

TBO Customer 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.
Executive Summary Report – Single/All Client 004execsum111.rpt <i>Revised 3/10/15 JN</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 No Sample	Start date & End date for Period 1 and Period 2; Branch: specify or all; Enter Client ID; Include domestic travel yes or no

<p>Fare Savings by Reason Code 003reasonsave106.rpt</p>	<p>Run by a specific client profile, and is sorted and subtotaled for each Fare Code. It provides detailed fare savings information for each invoice.</p>	<p>MS Excel 97-2000</p>	<p>Invoice #, Issue date, Ticket # Passenger, Depart date, Itinerary, Fare Basis, High Fare, Actual Fare, Low Fare, Fare Savings, Fare lost by client Sample</p>	<p>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</p>
<p>Passenger Fare Savings By Savings 002passsave104.rpt</p>	<p>Run by a specific client profile, and is sorted and subtotaled for each passenger. It provides detailed fare savings information for each invoice.</p>	<p>MS Excel 97-2000</p>	<p>Invoice #, Issue date, Ticket #, Airline, Depart, Itinerary, Fare Basis, High Fare, Actual Fare, Low Fare, Fare Savings, Lost Savings, Reason Sample</p>	<p>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 #.</p>
<p>City Pair Segments 012citypairsegments100.rpt</p>	<p>http://static.trams.com/tramslibrary/reports/descriptions/CityPairSegmentsDesc.pdf</p>	<p>MS Excel 97-2000 (Data Only)</p>	<p>Invoice #, Ticket, Airline, Passenger, Depart date, Arrival date, Ind., Fare, Basis. City Pair, City Names, Count, Total fare Sample</p>	<p>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</p>
<p>Advance Purchase Report 307AdvancePurchase100.rpt</p>	<p>http://static.trams.com/tramslibrary/reports/descriptions/AdvancePurchaseDescr.pdf</p>	<p>MS Excel 97-2000</p>	<p>Passenger Name, Invoice Number, Issue date, Depart Date, Advance Purchase # of days, Total Fare and Fare Savings. Sample</p>	<p>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</p>

<p>Client Activity Report by Class of Service 305ClientActivityByClassof Service106.rpt</p>	<p>http://static.trams.com/tramslibrary/reports/descriptions/ClientActivityReportByClassDesc.pdf</p>	<p>MS Excel 97-2000</p>	<p>Airline; Issue date, Invoice #, Passenger, Ticket Number, Itinerary, Segment Fare , Class of Service Sample</p>	<p>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</p>
<p>Client City Arrival Report Listing 300Arrival List108.rpt</p>	<p>Sorted by Flight Numbers and totals the number of arrival passengers for each flight.</p>	<p>MS Excel 97-2000 Data Only</p>	<p>Passenger Name, Depart City & time, Arrive date, Airline Code, Flight #, Arrive City & time Sample</p>	<p>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</p>
<p>Client City Departure Report Listing 301Departure List108.rpt</p>	<p>Sorted by Flight Numbers and totals the number of departure passengers for each flight.</p>	<p>MS Excel 97-2000 Data Only</p>	<p>Passenger Name, Depart City & time, Depart date, Airline Code, Flight #, Arrive City & time Sample</p>	<p>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</p>

<p>Client Invoice/Payment Activity 304ClientSummarybyPayment101.rpt</p>	<p>http://static.trams.com/tramslibrary/reports/descriptions/ClientInvoicePaymentDescr.pdf</p>	<p>MS Excel 97-2000 Data Only</p>	<p>Pay Date, Pay. #, Entity, Pay Amount, Check/CC Number Issue date, Invoice #, Ticket/Confirmation #, Passenger, Itinerary, Invoice Amount, Open Amount. Sample</p>	<p>Report Type- Interface id or profile number; Client ID; Payment from and to date range.</p>
<p>Corporate Arrival Departure List 308PassengerArrivalDeparture102.rpt <i>Updated 2/21/17 JN</i></p>	<p>Sorted by Passenger and includes air segment information along with car, and hotel bookings with confirmation numbers.</p> <p>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.).</p>	<p>MS Excel 97-2000 Data Only</p>	<p>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</p>	<p>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 Dat</p>
<p>Passenger Mileage Report 303PassengerActivityWithMileage109.rpt</p>	<p>http://static.trams.com/tramslibrary/reports/descriptions/PassengerMileageReportDescr.pdf</p>	<p>MS Excel 97-2000 Data Only</p>	<p>Passenger Issue date, Invoice, Airline, Ticket #, Itinerary, Total Fare, Mileage Breakdown Sample</p>	<p>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.</p>

<p>Client Segment/Class of Service with Mileage 312ClientSegClassOfServWMiles102.rpt</p>	<p>http://static.trams.com/tramslibrary/reports/descriptions/ClientSegClassOfServWMilesDesc.pdf</p>	<p>MS Excel 97-2000 Data Only</p>	<p>Segment Pair, City Names, Count, Segment Fare, Mileage Sample</p>	<p>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</p>
<p>Hotel/Car Expense Summary Report 316HotelCarExpenseSummary100.rpt</p>	<p>http://static.trams.com/tramslibrary/reports/descriptions/HotelCarExpenseSummaryDescr.pdf</p>	<p>MS Excel 97-2000</p>	<p>Vendor, Total Cost, % of Total, # of Days, Average per Day. Also lists same information for Domestic and International. No Sample</p>	<p>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.</p>

<p>Hotel/Car Expense Detail Report 315HotelCarExpenseDetail100.rpt</p>	<p>http://static.trams.com/tramslibrary/reports/descriptions/HotelCarExpenseDetailDescr.pdf</p>	<p>MS Excel 97-2000</p>	<p>Invoice #, Issue date, Depart date, Return date, Passenger, Confirmation Number, Vendor name, Rate, Number of date, Number of units, Cost, City No Sample</p>	<p>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.</p>
<p>Advance Purchase Days Report 317AdvancePurchase100.rpt</p>	<p>http://static.trams.com/tramslibrary/reports/descriptions/AdvancePurchaseDaysDescr.pdf</p>	<p>No Excel</p>	<p>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 No Sample</p>	<p>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.</p>

<p>Segment Breakdown for the Executive Summary Report – Single Client 013SegBreakdownExeSum100.rpt</p>	<p>http://static.trams.com/tramslibrary/reports/descriptions/SegBreakdownExecSumDescr.pdf</p>	<p>No Excel</p>	<p>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</p>	<p>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.</p>
<p>Top 20 City Pair Destinations Report 014Top20CityPairDestinations100.rpt</p>	<p>http://static.trams.com/tramslibrary/reports/descriptions/Top20CityPairDestinationsDescr.pdf</p>	<p>No Excel</p>	<p>City Pair Airline, Number of Flights, Miles, Cost per mile, average amount, Total amount, Percent. Click on vendor name for more detail. No Sample</p>	<p>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</p>
<p>Rail City Pair Summary Report 319RailCityPairSummary100.rpt</p>	<p>http://static.trams.com/tramslibrary/reports/descriptions/RailCityPairSummaryDescr.pdf</p>	<p>MS Excel 97-2000</p>	<p>City Pair, City Names, Count, Fare No Sample</p>	<p>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.</p>

<p>Client Rail Segment/Class of Service with Mileage 320ClientRailSegClassOfSerWMiles100.rpt</p>	<p>http://static.trams.com/tramslibrary/reports/descriptions/ClientRailSegClassOfServWMilesDescr.pdf</p>	<p>MS Excel 97-2000</p>	<p>Segment Pair or Class of Service, City Names, Count, Segment Fare, Mileage. No Sample</p>	<p>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</p>
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