

| TBO Vendor Report                                                                     | Description                                                                                                                                                                                                     | Excel               | Report Fields                                                                                                                                                                                                     | Report Filters                                                                                                                                                      |
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| CommTrak Export<br><a href="#">CommTrak Export.rpt</a>                                | <a href="http://static.trams.com/tramslibrary/reports/descriptions/CommTrakExport.pdf">http://static.trams.com/tramslibrary/reports/descriptions/CommTrakExport.pdf</a>                                         | No Excel            | Not available, report is exported and sent to CommTrack <a href="mailto:rmiersch@verizon.net">rmiersch@verizon.net</a> .<br><b>No Sample</b>                                                                      | Date From and to                                                                                                                                                    |
| Pegasus II Export<br><a href="#">pegasusIIexport.rpt</a>                              | <a href="http://static.trams.com/tramslibrary/reports/descriptions/PegasusIIExportDescr.pdf">http://static.trams.com/tramslibrary/reports/descriptions/PegasusIIExportDescr.pdf</a>                             | No Excel            | Not available, report is exported and sent to Pegasus.<br><b>No Sample</b>                                                                                                                                        | Date From and to                                                                                                                                                    |
| CommTrack Vendor Balances Report<br><a href="#">401CommtrackVendorBalances100.rpt</a> | <a href="http://static.trams.com/tramslibrary/reports/descriptions/CommTrackVendorBalancesReportDescr.pdf">http://static.trams.com/tramslibrary/reports/descriptions/CommTrackVendorBalancesReportDescr.pdf</a> | MS Excel<br>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.<br><b>Sample</b> | 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<br><a href="#">400VendorNetRemit102.rpt</a>         | <a href="http://static.trams.com/tramslibrary/reports/descriptions/VendorNetRemitCash.pdf">http://static.trams.com/tramslibrary/reports/descriptions/VendorNetRemitCash.pdf</a>                                 | No Excel            | Vendor name, Net remit Due for the next 12 months<br><b>Sample</b>                                                                                                                                                | End date<br>Branch Number (One or All)                                                                                                                              |
| US-HPSegmentExport.rpt<br><a href="#">US-HP Segment Export</a>                        | <a href="http://static.trams.com/tramslibrary/reports/descriptions/US-HPSegmentExport.pdf">http://static.trams.com/tramslibrary/reports/descriptions/US-HPSegmentExport.pdf</a>                                 | MS Excel<br>97-2000 | Not available, report is exported and sent to US Airways.<br><b>No Sample</b>                                                                                                                                     | 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?                 |

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| <p>Vendor Comparative Sales for Year<br/> <a href="#">404VendorCompSalesYear100.rpt</a></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.<br/> <a href="#">Sample</a></p>                                  | <p>Vendor: One, Group, or All.<br/> Enter Interface ID or Group Name if needed.<br/> Vendor Type: All, Preferred Only, Non-Preferred Only<br/> Enter Year: (issue date).<br/> Select Sort: Alphabetically Descending By Yearly Total.<br/> Submit To: ARC/BSP, Supplier, CommTrack<br/> Branch: One, Group, or All Branches.<br/> Enter Branch Number or Group Name if needed.</p>                                     |
| <p>Vendor Comparative Revenue for Year<br/> <a href="#">403VendorCompRevenueYear100.rpt</a></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.<br/> <a href="#">Sample</a></p> | <p>Vendor: One, Group, or All Vendors.<br/> Vendor Interface ID or Group Name if needed.<br/> Vendor Type: All , Preferred Only, or Non-Preferred Vendors Only<br/> Enter Year: (issue date).<br/> Sort: Alphabetically by Vendor Name or Descending By Yearly Total.<br/> Submit To: ARC/BSP, Supplier, CommTrack<br/> Branch: One, Branch Group, or All Branches.<br/> Enter Branch Number if or group I needed.</p> |

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| <p>Vendor Comparative Productivity in Summary<br/> <a href="#">402VendorCompProdSummYear100.rpt</a></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<br/> Total Fare &amp; Commission for Current period, Last year Period, Current year to date &amp; last year to date<br/> <a href="#">Sample</a></p> | <p>Vendor: One, Group, or All Vendors.<br/> Vendor Interface ID or Group Name if needed.<br/> Vendor Type: All , Preferred Only, or Non-Preferred Vendors Only<br/> Issue Date: From &amp; To<br/> Submit To: ARC/BSP, Supplier, CommTrack<br/> Branch: One, Branch Group, or All Branches.<br/> Enter Branch Number if needed.</p>                                                                                                                                                    |
| <p>Vendor Statement By Confirmation Number<br/> <a href="#">406VendorStatementByConfirmNumber.100rpt</a></p> | <p><a href="http://static.trams.com/tramslibrary/reports/descriptions/VendorStatementByConfirmNumberDescr.pdf">http://static.trams.com/tramslibrary/reports/descriptions/VendorStatementByConfirmNumberDescr.pdf</a></p>                                                                                                                | <p>No Excel</p> | <p>Vendor<br/> Passenger, Depart date, Confirmation No., Total Fare, Commission and Net Remit.<br/> <b><u>No Sample</u></b></p>                                    | <p>Report Type: Statement or Summary.<br/> Submit To: Supplier and CommTrack, Supplier Only, CommTrack Only.<br/> Vendor: All, One, or Group.<br/> Required ID: Vendor ID or Group if needed.<br/> Report Format (Not Valid for One Vendor): Group (All Vendors on One Report), Batch [Separate Reports for Vendors].<br/> Run by Invoice Date or Depart Date? Date range: From &amp; To.<br/> Branch: One, Group or All.<br/> Enter Branch Number and/or Group name if necessary.</p> |

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| <p>Vendor Balances With Invoice Group and due date flags<br/> <a href="#">VendorBalancesV4.2.2.rpt</a><br/> <i>Revised 5/24/17 - JN</i></p> | <p>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.</p> |                              | <p><a href="#">Sample</a></p>                                                                                                      | <p><b>As Of Date (Required):</b><br/> Vendor balances as of the specified date. <b>Report Format:</b> Summary or Detail.<br/> <b>Vendor:</b> All, One, or a Group.<br/> <b>Required ID:</b> Interface ID or Group Name if needed.<br/> <b>Branch: One, Group or All.</b> Enter Branch Number or Branch Group if needed<br/> <b>Invoice Group:</b> All Invoices Include Only Invoice Groups, Exclude All Invoice Groups.<br/> <b>Past due date highlight</b></p> |
| <p>Canada Vendor List<br/> <a href="#">405CanadaVendorList100.rpt</a></p>                                                                   | <p>Provides list of vendor in database so you can verify the accuracy of the information.</p>                                                                                                                                                                                                                                           | <p>MS Excel<br/> 97-2000</p> | <p>Profile Number, Vendor Name, City, Province, Postal Code, Country<br/> <b>No Sample</b></p>                                     | <p>No criteria required</p>                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>Vendor Activity Drill Down Report<br/> <a href="#">408VendorActivityDrillDown100.rpt</a></p>                                             | <p><a href="http://static.trams.com/tramslibrary/reports/descriptions/VendorActivityDrillDownDesc.pdf">http://static.trams.com/tramslibrary/reports/descriptions/VendorActivityDrillDownDesc.pdf</a></p>                                                                                                                                | <p>MS Excel<br/> 97-2000</p> | <p>Vendor Name, Interface ID, Number of invoices, Number of bookings, Total Fare, Commission, Net Remit.<br/> <b>No Sample</b></p> | <p>For ARC/BSP. Supplier and Commtrack Select: Issue Date (Vendor Open or Closed), Vendor payment date, Issue date (vendor Open) or Exclude.<br/> Invoice Type All, Incoming, or Outgoing.<br/> Travel Categories: Add All or each travel category. Enter Dates "From" and "To".<br/> Branch: One, Group, or All Branches.<br/> Enter number or group if needed.</p>                                                                                            |
| <p>Vendor Commission By As Of Date<br/> <a href="#">409VendorCommissionByAsOfDate101.rpt</a></p>                                            | <p><a href="http://static.trams.com/tramslibrary/reports/descriptions/VendorCommissionByAsOfDateDescr.pdf">http://static.trams.com/tramslibrary/reports/descriptions/VendorCommissionByAsOfDateDescr.pdf</a></p>                                                                                                                        | <p>No Excel</p>              | <p>Vendor Name, Vendor ID, Number of bookings, Commission, Total Fare. Invoice No., Branch, Depart Date or final pay</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.</p>                                                                                                                                                                                                                                                                                                             |

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