



How To Set Up Your UATP Account and Reporting

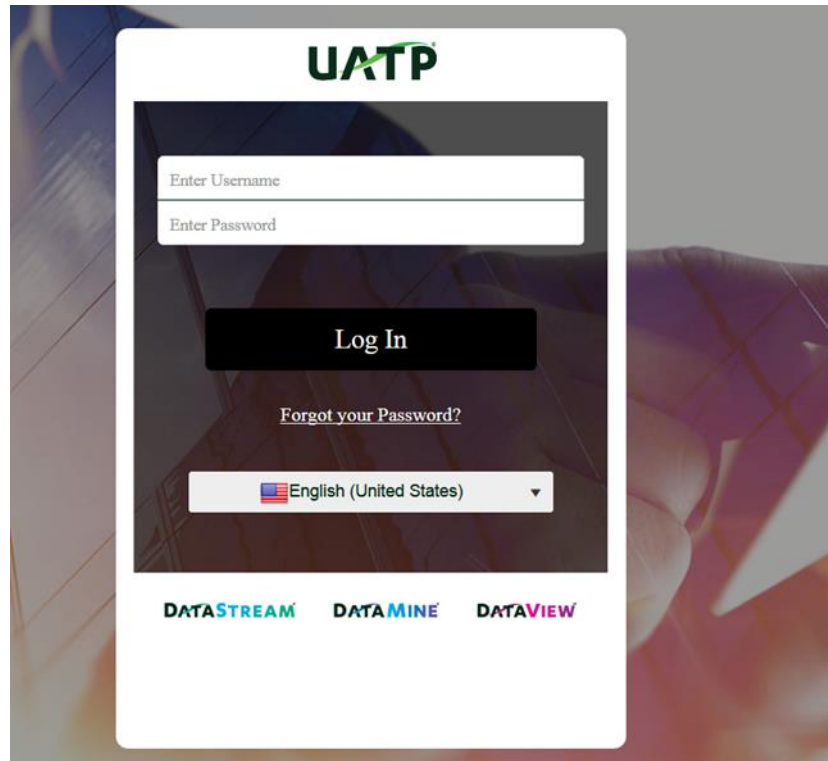
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Your Account Features

- Use the transaction portal to view all your transactions on UATP accounts
- The platform is permissions based, which means that only users with access can use/view
- Create reports to view transactions by Account, by Passenger Name, by Routing and much more
- Downloadable reports to XLS, PDF or CSV formats
- Check real-time Account Balance and Funds Available
- View Dashboard Graphs for quick At-a-Glance information
- View and download statements
- Multi-lingual platform (based off your browser settings)



Your Account – Log in Screen



Details

- You will receive an auto-generated email containing the UATP account URL, your username and a temporary password.
- When you first log-in, you will be prompted to set a new password.
- The platform is permissions based, so if you are the Primary Administrator, you can set up additional users. Instructions are found in the User Guide, which is loaded in the platform.
- If you forget your password, simply enter the Username and click on Forgot your Password. A new temporary password will be emailed to you.

URL: <https://datasuite.uatp.com>



Your Account – Authorization Balance (check balance)

Authorization Balance

Enter 5 digits for account, or 11 digits for card information.

Card or Account Number *	1014	01111111111	Submit
Account Name	Stores Limited		
Limit	0 CAD		
Balance	75000 CAD		
Available Funds	75000 CAD		
Authorization Management	Both, Account and Card Level		
Account Status	Active		

Details

- This module allows you to see the real-time remaining balance (pending transactions).



Your Account – Reporting and Statements

Home Accounts Reports Graphs Issuer Administrator User Profile User Guide Logoff

Statements
Transaction Search
Advanced Transaction Search
Manage Saved Searches
Request Searches

Transaction Search

Search by your criteria below. Minimum one Date is Required.

Merchants ⓘ
Select Merchants...

Accounts by Name ⓘ
Select Accounts...

Account Number ⓘ
.....

Card Number ⓘ
.....

Groups ⓘ
Select Groups...

Ticket Number ⓘ

Issue Date ⓘ
Last Week
Last Month
Issue Date From DD/MM/YYYY 30
Issue Date To DD/MM/YYYY 30
Statement Date ⓘ
Last Week

Flight Date ⓘ
Last Week
Last Month
Flight Date From DD/MM/YYYY 30
Flight Date To DD/MM/YYYY 30

Details

- Account statements are available under the Reports tab so they can be accessed easily
- 36 months of transaction data is available in the platform; with five years stored in the archive
- Standard reports can be run, and custom reports can be created and saved for future use
- Issue Date = Date the Ticket was purchased or refunded
- Processing Date = Date the Ticket or Refund was processed by UATP (typically 24-72 hours after Issue Date)



Your Account – Transaction Details Report

Export To Excel ▶ Export To PDF ▶ Export To CSV ▶ ⓘ

Drag a column header and drop it here to group by that column

▶	Merchant Name	Merchant Code	Account Name	Account Number	Card Number	Ticket Issue Date	Ticket Number	Passenger Name	Flight Date	Routing	Carrier	Fare Basis	DB-CR	Signed For Currency	Signed For Amount	Passenger Data
▶	Air Canada	014	TestEnglishAccount	30001	*****9171	17/11/2015	0142155457733	SCHIMENTI/LORI M	01/05/2016	YYZ-YUL YUL-YYZ	AC AC	B7ZLTA B7ZLTA	DB	CAD	1,291.23	N/A
▶	Air Canada	014	TestEnglishAccount	30001	*****9171	16/11/2015	01476950820700	SCHIMENTI/LORI	N/A	N/A	N/A	N/A	CR	USD	-1,042.86	N/A
▶	American Airlines	001	TestEnglishAccount	30001	*****9171	23/11/2015	0012359648558	SCHIMENTI/LORI	05/04/2016	DCA-DFW DFW-DCA	AA AA	MA00ZRI1 MA00ZRI1	DB	USD	946.20	N/A
▶	Air Canada	014	TestEnglishAccount	30001	*****9171	17/11/2015	0142155457733	SCHIMENTI/LORIM	N/A	YYZ-YUL YUL-YYZ	N/A	N/A	CR	CAD	-1,291.23	N/A
▶	American Airlines	001	TestEnglishAccount	30001	*****9171	30/11/2015	0012359648558	SCHIMENTI/LORI	N/A	N/A	N/A	N/A	CR	USD	-946.20	N/A
▶	Air Canada	014	TestEnglishAccount	30001	*****9171	08/12/2015	0142156247614	LEBLANC/VALENE MS	11/04/2016	YUL-YYZ YYZ-YUL	AC AC	B5ZTPA B5ZTPA	DB	USD	517.31	N/A
▶	Air Canada	014	TestEnglishAccount	30001	*****9171	08/12/2015	0142156247614	LEBLANC/VALENEMS	N/A	YUL-YYZ YYZ-YUL	N/A	N/A	CR	USD	-517.31	N/A
▶	Air Canada	014	TestEnglishAccount	30001	*****9171	22/02/2016	0142159111500	SCHIMENTI/LORI MS	17/05/2016	YYZ-YVR	00	N/A	DB	CAD	56.50	N/A
▶	Air Canada	014	TestEnglishAccount	30001	*****9171	22/02/2016	0142159111500	SCHIMENTI/LORI MS	17/05/2016	YYZ-YVR	00	N/A	DB	CAD	79.10	N/A
▶	Air Canada	014	TestEnglishAccount	30001	*****9171	22/02/2016	0142159111500	SCHIMENTI/LORI MS	17/05/2016	YYZ-YVR YVR-YYZ	AC AC	B7SLTC B7SLTC	DB	CAD	2,549.09	N/A

Details

- Level III itinerary data available on all transactions including tax breakouts on Air Canada tickets (for point of sale Canada only)
- Read-Only data; can be exported to Excel, PDF or CSV
- Click on arrow to left of transaction to see more detail including Ancillary Descriptor



Your Account – More Details on Transactions

Air Canada	014	TestEnglishAccount
Miscellaneous	Account	
Point of Sale Name	AIR CANADA	
Agent Number	6299029	
Submitting Source	Air Canada	
Form of Payment Trans Info	N/A	
Country Code	CA	
Processing Date	23/02/2016	
Customer File Reference	MLLW	
Invoice Number	02242	
Settlement Currency	USD	
Settlement Amount	41.25	

Details

- The details of the transaction show where/how the ticket was purchased and the Ancillary Descriptor (e.g. MLLW) is found in the Customer File Reference field



Your Account – More Details on Transactions

▲	Air Canada	014	
	Miscellaneous	Account	Tax
	Tax Type	Tax Currency	Tax Amount
	XG	CAD	32.47
	RC	CAD	3.00
	XQ	CAD	64.77

Details

- Tax breakouts are provided on all Air Canada transactions (tickets, ancillaries and refunds) if the point of sale is Canada.
- To see tax breakouts in your Account, click on the arrow to the left of the transaction, then click on the TAX tab.
- In your UATP account, taxes are displayed using IATA Tax Codes. XG = GST, RC = HST and XQ = QST.
- On statements, the tax breakout headers have been adjusted to say GST, HST and QST for convenience.





aircanada.com