TRAVELPORT

PERIOD ACTIVITY REPORT APP

Quick Reference

Version 2021

CONTENTS

PERIOD ACTIVITY REPORT APP-General Information 2
PERIOD ACTIVITY REPORT-Display 2
PERIOD ACTIVITY REPORT-Export Formats 3
PERIOD ACTIVITY REPORT-Abbreviation Explanation (HOST Format) 3
PERIOD ACTIVITY REPORT Example Excel Format 5
PERIOD ACTIVITY REPORT Example CSV Format 5

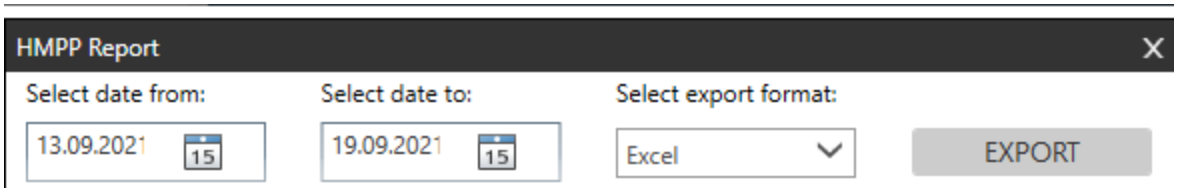
PERIOD ACTIVITY REPORT APP-General Information

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:

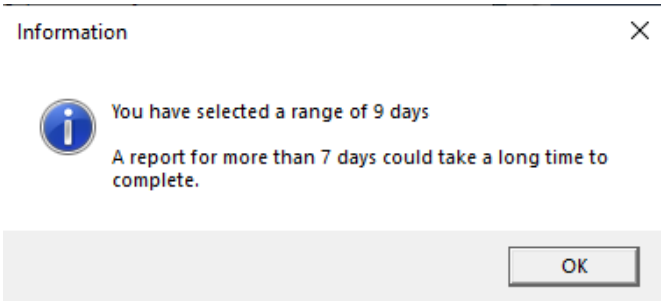
Format:	Explanation:
#HMPP	Display the Period Activity Report for your own office



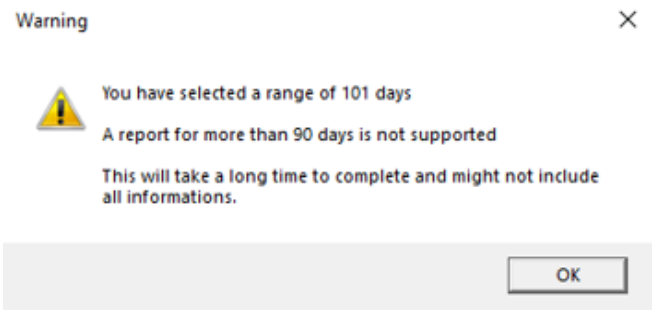
You will get this screen where you can select the “date from”, “date to” and the export format.

Please note:

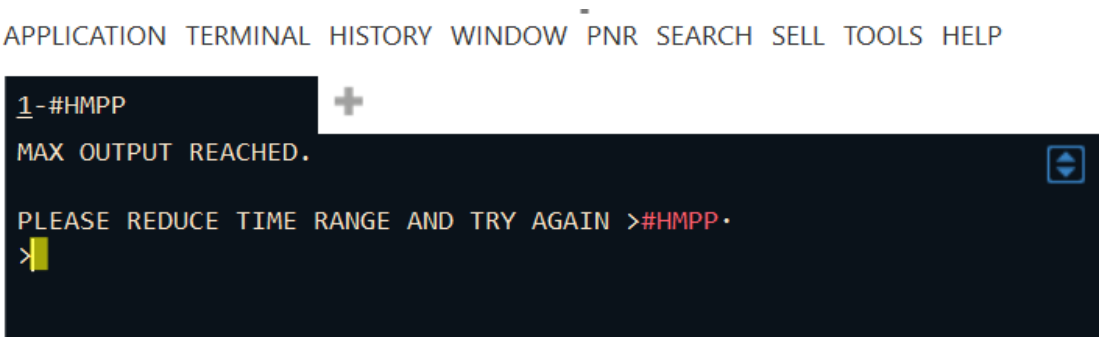
- The tool automatically defaults to the last whole week (Monday to Sunday)
- If you select a range of more than 7 days, you will get a message informing you that the report could take some time to finish.



- 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.

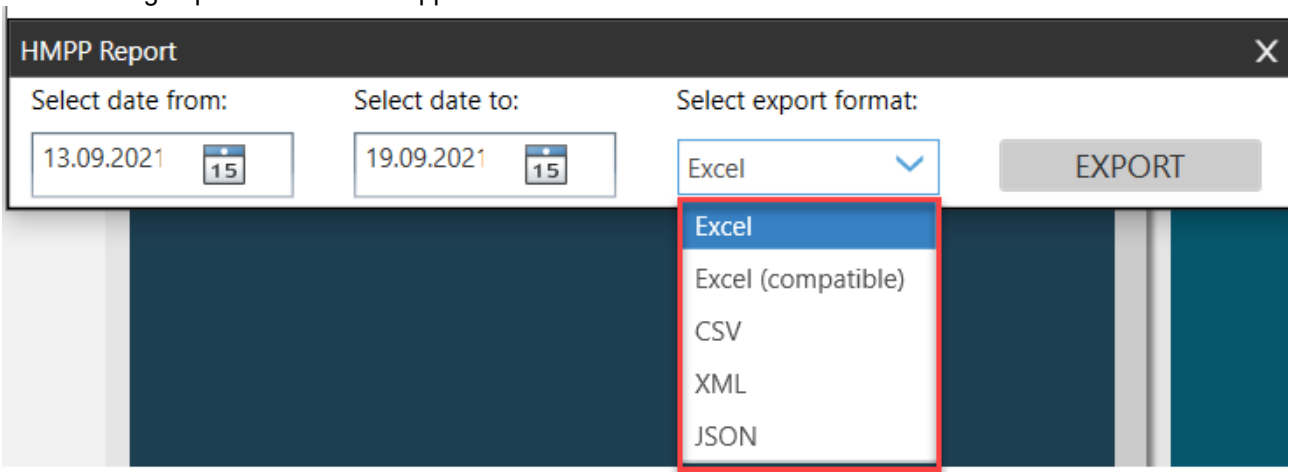


- If the maximum output is reached you will get this message – in this case, try to select a smaller time range and run the report again.



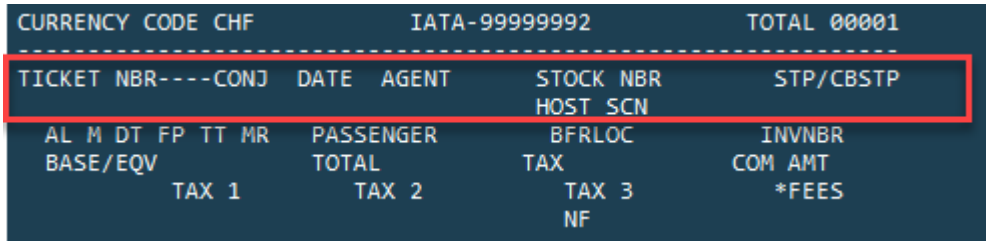
PERIOD ACTIVITY REPORT-Export Formats

The following export formats are supported:

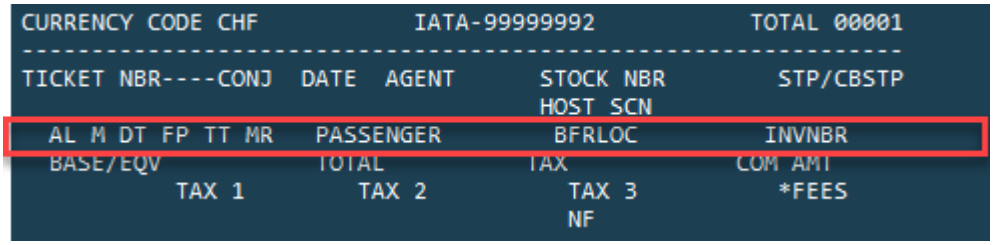


Note: if your export to "Excel" fails with an error message you may want to try "Excel (compatible)"

PERIOD ACTIVITY REPORT-Abbreviation Explanation (HOST Format)



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



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

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

BASE/EQV	Base fare/equivalent fare
TOTAL	Total fare
TAX	Total Tax
COM AMT	Commission Amount
TAX 1 TAX2 TAX3	
***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
\0001.07.TRAVELPORT.AUSTRIA.DOGS\HMPP-REPORTS
```

RecLoc	Date	Agent	CarrierCode	Carri	TicketNum	TicketSta	Name	Payment	BaseEqv	Tax	Total	Commision	Tax1Amount	Tax1	Tax2Amo	Tax2	Tax3An	Tax3	Fee	DocumentType
061XXX	18SEP	X7KMCO	LX	724	9XXXXXXXXX		TEST/CLARAMRS	S	1028.00	440.65	1468.65	0.00	31.50	CH	46.25	DW	362.90	XT		IT
			LH	220	9XXXXXXXXX		TEST/ULRICHMR	S	1089.00	649.55	1738.55	0.00	35.00	CH	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	348.00	680.00	1028.00	0.00	31.50	CH	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	VI	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

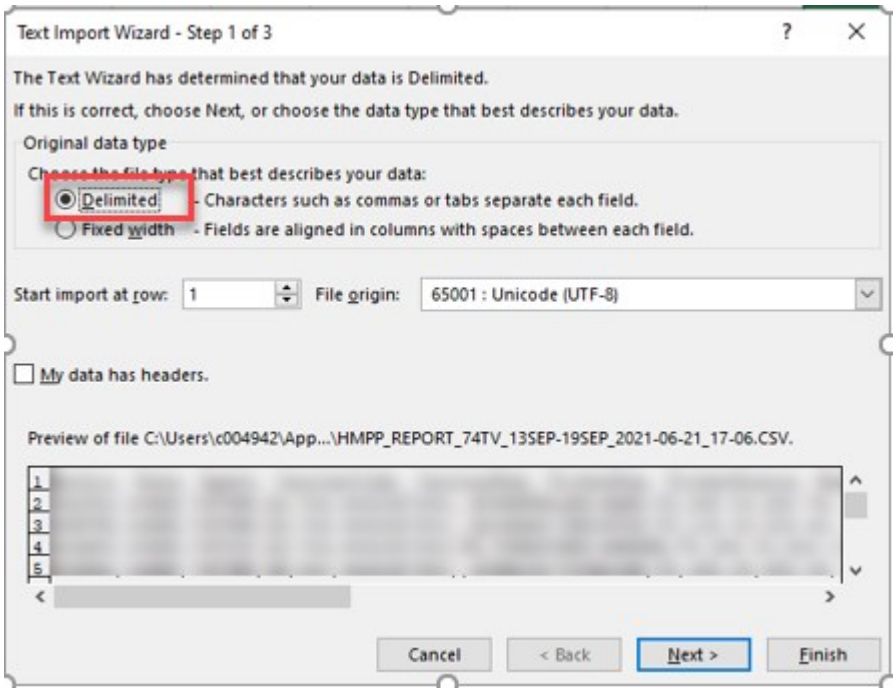
```
>
FINISHED >HMPP/13SEP-19SEP. - PLEASE CHECK EXPORTED CSV DATA.

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

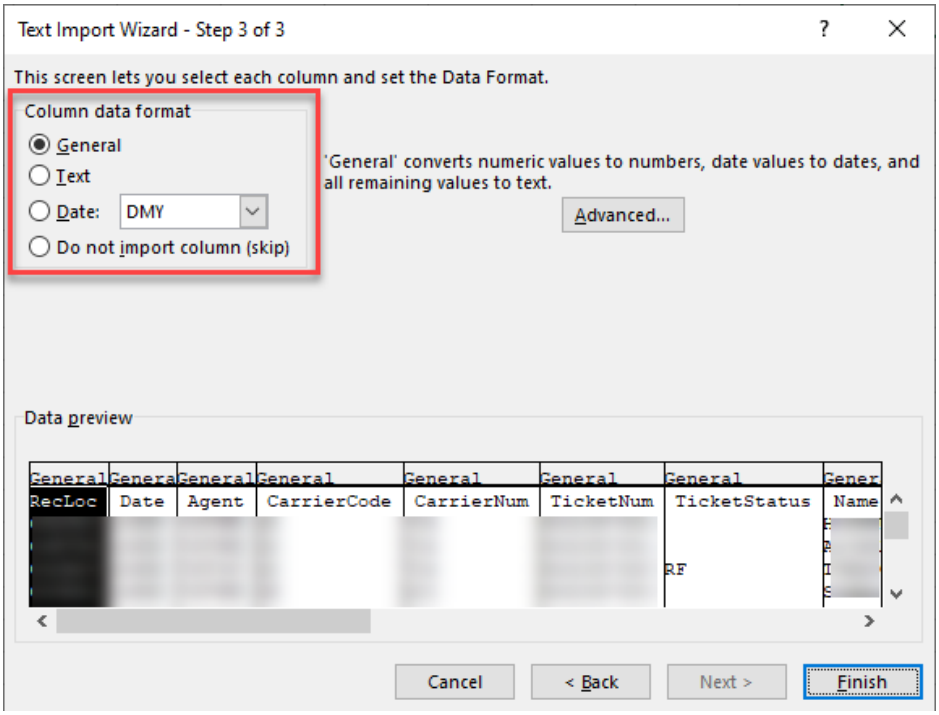
File Edit Format View Help

```
RecLoc, Date, Agent, CarrierCode, CarrierNum, TicketNum, TicketStatus, Name, Payment, BasEqv, Total, Tax, Commision, Tax1Amount, Tax1Name, Tax2Amount, Tax2Name, Tax3Amount, Tax3Name
04GXXX,18SEP,X7KNK,LX,724,9XXXXXXXXX,,TEST/RAMO,VI,249.00,250.75,1.75,0.00,0.05,JD,1.70,YR,0.00,
06KVVV,16SEP,X7KNK,LX,724,9XXXXXXXXX,,TEST/CHRISTOP,VI,115.00,223.60,108.60,0.00,31.20,CH,13.10,GR,64.30,XT
042BBB,15SEP,X7K4T,LX,724,9XXXXXXXXX,RF,TEST/ANNAMR,VI,396.00,523.10,127.10,0.00,31.50,CH,7.20,JD,88.40,XT
063RRR,14SEP,X7KNK,LH,220,9XXXXXXXXX,,TEST/VITALISM,VI,183.00,300.00,117.00,0.00,16.55,GB,11.35,R1,89.10,XT
05XXXX,13SEP,X7KNK,LX,724,9XXXXXXXXX,,TEST/DOMINIQ,VI,365.00,483.15,118.15,0.00,31.50,CH,7.25,JD,79.40,XT
05XXXX,13SEP,X7KNK,LX,724,9XXXXXXXXX,,TEST/NATHALIE,VI,365.00,483.15,118.15,0.00,31.50,CH,7.25,JD,79.40,XT
0603MM,13SEP,X7KNK,LH,220,9XXXXXXXXX,,TEST/C,VI,393.00,500.90,107.90,0.00,11.15,DE,16.70,OY,80.05,XT
05ZVVV,13SEP,X7KNK,SN,082,9XXXXXXXXX,,TEST/VITASMR,VI,497.00,782.45,285.45,0.00,10.85,DE,14.00,OY,260.60,XT
```

1. Open Excel to import CSV file



2. Klick on next and tick Tab and Comma



RecLoc	Date	Agent	CarrierCo	CarrierNu	TicketNur	TicketStat	Name	Payment	BasEqv	Total	Tax	Commisic	Tax1Amo	Tax1Nam	Tax2Amo	Tax2Nam	Tax3Amo	Tax3Name
	18. Sep		LX	724				VI	249	250.75	1.75	0	0.05	JD	1.7	YR	0	
	16. Sep		LX	724				VI	115	223.6	108.6	0	31.2	CH	13.1	GR	64.3	XT
	15. Sep		LX	724		RF		VI	396	523.1	127.1	0	31.5	CH	7.2	JD	88.4	XT
	14. Sep		LH	220				VI	183	300	117	0	16.55	GB	11.35	R1	89.1	XT
	13. Sep		LX	724				VI	365	483.15	118.15	0	31.5	CH	7.25	JD	79.4	XT
	13. Sep		LX	724				VI	365	483.15	118.15	0	31.5	CH	7.25	JD	79.4	XT
	13. Sep		LH	220				VI	393	500.9	107.9	0	11.15	DE	16.7	OY	80.05	XT
	13. Sep		SN	82				VI	497	782.45	285.45	0	10.85	DE	14	OY	260.6	XT

Copyright © 2021 Travelport and/or its subsidiaries. All rights reserved.
Travelport provides this document for information purposes only and does not promise that the information contained in this document is accurate, current or complete. This document is subject to change without notice. No part of this document may be reproduced, stored in a retrieval system, or transmitted in any form or any means electronic or mechanical, including photocopying and recording for any purpose other than the licensee's personal use without the prior written permission of Travelport and/or its subsidiaries.