



### Introduction

Do you sell wholesale/consolidator travel to your clients, or mark up or discount ARC/BSP transactions? These transactions when entered into TRAMS Back Office require special attention. This document provides instruction on handling the following:

- **Section 1: Agencies Selling Wholesale Travel to Clients with Markup, Cash, Check, Credit Card Merchant**
- **Section 2: Agencies Selling Wholesale Travel to Clients with Markup, Credit Card**
- **Section 3: Agencies Selling Wholesale Travel to Clients with a Rebate Commission from Wholesaler, Cash or Check**
- **Section 4: Agencies Selling Wholesale Travel to Clients with a Rebate Commission from Wholesaler, Credit Card**
- **Section 5: Agency Selling Discounted ARC/BSP Transactions, Check, Cash**
- **Section 6: Agency Selling Discounted ARC/BSP Transactions, Credit Card**

### Section 1: Agencies Selling Wholesale Travel to Clients with Markup, Cash, Check, Credit Card Merchant

Here are steps to enter a transaction if you are a travel agency purchasing travel from a wholesaler/consolidator for resale to clients with the payment methods of cash, check or Credit Card Merchant. In this example, we purchase a wholesale ticket for \$500.00 from ABC Wholesalers. We are selling the ticket to a client for \$600.00 with \$100.00 commission. The ticket price to your customer shows as “Bulk” on the ticket.

- 1) A vendor profile for the wholesaler under **Profiles/Vendor** needs to be created in TRAMS Back Office.
- 2) Some agencies also create a special Travel Type called Non-ARC/BSP Air or Consolidator Air for these transactions. See **Help | TRAMS Help | Utilities | Travel Type** for more information on adding Travel Types to TBO.

Enter a sales invoice as usual for a supplier transaction through interface, manual entry, or ClientBase invoicing (see help files in ClientBase for additional information).

#### **Manual Entry:**

- Go to **Invoice | Sales** to enter the supplier transaction.
- Click New to create a new booking.
- In the Submit to field, select Supplier.
- The Vendor Name is the name of wholesaler; the Total Fare is the amount the agency is charging the client. (In our example \$600.00 is the total fare, and Commission/Rate is \$100.00).
- Click OK.

- This creates a net vendor balance of \$500.00 that is owed to the wholesaler.

**Interface Entry**

When creating a PNR for a wholesaler ticket your agency will need to decide on a process that best suits your needs. There are a few different processes to choose from.

1. Create a PNR with the air/flight segments needed for your customer. Add the proper manual AC line needed to interface the supplier booking over to TBO. Invoice your PNR and interface it over to TBO. The following AC line will create a supplier booking in TBO. Once the PNR is invoiced you would need to queue the PNR to the wholesaler for ticketing. (Note: since you are invoicing the supplier booking prior to ticketing you will not have the actual ticket number to put into the AC line in the \*CF field.)

```
ACOTH1/SUPPLY/DOC/100.00/600.00/0.00/ALL/CK/1*TT1*VCABCVENDOR*CF12345678
90*SG
```

In this example we used \*TT1 for domestic air. This would vary depending on your travel types that you have setup in TBO. The \*FP entry would be needed at the end of the AC line if you are using the CC number for cc merchant. If you use the cc merchant you would also need to add a \*CP4 on the line or it will be read as a credit card FOP. The \*SG will allow TBO to capture the flight segment detail. You can also use \*SG for specific segment numbers. Example \*SG01 03 would capture segments 1 and 3 only.

2. Create a PNR with your air/flight segments needed for your customer. Queue the PNR to the wholesaler for ticketing. After ticketing is complete retrieve your PNR and remove the automated AC line for your ticket and add the appropriate manual AC lines needed to interface to TBO as supplier. (Note: By waiting to invoice until ticketing is complete you still need to also remove any unwanted remarks that the wholesaler has added for their own invoicing purposes.) Now you would have the actual ticket number to populate the \*CF field in your AC line.

```
ACOTH1/SUPPLY/DOC/100.00/600.00/0.00/ALL/CK/1*TT1*VCABCVENDOR*CF1234567
890*SG
```

In this example you can use the actual 10 digit ticket number in the \*CF entry.

If you have more than one ticket /passenger you would need to create a separate AC line for each person and you can add the \*PN entry as shown in the example below.

```
ACOTH1/SUPPLY/DOC/100.00/600.00/0.00/ALL/CK/1*TT1*VCABCVENDOR*CF12345678
90*SG*PNSMITH/JOE
```

```
ACOTH1/SUPPLY/DOC/100.00/600.00/0.00/ALL/CK/1*TT1*VCABCVENDOR*CF12345678
91*SG*PNSMITH/JANE
```

If you choose option 2 and invoice after ticketing you do have another option that you can use. If you wanted to leave the automated AC line in the pnr you can add a 5.S\*MS line to change it from an ARC/BSP ticket. It is also recommended that you add a \*CF with the 10 digit ticket number and the \*VC with the interface id for the vendor you purchased the ticket from. After the MS you would use 101 to link to AC1 , 102 to link to AC2 line, etc. If you are marking up the ticket you can add a \*TF followed by the amount that you are charging your customer. Add the \*CM for the amount of commission you are earning after your markup or discount.

5.S\*MS101\*SBSUP\*CF1234567890\*VCSKYBIRD

### 3) Enter Client and Vendor Payments

- Enter a **Payments | Received** from Client, with a Pay Method Cash, Check or Credit Card Merchant for \$600.00.
- Enter a **Payments | Made** to Vendor (Consolidator) for net remit of \$500.00.

## Section 2: Agencies Selling Wholesale Travel to Clients with Markup, Credit Card

**Following are steps on entering a transaction if you are a travel agency purchasing travel from a wholesaler for resale to clients with form of payment of credit card. In this example, we purchased a wholesale ticket for \$500.00 from ABC Wholesalers. We are selling the ticket to a client for \$600.00 with \$100.00 commission. The ticket price to your customer shows as “Bulk” on the ticket.**

- 1) A vendor profile for the wholesaler under **Profiles | Vendor** needs to be created in TRAMS Back Office.
- 2) Some agencies also create a special Travel Type called Non-ARC/BSP Air or Consolidator Air for these transactions. See **Help | TRAMS Help | Utilities | Travel Type** for more information on adding Travel Types to TBO.

Enter a sales invoice as usual for a supplier or commission tracking transaction through interface, manual entry, or ClientBase Plus invoicing (see Help Files in ClientBase Plus for additional information).

### **Manual Entry:**

- Click New to create a new booking.
- In the Submit to field select Supplier or Comm Track (this is determined by how the agency handles credit card payments for supplier transactions).

- The Vendor Name is the name of the wholesaler; the Total Fare is the amount the agency is charging the client. (In our example the total fare is \$600.00 and Commission/Rate is \$100.00.)
- Click OK.

### Interface Entry

When creating a PNR for a wholesaler ticket your agency will need to decide on a process that best suits your needs. There are a few different processes to choose from.

1. Create a PNR with the air/flight segments needed for your customer. Add the proper AC lines needed to interface the supplier booking over to TBO. Invoice your PNR and interface it over to TBO. The following AC lines will create a supplier or commission track booking depending on how your agency chooses to handle these bookings in TBO. Once the PNR is invoiced you would need to queue the PNR to the wholesaler for ticketing. (Note: since you are invoicing the supplier or commission track booking prior to ticketing you will not have the actual ticket number to put into the AC line in the \*CF field.)

#### Supplier credit card FOP-

```
ACOTH1/SUPPLY/DOC/100.00/600.00/0.00/ALL/CCAX532610000000789/1*TT1*VCABCVEN
DOR*CF1234567890*SG*SBSUP
```

#### Commission Track credit card FOP-

```
ACOTH1/SUPPLY/DOC/100.00/600.00/0.00/ALL/CCAX532610000000789/1*TT1*VCABCVEN
DOR*CF1234567890*SG*SBCOM
```

#### Supplier and commission track credit card FOP-

```
ACOTH1/SUPPLY/DOC/0.00/600.00/0.00/ALL/CCAX532610000000789/1*TT1*VCABCVENDO
R*CF1234567890*SG*SBSUP
ACOTH1/SUPPLY/DOC/100.00/0.00/0.00/ALL/CCAX532610000000789/1*TT1*VCABCVEN
DOR*CF1234567890*SG*SBCOM
```

In this example we used \*TT1 for domestic air. This would vary depending on your travel types that you have setup in TBO. The \*SG will allow TBO to capture the flight segment detail. You can also use \*SG for specific segment numbers. Example \*SG01 03 would capture segments 1 and 3 only.

2. Create a PNR with your air/flight segments needed for your customer. Queue the PNR to the wholesaler for ticketing. After ticketing is complete retrieve your PNR and delete the automated ticket AC line and any remarks that do not pertain to your agency. Add the appropriate manual AC lines needed to interface to TBO.

#### Supplier credit card FOP-

ACOTH1/SUPPLY/DOC/100.00/600.00/0.00/ALL/CCAX532610000000789/1\*TT1\*VCABCVEN  
DOR\*CF1234567890\*SG\*SBSUP

#### Commission Track credit card FOP-

ACOTH1/SUPPLY/DOC/100.00/600.00/0.00/ALL/CCAX532610000000789/1\*TT1\*VCABCVEN  
DOR\*CF1234567890\*SG\*SBCOM

In this example you can use the actual 10-digit ticket number in the \*CF entry.

If you have more than one ticket /passenger, you would need to create separate AC lines for each person and you can add the \*PN entry as shown in the example below.

#### Supplier credit card FOP-

ACOTH1/SUPPLY/DOC/100.00/600.00/0.00/ALL/CCAX532610000000789/1\*TT1\*VCABCVEN  
DOR\*CF1234567890\*SG\*SBSUP\*PNSMITH/JOE

ACOTH1/SUPPLY/DOC/100.00/600.00/0.00/ALL/CCAX532610000000789/1\*TT1\*VCABCVEN  
DOR\*CF1234567891\*SG\*SBSUP\*PNSMITH/JANE

#### Commission Track credit card FOP including passenger/traveler name-

ACOTH1/SUPPLY/DOC/100.00/600.00/0.00/ALL/CCAX532610000000789/1\*TT1\*VCABCVEN  
DOR\*CF1234567890\*SG\*SBCOM\*PNSMITH/JANE

If you choose option 2 and invoice after ticketing, you do have another option that you can use. If you wanted to leave the automated AC line in the pnr you can add a 5.S\*MS line to change it from an ARC/BSP ticket. It is also recommended that you add a \*CF with the 10-digit ticket number and the \*VC with the interface id for the vendor you purchased the ticket from. After the MS you would use 101 to link to AC1 , 102 to link to AC2 line, etc. If you are marking up the ticket you can add a \*TF followed by the amount that you are charging your customer. Add the \*CM for the amount of commission you are earning after your markup or discount.

5.S\*MS101\*SBSUP\*CF1234567890\*VCSKYBIRD

### 3) Enter Client and Vendor Payments

- The client's credit card payment is processed by the wholesaler for \$600.00.
- Enter a **Payments/Received** in TBO for the client with a Pay Method Credit Card if using a Supplier/CC booking.
- Since the wholesaler has been overpaid by the amount of the agency's markup commission, the wholesaler sends the agency a check for \$100.00 overpayment.
- The \$100.00 due the agency by the wholesaler appears as a "positive" amount on the Vendor Balance Report if using Supplier/CC booking. If using a Comm Track booking, this is a tickler file until the commission is received from the wholesaler.

- Enter a Payment/ Received in TBO from the Vendor for the \$100.00 commission check. Close out either the Supplier or Comm Track 'open' booking.

### Section 3: Agencies Selling Wholesale Travel to Clients with Rebate of Commission from Wholesaler, Cash, or Check Payments

Following are steps on how to enter a transaction if you are a travel agency purchasing travel from a wholesaler for resale to clients for cash or check payments. In this example, we purchased a wholesale ticket for \$600.00 from ABC Wholesalers and will receive a rebate of commission of \$50.00 from the wholesaler. We are selling the ticket to a client for \$600.00 and \$50.00 commission. The ticket price to your customer shows as "\$600.00" on the ticket.

- 1) Create a vendor profile for the wholesaler under **Profiles | Vendor** in TRAMS Back Office.
- 2) Some agencies also create a special Travel Type called Non-ARC/BSP Air or Consolidator Air for these transactions. See **Help | TRAMS Help | Utilities | Travel Type** for more information on adding Travel Types to TBO.

#### Manual Entry:

- Go to **Invoice/Sales** to enter the supplier transaction.
- Click New to create a new booking.
- In the Submit to field select Supplier, and the Vendor Name is the name of wholesaler. The total Fare is the amount the agency is charging the client. (In our example the total fare is \$600.00, and Commission/Rate is \$50.00.)
- Click OK.

#### Interface Entry

When creating a PNR for a wholesaler ticket your agency will need to decide on a process that best suits your needs. There are a few different processes to choose from.

1. Create a PNR with the air/flight segments needed for your customer. Add the proper AC lines needed to interface the supplier booking over to TBO. Invoice your PNR and interface it over to TBO. The following AC lines will create a supplier booking. Once the PNR is invoiced you would need to queue the PNR to the wholesaler for ticketing. (Note: since you are invoicing the supplier booking prior to ticketing you will not have the actual ticket number to put into the \*CF field.)

```
ACOTH1/SUPPLY/DOC/50.00/600.00/0.00/ALL/CHECK/1*TT1*VCABCVENDOR*CF1234567890*SG*SBSUP
```

In this example we used \*TT1 for domestic air. This would vary depending on your travel types that you have setup in TBO. The \*SG will allow TBO to capture the flight segment detail. You can also use \*SG for specific segment numbers. Example \*SG01 03 would capture segments 1 and 3 only.

2. Create a PNR with your air/flight segments needed for your customer. Queue the PNR to the wholesaler for ticketing. After ticketing is complete retrieve your PNR and add the appropriate manual AC lines needed to interface to TBO. (Note: By waiting to invoice until ticketing is complete you need to delete the automated AC line for the ticket and then add your manual AC line to send the booking over to TBO as Supplier.)

```
ACOTH1/SUPPLY/DOC/50.00/600.00/0.00/ALL/CHECK/1*TT1*VCABCVENDOR*CF5923567890*SG*SBSUP
```

In this example you can use the actual 10 digit ticket number in the \*CF entry.

If you have more than one ticket /passenger you would need to create separate AC lines for each person and you can add the \*PN entry as shown in the example below.

```
ACOTH1/SUPPLY/DOC/50.00/600.00/0.00/ALL/CHECK/1*TT1*VCABCVENDOR*CF5923567890*SG*SBSUP*PNSMITH/JOE
ACOTH1/SUPPLY/DOC/50.00/600.00/0.00/ALL/CHECK/1*TT1*VCABCVENDOR*CF5923567891*SG*SBSUP*PNSMITH/JANE
```

If you choose option 2 and invoice after ticketing, you do have another option that you can use. If you wanted to leave the automated AC line in the pnr you can add a 5.S\*MS line to change it from an ARC/BSP ticket. It is also recommended that you add a \*CF with the 10-digit ticket number and the \*VC with the interface id for the vendor you purchased the ticket from. After the MS you would use 101 to link to AC1, 102 to link to AC2 line, etc. If you are marking up the ticket you can add a \*TF followed by the amount that you are charging your customer. Add the \*CM for the amount of commission you are earning after your markup or discount.

```
5.S*MS101*SBSUP*CF1234567890*VCSKYBIRD
```

### 3) Enter Client and Vendor Payments

- Enter a **Payment | Received** from client with a Pay Method of Cash or Check for \$600.00.
- Enter a **Payment | Made** to vendor (the consolidator) for a net remit of \$550.00.

## Section 4: Agencies Selling Wholesale Travel to Clients with a Rebate of Commission from Wholesaler, Credit Card Payment

Here are steps on how to enter a transaction if you are a travel agency purchasing travel from a wholesaler for resale to clients using a credit card. In the example we purchased a wholesale ticket for \$600.00 from ABC Wholesalers and will receive a rebate of commission of \$50.00 from the wholesaler. We are selling the ticket to a client for \$600.00 and \$50.00 commission. The ticket price to your customer shows as "\$600.00" on the ticket.

- 1) Create a vendor profile for the wholesaler under **Profiles | Vendor** in TRAMS Back Office.

- 2) Some agencies also create a special Travel Type called Non-ARC/BSP Air or Consolidator Air for these transactions. See **Help | TRAMS Help | Utilities | Travel Type** for more information on adding Travel Types to TBO.

Enter a sales invoice as usual for a supplier or commission tracking transaction through interface, manual entry, or ClientBase Plus invoicing (see Help Files in ClientBase Plus for additional information).

**Manual Entry:**

- Click New to create a new booking.
- In the Submit to field, select Supplier or Comm Track (determined by how the agency handles credit card payments for supplier transactions).
- The Vendor Name is the name of the wholesaler, and the Total Fare is the amount the agency is charging the client. (In our example the total fare is \$600.00, and the Commission/Rate is \$50.00.)
- Click OK.

**Interface Entry**

When creating a PNR for a wholesaler ticket your agency will need to decide on a process that best suits your needs. There are a few different processes to choose from.

1. Create a PNR with the air/flight segments needed for your customer. Add the proper AC lines needed to interface the supplier or commission track booking over to TBO. Invoice your PNR and interface it over to TBO. The following AC lines will create a supplier or commission track booking depending on how your agency chooses to handle these bookings in TBO. Once the PNR is invoiced you would need to queue the PNR to the wholesaler for ticketing. (Note: since you are invoicing the supplier or commission track booking prior to ticketing you will not have the actual ticket number to put into the AC line in the \*CF field.)

**Supplier credit card FOP-**

ACOTH1/SUPPLY/DOC/50.00/600.00/0.00/ALL/CCAX532610000000789/1\*TT1\*VCABCV  
ENDOR\*CF1234567890\*SG\*SBSUP

**Commission Track credit card FOP-**

ACOTH1/SUPPLY/DOC/50.00/600.00/0.00/ALL/CCAX532610000000789/1\*TT1\*VCABCV  
ENDOR\*CF1234567890\*SG\*SBCOM

**Supplier and commission track credit card FOP-**

ACOTH1/SUPPLY/DOC/0.00/600.00/0.00/ALL/CCAX532610000000789/1\*TT1\*VCABCVE  
NDOR\*CF1234567890\*SG\*SBSUP  
ACOTH1/SUPPLY/DOC/50.00/0.00/00.00/ALL/CCAX532610000000789/1\*TT1\*VCABCV  
ENDOR\*CF1234567890\*SG\*SBCOM

In this example we used \*TT1 for domestic air. This would vary depending on your travel types that you have setup in TBO. The \*SG will allow TBO to capture the flight segment detail. You can also use \*SG for specific segment numbers. Example \*SG01 03 would capture segments 1 and 3 only.

2.Create a PNR with your air/flight segments needed for your customer. Queue the PNR to the wholesaler for ticketing. After ticketing is complete retrieve your PNR and delete the automated ticket AC line and any remarks that do not pertain to your agency. Add the appropriate manual AC lines needed to interface to TBO.

#### Supplier credit card FOP-

ACOTH1/SUPPLY/DOC/50.00/600.00/0.00/ALL/CCAX532610000000789/1\*TT1\*VCABCVEND  
OR\*CF1234567890\*SG\*SBSUP

#### Commission Track credit card FOP-

ACOTH1/SUPPLY/DOC/50.00/600.00/0.00/ALL/CCAX532610000000789/1\*TT1\*VCABCVEND  
OR\*CF1234567890\*SG\*SBCOM

In this example you can use the actual 10-digit ticket number in the \*CF entry.

If you have more than one ticket /passenger, you would need to create separate AC lines for each person, and you can add the \*PN entry as shown in the example below.

#### Supplier credit card FOP-

ACOTH1/SUPPLY/DOC/50.00/600.00/0.00/ALL/CCAX532610000000789/1\*TT1\*VCABCVEND  
OR\*CF1234567890\*SG\*SBSUP\*PNSMITH/JOE

ACOTH1/SUPPLY/DOC/50.00/600.00/0.00/ALL/CCAX532610000000789/1\*TT1\*VCABCVEND  
OR\*CF1234567891\*SG\*SBSUP\*PNSMITH/JANE

#### Commission Track credit card FOP including passenger/traveler name-

ACOTH1/SUPPLY/DOC/50.00/600.00/0.00/ALL/CCAX532610000000789/1\*TT1\*VCABCVEND  
OR\*CF1234567890\*SG\*SBCOM\*PNSMITH/JANE

If you choose option 2 and invoice after ticketing, you do have another option that you can use. If you wanted to leave the automated AC line in the pnr you can add a 5.S\*MS line to change it from an ARC/BSP ticket. It is also recommended that you add a \*CF with the 10-digit ticket number and the \*VC with the interface id for the vendor you purchased the ticket from. After the MS you would use 101 to link to AC1, 102 to link to AC2 line, etc. If you are marking up the ticket you can add a \*TF followed by the amount that you are charging your customer. Add the \*CM for the amount of commission you are earning after your markup or discount.

5.S\*MS101\*SBSUP\*CF1234567890\*VCSKYBIRD

### 3) Enter Client and Vendor Payments

- The client's credit card payment is processed by the wholesaler through ARC/BSP for \$600.00.
- Enter a **Payment|Received** in TBO for the client with a Pay Method of Credit Card if you are using a Supplier/CC booking.
- The \$50.00 due the agency by the wholesaler appears as a "positive" amount on the Vendor Balance Report if using Supplier/CC booking. If using a Comm Track booking, this is a tickler file until the commission is received from the wholesaler.
- The wholesaler sends the agency a check for \$50.00 commission.
- Enter a Payment/ Received in TBO from the Vendor for the \$50.00 commission check. Close out either the Supplier or Comm Track 'open' booking.

## Section 5: Agency Selling Discounted ARC/BSP Transactions - Check or Cash

Following are steps on how to enter a transaction if you are a travel agency discounting an

ARC/BSP transaction for cash or check payments that you will be processing through your own ARC/BSP Report. In this example, we issued an ARC/BSP ticket for a special fare of \$600.00 with \$100.00 commission. We are discounting it to our client for \$550.00. The ticket price to your customer shows as "\$600.00" on the ticket.

1) Enter a sales invoice as usual for an ARC/BSP transaction through interface or manually.

### Manual Entry

- Go to **Invoice/Sales** to enter the ARC/BSP ticket transaction.
- Click **New** to create a new booking.
- In the **Submit to** field, select **ARC/BSP**.
- Enter all ticket information – The **Total Fare** is \$550.00 and **Commission/Rate** is \$50.00 (difference between actual commission and discount).
- Click the **Expanded Fare Tab** and type in \$600.00 in the **Face Value** field. This field reports the correct amount in the weekly **Sales Summary ARC/BSP report** (\$600.00 with a \$100.00 commission net remit of \$500.00).

## Interface Entry

- Create a PNR for a sales invoice for the ARC/BSP ticket as normal.
- Add to the PNR the FV formats FV550.00\*50.00. This populates the Face Value field under the Expanded Fare tab of the booking allowing the correct amount to be reported in the weekly Sales Summary ARC/BSP report.

If there are more than one ARC/BSP ticket in the pnr and all tickets have the same face value and commission earned you only need one remark in the pnr. This remark will link to all ARC/BSP tickets in the PNR.

5.S\*FV550.00\*50.00

FACE VALUE WITH PASSENGER ASSOCIATION FOR MULTIPLE TICKETS (SEE APPENDING OR OVERRIDING DATA IN AN AUTOMATED AC LINE)

5.S\*MS101\*FVXXX.XX\*CMYYY.YY\*TFZZZ.ZZ X=THE FACE VALUE AMT OF THE TICKET THAT APPEARS IN THE FV FIELD IN THE EXPANDED FARE INFO TAB Y=THE COMMISSION EARNED BY AGENCY Z=TOTAL FARE COLLECTED FROM THE CLIENT

## 2) Enter Client and Vendor Payments

- Client pays Total Fare of \$550.00 by check or cash which is entered in **Payment | Received**.
- Agency processes ticket through ARC/BSP normally for the \$500.00 net remit.
- Agency processes weekly ARC/BSP Settlement as normal for this ticket closing the vendor side of the booking.

## Section 6: Agency Selling Discounted ARC/BSP Transactions - Credit Card

Following are steps on how to enter a transaction if you are a travel agency discounting an ARC/BSP transaction using a client's credit card. In this example we issued an ARC/BSP ticket for a special fare of \$600.00 with \$100.00 commission. We are discounting it to our client for \$550.00. The ticket price to your customer shows as "\$600.00" on the ticket.

- 1) Enter a sales invoice as usual for an ARC/BSP transaction through interface or manually.

## Manual Entry

- Go to **Invoice | Sales** to enter the ARC/BSP ticket transaction.
- Click New to create a new booking.
- In the Submit to field select ARC/BSP.

- Enter all ticket information with a Total Fare of \$600.00 and Commission/Rate of \$100.
- Click New Booking
- Create a second booking in the invoice to account for the discount being given to the client.
- Change the Submit to field to Supplier in the second booking.
- Type in the travel agency's name in the Vendor/Name field.
- Both the Total Fare and Commission/Rate fields are the amount of the discount to the client. Enter both amounts as negative (-) numbers. (In this example it would be -\$50.00 in both fields.)
- Click OK.
- This creates a credit on the client's account as viewed in **Reports|Core|Client Balances**

**Interface Entry**

- Create a PNR for a sales invoice for the ARC/BSP ticket as normal, using the Form of Payment, Credit Card.
- Create a second booking for the invoice to account for the discount being given to the client.
- Enter a manual ACL line in the PNR. In this example it would be \$50.00 in both the base fare and commission field.
- This creates a credit on the client's account as viewed in **Reports|Core|Client Balances**.

Supplier booking for the discount-

**Discount ACL**

Discounted Cash or Check FOP transactions can be included for interface. Enter the fare charged to the client followed by the income earned by the agency after the discount amount is subtracted from the commission.

**Note:** Trams Back Office reads SABRE ACL lines as defined in Format Finder. For an online example in SABRE see ACL\*AIR, ACL\*DOC or ACL\*SUP for appropriate use of the ACL function. To manually add an accounting line to a PNR to show discount information for air ticket transactions. Trams Back Office reads descriptor codes valid at booking level if entered in the optional free-flow area of the discount line.

<p>Sample ACL discount lines.</p>	<pre> ACL/SUPPLY/DIS/50.00/50.00/ALL- *FPCASH ACL/DISCOU/DIS/50.00/50.00/ONE/N1.1- OPTIONAL-*FPCASH ACL/AGENCY/DIS/50.00/50.00/PER*FPCASH </pre>
-----------------------------------	--

For options regarding the verbiage used by SABRE see Format Finder.

**Note:** AC line entries with a negative total fare and commission amount (i.e refund or discounts) must now have a TBO FP code to indicate form of payment (FPCASH). If the FP code is absent, the payment will be read from the invoice FOP.

## 2) Enter Client and Vendor Payments

- Enter a **Payment | Received** from client of \$600.00 with a Form of Payment, credit card.
- Agency processes ticket through ARC/BSP normally for the \$100.00 net remit.
- Agency processes weekly ARC Settlement as normal for this ticket closing the Vendor side of the booking.
- Enter a **Payment | Made** to the client under the Payments menu for the \$50.00 discount.