

Independent Contractor Has Trams Back Office

Host agency uses Trams Back Office and invoices are generated via GDS. Optionally, independent contractor (IC) may use Trams Back Office or ClientBase Windows for invoicing and send those invoices to host using the Trams Export Utility.

Independent contractor will be able to import host's bookings into Trams Back Office and reconcile payments with host.

Host Procedures

Initial setup

1. Create IC code in **Utilities | Settings | Host/IC Codes**
2. Confirm that **Travel Type Names** match in both host and IC databases (**Utilities | Settings | Travel Types**)
3. Coordinate interface IDs between host and IC databases
4. If using house account for IC transactions, create corporate profile

Exchange Invoice Information with IC

1. Interface GDS records or manually enter invoices
2. Ensure that the IC Code is entered on invoices
3. Create export file for IC using **Trams Export Utility | Host to IC | Format: TBO (Split Bookings)**
4. Send exported files to Independent Contractor
5. Import bookings received from directly from IC using **Interface | Import from File**

Reconcile Financials Information

1. Enter payment from IC using **Payments | Received**
2. Run Trams Crystal Reports to reconcile IC commissions IC:
605HostAllcomm100.rpt or
606HostCommSplit100.rpt
3. Enter payment for agent commissions using **Payments | Made**
4. Create a payment reconciliation file for IC using **Reports | Agent | IC Export**

Independent Contractor Procedures

Initial setup:

1. Create Host code in **Utilities | Settings | Host/IC Codes**
2. Confirm that **Travel Type Names** match in both host and IC databases (**Utilities | Settings | Travel Types**)
3. Coordinate interface IDs between host and IC databases

Exchange Invoice Information with Host

1. Create export file for non-GDS invoices using **Trams Export Utility | IC to Host**
2. Import invoiced bookings from host using **Interface | Import from File**

Reconcile Financials Information

1. Run Trams Crystal Report to reconcile net due to/from host using Net or Gross & Pay Host for open GDS Invoices: **604CCashCheckPay100.rpt**
2. Enter host payment using **Payments | Received**
3. Reconcile commission using **Payments | Import | Source: Trams**

Independent Contractor Has ClientBase Windows Only

Host agency uses Trams Back Office and invoices are generated by GDS. Optionally, independent contractor (IC) can send ClientBase Windows invoice information to host using Trams Export Utility.

Independent contractor will be able to import host invoice information to track clients' travel history and run Trams Crystal Reports to reconcile commissions.

Host Procedures

Initial setup

1. Create IC code in **Utilities | Settings | Host/IC Codes**
2. Confirm that **Travel Type Names** match in both host and IC databases (**Utilities | Settings | Travel Types**)
3. Coordinate interface IDs between host and IC databases
4. If using house account for IC transactions, create corporate profile

Exchange Invoice Information with IC

1. Interface GDS records or manually enter invoices
2. Ensure that the IC Code is entered on invoices
3. Create export file for IC using **Trams Export Utility | Host to IC | Format: XML**
4. Send exported files to Independent Contractor
5. Import bookings received from directly from IC using **Interface | Import from File**

Reconcile Financials Information

1. Enter payment from IC using **Payments | Received**
2. Run Trams Crystal Reports to reconcile IC commissions IC:
605HostAllcomm100.rpt or **606HostCommSplit100.rpt**
3. Enter payment for agent commissions using **Payments | Made**

Independent Contractor Procedures

Initial setup:

1. Create Host code in **Global Defaults | Res Card Defaults | Host Codes**
2. Confirm that **Travel Type Names** match in both host and IC databases (**Global Defaults | Res Card Defaults | Travel Types**)
3. Coordinate interface IDs between host and IC databases

Exchange Invoice Information with Host

1. Create export file for non-GDS invoices using **Trams Export Utility | IC to Host**
2. Import invoiced bookings from host using **File | XML Import | Travel History Import**

Reconcile Financials Information

1. Run Trams Crystal Report to reconcile net due to/from host using Net or Gross & Pay Host for open GDS Invoices:
604CCashCheckPay100.rpt

Tools and Utilities

These resources are referenced in the above procedures and can be found using the links below. For full documentation on using the Trams Export Utility and host/independent contractor procedures, review the documents [available here on our web site](#).

Trams Crystal Reports

Download [Trams Crystal Reports](#) for Trams Back Office.

View the reports in Trams Back Office: **Reports | TCR Viewer**

- **604ICCashCheckPay100.rpt** - Independent Contractor Report for Host Open Cash/Check Bookings - (IC has TBO)
- **605HostAllComm100.rpt** - Host Report - Cash/Ck/CC Comm Due IC 100% Commission Return With Transaction Fees.
- **606HostComSplit100.rpt** - Host Report - Cash/Ck/CC Comm Due IC Commission Split Without Transaction Fees

Trams Export Utility

Download [Trams Export Utility](#) onto desktop

- Double click Icon on desktop
- **Host to IC:** Export Format:
 - **Trams Back Office Interface** – for IC with Trams Back Office : used to Interface from file
 - **XML** – for IC with ClientBase Windows: used to Import Travel History
- **IC to Host:** used for IC to create file of ClientBase Windows invoices to send to Host

IC Export

In Trams Back Office Hosts go to Reports | **Agent | IC Export**. to export an interface file of commissions paid to IC. The IC uses **Payments | Import | Source: Trams** to reconcile commissions received.