



Host/IC Procedures Timeline

Host Agency

(With TRAMS Back Office)

- *Enter IC Codes in TBO Utilities
- *Interface GDS Invoices into TBO
- *Create Export File of GDS Invoices for IC to Import into TBO Interface: Import From File using TRAMS Export Utility: Export Format: TBO Interface. E-mail to IC.
- *Receive and Process File using Interface/Import from File
- *Receive and Enter Check from IC to pay open invoices
- *Run TRAMS Crystal Report
605HostAllComm100.rpt or
606Host CommSplit100.rpt
to determine commissions due IC
- *Enter Payment to IC for Commissions Due
- *Create a file for IC to reconcile commissions received from Host. Reports/Agent/IC Export. Output Format: mailmerge. E-mail

For IC with CB+ only

- *Enter IC Codes in TBO Utilities
- *Interface GDS Invoices into TBO
- *Create Export File of GDS Invoices for IC to Import into CB+ Travel History Using TRAMS Export Utility: Export Format XML. E-mail to IC
- *Run TRAMS Crystal Report
604ICCashCheckPay100.rpt using Net or Gross for open GDS invoices and E-mail to IC
- *Receive and enter check from IC
- *Run TRAMS Crystal Report
605HostAllComm100.rtp or
606HostCommSplit100.rpt to determine commissions due to IC
- *Enter Payment to IC for Commissions Due

Independent Contractor

(With TBO and CB+)

- *Enter Host Codes in TBO Utilities or in CB+ Global Defaults
- *Create invoices in GDS with *IC in PNR or in CB+ with Host code in Rescard.
- *Using TRAMS Export Utility, create a file of CB+ invoices to be E-mailed to Host.
- *Receive and Process File using Interface/Import from File
- *Run TRAMS Crystal Report:
604ICCashCheckPay100.rpt
using Net or Gross & Pay Host for open GDS Invoices
- *IC enters Payment Received
- *IC reconciles commissions using Payments/Pegasus/NPC Import Payment Source: TRAMS Host

For IC with CB+ only

- *Enter Host Codes in CB+ Global Defaults
- *Create invoices in GDS with *IC in PNR or in CB+ with Host code in Rescard
- *IC imports Travel History into CB+ using Host file under File/XML Import Travel History Import
- *Using TRAMS Export Utility, create a file of CB+ Invoices to be E-mailed to Host
- *Pay Host for open Invoices on 604 report.
- *IC deposits check



Host Agency/Independent Contractor Reports and Files

TRAMS Crystal Reports

Found at www.trams.com under Products/TRAMS Crystal Reports

In TRAMS Back Office: Reports/TCR Viewer

604ICCashCheckPay100.rpt
605HostAllComm100.rpt
606HostComSplit100.rpt

TRAMS Export Utility

Download to desktop from www.trams.com under
Products/TRAMS IC-Host Export Utility

Double click on Icon on desktop

Host to IC: Export Format:

TBO Interface – for IC with TBO: used to Interface from file
XML – for IC with CB+: used to Import Travel History

IC to Host: used for IC to create file of CB+ invoices to send to Host
Host uses file to Interface from file

IC Export

In TRAMS Back Office under Reports/Agent/IC Export

Used by Host to Export mailmerge file of commissions paid

To be used by IC under Payments/Pegasus/NPC Import

Payment Source: TRAMS Host