**SABRE HANDBOOK**

**ASR Station Reports**

Interact Interface

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# Document Revisions

| Date | Section | Description |
|---|---|---|
| 14 Apr 2015 | All | Converted to Flare, brought module to latest branding and templates. |
| 20 June 2019 | Display Station Report | Added new GUI screen which allows for additional display options. |
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# Objectives

| Item | Objective | |
|------|-----------|---|
| Objectives | ▪ Describe the process to close an agent's ASR<br>▪ Explain how to display the Station Summary Report by Date and by Station Number<br>▪ Identify the process to print the Station Summary Report<br>▪ Demonstrate how to close the Station Summary Report<br>▪ Explain how to display the Station Manager Report by date, and by station number.<br>▪ Identify the steps to print the Station Manager's Report. | |
| Reference | None | |
| EPR | Duty Code: | 7 and 8 |
| | Keyword: | ATACSP, ASRREV |

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# ASR Reports

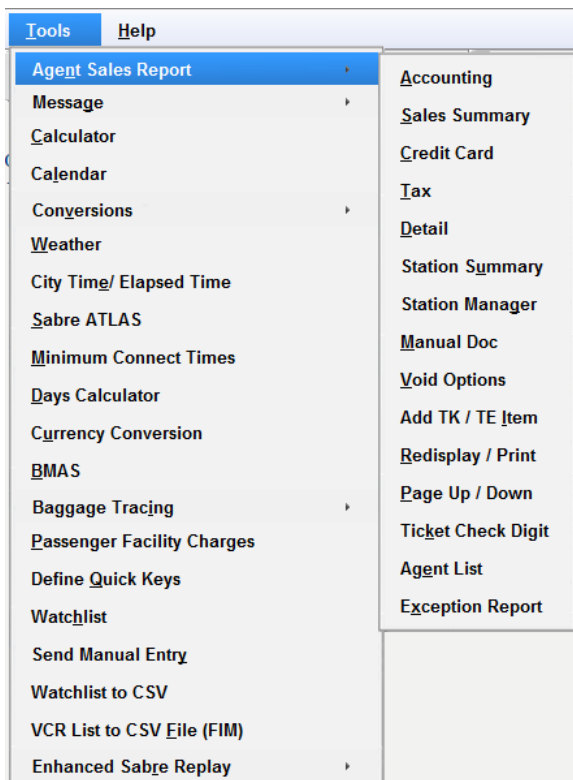## 1.1    Supervisor Close Accounting Report

Supervisors can close another agent's detail report in their station, or may close an agent's report at a different station number (with the appropriate keyword).

Requirements:

- The supervisor does not have to be designated to a ticket printer before closing the other agent's detail.
- The EPR keyword ATACSP is required to close another agent's report.
- When the supervisor closes an agent's report, no amounts are entered.
- If an overage or a shortage has occurred, no adjustments can be made.

Steps to close the Account Report

1.  Select the **Tools** Menu.  <Alt+T>
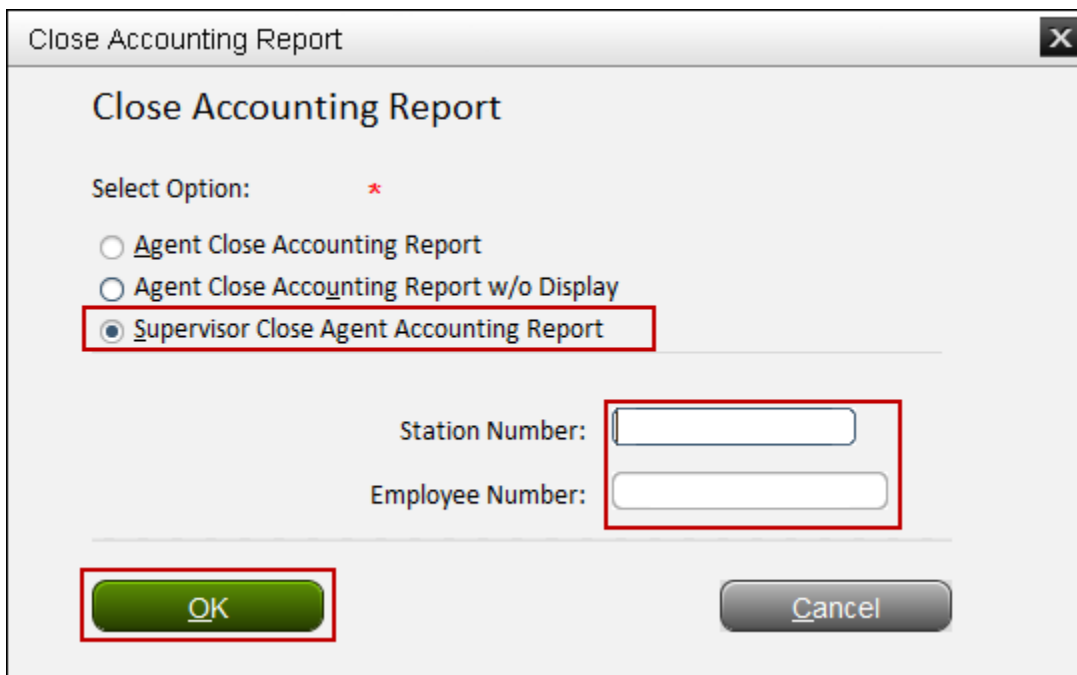2.  Select **Agent Sales Report**
3.  Select **Accounting**



The Accounting Reports Options window displays.
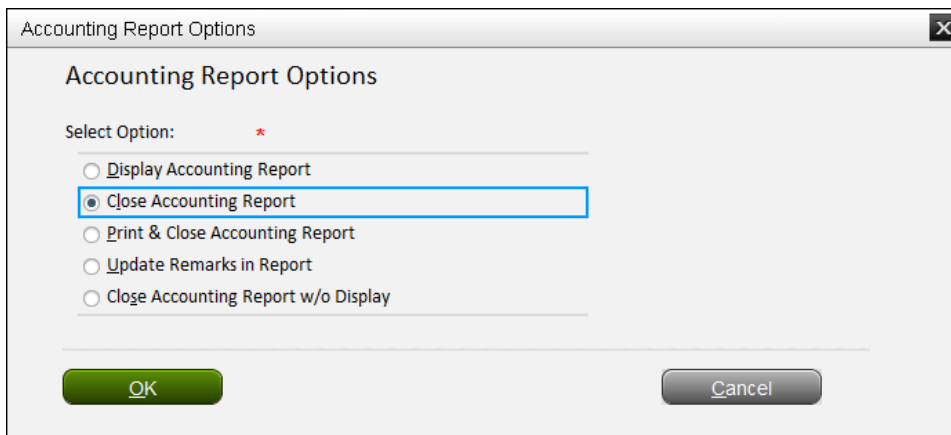
4. Select **Close Account Report**.

5. Click **OK**

   The Close Accounting Report window displays.



6. Select **Supervisor Close Agent Account Report**

7. Input Station Number in the space provided.

8. Input **Employee Number** in the space provided.

9. Click **OK**.

   The following is a sample response:

   ```
   WY@AC‡STA01718426‡EMP040040¶
   ACCOUNTING·RPT·CLOSED·—·F0010¶
   ```

**Additional Notes**:

- The "Account Sales Report - Closing" mask does not display for a supervisor closing an agent detail, therefore the supervisor cannot notate any overages or shortages for the agent.

- When closing their own Accounting Reports, supervisors are to use the Agent Close Accounting Report option.

- Refer to the *Agent Sales Report* module for more information on the Agent Close option.

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# Station Summary Report

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Each ticketing or monetary related transaction (manual or automated) is recorded in the Agent Sales Report and may be accessed as Station reports using Interact Res and Check-In.

Benefits include:

- Lists all sources of cash collected during the period of the report, in order to reconcile the cash deposits.

- Identifies the agents with an overage or shortage for the day.

- A secondary entry will list all sales for each of the station's agents with CLOSED Accounting Reports, and a list of agents with OPEN Accounting Reports.

- Station Summary Report can be requested from the secondary display.

- If no sales are present, the agent is not listed.

- A Supervisor can make updates to his / her own station report and must close the report.

- Only a Supervisor or Revenue Accounting agent can view a Station Summary report.

**Note**   The EPR keywords ATACSP or ASRREV are required in order to view the Station Summary Report.

## 2.1    Station Summary Report - Display Single Station

Steps to Display a Single Station Summary Report.

1. Select **Tools** from the main menu <**ALT+T**>
2. Select **Agent Sales Report**
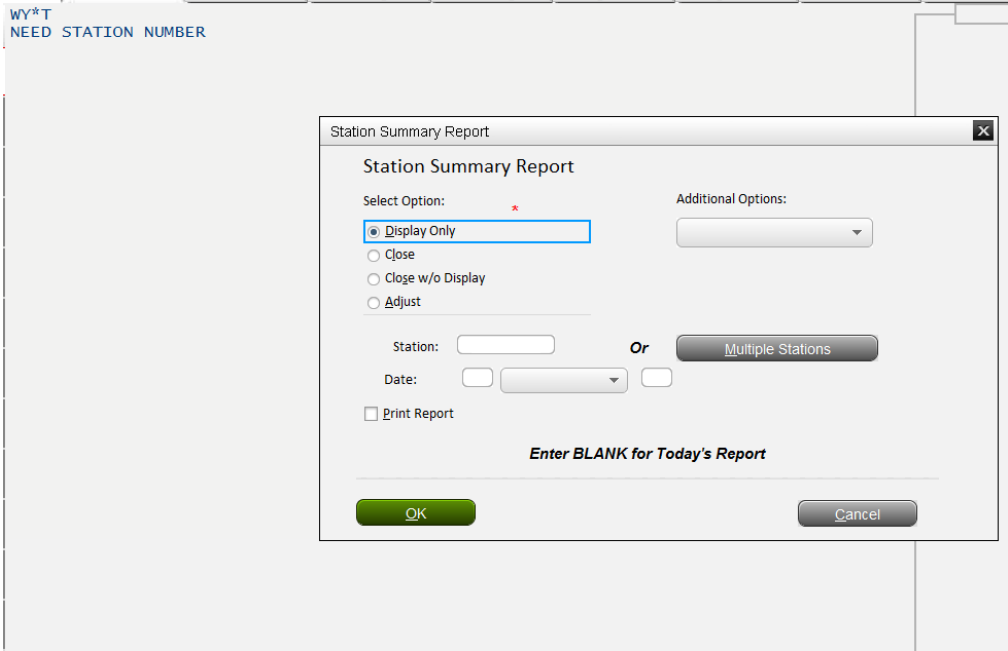3. Select **Station Summary**
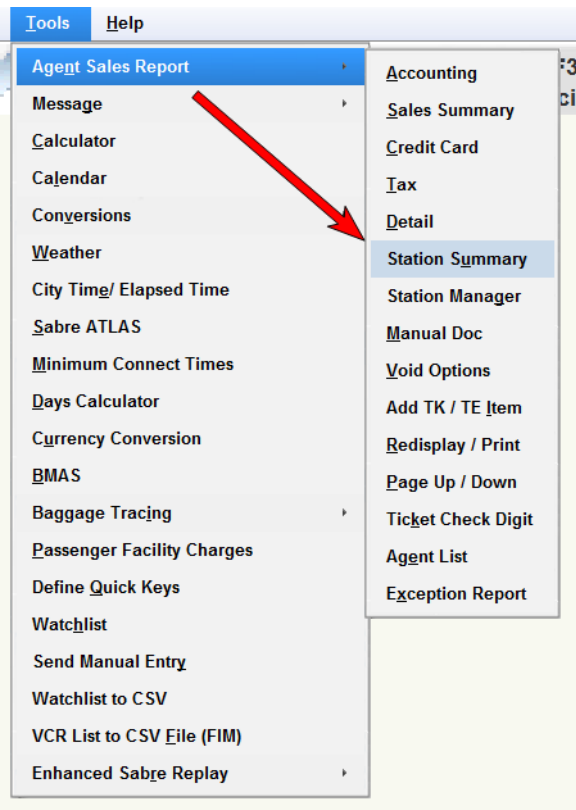
If you have a ticket printer assigned, the grand total station report displays on the screen as shown here. This will be accompanied by the Station Summary Report window with additional options.
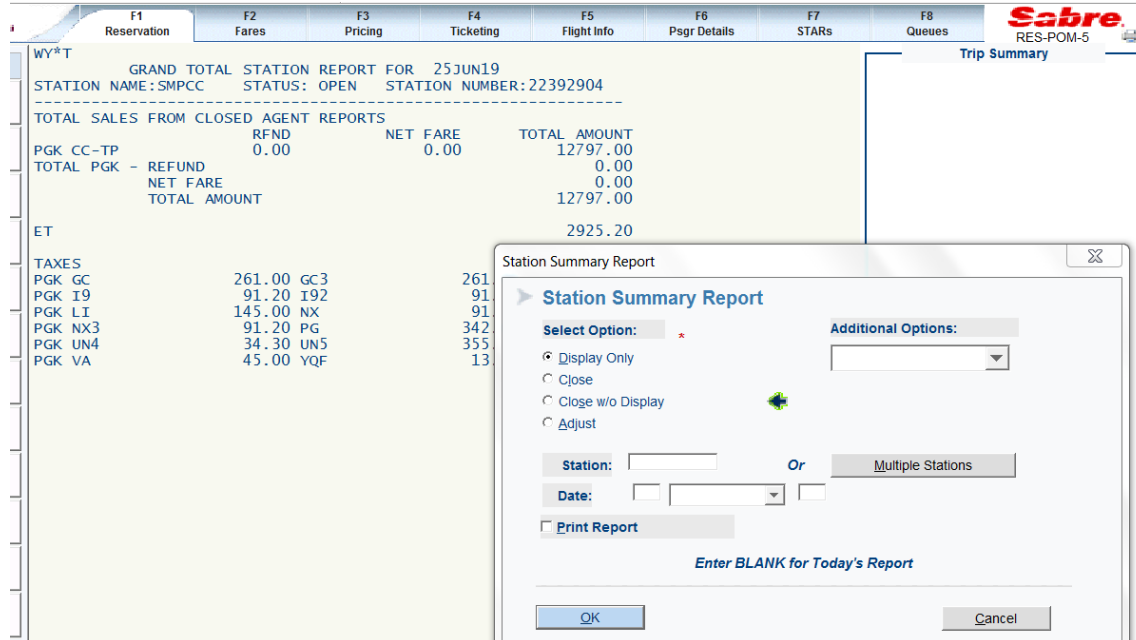


The Display Only option is pre-selected, if you select OK, the window will disappear allowing you full view of the Grand Total Station Report.

The Grand Total Station Report contains the Total Sales, Total Refunds and Net Amount by Currency and by Form of Payment.

If you do not have a ticket printer assigned, you will see this response along with the Station Summary Report window.

This is a valid response. It is not necessary to designate a ticket printer to display or close the Station Reports.

The Station Summary Report window again displays. Let's take a closer look at the Additional Options available to you.
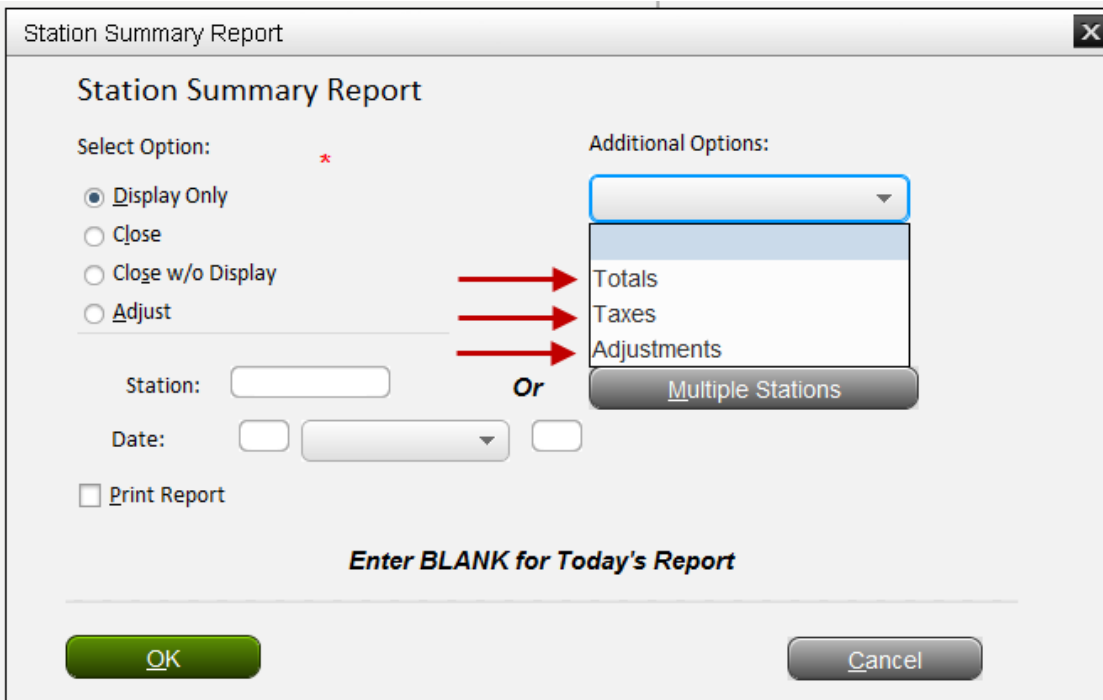


The Additional Options allow you to view the station summary based on Totals amounts, Tax breakdowns and Adjustments due to overages or shortages.

### 2.1.1    Display Station Summary Report Using Additional Options

Three additional options are available when displaying the Station Summary Report. In addition to the Grand Total Summary, you can look at the Summary Report by:
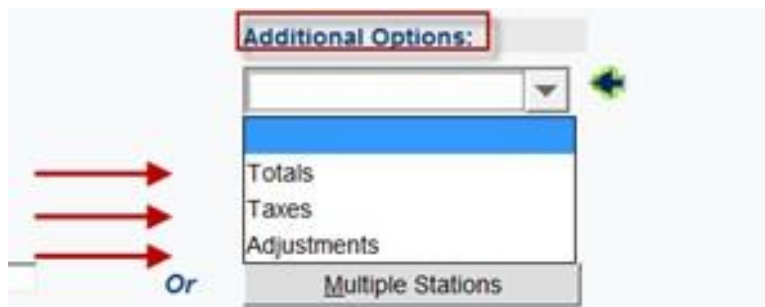
1. **Total Option**:

```
WY*T¥TOTALS
         GRAND TOTAL STATION REPORT FOR  25JUN19
STATION NAME:SMPCC    STATUS: OPEN    STATION NUMBER:22392904
----------------------------------------------------------------
TOTAL SALES FROM CLOSED AGENT REPORTS
                      RFND           NET FARE       TOTAL AMOUNT
PGK CC-TP             0.00              0.00           12797.00
TOTAL PGK - REFUND                                         0.00
            NET FARE                                       0.00
            TOTAL AMOUNT                               12797.00

ET                                                     2925.20


ACCUMULATED OVERAGE/SHORTAGE REPORT:

STATION CLOSE OVERAGE/SHORTAGE REPORT:

VARIANCE:
END OF REPORT
```

The total option will display only the total amounts by currency and form of payment.

2. **Taxes Option:**

```
WY*T¥TAXES
         GRAND TOTAL STATION REPORT FOR  25JUN19
STATION NAME:SMPCC    STATUS: OPEN    STATION NUMBER:22392904
----------------------------------------------------------------
TAXES
PGK GC             261.00 GC3             261.00
PGK I9              91.20 I92              91.20
PGK LI             145.00 NX               91.20
PGK NX3             91.20 PG              342.00
PGK UN4             34.30 UN5             355.20
PGK VA              45.00 YQF              13.20
PGK YRI              3.50
TOTAL TAX - PGK          1825.00

END OF REPORT
```

3. **Adjustments:**

```
WY*T¥ADJUSTMENT
         GRAND TOTAL STATION REPORT FOR  25JUN19
STATION NAME:SMPCC    STATUS: OPEN    STATION NUMBER:22392904
----------------------------------------------------------------

ADJUSTMENTS:

ACCUMULATED OVERAGE/SHORTAGE REPORT:

STATION CLOSE OVERAGE/SHORTAGE REPORT:

VARIANCE:

REMARKS:

END OF REPORT
```

## 2.2    Display Station Activity Report

Use these steps to display a list of stations with their open or close status on the specified date.

**Note**    This display requires the EPR keyword ATACSP or  ASRREV.

**Steps to display Station Activity Report:**

1. From the top menu in the Interact Interface, select:

    **Tools >> Agent Sales Report >> Station Summary**

    The Station Summary Report window displays

2. Type the **Station** number using **all zeros**> Example 00000000
3. Indicate the **date of the report**. You can leave the date blank if you are checking for today's date.
4. Click **OK.**

The Station Activity Report displays. Example response:

```
MU
                    STATION STATUS FOR  24JUN19
SEQ   STATION   CODE   OP DT/TM   ST CL DT/TM   XT DT/TM   XTST
-------------------------------------------------------------
0001 22391003 SQTCT JUN24 0756 OP
0002 90000304 AAFIB JUN24 0005 OP
0003 90001052 AAFIB JUN24 0210 OP
0004 90001402 POMCT JUN24 0735 OP
0005 91480642 LONCT JUN24 0905 OP
0006 22390373 MAGCT JUN24 0804 CL JUN24 1747 JUN24 0247 000047
0007 28390880 MNLCT JUN24 0844 CL JUN24 0438 JUN24 0438 000001
0008 90000805 MNLAP JUN24 1814 CL JUN24 0940 JUN24 0941 000001
0009 90000853 SINAP JUN24 1645 CL JUN24 0805 JUN24 0805 000001
0010 02392810 BNECT JUN24 0819 AC JUN25 0106 JUN24 1006 000038
0011 02392832 CNSCT JUN24 0852 AC JUN25 0106 JUN24 1006 000051
0012 02392946 SYDCT JUN24 0907 AC JUN25 0106 JUN24 1006 000005
0013 03380101 HIRCT JUN24 0813 AC JUN25 0106 JUN24 0906 000081
0014 03391205 HIRCT JUN24 0830 AC JUN25 0106 JUN24 0906 000015
0015 08382522 FOCCT JUN24 1101 AC JUN25 0106 JUN24 1206 000003
0016 11381053 SUVCT JUN24 1617 AC JUN25 0106 JUN24 0806 000000 ¥
```

See the following table for the response codes:

| Column | Explanation |
|---|---|
| OP DT/TM | Station Open Date and Time |
| ST | Status<br><br>OP = Open Station<br><br>CL = Closed Station<br><br>AC = Automatically Closed Station |
| CL DT/TM | Station Closed Date and Time<br><br>The date and time display only if the station is in Closed status. |
| XT DT/TM | Data Transmit Date and Time |
| XTST | Number of documents transmitted for each station / location |

**Note** If a station does not appear on this list, the station was not opened on the indicated date.

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# Station Manager Report

The Station Manager Report contains totals collected for a specific day or date range, for up to five stations. The response can include the following transaction types:

| Type | Description |
|------|-------------|
| BAG | Excess Baggage |
| SST | Special Services Ticket |
| VCH | Voucher |
| PTA | Prepaid Ticket |
| MCO | Miscellaneous Charges Order |
| TKT | Ticket |
| TUR | Tour Order |
| MSR | Miscellaneous Sales Receipt |
| EMD | Electronic Miscellaneous Document |
| RFD | Refund |

**Notes**

- If a specific transaction type (or Form Type) does not have any revenue for the specified day, it does not appear on the report.

- Not all transaction types (or Form Types) apply to all users.

**To Access the Station Manager Report:**

1. Select Tools from the main Menu
2. Select Agent Sales Report
3. Select Station Manager
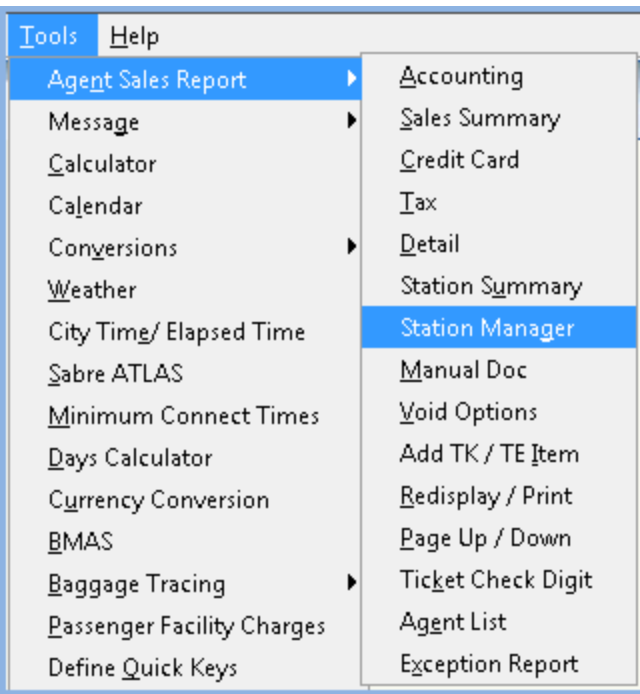
The Station Manager Report window displays.
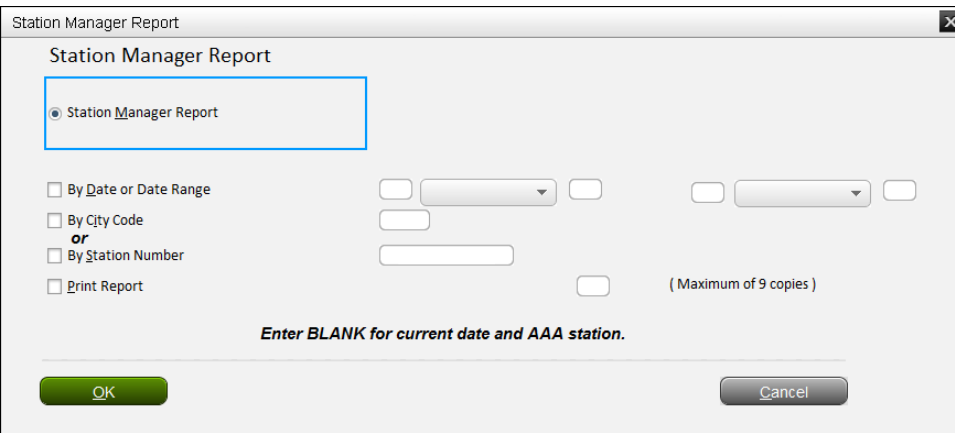


You can display the Station Manager Report:

- By Date or Date Range

- By City Code or by Station Numeric

- The Date option may be combined with the City Code or the Station Numeric options

- Print Report - optional.

  Each option is discussed in the following sections.

## 3.1 Station Manager Report by Current Date / Current Station

1. If signed into your ticket printer.
2. Leave the Station Manager Report window blank.
3. Click **OK**.

   **Note** If you have a ticket printer assigned, the default is the Station Manager Report for your AAA city.

The response is similar to the following example:
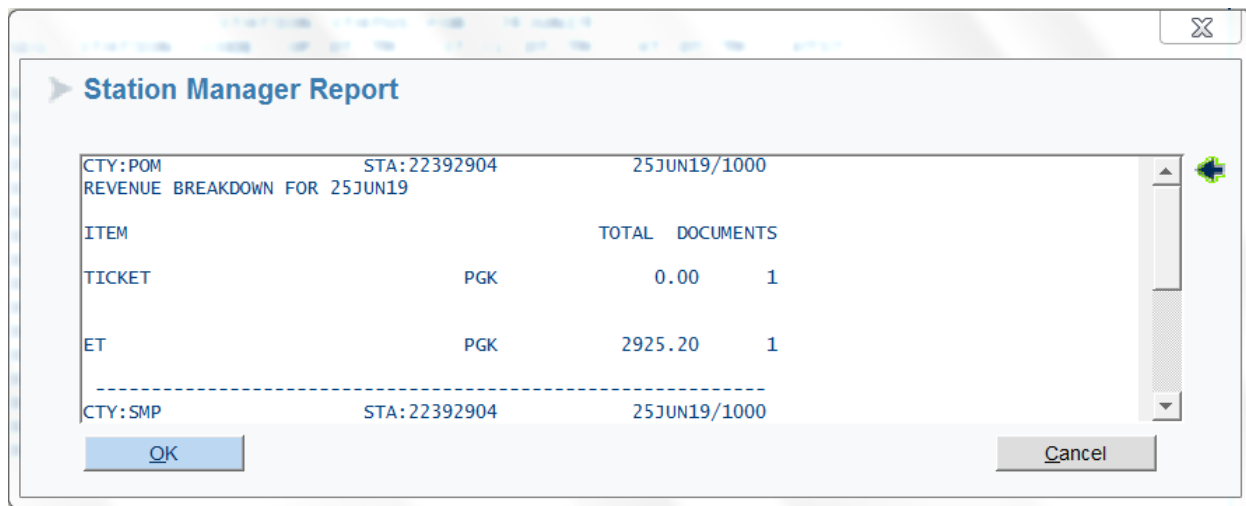


The Ticket Total shows the amount for all tickets INCLUDING even exchanges or additional collect transactions.

Refund Total shows the cash refund amounts. These are subtracted from the station revenue totals.

## 3.2 Station Manager Report by Date / Date Range

The Station Manager Report display can be requested for a specific day or for a date range.

- The data may be displayed for up to 13 months.
- A date range request generates a report for each date requested.
- A date / date range request can be made by itself, in conjunction with a city code request, or with a station number request.

**To Access the Station Manager Report by Date / Date Range:**

1. Select **Agent Sales Report**
2. Select **Station Manager**.
3. Select By **Date or Date Range**.
4. Add **Date or Date Range**

5. Click **OK**.

   Response:

   The Station Manager Report by Specified Date or Date Range appears on the screen.



## 3.3    Station Manager Report by City Code

The Station Manager Report display can be requested by 3-letter City Code.

Display by City Code cannot be selected in conjunction with Station Number.

**To access the Station Manager Report by City Code**

1. Select **Agent Sales Report**
2. Select **Station Manager**
3. Select by **City Code**
4. Input 3-letter city code in new cell.

5. Click **OK**.

   Example response:



- The report displays by numerical order of the station numbers within the city code.

- The report then displays by date (if a date range is indicated)

- The report displays for all individual stations within the specified city code, and then totaled by the alpha city code.

## 3.4    Station Manager Report by Station  Number

The Station Manager Report display can be requested by Station Number.

You cannot select Display by Station Number in conjunction with City Code.

You can request a Station Manager Report for a single station up to a maximum of five stations.

**To Access the Station Manager Report by Station Number**

1. Select **Agent Sales Report**.

2. Select **Station Manager**

**3.** Select **By Station Number**

**4.** Input the Station **Number** in the cell provided.



**5.** Click **OK.**

Example response:



If more than one station is entered, a report will be displayed for each station individually and totaled for all stations entered.

The order in which the stations are input determines the sequence in which the stations display on the report.