

TBO Financial Report	Description	Excel	Report Fields	Report Filters
Financial Report by Preferred Vendor ALL Expenses by Individual Account Names <a href="#">601PreferredFinancialExpenses101.rpt</a>	<a href="http://static.trams.com/tramslibrary/reports/descriptions/FinancialReportbyPreferredVendorALLEXPensesDescr.pdf">http://static.trams.com/tramslibrary/reports/descriptions/FinancialReportbyPreferredVendorALLEXPensesDescr.pdf</a>	No Excel	Travel type Vendor, Preferred Vendor %, Net Sales, Revenue, Revenue % <a href="#">Sample</a>	Date range, from and to.
Financial Report by Preferred Vendor Chart of Account Groupings <a href="#">600Preferred Financial Summary102.rpt</a>	<a href="http://static.trams.com/tramslibrary/reports/descriptions/FinancialReportbyPreferredVendorChartDescr.pdf">http://static.trams.com/tramslibrary/reports/descriptions/FinancialReportbyPreferredVendorChartDescr.pdf</a>	No Excel	Travel Type, Vendor name, Net Sales, Revenue <a href="#">Sample</a>	From & to date range
Host Report - Cash/Ck/CC Comm Due IC 100% Commission Return With Transaction Fees <a href="#">605HostAllComm101.rpt</a>	<a href="http://static.trams.com/tramslibrary/reports/descriptions/HostReport1Descr.pdf">http://static.trams.com/tramslibrary/reports/descriptions/HostReport1Descr.pdf</a>	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 <a href="#">Sample</a>	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 <a href="#">606HostCommSplit101.rpt</a>	<a href="http://static.trams.com/tramslibrary/reports/descriptions/HostReport2Descr.pdf">http://static.trams.com/tramslibrary/reports/descriptions/HostReport2Descr.pdf</a>	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. <a href="#">Sample</a>	IC Code, from & to date range, type of check.
Income Statement Comparative By Date <a href="#">612IncomeStmntCompByDate100.rpt</a>	<a href="http://static.trams.com/tramslibrary/reports/descriptions/IncomeStmntCompByDateDesc.pdf">http://static.trams.com/tramslibrary/reports/descriptions/IncomeStmntCompByDateDesc.pdf</a>	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 <a href="#">Sample</a>	Ind. Contractor Code Start and End date range Specify the Gross or net check type.

<p>Independent Contractor Report for Host Open Cash/Check Bookings - (IC has TBO)  <a href="#">604ICCashcheckPay101.rpt</a></p>	<p><a href="http://static.trams.com/tramslibrary/reports/descriptions/IndependentContractor1Descr.pdf">http://static.trams.com/tramslibrary/reports/descriptions/IndependentContractor1Descr.pdf</a></p>	<p>No Excel</p>	<p>Client Name, Invoice #, Submit to, Issue date, Agent ID, Vendor Name, Passenger, Itinerary, Ticket/Confirmation #, Total Fare, Due Host  <a href="#">Sample</a></p>	<p>Host Code, From &amp; to date range, type of check</p>
<p>Independent Contractor Report for Host Open Cash/Check Bookings - (IC only has CBP)  <a href="#">607HostCommSplit100.rpt</a></p>	<p><a href="http://static.trams.com/tramslibrary/reports/descriptions/IndependentContractor2Descr.pdf">http://static.trams.com/tramslibrary/reports/descriptions/IndependentContractor2Descr.pdf</a></p>	<p>No Excel</p>	<p>Client Name, Invoice #, Submit to, Issue date, Agent ID, Vendor Name, Passenger, Itinerary, Ticket/Confirmation #, Total Fare, Due Host  <a href="#">Sample</a></p>	<p>IC Code, From &amp; to date range, type of check</p>
<p>Income Statement Comparative  <a href="#">IncomeStatementComparativeV1.1.1.rpt</a>  <i>Updated 1/25/16 JN</i></p>	<p><a href="http://static.trams.com/tramslibrary/reports/descriptions/IncomeStatementComparativeDesc.pdf">http://static.trams.com/tramslibrary/reports/descriptions/IncomeStatementComparativeDesc.pdf</a></p>	<p>No Excel</p>	<p>Compares Actual, %, Budget, %, Act vs Bud Variance, Last Year, %, ACT vs Py Variance  <a href="#">Sample</a></p>	<p>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.</p>
<p>Income Statement By Month  <a href="#">IncomeStatementByMonthV2.4.9</a>  <i>Updated 2/9/17 JN</i></p>	<p><a href="http://static.trams.com/tramslibrary/reports/descriptions/IncomeStatementByMonthDescr.pdf">http://static.trams.com/tramslibrary/reports/descriptions/IncomeStatementByMonthDescr.pdf</a></p>	<p>No Excel</p>	<p>Displays 12 months of Sales, Commissions, net income, other income, Net revenue, Fixed Costs  <a href="#">Sample</a></p>	<p>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.</p>
<p>Income Statement Spreadsheet  <a href="#">611IncStmntSpreadsheet100.rpt</a></p>	<p><a href="http://static.trams.com/tramslibrary/reports/descriptions/IncomeStatementSpreadsheetDesc.pdf">http://static.trams.com/tramslibrary/reports/descriptions/IncomeStatementSpreadsheetDesc.pdf</a></p>	<p>MS Excel 97-2000</p>	<p>GL No., GL Name, for each branch  <b>No Sample</b></p>	<p>“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.</p>

Drill Down Income Statement <a href="#">609DrillDownIncomeStmt100.rpt</a>	<a href="http://static.trams.com/tramslibrary/reports/descriptions/DrillDownIncomeStmtDesc.pdf">http://static.trams.com/tramslibrary/reports/descriptions/DrillDownIncomeStmtDesc.pdf</a>	No Excel	GL #, GL Name <a href="#">Sample</a>	“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 <a href="#">610DrillDownIncomeStmtTwoPeriods101.rpt</a>	<a href="http://static.trams.com/tramslibrary/reports/descriptions/DrillDownIncStmtTwoPeriodsDesc.pdf">http://static.trams.com/tramslibrary/reports/descriptions/DrillDownIncStmtTwoPeriodsDesc.pdf</a>	No Excel	Displays GL #, GL Name, debits, credits and balance. Give summary for 4xxx, 5xxx, 6xxx, 7xxx, 8xxx and 9xxx accounts for 2 periods. <a href="#">Sample</a>	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.
Preferred Supplier By Travel Category with Optional Fees <a href="#">613PefSupplierByTravelCatWithoptionsFee100.rpt</a>	<a href="http://static.trams.com/tramslibrary/reports/descriptions/PrefSupplierByTravelCatWithOptionalFeesDescr.pdf">http://static.trams.com/tramslibrary/reports/descriptions/PrefSupplierByTravelCatWithOptionalFeesDescr.pdf</a>	MS Excel 97-2000	Travel Category Vendor, Net Sales, Revenue, Date range. Percentages <b>No Sample</b>	From and to date range. Align fees – yes or no