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Amadeus cytric Travel & Expense

Enterprise Reporting

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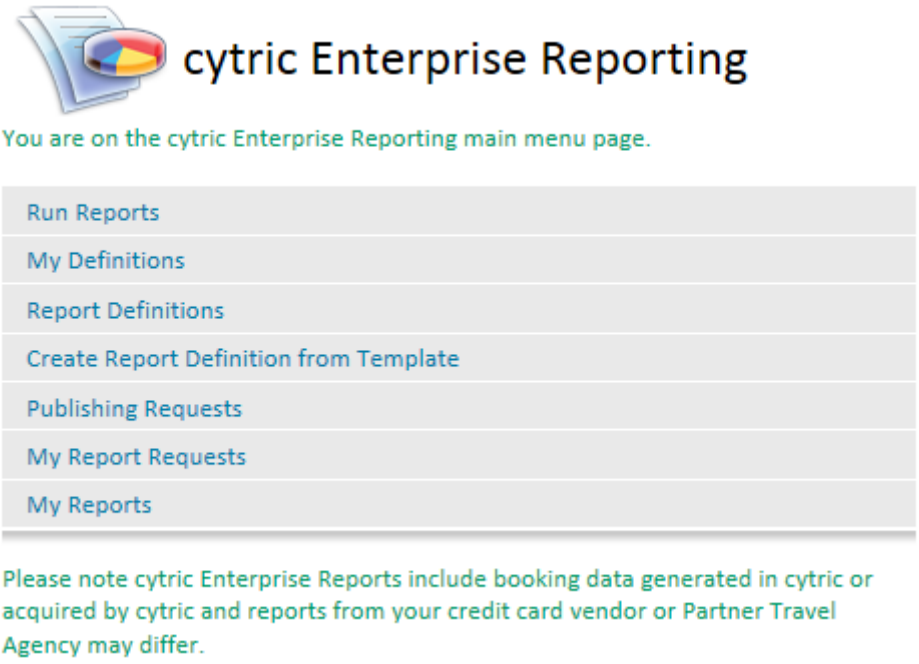
Introduction

The scope of this document is to give you an overview of the Amadeus cytric Travel & Expense Reporting Tool, taking into account the different roles, reports and flows available in the tool.

The cytric Enterprise Reporting Tool consists of a group of pre-defined templates, created by i:FAO, which the Corporation/TMC can use and customize according to their needs.

This tool is available in all the Amadeus cytric Travel & Expense versions: **Specialist, Business and Enterprise.**

Please find all the available options of the module below:



Note: Please refer to the **User Rights and Roles** chapter of this document to see the available options per role.

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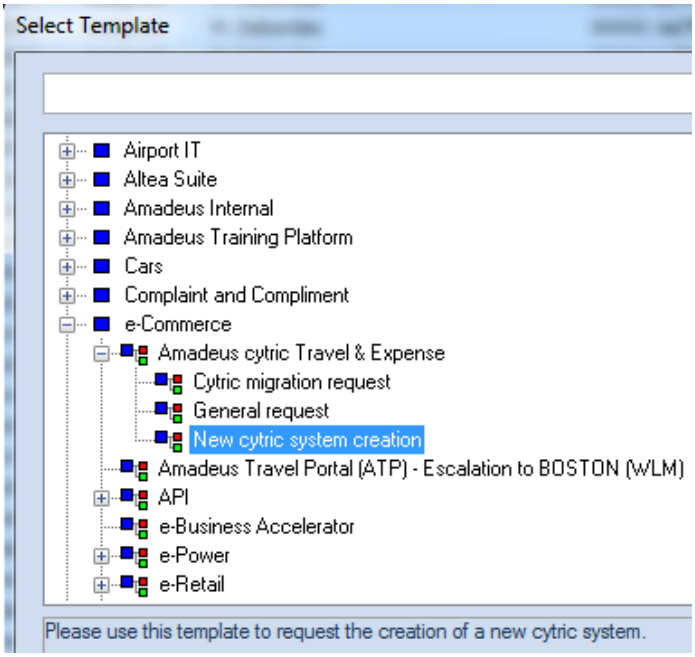
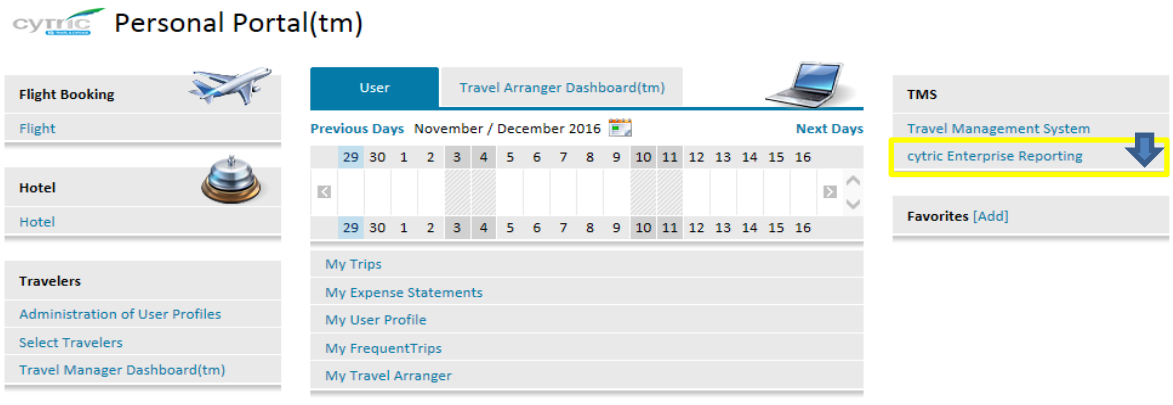
Chapter 1
Prerequisites

- Activation of the cytric Enterprise Reporting services in the system. The request must be done to ETVOrders through Winaproach using the **New cytric System Creation** template:



When the module is activated, the following option will appear under the TMS section:



- The TMS administration manager or the profile manager must grant access to the tool to the people who will interact with it. Refer to the **User Rights and Roles** chapter for details on the available roles for this feature

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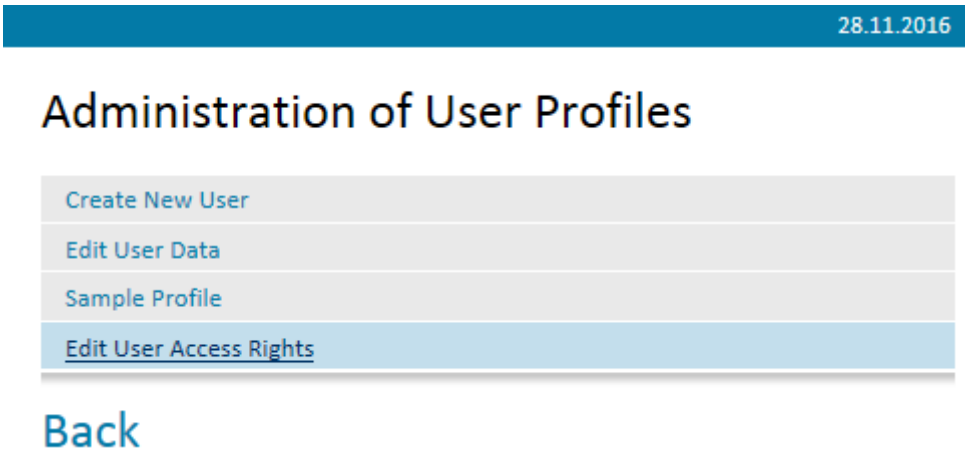
Chapter 2
User Rights and Roles

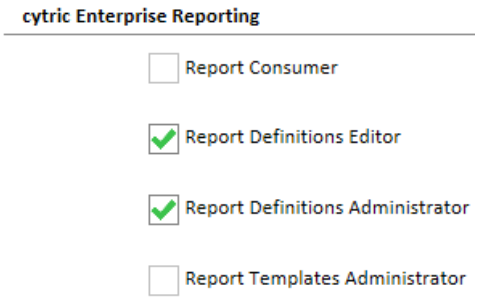
Amadeus cytric Travel & Expense has defined four different roles to manage the different tool options.

Depending on the needs, these roles can be assigned to a user. To do so, go to: **Personal Portal ™ > Administration of User Profiles > Edit User Access Rights**



Search for the specific user you want to grant access to the reporting tool. When you find them, select their user name and go to the cytric Enterprise Reporting section, and select the roles from the list of available rights for the system:

Here you can find four different roles, which are NOT mutually exclusive:

Role	Description
Report Definitions Editor (RDE)	The Report Definitions Editor is allowed to create new report definitions based on cytric pre-defined templates. In order to share these definitions with others, the Report Definitions Editor is allowed to send a publishing request to the Report Definitions Administrator.
Report Definitions Administrator (RDA)	The Report Definitions Administrator controls the access to report definitions and pre-defined reports They are allowed to publish or reject new report definitions that are developed by the Report Definitions Editor. The Report Definitions Administrator can run reports and register them for immediate, postponed or recurring execution. **Note:** The Report Definitions Administrator must also have the Report Definitions Editor role activated, in order to be able to approve or reject new reports. 
Report Template Administrator (RTA)	The Report Template Administrator can publish newly built reports on the system (created by i:FAO).
Report Receiver (RR)	The Report Receiver can open published Report Definitions and register them for immediate, postponed or recurring execution.

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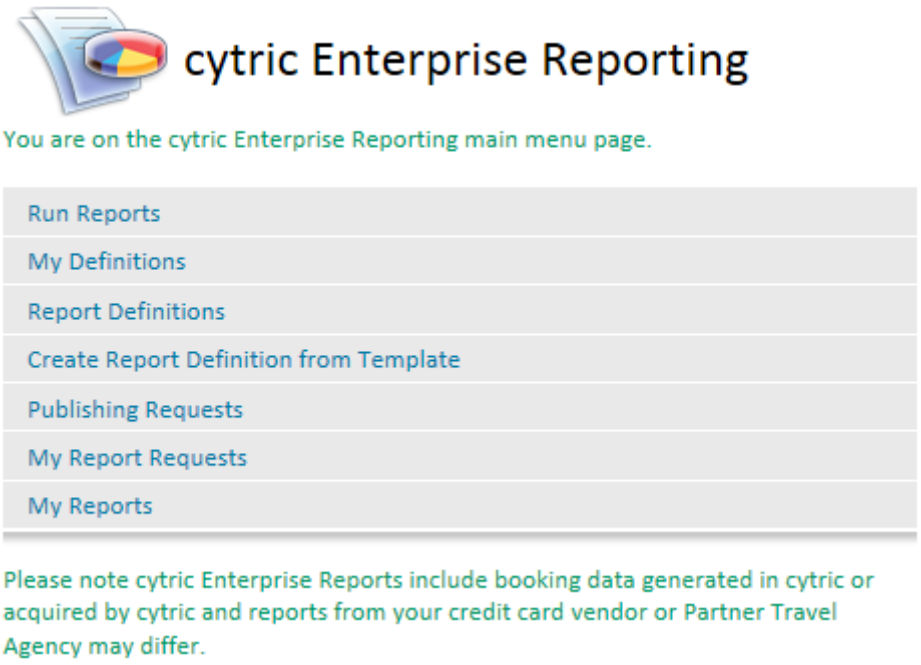
Chapter 3

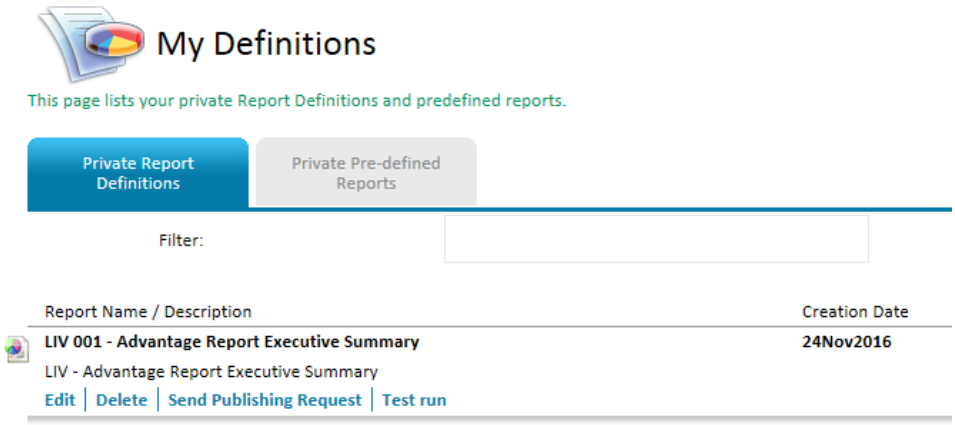
cytric Enterprise Reporting Options

The cytric Enterprise Reporting module offers the following options:



- Run Reports: this option will allow the users to run the published reports of the system (Public Report Definitions) and set the parameters required to extract the data depending on the needs, i.e.: dates, content sources, etc.

- My Definitions: under this option, the Report Definitions Editor will manage; edit, delete, send a publishing request or run a test, all the report definitions (drafts or published) created



- Report Definitions: under this option, the Report Definition Editor and the Report Definitions Administrator can manage, delete or edit, all the public and pre-defined reports published for the system, no matter who created them

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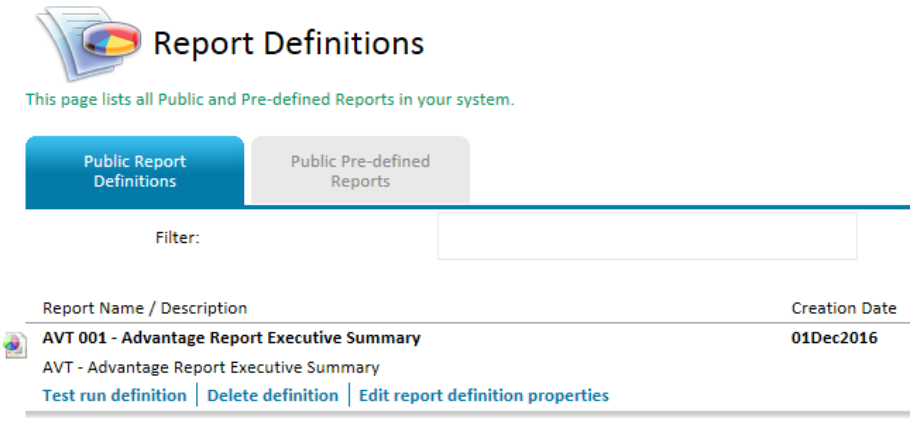
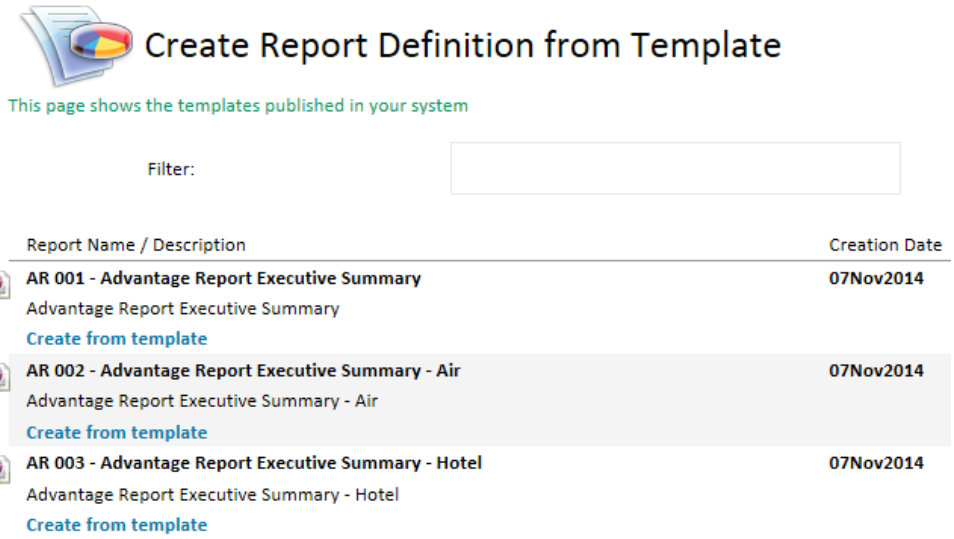
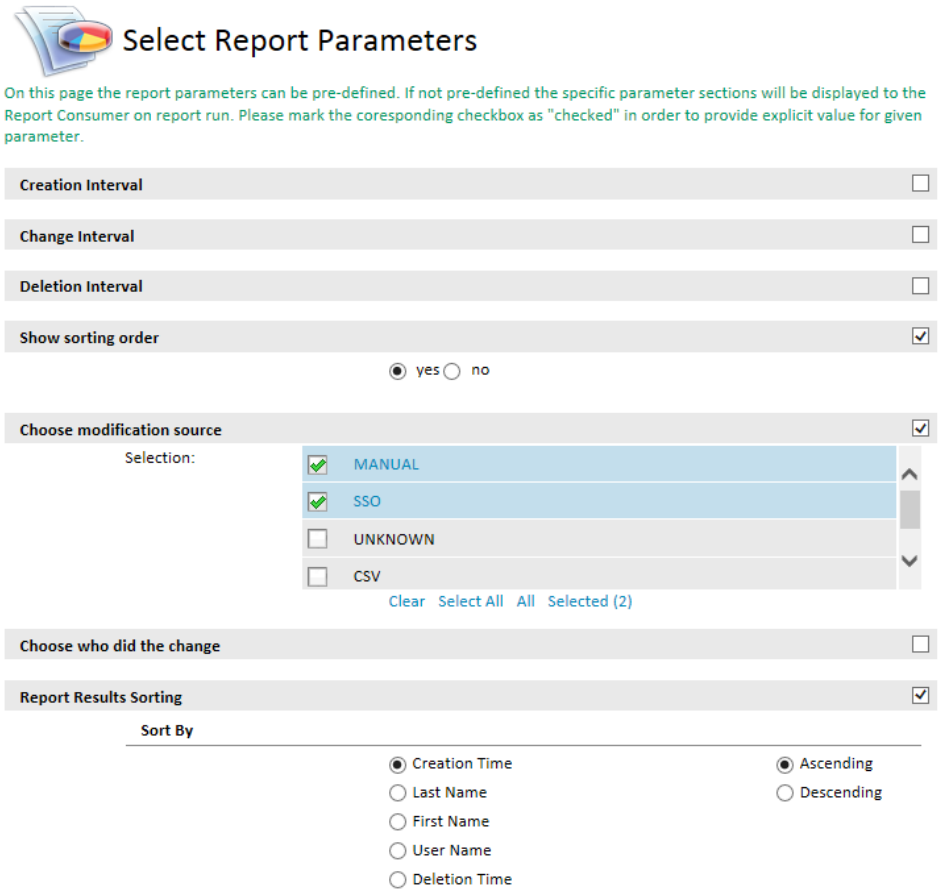


- Create Report Definition from Template: Allows the Report Definition Editor to create a new report based on a pre-defined cytric template



Note: The customization of the report does NOT mean that the structure of the report can be modified. It means that the data filters (parameters) and result sorting can be set depending on the needs

For example:



- Publishing Requests: here the Report Definition Administrator can see the Report Definitions pending for approval/publishing

- My Report Requests: here the user can only find the reports with a defined recurring run. The ones requested to be run immediately and, only these ones, do NOT appear in this view. The user is able to terminate the recurring report running when it is NOT needed anymore

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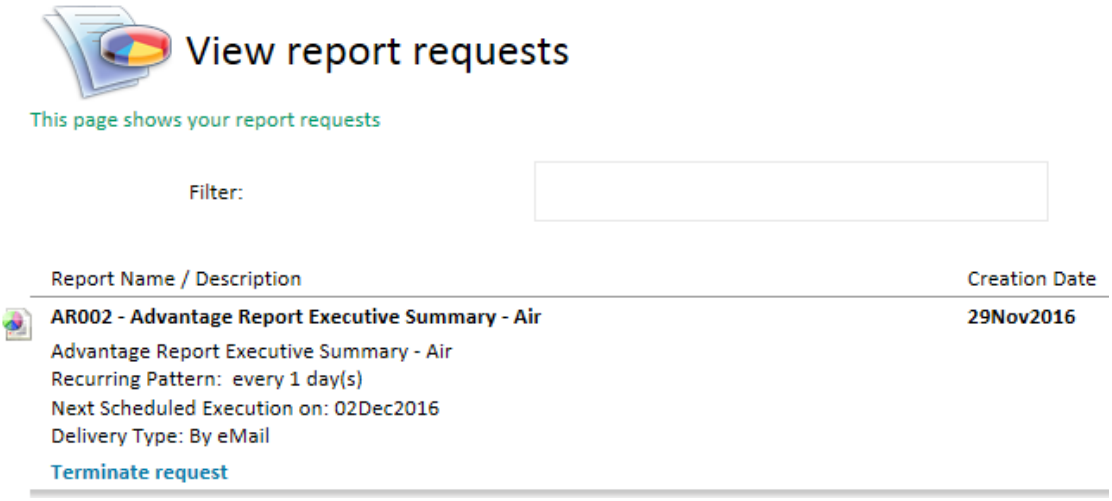


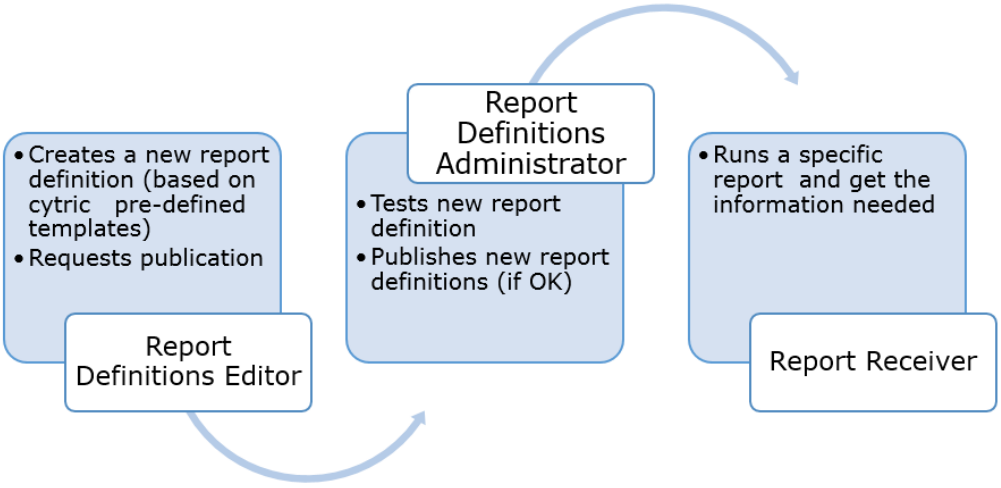
Note: According to the user's role, some features are enabled or disabled:

Options	***RDA***	***RDE***	***RTA***	***RR***
Run Reports / Request Report Execution	X	X	X	X
My Definitions		X		
Report Definitions	X	X		
Publishing Requests	X			
Create Report Definition from Template		X		
My Report Requests	X	X	X	X
My Reports	X	X	X	X

Chapter 4

General Workflow

Amadeus cytric Travel & Expense has, by default, some pre-defined templates, which can only be viewed by the users with the Report Definitions Administrator and/or Reports Definitions Editor role. In order to define the reports, which will be available for the rest of the users that have the Report Receiver role, this process has to be followed:



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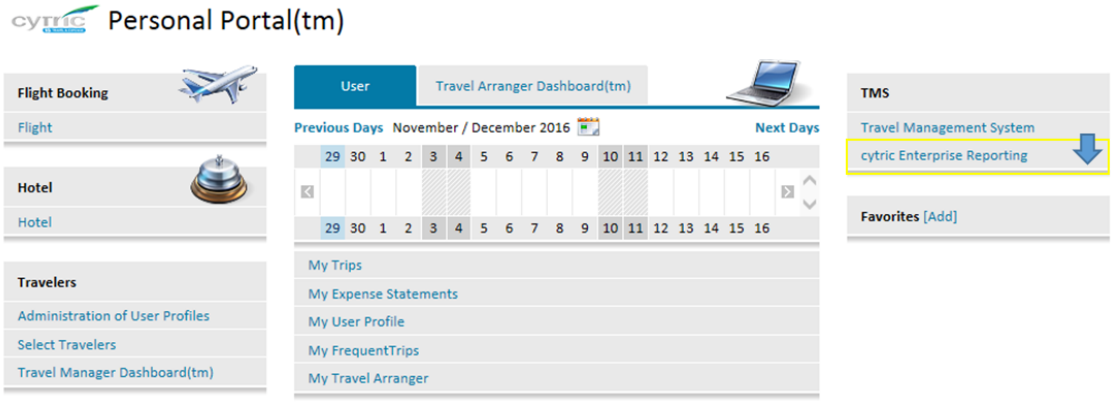
Chapter 5

How to Create a Report Definition

As shown in the previous section, report definitions must be created and published so that the final users have access (run) to the data (reports) they extract.

To do so, the Report Definitions Editor has to:

1. Login into cytric and go to the cytric Enterprise Report administration module:



2. Click on **Create Report Definition from Template**:

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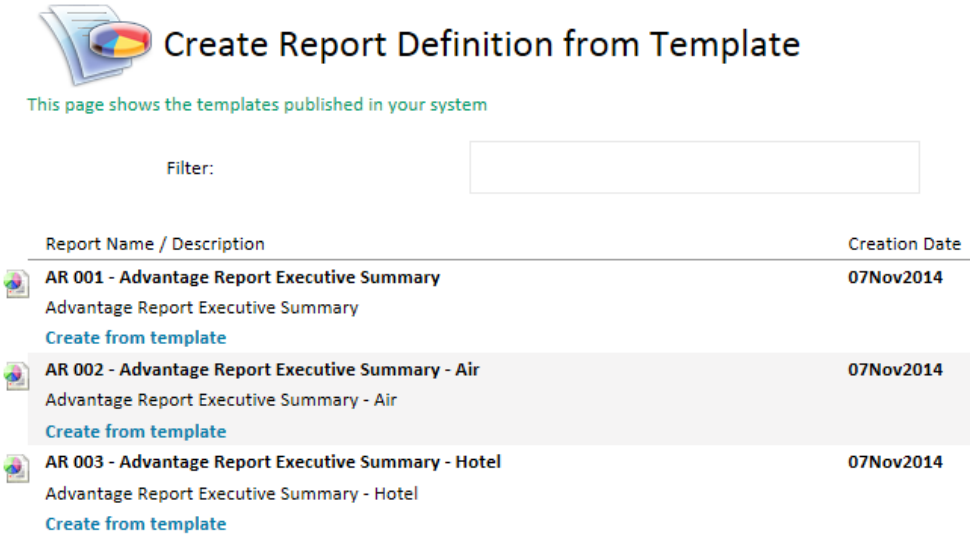
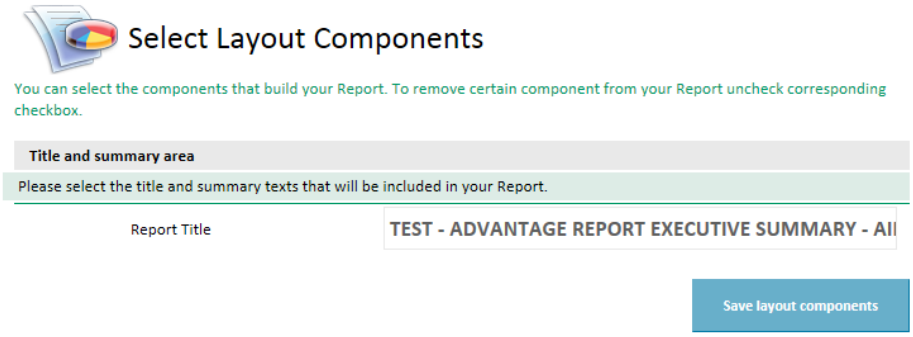
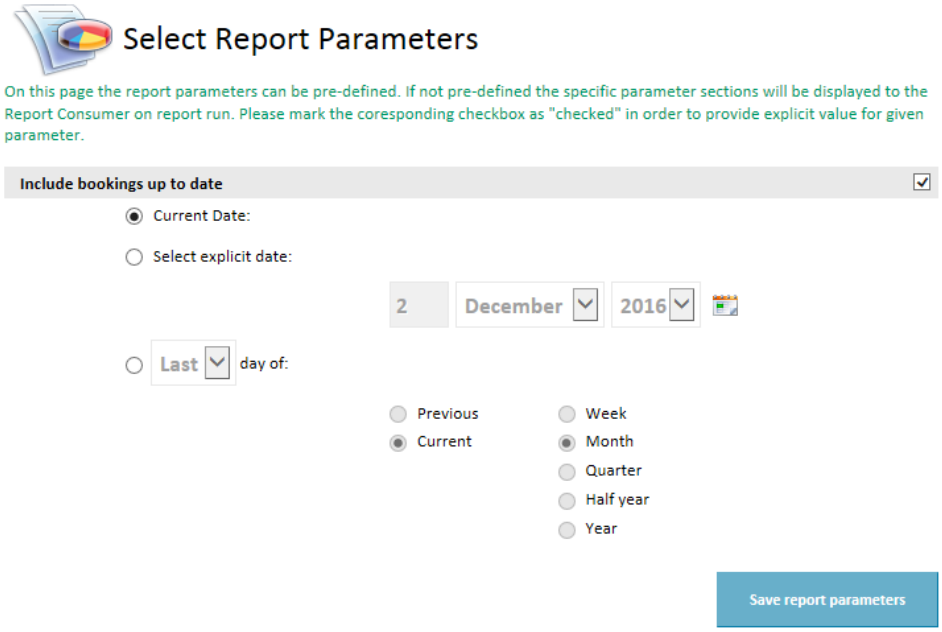
3. All the available cytric template reports are listed there. The Report Definitions Editor must select the one that will be used as a base for the new report, by clicking on the **Create from Template** link, right under the template:



4. Fill in the field with the name of the new report and click on the **Save Layout Components** button.



5. Depending on the report, a new window will open and only the parameters available for customization by the customer will appear. Fill in the information depending on the needs and click on **Save Report Parameters**. For example:



6. The Report Definitions Editor then has to specify the scope of the data which will be included in the report, select the appropriate option and click on **Save user specific data scope**.

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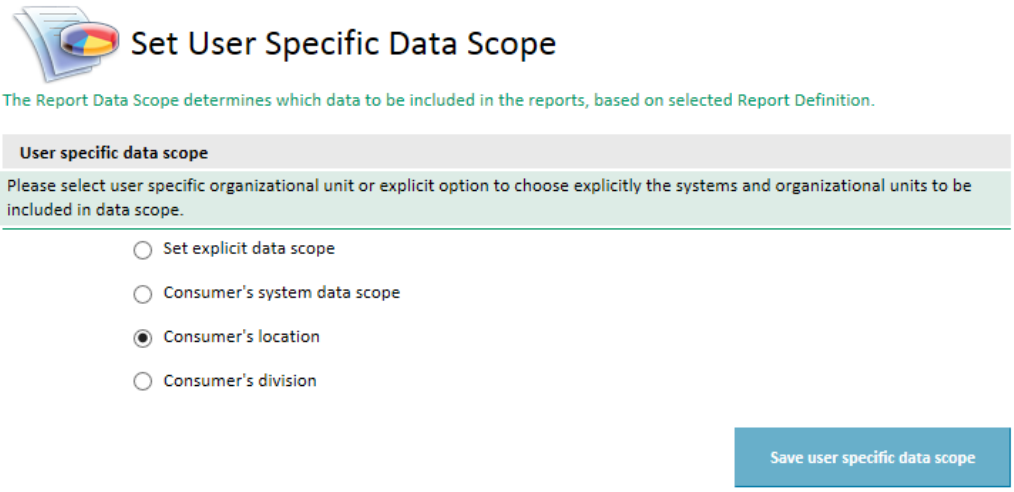
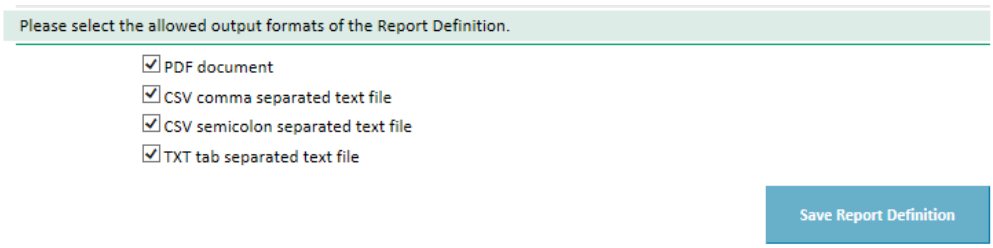


7. The Report Definitions Editor will be able to include a description of the report in all the different languages activated for the system. If needed, the title of the report can be changed:

8. cytric allows to have different types of output for the generation of reports. Select the ones that will be available for the report receivers and click on **Save Report Definition** to finish the process and create the draft of the report.



Note: In this stage the report definition is like a draft, and is NOT accessible by other users, unless it was published by the Report Definitions Administrator.

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Chapter 6

How to Request a Report Definition Publication

In order to have a Report Definition published and available for other users, it has to be sent to the Report Definitions Administrator for approval (publishing). To do so:

1. Go to the **My Definitions** option under cytric Enterprise Reporting:

2. Under the **Private Pre-defined Reports** tab, you will find all your report definitions. Look for the one that needs to be published and select the **Send Publishing Request** option.

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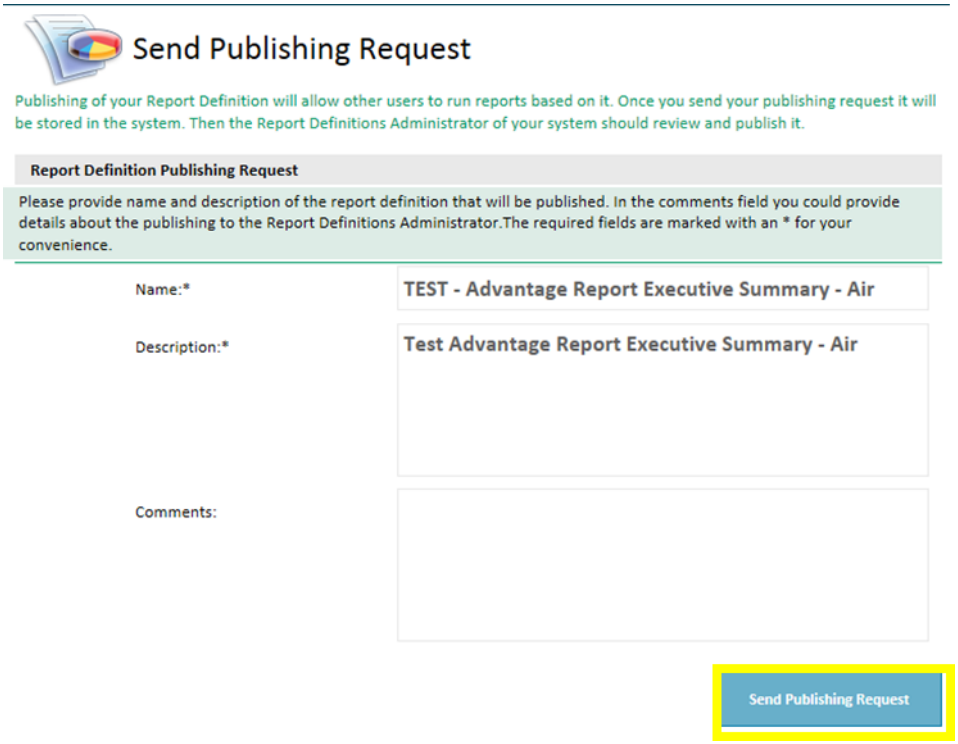
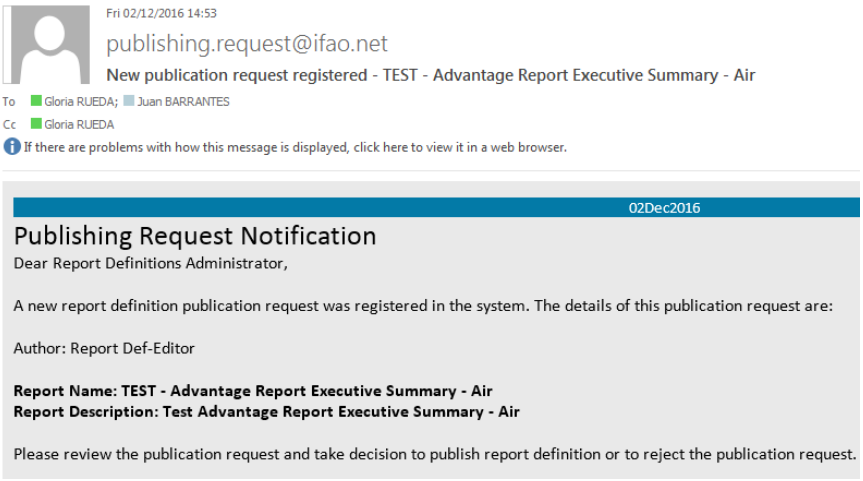
3. A new screen appears and you can add comments to the approver, if needed. To finish the process, click on **Send Publishing Request**. A request will be sent to the Report Definitions Administrator, for approval:



Chapter 7

How to Publish a Report Definition

When a Report Definition needs to be published, an email notification is sent to the Report Definition Administrator to let them know that an action has to be taken, either approval or rejection.


Fri 02/12/2016 14:53

publishing.request@ifao.net

New publication request registered - TEST - Advantage Report Executive Summary - Air

To Gloria RUEDA; Juan BARRANTES

Cc Gloria RUEDA

If there are problems with how this message is displayed, click here to view it in a web browser.

02Dec2016

Publishing Request Notification

Dear Report Definitions Administrator,

A new report definition publication request was registered in the system. The details of this publication request are:

Author: Report Def-Editor

Report Name: TEST - Advantage Report Executive Summary - Air
Report Description: Test Advantage Report Executive Summary - Air

Please review the publication request and take decision to publish report definition or to reject the publication request.

To approve or reject a report definition, the Report Definition Administrator has to follow the instructions received via email. In summary:

1. Go to the **Publishing Requests** option under the cytric Enterprise Reporting section to see pending publication requests:

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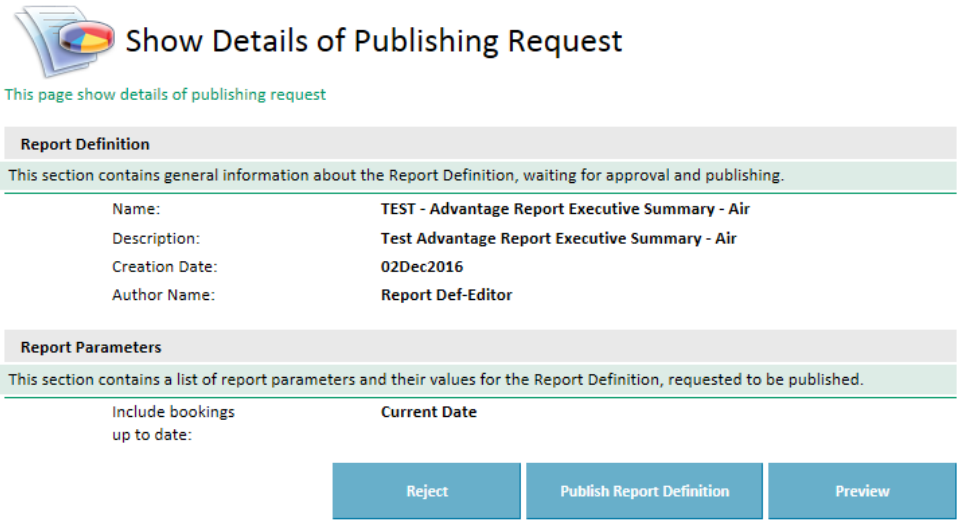
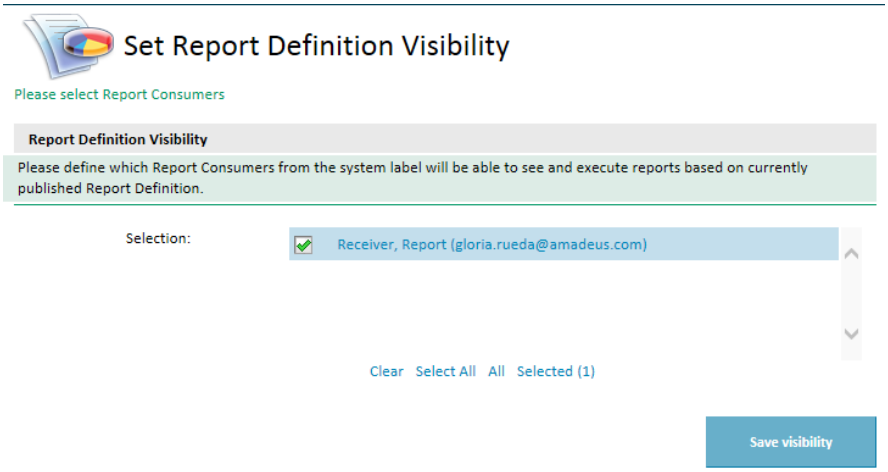
2. Find the publication request and select **Show details of publication request** from the pop-up menu for this request:

3. Review the details for this publication request. Then click on **Preview** in order to run a test of the proposed report definitions. If the 'Fill Report Parameters' page is shown, enter values for the report parameters. Once the report is generated, review its content.



4. If the report looks correct, select the **Publish** option from the initial page or the **Publish Report Definition** from the pop-up menu. If it is necessary to reject the publication request, select the **Reject** option from the initial page or the pop-up menu and enter **Rejection reasons**.

5. Set the report Definition visibility and select the users who will be able to run the report later:



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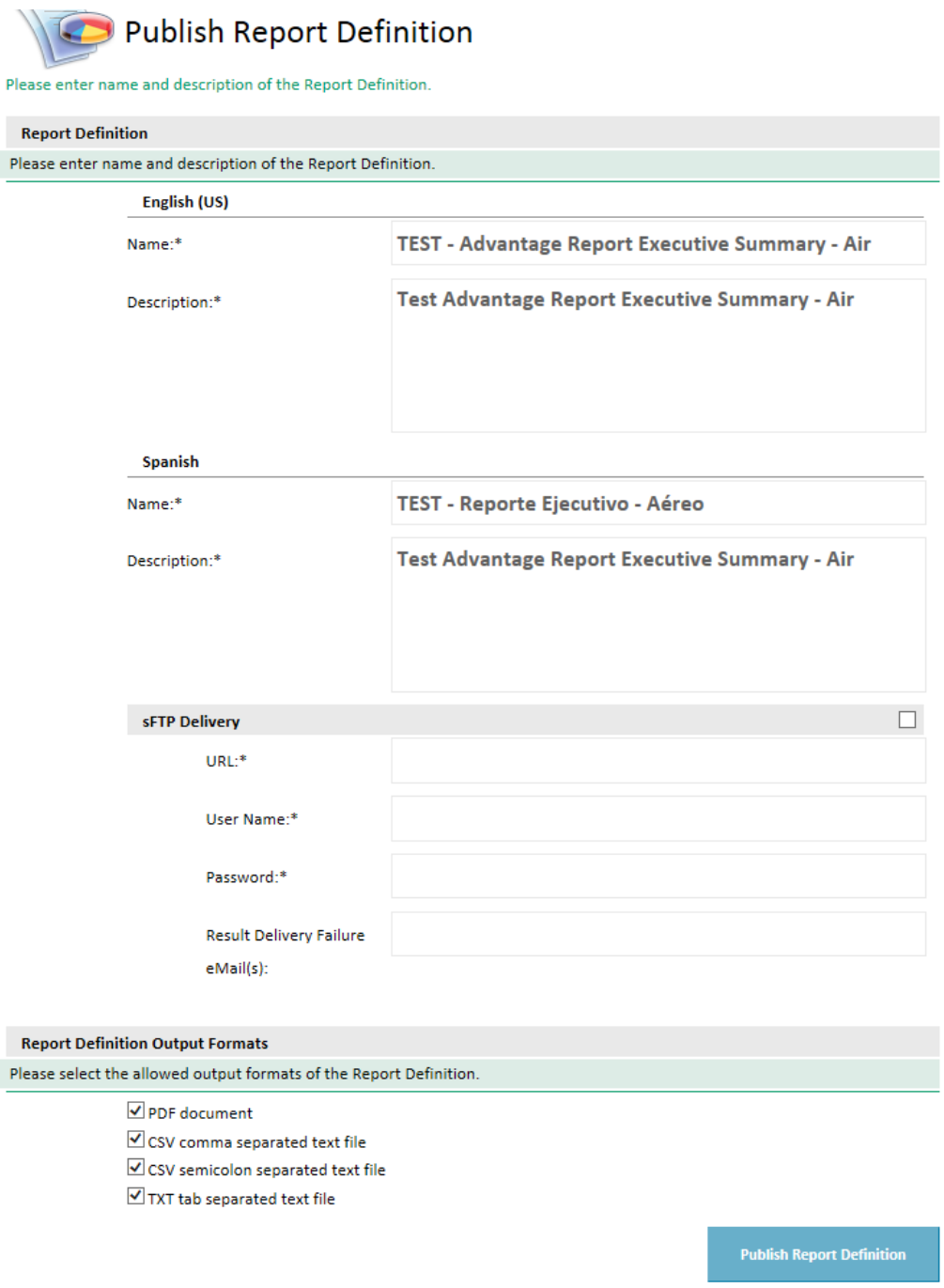
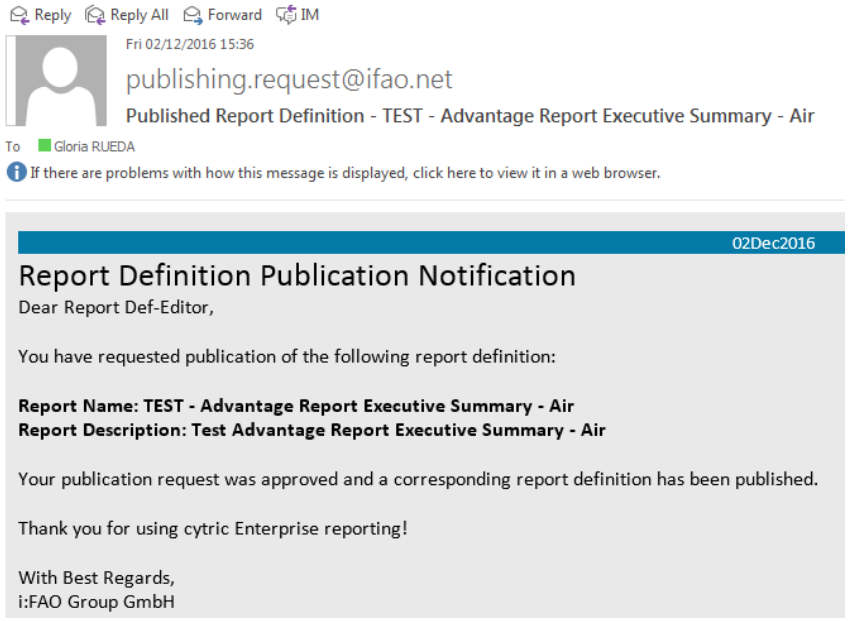
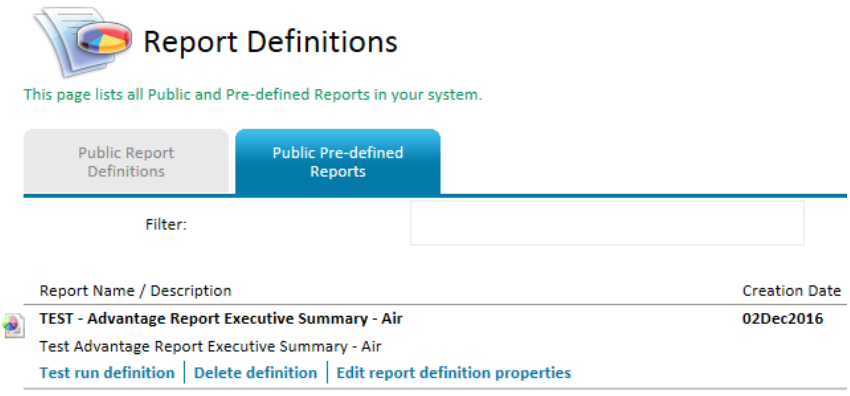
6. A new window will appear with additional information. Review it and finish the publication clicking on **Publish Report Definition**:



7. An email notification is sent to the requestor to inform them of the status of the request:



8. The report will now be available under the **Public-Predefined Reports** tab in the **Report Definitions** section for the users with Report Definitions Editor and Administrator roles.



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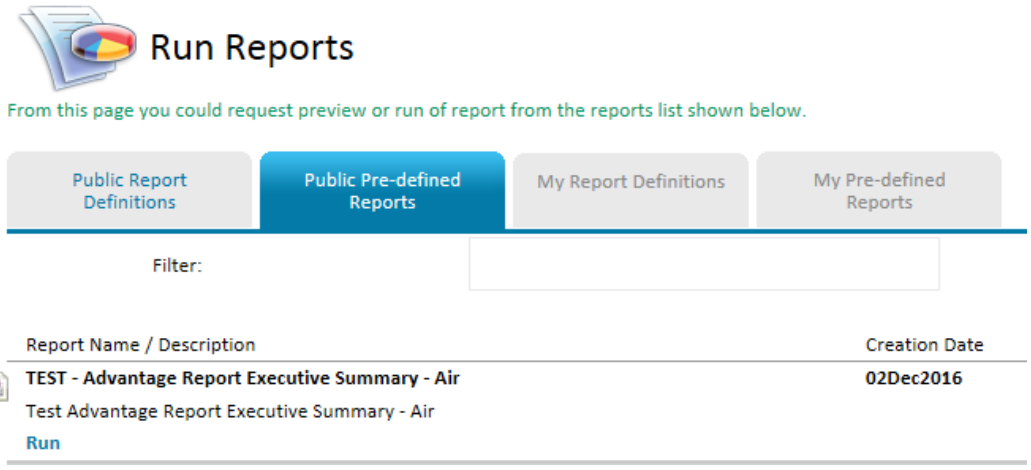
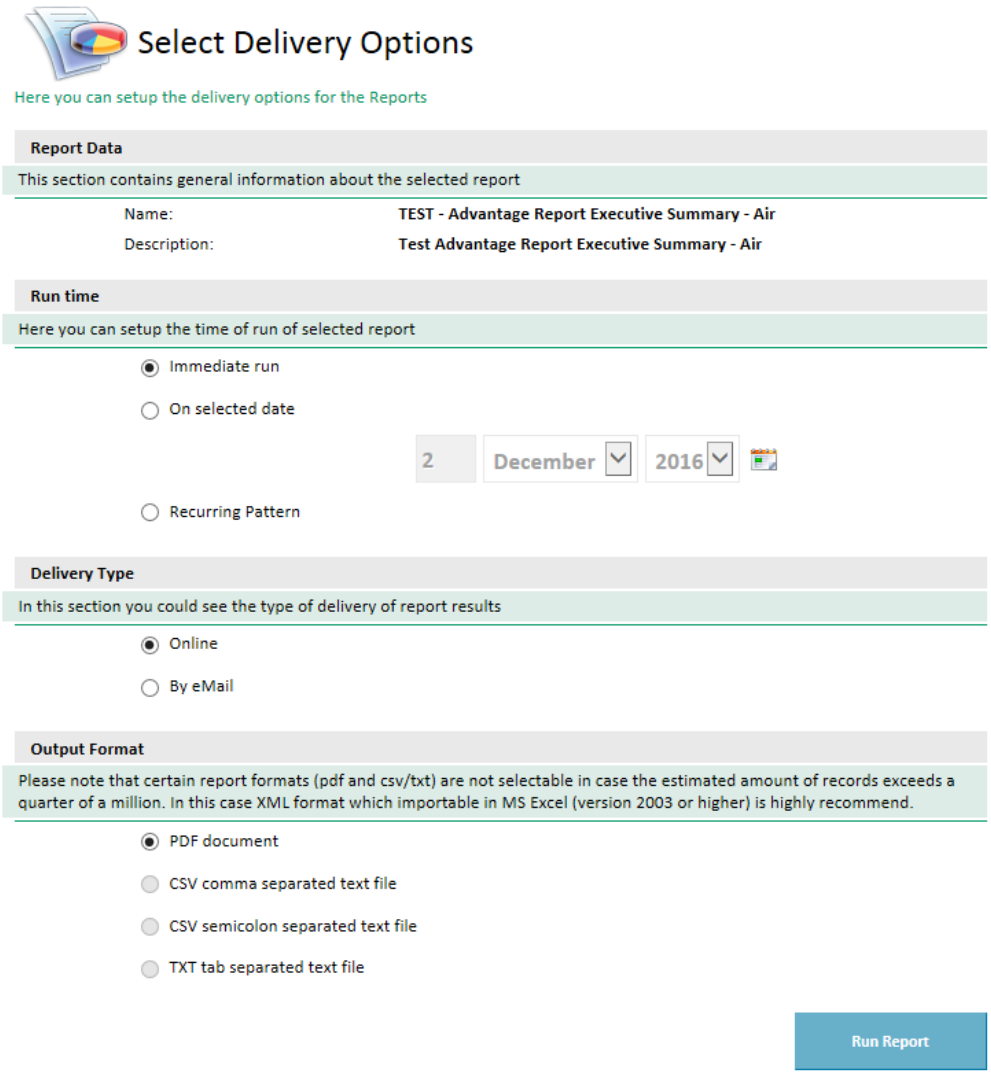
Chapter 8
How to Run a Report

1. Go to the **Run Reports** option of the cytric Enterprise Reporting Tool main menu.

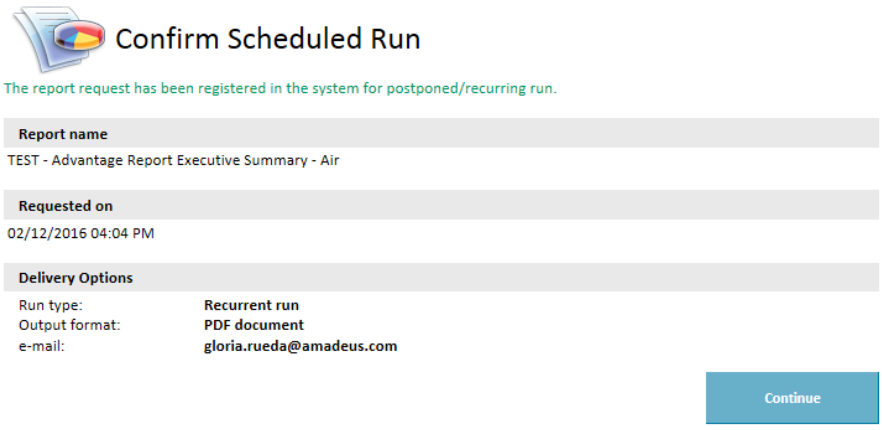
2. Under the 'Public Pre-Defined Reports' tab select the one to be run and click on **Run**.



3. Define the following delivery options and then click on the **Run Report** button:



Note: If the recurring pattern is selected, you have to fill in the information about the frequency, and then confirm the schedule run:



When the process is finished, a notification email is sent to the requestor with instructions on how to view the results.

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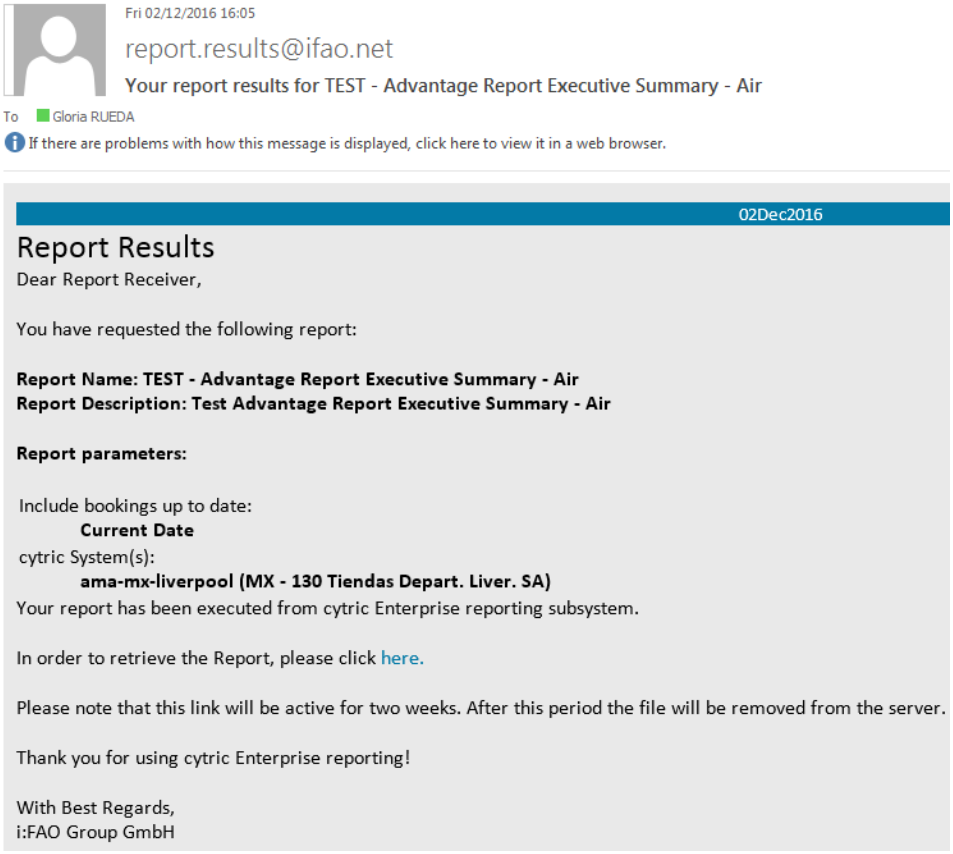


Fri 02/12/2016 16:05

report.results@ifao.net

Your report results for TEST - Advantage Report Executive Summary - Air

To Gloria RUEDA

If there are problems with how this message is displayed, click here to view it in a web browser.

02Dec2016

Report Results

Dear Report Receiver,

You have requested the following report:

Report Name: TEST - Advantage Report Executive Summary - Air
Report Description: Test Advantage Report Executive Summary - Air

Report parameters:

Include bookings up to date:
Current Date
cytric System(s):
ama-mx-liverpool (MX - 130 Tiendas Depart. Liver. SA)
Your report has been executed from cytric Enterprise reporting subsystem.

In order to retrieve the Report, please click here.

Please note that this link will be active for two weeks. After this period the file will be removed from the server.

Thank you for using cytric Enterprise reporting!

With Best Regards,
i:FAO Group GmbH

Chapter 9

How to Retrieve the Report Results

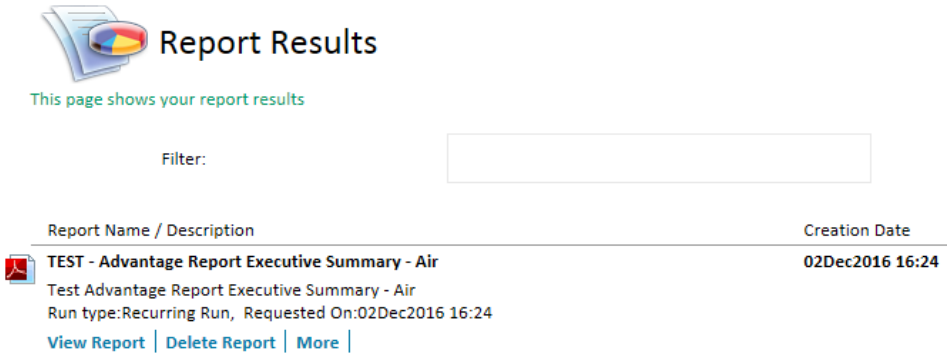
There are two ways to view the report execution results.

1. Email link: the user, no matter the role, can directly access the report if they follow the link included in the notification email for that purpose (see the image in the previous section). The user will be requested to log into Amadeus cytric Travel & Expense, and the report will be loaded automatically.

   Note: the email link is only available for two weeks. After that, the file will be automatically removed from the server.

2. Directly into the Enterprise Reporting Tool: this option is only available for users with Report Definition Editor or Administrator roles.

   Under the Main menu of the Enterprise Reporting Tool, select **Report Results**. All the reports requested can be found, viewed or deleted from the server here:



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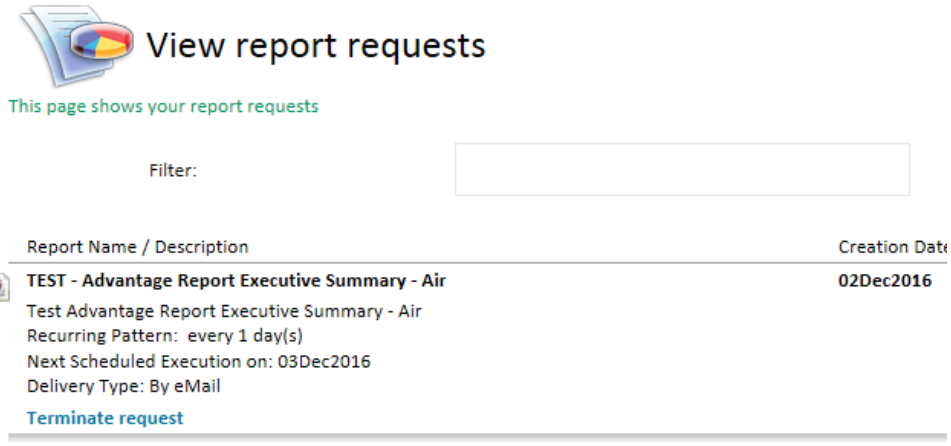
If a report was set to be run recurrent, then you can find the initial request under the 'My Report Requests' option and cancel (Terminate) the request when the report is not needed anymore.



Appendix

Amadeus cytric Travel & Expense Report Templates

Report	Description
AR001 – Advantage Report Executive summary	This report contains a summary of all bookings (current month, current quarter, current and last year) sorted by type of bookings
AR002 - Advantage Report Executive Summary – Air	This report contains a summary of all flight bookings (current month, current quarter, current year, last year) sorted, e.g., by ticket number, average ticket price, average mileage per ticket, etc…
AR003 - Advantage Report Executive Summary – Hotel	This report contains a summary of all hotel bookings (current month, current quarter, current year, last year) sorted e.g., by average booking amounts per domestic stay, average room rates per night, most economic destinations, etc…
AR004 - Advantage Report Executive Summary – Car	This report contains a summary of all car rental bookings (current month, current quarter, current year, last year) sorted e.g., by number of rental days, average duration of rental per domestic booking, etc…
AR005 - Advantage Report Executive Summary – Rail	This report contains a summary of all rail bookings (current month, current quarter, current year, last year) sorted e.g., by number of rail bookings, number of cancellations, average price per booking, etc…
AR006 - Advantage Report Executive Summary – Amadeus cytric Travel & Expense Travel WizzardTM	This report contains information about the number and % of trip segment requests per content (air, car, hotel, rail, other) made through the cytric Travel Wizzard(TM)

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AR007- Amadeus cytric Travel & Expense Travel Wizzard(TM) Trip Requests Summary Report	This report contains a consolidated information of the cytric Travel Wizzard(TM) Trip Requests Summary Report. This is the same as the AR006 report but this time without filtering the content
Booking Statistic	This report contains information about the number of hotel bookings done in a period of time (provider code, hotel code, number of bookings)
CO2 - Compensation Report	CO2 - Compensation Report
E002 - Expense Statements by State	This cytric Expense Report provides all expense statements by state for all users of a given organizational unit for a given period
E003 - Aggregated Income-Related Expenses	This cytric Expense Report provides an overview of reimbursed per diems and allowances for all users of a given organizational unit for a given period
E004 - German Statutory Meal Report	This cytric Expense Report provides an overview of German statutory meals for all users of a given organizational unit for a given period
E005 - Free Data Field Expense Report	This cytric Expense Report provides an overview of all Free Data Fields for all users of a given organizational unit for a given period
E006 - Expense Transaction Report	This cytric Expense Report provides an overview of all expense transactions for a given time period
E007 - Bookings and Expenses Report	This cytric Expense Report gives an overview of all booking and expenses for a given time period
E008 - Expenses by Type of Receipt	This report lists expenses by types of receipts
E009 - Private Vehicle Usage Report	This report lists private vehicle usages, mileage allowances and mileage per vehicle type
E010 - Income-Related Expense Report	This report defines expense statements for the report consumer for a given time period
E020 – cytric Expense Statement data CSV report	This report provides the complete expense statements data (output in a csv file)
R001 - User Address Report	This report contains a summary of all users of a system with corresponding address details

R002 - User Rights Report	This report contains a summary of all system users and their corresponding user roles and rights
R003 - TMS Access Report	This report contains a summary of all TMS transactions performed during a specified period of time
R004 - Travel Arranger Report (by traveler)	This report provides an overview of all the travelers in the system and their associated Travel Arrangers
R005 - Travel Arranger Report (by Travel Arranger)	This report contains a summary of all the Travel Arrangers and their assigned users within one system
R006 - Booking Report	This report provides an overview of all the bookings made in a specific period
R007 - Travelers en Route Report	This report provides an overview of the users traveling and their location (destination) on a specific date or period
R008 - Top 20 - Air	This report provides an overview of the most used air vendors. The results depend on the parameters set for booking interval, travel interval, booking status and booking type (GDS, Dynaweb, Registered, VDA)
R009 - Top 20 - Hotel	This report provides an overview of the most used hotel vendors. The results depend on the parameters set for booking interval, travel interval, booking status and booking type (GDS, VDA, Registered and Offline)
R0010 - Top 20 - Car	This report provides an overview of the most used car vendors. The results depend on the parameters set for booking interval, travel interval, booking status and booking type (GDS, VDA and Registered)
R011 - Net Hotel Booking Report	This report provides an overview of all the Net Hotel Bookings made during a given period
R012 - User Report	This report provides a log of the modifications (creation/update/deletion) of all the users in a system, taking into account a specific date or during a period. It is also possible to know the modification source (manual, SSO, unknown, CSV and cCPS), date and user who performed the action
R013 - Number of User Profiles	This report lists the number of user profiles created in the system, on a specific date or during a given period. The results are grouped by system, location or division
R014 - Number of Bookings	This report provides an overview of the number of bookings made through the tool, according to the following parameters set:

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	• Booking/travel interval • Booking status (in Processing, active, canceled, past) • Booking source (online, offline, registered) • Booking Type (air GDS, air Dynaweb, air registered, air VDA, car rental GDS, car VDA, etc...)
R015 - Inactive User Report	This report lists all users who did not have any bookings in a selected time frame
R016 - cytric Travel Wizzard(TM) Report	This report provides an overview about segments of Trip Requests created with the cytric Travel Wizzard