

# Reports Sync Output Format

This Output Format document was created to provide you with a detailed description and format of each field that is generated in a report. If you have sophisticated reporting needs, such as building reporting integration with Reports Sync, this sheet will help you understand each field's definition and edge cases/restrictions.

| Field Name                       | Type/Format                        | Examples           | Notes   |
|----------------------------------|------------------------------------|--------------------|---|
| Ride ID                          | String representing a long integer | 122233333337777999 | String representing a long integer; free format line 1 in Level II data.<br><br>~max characters: 50<br><br>Required |
| Request Date (UTC)               | 'MM/DD/YY'                         |                    | ~max characters: 10<br><br>Required   |
| Request Time (UTC)               | 'HH:MM:SS'                         |                    | ~max characters: 8<br><br>Required  |
| Request Date (Local)             | 'MM/DD/YY'                         |                    | ~max characters: 8<br><br>Required  |
| Request Time (Local)             | 'HH:MM:SS'                         |                    | ~max characters: 8<br><br>Required  |
| Request Timezone offset from UTC | '-0700'                            |                    | ~max characters: 5<br><br>Required  |
| Drop Off Date (UTC)              | 'MM/DD/YY'                         |                    | ~max characters: 10<br><br>Can be blank   |

|                       |            |  |   |
|-----------------------|------------|--|---|
| Drop Off Time (UTC)   | 'HH:MM:SS' |  | ~max characters: 8<br>Can be blank                    |
| Drop Off Date (Local) | 'MM/DD/YY' |  | ~max characters: 8<br>Can be blank                    |
| Drop Off Time (Local) | 'HH:MM:SS' |  | ~max characters: 8<br>Can be blank                    |
| First Name            | String     |  | ~max characters: 20                                   |
| Last Name             | String     |  | ~max characters: 50                                   |
| Email                 | String     |  | ~max characters: 100<br>Can be blank (coupons report) |
| Pickup address        | String     | 1) ABC Int'l Airport, Boston, MA 12345, United States<br><br>2) City Park, 6th St, Chicago, IL 23456, United States<br><br>3) 123 Queen St, San Francisco, CA 10000, United States<br><br>4) The Great Company, Seattle, WA, United States | ~max characters: 200<br>Required                      |
| Dropoff address       | String     |  | ~max characters: 200<br>Can be blank                  |
| Distance (miles)      | Float      |  | ~max characters: 10                                   |

|                    |       |                       |  |
|--------------------|-------|-----------------------|--|
|                    |       |                       | Required   |
| Duration (minutes) | Float | 1) 3.06<br>2) 2424.00 | ~max characters: 10<br>Required  |
| Ride Fare          | Float |                       | Ride's base fare and Prime Time fee (if applicable). This is before any discounts are taken (e.g. Line discount). It's always a positive value.<br><br>~max characters: 10<br>Required |
| Fees               | Float |                       | This field buckets all positive fees other than ride fare and tips. Some examples are automated airport fees, tolls, and sales tax.<br><br>~max characters: 10<br>Required             |
| Discounts          | Float | -2.40                 | This field buckets all negative fees such as promotion discount and Lyft Line discount.<br><br>~max characters: 10<br>Required   |
| Tip                | Float |                       | If no tip is paid, the field could be empty or 0.00<br><br>~max characters: 10<br>Required   |
| Total Cost         | Float |                       | This is the total cost of the ride. Total cost = Ride fare + Fees + Discounts + Tip.   |

|                           |                   |              |   |
|---------------------------|-------------------|--------------|---|
|                           |                   |              | <p>“Discounts” is zero or negative.</p> <p>~max characters: 10</p> <p>Required</p>  |
| Transaction Amount        | Float             |              | <p>This is the dollar amount that this transaction incurs (i.e. money paid out in this transaction)</p> <p>~max characters: 200</p> <p>Required</p>   |
| Charge Currency           | String            | ‘USD’, ‘CAD’ |   |
| Is Split Pay              | "True" or "False" |              | <p>Whether this ride was split amongst several passengers. This also indicates the usage of Split Pay feature in the Lyft app.</p> <p>~max characters: 5</p> <p>Required</p>  |
| Has Multiple Transactions | "True" or "False" |              | <p>This field is True when the total ride cost incurred on the day is not the same as the individual transaction cost, meaning there are other transactions contributing to the same ride. This can be caused by multiple scenarios. The exact behavior of this field under different payment scenarios is as follows:</p> <p>1) Ride \$20. Two people from client org split it. There are going to be two \$10 line items the company sees, both</p> |

|                  |        |   |   |
|------------------|--------|---|---|
|                  |        |   | <p>“True”</p> <p>2) Ride \$20. A person from client and another random person split it. There’s going to be one \$10 line item company sees, “True”.</p> <p>3) Ride \$20. A person paid \$10 via company payment and \$10 on coupon. There’s going to be one \$10 line item company sees, “True”.</p> <p>4) Ride \$20. A person paid \$10 as ride cost via company payment and \$10 as tip via personal payment. There’s going to be one \$10 line item company sees, “True”.</p> <p>5) Ride \$20. The person paid \$20 via company. Two days later there’s additional charge on the same ride. For both the \$20 today and the additional charge in future, it’s “No.”</p> <p>~max characters: 5</p> <p>Required</p> |
| Transaction Type | String | {‘Ride’, ‘Additional Charge’, ‘Refund’, ‘Cancel’} | <p>1) ‘Ride’ stands for transactions happens on a normal ride.</p> <p>2) ‘Additional Charge’ happens when additional fees (i.e. cleaning fee, late tip) associated with a ride incur after the second day.</p> <p>3) ‘Refund’ transactions are refunds hence have negative Transaction Amount values.</p> <p>4) ‘Cancel’ stands for cancelled rides. A cancelled transaction will only show up if a cancellation fee (\$5) incurred.</p>  |

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|------------------------|-------------------|---|--|
|                        |                   |   | ~max characters: 50<br>Required  |
| Direct Bill            | "True" or "False" |   | Required (if on the report)  |
| Expense Code           | String            |   | ~max characters: 200<br>Can be blank   |
| Expense Note           | String            |   | ~max characters: 200<br>Can be blank   |
| Ride Type              | String            | 'Lyft Access'<br>'Lyft Carpool'<br>'Lyft Circuit'<br>'Lyft Shuttle'<br>'Lyft Line'<br>'Lyft Lux'<br>'Lyft Lux SUV',<br>'Other'<br>'Lyft Plus'<br>'Lyft Premier'<br>'Lyft Promo'<br>'Lyft'<br>'Lyft SUV' | ~max characters: 100<br>Required   |
| Transaction Date (UTC) | 'YYYY-MM-DD'      |   | ~max characters: 10<br>Required  |
| Transaction Time (UTC) | 'HH:MM:SS'        |   | ~max characters: 8<br>Required   |
| Employee ID            | String            |   | This is Employee ID used and provided by client organizations<br><br>~max characters: 50<br>Can be blank |
| Coupon Code            | String            |   | This field is always empty in  |

|                |        |  |   |
|----------------|--------|--|---|
|                |        |  | <p>Direct Billing and non Direct Billing Business Profile transaction reports. Coupon code is applicable in Credits/Coupons report.</p> <p>~max characters: 100</p> <p>Will be blank in this report but will always be filled in on the coupons report.</p>   |
| Bulk Coupon ID | String |  | <p>This field is always empty in Direct Billing and non Direct Billing Business Profile transaction reports. Coupon code is applicable in Credits/Coupons report.</p> <p>~max characters: 100</p> <p>Can be blank - always in this report and can be blank in the coupons report (if Coupon Code is not a bulk coupon).</p> |
| Custom Tag 1   | String |  | <p>People sync customers who supply custom tags to employee rosters are able to see them reported in transaction reporting.</p> <p>This field is empty for customers not using people sync or not using custom tags in people sync feature.</p>   |
| Custom Tag 2   | String |  | <p>People sync customers who supply custom tags to employee rosters are able to see them reported in transaction reporting.</p> <p>This field is empty for customers not using people</p>   |

|  |  |  |  |
|--|--|--|--|
|  |  |  | sync or not using custom tags<br>in people sync feature. |
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