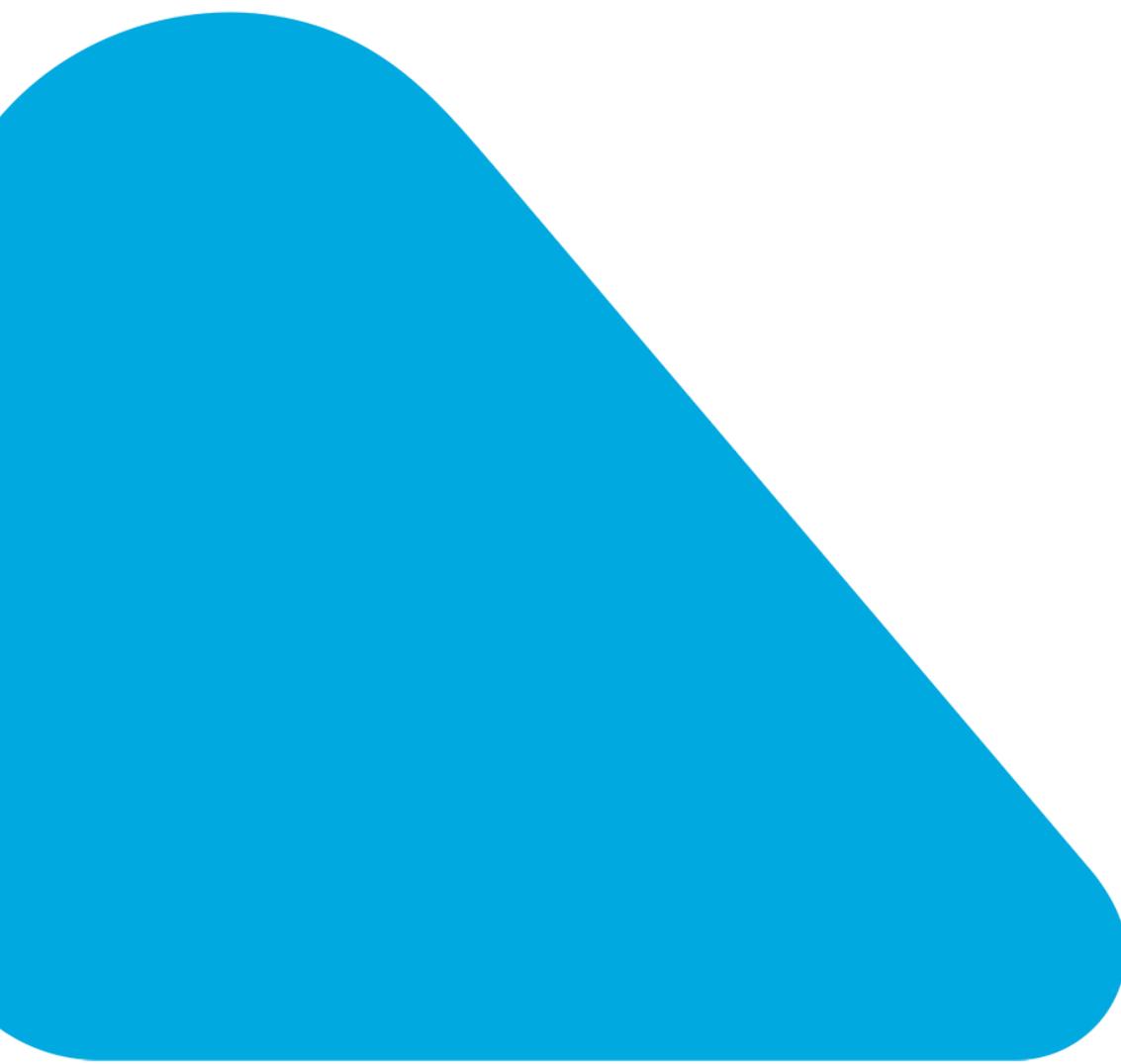




amadeus

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:



You are on the cytric Enterprise Reporting main menu page.

Run Reports
My Definitions
Report Definitions
Create Report Definition from Template
Publishing Requests
My Report Requests
My Reports

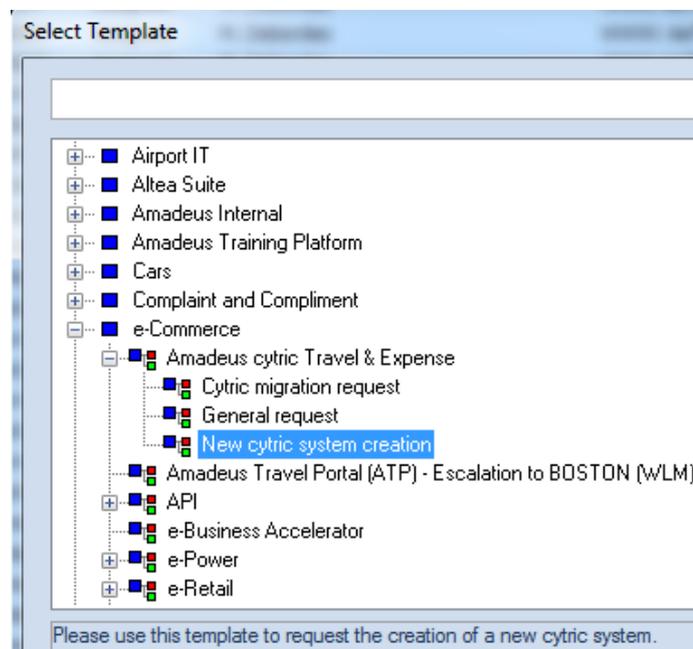
Please note cytric Enterprise Reports include booking data generated in cytric or acquired by cytric and reports from your credit card vendor or Partner Travel Agency may differ.

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

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:

cytric Personal Portal(tm)

Flight Booking 

Flight

Hotel 

Hotel

Travelers

Administration of User Profiles

Select Travelers

Travel Manager Dashboard(tm)

User Travel Arranger Dashboard(tm) 

Previous Days November / December 2016 Next Days

29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

My Trips

My Expense Statements

My User Profile

My FrequentTrips

My Travel Arranger

TMS

Travel Management System

cytric Enterprise Reporting 

Favorites [Add]

-
- 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

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**

28.11.2016

Administration of User Profiles

Create New User
Edit User Data
Sample Profile
Edit User Access Rights

[Back](#)

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:

cytric Enterprise Reporting

- Report Receiver
- Report Definitions Editor
- Report Definitions Administrator
- Report Templates Administrator

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

Role	Description
Report Definitions Editor (RDE)	<p>The Report Definitions Editor is allowed to create new report definitions based on cytric pre-defined templates.</p> <p>In order to share these definitions with others, the Report Definitions Editor is allowed to send a publishing request to the Report Definitions Administrator.</p>
Report Definitions Administrator (RDA)	<p>The Report Definitions Administrator controls the access to report definitions and pre-defined reports</p> <p>They are allowed to publish or reject new report definitions that are developed by the Report Definitions Editor.</p> <p>The Report Definitions Administrator can run reports and register them for immediate, postponed or recurring execution.</p> <p>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.</p> <hr/> <p>cytric Enterprise Reporting</p> <p><input type="checkbox"/> Report Consumer</p> <p><input checked="" type="checkbox"/> Report Definitions Editor</p> <p><input checked="" type="checkbox"/> Report Definitions Administrator</p> <p><input type="checkbox"/> Report Templates Administrator</p>
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.

Chapter 3

cytric Enterprise Reporting Options

The cytric Enterprise Reporting module offers the following options:



You are on the cytric Enterprise Reporting main menu page.

Run Reports
My Definitions
Report Definitions
Create Report Definition from Template
Publishing Requests
My Report Requests
My Reports

Please note cytric Enterprise Reports include booking data generated in cytric or acquired by cytric and reports from your credit card vendor or Partner Travel Agency may differ.

- 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.

Run Reports

From this page you could request preview or run of report from the reports list shown below.

Public Report Definitions Public Pre-defined Reports My Report Definitions My Pre-defined Reports

Filter:

Report Name / Description	Creation Date
 AR001 - Advantage Report Executive Summary Advantage Report Executive Summary Run	07Nov2014
 AR002 - Advantage Report Executive Summary - Air Advantage Report Executive Summary - Air Run	07Nov2014
 AR003 - Advantage Report Executive Summary - Hotel Advantage Report Executive Summary - Hotel Run	07Nov2014

- 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

My Definitions

This page lists your private Report Definitions and predefined reports.

Private Report Definitions Private Pre-defined Reports

Filter:

Report Name / Description	Creation Date
 LIV 001 - Advantage Report Executive Summary LIV - Advantage Report Executive Summary Edit Delete Send Publishing Request Test run	24Nov2016

- 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



Report Definitions

This page lists all Public and Pre-defined Reports in your system.

Public Report
Definitions

Public Pre-defined
Reports

Filter:

Report Name / Description	Creation Date
 AVT 001 - Advantage Report Executive Summary AVT - Advantage Report Executive Summary Test run definition Delete definition Edit report definition properties	01Dec2016

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



Create Report Definition from Template

This page shows the templates published in your system

Filter:

Report Name / Description	Creation Date
 AR 001 - Advantage Report Executive Summary Advantage Report Executive Summary Create from template	07Nov2014
 AR 002 - Advantage Report Executive Summary - Air Advantage Report Executive Summary - Air Create from template	07Nov2014
 AR 003 - Advantage Report Executive Summary - Hotel Advantage Report Executive Summary - Hotel Create from template	07Nov2014

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:



Select Report Parameters

On this page the report parameters can be pre-defined. If not pre-defined the specific parameter sections will be displayed to the Report Consumer on report run. Please mark the corresponding checkbox as "checked" in order to provide explicit value for given parameter.

Creation Interval	<input type="checkbox"/>												
Change Interval	<input type="checkbox"/>												
Deletion Interval	<input type="checkbox"/>												
Show sorting order	<input checked="" type="checkbox"/>												
<input checked="" type="radio"/> yes <input type="radio"/> no													
Choose modification source	<input checked="" type="checkbox"/>												
Selection:	<table border="1"><tr><td><input checked="" type="checkbox"/></td><td>MANUAL</td><td>▲</td></tr><tr><td><input checked="" type="checkbox"/></td><td>SSO</td><td></td></tr><tr><td><input type="checkbox"/></td><td>UNKNOWN</td><td></td></tr><tr><td><input type="checkbox"/></td><td>CSV</td><td>▼</td></tr></table> <p style="text-align: right;">Clear Select All All Selected (2)</p>	<input checked="" type="checkbox"/>	MANUAL	▲	<input checked="" type="checkbox"/>	SSO		<input type="checkbox"/>	UNKNOWN		<input type="checkbox"/>	CSV	▼
<input checked="" type="checkbox"/>	MANUAL	▲											
<input checked="" type="checkbox"/>	SSO												
<input type="checkbox"/>	UNKNOWN												
<input type="checkbox"/>	CSV	▼											
Choose who did the change	<input type="checkbox"/>												
Report Results Sorting	<input checked="" type="checkbox"/>												
Sort By	<table border="0"><tr><td><input checked="" type="radio"/> Creation Time</td><td><input checked="" type="radio"/> Ascending</td></tr><tr><td><input type="radio"/> Last Name</td><td><input type="radio"/> Descending</td></tr><tr><td><input type="radio"/> First Name</td><td></td></tr><tr><td><input type="radio"/> User Name</td><td></td></tr><tr><td><input type="radio"/> Deletion Time</td><td></td></tr></table>	<input checked="" type="radio"/> Creation Time	<input checked="" type="radio"/> Ascending	<input type="radio"/> Last Name	<input type="radio"/> Descending	<input type="radio"/> First Name		<input type="radio"/> User Name		<input type="radio"/> Deletion Time			
<input checked="" type="radio"/> Creation Time	<input checked="" type="radio"/> Ascending												
<input type="radio"/> Last Name	<input type="radio"/> Descending												
<input type="radio"/> First Name													
<input type="radio"/> User Name													
<input type="radio"/> Deletion Time													

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



Publishing Requests

This page shows all Report Definitions, waiting for approval and publishing in your system.

Filter:

Report Name / Description	Creation Date
 AVT 001 - Advantage Report Executive Summary AVT - Advantage Report Executive Summary	01Dec2016
Test run Publish Reject Show Details of Publishing Request	

- 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



View report requests

This page shows your report requests

Filter:

Report Name / Description	Creation Date
 AR002 - Advantage Report Executive Summary - Air Advantage Report Executive Summary - Air Recurring Pattern: every 1 day(s) Next Scheduled Execution on: 02Dec2016 Delivery Type: By eMail Terminate request	29Nov2016

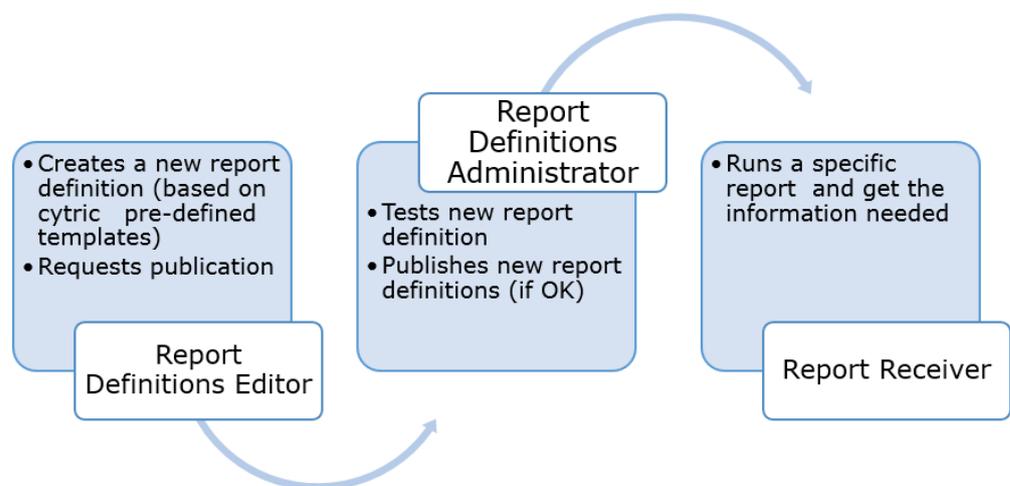
Note: According to the user's role, some features are enabled or disabled:

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:



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:

The screenshot shows the 'cytric Personal Portal(tm)' interface. The top navigation bar includes 'User' and 'Travel Arranger Dashboard(tm)'. The main content area features a calendar for 'November / December 2016' and a list of links: 'My Trips', 'My Expense Statements', 'My User Profile', 'My FrequentTrips', and 'My Travel Arranger'. On the right side, there is a 'TMS' section with a link for 'cytric Enterprise Reporting' highlighted by a yellow box and a blue arrow pointing down.

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



cytric Enterprise Reporting

You are on the cytric Enterprise Reporting main menu page.

Run Reports
My Definitions
Report Definitions
Create Report Definition from Template
My Report Requests
My Reports

Please note cytric Enterprise Reports include booking data generated in cytric or acquired by cytric and reports from your credit card vendor or Partner Travel Agency may differ.

- 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:



Create Report Definition from Template

This page shows the templates published in your system

Filter:

Report Name / Description	Creation Date
 AR 001 - Advantage Report Executive Summary Advantage Report Executive Summary Create from template	07Nov2014
 AR 002 - Advantage Report Executive Summary - Air Advantage Report Executive Summary - Air Create from template	07Nov2014
 AR 003 - Advantage Report Executive Summary - Hotel Advantage Report Executive Summary - Hotel Create from template	07Nov2014

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



Select Layout Components

You can select the components that build your Report. To remove certain component from your Report uncheck corresponding checkbox.

Title and summary area

Please select the title and summary texts that will be included in your Report.

Report Title

TEST - ADVANTAGE REPORT EXECUTIVE SUMMARY - All

Save layout components

- 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:



Select Report Parameters

On this page the report parameters can be pre-defined. If not pre-defined the specific parameter sections will be displayed to the Report Consumer on report run. Please mark the corresponding checkbox as "checked" in order to provide explicit value for given parameter.

Include bookings up to date



Current Date:

Select explicit date:

2

December

2016



Last day of:

Previous

Current

Week

Month

Quarter

Half year

Year

Save report parameters

- 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**.



Set User Specific Data Scope

The Report Data Scope determines which data to be included in the reports, based on selected Report Definition.

User specific data scope

Please select user specific organizational unit or explicit option to choose explicitly the systems and organizational units to be included in data scope.

- Set explicit data scope
- Consumer's system data scope
- Consumer's location
- Consumer's division

Save user specific data scope

- 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:



Save Report Definition

Please enter name and description of the Report Definition.

Report Definition

The required fields are marked with an * for your convenience.

English (US)	
Name:*	TEST - Advantage Report Executive Summary - Air
Description:*	Test Advantage Report Executive Summary - Air
Spanish	
Name:*	TEST - Reporte Ejecutivo - Aéreo
Description:*	

- 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.

Please select the allowed output formats of the Report Definition.

- PDF document
- CSV comma separated text file
- CSV semicolon separated text file
- TXT tab separated text file

Save Report Definition

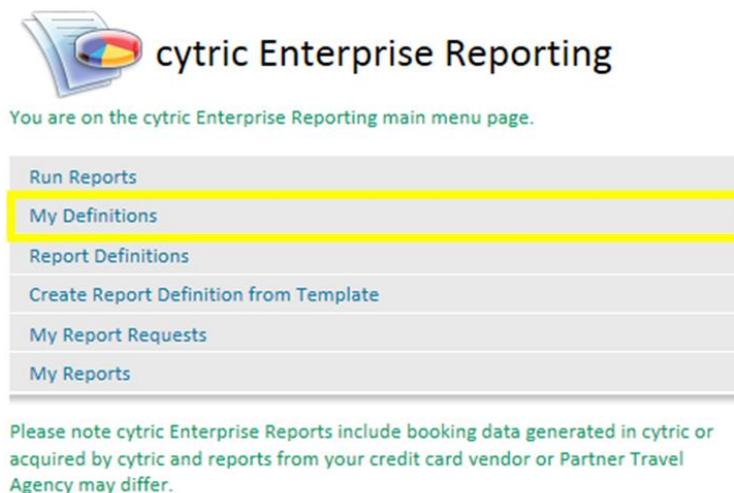
Note: In this stage the report definition is like a draft, and is NOT accessible by other users, unless it was published by the Report Definitions Administrator.

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.



My Definitions

This page lists your private Report Definitions and predefined reports.

Private Report Definitions

Private Pre-defined Reports

Filter:

	Report Name / Description	Creation Date
	AR 002 - Advantage Report Executive Summary - Air Advantage Report Executive Summary - Air Edit Delete Send Publishing Request Test run	02Dec2016
	TEST - Advantage Report Executive Summary - Air Test Advantage Report Executive Summary - Air Edit Delete Send Publishing Request Test run	02Dec2016

- 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:



Send Publishing Request

Publishing of your Report Definition will allow other users to run reports based on it. Once you send your publishing request it will be stored in the system. Then the Report Definitions Administrator of your system should review and publish it.

Report Definition Publishing Request

Please provide name and description of the report definition that will be published. In the comments field you could provide details about the publishing to the Report Definitions Administrator. The required fields are marked with an * for your convenience.

Name:*

Description:*

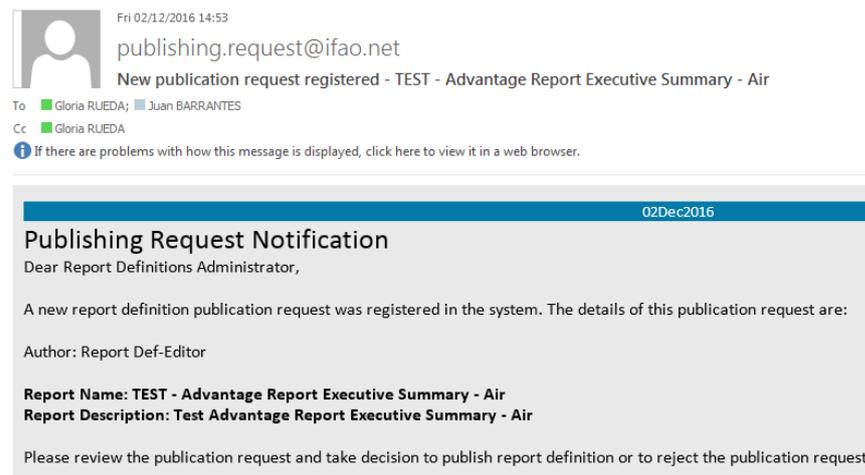
Comments:

Send Publishing Request

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.



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:



cytric Enterprise Reporting

You are on the cytric Enterprise Reporting main menu page.

Run Reports
My Definitions
Report Definitions
Create Report Definition from Template
Publishing Requests
My Report Requests
My Reports

Please note cytric Enterprise Reports include booking data generated in cytric or acquired by cytric and reports from your credit card vendor or Partner Travel Agency may differ.

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



Publishing Requests

This page shows all Report Definitions, waiting for approval and publishing in your system.

Filter:

Report Name / Description	Creation Date
 TEST - Advantage Report Executive Summary - Air Test Advantage Report Executive Summary - Air	02Dec2016
Test run Publish Reject Show Details of Publishing Request	

- 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.



Show Details of Publishing Request

This page show details of publishing request

Report Definition

This section contains general information about the Report Definition, waiting for approval and publishing.

Name:	TEST - Advantage Report Executive Summary - Air
Description:	Test Advantage Report Executive Summary - Air
Creation Date:	02Dec2016
Author Name:	Report Def-Editor

Report Parameters

This section contains a list of report parameters and their values for the Report Definition, requested to be published.

Include bookings up to date:	Current Date
---------------------------------	--------------

Reject

Publish Report Definition

Preview

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



Set Report Definition Visibility

Please select Report Consumers

Report Definition Visibility

Please define which Report Consumers from the system label will be able to see and execute reports based on currently published Report Definition.

Selection:

Receiver, Report (gloria.rueda@amadeus.com)

Clear Select All All Selected (1)

Save visibility

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



Publish Report Definition

Please enter name and description of the Report Definition.

Report Definition

Please enter name and description of the Report Definition.

English (US)

Name:* TEST - Advantage Report Executive Summary - Air

Description:* Test Advantage Report Executive Summary - Air

Spanish

Name:* TEST - Reporte Ejecutivo - Aéreo

Description:* Test Advantage Report Executive Summary - Air

sFTP Delivery

URL:*

User Name:*

Password:*

Result Delivery Failure

eMail(s):

Report Definition Output Formats

Please select the allowed output formats of the Report Definition.

- PDF document
- CSV comma separated text file
- CSV semicolon separated text file
- TXT tab separated text file

Publish Report Definition

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

Reply Reply All Forward IM

Fri 02/12/2016 15:36

 publishing.request@ifao.net
Published Report Definition - 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 Definition Publication Notification

Dear Report Def-Editor,

You have requested publication of the following report definition:

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

Your publication request was approved and a corresponding report definition has been published.

Thank you for using cytric Enterprise reporting!

With Best Regards,
i:FAO Group GmbH

- 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.

 **Report Definitions**

This page lists all Public and Pre-defined Reports in your system.

Public Report Definitions | **Public Pre-defined Reports**

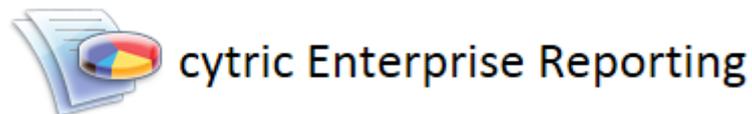
Filter:

Report Name / Description	Creation Date
 TEST - Advantage Report Executive Summary - Air Test Advantage Report Executive Summary - Air Test run definition Delete definition Edit report definition properties	02Dec2016

Chapter 8

How to Run a Report

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



You are on the cytric Enterprise Reporting main menu page.

Run Reports

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



From this page you could request preview or run of report from the reports list shown below.

Public Report
Definitions

Public Pre-defined
Reports

My Report Definitions

My Pre-defined
Reports

Filter:

Report Name / Description	Creation Date
 TEST - Advantage Report Executive Summary - Air Test Advantage Report Executive Summary - Air Run	02Dec2016

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



Select Delivery Options

Here you can setup the delivery options for the Reports

Report Data

This section contains general information about the selected report

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

Run time

Here you can setup the time of run of selected report

- Immediate run
 On selected date

2 December 2016

- Recurring Pattern

Delivery Type

In this section you could see the type of delivery of report results

- Online
 By eMail

Output Format

Please note that certain report formats (pdf and csv/txt) are not selectable in case the estimated amount of records exceeds a quarter of a million. In this case XML format which importable in MS Excel (version 2003 or higher) is highly recommend.

- PDF document
 CSV comma separated text file
 CSV semicolon separated text file
 TXT tab separated text file

Run Report

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



Confirm Scheduled Run

The report request has been registered in the system for postponed/recurring run.

Report name

TEST - Advantage Report Executive Summary - Air

Requested on

02/12/2016 04:04 PM

Delivery Options

Run type: Recurrent run
Output format: PDF document
e-mail: gloria.rueda@amadeus.com

Continue

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



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:



Report Results

This page shows your report results

Filter:

Report Name / Description	Creation Date
 TEST - Advantage Report Executive Summary - Air Test Advantage Report Executive Summary - Air Run type:Recurring Run, Requested On:02Dec2016 16:24	02Dec2016 16:24
View Report Delete Report More	

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.



View report requests

This page shows your report requests

Filter:

Report Name / Description	Creation Date
 TEST - Advantage Report Executive Summary - Air Test Advantage Report Executive Summary - Air Recurring Pattern: every 1 day(s) Next Scheduled Execution on: 03Dec2016 Delivery Type: By eMail Terminate request	02Dec2016

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)

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:

	<ul style="list-style-type: none"> • 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