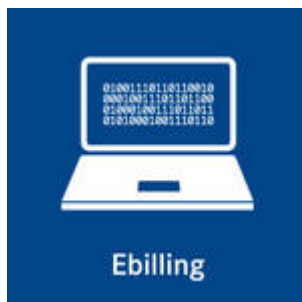


ATX- Format Specification

Electronic transaction data (pre-invoice data)
for AirPlus Company Account, Debit Account, Corporate
Card & Virtual Cards

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1 Changes

From now on, **AirPlus Virtual Cards** is an autonomous product that is no longer settled via the AirPlus Company Account. Here the resulting modifications to the content are outlined:

Page	Field	Change
10	Field 5 header data, Accounting number	For AirPlus Virtual Cards, the accounting number is not created from the EDI partner number and a sequential counter, but is a 10-digit unique number without sequence
10	Field 5 header data, Company identifier	Addition to AirPlus Virtual Cards
12	Field 11 header data, EDI number	Addition to 10-digit EDI Number for AirPlus Virtual Cards new customers
12	Field 4 transaction data, credit card number	Addition to AirPlus Virtual Cards
14	Field 9 transaction data, Expense key	Addition to Virtual cards content
17	Field 21 A transaction data, Description of service establishment	For AirPlus Virtual Cards, the name and location of the merchant is given in section A
17	Field 21 B transaction data, Merchant document number	For AirPlus Virtual Cards, the AirPlus document number is given in section B

The following list shows already known changes compared to the previous format version:

Page	Change	Description
9/17	New field 24: „ReverseCharge Indicator“	Acceptance of the “ReverseCharge Indicator” field.
9/18	New field 25: „ReverseCharge Country“	Acceptance of the “ReverseCharge Country” field.
13	Field 8, Expense Category “Z” & “X”	Expense Category Code “Z” (for Flight transactions) and “X” (for TAF) added to the file layout
14	Field 9, new Expense Key added for Company Account	New Expense Key ‘PARK9999’ covering the expenses for Parking on transaction level
8	Minor adjustment in data field 6 of the trailer record	Correction of the number of positions in this data field from 8 to 4. This change was only a textual update in the specification and has no impact on the data file. In fact, the ATX files were and are transmitted with 4 positions only.
14	Field 9, new Expense Key added for Corporate Card	New Expense Key ‘TrxFee....’ covering transaction fees charged by AirPlus.

14	Field 9, new Expense Key	New expense Key "EMD..." differentiating Electronic Miscellaneous Document (EMD) transactions was added
15	Field 14, change in position Country of purchase	Adjustment in the length of the country code (from "2-digits" to "2- or 3-digits"). Change has no effect on other positions since even now the digits reserved for that position are three.
11	Field 6, specification for Corporate Cards credit card company	Addition of "MC" for AirPlus Corporate Cards
17	Field 21 A transaction data, Description of service establishment	For flight and rail services that were paid with the AirPlus Company Account, the routing is provided section.A
17	Field 21 B transaction data, Merchant document number	Note regarding TAF booked via TAMARA added
14	5.2 Transaction data: table Field 9 Expense key	Added missing keys OTHERS9999 and OTHERS.... under AirPlus Corporate Cards column.
18	Field 6: Number of transaction data records	If the number of M records exceed 10.000 records, then a fix value of 9999 will be shown.

2 General

In order to use data from credit card companies in the SAP R/3 system and, at the same time, be independent of credit card providers, a certain data record structure is required.

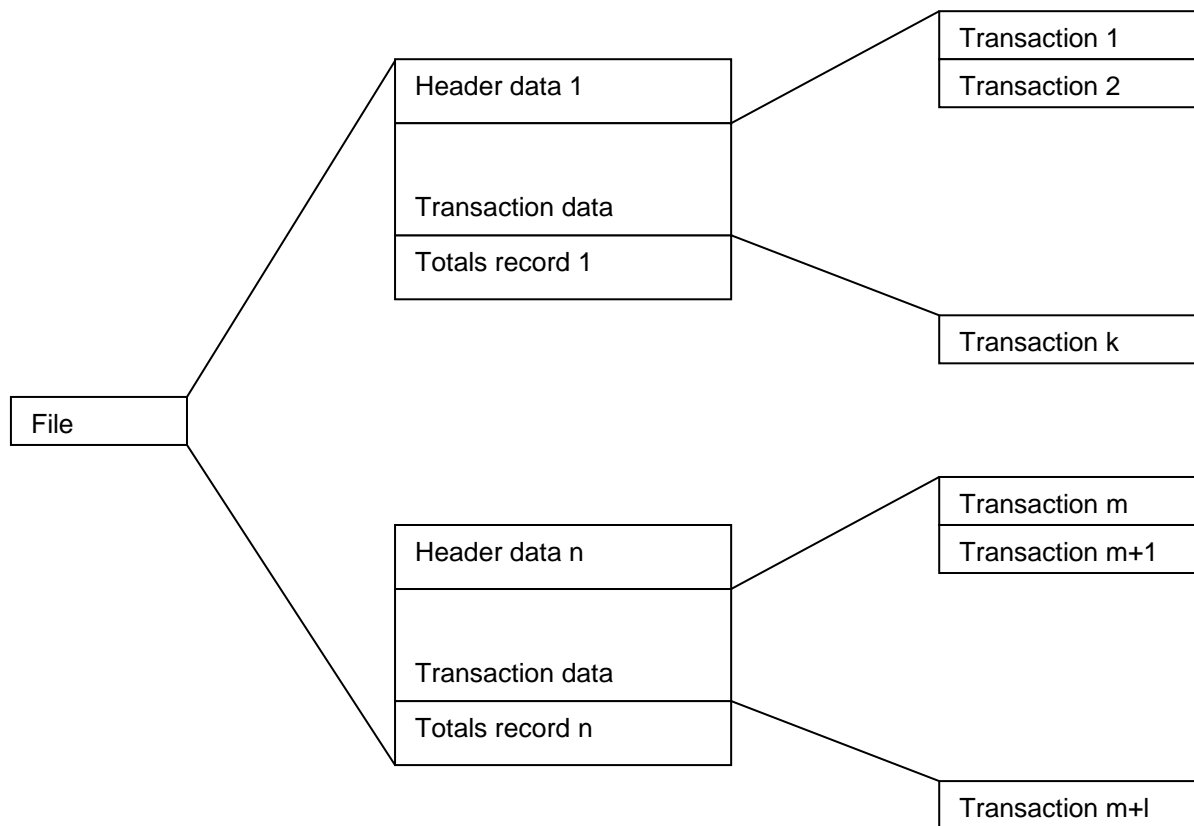
For that reason the format CCD (the AirPlus name of this format is ATX) has been developed by SAP. All credit card companies, which agree to comply with this data record structure, will receive in return an interface certificate from SAP. AirPlus' ATX format is certified this way.

The dataset produced by AirPlus is delivered to the clients in ASCII format with line breaks. The name of these files can be freely defined, but they will have the ending .atx.

Format extensions are generally done by inserting additional fields at the end, making backward compatibility between various format versions possible.

3 Structure of the file

3.1 Technical



3.2 Content

3.2.1 Header Data

The header data contains information, which applies to all transactions. This includes for example accounting number, company identifier, accounting currency and accounting date.

Each accounting run begins with such a header data record. The header data record can be included several times in one data file.

3.2.2 Transaction Data

Essential data, such as the credit card number, the employee's name and personnel number, date of purchasing, expense group, expense indicator, expense key, currency used and the exchange rate, constitutes the transaction data.

The transaction data is composed of the single line items (transactions) that represent each credit card payment process.

3.2.3 Totals Record

The totals record contains several totals fields in which all individual purchases are added together as a control measure. The number of totals records in a data file corresponds to the number of header data records.

4 Description of data records in table form

4.1 Header Data

No.	Description	From character	Length	Format
1	Line type, here: 'H' (for Header)	1	1	Character
2	Version number	2	10	String
3	Accounting date	12	8	YYYYMMDD
4	Accounting number	20	10	Number, leading zeros
5	Company identifier	30	10	String
6	Credit card company	40	2	String
7	Accounting currency	42	3	String
8	Decimal places for accounting currency	45	1	Number
9	VAT rate for additional charges	46	5	Number, 3 decimal places
10	Test parameter	51	1	Character
11	EDI number	52	17	Character
12	Reprint counter	69	3	Number

Total length of line: up to 71 characters

4.2 Transaction Data

No.	Description	From character	Length	Format
1	Line type, here: 'M' (for Main data)	1	1	Character
2	Personnel number of employee	2	8	Number, leading zeros
3	Name of employee	10	50	String, left justified
4	Credit card number	60	19	String, left justified
5	Company-paid indicator	79	1	Character
6	Date of purchase or departure	80	8	YYYYMMDD
7	Time of purchase	88	6	HHMMSS
8	Expense category	94	1	Character
9	Expense key	95	10	String, left justified
10	Debit / credit flag	105	1	'+' or '-'
11	Amount in purchasing currency	106	10	Number, leading zeros

No.	Description	From character	Length	Format
12	Decimal places for amount	116	1	Number
13	Purchasing currency	117	3	String, left justified
14	Country of purchase	120	3	String, left justified
15	VAT rate for purchase	123	5	Number, 3 decimal places
16	Exchange rate	128	11	Number, leading zeros, 7 decimal places
17	Amount in accounting currency	139	10	Number, leading zeros
18	Additional charge in accounting currency	149	10	Number, leading zeros
19	Total amount of transaction in accounting currency	159	10	Number, leading zeros
20	Number of additional data items	169	2	Number, leading zeros
21A	Description of service establishment	171	37	String, left justified
21B	Merchant document number	208	13	String, left justified
22	Document number	221	20	String, left justified
23	Trip number	241	10	Number, leading zeros
24	ReverseCharge Indicator	251	1	Character
25	ReverseCharge Country	252	2	String, left justified

Total length of line: 254 characters

4.3 Totals Record

No.	Description	From character	Length	Format
1	Line type, here: 'S' (for Sum)	1	1	Character
2	Accounting number	2	10	Number, leading zeros
3	Total purchases in accounting currency	12	15	Number, leading zeros
4	Total additional charges	27	15	Number, leading zeros
5	Total of all transactions	42	15	Number, leading zeros
6	Number of transaction data records	57	4	Number, leading zeros

Total length of line: 60 characters

5 Description of individual fields

5.1 Header data

Field 1, Line type

'H' for Header, in order to distinguish between the individual lines of a data file.

Field 2, Version number

Specification of version of sequential file: the version is designated 'SAPR3V0100'.

The version number is always the same as the format is compatible to former versions.

SAP will advise AirPlus in good time if the version changes.

Field 3, Accounting date

Date of accounting in format YYYYMMDD. This should be the run date (creation of the dataset).

Field 4, Accounting Number

10-digit number for accounting run given by AirPlus.

This number needs to be different for each imported file per client (unique key). This field is required for recognizing and preventing repeated reading of data files.

If ATX transaction data is not delivered on a daily basis but is bundled and transmitted parallel to the respective invoice data (e.g., in LARS, XML or CSV format), this field shows the invoice number to facilitate reference to the relevant invoice.

Where invoices require correction and altered invoices replace originals, the invoice numbers of the altered transaction files will be identical to the numbers of the original files. This serves to prevent double entry of transaction data. If you still wish to import data to replace original data, if required, the uniqueness of the invoice number will be ensured by the reprint counter in field 12 of the header dataset, which increases with each correction run.

Field 5, Company identifier

Individually agreed supplier number 10-letter string.

If no individual supplier number is specified, the EDI number is entered here for the Company Account.

For AirPlus Virtual Cards and Corporate Card the value "LASG" is entered if no individual supplier number has been defined.

Field 6, Credit card company

2-letter identifier for the credit card company.

Its use is essential if different credit card systems are used within one company.

'AP' is delivered for AirPlus Company Account and Virtual Cards, "MC" for AirPlus Corporate Cards.

For SAP users:

Starting with SAP release R/3 Enterprise, the values for these identifiers can be maintained in a customizing table (T706_CCOMP), for previous releases they are defined in the R/3 Data Dictionary domain CCOMP. The entry in the file is checked against these values.

Field 7, Accounting currency

3-letter ISO code for the currency in which all foreign currency amounts are converted (accounting currency).

For example: 'EUR' for Euros, 'GBP' for British pounds, 'USD' for US dollars, etc.

For SAP users:

It must be identical to the accounting currency of the trip provision variant in SAP Travel Management.

Field 8, Decimal places for accounting currency

Value 0, 2 or 3, depending on the currency used for accounting.

Field 9, VAT rate for additional charges

5-digit numeric field with 3 fixed decimal places. '15000', for example, signifies 15.000 %.

In case additional fees were charged for certain transactions (field 18 in transaction data) the VAT rate valid for all these fees in the accounting run is specified here, if the fees are VAT deductible. Otherwise, 5*SPACES (' ') should be entered here.

AirPlus delivers '00000' as fix value.

For SAP users:

The value of this field is currently not used in SAP Travel Management therefore it is optional.

Field 10, Test parameter

If the data is for testing purposes only, enter 'X' here, otherwise SPACE.

AirPlus always delivers SPACE here.

Field 11, EDI number

AirPlus' internal identification number for the eBilling set-up of the client.

Usually 7-digit or 10-digit alpha-numeric value, e.g. "DTA1234", "DTB2345", "DTC4321", or DTN1234567

Field 12, Reprint counter

If transaction data is bundled and transmitted parallel to the respective invoice data (ATXcollect), this field is filled in with a three-digit counter (e.g., 000). If ATX data is created on a daily basis, this field is not filled in and the header dataset ends after field 11.

Where invoices require correction and altered invoices replace originals, the reprint counter increases (e.g., to 001). Find more information on this topic in the explanations concerning field 4 of the header dataset.

5.2 Transaction data

Field 1, Line type

'M' for Main data, in order to distinguish between the individual lines of a data file.

Field 2, Personnel number of employee

8-digit personnel number of the employee.

Stored as a number with leading zeros, for example '00017718'.

Field 3, Name of employee

The name of the employee is used to verify that the personnel number, credit card number and name are all correct. If possible, the name should be entered in reverse, i.e. last name followed by the first name (or initials). For example: Miller P, Smith Martin.

Field 4, Credit card number

The number of the used credit card as a left justified string. If it is less than 19 characters long, the remainder is filled with SPACES. For AirPlus Virtual Cards, the 12-digit account number is entered here.

Field 5, Company-paid indicator

If the transaction is invoiced to the company, the field must contain 'X'. This concern lodged cards (central travel department cards as the AirPlus Company Account) or de-central corporate cards (e.g. AirPlus Corporate Card) with central payment. In these cases, the transaction must be assigned to an expense type 'paid by company'. Company-paid transactions are posted differently and must not be reimbursed to the employee.

Otherwise, if the transaction is invoiced to the employee, the field must contain ' ' (SPACE). In this case, the transaction will be assigned to an expense type that triggers a reimbursement to the employee.

Field 6, Date of purchase or departure

The date on which the purchase was made (or date of departure) with the format YYYYMMDD.

If the date of purchase (or departure) is not available, the transaction processing date of the current statement is used. In case of a flight or train ticket, the departure date should be provided or in general a service date.

This field is used to support an automatic assignment of the credit card receipt to an existing expense report of the employee (if no trip number - field 23 - is available) by checking if the date is between the trip beginning and the trip end date. Therefore, the date when the service has taken place should be in this field.

Field 7, Time of purchase

The time at which the purchase was made with the format HHMMSS.

If this data is not available, the value '000000' must be entered.

For SAP users:

The value of this field is currently not used in SAP Travel Management therefore it is optional.

Field 8, Expense category

One of the values in the following table:

Value	Significance
A	Accommodations
C	Car / transportation costs
M	Meals
P;Z	Flight
T	Train
R	Rent-a-car
K	Phone / communications
O	Other
Y	CPB (Commission Pass Back)
X	TAF (Transaction Fee)*

*Note: All fees transmitted via TAMARA are shown as Other "O", except for flights.

For SAP users:

The value of this field is currently not used in SAP Travel Management therefore it is optional. It is intended for possible future enhancements introducing suppl. data depending of this category.

Field 9, Expense key

10-character string, left justified.

- For the **AirPlus Company Account** are the nines placeholders for the VAT rate, for example FLIGHT**0000** or FLIGHT**1900**. The last 4 digits (VAT percentage) can vary dependent on the respective national VAT rates.
- For the **AirPlus Corporate Cards** there are no VAT percentages transmitted
- For the **AirPlus Virtual Cards** a fixed value "0000" is given for the VAT rate

AirPlus Company Account	AirPlus Corporate Cards	AirPlus Virtual Cards
HOTEL9999	Agency fee	HOTEL0000
MILEAG9999	Car Rental	FLIGHT0000
MEALS9999	Carservice	TRAIN0000
FLIGHT9999	Cash.....	CAR.RE0000
TRAIN9999	Entertain.	OTHERS0000
CAR.RE9999	Exchange..	FOREX0000
COMMUN9999	Ferry.....	PARK0000
TAF9999	Flight....	EMD0000
CPB9999	Forex.....	
OTHERS9999	Gasoline..	
FOREX0000	Hotel.....	
PARK9999	Literature	
EMD9999	OFFICE....	
	Parking...	
	Postage...	
	Pub_transp	
	Restaurant	
	Taxi.....	
	Telephone	
	Toll.....	
	Train.....	
	TrxFee....	
	OTHERS9999	
	OTHERS....	

For SAP users:

For R/3 releases up to 4.6C, the interface is restricted to the list of expenses keys above (as they were defined as fixed values of the domain CEKEY in the R/3 Data Dictionary).

With the release R/3 Enterprise, any list of 10-character strings agreed upon between the credit card provider and the company can be used, as the company can now customize the assignment for any desired expense key to an expense type used in SAP Travel Management. So, more detailed information and additional keys like cash withdrawals can be provided.

The string must only contain upper case letters 'A'-'Z' (no special characters), digits '0'-'9' as well as '.' and '_' (the string must be a valid database table key for all platforms).

Customers on lower releases can use more detailed expense keys if they enhance the domain CEKEY (which is a modification to the R/3 dictionary).

Field 10, Debit / credit flag

This field contains '-' if the transaction is charged from the Account (the amount must be paid to AirPlus) and '+' if the transaction is a credit (the amount is refunded by AirPlus).

Field 11, Amount in purchasing currency

10-digit numeric field with leading zeros but no decimal.

The number of decimal places is specified in field 12, the currency is defined in field 13.

Field 12, Decimal places for amount

Number of decimal places (0, 2 or 3) for the amount in purchasing currency in field 11.

Field 13, Purchasing currency

3-letter ISO code for the original currency of the purchase.

For example, 'EUR' for Euros, 'GBP' for British pounds, 'USD' for US dollars, etc.

Field 14, Country of purchase

2- or 3-letter ISO code designation of the country in which the purchase was made.

For example, 'DE' for Germany (resp. DEU), 'US' for United States of America (resp. USA), etc.

String, left justified, if 2-letters filled with SPACE.

Field 15, VAT rate for purchase

5-digit numeric field with 3 fixed decimal places. For example '15000' signifies 15.000 %.

VAT rate for amount in purchasing currency (field 11).

If the VAT rate is not available, this field contains 5 SPACES (' ').

For SAP users:

The value of this field is currently not used in SAP Travel Management therefore it is optional.

Field 16, Exchange rate

11-digit specification of exchange rate.

This value always has 4 places before and 7 places after the decimal point, which is why the decimal point does not have to be specified in this field. It always represents the value of the currency conversion from 1 unit of purchasing currency (field 13) to 1 unit of accounting currency (field 7 in header data).

If, for example, a purchase is made in Japanese Yen and the accounting currency is Euro, this field must contain the value '00000085278' (1 JPY = 0.0085278 EUR).

Field 17, Amount in accounting currency

10-digit specification of the amount of the purchase converted in accounting currency. The decimal places (field 7) and currency (field 8) are as specified in the header data. The rule is as follows:

amount in purchasing currency (field 11) * exchange rate (field 16) = amount in accounting currency.

Field 18, Additional charge in accounting currency

An additional charge for the transaction is specified in the accounting currency (the decimal places and currency are again as specified in the header data).

If the additional charge includes VAT, the rate is as in the header data (field 9). This field is reserved for additional charges from AirPlus, e.g. for selling travel insurance. If there are no additional charges, this field contains zeros ('0000000000').

Field 19, Total amount of transaction in accounting currency

The decimal places and currency are as specified in the header data.

The rule is as follows: field 17 + field 18 = field 19.

Field 20, Number of additional data items

This field is intended for the number of additional data items of this transaction. As there is no additional data defined in this version of the interface, the field must be filled with zeros ('00').

Field 21A+21B, Description of service establishment

A) For AirPlus Corporate Card and Virtual Cards details on the service establishment's name (and location). With AirPlus Company Account, the routing is specified for flight and rail services.

e.g. for rail: Frankfurt Berlin

or for flight: FRA SGP FRA or Flight SEAT RESERVATION

B) For AirPlus Company Account and Corporate Cards the merchant document number will be shown with a max length of a String of 13 characters (left justified), otherwise AirPlus document number, if not available. With AirPlus Virtual Cards the AirPlus document number will be shown.

Field 22, Document number

Left justified string. A unique identifier for each transaction must be provided here.

A unique AirPlus transaction number (together with the credit card number) is needed as a reconciliation criterion for the automatic clearing of company paid expenses with the FI postings of the invoice. Therefore, this number must be the same as the one used in the credit card invoice file sent to the company.

Field 23, Trip number

Number with 10 digits, leading zeros (e.g. 0000130266).

Default value is the content of AirPlus DBI field 'AU' (trip number / order number).

In case the trip number is not available, this field is filled with zeros ('0000000000').

For SAP users:

Starting with release R/3 Enterprise, this field is used to automatically assign a credit card receipt to an employee's expense report (if this process is chosen by the administrator). If no trip number is available, the date of purchase (field 6) will be used for this purpose.

In case the trip number from SAP Travel Management is already known before the trip, it can be put in the Personal Name Record (PNR) of a travel service booking paid with a lodged card and should be retrieved from there for the creation of this file.

If a trip request is used and a travel agency makes the travel service bookings, the trip number can be added manually to the PNR by the travel agent with the following format:

RM */SAP / TN=0000130266

If a trip plan is created with SAP Travel Planning, this line is added to the PNR automatically.

Field 24, Reverse charge indicator

Reverse charge (EU VAT regulation for X-border transactions) tax indicator.

In case of a reverse charge transaction it's filled with 'X', otherwise SPACE ' '.

Field 25, Reverse charge country

2-letter ISO code designation of the country in which the purchase was made.

For example, 'DE' for Germany, 'US' for United States of America, etc.

String, left justified, filled with SPACE.

AirPlus shows always the country of the cardholder/card user in this field.

5.3 Totals record

Field 1, Line type

'S' for sum data in order to distinguish between the individual lines of a data file.

Field 2, Accounting Number

Must be identical to the Accounting Number (field 4) in the header data.

Field 3, Total purchases in accounting currency

Sum of fields 17 of transaction data

Field 4, Total additional charges

Sum of fields 18 of transaction data

Field 5, Total of all transactions

Sum of fields 19 of transaction data.

The rule is as follows: field 5 = field 3 + field 4.

Field 6, Number of transaction data records

Number of transaction data records in this dataset (lines with line type 'M').

If the number of M records exceed 10.000 records, then a fix value of 9999 will be shown.