

AirPlus Information Manager – Quick Start

Migration: AirPlus Virtual Cards & AirPlus Corporate Cards

The migration of [AirPlus Virtual Cards](#) and [AirPlus Corporate Cards](#) has resulted in the following changes to analysis in the AirPlus Information Manager:

Mapping to the AirPlus contract structure within the AirPlus Information Manager

- > [AirPlus Virtual Cards](#) with individual Virtual Cards accounts (=card level) are now 12-digit numbers and are visible as master data in the AirPlus contract structure. Each account gets its own fictitious contract (prefix '8888'), which is linked to the superior Group Contract of the former Company Account.
- > [AirPlus Corporate Cards](#) accounts (= contract level) now have 12-digit numbers and are linked to the same superior Group Contract as the former Corporate Card contract. Several Corporate Cards accounts may have been migrated from one Corporate Card contract.

Authorizations and card portfolios

- > Migrated accounts are added to existing **authorizations** and use the same anonymization settings (prerequisite: the previous Company Account / Corporate Card contract was included).
- > Migrated accounts are added to existing **card portfolios** using the same logic.
 - > Thus, transactions of the previous cards/contracts are analyzed together with those of the migrated accounts.
- > By creating separate card portfolios on the new accounts, [AirPlus Virtual Cards](#) can now be analyzed separately. This also applies to user authorizations.

Standard reports & MyReports

- > In the 'card number' column, the 12-digit [AirPlus Virtual Cards](#) account numbers are now displayed next to the 15-digit AirPlus Company Account numbers. For [AirPlus Corporate Cards](#), the new 16-digit numbers are displayed. In the 'contract' column, for Virtual Cards, a new number with the prefix '8888' is listed. The 12-digit Corporate Cards Account numbers are listed for Corporate Cards.
- > The transaction fees for [AirPlus Virtual Cards](#) appear as transactions of the previous Company Account.
- > For [AirPlus Virtual Cards](#), only 'first-level' data is available. This also applies for main travel services.
- > For reports covering periods from **before** and **after** migration, transactions are distributed over 2 different accounts/contracts. This needs to be considered, especially when filtering and sorting by number and/or name.
- > For migrated accounts, no real invoice number is available for analysis.
- > Stored **report templates** may need to be updated if a filter is set on a specific card/account number or contract number that is affected by the migration.

What has remained the same?

- > The AirPlus Information Manager is still accessible in the **AirPlus Business Travel Portal** with the same login credentials.
- > Transaction information and master data for the AirPlus Company Account, AirPlus Debit Account and the AirPlus Meeting Card are available as usual, as well as the credit card data of our bank partners.

Need more details about the adjustments?

- > In addition to this **Quick Start**, the [AirPlus Information Manager Quick Guide](#) to Migration is also available, which describes all the novelties and necessary adjustments in more detail.

Contact for questions

Please contact our colleagues in the [regional offices](#) or your AirPlus Account Manager.