

Commission Tracking For IC's Without TBO

This report requires a Reservation Status of either "Paid" or "UnPaid".

Report Data (Date Selection):

Select from Booking Date, Depart Date, or Return Date

Enter Date From: Starting date for date selection

Enter Date To: Ending date for date selection

Status Selection:

Select from Paid Status Only, Unpaid Status Only, or Both Paid/Unpaid Status

Note: This field must be populated with one of these two values (Paid or UnPaid) or the report will reflect no results.

Report Breakdown:

Either by Agents, Branches, or Agency.

Agent Breakdown: Run for all

Agents, by Agent Interface ID, or by Agent Group Name

Agent Entry: Enter Interface ID or Group Name if needed.

Host Code: Enter Host Code (if supported)

Branch Number: Choose Branches to run by typing the 3 digit Branch Number separated by a comma (i.e. 000,002) or leave as asterisk (*) for All Branches

Report Options: Print Report or Export Data to Tab Delimited file

Travel Categories: Select which Travel Categories to run for the report (default is for all Travel Categories).

Commission Tracking Report

Booked Date From: 10/1/15

Booked Date To: 12/31/18

Rescard No.	Customer Name	Travel Category	Reservation Status	Confirm. Number	Total Fare	Comm. Amount	Yield %	Duration	Pax	Units	Agent Name	Host Name
Ken Jonker 813	Anderson/Edward	Cruise	Paid		11,000.00	1,000.00	9.09%	0	2	1	Ken Jonker	XYZ
Crystal Cruises												
			Total Paid		11,000.00	1,000.00	9.09%					
				Totals:	11,000.00	1,000.00	9.09%					