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** ***Revised 3/10/15***	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 **No 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

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 **507IRS1099FormByCient100.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.

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 fr0m 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