

WELCOME

TRAMS Back Office: Invoices

Invoicing, Data Flow, Core Reports, and Management Summary

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*For further information and individualized assistance,
please visit one of our Study Hall sessions.*

Profiles

- Profiles are source records for statements and mailing lists for customer and vendors.
- Profiles store information about individuals and companies with whom you do business and are generally defined as "billing entities."
- Think of the profile as *ledger cards* in a manual system. When entering invoices or payments, *Profiles* eliminate the need to re-key data.

Profile Types

- Client
 - Leisure
 - Corporate
- Vendor
 - ARC, Supplier & Comm Track
- Agent – Both inside and outside
- Other – Non travel-related expenses

Invoices and Profiles

- Each invoice has a minimum of 3 profiles
 - Client
 - Vendor
 - Agent
- Invoices are created by
 - Interface
 - ClientBase Plus
 - Manually

Effect of Invoice on Core Reports

- Client Balances
- Vendor Balances
- ARC Balances
- Commtrack

- Core reports are the heart of Trams

Client Balances

- The Client Balance report is a complete listing of all pending client balances. This includes all unpaid invoices (Accounts Receivable) as well as unapplied payments and vouchers (Gift certificates, overpayments, etc.).
- **Reports | Core | Client Balances**
 - Summary or Detail
 - ❖ Different sort options

Vendor Balances

- The Vendor Balance report provides a listing of all Vendor-Supplier account balances.

- **Reports | Core | Vendor Balances .**
 - Summary or Detail
 - ❖ Different sort options

ARC/BSP Balances

- The ARC/BSP Balances core report searches system for ARC/BSP invoices open on the Vendor side.

- These are invoices not yet settled with ARC/BSP. It is designed to include all open invoices including resubmits.

- This report balances with your ARC Balances account in your General Ledger.

- **Reports | Core | ARC/BSP Balances**

Check Register

- The Check Register provides a listing of checkbook information in a similar format to the statement received from the bank.
- Also included are deposits, EFT Payment Received and Made, and withdrawals.
- **Reports | Core | Check Register**

Management Summary Report

- Designed to capture the status of your business at a glance. All of the vital agency statistics are included in one report.
- **Reports | Core | Management Summary.**
 - Requires: From/To dates
 - Can run Daily, Weekly, Monthly, Quarterly, Annually

Management Summary

- **Booking Activity**
 - Summary by travel type of all the bookings made during the requested time frame. This includes all transactions, such as Commission Track items where the commission has not yet been received.

- **Income Statement Activity**
 - Summary by travel type of the revenue realized (received) during the requested time frame.

Management Summary

- **Client Balances**
 - Summary of all money due the agency by its clients.
- **Vendor Balances**
 - Summary of all money due from the agency to its vendors.
- **ARC Balances**
 - Summary of all invoices not yet settled with ARC.
- **Operating Payables**
 - Summary of all pending operating payables.
- **Bank Balance**
 - Ending balances in your bank accounts -money on- hand.

Refund Invoice

- Query Original Sales Invoice
- Click on Refund
- Modify issue date
- Modify booking if necessary
- Void or delete bookings not being refunded
- If original Sales Invoice is not in TRAMS, enter Refund from Invoice/Refund

Adjustment Invoice Debit/Credit Memos

- Query original Sales Invoice
- Click on Adjustment
- Modify issue date
- Modify booking if necessary
- Void or delete bookings not being adjusted
- If original Sales invoice is not in TRAMS, enter adjustment from Invoice/adjustment

Effect of Invoices on General Ledger

- Submit to – ARC, Supplier
 - Affects G/L month transaction occurs

- Submit to – Commtrack
 - Affects G/L when monies actually received

Thank You

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the location of your next class,
or stop by the Tech U
registration desk for directions.

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