



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.				

Objectives

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



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:

- I 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.

Accounting Report Options	x
Accounting Report Options	
Select Option: *	
 <u>D</u>isplay Accounting Report 	
Close Accounting Report	
<u>Print & Close Accounting Report</u>	
 Update Remarks in Report 	
 Close Accounting Report w/o Display 	
<u>O</u> K	<u>C</u> ancel

- 4. Select Close Account Report.
- 5. Click OK

The Close Accounting Report window displays.

Close Accounting Report	x
Close Accounting Report	
Select Option: *	
 <u>Agent Close Accounting Report</u> 	
 Agent Close Accounting Report w/o Display 	
Supervisor Close Agent Accounting Report	
Station Number:	
<u>O</u> K <u>C</u> ancel	

- 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:

- ¹ 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.



2

Station Summary Report

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.

		F1	F2		F3	F4		F5	F6	F7	F8	Sabre
<u>.</u>	201	Reservation	Fares	P	ricing	Ticketing		Flight Info	Psgr Details	STARs	Queues	RES-POM-5 🚔
	WY*T STATION	GRAND	TOTAL STAT CC STAT	ION REPO	RT FOR	25JUN19 TION NUME	ER:2	2392904			Trip	Summary
-	TOTAL S	ALES FROM	CLOSED AG	ENT REPO	RTS NET	FARE	то	TAL AMOUNT				
	PGK CC- TOTAL P	TP GK - REFU NET TOTA	0.0 ND FARE L AMOUNT	0		0.00		12797.00 0.00 0.00 12797.00				
1	ET							2925.20				
4	TAXES		261.0	0 663		261	Static	on Summary Report				
	PGK GC PGK I9 PGK LI		91.2 145.0	0 GC3 0 I92 0 NX		201 91 91	>	Station Summ	ary Repor	t	tional Ontions:	
4	PGK UN4 PGK VA		34.3 45.0	0 UN5 0 YQF		355.		<u>D</u> isplay Only	*	Addi	ional Options.	•
								C Close C Close w/o Display C Adjust		٠		
-								Station:		Or	Multiple Stations	
-								Date:		-		
4								<u>Print Report</u>				
									Enter BL/	ANK for Today's	Report	
								<u>0</u> K			<u> </u>	ancel

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.

WY*T NEED STATION NUMBER	
	Station Summary Report
	Station Summary Report Select Option: Additional Options:
	Enter BLANK for Today's Report
	<u>O</u> K

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.

Station Summary Report	Station Summary Report 🛛 🗙								
Station Summary Report									
Select Option: * Display Only Close 	Additional Options:								
Clo <u>s</u> e w/o Display <u>A</u> djust	Totals Taxes Adjustments								
Station: Date:	Or <u>M</u> ultiple Stations								
<u>P</u> rint Report									
Enter BLAI	NK for Today's Report								
<u>o</u> k	<u>C</u> ancel								

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 STATION NAME:SMPCC STATUS: OPEN	FOR STA	25JUN19 FION NUMBE	r:22392904
TOTAL SALES FROM CLOSED AGENT REPORTS RFND PGK CC-TP 0.00 TOTAL PGK - REFUND NET FARE TOTAL AMOUNT	NET	FARE 0.00	TOTAL AMOUNT 12797.00 0.00 0.00 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 TOT	TAL STATION REPORT	FOR 25JUN19
STATION NAME: SMPCC	STATUS: OPEN	STATION NUMBER:22392904
TAXES		
PGK GC	261.00 GC3	261.00
PGK I9	91.20 192	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 YOF	13.20
PGK YRT	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

WY*T GRAND TOTAL STATION REPORT FOR 25JUN1 STATION NAME:SMPCC STATUS: OPEN STATION NUM	9 BER: 22392904
TOTAL SALES FROM CLOSED AGENT REPORTS RFND NET FARE PGK CC-TP 0.00 0.00 TOTAL PGK - REFUND NET FARE TOTAL AMOUNT	TOTAL AMOUNT 12797.00 0.00 12797.00
ET TAXES PGK GC 261.00 GC3 261 PGK I9 91.20 I92 91 PGK LI 145.00 NX 91 PGK NX3 91.20 PG 342 PGK UN4 34.30 UN5 355 PGK VA 45.00 YQF 13	Station Summary Report Station Summary Report Select Option: Close Close w/o Display Close w/o Display Adjust Station: Image: Print Report Image: Print Report

- 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											
SEQ	STATION	CODE	OP DT,	ATUS I /TM	ST	CL DT	V19 /ТМ	XT DT	/TM	хтэт	
0001 0002 0003 0004 0005	22391003 90000304 90001052 90001402 91480642	SQTCT AAFIB AAFIB POMCT LONCT	JUN24 JUN24 JUN24 JUN24 JUN24 JUN24	0756 0005 0210 0735 0905	OP OP OP OP OP						
0006 0007 0008 0009 0010 0011 0012 0013	22390373 28390880 90000805 90000853 02392810 02392832 02392946 03380101	MAGCT MNLCT MNLAP SINAP BNECT CNSCT SYDCT HIRCT	JUN24 JUN24 JUN24 JUN24 JUN24 JUN24 JUN24 JUN24	0804 0844 1814 1645 0819 0852 0907 0813	CL CL CL CL AC AC AC	JUN24 JUN24 JUN24 JUN25 JUN25 JUN25 JUN25 JUN25	1747 0438 0940 0805 0106 0106 0106 0106	JUN24 JUN24 JUN24 JUN24 JUN24 JUN24 JUN24 JUN24	0247 0438 0941 0805 1006 1006 1006 0906	000047 000001 000001 000001 000038 000051 000005 000081	
0014 0015 0016	03391205 08382522 11381053	HIRCT FOCCT SUVCT	JUN24 JUN24 JUN24	0830 1101 1617	AC AC AC	JUN25 JUN25 JUN25	0106 0106 0106	JUN24 JUN24 JUN24	0906 1206 0806	000015 000003 000000	¥

See the following table for the response codes:

Column	Explanation
OP DT/TM	Station Open Date and Time
ST	Status
	OP = Open Station
	CL = Closed Station
	AC = Automatically Closed Station
CL DT/TM	Station Closed Date and Time
	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.



3

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:

Туре	Description
BAG	Excess Baggage
SST	Special Services Ticket
VCH	Voucher
ΡΤΑ	Prepaid Ticket
МСО	Miscellaneous Charges Order
ткт	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

<u>T</u> ools <u>H</u> e	lp	_	
Age <u>n</u> t Sa	les Report	Þ	<u>A</u> ccounting
Message	:	•	<u>S</u> ales Summary
<u>C</u> alculat	or		<u>C</u> redit Card
Calenda	r		Tax
Con <u>v</u> ersi	ions	•	<u>D</u> etail
<u>W</u> eather			Station S <u>u</u> mmary
City Tim	<u>W</u> eather City Tim <u>e</u> / Elapsed Time		Station Manager
<u>S</u> abre AT	LAS		<u>M</u> anual Doc
<u>M</u> inimur	m Connect Times		<u>V</u> oid Options
<u>D</u> ays Cal	culator		Add TK / TE <u>I</u> tem
C <u>u</u> rrency	/ Conversion		<u>R</u> edisplay / Print
<u>B</u> MAS			<u>P</u> age Up / Down
<u>B</u> aggage	Tracing	•	Tic <u>k</u> et Check Digit
<u>P</u> asseng	er Facility Charges		Ag <u>e</u> nt List
Define <u>Q</u>	uick Keys		Exception Report

The Station Manager Report window displays.

Station Manager Report		×
Station Manager Report		
Station Manager Report		
By Date or Date Range		· · · · · ·
Or By Station Number		
<u>P</u> rint Report		(Maximum of 9 copies)
Enter E	BLANK for current date and AAA station.	
<u>o</u> k		<u>C</u> ancel

You can display the Station Manager Report:

- By Date or Date Range
- By City Code or by Station Numeric
- I 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 property and the set		11111		X
ger Report				
STA:22392904 N FOR 25JUN19	25JUN19/1000			
	TOTAL DOCUMENTS	5		
PGK	0.00 1	L		
PGK	2925.20 1	L		
STA:22392904	25JUN19/1000			-
			<u>C</u> ancel	
	ger Report STA:22392904 N FOR 25JUN19 PGK PGK STA:22392904	ger Report STA: 22392904 25JUN19/1000 N FOR 25JUN19 TOTAL DOCUMENTS PGK 0.00 1 PGK 2925.20 1 STA: 22392904 25JUN19/1000	STA: 22392904 25JUN19/1000 N FOR 25JUN19 TOTAL DOCUMENTS PGK 0.00 1 PGK 2925.20 1 STA: 22392904 25JUN19/1000 1	ger Report STA: 22392904 25JUN19/1000 N FOR 25JUN19 TOTAL DOCUMENTS PGK 0.00 1 PGK 2925.20 1 STA: 22392904 25JUN19/1000 Cancel

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

Station Manager Report					
Station <u>Manager</u> Report					
✓ By <u>D</u> ate or Date Range		23 June	▼ 19	25 June	▼ 19
By C <u>i</u> ty Code	•		_		
☐ By <u>S</u> tation Number					
<u>Print Report</u>				(Maximum of 9 copies)	
Enter	BLANK	for current date	and AAA station.		
				a 1	-

5. Click **OK**.

Response:

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

	Report		
CTY:POM REVENUE BREAKDOWN FOR	STA:22392904 24JUN19	25JUN19/1005	
ITEM		TOTAL DOCUMENTS	
TICKET	PGK	2748.10 2	
STATION REVENUE	PGK	2748.10	
	STA:22392904	25JUN19/1005	-

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.

		52
Station Manager Report	the state of the state	
Station Manager Report		
• Station <u>Manager</u> Report		
By Date or Date Range		
 ✓ By City Code or ☐ By Station Number 		
□ <u>P</u> rint Report		(Maximum of 9 copies)
Enter BLAN	K for current date and AAA station.	
<u>0</u> K		<u>C</u> ancel

5. Click OK.

Example response:

Station Manager	Report				
CTY:POM REVENUE BREAKDOWN FO	STA:22392145 R 25JUN19	25JUN19/:	1008		<u> </u>
ITEM		TOTAL DOCUM	IENTS		
TICKET	AUD	0.00	1		
ET	AUD	663.62	1		
ТІСКЕТ	PGK	111080.30	95		-
ОК				Ca	incel

- 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.

Station Manager Report				X
Station Manager Report				
Station Manager Report				
☐ By <u>D</u> ate or Date Range		v		-
By C <u>i</u> ty Code				
By <u>Station Number</u>	22390911			
<u>Print Report</u>	+		(Maximum of 9 copies)	
Enter E	BLANK for current date an	d AAA station.		
<u>O</u> K			<u>C</u> ancel	

5. Click OK.

Example response:

Station Manager Re	port			
CTY:SQT REVENUE BREAKDOWN FOR 25	STA:22391003 JUN19	25JUN19/3	1010	-
ITEM		TOTAL DOCU	MENTS	
TICKET	PGK	3881.00	15	
STATION REVENUE	PGK	3881.00		
VOIDS			2	-

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.