End of Period reports can be found under Reports|Batch Reports|Load.

1.   Sales Activity Report: Select **Reports|Invoice|Activity**. Set Format to "Summary", set Submit To as "ARC or
BSP/Supplier" and set Invoice Status to "All."
Trams uses this report to show what has been updated in the GL by the End of Period in Sales, Cost of Sales, Client
Balances, Vendor Balances and ARC/BSP Balances. The ARC/BSP Adjustments account is also updated for Debit/Credit Invoices.

2.   Sales Activity Report: Select **Reports|Invoice|Activity**. Set Format to "Summary", set Submit To as "Comm Track" and
set Invoice Status to "Closed."
If Commission Track Payments in EOP under **Utilities|Setup|Global Defaults** is set to the Sales/Cost of Sales option,
Trams uses this report to show what has been updated in the GL by EOP in Sales, Cost of Sales and Cash in Bank. If it is set to the Commission Income option, *Trams* updates Cash in Bank and Commission Income. 3. Receipts Report: Select **Reports|Payments|Receipts**. Set the Pay Method as "Credit Card" and set Received From as
"Client."
Trams uses this report to show what has been update by the EOP in Client Balances, Vendor Balances & ARC/BSP
Balances.

4. Disbursements Report: Select **Reports|Payments|Disbursements**. Set the Pay Method to "Credit
     Card" and set Paid To as "Client."
Trams uses this report to show what has been updated by EOP in Client Balances, Vendor Balances & ARC/BSP
Balances.

5. Receipts Report: Select **Reports|Payments|Receipts**. Set the Pay Method to "Cash/Check/EFT" and set Received
From as "Client." *Trams* creates this report for each bank account. The system creates the report a second time with
Received From set to "Vendor."
Trams uses this report to show what has been updated by EOP in Cash, Client Balances & Vendor Balances. The
Receipts Report also shows EOP updates in ARC/BSP Balances for EFT's from ARC/BSP.

6. Disbursements Report: Select **Reports|Payments|Disbursements**. Set the Pay Method to "Cash/Check/EFT" and set
Profile Type as "Client." *Trams* creates this report for each bank account. The system creates the report a second time
with Paid To set to "Vendor."
168
Trams uses this report to show EOP updates in Cash, Client Balances and Vendor Balances. The Disbursements Report also updates ARC/BSP Balances for EFT's to ARC/BSP.

7. Receipts Report: Select **Reports|Payments|Receipts**. Set the Pay Method to "CC Merchant" and set Received From
as "Client."
Trams uses this report to show EOP updates in Cash and the CC Merchant account.

8. Disbursements Report: Select **Reports|Payments|Disbursements**. Set the Pay Method to "CC
     Merchant" and set

Paid To as "Client."

Trams uses this report to show EOP updates to Cash and the CC Merchant account.

Additional End of Period Reports for BSP Users

At the end of each month, run the following reports to verify the amount of TAX to be paid.

1) Run an Invoice Activity Report by going to **Reports|Invoice|Activity.**
2) Compare the tax amounts on this report with the amounts in the Balance Sheet accounts created for these taxes
(**Reports|General Ledger|Account History)**.
3) When sending the quarterly check to pay the tax due, go to **Payments|Made**. Enter the amount of the tax due. Use the profile type "Other" that was created for these taxes and create the following journal entry:

Debit Credit

Cash in Bank 500.00

GST Payable 500.00

Summary

If the Core Reports are being successfully maintained, financial statements are easily obtained through *Trams,* provided
opening balances have been correctly entered. It is important to provide these basic financial statements, as well as a
detailed audit trail, to the agency accountant for review. In addition to the Income Statement and Balance Sheet reports, several audit trail reports, including the Account History report, are also available.

Note: The recommendations contained in this application Note are designed to allow the *Trams Back Office*
system to produce information in a manner which *Trams* believes to be useful to a travel agency; however,
***Trams* makes no representation or warranty that the recommendations, if applied, will conform to generally**
accepted accounting or auditing practices or principals or to any type of financial reporting requirements. To the
extent that any reports generated by *Trams Back Office* are used for reporting purposes, including tax reporting,
we strongly suggest to review these recommendations either with a certified public accountant or tax advisor, as applicable.