



AirPlus Information Manager - Quick Guide

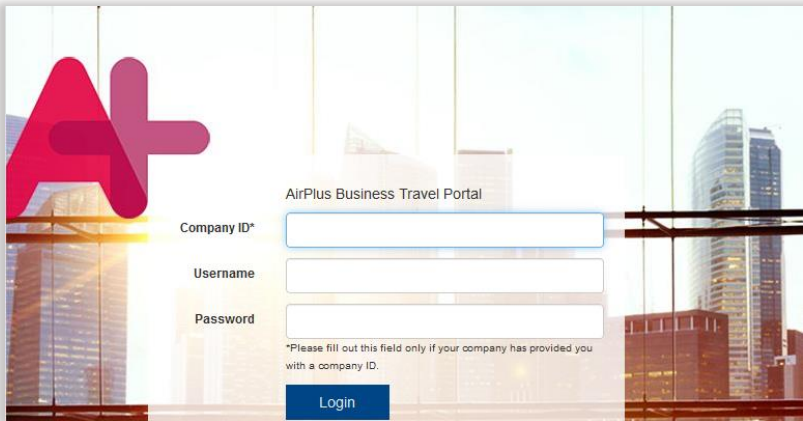
Migration of AirPlus Virtual Cards & AirPlus Corporate Cards

1. General information

The migration of the new **AirPlus Virtual Cards** and **AirPlus Corporate Cards** products has an impact on the analysis in the AirPlus Information Manager. The data related to these products will start to appear in the AirPlus Information Manager in the coming days and weeks.

In the following guide, we would like to inform you about the novelties, make you aware of changes and talk about timelines!

1.1 About the AirPlus Information Manager



AirPlus Business Travel Portal

Company ID*

Username

Password

*Please fill out this field only if your company has provided you with a company ID.

Login

The AirPlus Information Manager can still be accessed via the **AirPlus Business Travel Portal** with the same login credentials (*Company ID, Username and Password*).

The transaction information and master data of the **AirPlus Company Account, AirPlus Debit Account & AirPlus Meeting Card** can be analyzed within the AirPlus Information Manager as usual. The same applies for the data of credit cards processed by our bank partners.

▼ Master Data

In the AirPlus Information Manager, the master data includes the AirPlus accounts and contracts (number, name, city, etc.), which can be viewed and managed in card portfolios and authorizations. These entities are then used as data filters for the transaction reports.

1.2 About the migrated AirPlus products

The product feature A.I.D.A. 'fledged' and evolved into the new **AirPlus Virtual Cards** in April 2021, becoming a standalone product that is independent of the AirPlus Company Account.

At the end of 2020, the AirPlus Corporate Card Contracts were replaced by the new **AirPlus Corporate Cards** accounts, together with all the AirPlus Corporate Cards used by the employees.

1.3 About the migrated AirPlus products within the AirPlus Information Manager

For the migrated products, several changes have taken place compared to the former display:

Product	Former	New
AirPlus Virtual Cards account	15 digits, e.g. 1220 00201234567	12 digits, e.g. 14 1234567891
	A.I.D.A. transactions charged on AirPlus Company Account	Virtual Card transactions charged on separate account with own invoice <i>Exemption: transaction fee charged on former AirPlus Company Account</i>
AirPlus Corporate Cards account	15 digits, e.g. 1220 00201987654	12 digits, e.g. 21 9876543212 (or prefix '22', '23')
	1 Corporate Card Contract	1 or more Corporate Cards accounts
AirPlus Corporate Cards	DE: e.g. 5533 90xxxxxx1234 GB: e.g. 5871 21xxxxxx7703	DE: e.g. 5319 54xxxxxx1228 GB: e.g. 5319 54xxxxxx7767
	Cards and contracts inactive	Cards and accounts active

2. How are the changes relevant to the AirPlus Information Manager?

The changes to the AirPlus products described above have impacted the display and handling of transactions and master data within the AirPlus Information Manager.

2.1 How are we integrating the migrated accounts to the AirPlus contract structure?

The migration has been led by digitalization and involves the conversion of our systems and processes. Hence, the migrated AirPlus products need to be mapped to the **AirPlus contract structure** used within the AirPlus Information Manager.

Sample of the master data allocation within the AirPlus contract structure ('My Profile'):

Cards/Contracts	Country	City	Active	Card/Contract Number
International Consolidation Company XYZ	DE	Berlin	•	122000200657876
Consolidation Company XYZ	DE	Berlin	•	122000200469831
Group Contract AirPlus Company Account XYZ	DE	Berlin	•	122000201482906
AirPlus Company Account XY	DE	Berlin	•	122000200560219
AirPlus Company Account X	DE	Berlin	•	122000200861644
AirPlus Company Account Y	DE	Berlin	•	122000200905613
Contract AirPlus Company Account Z	DE	Frankfurt	•	122000200641930
AirPlus Company Account Z	DE	Frankfurt	•	122000200806851
Contract AirPlus Virtual Cards account Y	DE	Berlin	•	888802200071245
AirPlus Virtual Cards account Y	DE	Berlin	•	141026387741
Contract AirPlus Virtual Cards account Z	DE	Frankfurt	•	888802200071237
AirPlus Virtual Cards account Z	DE	Frankfurt	•	141026387653
Group Contract AirPlus Corporate Card XY	DE	Berlin	•	122000200901174
Contract AirPlus Corporate Card XY	DE	Berlin	•	122000200645378
AirPlus Corporate Card 1-n	DE	Berlin	•	553390xxxxxx4356
Contract AirPlus Corporate Card Z	DE	Frankfurt	•	122000201031804
AirPlus Corporate Card 1-n	DE	Frankfurt	•	553390xxxxxx2272
Corporate AirPlus Cards account XY	DE	Berlin	•	213456789129
AirPlus Corporate Cards 1-n	DE	Berlin	•	531954xxxxxx1267
Corporate AirPlus Cards account Z	DE	Frankfurt	•	213456789123
AirPlus Corporate Cards 1-n	DE	Frankfurt	•	531954xxxxxx9823

1

2 migrated AirPlus Virtual Cards accounts

with 2 fictitious contracts

2 Company Accounts, Y and Z

2

2 migrated AirPlus Corporate Cards accounts

2 former Contract Corporate Cards, XY and Z, are now 'inactive'.

- The AirPlus Virtual Cards account (= card level) is linked to the superior Group Contract of the former related Company Account.
- The contract level between the Group Contract and AirPlus Virtual Cards account is reflected by a fictitious contract level with the prefix '8888' (e.g. 888802200071708) 1
- Each AirPlus Virtual Cards account gets its own fictitious contract.
- The migrated AirPlus Corporate Cards account (= contract level) is linked to the same superior Group Contract where the former Corporate Card Contract was linked to. 2
- All migrated accounts will be shown as 'active'.

2.2 What does this mean for the authorizations?

(My Profile > User Administration > Authorization)

All **authorizations** within your portal company have been updated as follows:

- A migrated account (AirPlus Virtual Cards or AirPlus Corporate Cards) is added to an existing authorization where the former related AirPlus Company Account or AirPlus Corporate Card Contract was included.
- We applied the same anonymization to the migrated accounts that the former related account/contract had.

▼ Authorization

Authorizations are created by administrators to restrict the access of other users on specific cards and contracts within the AirPlus Information Manager. Additionally, the viewing of personal information (=anonymization) can be restricted.

2.3 What does this mean for the card portfolios of each portal user?

(My Profile > Card Portfolios)

All **card portfolios** within your portal company have been updated as follows:

- A migrated account ([AirPlus Virtual Cards](#) or [AirPlus Corporate Cards](#)) is added to an existing card portfolio where the former related AirPlus Company Account or AirPlus Corporate Card Contract was included.
- The same applies for master portfolios.

▼ Card Portfolio

Card portfolios are compiled by users & administrators to bundle cards and/or contracts. They serve as a data filter for reports. They are either stored for personal use or shared by an administrator with all other users within the portal company (*master portfolio*).



If you want to separate the migrated accounts from the former related accounts, feel free to change your card portfolios and/or create new ones. As the [AirPlus Virtual Cards](#) are now independent of the AirPlus Company Account, you can create a separate portfolio for them.

The same applies for authorizations.

3. What needs to be considered for reports?

3.1 Changes within standard reports

For **standard reports** (predefined reports), you should be aware of the following changes:

- In the column 'card number', the transactions for an [AirPlus Virtual Cards](#) account will show e.g. 141026387653 instead of e.g. 122000200861644 (AirPlus Company Account number); for [AirPlus Corporate Cards](#), it will show e.g. 531954xxxxxx2345 instead of e.g. 553390xxxxxx1210.
- If you intend to bundle transactions of a specific card/account for a report period covering before and after migration, please be aware that – especially when sorting by 'card number' within the reports - you will now have:
 - for [AirPlus Virtual Cards](#) → different account numbers (formerly AirPlus Company Account, now AirPlus Virtual Cards Account).
 - for [AirPlus Corporate Cards](#) → different card numbers for the same person.

As we have already updated all your card portfolios, you will get the transactions of the former cards/contracts together with the migrated accounts.

3.2 Changes within MyReports for the customized reports

Within the **Report Wizard** in the MyReports section, you should be aware of the following changes:

- For 'card/contract selection' card, account and contract levels, two different numbers (incl. names) will be shown (*please see screen below*).
- For migrated accounts, there is no real invoice number available.
- 'A.I.D.A. number' (Virtual Cards number) is still present for [AirPlus Virtual Cards](#).
- For [AirPlus Virtual Cards](#), first level details will be shown only; no details are available for the main travel services, such as flight, hotel, rail, car rental or MICE.

Report Wizard - Step 2

Select the desired columns for your report here. You can also filter your data by using the filter criteria.

[New / Clear](#)

Step 1

Step 2

Step 3

Start

Column Selection

Display	Column Name	Category	Filter
<input checked="" type="checkbox"/>	Date of Sale	General	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Invoice Date	General (invoiced transactions)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Flight Date First Coupon	Tickets (invoiced)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Card-/Contract Selection	General	<input checked="" type="checkbox"/>
<input type="checkbox"/>	International Consolidation (Number)	General	<input type="checkbox"/>
<input type="checkbox"/>	International Consolidation (Name)	General	<input type="checkbox"/>
<input type="checkbox"/>	Consolidation (Number)	General	<input type="checkbox"/>
<input type="checkbox"/>	Consolidation (Name)	General	<input type="checkbox"/>
<input type="checkbox"/>	Group Contract (Number)	General	<input type="checkbox"/>
<input type="checkbox"/>	Group Contract (Name)	General	<input type="checkbox"/>
<input type="checkbox"/>	Contract/Corporate Card Contract (Number)	General	<input type="checkbox"/>
<input type="checkbox"/>	Contract/Corporate Card Contract (Name)	General	<input type="checkbox"/>
<input type="checkbox"/>	Account / Card (Number)	General	<input type="checkbox"/>
<input type="checkbox"/>	Card type	General	<input type="checkbox"/>
<input type="checkbox"/>	Account (Name)	General	<input type="checkbox"/>

1

When using your existing portfolio (updated with migrated accounts/contracts by AirPlus), there will now be two different numbers and names on the account and contract level.

2

If you enter a specific number or name, please be sure to consider the former account/contract and the migrated one.



Your stored **report templates** might need to be checked and updated when you set a filter on a specific card/account number or contract number. You may then need to add the new migrated number to analyze the transactions of both accounts together.

Report Template

By using a 'Report Template', you can save the settings (date range, filter, column selection, etc.) for a customized report from the Report Wizard. The template can be re-used as often as you wish to create a report.

4. How is data integration done?

The integration of master data and transactions of the migrated accounts ([AirPlus Virtual Cards](#) or [AirPlus Corporate Cards](#)) into the AirPlus Information Manager is done in several steps.

Timeline	Action by AirPlus	Impact on users
01/06/2021 & 02/06/2021	Integration of migrated accounts	Accounts with the new numbers are visible, and authorizations and card portfolios are updated. From now on, newly invoiced transactions of the accounts can be seen and analyzed. The account numbers will be enhanced with e.g. name, city, by the first transactions.
Mid June 2021	Subsequent import of historical transactions	The formerly invoiced transactions of the migrated accounts since migration can be seen and analyzed: AirPlus Virtual Cards as of April 2021, AirPlus Corporate Cards as of end of 2020.
August 2021	Integration of newly ordered accounts after migration	Accounts that are newly ordered as of this date are integrated with the very first invoiced transactions and can be seen and analyzed. New accounts already ordered since migration and its transactions can now be seen and analyzed.

5. Whom should be contacted for questions?

If you have any further questions, please contact your [regional office](#) or get in touch with your AirPlus Account Manager.