**The following is simplistic outline of the minimum required to create a new debtor in Tramada and Serko.**

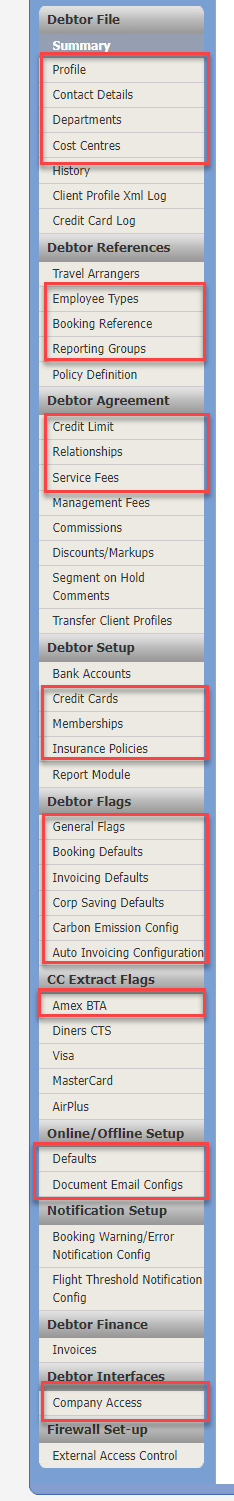
Screenshots and tick boxes are to give an idea and would need to be reviewed and confirmed before progressing on project.

**Tramada Build basics:**

Create Debtor

Graphical user interface

Description automatically generated

Configure Debtor:

File

* Profile
  + Rate Codes, OSI’s, GDS Upload Freetext, GDS (possibly not to be included in RPA)
  + Administration
* Contact Details
  + Debtor Contact, Other Contact, Accounts Contact
* Departments
* Cost Centres

References

* Employee Type
* Booking References (possibly not to be included in RPA)
* Reporting Groups

Agreement (possibly not to be included in RPA)

* Credit Limit
* Relationships
* Service Fees

Setup

* Credit Cards (not to be included in RPA)
* Memberships
* Insurance Policies

Flags

* General Flags
* Booking Defaults
* Invoicing Defaults
* Corp Savings Defaults
* Auto Invoicing Configuration

CC Extract Flags

* Amex BTA if required (not to be included in RPA)

Online/Offline Setup

* Defaults
* Document Email Configs

Interfaces

* Company Access

Graphical user interface, application

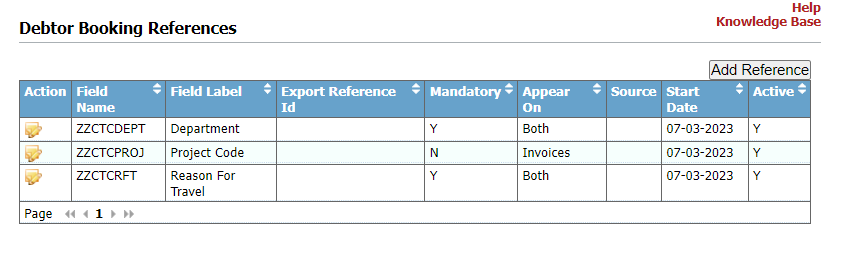
Description automatically generatedGraphical user interface, text, application, email

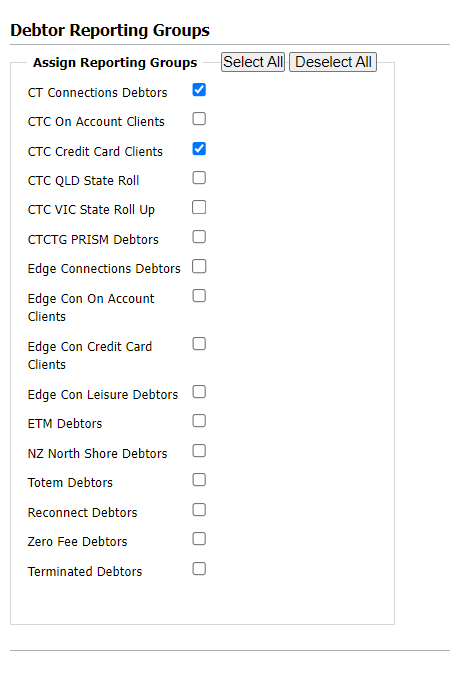
Description automatically generatedGraphical user interface

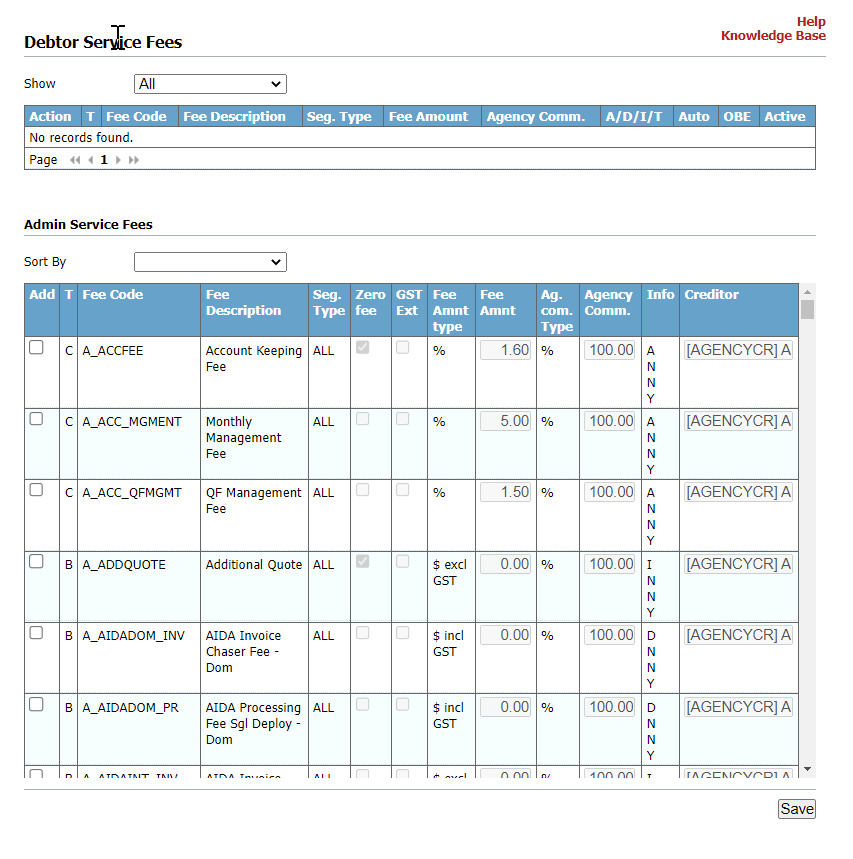
Description automatically generated

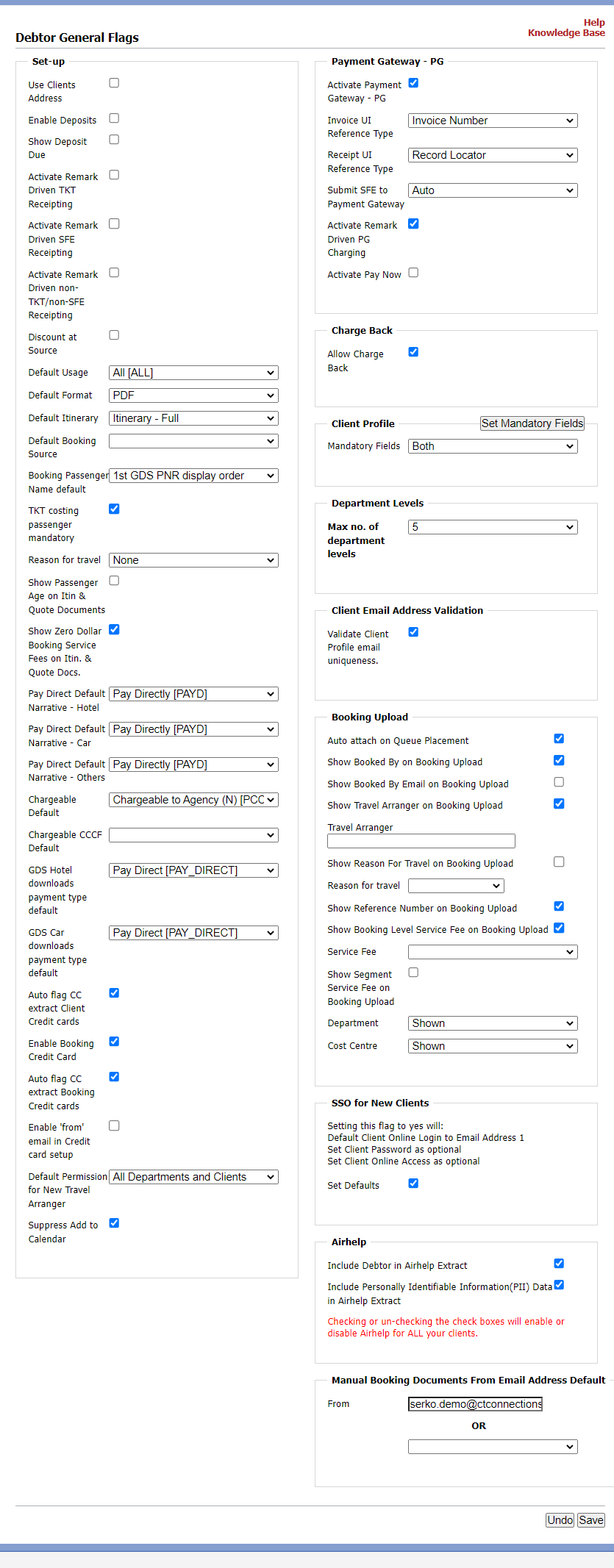
Table

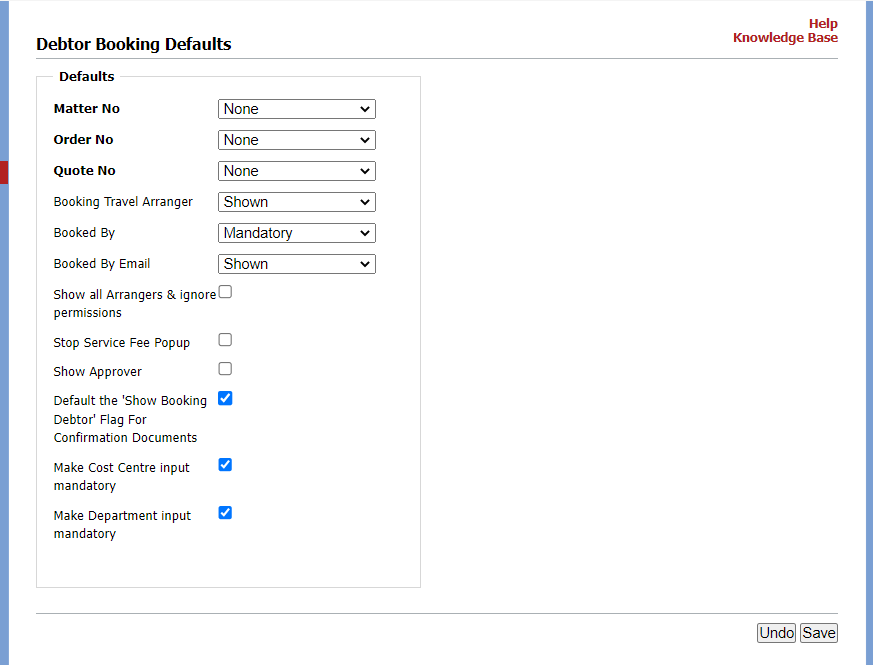
Description automatically generated

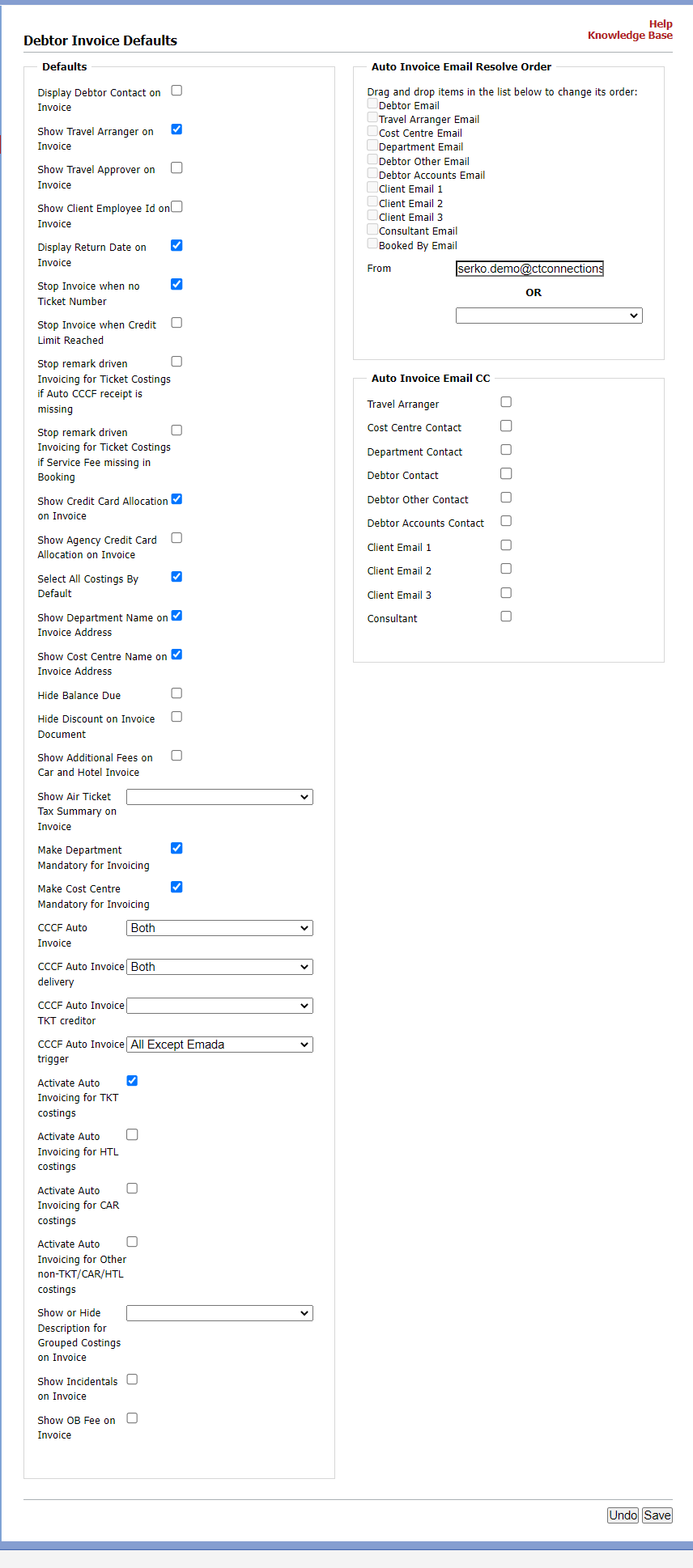


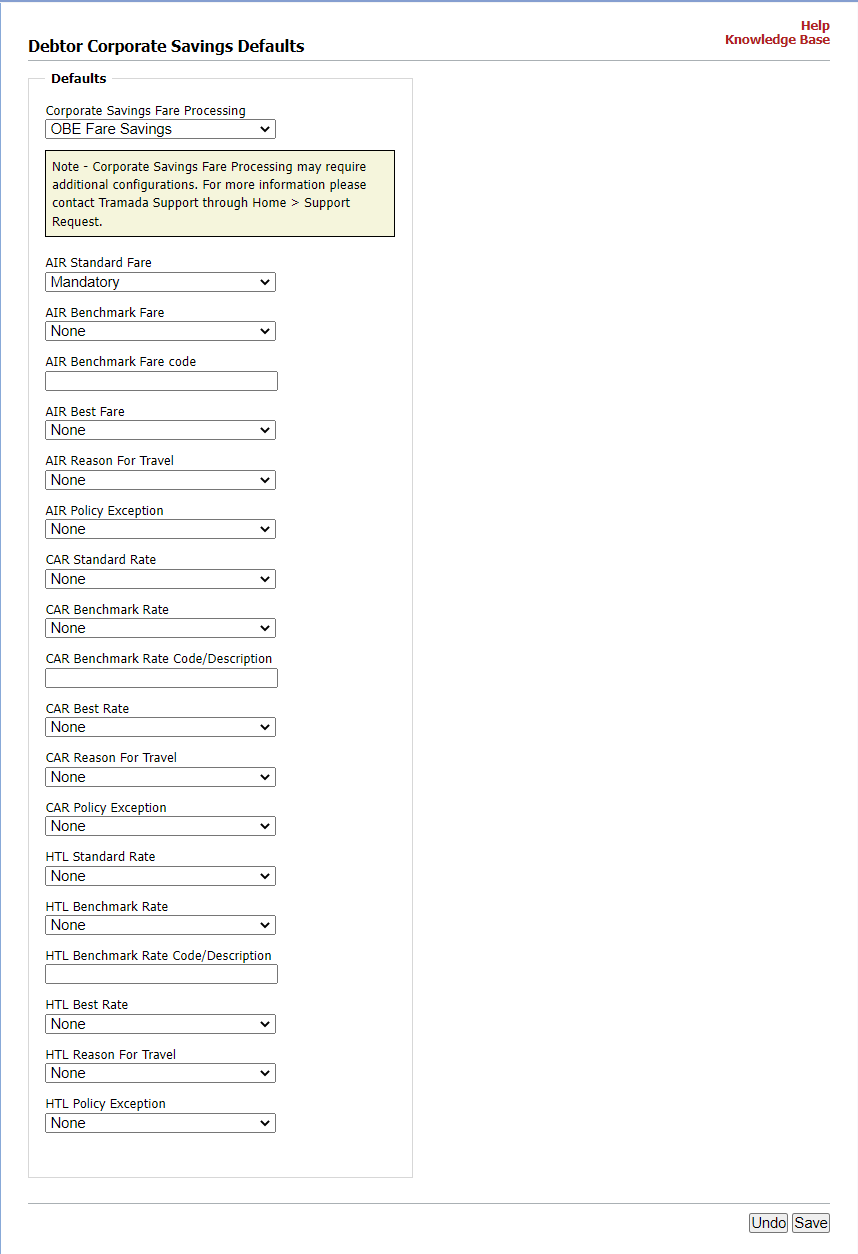


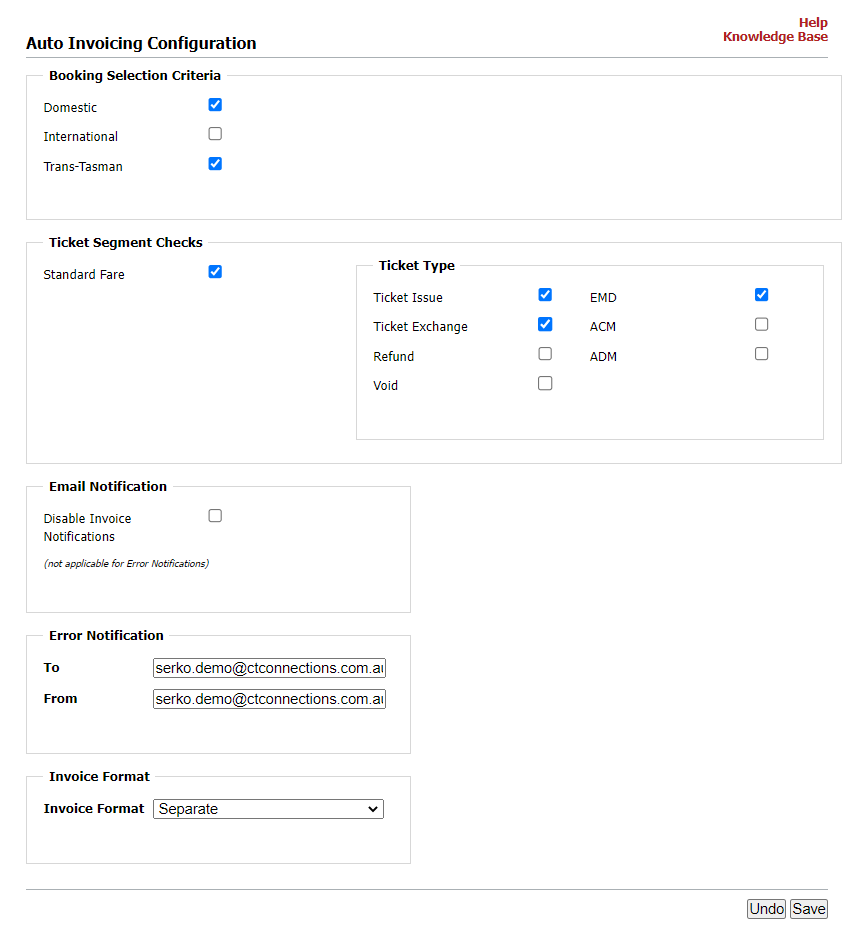












Graphical user interface, text, application, email

Description automatically generated

Graphical user interface, text, application

Description automatically generated

Graphical user interface, text, application, email

Description automatically generated

**Serko Build Basics**

**Areas required to be accessed for a new build:**

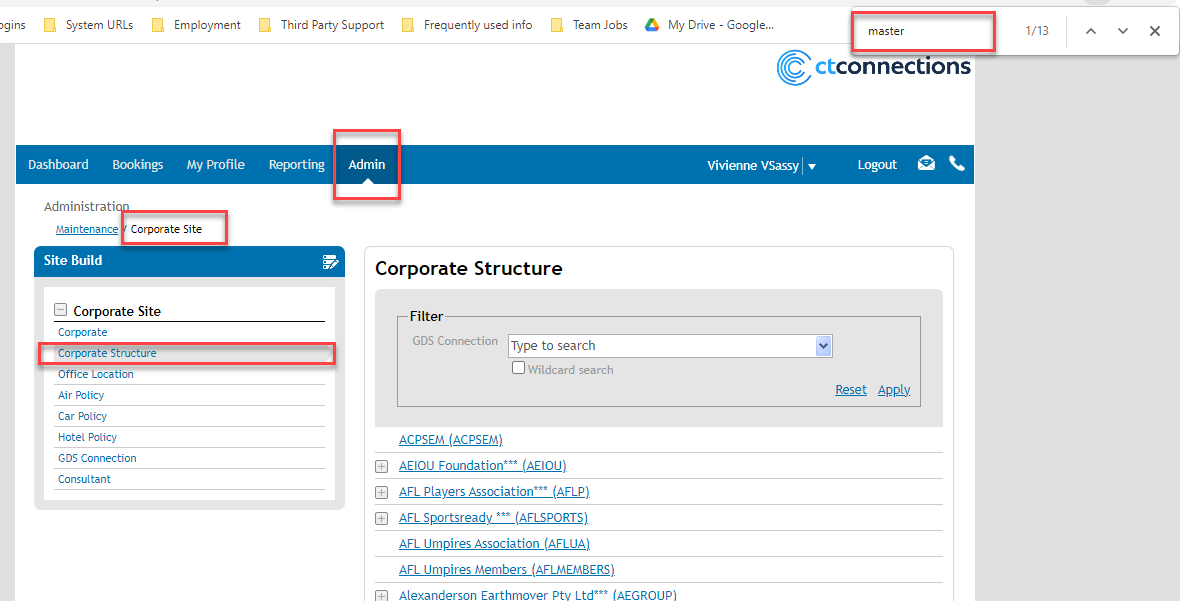
Graphical user interface, text, application

Description automatically generated

**STEPS**

1. Clone Master Corporate Profile to create new Master Corporate for Debtor

* Find and Open Master Corporate
* Clone



Graphical user interface, text, application

Description automatically generated

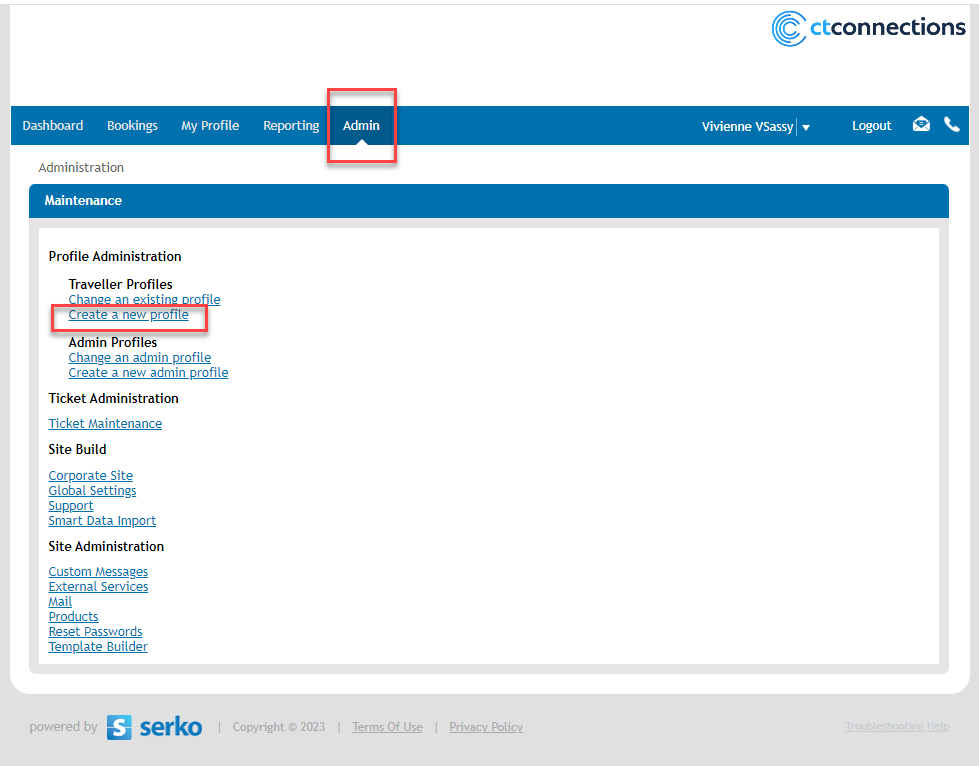
Graphical user interface, application

Description automatically generated

1. Clone and Create Role Groups

|  |
| --- |
|  |
|  |
|  |

1. Create Arranger and Auth profiles



1. Dom/TT/Int Car Policy created and linked to master corp

Graphical user interface

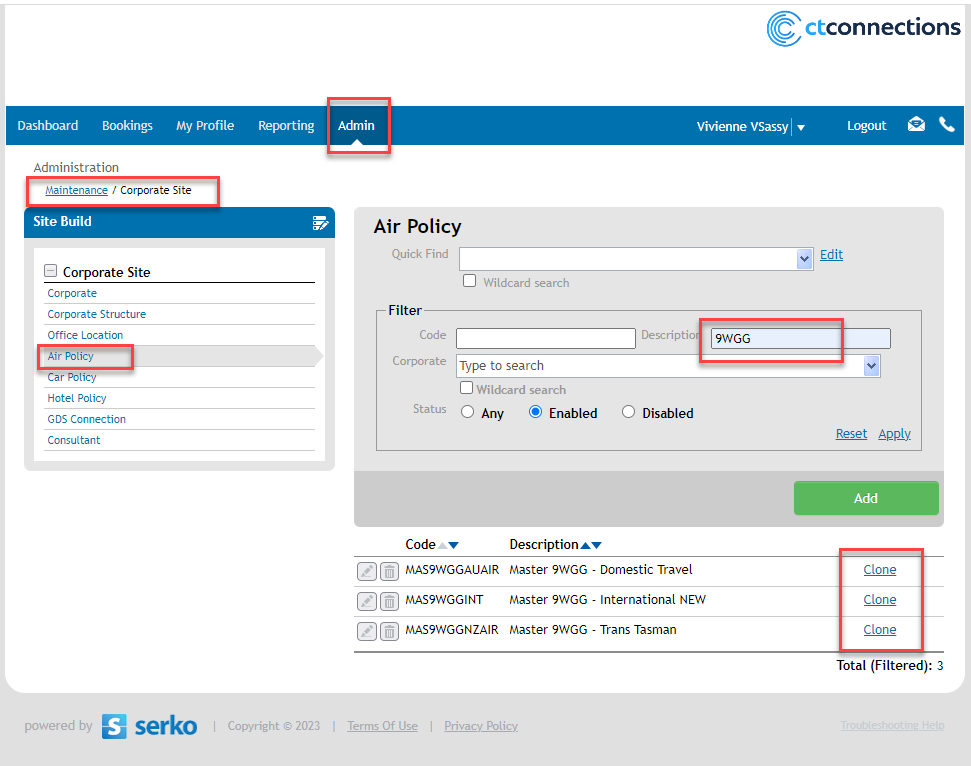
Description automatically generated

1. Dom/TT/Int Hotel Policy created and linked to master corp

Graphical user interface, website

Description automatically generated

1. Dom/TT/Int Air Policy created and linked to master corp

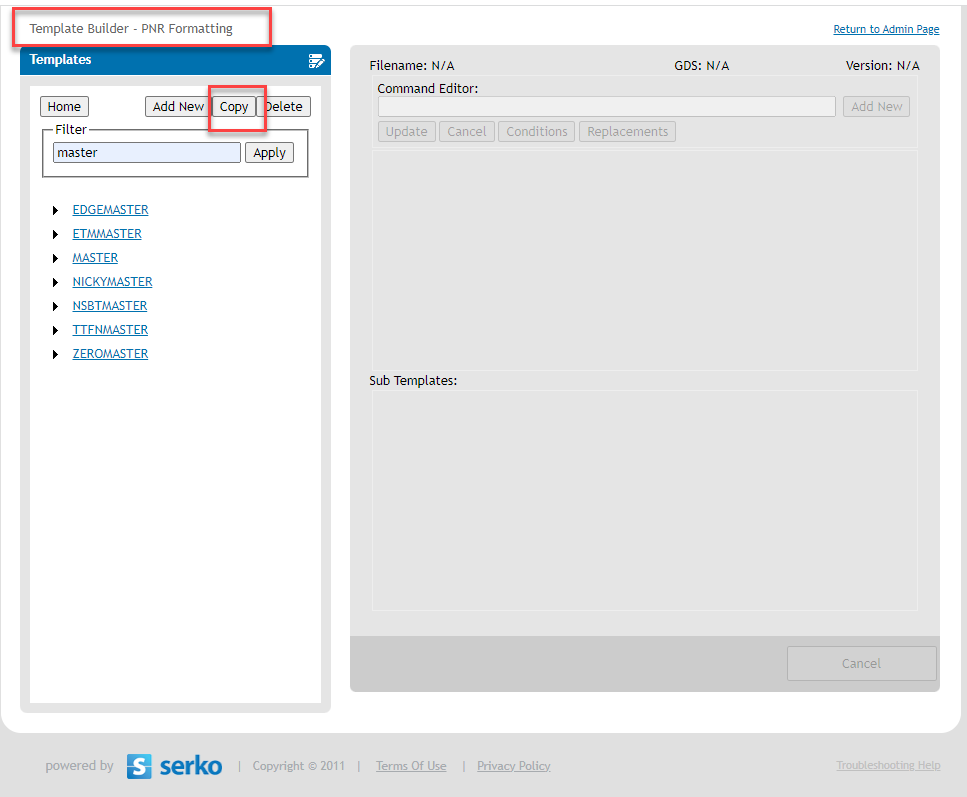


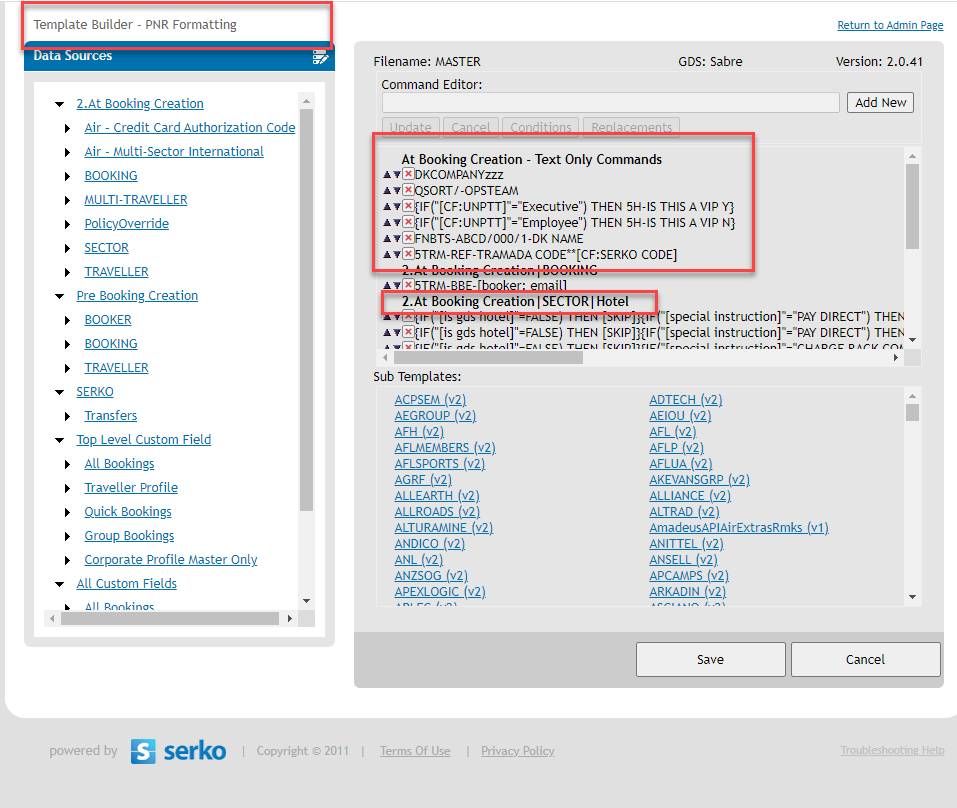
1. Air policies linked to Car and Hotel Policies

Graphical user interface, text, application

Description automatically generated

1. Create PNR Template and configure





Graphical user interface, text, application

Description automatically generated

1. Configure Master corp with correct emails, queues etc. Have marked all areas we configure in large screen shot at bottom of doc.
2. Upload Cost Centres – Either by cloning or an upload. (not to be included in RPA)
3. Upload Profiles – By an upload. (not to be included in RPA)

Graphical user interface, application

Description automatically generated