

# **PERIOD ACTIVITY REPORT APP**

Quick Reference Version 2021

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## PERIOD ACTIVITY REPORT APP-General Information

The Period Activity Report APP consolidates data for specified dates or for an entire BSP reporting period and exports it to Excel, CSV, XML or JSON format.

### **PERIOD ACTIVITY REPORT-Display**

The Period Activity Report APP can be displayed with following format:

Format:	Explanation:
#HMPP	Display the Period Activity Report for your own office

HMPP Report			x
Select date from:	Select date to:	Select export format:	
13.09.2021	19.09.2021	Excel 🗸	EXPORT

You will get this screen where you can select the "date from", "date to" and the export format.

#### Please note:

- The tool automatically defaults to the last whole week (Monday to Sunday)
- If you select a range of more than 7 days, you will get a message informing you that the report could take some time to finish.

Informati	on	×
j	You have selected a range of 9 days A report for more than 7 days could take a long time to complete.	
	ОК	

• If you select a range of more than 90 days, you will get a warning that this is not supported – you may try to run the report anyway but it might take a very long time to complete, stop if "max output is reached" or show incomplete data.

Warning		×
<b></b>	You have selected a range of 101 days A report for more than 90 days is not supported This will take a long time to complete and might not include all informations.	
	ОК	

• If the maximum output is reached you will get this message – in this case, try to select a smaller time range and run the report again.



## **PERIOD ACTIVITY REPORT-Export Formats**

The following export formats are supported:

HMPP Report			x
Select date from:	Select date to:	Select export format:	
13.09.2021	19.09.2021	Excel 🗸	EXPORT
		Excel	
		Excel (compatible)	
		CSV	
		XML	
		JSON	

Note: if your export to "Excel" fails with an error message you may want to try "Excel (compatible)"

## **PERIOD ACTIVITY REPORT-Abbreviation Explanation (HOST Format)**

CURRENCY CODE CHF	IATA-9	9999992	TOTAL 00001
TICKET NBRCONJ	DATE AGENT	STOCK NBR HOST SCN	STP/CBSTP
AL M DT FP TT MR BASE/EQV TAX 1	PASSENGER TOTAL TAX 2	BFRLOC TAX TAX 3 NF	INVNBR COM AMT *FEES

TICKET NBR	Ticket Number
CONJ	Conjunction Ticket Number
AGENT	Ticketing agent's sign-on
STOCK NBR HOST SCN	Stock control number
STP/CBSTP	STP IATA Number

CURRENCY CODE CHF	IATA-9	99999992	TOTAL 00001
TICKET NBRCONJ	DATE AGENT	STOCK NBR HOST SCN	STP/CBSTP
ALM DT FP TT MR	PASSENGER	BFRLOC	INVNBR
BASE/EQV	TOTAL	TAX	COM AMI
TAX 1	TAX 2	TAX 3 NF	*FEES

AL	Airline Code	
м	Ticket media – Paper or Electronic Ticket	
DT	<ul> <li>Document Type:</li> <li>BT (Bulk)</li> <li>ED (EMD)</li> <li>IT (Tour)</li> <li>NR (Net)</li> </ul> Note: Net Remit includes tickets issued with modifiers AL ASE, IF, NF, NR, NR, NR, NR, NR, NR, NR, NR, NR, NR	
	and VC. A non-IT/BT/NR ticket will show blank.	
FP	<ul> <li>Form of payment codes:</li> <li>Cash (S)</li> <li>Check (CK)</li> <li>Invoice (IN)</li> <li>Miscellaneous (MS)</li> <li>Non-refundable (NONREF)</li> <li>Credit card (CC two letter code)</li> </ul>	
тт	<ul> <li>Transaction Type Code:</li> <li>Exchange with additional collection (XA)</li> <li>Exchange with refund (XR)</li> <li>Exchange with even exchange (XE)</li> <li>TRNE refund (RF)</li> <li>TRNC cancel refund (RC)</li> <li>Void by agent (VA)</li> <li>Void by Electronic Ticket No Response from Vendor – e-ticket only (VN)</li> <li>Void of a test ticket (VN)</li> </ul>	
MR	Multiple receivable	
PASSENGER	Passenger Name	
BFRLOC	Booking File Locator	
INVNBR	Invoice number	

CURRENCY CODE CHF	IATA-9	99999992	TOTAL 00001
TICKET NBRCONJ	DATE AGENT	STOCK NBR HOST SCN	STP/CBSTP
AL M DT FP TT MR	PASSENGER	BERLOC	TNVNBR
BASE/EQV	TOTAL	TAX	COM AMT
TAX 1	TAX 2	TAX 3	*FEES
		NE	

BASE/EQV	Base fare/equivalent fare
TOTAL	Total fare
ТАХ	Total Tax
СОМ АМТ	Commission Amount
ΤΑΧ 1 ΤΑΧ2 ΤΑΧ3	
*FEES	OB Fees

#### PERIOD ACTIVITY REPORT Example Excel Format

After the Export is completed, file land path location will be shown in Smartpoint.

FINISHED >HMPP/13SEP-19SEP. - PLEASE CHECK EXPORTED EXCEL DATA. FILE: HMPP\_REPORT\_0X7K\_13SEP-19SEP\_2021-24-20\_16-24.XLSX PATH: C:\USERS\C004942\APPDATA\ROAMING\TRAVELPORT

RecLoc 1	Date *	Agent 💌	CarrierCode 💌	Carri 💌	TicketNum	<ul> <li>Tick</li> </ul>	etSta 🝷	Name	- Pa	ayment 💌	BaseEqv 💌	Тах 💌	Total 💌	Commision 💌	Tax1Amount 💌	Tax1	Tax2Amo 🔻	Tax21 -	Tax3An 👻	Tax3 -	Fee 🔻	DocumentType 💌
061XXX	18SEP	X7KMCO	LX	724	9XXXXXXXXX			TEST/CLARAMRS	S		1028.00	440.65	1468.65	0.00	31.50	СН	46.25	DW	362.90	XT		IT
			LH	220	9XXXXXXXXX			TEST/ULRICHMR	S		1089.00	649.55	1738.55	0.00	35.00	СН	23.75	RA	590.80	XT		
			LX	724	9XXXXXXXXX	XA		TEST/DARIOMR	S		440.00	79.65	91.65	0.00	0.00		16.55	GB	63.10	XT		
			EK	176	9XXXXXXXXX			TEST/DANIEL	S		613.00	159.50	772.50	0.00	31.50	CH	17.60	F6	110.40	XT		BT
			EK	176	9XXXXXXXXX	XE		TEST/DOMINIKMR			1345.00	0.00	0.00	0.00	0.00							BT
				235	9XXXXXXXXX	VN																
			KM	643	9XXXXXXXXX			TEST/ANNAMRS	S		8.00	0.00	8.00	0.00	0.00		0.00		0.00			ED
			LX	724	9XXXXXXXXX			TEST/BEAMRS	IN	4	348.00	680.00	1028.00	0.00	31.50	СН	1.70	EV	646.80	XT		IT
			ET	071	9XXXXXXXXX	RF		TEST/CMRS	S		174.00	209.45	383.45	10.77	0.00							
				275	9XXXXXXXXX	VA																
			LH	220	9XXXXXXXXX			TEST/LISAMRS	V	1	183.00	117.00	300.00	0.00	16.55	GB	11.35	R1	89.10	XT	8.85	

## PERIOD ACTIVITY REPORT Example CSV Format

> FINISHED >HMPP/13SEP-19SEP· - PLEASE CHECK EXPORTED CSV DATA.
FILE: HMPP_REPORT_74TV_13SEP-19SEP_2021-06-21_17-06.CSV
PATH: C:\USERS\C004942\APPDATA\ROAMING\TRAVELPORT \0001.07.TRAVELPORT.AUSTRIA.DOGS\HMPP-REPORTS

\*HMPP\_REPORT\_74TV\_13SEP-19SEP\_2021-06-21\_17-06.CSV - Notepad

HMMPP, REPORT\_MTL135EP-1958P\_2021-06-21\_17-06.L3V - Notepad
File Edit Format View Help
RecLoc, Date, Agent, CarrierCode, CarrierNum, TicketStatus, Name, Payment, BasEqv, Total, Tax, Commision, TaxlAmount, TaxlName, Tax2Amount, Tax2Name, Tax3Amount, Tax3Name
04GOXX, 185EP, X7NIK, LX, 724, 9000000000X, JEST/CHRISTOP, VI, 115.00, 223. 60, 108.60, 0.00, 31.20, CHR, 0.00, 31.50, CHR, 24, 900, 31.50, CHR, 27, 900, 31.50, CHR, 24, 9000000000, JEST/CHRISTOP, VI, 113.80, 000, 017.00, 000, 31.50, CHR, 24, 900, 31.50, CHR, 24, 90000000000, JEST/CHRISTOP, VI, 113.80, 000, 017.60, 000, 31.50, CHR, 24, 900, 31.50, CHR, 24, 90000000000, JEST/CVIIIAUMAR, VI, 346, 000, 31.50, CHR, 24, 900, 31.50, CHR, 24, 90000000000, JEST/CVIIIAUMAR, 91, 356, 000, 31.50, CHR, 25, JD, 79, 40, XT
6630MM, 135EP, X7KIK, LX, 724, 900000000000, JEST/CVIIIAUMAR, VI, 346, 000, 31.50, CHR, 25, JD, 79, 40, XT
6630MM, 135EP, X7KIK, SH, 682, 90000000000, JEST/CVIIIAUMAR, VI, 497.00, 782.45, 265.45, 0.00, 10.85, DE, 14.00, 0Y, 260.60, XT

1. Open Excel to import CSV file

	- step 1 of 3					ſ	^
he Text Wizard has	determined that	t your data is [	Delimited.				
this is correct, cho	ose Next, or cho	ose the data t	ype that bes	st describes you	r data.		
Original data type							
Chasse the file typ	that best desc	ribes your dat	a:				
Delimited	- Characters su	uch as comma:	s or tabs seg	parate each field	d.		
Fixed width	- Fields are ali	gned in colum	nns with spa	aces between ea	ach field.		
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My data has head Preview of file C:\U	ders. Jsers\c004942\Ap	pp\HMPP_REI	PORT_74TV_	13SEP-19SEP_2	021-06-21_17-0	6.CSV.	^
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My data has head Preview of file C:\U 1 2 3 4 5 5 4 5	ders. Jsers\c004942\Ap	pp\HMPP_REI	PORT_74TV_	.135EP-195EP_2	021-06-21_17-0	6.CSV.	^ . ~ . ~
My data has head Preview of file C:\L 1 2 3 4 5 4 5	ders. Jsers\c004942\Ap	pp\HMPP_REI	PORT_74TV_	_13SEP-19SEP_2	021-06-21_17-00	6.CSV.	^ >

2. Klick on next and tick Tab and Comma

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RecLoc	Date	Agent	CarrierCode	CarrierNum	TicketNum	TicketStatus RF	Name H A I S	
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RecLoc	Date	Agent	CarrierCo	CarrierNu	TicketNu	TicketSta	Name	Payment	BasEqv	Total	Тах	Commisio	Tax1Amo	Tax1Nam	Tax2Amo	Tax2Nam	Tax3Amo	Tax3Name	e
*****	18. Sep 7		LX	724			H	I VI	249	250.75	1.75	0	0.05	JD	1.7	YR	0		
	16. Sep 7		LX	724			A	/vi	115	223.6	108.6	0	31.2	СН	13.1	GR	64.3	ХТ	
	15. Sep 7		LX	724		RF	Т	IVI	396	523.1	127.1	0	31.5	СН	7.2	JD	88.4	хт	
	14. Sep 7		LH	220			S S	IVI	183	300	117	0	16.55	GB	11.35	R1	89.1	XT	
	13. Sep 7		LX	724			N	NVI	365	483.15	118.15	0	31.5	СН	7.25	JD	79.4	ХТ	
	13. Sep 7		LX	724			e i	NVI	365	483.15	118.15	0	31.5	СН	7.25	JD	79.4	XT	
	13. Sep 7		LH	220			A :	(VI	393	500.9	107.9	0	11.15	DE	16.7	OY	80.05	XT	
	13. Sep 7		SN	82			S J	IVI	497	782.45	285.45	0	10.85	DE	14	OY	260.6	ХТ	

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