Commissions Report

This report summarizes all commissions payable to local and Global Booking NetworkAgents.

1. Click on the Reports button from the Home window. The Reports window will be displayed.
2. Click on the Commissions button. The Agent Commissions Reporting dialog box will be displayed.
3. Select the desired report type based All bookings with an associated commissions or commissions associated only with Confirmed bookings.
4. Select the report destination.

Tip Select Screen instead of Printer if you want to preview the report before printing.

5. Enter the reporting period in the From and to fields.

6. Enter an Agent ID Code in the Agent field for a Commissions Report only for this agent or leave the field empty for a report of commissions for all agents.
7. Click the OK to generate the report.