savings, Reason Sample	Report type: Client, Group, Profile or all; Enter ID for report type; From and to Date range; Branch
City Pair Report by Top 10 Airlines - Group Clients 011top10Airlines100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/Top10AirlinesGroupClientsDescr.pdf	MS Excel 97-2000	City Pair, Total flown segments, Segment Count & Market share for each of the top 10 airlines. Sample	Client group name; select issue or depart date range; From & to date range; Excel yes or no; Branch # or all branches
City Pair Report by Top 10 Airlines 006top10Airlines105.rpt	http://static.trams.com/tramslibrary/reports/descriptions/Top10AirlinesDescr.pdf	MS Excel 97-2000	City Pair, Total flown segments, Segment Count & Market share for each of the top 10 airlines. Sample	Client ID or all; Issue date or depart date; date range; Excel yes or no; Branch # or all branches
Executive Summary Report - Group of Clients 010execsumGrp101.rpt	http://static.trams.com/tramslibrary/reports/descriptions/ExecutiveGroupofClientsDescr.pdf	No Excel	Shows Air, Hotel and Car information – with graphs if you have period 2 Sample	Start date & End date for Period 1 and Period 2; Branch: specify or all; Enter Group name.

TBO Airline Report	Description	Excel	Report Fields	Report Filters
Executive Summary Report – Single/All Client 004execsum111.rpt <i>Revised 3/10/15</i>	http://static.trams.com/tramslibrary/reports/descriptions/ExecSumSingleClientDescr.pdf	No Excel	Shows Air, Hotel and Car information – with graphs if you have period 2 Sample	Start date & End date for Period 1 and Period 2; Branch: specify or all; Enter Client ID; Include domestic travel yes or no
Fare Savings by Reason Code 003reasonsave106.rpt	Run by a specific client profile, and is sorted and subtotaled for each Fare Code. It provides detailed fare savings information for each invoice.	MS Excel 97-2000	Invoice #, Issue date, Ticket # Passenger, Depart date, Itinerary, Fare Basis, High Fare, Actual Fare, Low Fare, Fare Savings, Fare lost by client Sample	Select all Clients, I/F ID, Group or profile #; Enter ID if required; All Fare Basis or specify; Exception: show Missing High/Low fare; Date range; Branch all or specify
Passenger Fare Savings By Savings 002passsave104.rpt	Run by a specific client profile, and is sorted and subtotaled for each passenger. It provides detailed fare savings information for each invoice.	MS Excel 97-2000	Invoice #, Issue date, Ticket #, Airline, Depart, Itinerary, Fare Basis, High Fare, Actual Fare, Low Fare, Fare Savings, Lost Savings, Reason Sample	Select All Clients, Client I/F ID, Client Group, or Client Profile Number; Enter ID if necessary; Enter beg. And end dates; All or branch #.

TBO Airline Report	Description	Excel	Report Fields	Report Filters
City Pair Segments 012citypairsegments100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/CityPairSegmentsDesc.pdf	MS Excel 97-2000 (Data Only)	Invoice #, Ticket, Airline, Passenger, Depart date, Arrival date, Ind., Fare, Basis. City Pair, City Names, Count, Total fare Sample	Issued date From & To; Include depart date?; Depart date from and to; Report Type- City Pair, Market Share or Market share by segment; Summary or Detail; Client Type; All clients, Client ID or Client Group; Fare Basis; if city pair report, Flown carrier; Validating Carrier, Depart City; Destination City; Select Domestic, Intl, Transborder
Advance Purchase Report 307AdvancePurchase100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/AdvancePurchaseDescr.pdf	MS Excel 97-2000	Passenger Name, Invoice Number, Issue date, Depart Date, Advance Purchase # of days, Total Fare and Fare Savings. Sample	All Clients, Client ID, or Client group; Required ID if necessary, Issue date from and to; Report format summary or detail; All or just ARC/BSP; All Branches, one branch or branch group

TBO Airline Report	Description	Excel	Report Fields	Report Filters
Client Activity Report by Class of Service 305ClientActivityByClassof Service106.rpt	http://static.trams.com/tramslibrary/reports/descriptions/ClientActivityReportByClassDesc.pdf	MS Excel 97-2000	Airline; Issue date, Invoice #, Passenger, Ticket Number, Itinerary, Segment Fare , Class of Service Sample	Client ID, Client profile #, or Client group; Required ID; Airline Interface ID; All or specify; Branch – All or specify; DOMINT Trans – All cities, Dom only, Intl Only or Trans border only; Start and End date range; Class of service – specify or All; QCFunction –Run as Class of service, yes or no
Client City Arrival Report Listing 300Arrival List108.rpt	Sorted by Flight Numbers and totals the number of arrival passengers for each flight.	MS Excel 97-2000 Data Only	Passenger Name, Depart City & time, Arrive date, Airline Code, Flight #, Arrive City & time Sample	Select to run by All Clients, Client Interface ID, Client Group ID, Invoice Group ID or All Clients. Required ID: Enter Client Interface ID, Group ID, or Invoice Group ID as needed. Option to display RECLOC, Arrival City Arrival date range
Client City Departure Report Listing 301Departure List108.rpt	Sorted by Flight Numbers and totals the number of departure passengers for each flight.	MS Excel 97-2000 Data Only	Passenger Name, Depart City & time, Depart date, Airline Code, Flight #, Arrive City & time Sample	Select to run by All Clients, Client Interface ID, Client Group ID, Invoice Group ID or All Clients. Required ID: Enter Client Interface ID, Group ID, or Invoice Group ID as needed. Option to display RECLOC, Depart City Depart date range

TBO Airline Report	Description	Excel	Report Fields	Report Filters
Client Invoice/Payment Activity 304ClientSummarybyPayment101.rpt	http://static.trams.com/tramslibrary/reports/descriptions/ClientInvoicePaymentDescr.pdf	MS Excel 97-2000 Data Only	Pay Date, Pay. #, Entity, Pay Amount, Check/CC Number Issue date, Invoice #, Ticket/Confirmation #, Passenger, Itinerary, Invoice Amount, Open Amount. Sample	Report Type- Interface id or profile number; Client ID; Payment from and to date range.
Corporate Arrival Departure List 308PassengerArrivalDeparture102.rpt <i>Revised 2/21/17 JN</i>	Sorted by Passenger and includes air segment information along with car, and hotel bookings with confirmation numbers. This TCR report is structured differently than the Income Statement from within Trams. The TCR report relies on the GLSetup; the Income Statement within Trams does NOT. This difference can produce variable results between the two reports when the GLSetup is other than 'traditional default setup' (for example ARC Adjustments is linked to G/L account 5100, ARC Balances are linked to G/L account 2010, etc.).	MS Excel 97-2000 Data Only	Passenger Name Air info: Date of travel, Airline Flight #, Depart City, Depart time, Arrive City, Arrive time, issue date Car/hotel: Activity date, Vendor, City, # days, confirmation #, issue date Sample	Select to run by All Clients, Client Interface ID, Client Group ID or Invoice Group ID. Required ID: Enter Client Interface ID, Group ID, or Invoice Group ID as needed. Travel Dates "From" and "To": Air is Segment Depart Date. Hotel/Car is Booking Depart Date
Passenger Mileage Report 303PassengerActivityWithMileage109.rpt	http://static.trams.com/tramslibrary/reports/descriptions/PassengerMileageReportDesc.pdf	MS Excel 97-2000 Data Only	Passenger Issue date, Invoice, Airline, Ticket #, Itinerary, Total Fare, Mileage Breakdown Sample	Report type; Required ID if needed; Dom/Intl./Transborder; Branch option; Depart or issue date; Date range from and to; Options to include exchanges; Mileage Report or missing segment; Export to Excel; Option for Dept breakdown.

TBO Airline Report	Description	Excel	Report Fields	Report Filters
Client Segment/Class of Service with Mileage 312ClientSegClassOfServWMiles102.rpt	http://static.trams.com/tramslibrary/reports/descriptions/ClientSegClassOfServWMilesDesc.pdf	MS Excel 97-2000 Data Only	Segment Pair, City Names, Count, Segment Fare, Mileage Sample	Select Report Type, either Client Segments or Class Of Service. Select Client Breakdown by One Client, Client Group, or All Clients. Enter Client Interface ID or Client Group Name if needed. Enter Issue Dates "From" and "To". Choose if the Depart Date is to be used for & if yes, Enter Depart Dates "From" and "To". Select to run by One Branch, Branch Group, or All. Enter Branch Number or Group if needed
Hotel/Car Expense Summary Report 316HotelCarExpenseSummary100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/HotelCarExpenseSummaryDescr.pdf	MS Excel 97-2000	Vendor, Total Cost, % of Total, # of Days, Average per Day. Also lists same information for Domestic and International. <u>No Sample</u>	Select Hotel or Car Travel Category; Run for All Clients, Run for One Client ID, Run By Client Group.; Enter Client Interface ID or Client Group Name if needed.; Issue date range to and from; One Branch, Branch Group or All; Enter Branch ID if needed.

TBO Airline Report	Description	Excel	Report Fields	Report Filters
Hotel/Car Expense Detail Report 315HotelCarExpenseDetail100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/HotelCarExpenseDetailDescr.pdf	MS Excel 97-2000	Invoice #, Issue date, Depart date, Return date, Passenger, Confirmation Number, Vendor name, Rate, Number of date, Number of units, Cost, City <u>No Sample</u>	Select Hotel or Car Travel Category. Select All Clients, One Client ID, or Client Group. Enter Client ID if necessary. Enter Issue from and to date range. Select All Branches, one branch or Branch group. Enter branch number or branch group if necessary.
Advance Purchase Days Report 317AdvancePurchase100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/AdvancePurchaseDaysDescr.pdf	No Excel	Summary report: Advance Purchase day of week, Ticketed Price, Full Fare, Amount Saved, # of tickets, Percent of total. Passenger Report: Passenger Name, Invoice Number, Issue Date, Depart Date, Day of Week, Total Fare, Fare Savings <u>No Sample</u>	Select All Clients, One Client ID, or Client Group. Enter Client Interface ID or Client Group ID if necessary. Enter From and to date range. Select Summary or detail Report. Passenger Reporting, (only if detail report): No Passenger Totals; Combined passenger report, or Separate. ARC/NonARC: Run the report for ALL Submit To Types (Default) or (A)RC/BSP Only. All Branches, One branch or Branch group. Enter branch number or branch group if necessary.

TBO Airline Report	Description	Excel	Report Fields	Report Filters
Segment Breakdown for the Executive Summary Report – Single Client 013SegBreakdownExecSum100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/SegBreakdownExecSumDescr.pdf	No Excel	Summary: Segments City Pair, Period 1 count, Period 2 count. Detail, in addition to the Summary information: Invoice #, Ticket #, A/I, Passenger Name, Depart date, Depart Time, Arrival Date, Arrival time Invoice date, Depart City, Arrival City No Sample	Period 1 Start & end Dates; Period 2 Start and End Dates; All branches or enter branch number; Report type: All Clients, Client interface ID or Client Profile number; Enter client ID if necessary; Select Detail or Summary report.
Top 20 City Pair Destinations Report 014Top20CityPairDestinations100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/Top20CityPairDestinationsDescr.pdf	No Excel	City Pair Airline, Number of Flights, Miles, Cost per mile, average amount, Total amount, Percent. Click on vendor name for more detail. No Sample	Issue Depart Date: Select Issue or booking; Start Date and End Date; Client Breakdown: All Clients, Client Interface ID, or Client Group ID. Client ID: enter if necessary Branch: All, One or Branch group; Enter Branch # or Group if needed
Rail City Pair Summary Report 319RailCityPairSummary100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/RailCityPairSummaryDescr.pdf	MS Excel 97-2000	City Pair, City Names, Count, Fare No Sample	Enter From and to issue date range; Run report for All Clients, one Client, or by Client Group; Enter Client Interface ID, or Group ID if required.

TBO Airline Report	Description	Excel	Report Fields	Report Filters
Client Rail Segment/Class of Service with Mileage 320ClientRailSegClassOfSerWMiles100.rpt	http://static.trams.com/tramslibrary/reports/descriptions/ClientRailSegClassOfServWMilesDescr.pdf	MS Excel 97-2000	Segment Pair or Class of Service, City Names, Count, Segment Fare, Mileage. No Sample	Select Report Type, either Client Rail Segments or Class Of Service; Run report for All Clients, one Client, by Client Group, or Invoice Group; Enter Client Interface ID, or Group ID if required; Enter From and to issue date range; Choose if the Depart Date is to be used for the report; Enter Depart Dates "From" and "To" if necessary Select Destination Indicators: Domestic, International, Transborder or All. Select to run by One Branch, Branch Group, or All Branches. Enter Branch Number or branch group if necessary

TBO Payment Report	Description	Excel	Report Fields	Report Filters
Credit Card List by Client or Group of Clients 501CCPaymentByClient103.rpt	http://static.trams.com/tramslibrary/reports/descriptions/CreditCardListbyClientorGroupofClientsDescr.pdf	MS Excel 97-2000	C/C number Invoice #, Issue Date, Passenger Name, Itinerary, Count, Total Fare, Vendor Name Sample	Enter All Clients, One Client or Client Group; Enter Client Interface ID or Client Group if necessary; Enter from and to date range; Run for all CC, Full CC or Partial CC
Group Receipts & Expenses Report 500GroupProfitAnalysis110.rpt	http://static.trams.com/tramslibrary/reports/descriptions/GroupReceipts.pdf	No Excel	Sample	Invoice Group Name; Issue date from and to; Sort by Invoice number or name; Select a detail or summary report; Select to show or not show G/L break down

TBO Management Report	Description	Excel	Report Fields	Report Filters
Hotel Car Booking Report 802HotelCarReport100.rpt	Shows the number of Hotel Nights and Car Rental Days as separate reports. Both reports show Average Rate per booking and Average Daily Rate.	MS Excel 97-2000 (Data Only)	Vendor Name, No. of Bookings, Average rate per booking, avg. daily rate, Number of nights, Total fare. Detail report includes: Issue date, Invoice Number, Passenger name, Depart Date, City Code, totals for each vendor Sample	Date from and to; Select Summary or Detail; Select All clients, one client, Client group or passenger; Enter client id, group or passenger name if needed; Select all branches; One branch or Branch group; Enter branch input if needed.

TBO Management Report	Description	Excel	Report Fields	Report Filters
<p>Crisis Management Report 803CrisisManagement102.rpt</p> <p>Version 4.0: 803CrisisManagement102v4.0.rpt <i>Revised 10/19/15 JN</i></p>	<p>http://static.trams.com/tramslibrary/reports/descriptions/CrisisManagementReportdesc.pdf</p>	<p>MS Excel 97-2000 (Data Only)</p>	<p>Passenger Name Depart Date, Airline Flight #, Departure City, Depart Time, Arrival City, Arrival Date, Issue date, Date of activity, Car or Hotel vendor, City of Activity, Number of Days, Confirmation Number Sample</p>	<p>Select to run by All Clients, Client Interface ID, Client Group ID or Invoice Group ID. Enter Client Interface ID, Group ID, or Invoice Group ID based on Report Breakdown if needed. Select client type: Leisure, Corporate or all. Select to sort by Passenger or Client; Select All Agents, One Agent or Agent group. Enter Agent Id if needed. Select No agent, sorting, Combined Agent or separate report for each agent. Enter from and to travel date range. Select Travel Category; Select all countries or specify country. Select up to 3 cities. Branch: All Branches, One Branch or Branch group. Enter branch number, group. Select No branch sort, combined report or separate reports.</p>

TBO Management Report	Description	Excel	Report Fields	Report Filters
<p>Exchanged/Refunded Ticket Report 811ExchangedRefundTicket100.rpt</p>	<p>http://static.trams.com/tramslibrary/reports/descriptions/ExchangedRefundedTicketDescr.pdf</p>	<p>MS Excel 97-2000</p>	<p>Client, Issue Date, Invoice #, Locator, New Ticket #, New Ticket amount, Original Ticket Value, Original Ticket number, Original Ticket type, Passenger Name, Depart Date, Airline <u>No Sample</u></p>	<p>Enter the From and to issue date range; Select Print Report or Export data to Excel; Select All Clients, by Client Interface ID, Client Group ID or Invoice Group ID; Enter Client Interface ID, Group ID, or Invoice Group ID if needed; Branch: All Branches, One Branch or Branch group. Enter branch number, group Select No branch sort, combined report or separate reports</p>

TBO Management Report	Description	Excel	Report Fields	Report Filters
Top 20 Hotel Cities Report 810top20hotelcities.rpt	http://static.trams.com/tramslibrary/reports/descriptions/top20hotelcitiesdescr.pdf	MS Excel 97-2000	Number of Hotel Nights, Hotel Location <u>No Sample</u>	Select Issue date, Booking or Depart date; Enter from and to date range; Select all Clients, Client Interface ID, or Client Group ID; Enter Client Interface ID or Client Group ID if necessary; Select: All Vendors, Vendor Interface ID, or Vendor Group ID. Enter Vendor Interface ID or Vendor Group ID if needed; Select: All Vendors, Preferred Only, or Non-Preferred Only. Select: One Branch, Branch Group, or All Branches. Enter Branch or Branch Group if needed.

TBO DASHBOARD REPORT

TBO Dashboard Report	Description	Excel	Report Fields	Report Filters
<p>TBO Dashboard 900TBODashboard103.rpt</p> <p><i>Revised 11/10/17</i></p>	<p>http://static.trams.com/tramslibrary/reports/reports/900TBODashboard103.rpt</p>	<p>No Excel</p>	<p>Displays charts for current year & prior year. Charts are booking Sales, Booking Commission and projected commissions. Allows you to click on Agent, Vendor or client for more detail for each chart. Shows information from Management summary for the current month.</p>	<p>No criteria, click view and the report runs</p>