CSV
Format Specification

Electronic accounting data for AirPlus
Company Account, Debit Account, Corporate Card &
Virtual Cards

Version 3.00
Valid as of: Q1 2020

AirPlus International
Technical Hotline
T +49 (0) 61 02. 2 04 – 5 55
F +49 (0) 61 02. 2 04 – 3 19
customerservice@airplus.com
www.airplus.com

Contents

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
8	Field 1	Extension of the AirPlus Virtual Cards Account Number
9	Field 8	Extension of the AirPlus Virtual Cards content for transaction types
9	Field 9	Extension of the AirPlus Virtual Cards content for AirPlus document number
10	Field 11	Extension of the AirPlus Virtual Cards content for routing
11	Field 14	Extension of the AirPlus Virtual Cards content for travel date
12	Field 22	Extension of the AirPlus Virtual Cards content for details
13	Field 37	Extension of the AirPlus Virtual Cards content for fee tag
14	Field 42	Extension of the AirPlus Virtual Cards and Corporate Card content for service line 1
15	Field 43	Extension of the AirPlus Virtual Cards and Corporate Card content for service line 2
16	Filed 44	Extension of the AirPlus Virtual Cards and Corporate Card content for service line 3
16	Field 46	Restriction, only available for AirPlus Virtual Cards

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

Page	Field	Change
9	Field 8 and 9, value FL	Extension to EMD transactions
10	Field 11, value FL	Extension to EMD transactions
11	Field 16	Extension to EMD transactions
15-16	Field 43 and 44, value FL	Extension to EMD transactions
8	Field 3	Addition of AirPlus Corporate Card content
16	Field 45	Restriction on Corporate Card services
9	Field 8 and 9, value AV	Service Type Car Rental (AV) for AirPlus Corporate Cards not available
10-13	Field 11 and 37, value AV; Field 15; Field 14, value FL, AV and SO; Field 22, value FL and AV	Service Type Car Rental (AV) for AirPlus Corporate Cards not available; fallback scenario if travel date is not available
14-16	Field 42 and 44, value AV; Field 43, value AV and FL	Service Type Car Rental (AV) for AirPlus Corporate Cards not available
8	Field 10 (J)	Extension of maximum field length to 70 characters

2. General

With the CSV format, AirPlus International offers a simple, structured and clear data format for the transmission of AirPlus Company Account, Corporate Card and Virtual Cards accounting data.

The accounting data in CSV format can be imported into common spreadsheet applications and evaluated. Furthermore it is easily possible to further process the accounting data in downstream systems.

Format extensions are generally done by inserting additional columns, making backward compatibility between various format versions possible.

3. Structure of the Accounting File

3.1 Technical

The accounting file in CSV format has a simple data structure and consists of a header and an unlimited number of detail rows.

Header	1-time	`Heading1;Heading2;Heading3;…`
Detail rows	n-times	`Content1;Content2;Content3,…`

The number of fields in the header and each detail row is the same. In other words, when there is no cell content, each cell is still generated. Empty cells are always trimmed of a length of empty characters.

```
Heading1;Heading2;Heading3;…

Content1;Content2;Content3;…

Content4;;Content6;...
```

Depending on the country, the individual fields are either separated by a semicolon or a comma. With the exception of a few countries, the standard field separator is a semicolon.

For a line break, a LF (LineFeed) is used, where the last detail row according to RFC 4180 contains no line break.

The decimal separator for the display of amounts is dependent upon the column separator and can be either a comma or a period. With the exception of a few countries, the standard decimal separator is a comma. Amounts are always displayed with two decimal places.

```
5,00;0,95;5,95;…
```
Alphanumeric field contents are displayed without quotation marks. If a text field contains a column separator, this will be replaced by a slash "/", in order not to skew the number of columns in the detail rows.

```
This text contains no separators;But this one now / does;Text 3;…
```

The accounting data in CSV format does not contain a separate identifier for debits and credits, instead asset and liability items are indicated by a minus sign in front of the amount.

```
-5,00;-0,95;-5,95;…
```

Depending on the country, fields with a date specification are separated by either a period or a slash. With the exception of several countries, date fields are transmitted in the DD.MM.YYYY format.

3.2 Content

An accounting file in CSV format may contain multiple accounting-related items (invoice, credit, statement).

An Account itself may consist of multiple accounting items that, in turn, may be comprised of multiple partial services.
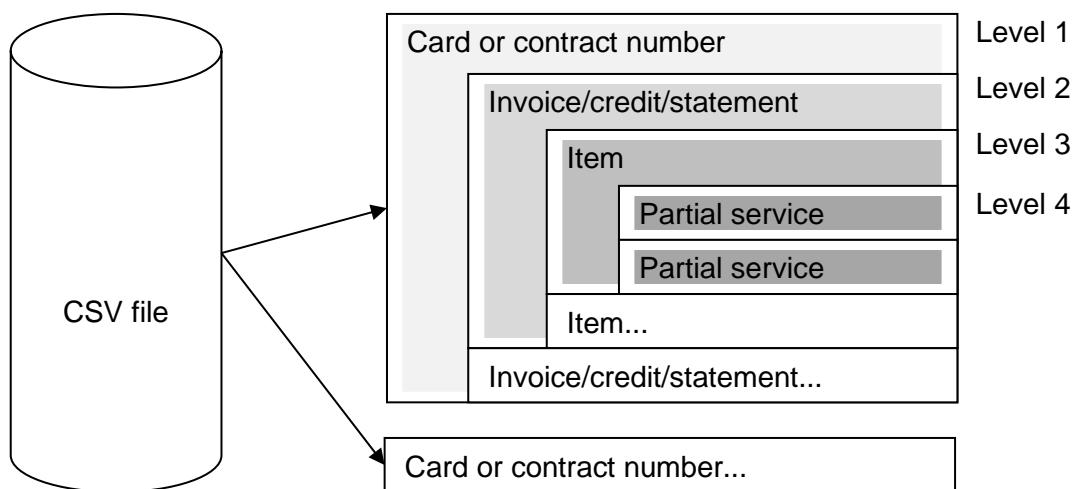
The information in the detail rows is assigned to different levels by meaning.

- The information in Level 1 is thus only differentiated when it changes the card or contract numbers. The information in Level 1 thus repeats itself when the card or ticket numbers do not change.

- The information in Level 2 is thus only differentiated when it changes the invoice or credit numbers. The information in Level 2 thus repeats itself when the invoice or credit numbers do not change.

- The information in Level 3 is thus only differentiated when it changes the item numbers. The information in Level 3 thus repeats itself when the item number does not change.

- Information in Level 4 varies for each detail row, because it represents the information of the partial services.

The following table presents the data fields in the CSV format with their corresponding level assignment. The data regarding field length refer to the field content and not the column headings.

Field Nr.	Field description	Ebene	Status	Format	Length	Example
1 (A)	Account No	1	M	AN	14-23	*1220 0020 0999 934*
2 (B)	Cardholder	1	C	AN	0-70	*Company* or *Cardholder*
3 (C)	Place	1	C	AN	0-70	*Delhi*
4 (D)	Invoice No	2	M	AN	11	*03 03499999*
5 (E)	Invoice Date	2	M	AN	6-10	*07.12.2005*
6 (F)	Gross Amount	3	M	N	1-15	*119,00*
7 (G)	Item No	3	M	N	1-6	*34*
8 (H)	Type	3	M	AN	2	*FL*
9 (I)	Ticket No	3	M	AN	1-14	*99 1234567890*
10 (J)	Name	3	C	AN	0-70	*Max*
11 (K)	Routing	3	M	AN	1-70	*FRA HAM FRA*
12 (L)	Merchant	3	C	AN	0-70	*Deutsche Lufthansa AG*
13 (M)	Sales Date	3	C	AN	0-10	*13.11.2005*
14 (N)	Travel Date	3	C	AN	0-10	*15.11.2005*
15 (O)	Booking Class	3	C	AN	0-4	*C*
16 (P)	Airline Code	3	M	AN	2	*LH*
17 (Q)	Sales Currency	4	M	AN	3	*EUR*
18 (R)	Net Amount (SC)	4	M	N	1-15	*100,00*
19 (S)	Tax (SC)	4	M	N	1-9	*19,00*
20 (T)	Billing Currency	4	M	AN	3	*EUR*
21 (U)	Gross Amount (BC)	4	M	N	1-15	*119,00*
22 (V)	Details	4	C	AN	0-2	*E*
23 (W)	Employee No	3	C	AN	0-30	*A9999-Z*
24 (X)	Department	3	C	AN	0-30	*ZBUN*
25 (Y)	Cost Centre	3	C	AN	0-30	*O9999*
26 (Z)	Accounting Unit	3	C	AN	0-30	*X9999*
27 (AA)	Internal Account	3	C	AN	0-30	*ZE-999*
28 (AB)	DBI Date	3	C	AN	0-10	*30.11.2005*
29 (AC)	Project No	3	C	AN	0-30	*P/04499*
30 (AD)	Order No	3	C	AN	0-30	*A01111*
31 (AE)	Action No	3	C	AN	0-30	*X1*
32 (AF)	Final Destination	3	C	AN	0-30	*Paris*
33 (AG)	Customer Reference	3	C	AN	0-20	*34343434*
34 (AH)	0-Invoice No	3	C	AN	0-20	*999999999*
35 (AI)	IATA No	4	C	AN	0-8	*99999999*
36 (AJ)	VAT Rate	4	M	N	0-5	*19,00*
37 (AK)	Fee Tag	4	C	AN	0-1	*T*
38 (AL)	Service code	4	C	AN	0-4	*9931*
39 (AM)	Domestic Tag	3	C	AN	0-1	*D*
40 (AN)	Due Date	2	M	AN	10	*31.12.2005*

41 (AO)	Additional Insurance	3	M	N	1-9	*0,00*
42 (AP)	Service line1	4	C	AN	0-70	
43 (AQ)	Service line2	4	C	AN	0-70	
44 (AR)	Service line3	4	C	AN	0-70	
45 (AS)	Fees (Tax)	4	C	N	0-15	*5,25*
46 (AT)	A.I.D.A. Number	3	C	AN	0-23	*5999 9999 9999 9999*
47 (AU)	VAT Type	4	M	AN	2	*RC*

4. Field Description

Field 1 (A):   Account No
Every fifth digit in the card number is followed by a space, so that it can be correctly transferred into a spreadsheet application. The card number refers to the card or contract number that is charged. For AirPlus Virtual Cards the 12-digit Account number is given here.

1220 0220 5678 965
4001 8800 1111 2222

Field 2 (B):   Cardholder
This is generally the firm to which this charged card belongs. When dealing with Corporate Cards, the name of the card holder or the name of the card user appears here.

Field 3 (C):   Place
On invoices with the German country code, the location of the firm with zip code appears here, for foreign invoices - the country name. With AirPlus Corporate Cards, the city and postal code can be displayed.

Field 4 (D):   Invoice No
The third digit of the invoice number is followed by a space to ensure correct transfer into a spreadsheet application.
Depending on the type of invoice and the destination country, the invoice number may contain another prefix (2 digits).

Field 5 (E):   Invoice Date
The date of the invoice, credit or account.

Field 6 (F):   Gross Amount
The item total in accounting currency. The amounts of the individual services are transferred into later fields.

Field 7 (G):   Item No
Consecutive item number of an Account.

Field 8 (H):   Type

The Service Type field uses a two-digit identifier to distinguish the type of the sale.

Value	Content AirPlus Company Account	Content AirPlus Corporate Card	Content AirPlus Virtual Cards
FL	Flight revenue and transaction fees (TAF) for flights	Flight revenue and transaction fees (TAF) for flights and EMD transactions	Revenues through an Airline
DB	Revenues through German Railways	Type not available	Revenues through a Railway company
DO	Revenues through the German Railways online platform as well as revenues from international rail companies	Type not available	Type not available
CC	Travel agency services and TAFs	Type not available	Type not available
AV	Revenues through a car rental company	Type not available	Revenues through a car rental company
HT	Hotel and MICE revenues	Type not available	Revenues through a Hotel
SO	Other services (TAFs and other transactions with less depth of data) & AirPlus services (card fees, etc.)	Other services f.e. TAFs and AirPlus services (card fees, etc.)	Other services (e.g. parking fees, taxi etc.) and AirPlus service charges

Field 9 (I):   Ticket No

The field is set according to the respective service type and is shown in the following table.

The third digit of the document number is followed by a space, to ensure correct transfer into a spreadsheet application.

Service type	Content AirPlus Company Account	Content AirPlus Corporate Card	Content AirPlus Virtual Cards
FL	Ticket number of an airline or Ticket number of a low cost carrier: 920 + 3 letter code + filekey	Ticket number of an airline or Ticket number of a low cost carrier: 920 + 3 letter code + filekey For EMD transactions: EMD document number	AirPlus document number: 13-digit number, starts with A + 12 digit
DB	Ticket number	Type not available	AirPlus document number: 13-digit number, starts with A + 12 digit
DO	Contract number	Type not available	Type not available
CC	Document number	Type not available	Type not available
AV	Rental contract number	Type not available	AirPlus document number: 13-digit number, starts with A + 12 digit
HT	Reservation number CRS	Type not available	AirPlus document number: 13-digit number, starts with A + 12 digit

			AirPlus document number:
SO	AirPlus document number	AirPlus document number	13-digit number, starts with A + 12 digit

Field 10 (J): Name
Name of the customer (e.g., traveler name, driver name, etc.).

Field 11 (K): Routing
The field should provide for the particulars of the trip:

Service type	Content AirPlus Company Account	Content AirPlus Corporate Card	Content AirPlus Virtual Cards
FL	Flight routing, e.g. FRA, TXL, HAM, FRA For flight TAF, partial information text	Flight routing, e.g. FRA JFK FRA, or "NO INFO". For flight TAF, partial information text For EMD transactions: EMD type | EMD category	Flight routing e.g. FRA TXL, HAM FRA
DB	Service description 1, e.g., EPA reservation	Type not available	Start and destination station, e.g. Frankfurt(Main) - Bonn+City
DO	Start and destination train station, e.g. Frankfurt (Main) - Bonn + City	Type not available	Type not available
CC	Service description 1 of the travel agency, e.g. SE Flight e-tickets	Type not available	Type not available
AV	Place of delivery, country code and place of return, e.g. Frankfurt (airport) DE – Frankfurt (airport)	Type not available	Place of delivery, country code and place of return, e.g. Frankfurt (airport) DE – Frankfurt (airport)
HT	Group of goods text 1, e.g. Restaurant Avalon beverage	Type not available	Hotel name
SO	Other service description	**Character 1-15:** Merchant's location **Character 16-45:** For all foreign transactions (not Germany) country code	empty

If no information is available, the content NO INFO is entered into the column for Company Account and Corporate cards.

Field 12 (L): Merchant
The airline flown or the travel agency authorized for booking, for example, is transmitted here.

For revenues with a Company Account, the name of the service provider is transmitted.

For revenues with a Corporate Card, the name of the contract company with whom the revenue is made is transmitted.

Field 13 (M): Sales Date
The sales date of the transaction.

Field 14 (N): Travel Date

Service type	Content AirPlus Company Account	Content AirPlus Corporate Card	Content AirPlus Virtual Cards
FL	Departure date	Departure date, otherwise posting date	Depature date, otherwise empty
DB	Travel date	Type not available	Travel date, otherwise empty
DO	Travel date	Type not available	Type not available
CC	Travel date	Type not available	Type not available
AV	Vehicle pick-up date	Type not available	Pick-up date, otherwise empty
HT	Hotel booking date	Type not available	Check-in date, otherwise empty
SO	Sales date	Sales date, otherwise posting date	empty

Field 15 (O): Booking Class
The information regarding class is only possible for flight (FL)-, car rental company (AV)- and rail online services (DO). For AirPlus Corporate Cards, the travel class is only possible for flight (FL) services.

Field 16 (P): Airline Code
Service provider code, e.g., airline code (LH, LX...). For EMD transactions the respective airline code

Field 17 (Q): Sales Currency
The information on sales currency is required for each item. The value is alphanumeric and reflects the currency code according to ISO 4217.

Example:

Value	Description
EUR	Euro
DKK	Danish krone
CHF	Swiss franc
USD	US dollar
…	…

Field 18 (R): Net Amount (SC)
The net amount of the given partial service in sales currency.

Field 19 (S): Tax (SC)
The amount of value-added tax on a given partial service in sales currency.

Field 20 (T): Billing Currency
The accounting currency is dependent on the invoice recipient.

Field 21 (U): Gross Amount (BC)
The gross amount of the given partial service in billing currency.

Field 22 (V): Details
Additional information on the individual service types can be provided here.

Service type	Content AirPlus Company Account	Content AirPlus Corporate Card	Content AirPlus Virtual Cards
FL	E = ETIX P = Pay-as-you-fly	empty	E=ETIX
DB	empty	Type not available	empty
DO	empty	Type not available	Type not available
CC	empty	Type not available	Type not available
AV	empty	Type not available	empty
HT	empty	Type not available	empty
SO	empty	empty	empty

Field 23 (W): Employee No
Descriptive Billing Information field, Personal Code Number (PK) from the Descriptive Billing Information capture.

Field 24 (X): Department
Descriptive Billing Information field, Department Number (DS) from the Descriptive Billing Information capture.

Field 25 (Y): Cost Centre
Descriptive Billing Information field, Cost Center (KS) from the Descriptive Billing Information capture.

Field 26 (Z): Accounting Unit
Descriptive Billing Information field, Accounting Unit (AE) from the Descriptive Billing Information capture.

Field 27 (AA): Internal Account
Descriptive Billing Information field, Internal Account (IK) from the Descriptive Billing Information capture.

Field 28 (AB): DBI Date
Descriptive Billing Information field, Processing Date (BD) from the Descriptive Billing Information capture. When a field can be interpreted as a date, it is transmitted in the DD.MM.YYYY format.

Field 29 (AC): Project No
Descriptive Billing Information field, Project Number (PR) from the Descriptive Billing Information capture.

Field 30 (AD): Order No

Descriptive Billing Information field, Order Number (AU) from the Descriptive Billing Information capture.

Field 31 (AE): Action No
Descriptive Billing Information field, Action Code (AC) from the Descriptive Billing Information capture.

Field 32 (AF): Final Destination
Descriptive Billing Information field, Final Destination (RZ) from the Descriptive Billing Information capture.

Field 33 (AG): Customer Reference
A customer reference number that can be transmitted as Descriptive Billing Information upon booking in direct sales by an airline.

Field 34 (AH): 0-Invoice No
A travel agency's invoice number or the delivery note number.

Field 35 (AI): IATA-No
The travel agent involved in the booking has a six-digit IATA number. This number is used when the travel agent arranges flight services.

Field 36 (AJ): VAT Rate
Corresponds to the valid value-added tax.

Field 37 (AK): Fee Tag

Identifier for Transaction Fee and Commission Passback.

Service type	Content AirPlus Company Account	Content AirPlus Corporate Card	Content AirPlus Virtual Cards
FL	"T" indicates a transaction fee (TAF) "C" indicates a commission passback	empty	empty
DB	"T" indicates a transaction fee (TAF) "C" indicates a commission passback	Type not available	empty
DO	Empty	Type not available	Type not available
CC	"T" indicates a transaction fee (TAF) "C" indicates a commission passback	Type not available	Type not available
AV	Empty	Type not available	empty
HT	"G" = Guest related "V" = Event related	Type not available	empty
SO	"T" indicates a transaction fee (TAF) "C" indicates a commission passback	empty	empty

Field 38 (AL): Service code
Contains the Amadeus service code.

Field 39 (AM): Domestic Tag
The domestic identifier is set to D if the service is exclusively provided in the country of the service recipient. For cross-border or international services, the field is left empty. The field must be customized for specific customers.

- Example flight: a Frankfurt-Hannover flight receives a D; a Frankfurt-Rome flight receives a blank.
- Sample rail: a Mainz - Cologne ticket receives a D; a Cologne - Brussels ticket receives a blank.
- Example travel agency: Frankfurt - Hannover flight + TAF receives a D; Frankfurt - New York flight + TAF receives a blank.

Field 40 (AN): Due Date
Account due date

Field 41 (AO): Additional Insurance
Amount for supplementary insurance policies of the respective item in the accounting currency.

Field 42 (AP): Service line1

Service type	Content AirPlus Company Account	Content AirPlus Corporate Card	Content AirPlus Virtual Cards
FL	empty	empty	Text, which describes the flight, inlc. Ticket no., class and date, e.g.: LH 2201234567890 / Class S on 01.03.19 or LH 1234567890 / Class 2/Bus. on 01.03.19
DB	empty	Type not available	Text, which describes the booking reference, e.g.: Booking Reference No.: 1234ABC / Class 2 on 01.03.19
DO	Number of adult passengers	Type not available	Type not available
CC	empty	Type not available	Type not available
AV	Vehicle identifier	Type not available	Text, which describes the booking reference, e.g.: Contract No.: 1234ABC
HT	Number of overnight stays with check-in date and check-out date, e.g. 1 | 23.01.2013 - 24.01.2013	Type not available	Text, which describes the booking reference, e.g.: Booking Reference: ABC123

SO	Other service description	**Character 1-15:** Merchant's location **Character 16-45:** For all foreign transactions (not Germany) country code For transaction-related AirPlus fees: Description of the fee (including % and minimum fee)	For transaction-related AirPlus fees: Name of the service provider (AirPlus)

Field 43 (AQ): Service line2

Service type	Content AirPlus Company Account	Content AirPlus Corporate Card	Content AirPlus Virtual Cards
FL	Empty For EMD transactions the respective ticket number if available	Empty	empty
DB	empty	Type not available	empty
DO	Service description and ticket number of the partial service, separated by | e.g. Seat reservation | 12345678	Type not available	Type not available
CC	Empty	Type not available	Type not available
AV	Number of rental days with unit, e.g. 2 day(s)	Type not available	Text, which describes the number of rental days and the pick-up date, e.g.: Day count: 5 days, from 01.03.19
HT	Group of goods text 2	Type not available	Text, which describes the number of nights e.g.: Room nights: 3
SO	Other service description	For all foreign transactions (not Germany) a short information on the foreign exchange fee For transaction-related AirPlus fees: name, place and country code of the original transaction	For transaction-related AirPlus fees: Description of the fee (including % and minimum fee)

Field 44 (AR): Service line3

Service type	Content AirPlus Company Account	Content AirPlus Corporate Card	Content AirPlus Virtual Cards
FL	Empty For EMD transactions an information text	Empty	empty
DB	empty	Type not available	Text, which describes the place of depature, e.g.: Depature: Frankfurt
DO	empty	Type not available	Type not available
CC	empty	Type not available	Type not available
AV	Location of return	Location of return	Text, which describes the pick-up place, e.g.: Pick-up: Frankfurt
HT	Hotel name	Type not available	Text, which describes the place of the hotel, e.g.: Frankfurt
SO	Transaction type identifier: T = Rail C = car rental H = Hotel S = Shipping A = Transaction fee K = Commission fee O = Other	empty	For transaction-related AirPlus fees: name, place and country code of the original transaction

Field 45 (AS): Fees (Tax)

If an item is assigned to the service type, FL, the total of all fees for the ticket (airport fees, security fees, other fees, etc.) appears in this column. If an item is assigned to the service type, AV, the price for fuel appears in this column.

Field 46 (AT): A.I.D.A. Number
The field A.I.D.A. Number is only filled in if the transaction is done with AirPlus Virtual Cards.

Field 47 (AU): VAT Typ

The VAT type identifier distinguishes between traditional revenues and revenues in reverse-charge processes or rather revenues that show 0% VAT, but are subject to reporting.

- "RC" means that the invoice recipient must pay the value-added tax.

- "0V" means that no value-added tax is applicable to the service, but the invoice recipient must report this to his/her tax authority. This is particularly relevant for the UK.

- „DS" means „deductible" (Additional feature from June 2016 (only for China until further notice))