



SIS – Simplified Invoicing and Settlement

SIS User Guide

September 18, 2019

Version 2.18

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Version Control

Version No.	Published Date	Authored by	Comments
1.4	23 Nov 2011	Apoorva Panditrao	Added Cargo Module Page No: 279 Topics added: 1 to 6 Member and Profile Management Module: Description for Two Tabs Cargo and UATP is added. Page No: 648 and 660
1.5	06 Dec 2011	Apoorva Panditrao	<ul style="list-style-type: none"> Added UATP Module. Pages 619 – 738 New Reports updated in Reports Module. Pages 854 – 861, 862 – 865, 870 – 872, 873 – 884, 903 – 909, 912 – 942. Validation Error Correction topic updated in Cargo (Page 461) and Miscellaneous (Page 594). Note added in the Topic Delete Invoice for Cargo Page 394. Blank Field in topic (Page 660- 661) updated as per Bruno's Comments. Screens Updated Pages 328, 335, 406, 412.
1.6	12 January 2012	Apoorva Panditrao	<ul style="list-style-type: none"> Added Topics 8 and 9 in Passenger Module Pages 261-271 Added Topic 7 in Cargo Module Page 482 Added Topic 13 in Miscellaneous Module Page 617 Added topic 11 in UATP Page 733 Updated all Screen shots
1.7	20 January 2012	Apoorva Panditrao	<ul style="list-style-type: none"> Topic 7 in Passenger Module Pages 253- 261 (added in V1.6) Footer Information for the document updated Version Number and Date updated for the Cover page Topic 3 added for General Module Pages 904 – 908
1.8	23 Jan 2012	Apoorva Panditrao	Comment added in UATP Billing History topic (IS WEB) Comments page 715
1.9	31 Jan 2012	Apoorva Panditrao	<ul style="list-style-type: none"> Feedback on V1.8 incorporated. Pages- 254-255,Field in the remarks column updated for Prorate Methodology Page-259, Validation Error Correction- included the definition of "Error Level"; "Field Name" and "Field Value". Page -938, Member Profile Module -> Managing Value determination and Auto Billing Topic updated. Copyright and screens updated for the lessons
1.10	2 Feb 2012	Apoorva Panditrao	Updated Copyright on each page of User Guide
1.11	22 Feb 2012	Apoorva Panditrao	Added Permission Matrix Pages 962-972
1.12	27 Feb 2012	Apoorva Panditrao	<ul style="list-style-type: none"> Added Topic 7.4.2.1 Permission Management: Best Practices Page 959 Added Topic Numbers to Modules All the Topics are formatted likewise.
2.0	9 Mar 2012	Apoorva Panditrao	Updated the Document Approval table and SIS team review feedback incorporated.

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2.1	2 Apr 2012	Arpita Jadav	<ul style="list-style-type: none"> Updated the General menu, legal archive screen, Sections 6.4.1,6.4.2
2.2	03 Sept 2012	Arpita Jadav	<ul style="list-style-type: none"> Added impact of merger changes in settlement method and currency of billing/currency of clearance Typos from earlier version corrected
2.3	19 Dec 2012	Arpita Jadav	<ul style="list-style-type: none"> Added information on validation applied on Flight Date field in Passenger Prime Capture section 1.2.4 Added reference on two new fields (clearance currency and clearance amount) displayed in the dashboard in the search results of the dashboard section of the Member user guide in section 5.2.1 Added two new reports: <ul style="list-style-type: none"> User Permission Report (section 5.3.4) Invoice Deletion Audit Log Report (section 5.3.6) Label changed information i.e. from Managing User Identification in Member Profile Changes Logs to Managing User Identification in Data Changes Logs in member profile screen in managing ebilling section 7.2.4
2.4	20 Mar 2013	Arpita Jadav	<ul style="list-style-type: none"> Changes related to Billed/Allowed Amounts added in section 1.2.7, 1.2.8, 1.3.21, 1.10.1, 2.2.12, 2.2.13, 2.2.14, and 2.7 Validation of Billed Member Reference Data (section 1.12.11, 2.9.6, 3.14.7, 4.14.6,) Changes related to PAX IS-WEB 'Billing History and Correspondence' Screen (section 1.5.2.1, 1.5.2.2 and 1.6.2) Changes related to CGO IS-WEB 'Billing History and Correspondence' Screen (section 2.4.2.1, 2.4.2.2 and 2.5.2) Changes regarding adding notes to PAX section 1.2.8 that coupon level linking/match is applicable, and related exceptions Changes regarding adding notes to CGO sections 2.2.13 and 2.2.14 that AWB level linking/match is applicable, and related exceptions Information related to Location is modified (section 3.2.2, 3.2.3, 3.3.1, 3.3.2, 3.7.1, and 3.7.2). Change is applicable at both invoice level as well as Line Item level. In section 3.14.11, new Charge Code 'GSA Contract' added to Charge Category 'Service Provider'. MISC section 3.14.1: Change description and remarks for Tax Name and align as per dropdown
2.5	16 Sep 2013	Arpita Jadav	<p>MISC section</p> <ul style="list-style-type: none"> Section related to validating and submitting MISC invoices is added (Section 3.7) Invoice preview options defined in this section Section 4.4.3 (screenshot changed) Section 4.12.1 (screenshot changed) MISC section 3.11.1: <ul style="list-style-type: none"> Change in Audit trail screenshot Functionality of 'Generate PDF' button in combination with the checkbox is explained MISC section 3.6.2: New sub-status added

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			<p>=====</p> <ul style="list-style-type: none"> • PAX section 1.6.2: <ul style="list-style-type: none"> ○ Change in Audit trail screenshot ○ Functionality of 'Generate PDF' button in combination with the checkbox is explained • PAX Payables section 5.5.4: <ul style="list-style-type: none"> ○ Screenshot changed to show new layout/field ○ New search criteria 'Source Code' explained in the table and procedure ○ Screenshot showing output removed (report is available in CSV only) • PAX Receivables Section 5.5.9: <ul style="list-style-type: none"> ○ Screenshot changed to show new layout/field ○ New search criteria 'Source Code' explained in the table and procedure ○ Screenshot showing output removed (report is available in CSV only) ○ Text related to search criteria 'Submission' removed <p>Source Code Changes</p> <ul style="list-style-type: none"> • PAX Section 1.5.3: <ul style="list-style-type: none"> ○ Screenshot changed to show Source Code ○ New field 'Source Code' explained in the table • PAX Section 1.5.3: Screenshot changed to show Source Code • PAX Section 1.6.2: <ul style="list-style-type: none"> ○ Screenshot of Billing History screen changed to show Source Code as search criteria in the correspondence search section ○ Screenshot of audit trail changed to show Source Code in the correspondence details section • PAX Section 5.5.10: <ul style="list-style-type: none"> ○ Screenshot of search criteria changed to show Source Code ○ New field 'Source Code' explained in the table and procedure ○ Screenshot of report output changed to show Source Code • PAX Section 1.5.2.1: Screenshot changed to show Source Code as search criteria in the correspondence search section • PAX Section 1.5.2.2: <ul style="list-style-type: none"> ○ Screenshot changed to show Source Code as search criteria in the correspondence search section ○ New search field 'Source Code' explained in the table • PAX section 1.5.1: Managing Correspondence flowchart changed with Acceptance and Closure • PAX section 1.5.2.2: New sub-status added • PAX section 1.5.3: <ul style="list-style-type: none"> ○ Screenshot to show 'Close Correspondence' button

Version No.	Published Date	Authored by	Comments
			<ul style="list-style-type: none"> ○ Button section to define/explain 'Close Correspondence' button • PAX section 1.5.4: <ul style="list-style-type: none"> ○ Screenshot to show 'Close Correspondence' button ○ Button section to define/explain 'Close Correspondence' button <p>=====</p> <ul style="list-style-type: none"> • CGO section 2.5.2: <ul style="list-style-type: none"> ○ Change in Audit trail screenshot ○ Functionality of 'Generate PDF' button in combination with the checkbox is explained • CGO section 2.4.1: Managing Correspondence flowchart changed with Acceptance and Closure • CGO section 2.4.2.2: New sub-status added • CGO section 2.4.3: <ul style="list-style-type: none"> ○ Screenshot to show 'Close Correspondence' button ○ Button section to define/explain 'Close Correspondence' button • CGO section 2.4.4: <ul style="list-style-type: none"> ○ Screenshot to show 'Close Correspondence' button ○ New sub-status added • CGO section 2.4.5: <ul style="list-style-type: none"> ○ Screenshot to show 'Close Correspondence' button ○ Button section to define/explain 'Close Correspondence' button • CGO section 2.4.6: <ul style="list-style-type: none"> ○ Screenshot to show 'Close Correspondence' button ○ Note added to explain that acceptance and closure can also be done <p>=====</p> <ul style="list-style-type: none"> • UATP section 4.13.2: <ul style="list-style-type: none"> ○ Change in Audit trail screenshot ○ Functionality of 'Generate PDF' button in combination with the checkbox is explained • UATP section 4.6.1: Managing Correspondence flowchart changed with Acceptance and Closure • UATP section 4.6.2: <ul style="list-style-type: none"> ○ Screenshot to show 'Close Correspondence' button ○ Button section to define/explain 'Close Correspondence' button ○ Note added at end of the section explaining that acceptance and closure can also be done • UATP section 4.6.3: <ul style="list-style-type: none"> ○ Screenshot to show 'Close Correspondence' button ○ Button section to define/explain 'Close Correspondence' button

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			<ul style="list-style-type: none"> ○ Note added at end of the section explaining that acceptance and closure can also be done <p>=====</p> <p>Report section</p> <ul style="list-style-type: none"> • Section 5.1: Addition of new report • Section 5.7: Addition of new report • New sub-section 5.7.1 added to explain generation MISC Supporting Documents Mismatch Report • Section 5.7.1: Incorrect screenshot of payables report is changed • Section 5.7.2: Screenshot showing 3 new columns in results shown in the payables report • Reports section 5.5.10: Correspondence Sub Status added to indicate new sub-status • Reports section 5.6.11: Correspondence Sub Status added to indicate new sub-status • Reports section 5.7.3: Correspondence Sub Status added to indicate new sub-status • Reports section 5.2 changed with new field in dashboard search criteria and results grid <ul style="list-style-type: none"> ○ Search results in section 5.2.1 to include new column ○ Screenshot in section 5.2.2 changed ○ New field explained in section 5.2.2 • Reports section 5.2.1: <ul style="list-style-type: none"> ○ Added Submission Method in Search Criteria in table ○ Added Submission Method in Search Results in table • Reports section 5.2.2: <ul style="list-style-type: none"> ○ Screenshot updated to include Submission Method ○ Table changed with addition of Submission Method ○ Search Procedure changed with addition of Submission Method <p>=====</p> <p>Other Section Changes:</p> <ul style="list-style-type: none"> • Related to new 'Super User' check box in 'Modify User Account' screen in Section 7.3.3: <ul style="list-style-type: none"> ○ Screenshot updated to show new Super User checkbox ○ A note explained that this check box can be edited only by SIS Ops • Change due to new Member Profile element 'Daily Payable Outputs for Bilateral Invoices' <ul style="list-style-type: none"> ○ MISC tab screenshot changed in section 7.2.6 ○ New profile element explained in the table listing profile elements • New Payables screen explained as a new sub-section in section 3.10. <ul style="list-style-type: none"> ○ Section 3.10.1 modified with note stating that it is applicable only for Presented Invoices/Credit Notes

Version No.	Published Date	Authored by	Comments
			<ul style="list-style-type: none"> ○ Section 3.10.2 modified with note stating that if Payables Invoices/Credit Notes are searched for, only Presented Invoices/Credit Notes will be visible • Section 6.2.2: <ul style="list-style-type: none"> ○ Screenshot changed to show new section related to Daily files ○ New search explained regarding MISC daily bilateral files ○ Search for existing sections modified stating note that Daily files will not be included in this when "All" file types are searched for
2.6	04-Apr-2014	Arpita Jadav	<ul style="list-style-type: none"> • Section 3.13.1: Added 'Finance' in the list of Charge Categories • Section 3.15.11: Replaced 'Miscellaneous' with 'Finance' SIS charge category • Section 5.3.1: Screenshot of search criteria replaced • Section 5.3.1: 'Download File Format' is explained in the list of fields as well as the procedure • Section 5.3.1: Screenshot of report results is removed as on screen option is not available for this report • Section 5.7.2: Added 'Finance' in the list of list of Charge Categories • Section 5.7.3: Added 'Finance' in the list of list of Charge Categories • Section 5.7.4: Added 'Finance' in the list of list of Charge Categories • Section 6.2.2: New Reference Data and Contacts Data files is included in the list of files that can be downloaded • Section 7.2.2: Screenshot changed (Fields 'Member Legal Name' and 'Active' in section Location Details now have change timing as Post Dated - Period) • Section 7.2.4 (e-Billing): <ul style="list-style-type: none"> ○ Screenshot changed (new sections to be added) ○ New sections is explained in the table listing and describing fields
2.7	15-Oct-2014	Azaz Shaikh	<ul style="list-style-type: none"> • Section 1.2.2, 1.4.2: <ul style="list-style-type: none"> ○ Replaced screenshot to show new fields added ('CH Agreement Indicator', 'CH Due Date' and 'Invoice Template Language') ○ Explained all 3 above fields in table containing all fields. ○ Explained new SMI X in Settlement Method. ○ Explained impact of SMI X in Currency of Billing ○ Explained impact of SMI X in Listing Evaluation to Billing Rate • Section 1.2.7: Source code validations updated • Section 1.5.2.2, 2.4.2.2: Replaced screenshot to show new section

Version No.	Published Date	Authored by	Comments
			<ul style="list-style-type: none"> • Section 1.6.2, 2.5.2: <ul style="list-style-type: none"> ○ Replaced screenshot to show new section ○ New section's functionality explained • Section 1.2.3, 1.2.18, 1.4.3, 1.4.5, 1.4.8, 2.2.5, 2.3.6, 3.3.1: <ul style="list-style-type: none"> ○ Replaced screenshot to show new fields added ○ Added new fields in Header Details • Section 2.2.2, 2.3.2: <ul style="list-style-type: none"> ○ Replaced screenshot to show new fields added ('CH Agreement Indicator', 'CH Due Date' and 'Invoice Template Language') ○ Explained all 3 above fields in table containing all fields. ○ Explained new SMI X in Settlement Method. ○ Explained impact of SMI X in Currency of Billing ○ Explained impact of SMI X in Listing to Billing Rate • Section 3.2.2, 3.5.1, 3.8.1: <ul style="list-style-type: none"> ○ Updated screenshot to show new fields added ('CH Agreement Indicator', 'CH Due Date' and 'Invoice Template Language') ○ Explained all 3 above fields in table containing all fields. ○ Explained new SMI X in Settlement Method. ○ Explained impact of SMI X in Currency of Clearance ○ Explained impact of SMI X in Exchange Rate • Section 3.3.2, 3.4.1, 3.4.2, 3.5.1, 3.8.1: Additional text updated in Remark for field 'Billing Year/Month/Period' • Section 3.3.4: Replaced screenshot to show new fields added ('CH Agreement Indicator', 'CH Due Date' and 'Invoice Template Language') • Section 3.4.1, 3.4.2, 3.4.3, 3.5.2: Explained new fields in table containing all fields. • Section 3.6.2: <ul style="list-style-type: none"> ○ Updated screenshot of invoice header. ○ Additional text updated in Remark for field 'Billing Year/Month' • Section 3.9.3.1: <ul style="list-style-type: none"> ○ Removed incorrect Remarks from 'Billing Year/Month' field ○ Additional value "Pending" added for 'Attachment Indicator – Original' field in table • Section 3.11.1.1, 3.11.2: Replaced screenshot to show new fields added ('CH Agreement Indicator', 'CH Due Date' and 'Invoice Template Language') • Section 3.15.10: New group 'Catering Details' added with

Version No.	Published Date	Authored by	Comments
			<p>explanation.</p> <ul style="list-style-type: none"> • Section 3.15.11: <ul style="list-style-type: none"> ○ New charge code 'Utilities' added under Charge Categories 'Airport', 'Ground Handling' and 'Property' ○ New charge code 'Ramp Handling' under Charge Category 'Engineering' • Section 5.4.3: Added new SMI in Clearing House • Section 1.2.17.1, 1.2.17.2, 2.2.3.1, 2.2.3.2, 5.4.1, 5.4.2, 5.4.4, 5.5.1, 5.5.4, 5.5.5, 5.5.6, 5.5.9, 5.6.1, 5.6.2, 5.6.4, 5.6.5, 5.6.6, 5.6.7, 5.6.9, 5.6.10, 5.7.1, 5.7.2, 5.7.3, 6.3.1, 6.4.1: Added new SMI in Settlement Method • Section 6.1: Listed all functions available in General module in addition to file (new ICH Protest/Adjustment screen access and Legal Archival Retrieval) • Section 6.3.3: New topic 'ICH Protest and Adjustment' added under this section. • Section 7.2.6: <ul style="list-style-type: none"> ○ Added screenshot to show new field related to future submissions ○ Explained provided for this field which is applicable for both PAX and MISC under table. • Section 7.2.8: <ul style="list-style-type: none"> ○ Field ICH iiNet Account ID added and explained in table
2.8	20-Mar-2015	Azaz Shaikh	<ul style="list-style-type: none"> • Section 1.5.3, 1.5.4, 1.5.5, 2.4.3, 2.4.4, 2.4.5, 2.4.6, 2.4.7, 3.5.3, 4.6.2, 4.6.3, 4.6.4: <ul style="list-style-type: none"> • Screenshot of correspondence screen to be changed due to removal of field and addition of new fields. • Section 1.5.3, 2.4.3, 3.5.3, 3.7.5, 4.6.2: • 'Additional E-mail' field removed from table. • iNew fields 'Additional E-Mail ID(s) pertaining to Initiator' and 'Additional E-Mail ID(s) pertaining to Non-Initiator' added in table. • Remarks explained inheritance of data and who can control these fields. • Section 3.2.2, 3.4.1, 3.4.2, 3.5.1, 3.8.1: <ul style="list-style-type: none"> • Remarks for fields 'Exchange Rate', 'Currency of Clearance' & 'Total Amount in Clearance Currency' modified and explained in table. • Section 3.6.2: <ul style="list-style-type: none"> • Screen shot showing invoice header replaced. As the older screenshot doesn't show Clearance information. • Section 3.2.3: <ul style="list-style-type: none"> • New fields 'Rejection Reason' and 'Original Line Item Number' added and explained in table. • CMP 596: <ul style="list-style-type: none"> • A number of IS-WEB screens layout changes. Screenshots of all such screens have been updated based on final/revised layout.

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			<ul style="list-style-type: none"> • Section 5.1 and 5.4: <ul style="list-style-type: none"> • New report 'Access ACH Settlement Reports' added in the reports list. • Section 5.4.8: <ul style="list-style-type: none"> • 'Access ACH Settlement Reports' topic added and explained in this Section. • Section 6.2.2: <ul style="list-style-type: none"> • Screen shot changed. • New search field 'Location ID' added and explained for 'Search Criteria'. • New search field 'Location ID' added and explained for 'Search Criteria For Daily MISC Bilateral Files To Billed Members'. • Added 'Location ID' specific search information in 'procedure to download a file' section. • Section 7.2.2: <ul style="list-style-type: none"> • Screen shot changed. • Two new fields 'Files Specific to this Location Required' and 'iNet Account ID for this Location' added and explained in the table. • Section 7.2.6: <ul style="list-style-type: none"> • Screenshot of MISC tab changed. • New field 'Receive Copy of Location Specific Files at Location Main' added and explained.
2.9	16-Oct-2015	Azaz Shaikh	<ul style="list-style-type: none"> • Section 3.2.2, 3.3.1, 3.3.4, 3.5.1, 3.8.1: <ul style="list-style-type: none"> • Screen -shot changed, Description of field 'Billing Member's Location ID' changed and mandatory * sign updated. • Section 3.4.1, 3.4.2: <ul style="list-style-type: none"> • Field 'Billing Members Location ID' in the table indicated with * sign as mandatory. • Section 3.8.1: <ul style="list-style-type: none"> • Screen-shot changed. Field 'Billing Member's Location ID' marked as mandatory. • Section 3.6.1, 3.6.2, 3.6.3, 3.7.1: <ul style="list-style-type: none"> • Screen-shot changed. Field 'Billed from Location ID' added and explained in the table. • Section 3.10.1: <ul style="list-style-type: none"> • Field 'Billed from Location ID' added and explained in the table. • Section 3.4.2, 3.7.4: <ul style="list-style-type: none"> • Field 'Billed from/to Location ID' added and explained in the table. • Section 3.4.3, 3.7.3, 3.10.2: <ul style="list-style-type: none"> • Field 'Billed to Location ID' added and explained in the table. • Section 3.2.2, 3.3.1, 3.5.3, 3.7.2, 3.7.3, 3.7.4, 3.11.1.1, 3.11.2, 3.11.3, 7.2.1: <ul style="list-style-type: none"> • Screen-shot changed.

Version No.	Published Date	Authored by	Comments
			<ul style="list-style-type: none"> • Section 3.15.6: <ul style="list-style-type: none"> • Screen-shot changed and procedure steps modified. • Section 6.2.2: <ul style="list-style-type: none"> • Screen-shot changed. Field 'Location ID' description and remarks changed in table with mandatory * sign. • Section 7.2: <ul style="list-style-type: none"> • Note: For certain types of users, only tabs 'Member Details' and 'Locations' will be accessible. Text added. • Section 7.3.1: <ul style="list-style-type: none"> • Screen-shot changed. Field 'Last Name' marked as mandatory in table. • Section 7.3.3: <ul style="list-style-type: none"> • Screen-shot changed and text added under Notes. • Section 7.4.2.2: <ul style="list-style-type: none"> • New permissions added in table. • Section 7.6, 7.6.1, 7.6.2, 7.6.3: <ul style="list-style-type: none"> • New section 'Manage Location Association' added and explained.
2.10	16-Oct-2016	Azaz Shaikh	<ul style="list-style-type: none"> • Section 1.2.2, 1.4.2, 2.2.2, 2.3.2, 3.2.2, 3.4.1, 3.4.2, 3.5.1, 3.8.1: <ul style="list-style-type: none"> • Currency of Billing field remarks modified for SMI A/M. • Section 3.2.2, 3.4.1, 3.4.2, 3.5.1, 3.8.1: <ul style="list-style-type: none"> • Currency of Clearance field remarks modified for SMI A/M. • Section 5.5.2, 5.5.7: <ul style="list-style-type: none"> • Screen-shot changed. • Section 5.1, 5.3: <ul style="list-style-type: none"> • New report name added in the list. • Section 5.3.2: <ul style="list-style-type: none"> • New sub-section added to explain generation of SIS IS-WEB Usage Report. • Section 5.2.3: <ul style="list-style-type: none"> • Screen-shot changed and new field 'File Progress Status' added in the remarks of the row 'Search Result.' • Section 6.2.1: <ul style="list-style-type: none"> • Screen-shot changed. • Section 1.2.17.1, 2.2.3.1, 3.7.1: <ul style="list-style-type: none"> • 'Invoice/Credit Note Owner' field remarks modified. • Section 1.5.2.2, 2.4.2.2, 3.7.2: <ul style="list-style-type: none"> • 'Correspondence Owner' field remarks modified. • Section 7.3.2: <ul style="list-style-type: none"> • Screen-shot changed. • Section 7.3.3: <ul style="list-style-type: none"> • Screen-shot changed and functionality of new checkbox 'Is Archived' explained. • Section 7.5.1:

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			<ul style="list-style-type: none"> 'User' field remarks modified. Section 7.6.1: <ul style="list-style-type: none"> 'User/Contact' field remarks modified.
2.11	3-Oct-2016	Shraddha Sura	<ul style="list-style-type: none"> Section 7.2.6: <ul style="list-style-type: none"> The screenshot changed and filed level explanation for the 'Miscellaneous' tab is added. Section 5.7.2: <ul style="list-style-type: none"> New screenshots added of Receivables invoice Summary Report showing View 1, View 2 and View 3. New fields 'From Delivered On Date' and 'To Delivered On Date' are added to table. New fields 'From Net Due Date' and 'To Net Due Date' are added to table. New field 'Transaction Type' is added to the table. Three new procedures, one each for View 1, View 2 and View 3 are added with new and modified search options. Screenshots of generated reports are added to show new output fields. Section 5.7.3: <ul style="list-style-type: none"> New screenshots added of Payables invoice Summary Report showing View 1, View 2 and View 3. New fields 'From Delivered On Date' and 'To Delivered On Date' are added to table. New fields 'From Net Due Date' and 'To Net Due Date' are added to table. New field 'Transaction Type' is added to the table. Three new procedures, one each for View 1, View 2 and View 3 are added with new and modified search options. Screenshots of generated reports are added to show new output fields. Section 3.6.2: <ul style="list-style-type: none"> Screenshot of Preview Invoice is changed to show new column. Section 7.2.4: <ul style="list-style-type: none"> Screenshot of Ebilling service is changed. New hyperlinks added to the table listing all elements. Screenshots of new popups added and explained. Section 6.4.1: <ul style="list-style-type: none"> Screenshot for retrieving legal archive changed. New search option 'Locations (MISC Only)' added explained to the table listing all fields. Section 6.4.2: <ul style="list-style-type: none"> Downloading retrieved invoices Screenshot to changed Section 3.2.3: <ul style="list-style-type: none"> Rule 2 in the 'Fields Table' defined for fields 'Quantity', 'UOM Code', 'Unit Price', and 'Scaling Factor', updated with the change implemented. Section 3.8.2: <ul style="list-style-type: none"> Rule 2 in the 'Fields Table' defined for fields 'Quantity', 'UOM Code', 'Unit Price', and 'Scaling Factor', updated

Version No.	Published Date	Authored by	Comments
			<p>with the change implemented.</p> <ul style="list-style-type: none"> • Section 1.2.4: <ul style="list-style-type: none"> • Description in the table for the field 'ISC' is modified. • Section 1.2.8: <ul style="list-style-type: none"> • Description in the table for the field 'ISC' is modified. • Section 1.2.13: <ul style="list-style-type: none"> • Description in the table for the field 'ISC' is modified. • Section 5.5.2: <ul style="list-style-type: none"> • Receivables - Passenger Rejection Analysis - Non Sampling screenshot changed. • New fields to added to table and explained. • Procedure to generate report to be modified including replacement fields. • Section 5.5.7: <ul style="list-style-type: none"> • Payables - Passenger Rejection Analysis - Non Sampling screenshot changed. • New fields to added to table and explained. • Procedure to generate report to be modified including replacement fields. • Section 5.6.3: <ul style="list-style-type: none"> • Rejection Analysis - Receivables screenshot changed. • New fields to added to table and explained. • Procedure to generate report to be modified including replacement fields. • Section 5.6.8: <ul style="list-style-type: none"> • Rejection Analysis - Payables screenshot changed. • New fields to added to table and explained. • Procedure to generate report to be modified including replacement fields. • Section 3.7.1: <ul style="list-style-type: none"> • Screenshot changed to show two new search fields. • Two new search fields added and explained to the 'fields' table. • Two new search fields added to the search procedure. • Section 3.7.3: <ul style="list-style-type: none"> • Screenshot changed to show two new search fields. • Two new search fields added and explained to the 'fields' table. • Two new search fields added to the search procedure. • Section 3.11.3: <ul style="list-style-type: none"> • Screenshot changed to show two new search fields. • Section 3.7.5: <ul style="list-style-type: none"> • New sub-section added between existing sections 3.7.4 and 3.7.5(now 3.7.6) to explain new Popups for both Receivables and Payables screens. • Section 7.2.6: <ul style="list-style-type: none"> • Screenshot changed to show two new output options. • Two new output options added and explained in 'Managing the Output files' table. • Section 7.4.2.2: <ul style="list-style-type: none"> • New permissions to update payment status added in Permission Matrix for Miscellaneous.
2.12	14-Mar-2017	Shraddha Sura	<ul style="list-style-type: none"> • Section 3.15.10: <ul style="list-style-type: none"> • New Charge Codes are added • Section 3.15.10: <ul style="list-style-type: none"> • New fields to existing charge codes are added

Version No.	Published Date	Authored by	Comments
			<ul style="list-style-type: none"> • Section 3.15.11: <ul style="list-style-type: none"> • New Charge Codes are added to the existing Charge Category list • Section 1.2.8: <ul style="list-style-type: none"> • Remarks for the fields 'Reference 1' and 'Reference 2' are modified • Section 1.2.4: <ul style="list-style-type: none"> • Description in the table for the field 'ISC' is modified • Section 1.2.8: <ul style="list-style-type: none"> • Description in the table for the field 'ISC' is modified • Section 1.2.13: <ul style="list-style-type: none"> • Description in the table for the field 'ISC' is modified • Section 1.5.2.1: <ul style="list-style-type: none"> • Screenshot to Search an Invoice is changed • Section 1.5.2.2: <ul style="list-style-type: none"> • Screenshot of Billing History Screen is changed and field 'Authority to Bill' is added to table and search process • Section 1.5.3: <ul style="list-style-type: none"> • Screenshot of Create Correspondence is changed • Section 1.5.4: <ul style="list-style-type: none"> • Screenshot of Billing History screen is changed • Section 1.6.2: <ul style="list-style-type: none"> • Screenshot of Billing History screen is changed • Section 1.6.3: <ul style="list-style-type: none"> • Screenshot of Billing History screen is changed • Section 2.4.2.1: <ul style="list-style-type: none"> • Screenshot of Billing History screen is changed • Section 2.4.2.2: <ul style="list-style-type: none"> • Screenshot of Billing History is changed and description is updated for field 'Authority to Bill' • Section 2.4.4: <ul style="list-style-type: none"> • Screenshot to be changed • Section 2.5.2: <ul style="list-style-type: none"> • Screenshots to be changed (both Billing History and Audit Trail Screens) • Section 2.5.3: <ul style="list-style-type: none"> • Screenshots to be changed • Section 3.5.3: <ul style="list-style-type: none"> • Screenshots to be changed • Section 3.7.2: <ul style="list-style-type: none"> • Screenshots of billing History screen is changed and description is updated for field 'Authority to Bill' • Section 3.7.4: <ul style="list-style-type: none"> • Screenshots of Billing History is changed and description is updated for field 'Authority to Bill' • Section 1.5.3: <ul style="list-style-type: none"> • Screenshot to be changed • Section 1.5.3: <ul style="list-style-type: none"> • Added description to field 'Correspondence Text' in table about formatting controls • Section 1.6.2: <ul style="list-style-type: none"> • Screenshots of Billing History and Audit Trail are changed • Section 2.4.3: <ul style="list-style-type: none"> • Screenshot of View Correspondence is changed • Section 2.4.3: <ul style="list-style-type: none"> • Added the description to field 'Correspondence Text' in table about formatting controls • Section 2.5.2: <ul style="list-style-type: none"> • Screenshots of Billing History and Audit Trails are changed • Section 3.7.6: <ul style="list-style-type: none"> • Screenshot added for Create Correspondence • Section 3.7.6: <ul style="list-style-type: none"> • Fields 'Subject' and 'Correspondence Text' to are added

Version No.	Published Date	Authored by	Comments
			<ul style="list-style-type: none"> to table • Section 5.5.1: <ul style="list-style-type: none"> • Screenshot for Receivables - Passenger Interline Billing Summary is changed • Section 5.5.1: <ul style="list-style-type: none"> • Existing fields in table are modified and new fields are added • Section 5.5.1: <ul style="list-style-type: none"> • Procedure to generate report is modified • Section 5.5.6: <ul style="list-style-type: none"> • Screenshot for Payables - Passenger Interline Billing Summary is changed • Section 5.5.6: <ul style="list-style-type: none"> • Existing fields in table are modified and new fields are added • Section 5.5.6: <ul style="list-style-type: none"> • Procedure to generate report is modified
2.13	05-Oct-2017	Shruti Bhende	<ul style="list-style-type: none"> • Section 3.3 <ul style="list-style-type: none"> • Replaced Screenshot to show Invoice Date as editable fields • Section 5.1 <ul style="list-style-type: none"> • Addition of new report • Section 5.7 <ul style="list-style-type: none"> • Addition of new report • New Sub section 5.7.3 added to explain generation of Receivable Charge Code Reports • New Sub section 5.7.5 added to explain generation of Payables Charge Code Reports • Section 7.2.6 <ul style="list-style-type: none"> • Replaced Screenshot to show new fields added (CSV listing, validation on acceptable delay for payables bilateral invoices) • Explained all above fields in the table
2.14	28-Mar-2018	Shruti Bhende	<ul style="list-style-type: none"> • Replaced all the screenshots to show new Switch Access control • Section 6 <ul style="list-style-type: none"> ○ Added a new sub Section 6.5 to explain Switch User functionality • Section 7.3.1 <ul style="list-style-type: none"> ○ Screenshot is changed and field 'Secondary users' is added table
2.15	17- Sep-2018	Shruti Bhende	<ul style="list-style-type: none"> • Section 3.6, 3.6.2, 3.6.3 <ul style="list-style-type: none"> ○ Replaced Screenshot to show Document Packages tab. • Section 3.7.1 and 3.7.3 <ul style="list-style-type: none"> ○ Replaced screenshot to show Document Package • Section 3.11.3 <ul style="list-style-type: none"> ○ Replaced screenshot to show Document Package • Section 3.16 <ul style="list-style-type: none"> ○ New sub section 3.16.1 and 3.16.2 added to explain Document Packages • Section 5.2.1 <ul style="list-style-type: none"> ○ Replaced Screenshot to show Document Package Status • Section 5.2.9 <ul style="list-style-type: none"> ○ New sub section 5.2.9 added to explain Document Package Status • Section 7.2.2 <ul style="list-style-type: none"> ○ Replaced screenshot to show General Terms Document ○ New field General Terms Document added and explained • Section 7.2.4 <ul style="list-style-type: none"> ○ Replaced screenshot to show Manage General Terms Documents ○ New field Manage General Terms Documents added and explained • Section 7.2.6

Version No.	Published Date	Authored by	Comments
			<ul style="list-style-type: none"> ○ Replaced screen shot to show Default Location for MISC Payables Original Invoices and Credit Notes ○ Add and explain Managing the Output Files ○ New sub section added to explain Default Location for Payables Original Invoices • Section 7.3.2 <ul style="list-style-type: none"> ○ Replaced screenshot to show Status field in the Search Results
2.16	20-Nov-2018	Shruti Bhende	<ul style="list-style-type: none"> • Section 3.6.1: <ul style="list-style-type: none"> ○ Replaced screenshot to show Create Dispute action button • Section 3.7.1: <ul style="list-style-type: none"> ○ Replaced screenshot to show Create Dispute action button • Section 3.8.1: <ul style="list-style-type: none"> ○ Replaced screenshot to show new Dispute fields • Section 3.17: <ul style="list-style-type: none"> ○ New section added and explain Dispute
2.17	23-Mar-2019	Shruti Bhende	<p>Section 3.2.2</p> <ul style="list-style-type: none"> • New screenshot added. • New fields 'Total Tax Amount Local Currency Code', 'Total Tax Amount Local', and 'Local Tax Exchange Rate' are added to the table. <p>Section 3.2.3</p> <ul style="list-style-type: none"> • New screenshot added. • New fields 'Total Tax Amount Local Currency Code', 'Total Tax Amount Local', and 'Local Tax Exchange Rate' are added to the table. <p>Section 3.3.1</p> <ul style="list-style-type: none"> • New screenshot added. • New fields 'Total Tax Amount Local Currency Code', 'Total Tax Amount Local', and 'Local Tax Exchange Rate', 'Total Net Amount Local' are added to the table. <p>Section 3.3.2</p> <ul style="list-style-type: none"> • New screenshot added to explain 'Total Tax Amount Local Currency Code', 'Total Tax Amount Local', and 'Local Tax Exchange Rate', 'Total Net Amount Local'. <p>Section 3.15.10</p> <ul style="list-style-type: none"> • New group 'Fuel Details', 'Pricing Details', 'Transportation Details', 'Consumption Details', 'ULD Details', 'Air Way Bill Details', and 'Coupon Details MISC' are added in line item details. • New charge codes are added. <p>Section 3.15.11</p> <ul style="list-style-type: none"> • Deleted 'Aviation Fuel' charge code from Charge Category Service Provider. • Added new charge category 'Aviation Fuel'. • Deleted 'FF Miles' charge code from Charge Category Partner Alliance. • Added new charge code 'FF Accrual' to Charge Category Partner Alliance.

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			<ul style="list-style-type: none"> Added new charge code 'FF Redemption' to Charge Category Partner Alliance. <p>Section 5.5.12</p> <ul style="list-style-type: none"> New sub- section 5.5.12 added to explain 'Non-Sampling RM Analysis Comparison to Industry – IATA RAM Rules' reports. <p>Section 7.2.2</p> <ul style="list-style-type: none"> New screenshot added to explain 'Location Name'. <p>Section 7.2.4</p> <ul style="list-style-type: none"> New screenshot added to explain 'Legal Archiving Required for Pro-forma invoice' <p>Section 7.2.6</p> <ul style="list-style-type: none"> New screenshot added to explain 'Manage Blocks for Tax Billing'.
2.18	18-09-2019	Shruti Bhende	<p>Section 3.7.1</p> <ul style="list-style-type: none"> Replaced Screenshot to show 'From Period', 'To Period' fields are added to the table <p>Section 3.7.3</p> <ul style="list-style-type: none"> Replaced Screenshot to show 'From Period', 'To Period' fields are added to the table <p>Section 3.17.1</p> <ul style="list-style-type: none"> Replaced Screenshot to show 'From Period', 'To Period' fields are added to the table Replaced Screenshot to show 'Back' button are added to the table Replaced screenshot to show 'Disputed Field' changed to optional and 'Disputed Field Original Value' changed to 'Original Field Value', 'Disputed Field Corrected Value' changed to 'Corrected Field Value'. <p>Section 3.17.2</p> <ul style="list-style-type: none"> Replaced Screenshot to show 'Back' button are added to the table Replaced screenshot to show 'Disputed Field' changed to optional and 'Disputed Field Original Value' changed to 'Original Field Value', 'Disputed Field Corrected Value' changed to 'Corrected Field Value'. <p>Section 3.17.3</p> <ul style="list-style-type: none"> Replaced Screenshot to show 'From Period', 'To Period' fields are added to the table Replaced Screenshot to show 'Back' button are added to the table Replaced screenshot to show 'Disputed Field' changed to optional and 'Disputed Field Original Value' changed to 'Original Field Value', 'Disputed Field Corrected Value' changed to 'Corrected Field Value'. <p>Section 3.17.4</p> <ul style="list-style-type: none"> Replaced Screenshot to show 'Search Disputes of Aggregated Members' field, 'Download' button are added to the table Replaced Screenshot to show 'Back' button are added to the table <p>Replaced screenshot to show 'Disputed Field' changed to optional and 'Disputed Field Original Value' changed to 'Original Field Value', 'Disputed Field Corrected Value' changed to 'Corrected Field Value'.</p>

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Table of Contents

General	1
1. IS-Web Browser Compatibility.....	1
1. Passenger Module	4
1.1 Overview of Passenger	4
1.2 Working with Non- Sampling Invoices	6
1.2.1 Processes for Non-Sampling Invoices	6
1.2.2 Creating Invoice Header	10
1.2.3 Editing Invoice Header.....	17
1.2.4 Creating Prime Billing.....	21
1.2.5 Prime Billing Coupon List.....	32
1.2.6 Editing the Prime Billing.....	34
1.2.7 Creating a Rejection Memo.....	35
1.2.8 Adding a Rejection Memo Coupon.....	45
1.2.9 Rejection Memo Coupon List.....	55
1.2.10 Editing Rejection Memo	57
1.2.11 Editing the Rejection Memo Coupon.....	59
1.2.12 Creating Billing Memo	60
1.2.13 Adding a Billing Memo Coupon.....	66
1.2.14 Billing Memo List Screen.....	76
1.2.15 Editing the Billing Memo.....	78
1.2.16 Editing Billing Memo Coupon	79
1.2.17 Searching Invoice.....	81
1.2.18 Viewing Non-Sampling Invoice.....	86
1.2.19 Viewing the Prime Billing	89
1.2.20 Viewing the Rejection Memo	90
1.2.21 Viewing the Billing Memo	91
1.2.22 Submitting Invoice.....	92
1.2.23 Deleting Invoice.....	93
1.2.24 Validating Invoice.....	94
1.3 Working with Sampling Forms	96
1.3.1 Processes for Sampling Forms	96
1.3.2 Creating Form C Header	102
1.3.3 Creating Form D/E Header	104
1.3.4 Creating Form F Header	110
1.3.5 Creating Form XF Header	116
1.3.6 Creating Form C.....	121
1.3.7 Editing Form C	127
1.3.8 Editing Sampling Form C Coupon.....	129
1.3.9 Validating Sampling Form C.....	130
1.3.10 Submitting Sampling Form C.....	131
1.3.11 Creating Form D/E.....	132
1.3.12 Create Form D.....	133
1.3.13 Provisional Invoice Record.....	142
1.3.14 Creating Form E.....	145
1.3.15 Editing Form D/E Header.....	151
1.3.16 Editing Form D/E	154
1.3.17 Creating Form F.....	154
1.3.18 Editing Form F Header	163
1.3.19 Editing Form F.....	167
1.3.20 Editing Form F Coupon	168
1.3.21 Creating Form XF.....	169
1.3.22 Editing Form XF Header.....	177
1.3.23 Editing Form XF	181
1.3.24 Editing Form XF Coupon	182
1.3.25 Searching Sampling Form C	183
1.3.26 Viewing Form C.....	187

1.3.27	Viewing Sampling Form C Coupon.....	189
1.3.28	Viewing Sampling Form.....	190
1.3.29	Submitting Sampling Form.....	191
1.3.30	Deleting Sampling Form.....	192
1.4	Working with Non-Sampling Credit Note.....	193
1.4.1	Processes for Credit Note.....	193
1.4.2	Creating Credit Note Header.....	195
1.4.3	Creating Credit Memo.....	201
1.4.4	Adding a Credit Memo Coupon.....	209
1.4.5	Editing Credit Note.....	217
1.4.6	Editing a Credit Memo.....	220
1.4.7	Editing a Credit Memo Coupon.....	222
1.4.8	Viewing a Credit Note.....	222
1.4.9	Viewing a Credit Memo.....	226
1.4.10	Viewing a Credit Memo Coupon.....	227
1.5	Working with Correspondence.....	228
1.5.1	Processes for Correspondence.....	228
1.5.2	Billing History.....	230
1.5.3	Initiating Correspondence.....	235
1.5.4	Close a Correspondence.....	239
1.5.5	Managing Correspondence.....	245
1.6	Working with Audit Trail.....	247
1.6.1	Processes for Audit Trail.....	247
1.6.2	Working with Audit Trail.....	248
1.6.3	Working with Show Rejections.....	249
1.7	Working with Supporting Documents.....	251
1.7.1	Managing the Supporting Document.....	251
1.8	Correcting the Linking Errors for Supporting Documents.....	257
1.9	Correcting Auto-Billing Invoices.....	259
1.10	Validation Error Correction.....	261
1.10.1	Validation Error Correction for Invoices/Credit Note.....	261
1.10.2	Validation Error Correction for Form C.....	265
1.11	Downloading Correspondence Reports.....	268
1.12	Common Procedures.....	271
1.12.1	TAX Breakdown.....	271
1.12.2	VAT Breakdown.....	273
1.12.3	Invoice VAT.....	275
1.12.4	Viewing Invoice VAT.....	278
1.12.5	Credit Note VAT.....	279
1.12.6	Form E VAT Capture.....	282
1.12.7	Form F VAT Capture.....	285
1.12.8	Form XF VAT Capture.....	288
1.12.9	Attaching Supporting Document.....	291
2	Cargo Module.....	297
2.1	Overview of Cargo.....	297
2.2	Creating Invoices.....	298
2.2.1	Processes Related to Invoices.....	298
2.2.2	Creating Invoice Header.....	303
2.2.3	Searching an Invoice/ Credit Note.....	309
2.2.4	Searching an Invoice/Credit Note using Billing History and Correspondence submenu	314
2.2.5	Editing Invoice Header.....	315
2.2.6	Creating Prepaid AWB.....	319
2.2.7	AWB Prepaid Billing Records.....	325
2.2.8	Editing Prepaid AWB.....	327
2.2.9	Creating Charges Collect AWB.....	328
2.2.10	AWB Charges Collect Billing Records.....	335
2.2.11	Editing AWB Charges Collect Billing.....	337
2.2.12	Creating a Rejection Memo.....	339

2.2.13	Adding Prepaid AWB for RM	344
2.2.14	Adding Charges Collect AWB for RM	351
2.2.15	Rejection Memo Listing	359
2.2.16	Editing Rejection Memo	361
2.2.17	Editing Prepaid AWB for RM.....	364
2.2.18	Creating a Billing Memo.....	368
2.2.19	Adding Prepaid AWB for BM	372
2.2.20	Adding Charges Collect AWB for BM	378
2.2.21	Billing Memo Listing	384
2.2.22	Editing Billing Memo.....	386
2.2.23	Editing Prepaid AWB for BM.....	389
2.2.24	Editing Charges Collect AWB for BM	389
2.2.25	Viewing an Invoice.....	390
2.2.26	Viewing AWB Prepaid Billing.....	396
2.2.27	Viewing AWB Charges Collect Billing	397
2.2.28	Viewing a Rejection Memo	397
2.2.29	Viewing RM Prepaid AWB	400
2.2.30	Viewing RM Charges Collect AWB	401
2.2.31	Viewing a Billing Memo	402
2.2.32	Viewing BM Prepaid AWB	404
2.2.33	Viewing BM Charges Collect AWB	405
2.2.34	Validating an Invoice/Credit Note	406
2.2.35	Submitting an Invoice/Credit Note.....	408
2.2.36	Deleting an Invoice/Credit Note	409
2.3	Working with Credit Note.....	410
2.3.1	Process Related to Credit Note.....	410
2.3.2	Creating Credit Note Header	411
2.3.3	Creating a Credit Memo	417
2.3.4	Adding AWB Prepaid Billing for CM.....	421
2.3.5	Adding AWB Charges Collect Billing for CM	427
2.3.6	Editing Credit Note Header	433
2.3.7	Editing a Credit Memo.....	437
2.3.8	Editing CM AWB Prepaid Billing	440
2.3.9	Editing CM AWB Charges Collect Billing	441
2.3.10	Viewing a Credit Memo.....	442
2.3.11	Viewing CM Prepaid AWB.....	445
2.3.12	Viewing CM Charges Collect AWB	446
2.4	Working with Correspondence	447
2.4.1	Processes for Correspondence.....	447
2.4.2	Billing History.....	449
2.4.3	Initiating Correspondence.....	455
2.4.4	Close a Correspondence.....	458
2.4.5	Viewing Correspondence.....	462
2.4.6	Managing Correspondence.....	465
2.4.7	Editing Correspondence.....	467
2.5	Working with Audit Trail	468
2.5.1	Processes for Audit Trail.....	468
2.5.2	Viewing Audit Trail	469
2.5.3	Working with Show Rejections	470
2.6	Working with Supporting Documents.....	472
2.6.1	Managing Supporting Documents using Receivables submenu	473
2.6.2	Managing the Supporting Documents using Payables submenu	476
2.6.3	Correct Supporting Document Linking Error	479
2.7	Validation Error Correction.....	481
2.8	Downloading Correspondence Reports	484
2.9	Common Procedures.....	487
2.9.1	VAT Breakdown.....	487
2.9.2	Other Charges	489
2.9.3	Attachments.....	491

2.9.4	Prorate Ladder.....	493
2.9.5	Billing Member's Reference Data.....	496
2.9.6	Billed Member's Reference Data.....	498
2.9.7	Invoice VAT.....	499
2.9.8	Credit Note VAT.....	503
3.	Miscellaneous Module.....	507
3.1	Overview of Miscellaneous Module.....	507
3.2	Creating Invoices.....	508
3.2.1	Processes for Miscellaneous Module.....	508
3.2.2	Creating Invoice Header.....	516
3.2.3	Creating Line Item.....	525
3.2.4	Adding Line Item Detail.....	533
3.3	Editing Invoices.....	538
3.3.1	Editing Miscellaneous Invoice.....	538
3.3.2	Editing Line Item.....	541
3.3.3	Editing Line Item Detail.....	543
3.3.4	Editing Miscellaneous Credit Note.....	546
3.4	Rejecting Invoices.....	547
3.4.1	Rejecting Invoice via Receivables.....	548
3.4.2	Rejecting Invoice via Billing History.....	556
3.4.3	Rejecting Invoice via Payables.....	565
3.5	Working with Correspondence Invoices.....	568
3.5.1	Creating Correspondence Invoice via Receivables.....	569
3.5.2	Creating Correspondence Invoice via Billing History and Correspondence.....	577
3.5.3	Close a Correspondence.....	577
3.6	Validating and Submitting Created Invoices/Credit Notes.....	582
3.6.1	Validating Invoices/Credit Notes.....	582
3.6.2	Submitting Invoices/Credit Notes.....	585
3.6.3	Deleting Invoices/Credit Notes.....	588
3.7	Searching Invoices.....	592
3.7.1	Searching Invoice via Receivables.....	592
3.7.2	Searching Correspondence via Billing History and Correspondence.....	594
3.7.3	Searching Invoice via Payables.....	598
3.7.4	Searching Invoice via Billing History.....	601
3.7.5	Payment Status Popup.....	603
3.7.6	Initiating Correspondence.....	606
3.8	Working with Credit Note.....	611
3.8.1	Creating Miscellaneous Credit Note Header.....	611
3.8.2	Creating Line Item.....	619
3.8.3	Adding Line Item Detail.....	628
3.9	Working with Supporting Documents.....	633
3.9.1	Attaching Supporting Documents.....	633
3.9.2	Correcting Supporting Document Linking Errors.....	634
3.9.3	Manage Supporting Documents.....	636
3.10	Downloading Invoices.....	642
3.10.1	Choosing Invoice Download Options via Receivables.....	643
3.10.2	Choosing Invoice Download Options via Payables.....	645
3.11	Viewing an Invoice.....	648
3.11.1	Viewing an Invoice using Invoice Search in Payables submenu.....	648
3.11.2	Viewing an Invoice using Billing History and Correspondence submenu.....	652
3.11.3	Viewing Daily Bilateral Invoices.....	653
3.12	Working with Audit Trail.....	655
3.12.1	Viewing Audit Trail.....	655
3.13	Validation Error Correction.....	656
3.13.1	Correcting Validation Errors.....	656
3.14	Downloading Correspondence Reports.....	660
3.15	Common Procedures.....	663
3.15.1	Entering Tax Amount.....	663
3.15.2	Entering VAT Amount.....	665

3.15.3	Entering VAT for Line Item/Line Item Detail	667
3.15.4	Entering Add/Deduct Charge for the Invoice/Credit Note Header	668
3.15.5	Entering Add/Deduct Charge for Line Item/Line Item Detail	670
3.15.6	Viewing/Modifying Billing Member-Location ID.....	672
3.15.7	Viewing/Modifying Billed Member-Location ID.....	674
3.15.8	Adding/ Modifying Contact of Billing Member- Additional Details	676
3.15.9	Adding/ Modifying Contact of Billed Member-Additional Details	677
3.15.10	Dynamic Fields.....	678
3.15.11	Charge Category/ Charge Code.....	688
3.16	Document Package	690
3.16.1	Create Document Package.....	690
3.16.2	Search Document Package	691
3.17	Disputes.....	695
3.17.1	Create Dispute via Receivables.....	696
3.17.2	Create Dispute via Billing History and Correspondence	705
3.17.3	Create Dispute via Payables.....	713
3.17.4	Manage Disputes	720
4.	UATP Module	728
4.1	Overview of UATP	728
4.2	Creating Invoices.....	729
4.2.1	Processes Related to Creating Invoices	729
4.2.2	Creating Invoice Header	730
4.2.3	Creating Line Item	737
4.2.4	Creating Line Item Detail.....	742
4.3	Creating Credit Note	747
4.3.1	Processes for Credit Note.....	747
4.3.2	Creating Credit Note Header.....	748
4.3.3	Creating Line Item	753
4.3.4	Creating Line Item Detail.....	758
4.4	Editing Invoices	764
4.4.1	Processes for editing Invoice/Credit Note.....	764
4.4.2	Searching for an Invoice/Credit Note.....	765
4.4.3	Editing UATP Invoice	769
4.4.4	Editing Line Item.....	772
4.4.5	Editing Line Item Detail	775
4.5	Rejecting Invoices.....	778
4.5.1	Processes for Rejection.....	778
4.5.2	Rejecting Invoice via Receivables	778
4.5.3	Rejecting Invoice via Payables.....	781
4.5.4	Rejecting Invoice via Billing History.....	782
4.6	Working with Correspondence	783
4.6.1	Processes for Correspondence.....	783
4.6.2	Initiating Correspondence.....	786
4.6.3	Close a Correspondence.....	789
4.6.4	Managing Correspondence.....	794
4.6.5	Create Correspondence Invoice via Receivables.....	795
4.6.6	Create Correspondence Invoice via Billing History and Correspondence.....	797
4.7	Searching Invoices/Credit Note.....	799
4.7.1	Searching Invoices/Credit Note/Correspondence	799
4.7.2	Searching Invoice/Credit Note via Receivables	800
4.7.3	Searching Invoice/Credit Note via Payables	801
4.7.4	Billing History.....	803
4.8	Working with Supporting Documents.....	808
4.8.1	Managing Supporting Documents	808
4.8.2	Correcting Support Documents Linking Errors.....	812
4.9	Downloading Invoices.....	814
4.9.1	Choosing Invoice Download Options using Payables submenu	815
4.9.2	Choosing Invoice Download Options using Receivables submenu.....	816
4.10	Correcting Validation Errors.....	817

4.11	Downloading Correspondence Reports	820
4.12	Viewing Invoices/Credit Note.....	823
4.12.1	Viewing an Invoice/Credit Note using Receivables submenu	824
4.12.2	Viewing a Line Item	825
4.12.3	Viewing a Line Item Detail.....	826
4.12.4	Viewing an Invoice/Credit Note using Payables submenu	827
4.12.5	Viewing an Invoice/Credit Note using Billing History and Correspondence submenu	828
4.13	Working with Audit Trail.....	829
4.13.1	Process for Audit trail.....	829
4.13.2	Viewing Audit Trail	830
4.14	Common Procedures.....	831
4.14.1	Tax Amount.....	831
4.14.2	VAT Amount.....	833
4.14.3	VAT Amount at the Line Item and Line Item Detail Level	835
4.14.4	Add/Deduct Charge.....	836
4.14.5	Viewing/Modifying Billing Member's Location ID	838
4.14.6	Viewing/Modifying Billed Member's Location ID	840
4.14.7	Adding/Modifying Contact of Billing Member-Additional Details	842
4.14.8	Adding/Modifying Contact of Billed Member-Additional Details	844
4.14.9	Validating Invoice/Credit Note.....	846
4.14.10	Submitting Invoice/Credit Note.....	846
4.14.11	Deleting Invoice/Credit Note	848
4.14.12	Attachments.....	849
4.14.13	Optional Group Fields.....	850
5.	Reports Module.....	856
5.1	Overview of Reports.....	856
5.2	Managing Processing Dashboard	859
5.2.1	Viewing Invoice Status Details.....	860
5.2.2	Changing the Search Criteria for the Invoices	864
5.2.3	Viewing Billing File Status Details	868
5.2.4	Changing the Search Criteria for Files	870
5.2.5	Managing Late Submissions.....	872
5.2.6	Incrementing the Billing Period.....	873
5.2.7	Downloading the Processing Dashboard Contents	874
5.2.8	Deleting Selected Invoice/Files.....	875
5.2.9	Viewing Document Package Status.....	875
5.3	Generating Reference Data Reports	878
5.3.1	SIS Usage Report.....	879
5.3.2	SIS IS-WEB Usage Report.....	880
5.3.3	Member / Contact Details Report	882
5.3.4	IS Contact Details Report	886
5.3.5	User Permission Report	888
5.3.6	IS and CH Calendar Report	891
5.3.7	Invoice Deletion Audit Trail Report.....	893
5.3.8	Invoice Reference Data Report	896
5.4	Generating Reports for Financial Controller.....	898
5.4.1	Interline Billing Summary.....	899
5.4.2	Interline Payables Analysis Report.....	901
5.4.3	Suspended Billings Report	903
5.4.4	Pending Invoices In Error Report	907
5.4.5	Top 10 Interline Partners - Receivables	909
5.4.6	Top 10 Interline Partners - Payables	911
5.4.7	Access ICH Web Report.....	913
5.4.8	Access ACH Settlement Reports	914
5.5	Generating Passenger Module Reports.....	915
5.5.1	Receivables - Passenger Interline Billing Summary.....	916
5.5.2	Receivables - Passenger Rejection Analysis - Non Sampling.....	919
5.5.3	Receivables - Passenger Sampling Billing Analysis	922
5.5.4	Receivables – RM BM CM Summary	924

5.5.5	Receivables – Supporting Documents Mismatch.....	927
5.5.6	Payables - Passenger Interline Billing Summary	930
5.5.7	Payables - Passenger Rejection Analysis - Non Sampling	933
5.5.8	Payables - Passenger Sampling Billing Analysis	936
5.5.9	Payables – RM BM CM Summary.....	938
5.5.10	Correspondence Status Report.....	941
5.5.11	BVC (Billing Value Confirmation) Details Report.....	944
5.5.12	Non-Sampling RM Analysis Comparison to Industry – IATA RAM Rules	948
Generating Cargo Module Reports.....		950
5.5.13	Cargo Submission Overview - Receivables	951
5.5.14	Receivables Interline Summary	954
5.5.15	Rejection Analysis - Receivables	957
5.5.16	Receivables RM BM CM Summary.....	960
5.5.17	Supporting Attachments Mismatch Report	963
5.5.18	Cargo Submission Overview - Payables	966
5.5.19	Payables Interline Summary	969
5.5.20	Rejection Analysis - Payables	971
5.5.21	Payables RM BM CM Summary.....	974
5.5.22	RM- BM- CM Details Report	977
5.5.23	Correspondence Status Report.....	980
5.6	Generating Miscellaneous Module Reports.....	985
5.6.1	Receivables Supporting Documents Mismatch Report	986
5.6.2	Receivables Invoice Summary Report	987
5.6.3	Receivables Charge Code Report	993
5.6.4	Payables Invoice Summary Report	996
5.6.5	Payables Charge Code Report	1001
5.6.6	Correspondence Status Report.....	1003
5.7	General Module	1008
5.7.1	Introduction to General Module	1008
5.7.2	Managing Files.....	1009
5.8	Managing Suspended Invoices	1017
5.8.1	Resubmitting the Suspended Invoices.....	1018
5.8.2	Submitting the Suspended Invoices for Bilateral Settlement.....	1021
5.8.3	ICH Protest and Adjustment.....	1023
5.9	Legal Archive Retrieval.....	1024
5.9.1	Retrieving Legal Archive	1025
5.9.2	Downloading Retrieved Invoices	1028
6.	Member Profile Module	1030
6.1	Introduction to Profile Management	1030
6.2	Managing Member Profile	1031
6.2.1	Managing Member Details.....	1032
6.2.2	Managing Location Details.....	1036
6.2.3	Managing Contacts.....	1040
6.2.4	Managing E-billing Services.....	1047
6.2.5	Managing Cargo Configurations	1060
6.2.6	Managing Passenger and Miscellaneous Billing Configurations.....	1064
6.2.7	Viewing ICH Configurations	1086
6.2.8	Viewing ACH Configurations	1090
6.3	Managing Users	1093
6.3.1	Creating New User	1094
6.3.2	Searching Existing Users	1096
6.3.3	Editing Existing Users.....	1097
6.4	Switch User.....	1099
6.5	Managing User Permissions.....	1100
6.6	Managing the Permission Template	1101
6.6.1	Searching Permission Templates.....	1101
6.6.2	Adding a New Template	1102
6.6.3	Editing an Existing Template	1103
6.6.4	Deleting Template	1104

6.6.5	Assigning Permissions to User	1105
6.6.6	Replacing Permissions	1117
6.6.7	Copying Permissions	1118
6.7	Viewing Profile Changes	1119
6.7.1	Viewing Profile Changes	1120
6.8	Manage Location Associations	1124
6.8.1	Manage Location Associations Screen.....	1125
6.8.2	View Manage Location Associations Screen	1126
6.8.3	Modify Location Association Screen	1128
Index		1130

General

1. IS-Web Browser Compatibility

IS-Web will only be supported in the following web browsers:

- **Internet Explorer** – Versions 7.0 and newer
- **Mozilla Firefox** – Versions 4.0 and 5.0

Please note that only the above browsers are fully compatible, IS-WEB may also be used in other browsers. However, SIS Operations cannot guarantee the full compatibility of these web interfaces and therefore will not be able to support queries related to them.



Passenger Module

1. Passenger Module

1.1 Overview of Passenger

Passenger module is used for managing flight coupons. In the Passenger module you can

- Create Prime Billing/Invoice
- Create Rejection Memo
- Create Billing Memo
- Create Credit Note
- Manage Invoices
- Create Sampling Forms (C, D/E, F, XF)
- Manage Sampling Forms (C, D/E, F, XF)
- Create Correspondence
- Manage Correspondence

Creating an Invoice: Invoices are of two types:

Non-Sampling Invoices are:

1. Prime Billing
2. Rejection Memo
3. Billing Memo
4. Credit Memo

Sampling invoices are:

1. Form C
2. Form D/E
3. Form F
4. Form XF

Different types of Non Sampling Invoices are as follows:

Prime Billing: It is a non sampling Invoice billed to another carrier airline. It can be created in two different ways using Receivables submenu.

1. Using new invoice header.
See also: Creating Non Sampling Invoice Header
2. Using existing invoice header
See also: Searching Invoice

Rejection Memo: It is a non sampling invoice created to reject certain coupon values in a Billing. It can be created in three different ways:

1. Using Receivables submenu.
 - a. Using new invoice header.
See also: Creating a Rejection Memo
 - b. Using existing header.
See also: Searching an Invoice
2. Using Payables submenu.
3. Using Billing History submenu.

Billing Memo: It is a non sampling invoice created after the billed member gets "Authority to Bill" after the Correspondence cycles between the two entities over.

1. Creating through Receivables.
 - a. Creating using new invoice header.
 - b. Creating using existing header.
2. Creating through Billing History.

Credit Memo: The value of a Credit Note is always negative. Credit Note can be created in three different ways:

1. Using Receivables submenu.
 - a. Using new invoice header.
 - b. Using existing header.
2. Using Payables submenu.
3. Using Billing History submenu.

Description of Sampling Invoices types is as follows:

Form C: Form C can be created using Receivables submenu.

1. Using new invoice header.
See also: Process of Creating Form C
2. Using existing invoice header.
See also: Searching an Invoice

Form D/E: Form D/E can be created through the Receivables submenu.

1. Using new invoice header.
2. Using existing invoice header.

Form F: It is the second stage rejection memo for sampling Form D/E. Form F can be created in two different ways:

1. Using Receivables submenu.
 - a. Using new invoice header.
 - b. Using existing header.
2. Using Payables submenu.

Form XF: It is the third stage rejection memo for sampling Form F. Form F can be created in two different ways:

1. Using Receivables submenu.
 - a. Using new invoice header.
 - b. Using existing header.
2. Using Payables submenu

Correspondence: Correspondence through Billing History and Correspondence can be

1. Initiated
2. Managed

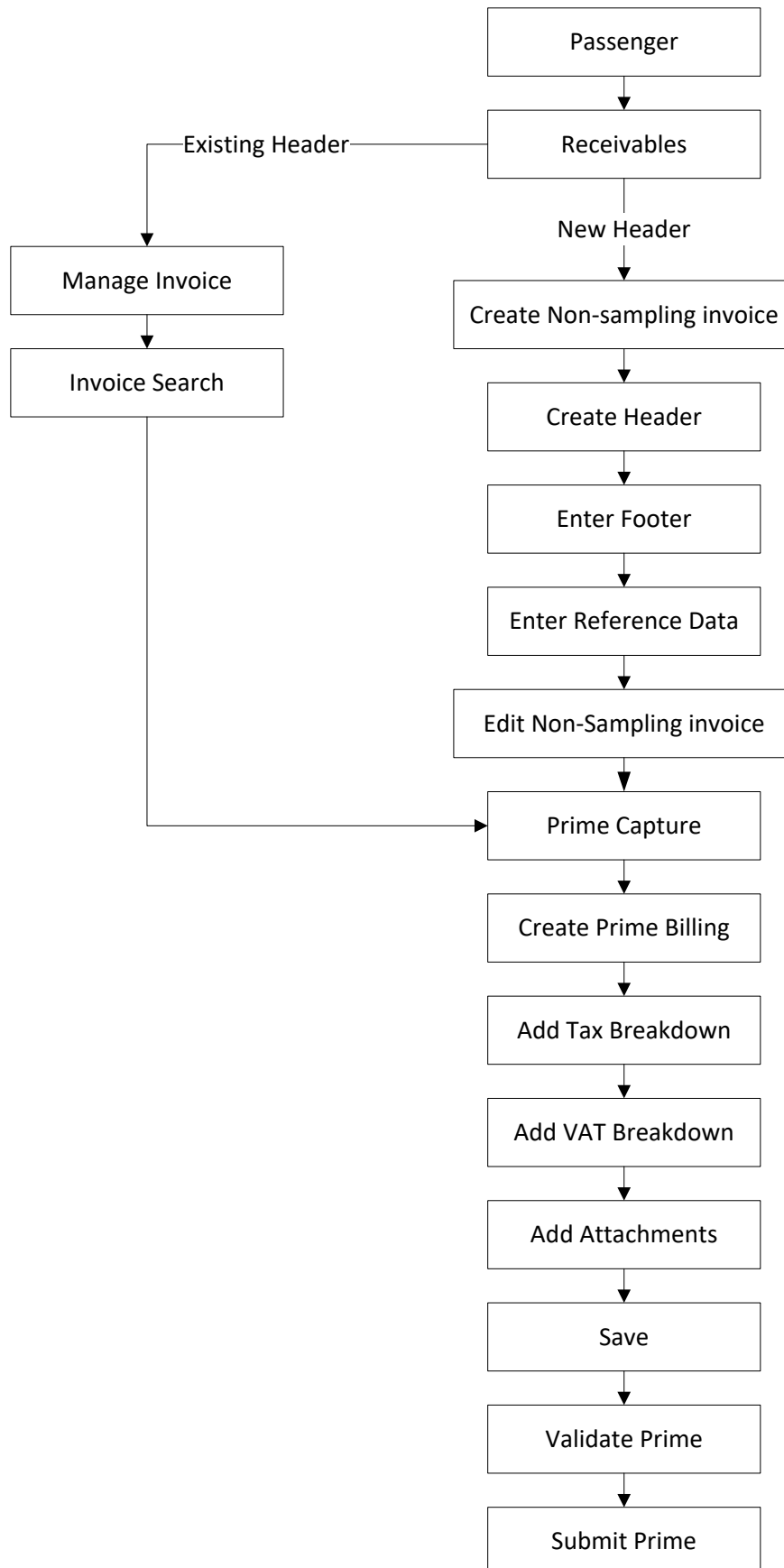
Audit Trail: Audit trail can be viewed using Billing History and Correspondence submenu. Audit trail can also be printed using ALT+PrntScr.

1.2 Working with Non- Sampling Invoices

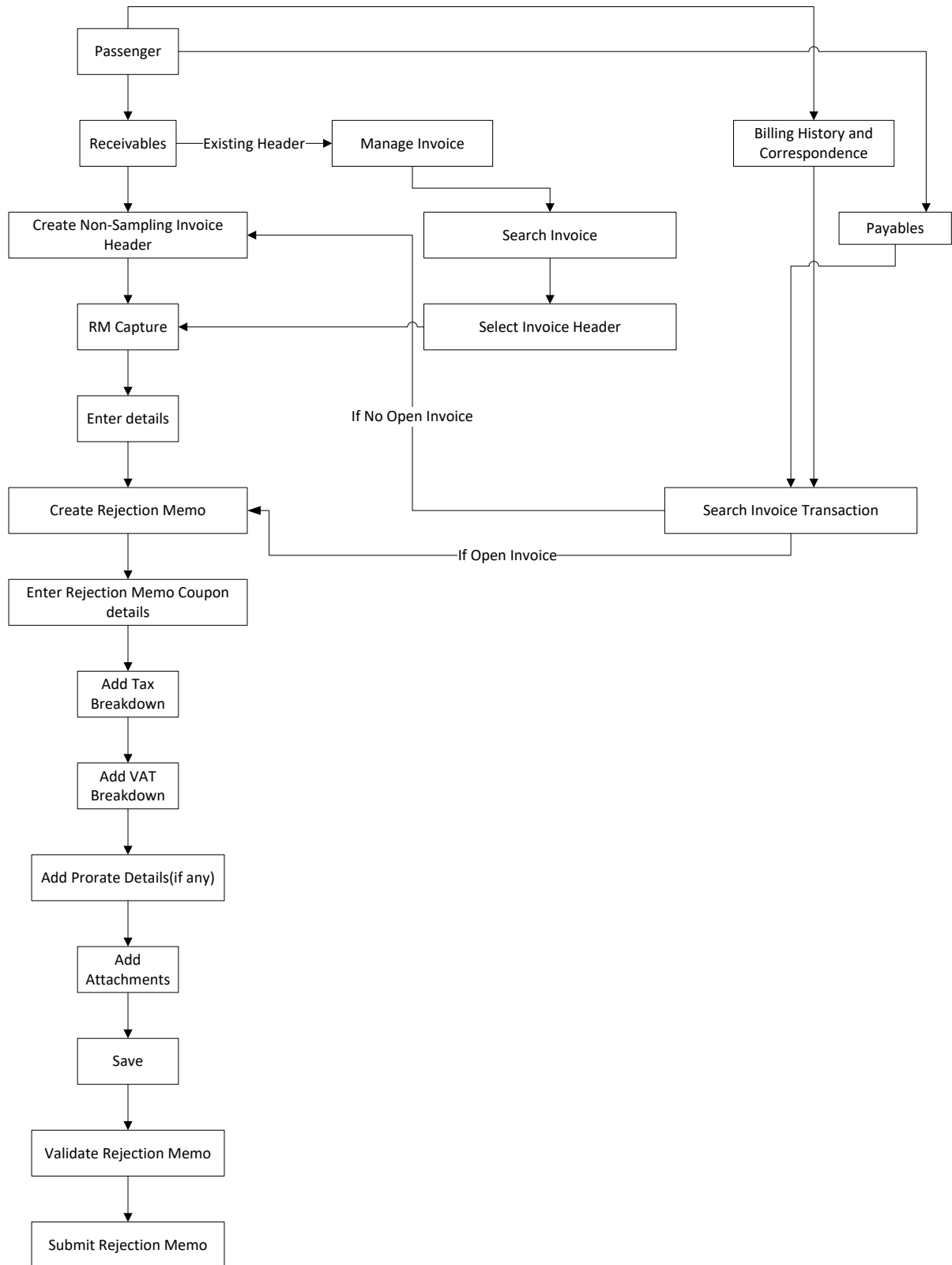
1.2.1 Processes for Non-Sampling Invoices

- Creating a Prime Billing
- Creating a Rejection Memo
- Creating a Billing Memo

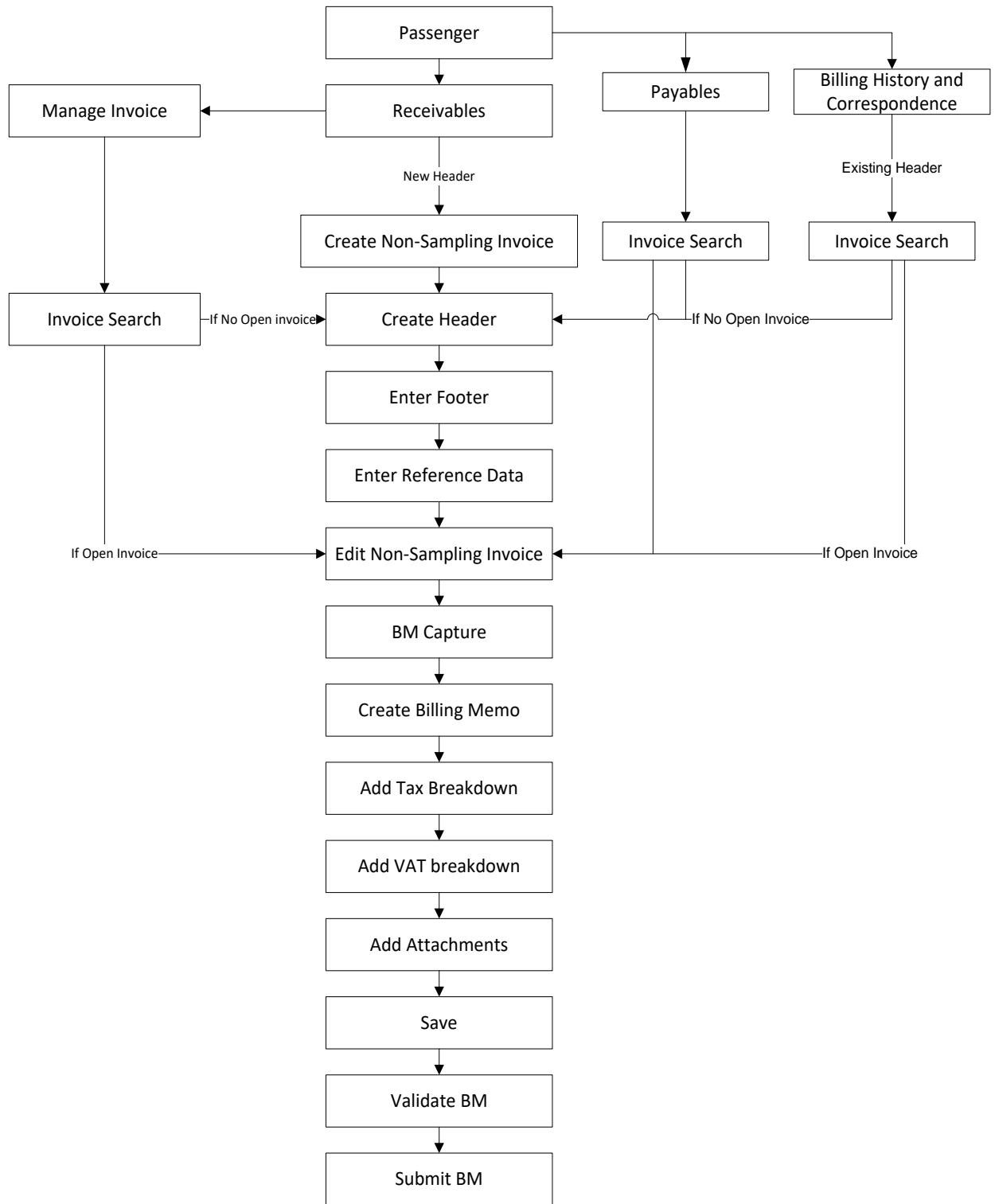
Creating a Prime Billing



Creating a Rejection Memo



Creating a Billing Memo



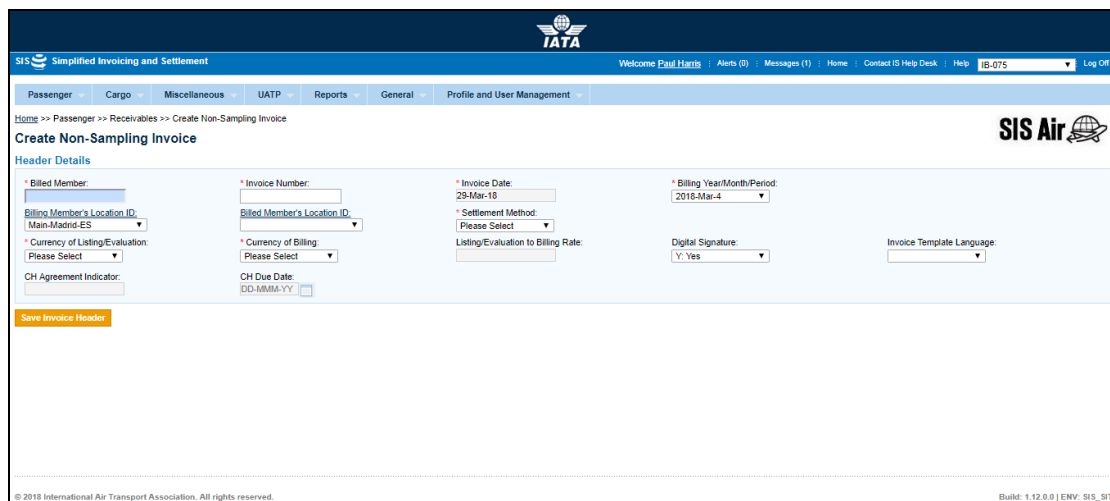
1.2.2 Creating Invoice Header

To create a **Non-Sampling Invoice Header**, the steps are as follows:

1. Click **Passenger** menu.
2. Click **Receivables** submenu.
3. Click **Create Non-Sampling Invoice** option.
4. The **Create Non-Sampling Invoice** screen is displayed.

Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key.
- A grayed field by default is auto populated with the data already present in the system or with data calculated at the invoice.



Fields	Descriptions	Remarks
*Billed Member	It is the combination of designator, accounting code and commercial name of the billed member.	For example, WI-221-Wings Airways
*Invoice Number	Unique alphanumeric ID that identifies the invoice.	<p>The Invoice Number could be up-to-ten characters (English letters and numbers only)</p> <p>For example, WI1234</p> <ul style="list-style-type: none"> • Spaces and special characters (#, *, @, ~, - etc.) should not be used. • Letters are case insensitive. For example, wi1234 will be considered equal to WI1234 when

Fields	Descriptions	Remarks
		<p>performing duplicate checks.</p> <ul style="list-style-type: none"> Should not be duplicated by the billing airline within a calendar year.
*Invoice Date	It is the date of the invoice.	<ul style="list-style-type: none"> Shows the date on which invoice header is created. Automatically updated to the date on which invoice is successfully submitted. Cannot be edited or modified by the users.
*Billing Year/Month/Period	The Clearance Period of the invoice (Year, Month and Period)	<p>For Example, Period 3 of April-2013 is represented as 2013-Apr-3</p> <p>The periods displayed are as follows:</p> <ul style="list-style-type: none"> The current open period (default value). The next 4 (future) periods; this may pertain to the next month also. The previous closed period (if the late submission window is open in either of the clearing houses). <p>Note that selecting a future month does not guarantee invoice creation. See fields Settlement Method and Listing Evaluation to Billing Rate below. If the system needs to populate Listing Evaluation to Billing Rate, but does not find it for the future month, it will result in an error while saving the data.</p>
Billing Member's Location ID	Unique alphanumeric code that identifies member's location as per the member profile.	<p>It generates the legal reference data for the Member.</p> <p>Default location is the MAIN Location.</p> <ul style="list-style-type: none"> Default location can be changed by selecting the desired location from the list. Click Billing Member's

Fields	Descriptions	Remarks
		<p>Location ID to change any reference data for the Member.</p> <ul style="list-style-type: none"> The header can be saved without reference data, by selecting the blank value at the top of the list. However it should be ensured that reference data is captured before validating the invoice. Otherwise the validation process will result in an error.
Billed Member's Location ID	Unique alphanumeric code that identifies member's location as per the member profile.	<p>It generates the legal reference data for the Member.</p> <p>Default location is the MAIN Location.</p> <ul style="list-style-type: none"> Default location can be changed by selecting the desired location from the list. Click Billed Member's Location ID to change any reference data for the Member. The header can be saved without reference data, by selecting the blank value at the top of the list. However it should be ensured that reference data is captured before validating the invoice. Otherwise the validation process will result in an error.
*Settlement Method	It is the Settlement Method of the invoice.	<p>Valid values are as follows:</p> <ul style="list-style-type: none"> I: Settlement via ICH <ul style="list-style-type: none"> Applicable when both billing and billed members are ICH members Applicable for ICH Inter-Clearance Billings (ICH member billing ACH member)

Fields	Descriptions	Remarks
		<ul style="list-style-type: none"> ▪ A: Settlement via ACH <ul style="list-style-type: none"> • Applicable when both billing and billed members are ACH members. • If both billing and billed members are dual members; but have indicated in the profile that they will bill each other Passenger billings via the ICH; then ACH cannot be used. ▪ M: Settlement via ACH using RAM Rule <ul style="list-style-type: none"> • Applicable for ACH Inter-clearance Billings (ACH member billing ICH member) • Applicable for settlement via ACH (ACH member billing ACH member) based on RAM rule. ▪ B: Bilateral Settlement (direct settlement between members not involving any clearing house). <ul style="list-style-type: none"> • Where settlement is possible via a clearing house (ICH/ACH based on both the members' clearing house membership status), the default value will be set as ACH/ICH/ACH using RAM Rule as appropriate. ☐ X: Settlement via Special ICH Agreement <ul style="list-style-type: none"> • Allowed when both Billing Member and Billed Member are ICH members and when they are part of a Special ICH Agreement ☐ A/I/M/X can be changed to Bilateral if required. ☐ A can be changed to M if required. <p>When settlement is not</p>

Fields	Descriptions	Remarks
		<p>possible via a clearing house, the default value will be set as Bilateral. It should not be changed to any other value.</p> <p>Note:</p> <p>In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership of the parent member will be considered for determination/validation of Settlement Method billing or billed member</p>
*Currency of Listing/Evaluation	It is the currency in which the transactions are listed.	-
*Currency of Billing	It is the currency of billing of the invoice.	<p>Valid values are as follows:</p> <ul style="list-style-type: none"> ▪ When Settlement Method is I: <ul style="list-style-type: none"> • If both Billing/Billed airlines are in Zone A; value should be GBP. • If both the Billing & Billed airlines are in Zone D; value should be EUR. • If both Billing/Billed airlines are in Zone B, value should be USD. • If Billing & Billed Airlines are in different ICH zones; or when the Billed Airline is an ACH member (inter-clearance billing); value should be USD. ▪ When Settlement Method is ACH using RAM Rule (ACH Inter-clearance Billings); value should be USD. ▪ When Settlement Method is M (ACH member billing ACH member based on RAM rule); value should be as per currencies allowed by ACH.. ▪ When Settlement Method is A value should be as per

Fields	Descriptions	Remarks
		<p>currencies allowed by ACH..</p> <ul style="list-style-type: none"> ▪ When Settlement Method is B it can be any currency. ▪ When Settlement is X it can be any currency. <p>Note: In case of merger scenarios, where the billing member or billed member is merged into another member, the settlement method will be considered as that of the final parent member of billing or billed member.</p>
Listing Evaluation to Billing Rate	It is the Exchange Rate applicable for the Currency of Listing with reference to the Currency of Billing (dividing rate).	<p>For example, If Currency of Listing/Evaluation is THB and Currency of Billing is USD; the Listing Evaluation to Billing Rate would be 30.208039.</p> <ul style="list-style-type: none"> • When Settlement Method is ICH/ACH using RAM Rule/ACH, Listing Evaluation to Billing Rate will be generated automatically with the Five Day Rate by the system and cannot be edited or modified. • When Settlement Method is Bilateral, the value should be entered by the user. It should not be zero or a negative value. • This field is mandatory for Settlement Method via ICH using Special Agreement; the value should be entered by the user. It should not be zero or negative value.
Digital Signature	It is a flag indicating whether digital signature is required or not.	<p>Valid values are as follows:</p> <ul style="list-style-type: none"> • N: No • Y: Yes • D: Default (as per profile settings) <p>If digital signature requirement indicate an 'N' as per profile settings, it should not be changed to "Y".</p>
Invoice Template Language	It indicates Invoice Template	-

Fields	Descriptions	Remarks
	Language	
CH Agreement Indicator	It indicates the Clearing House Agreement Indicator	-
CH Due Date	It indicates the earliest date on which the Clearing House should settle the Invoice/Credit Note	-

The procedure for Creating a Non-Sampling Invoice Header is as follows:

1. Enter the following details
 - **Billed Member**
 - **Invoice Number**
 - **Invoice Date**
 - **Billing Year/Month/Period**
 - **Billing Member's Location ID**
 - **Billed Member's Location ID**
 - **Settlement Method**
 - **Currency of Listing/Evaluation**
 - **Currency of Billing**
 - **Listing Evaluation to Billing Rate**
 - **Digital Signature**
 - **Invoice Template Language**
 - **CH Agreement Indicator**
 - **CH Due Date**
2. Click **Save** Invoice.
3. The **Edit Non-Sampling Invoice** screen is displayed with the confirmation that the invoice header is created successfully.

Related Topics

[Creating Prime Billing](#)

[Creating a Rejection Memo](#)

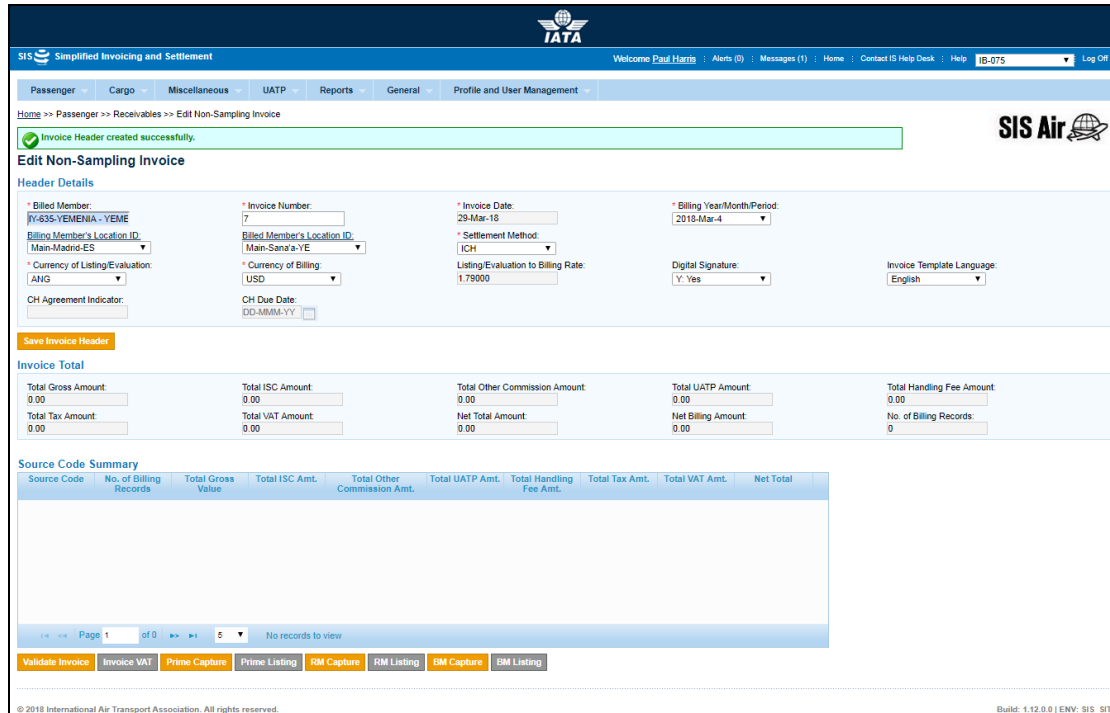
[Creating Billing Memo](#)

[Working with Non-Sampling Invoices](#)

1.2.3 Editing Invoice Header

To edit a **Non-Sampling Invoice**, the steps are as follows:

1. Create Invoice Header.



Invoice Header created successfully.

Edit Non-Sampling Invoice

Header Details

* Billed Member: YR335-YEMENIA - YEME	* Invoice Number: 7	* Invoice Date: 29-Mar-18	* Billing Year/Month/Period: (2018-Mar-4)
Billing Member's Location ID: Main-Madrid-ES	Billed Member's Location ID: Main-Sana'a-YE	* Settlement Method: [CH	* Currency of Listing/Evaluation: ANG
* Currency of Billing: USD	Listing/Evaluation to Billing Rate: 1.79000	Digital Signature: Y: Yes	Invoice Template Language: English
CH Agreement Indicator:	CH Due Date: DD-MMM-YY		

Save Invoice Header

Invoice Total

Total Gross Amount: 0.00	Total ISC Amount: 0.00	Total Other Commission Amount: 0.00	Total UATP Amount: 0.00	Total Handling Fee Amount: 0.00
Total Tax Amount: 0.00	Total VAT Amount: 0.00	Net Total Amount: 0.00	Net Billing Amount: 0.00	No. of Billing Records: 0

Source Code Summary

Source Code	No. of Billing Records	Total Gross Value	Total ISC Amt.	Total Other Commission Amt.	Total UATP Amt.	Total Handling Fee Amt.	Total Tax Amt.	Total VAT Amt.	Net Total
No records to view									

Page 1 of 0

Validate Invoice Invoice VAT Prime Capture Prime Listing RM Capture RM Listing SM Capture SM Listing

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Sections	Description	Remarks
Header Details	It is the data captured during the creation of the Invoice Header.	The fields displayed are: <ul style="list-style-type: none"> • Billed Member • Invoice Number • Invoice Date • Billing Year/Month/Period • Billing Members Location ID • Billed Members Location ID • Settlement Method • Currency of Listing/Evaluation • Currency of Billing • Listing valuation to Billing Rate • Digital Signature Flag • Invoice Template Language • CH Agreement Indicator • CH Due Date
Invoice Total	It displays counts and totals derived based on transactions captured.	The fields displayed are: <ul style="list-style-type: none"> • Total Gross Amount • Total ISC Amount • Total Other Commission Amount • Total UATP Amount • Total Handling Fee Amount • Total Tax Amount • Total VAT Amount • Net Total Amount • Net Billing Amount • Total Number of Records
Source Code Summary	It displays counts and totals per Source Code, based on transactions captured.	The fields displayed are: <ul style="list-style-type: none"> • Source Code • No. of Billing Records • Total Gross Value • Total ISC Amount • Total Other Commission Amount • Total UATP Amount • Total Handling Fee Amount • Total Tax Amount • Total VAT Amount • Net Total Amount

Buttons	Description	Remarks
Save Invoice	Click Save Invoice to save changes made to the invoice header.	<p>If one or more transactions exist in the invoice, only the following fields can be modified:</p> <ul style="list-style-type: none"> • Billing Year/Month/Period (so long as the changed value belongs to the same month as compared to the previously saved value). • Location ID's (and reference data) of Billing and Billed Member • Invoice Number <p>Modification of any other fields will result in an error while saving the data.</p> <p>If no transactions exist in the invoice, any field can be modified.</p>
Validate Invoice	Click Validate Invoice to validate the invoice as per SIS specifications and set the invoice status as Ready for Submission .	<p>The invoice status is changed to Ready for Submission after all the validation checks are cleared.</p> <ul style="list-style-type: none"> • Details of un-cleared validation checks are reported on the screen. This will enable you to take further corrective action. • If all validation checks are cleared, Validate Invoice button changes to Submit Invoice. Click Submit Invoice to submit the invoice. After the invoice is submitted, the invoice status changes to Ready for Billing.
Invoice VAT	Click Invoice VAT to capture VAT amounts applied at an invoice level.	-
Prime Capture	Click Prime Capture to capture prime transactions.	Prime Billing can be created for the listed Billed Member .
Prime Listing	Click Prime Listing to view the list of prime transactions already captured.	Values of coupons added to the Prime are displayed.
RM Capture	Click RM Capture to capture rejection memos.	Rejection Memo can be created for the listed Billed Member .
RM Listing	Click RM Listing to view the list of rejection memos already captured.	Values of coupons added to the Rejection Memo are displayed.
BM Capture	Click BM Capture to capture billing memos.	Billing Memo can be created for the listed Billed Member .
BM Listing	Click BM Listing to view the list of rejection memos already captured.	Values of coupons added to the Billing Memo are displayed.

The procedure for editing an Invoice Header is as follows:

1. You can edit the following details:
 - **Billing Year/Month/Period.**
 - **Location ID of Billed Member** or **Location ID of Billing Member.**
 - **Invoice Number**
2. Click **Save**.

Related Topics

[Searching an Invoice](#)

[Creating a Prime Billing](#)

[Creating a Rejection Memo](#)

[Creating a Billing Memo](#)

[Validating an Invoice](#)

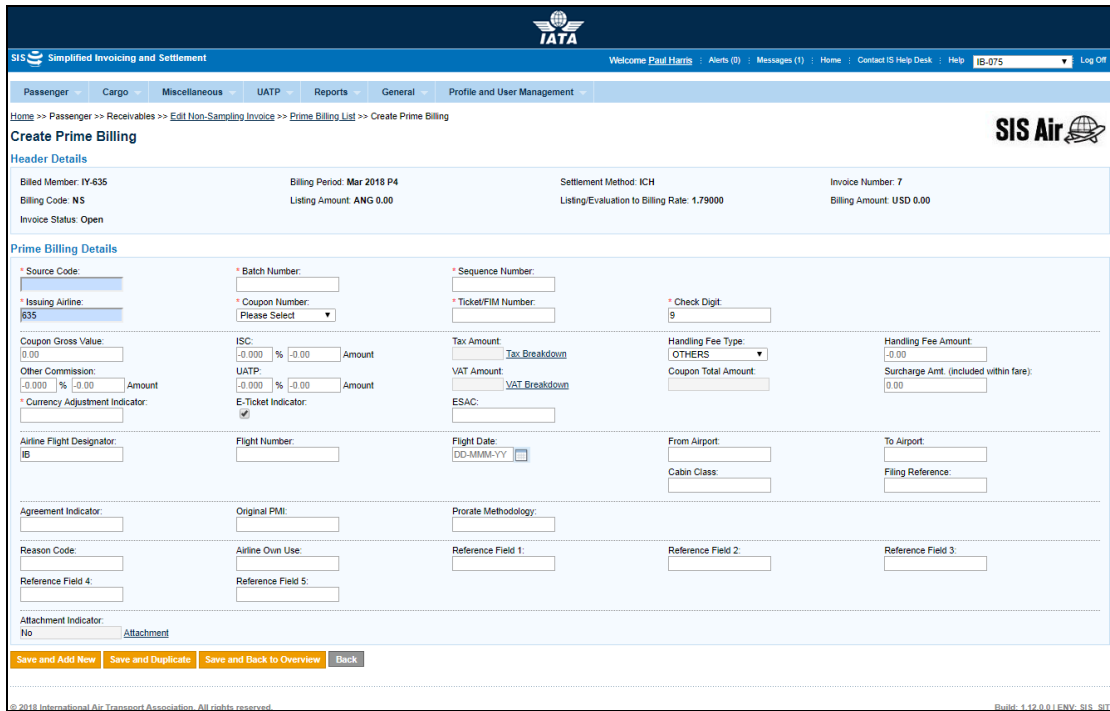
[Submitting an Invoice](#)

[Deleting an Invoice](#)

1.2.4 Creating Prime Billing

To create a **Non-Sampling Invoice**, the steps are as follows:

1. Create Invoice Header.
2. Click **Prime Capture** button located at the end of the screen.
3. The **Create Prime Billing** screen is displayed.



The screenshot displays the 'Create Prime Billing' interface. At the top, there's a navigation bar with 'SIS Simplified Invoicing and Settlement' and user information. Below that, a breadcrumb trail leads to 'Create Prime Billing'. The main area is divided into sections: 'Header Details' with fields for Billed Member (IV-635), Billing Period (Mar 2018 P4), Settlement Method (ICH), and Invoice Number (7); 'Prime Billing Details' with fields for Source Code, Issuing Airline (635), Batch Number, Coupon Number, Sequence Number, and Ticket/FIM Number; and a large section for financial and operational details including Coupon Gross Value, Other Commission, Currency Adjustment Indicator, ISC, UATP, E-Ticket Indicator, Tax Amount, VAT Amount, ESAC, Handling Fee Type, Handling Fee Amount, Coupon Total Amount, and Surcharge Amt. At the bottom, there are buttons for 'Save and Add New', 'Save and Duplicate', 'Save and Back to Overview', and 'Back'.

Fields	Description	Remarks
Prime Billing Details		
*Source Code	It is the Source Code of the transaction.	Should be a valid Source Code as published by the industry.
*Batch Number	It is the Batch Sequence Number of the transaction.	The combination of Batch Number and Sequence Number should not be repeated within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.

Fields	Description	Remarks
*Sequence Number	It is the Sequence Number within a batch of the transaction.	The combination of Batch Number and Sequence Number should not be repeated within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.
*Issuing Airline	It is the accounting code of the issuing airline that bills the coupon.	Should be a valid accounting code. For Example, 221 for WI (Wings Airways).
*Coupon Number	It is the coupon number of the document.	9 can be selected for billing of FIMs without a coupon number.
*Ticket/FIM Number	It is the document number (of the passenger ticket, EBT, MCO, MPD, EMD or FIM).	-
*Check Digit	It is the check digit of the coupon.	Valid values are 0/1/2/3/4/5/6/9.
Coupon Gross Value	It is the fare value of the coupon.	Should be a positive value. Maximum number of decimal places allowed is 2.

Fields	Description	Remarks
ISC	It is the Interline Service Charge applicable on the coupon.	<p>ISC consists of 2 fields:</p> <ul style="list-style-type: none"> ▪ Percentage ▪ Amount <ul style="list-style-type: none"> • The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value). • Since this is a deductible; you need to ensure that a negative percentage is entered (For example, -9.000) so that a negative value is derived. • It is possible to modify the derived amount. • When the Source Code does not indicate Frequent Flyer Award/Redemption billings (For example, Source Code 1, 2), validation will be performed on this amount (when modified) and the variance should be within tolerance as compared to the expected amount. • When the Source Code indicates Frequent Flyer Award/Redemption billings (For example, Source Code 90,95,96), the validation will be performed depending on the value of ISC %. <ul style="list-style-type: none"> ○ If the 'ISC %' is non-zero then the 'ISC Amount' should be non-zero ○ If the 'ISC %' is zero then the 'ISC Amount' should be zero ○ If the 'ISC %' is a positive value then the 'ISC Amount' should be a positive value ○ If the 'ISC %' is a negative value then the 'ISC Amount' should be a negative value. • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.

Fields	Description	Remarks
Tax Amount	It is the total interlineable TFCs (taxes, fees and charges) applicable on the coupon.	This total amount cannot be entered directly. It will be derived from the breakdown data entered. To enter tax breakdown data, click Tax Breakdown.
Handling Fee Type	Select a valid value when Handling Fees apply for the coupon.	Valid values are as follows: <ul style="list-style-type: none"> • Agency • Company • SATO • Others
Handling Fee Amount	It is the Handling Fee Amount applicable on the coupon.	Since this is a deductible, you need to ensure that a negative value is entered (For example, -5.00). Maximum number of decimal places allowed is two.
Other Commission	It is the Other Commission (Super-Commission or Code Share Commission) applicable on the coupon.	Other Commission consists of 2 fields: <ul style="list-style-type: none"> ▪ Percentage ▪ Amount • The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value). • Since this is a deductible; you need to ensure that a negative percentage is entered (For example, -3.000) so that a negative value is derived. • It is possible to modify the derived amount. • No validations are performed on the amount • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.

Fields	Description	Remarks
UATP	It is the UATP discount applicable on the coupon.	<p>The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value).</p> <ul style="list-style-type: none"> • Since this is a deductible, you need to ensure that a negative percentage is entered (For example, -1.750) so that a negative value is derived. • It is possible to modify the derived amount. • When the Source Code does not indicate Frequent Flyer Award/Redemption billings (For example, Source Code 1, 2), validation will be performed on this amount (when modified) and the variance should be within tolerance as compared to the expected amount. • When the Source Code indicates Frequent Flyer Award/Redemption billings (For example, Source Code 90), no validation will be performed on the amount. • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.
VAT Amount	It is the total VAT amount applicable on the coupon.	<p>This total amount cannot be entered directly. It will be derived from the breakdown data entered.</p> <p>To enter tax breakdown data, click VAT Breakdown.</p>

Fields	Description	Remarks
Coupon Total Amount	It is the total amount of the coupon.	Total amount is calculated by the system and is not editable. It is the sum of the following fields taking into consideration whether the values are positive or negative: <ul style="list-style-type: none"> • Coupon Gross Value (Fare) • ISC Amount • Tax Amount • Handling Fee Amount • Other Commission Amount • UATP Amount • VAT Amount
Surcharge Amt. (included within fare)	It is the surcharge amount included in the Coupon Gross Value (Fare).	The value entered here is for information purposes only. It is not validated and has no impact on the calculation of the Coupon Total Amount . Maximum number of decimal places allowed is two.
*Currency Adjustment Indicator	It is the base currency used while evaluating the value of the coupon.	Should be a valid ISO Alpha Currency Code.
E-Ticket Indicator	It is the Electronic ticket indicator.	The check box is selected by default indicating that the billed coupon belongs to an E-Ticket. If the check box is not selected, it indicates paper tickets/documents.
ESAC	It is the electronic settlement authorization code.	ESAC is applicable for E-Tickets only. <ul style="list-style-type: none"> • It is not a mandatory field. • This field will be enabled only when E-Ticket Indicator is checked.
Airline Flight Designator	It is the designator code of the operating carrier's flight; except for Block Space flights where this will be of the marketing carrier's flight code.	It is mandatory field for Source Codes 1 and 14. <ul style="list-style-type: none"> • By default, the designator of the billing airline is populated; and it can be modified. • Should be a valid designator. • For example, SI (for SIS Airways).
Flight Number	It is the number of the operating carrier's flight; except for Block Space flights where this will be the number of the marketing carrier's flight.	It is mandatory for Source Codes 1 and 14.

Fields	Description	Remarks
Flight Date	It is the departure date of the flight.	<p>It is mandatory for Source Codes 1 and 14.</p> <p>The flight date month & year should not be greater/later than the Billing Month/Year mentioned in the invoice in which the coupon is billed. For example:</p> <ul style="list-style-type: none"> • Flight Date = 03-Jul-2015; Billing Year/Month/Period mentioned in the invoice = 2015-Jul-P1; Result: Pass • Flight Date = 03-Jul-2015; Billing Year/Month/Period mentioned in the invoice = 2015-Jun-P4; Result: Error • Flight Date = 03-Jul-2015; Billing Year/Month/Period mentioned in the invoice = 2015-Oct-P3; Result: Pass • Flight Date = 03-Jul-2015; Billing Year/Month/Period mentioned in the invoice = 2014-Oct-P3; Result: Error • Note that this validation is applicable only for Source code 1 and 14
From Airport	It is the origin city/airport of the coupon.	<p>It is mandatory for Source Codes 1 and 14.</p> <p>It should be a valid IATA city or airport code.</p>
To Airport	It is the destination city/airport of the coupon.	<p>It is mandatory for Source Codes 1 and 14.</p> <p>It should be a valid IATA city or airport code.</p>
Cabin Class	It is the cabin class in which the uplifted coupon was serviced.	--
Filing Reference	It is the Filing Reference for bilateral data exchange.	--

Fields	Description	Remarks
Agreement Indicator	It is the Agreement Indicator.	<p>This is an optional field</p> <p>□ Where a single character value is provided, it must be valid as per industry specifications. Valid values are as follows:</p> <ul style="list-style-type: none"> • I - First & Final Attachment I transactions • J - First & Final Attachment J transactions • K - NFP Non Final transactions • W - Switched Own Prorate transactions requiring AIA Value Confirmation • V - Switched Own Prorate transactions not requiring AIA Value Confirmation • T - Stored Own Prorate transactions <p>No validations are performed on bilateral 2 character values.</p>
Original PMI	It is the Original Pricing Method Indicator.	<p>This field should be blank if Agreement Indicator is blank. Exception:</p> <ul style="list-style-type: none"> • Should be "N" if 'Agreement Indicator' is "I", "J" or "K". • Should be "O" if 'Agreement Indicator' is "W", "V" or "T". • Value N may be provided even if Agreement Indicator is blank. This exception will be allowed for some months after go-live of SIS, and the date of removal of this exception will be decided by the IATA RAWG (Revenue Accounting Working Group).
Prorate Methodology	It is the methodology used to evaluate the prorate value.	<p>Would also be used by non NFP users. Content could be for example, SF3 (SPA, Fixed Rate, Territory 3 travel), and so on.</p> <p>No fixed codes; definition up to the carriers on a bilateral / alliance basis.</p>
Reason Code	To exchange data on a bilateral basis.	--
Airline Own Use	It is reserved for Internal use of Airline.	It is used to exchange data on a bilateral basis

Fields	Description	Remarks
Reference Field 1	It is a reusable field for different types of billing scenarios.	Mandatory in case of EMD billings (Source Code 23). <ul style="list-style-type: none"> Should contain a valid RFISC The RFISC should be related to the RFIC provided in 'Reference Field 1'
Reference Field 2	It is a reusable field for different types of billing scenarios.	Mandatory in case of EMD billings (Source Code 23). <ul style="list-style-type: none"> Should contain a valid RFISC The RFISC should be related to the RFIC provided in 'Reference Field 1'
Reference Field 3	It is a reusable field for different types of billing scenarios.	-
Reference Field 4	It is a reusable field for different types of billing scenarios.	-
Reference Field 5	It is a reusable field for different types of billing scenarios.	-
Attachment Indicator	It indicates whether any supporting documents (attachments) have been added to the transaction.	This field is automatically set by the system <ul style="list-style-type: none"> Will be set to Yes if one or more attachments are added to the transaction. Will be set to No if no attachments are added to the transaction (or when all existing attachments have been removed) Click Attachment to add/remove attachments.

Button	Description	Remarks
Save and Add New	Click Save and Add New to save the coupon data and add data for a new coupon.	After data of the current coupon is successfully saved, the same screen with blank fields is offered to the user for capturing the next coupon.

Button	Description	Remarks
Save and Duplicate	Click Save and Duplicate to save the coupon data and capture another coupon with identical data.	<p>After data of the current coupon is successfully saved, the same screen with is offered to the user for capturing the next identical coupon, using data from the saved coupon.</p> <ul style="list-style-type: none"> The following are not copied from the coupon successfully saved: <ul style="list-style-type: none"> <input type="checkbox"/> Coupon Number <input type="checkbox"/> Ticket/FIM Number <input type="checkbox"/> ESAC <input type="checkbox"/> Attachments Changes are made to the following fields: <ul style="list-style-type: none"> <input type="checkbox"/> Ticket/FIM Number (the last 3 digits are removed) <input type="checkbox"/> Check Digit (value is changed to 9) <input type="checkbox"/> Sequence Number is incremented by 1. Tax and VAT breakdown data are also copied.
Save and Back to Overview	Click Save and Back to Overview to save the coupon data and go to the Prime Billing Coupon List screen.	After data of the current coupon is successfully saved, the Prime Billing Coupon List screen is displayed.
Back	Click Back to go to the Prime Billing Coupon List screen.	If there are any unsaved changes/additions on the screen, a warning will be provided to the user.

The procedure to add a Prime Coupon is as follows:

- Enter the following details
 - **Source Code**
 - **Batch Number**
 - **Sequence Number**
 - **The field Issuing Airline is generated automatically.**
 - **Coupon Number**
 - **Ticket/FIM Number**
 - **Check Digit**
 - **Coupon Gross Value**
 - **ISC**
 - **Tax Amount**
 - **Handling Fee Type**
 - **Handling Fee Amount**
 - **Other Commission**
 - **UATP**

- VAT Amount
 - Coupon Total Amount
 - Surcharge Amount (included within Fare)
 - Currency Adjustment Indicator
 - E-Ticket Indicator
 - ESAC
 - Airline Flight Designator
 - Flight Number
 - Flight Date
 - From Airport
 - To Airport
 - Cabin Class
 - Filing Reference
 - Agreement Indicator
 - Original PMI
 - Prorate Methodology
 - Reason Code
 - Airline Own Use
 - Reference fields 1-5
2. Click **Attachment** to add supporting documents.
 3. Click **Save and Back to Overview** to save the details entered. The **Prime List** screen is displayed. The details for the coupon entered are displayed.

Related Topics

[Prime Billing Coupon List](#)

[Editing an Invoice](#)

[Searching Invoice](#)

[Validating Invoice](#)

[Submitting Invoice](#)

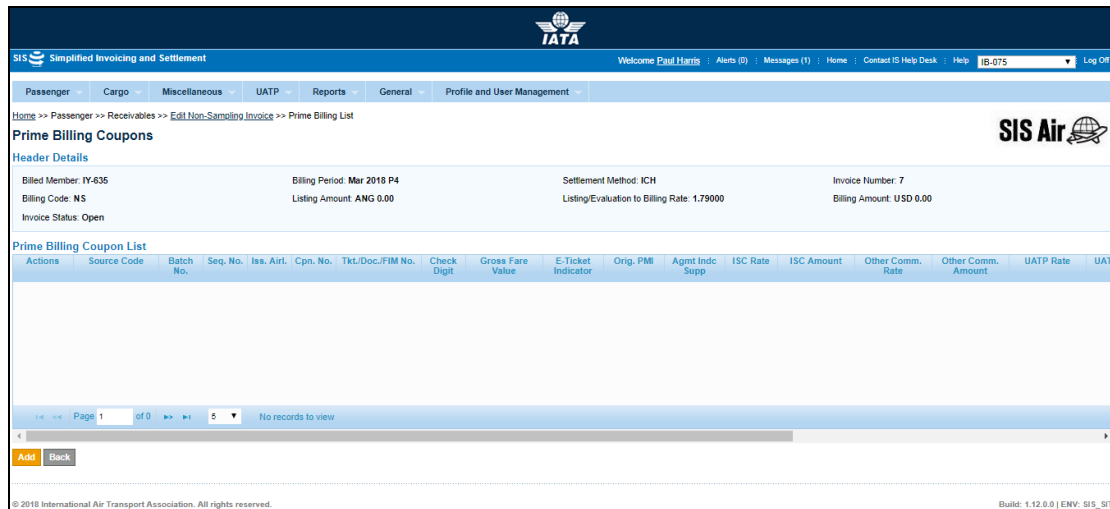
[Deleting Invoice](#)

[Creating Invoice Header](#)

1.2.5 Prime Billing Coupon List

To view Prime Billing Coupons List, the steps are as follows:

1. Click **Prime Listing** in the **Edit Non Sampling Invoice** screen.
2. The **Prime Billing Coupons** screen is displayed.



Sections	Description	Remarks
Header Details	It displays the details of the header.	<p>Details for the following fields are displayed</p> <ul style="list-style-type: none"> • Billed Member • Billing Period • Settlement Method • Invoice Number • Billing Code • Listing Amount • Listing Evaluation to Billing Rate • Billing Amount • Invoice Status
Prime Billing Coupon List	It displays the details of the coupons added for the Prime Billing.	<p>Gives a summary of the coupons added to the Prime Billing.</p> <p>The user can select the Action for the coupon displayed in the Prime Billing Coupon List section.</p>

Buttons	Description	Remarks
Add	Click Add to add new coupon details the Prime Bill .	The Prime Billing Details screen will be displayed where the coupon values can be entered for the Prime.
Back	Click Back to go back to the Edit Non Sampling Invoice screen.	If there are any unsaved changes/additions on the screen, a warning will be provided to the user.

The procedure to edit an existing coupon is as follows:

1. Select the coupon from the list displayed in the **Prime Billing Coupon List** section.
2. Click **Edit** to edit coupon listed in the **Prime Billing Coupon List** section.
3. The **Edit Prime Billing** screen is displayed.
4. Edit the coupon details.
5. Click **Save**.
6. The **Prime Billing Coupons** screen is displayed with the confirmation that the Prime Billing Record is updated successfully.

Related Topics

[Editing an Invoice](#)

[Searching Invoice](#)

[Validating Invoice](#)



[Submitting Invoice](#)

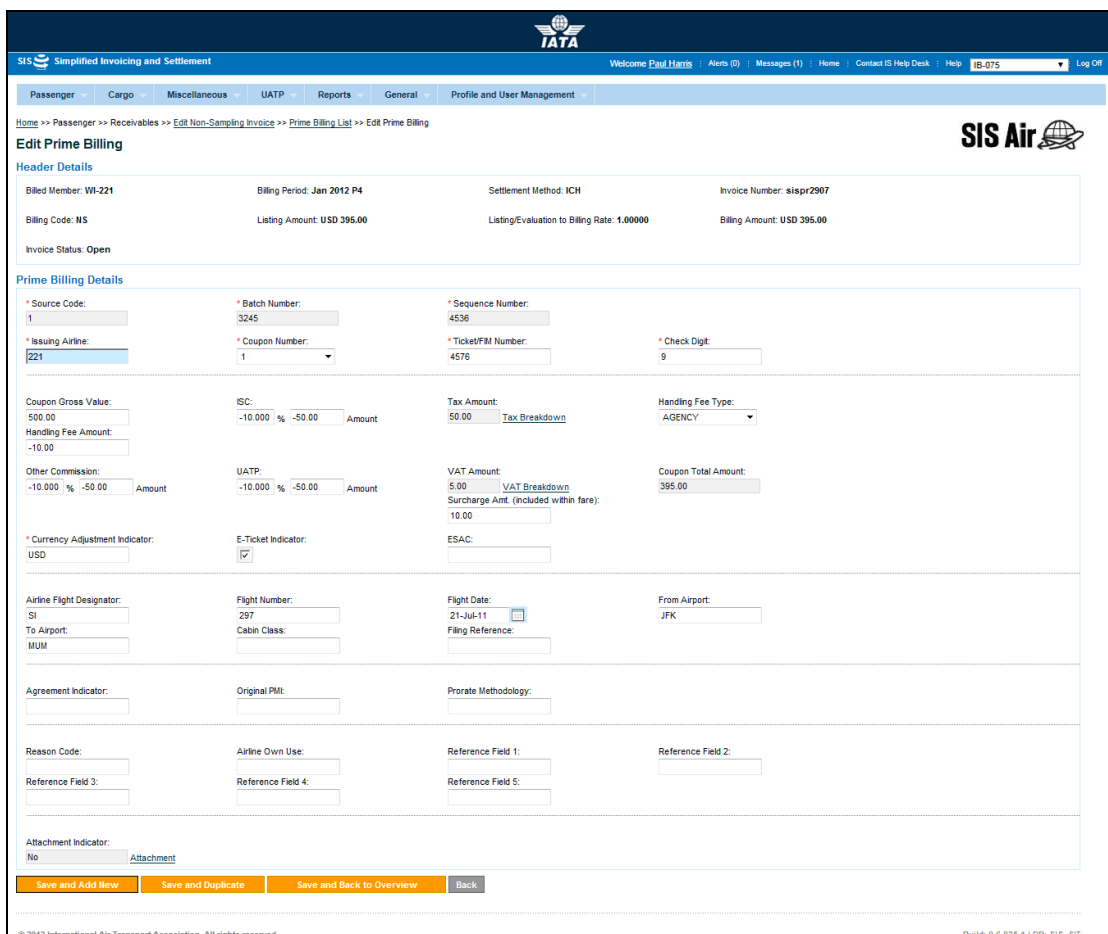
[Deleting Invoice](#)

[Creating a Prime Billing](#)

1.2.6 Editing the Prime Billing

To edit the Prime Billing, the steps are as follows:

1. Search the Invoice.
2. Select the prime billing to be edited from the list displayed in the **Search Results** section.
3. Click  to edit the prime billing.
4. The **Prime Billing List** screen is displayed.
5. Select the prime coupon to be edited from the list displayed in the **Prime Billing Coupon List** section.
6. Click  to edit the coupon.
7. The **Edit Prime Billing** screen is displayed.



The fields displayed are same as described in the **Creating Prime Billing**.

The procedure to edit a prime billing is as follows:

1. Edit the details for the fields.
2. Click **Save and Add New** to save the edited details and add new coupon details.

OR

Click **Save and Duplicate** to save the coupon data and capture another coupon with identical data.

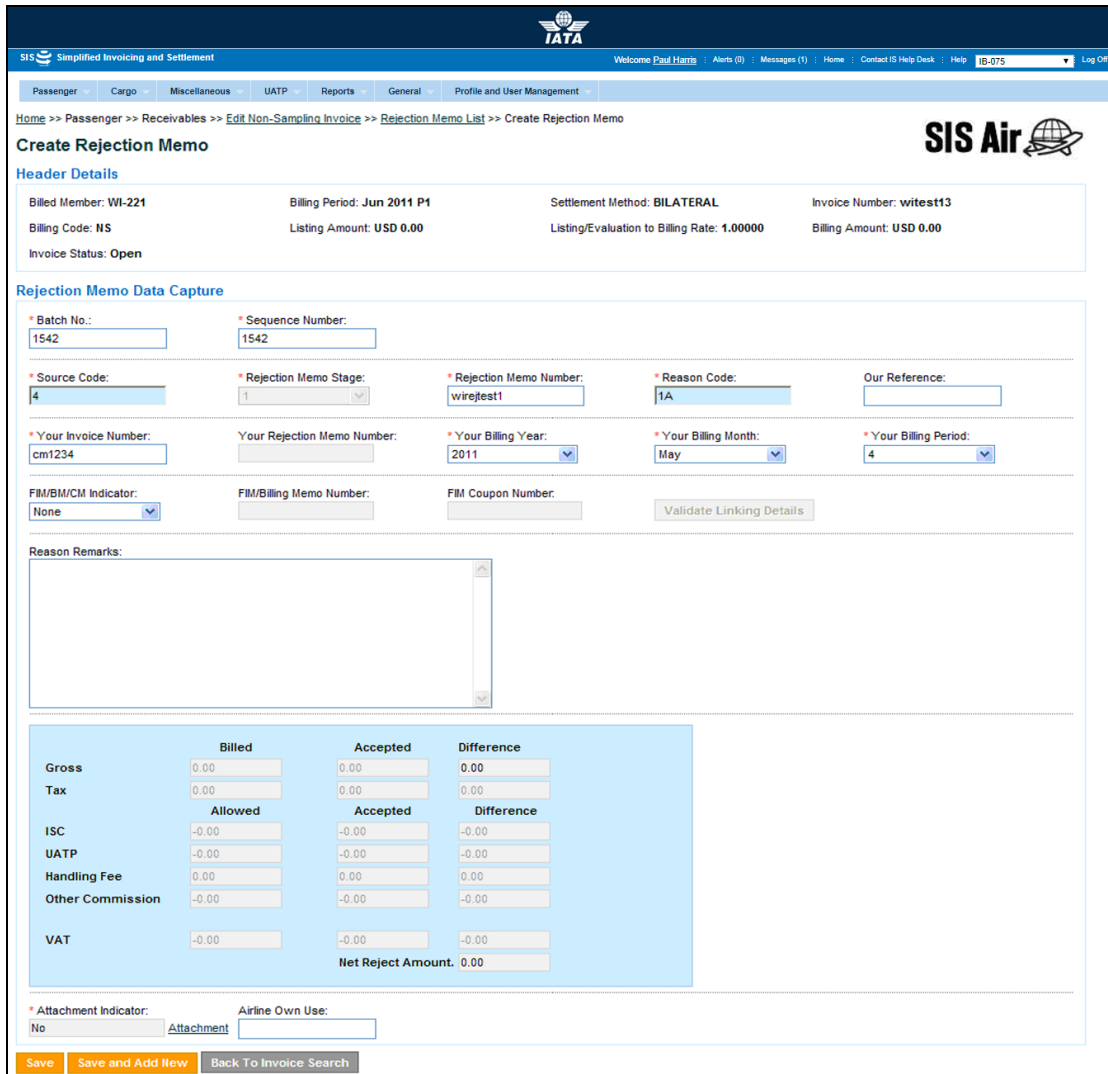
OR

Click **Save and Back to Overview** to save the coupon data and go to the **Prime Billing Coupon List** screen.

1.2.7 Creating a Rejection Memo

To create a **Rejection Memo**, the steps are as follows:

1. Create Invoice Header.
2. Click **RM Capture** button displayed at the end of the page.
3. The **Create Rejection Memo** screen is displayed.



Create Rejection Memo

Header Details

Billed Member: WI-221 Billing Period: Jun 2011 P1 Settlement Method: BILATERAL Invoice Number: witest13
 Billing Code: NS Listing Amount: USD 0.00 Listing/Evaluation to Billing Rate: 1.00000 Billing Amount: USD 0.00
 Invoice Status: Open

Rejection Memo Data Capture

* Batch No.: 1542 * Sequence Number: 1542

* Source Code: 4 * Rejection Memo Stage: 1 * Rejection Memo Number: wirejfest1 * Reason Code: 1A Our Reference:

* Your Invoice Number: cm1234 Your Rejection Memo Number: * Your Billing Year: 2011 * Your Billing Month: May * Your Billing Period: 4

FIM/BM/CM Indicator: None FIM/Billing Memo Number: FIM Coupon Number:

Reason Remarks:

	Billed	Accepted	Difference
Gross	0.00	0.00	0.00
Tax	0.00	0.00	0.00
	Allowed	Accepted	Difference
ISC	-0.00	-0.00	-0.00
UATP	-0.00	-0.00	-0.00
Handling Fee	0.00	0.00	0.00
Other Commission	-0.00	-0.00	-0.00
VAT	-0.00	-0.00	-0.00
			Net Reject Amount: 0.00

* Attachment Indicator: No Airline Own Use:

Fields	Description	Remarks
*Batch Number	It is the Batch Sequence Number of the transaction.	The combination of Batch Number and Sequence Number should not be repeated within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.
*Sequence Number	It is the Sequence Number within a batch of the transaction.	The combination of Batch Number and Sequence Number should not be repeated within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.
*Source code	It is the Source Code of the transaction.	Should be a valid Source Code as published by the industry When RM is initiated from billing history or payables screens and the rejected transaction had a non-bilateral Source Code, this will be set automatically to the appropriate value (e.g. when an RM stage 2 with Source Code 5 is rejected, it will be set as 6). Click here to refer source code validations
*Rejection Memo Stage	It is the stage (1, 2, and 3) of the rejection Memo.	When RM is initiated from billing history or payables screens, this will be set automatically and should not be changed When RM is captured afresh and it has a non-bilateral Source Code, this will be set automatically to the appropriate value and cannot be changed (For example, stage 1 for Source Code 4, stage 3 for Source Code 46 and so on).
*Rejection Memo Number	It is the alpha-numeric Rejection Memo number.	-

Fields	Description	Remarks
*Reason Code	It is the Reason Code for rejection.	Should be a valid Reason Code as published by the industry <ul style="list-style-type: none"> The Reason Code will determine whether coupon breakdown is mandatory. Note when 1A is provided, details of one coupon should be provided and not more than one. The Reason Code will determine which kinds of amounts can contain differences. For example, Tax differences should not be billed when Reason Code is 1B.
Our Reference	It is used to exchange data on a bilateral basis.	-
*Your Invoice Number	It is the number of the invoice that contained the transaction being rejected	When RM is initiated from billing history or payables screens, this will be set automatically to the appropriate value and should not be changed.
Your Rejection Memo Number	It is applicable for RM stages 2 and 3, and pertains to the RM being rejected.	When RM is initiated from billing history or payables screens, this will be set automatically to the appropriate value and should not be changed
*Your Billing Year	It is the billing year, month and period of the invoice that contained the transaction being rejected.	When RM is initiated from billing history or payables screens, this will be set automatically to the appropriate value and should not be changed.
*Your Billing Month	It is the billing year, month and period of the invoice that contained the transaction being rejected.	When RM is initiated from billing history or payables screens, this will be set automatically to the appropriate value and should not be changed.
*Your Billing Period	It is the billing year, month and period of the invoice that contained the transaction being rejected.	When RM is initiated from billing history or payables screens, this will be set automatically to the appropriate value and should not be changed.
FIM/BM/CM Indicator	It is an indication whether the rejected transaction was a FIM, Billing Memo or Credit Memo.	Select None if the rejected transaction is not a FIM, Billing Memo or Credit Memo When RM is initiated from billing history or payables screens, this will be set automatically to the appropriate value and should not be changed.

Fields	Description	Remarks
FIM/Billing Memo Number	It is the number of the FIM/Billing Memo/Credit Memo if 'FIM/BM/CM Indicator' indicates FIM/BM/CM.	When RM is initiated from billing history or payables screens, this will be set automatically to the appropriate value and should not be changed.
FIM Coupon Number	It is the coupon number of the FIM if 'FIM/BM/CM Indicator' indicates FIM.	When RM is initiated from billing history or payables screens, this will be set automatically to the appropriate value and should not be changed.
Reason Remarks	It is the reason text for rejection.	-
Gross	It is the gross amount of the coupon for the Rejection Memo .	Gross is divided into three categories: <ul style="list-style-type: none"> • Billed: It is the value which is being rejected. • Accepted: It is the accepted value for the coupon. • Difference: It is generated automatically by the system based on the difference between the Billed and the Accepted value.
Tax	It is the Tax for the coupon.	This total amount cannot be entered directly. It will be derived from the breakdown data entered. To enter tax breakdown data, click Tax Breakdown .

Fields	Description	Remarks
ISC	It is the Interline Service Charge applicable on the coupon.	<p>ISC consists of 2 fields:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Percentage <input type="checkbox"/> Amount <ul style="list-style-type: none"> • The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value). • Since this is a deductible, you need to ensure that a negative percentage is entered (For example, -9.000) so that a negative value is derived. • It is possible to modify the derived amount. • When the Source Code does not indicate Frequent Flyer Award/Redemption billings (For example, Source Code 1, 2), validation will be performed on this amount (when modified) and the variance should be within tolerance as compared to the expected amount. • When the Source Code indicates Frequent Flyer Award/Redemption billings (For example, Source Code 91, 92, 93), no validation will be performed on the amount. • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.

Fields	Description	Remarks
UATP	It is the UATP discount applicable on the coupon.	<p>The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value).</p> <ul style="list-style-type: none"> • Since this is a deductible, you need to ensure that a negative percentage is entered (For example, -1.750) so that a negative value is derived. • It is possible to modify the derived amount. • When the Source Code does not indicate Frequent Flyer Award/Redemption billings (For example, Source Code 1, 2), validation will be performed on this amount (when modified) and the variance should be within tolerance as compared to the expected amount. • When the Source Code indicates Frequent Flyer Award/Redemption billings (For example, Source Code 91, 92, 93), no validation will be performed on the amount. • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.
Handling Fee	It is the Handling Fee applicable for the coupon.	<p>Since this is a deductible, you need to ensure that a negative value is entered (For example, -5.00).</p> <p>Maximum number of decimal places allowed is two.</p>

Fields	Description	Remarks
Other Commission	It is the Other Commission (Super-Commission or Code Share Commission) applicable on the coupon.	<p>Other Commission consists of 2 fields:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Percentage <input type="checkbox"/> Amount <ul style="list-style-type: none"> • The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value). • Since this is a deductible, you need to ensure that a negative percentage is entered (For example, -3.000) so that a negative value is derived. • It is possible to modify the derived amount. • No validations are performed on the amount • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.
VAT	It is the total VAT amount applicable on the coupon.	<p>This total amount cannot be entered directly. It will be derived from the breakdown data entered.</p> <p>To enter tax breakdown data, click VAT Breakdown.</p>
Total Net Rejected Amount	It is the total rejected amount.	It is the total of Gross amount and Tax and VAT and ISC and UATP and Handling Fee and Other Commission .
*Attachment Indicator	It indicates whether any supporting documents (attachments) have been added to the transaction.	<p>This field is automatically set by the system</p> <ul style="list-style-type: none"> • Will be set to Yes if one or more attachments are added to the transaction. • Will be set to No if no attachments are added to the transaction (or when all existing attachments have been removed) • Click Attachment to add/remove attachments.
Airline Own Use	It is reserved for Internal use of Airline.	It is used to exchange data on a bilateral basis.

Note:

- In case of RM stage 2 and RM stage 3, for all billed/allowed amounts (i.e.Gross, Tax, ISC, UATP, Handling Fee, Other Commission and VAT), the amounts should match the accepted amount from the previous rejection after currency conversion.
- **Source Code Validations**
 - A Stage 1 RM billed with Source Code 4 can be rejected only by a Stage 2 RM having Source Code 5
 - A Stage 2 RM billed with Source Code 5 can be rejected only by a Stage 3 RM having Source Code 6
 - A prime FIM billed with Source Code 14 can be rejected only by a Stage 1 RM having Source Code 44
 - A Stage 1 RM billed with Source Code 44 can be rejected only by a Stage 2 RM having Source Code 45
 - A Stage 2 RM billed with Source Code 45 can be rejected only by a Stage 3 RM having Source Code 46
 - A Stage 1 RM billed with Source Code 91 can be rejected only by a Stage 2 RM having Source Code 92
 - A Stage 2 RM billed with Source Code 92 can be rejected only by a Stage 3 RM having Source Code 93

Buttons	Description	Remarks
Save	Click Save to save the Rejection Memo details entered.	After data of the current coupon is successfully saved, the RM Listing screen is displayed where the details of the added coupon are displayed.
Save and Add New	Click Save and Add New to save the data and add data for a new coupon.	After data of the current coupon is successfully saved, the same screen with blank fields is offered to the user for capturing the next coupon.
Validate Linking Details	Click Validate Linking Details to check if there are any errors for the supporting documents attached.	The system checks if the mandatory field values are entered. If certain field values are missing, system gives a Validation error code.
Back	Click Back to go to previous screen.	If there are any unsaved changes/additions on the screen, a warning will be provided to the user. Note: When you create a Rejection Memo using an existing header (Searching an Invoice), the Back button is Back To Invoice Search .

The procedure for creating a Rejection Memo is as follows:

1. Enter the following details:
 - **Batch Number**
 - **Sequence Number**
 - **Rejection Memo Stage** will be generated automatically by the system
 - **Source Code**
 - **Reason Code**
 - **Our Reference**
 - **Your Invoice Number**
 - **Your Rejection Memo Number**

- **Your Billing Year**
 - **Your Billing Month**
 - **Your Billing Period**
 - **FIM/BM/CM Indicator**
 - **FIM/Billing Memo Number**
 - **FIM Coupon Number**
 - These fields will be generated automatically by the system for rejection stage two and three.
 - **Reason Remarks**
2. Click **Attachment** to add attachments.
 3. Click **Save Rejection Memo**.
 4. The **Create Rejection Memo Coupon** screen is displayed. You can add a Rejection Memo coupon.

The procedure for validating linking details is as follows:

1. Enter the following details:
 - **Batch Number**
 - **Sequence Number**
 - **Rejection Memo Stage** will be generated automatically by the system.
 - **Source Code**
 - **Reason Code**
 - **Our Reference**
 - **Your Invoice Number**
 - **Your Rejection Memo Number**
 - **Your Billing Year**
 - **Your Billing Month**
 - **Your Billing Period**
 - **FIM/BM/CM Indicator**
 - **FIM/Billing Memo Number**
 - **FIM Coupon Number**
 - These fields will be generated automatically by the system for rejection stage two and three.
2. Click **Validate Linking Details**.
3. If all the system checks are validated for the invoice then the Invoice is marked as **Ready for Submission** else for any error in validation checks **Validation Errors** screen is displayed.
For more information please refer to **Validating an Invoice**.

Related Topics

[Adding a Rejection Memo Coupon](#)

[Editing an Invoice](#)

[Searching Invoice](#)

[Validating Invoice](#)

[Submitting Invoice](#)

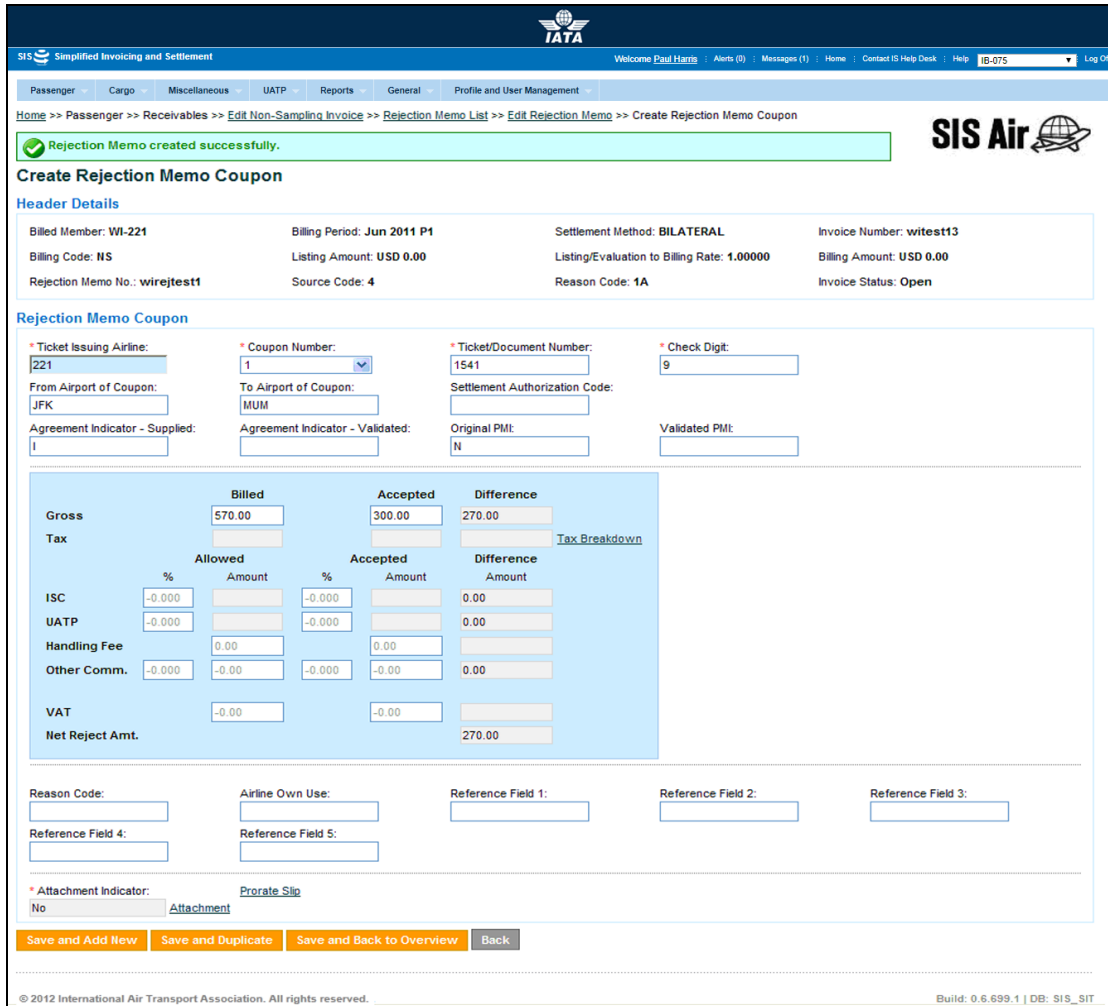
[Deleting Invoice](#)

[Creating Invoice Header](#)

1.2.8 Adding a Rejection Memo Coupon

To add a rejection memo coupon, the steps are as follows:

1. **Create Rejection Memo.**
2. Click **Add Rejection Memo Coupon.**
3. The **Create Rejection Memo Coupon** screen is displayed.



Rejection Memo created successfully.

Create Rejection Memo Coupon

Header Details

Billed Member: WI-221	Billing Period: Jun 2011 P1	Settlement Method: BILATERAL	Invoice Number: writest13
Billing Code: NS	Listing Amount: USD 0.00	Listing/Evaluation to Billing Rate: 1.00000	Billing Amount: USD 0.00
Rejection Memo No.: wirejtest1	Source Code: 4	Reason Code: 1A	Invoice Status: Open

Rejection Memo Coupon

* Ticket Issuing Airline: 221	* Coupon Number: 1	* Ticket/Document Number: 1541	* Check Digit: 9
From Airport of Coupon: JFK	To Airport of Coupon: MUM	Settlement Authorization Code:	
Agreement Indicator - Supplied: I	Agreement Indicator - Validated:	Original PMI: N	Validated PMI:

	Billed	Accepted	Difference
Gross	570.00	300.00	270.00
Tax			Tax Breakdown
	Allowed	Accepted	Difference
	% Amount	% Amount	Amount
ISC	-0.000	-0.000	0.00
UATP	-0.000	-0.000	0.00
Handling Fee	0.00	0.00	
Other Comm.	-0.000	-0.000	0.00
VAT	-0.00	-0.00	
Net Reject Amt.			270.00

Reason Code: Airline Own Use: Reference Field 1: Reference Field 2: Reference Field 3:

Reference Field 4: Reference Field 5:

* Attachment Indicator: No Attachment Prorate Slip

Save and Add New Save and Duplicate Save and Back to Overview Back

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Sections	Description	Remarks
Header Details	It displays the details of the header.	Details for the following fields is displayed <ul style="list-style-type: none"> • Billed Member • Billing Period • Settlement Method • Invoice Number • Billing Code • Listing Amount • Listing valuation to Billing Rate • Billing Amount • Invoice Status
Rejection Memo Data Capture	It displays the details of the coupons added for the Rejection Memo .	Fields are described below.
Rejection Memo Coupon List	It displays the details of the coupons added for the Rejection Memo .	Gives a summary of the coupons added to the Rejection Memo . The user can select the Action for the coupon displayed in the Rejection Memo List section.

Fields	Description	Remarks
*Ticket Issuing Airline	It is the accounting code of the issuing airline that bills the coupon.	Should be a valid accounting code. For Example, 221 for WI (Wings Airways)
*Coupon Number	It is the coupon number of the document.	9 can be selected for billing of FIMs without a coupon number.
*Ticket/Document Number	It is the document number (of the passenger ticket, EBT, MCO, MPD, EMD or FIM).	-
*Check Digit	It is the check digit of the coupon.	Valid values are 0/1/2/3/4/5/6/9.
From Airport of Coupon	It is the origin city/airport of the coupon.	It is mandatory for Source Codes 1 and 14. Should be a valid IATA city or airport code.
To Airport of Coupon	It is the destination city/airport of the coupon.	It is mandatory for Source Codes 1 and 14. Should be a valid IATA city or airport code.
Settlement Authorization Code	It is the Settlement Authorization Code.	Enter valid authorization code.

Fields	Description	Remarks
Agreement Indicator-Supplied	It is the Agreement Indicator.	<p>This is an optional field</p> <p>☐ Where a single character value is provided, it must be valid as per industry specifications. Valid values are as follows:</p> <ul style="list-style-type: none"> • I - First & Final Attachment I transactions • J - First & Final Attachment J transactions • K - NFP Non Final transactions • W - Switched Own Prorate transactions requiring AIA Value Confirmation • V - Switched Own Prorate transactions not requiring AIA Value Confirmation • T - Stored Own Prorate transactions <p>No validations are performed on bilateral 2 character values.</p>
Agreement Indicator-Validated	It is the Agreement Indicator.	<p>This is an optional field</p> <p>☐ Where a single character value is provided, it must be valid as per industry specifications. Valid values are as follows:</p> <ul style="list-style-type: none"> • I - First & Final Attachment I transactions • J - First & Final Attachment J transactions • K - NFP Non Final transactions • W - Switched Own Prorate transactions requiring AIA Value Confirmation • V - Switched Own Prorate transactions not requiring AIA Value Confirmation • T - Stored Own Prorate transactions <p>No validations are performed on bilateral 2 character values.</p>
Original PMI	It is the Original Pricing Method Indicator.	<p>This field should be blank if Agreement Indicator is blank. Exception:</p> <ul style="list-style-type: none"> • Should be "N" if 'Agreement Indicator' is "I", "J" or "K". • Should be "O" if 'Agreement Indicator' is "W", "V" or "T". • Value N may be provided even if Agreement Indicator is blank. This exception will be allowed for some months after go-live of SIS, and the date of removal of this exception will be decided by the IATA RAWG (Revenue Accounting Working Group).

Fields	Description	Remarks
Validated PMI	It is the Validated Pricing Method Indicator.	This field should be blank if Agreement Indicator is blank. Exception: <ul style="list-style-type: none"> • Should be "N" if 'Agreement Indicator' is "I", "J" or "K". • Should be "O" if 'Agreement Indicator' is "W", "V" or "T". • Value N may be provided even if Agreement Indicator is blank. This exception will be allowed for some months after go-live of SIS, and the date of removal of this exception will be decided by the IATA RAWG (Revenue Accounting Working Group).
Gross	It is the fare value of the coupon.	Gross is divided into three categories: <ul style="list-style-type: none"> • Billed: It is the value which is being rejected. • Accepted: It is the accepted value for the coupon. • Difference: It is generated automatically by the system based on the difference between the Billed and the Accepted value.
Tax	It is the total interlineable TFCs (taxes, fees and charges) applicable on the coupon.	It is divided into three categories Billed, Accepted, Difference. <ul style="list-style-type: none"> • This total amount cannot be entered directly. It will be derived from the breakdown data entered. • To enter tax breakdown data, click Tax Breakdown.

Fields	Description	Remarks
ISC	It is the Interline Service Charge applicable on the coupon.	<p>ISC consists of 2 fields:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Percentage <input type="checkbox"/> Amount <ul style="list-style-type: none"> • It is divided into three categories Billed percentage, Accepted percentage, Difference amount. • The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value). • Since this is a deductible, you need to ensure that a negative percentage is entered (For example, -9.000) so that a negative value is derived. • It is possible to modify the derived amount. • When the Source Code does not indicate Frequent Flyer Award/Redemption billings (For example, Source Code 1, 2), validation will be performed on this amount (when modified) and the variance should be within tolerance as compared to the expected amount. • When the Source Code indicates Frequent Flyer Award/Redemption billings (For example, Source Code 91, 92, 93), the validation will be performed depending on the value of ISC %. <ul style="list-style-type: none"> ○ If the 'ISC %' is non-zero then the 'ISC Amount' should be non-zero ○ If the 'ISC %' is zero then the 'ISC Amount' should be zero ○ If the 'ISC %' is a positive value then the 'ISC Amount' should be a positive value ○ If the 'ISC %' is a negative value then the 'ISC Amount' should be a negative value. • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.

Fields	Description	Remarks
UATP	It is the UATP discount applicable on the coupon.	<p>It is divided into three categories Billed, Accepted, Difference.</p> <ul style="list-style-type: none"> • The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value). • Since this is a deductible, you need to ensure that a negative percentage is entered (For example, -1.750) so that a negative value is derived. • It is possible to modify the derived amount. • When the Source Code does not indicate Frequent Flyer Award/Redemption billings (For example, Source Code 1, 2), validation will be performed on this amount (when modified) and the variance should be within tolerance as compared to the expected amount. • When the Source Code indicates Frequent Flyer Award/Redemption billings (For example, Source Code 91, 92, 93), no validation will be performed on the amount. • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.
Handling Fee	It is the amount of Handling Fee applicable on the coupon.	<p>It is divided into three categories Billed, Accepted, Difference.</p> <ul style="list-style-type: none"> • Since this is a deductible, you need to ensure that a negative value is entered (For example, - 5.00). • Maximum number of decimal places allowed is two.

Fields	Description	Remarks
Other Commission	It is the Other Commission (Super-Commission or Code Share Commission) applicable on the coupon.	<p>Other Commission consists of 2 fields:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Percentage <input type="checkbox"/> Amount <ul style="list-style-type: none"> • The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value). • It is divided into three categories Billed, Accepted, Difference. • Since this is a deductible, you need to ensure that a negative percentage is entered (For example, -3.000) so that a negative value is derived. • It is possible to modify the derived amount. • No validations are performed on the amount • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.
VAT	It is the total VAT amount applicable on the coupon.	<p>It is divided into three categories Billed, Accepted, Difference.</p> <ul style="list-style-type: none"> • This total amount cannot be entered directly. It will be derived from the breakdown data entered. • To enter tax breakdown data, click VAT Breakdown.
Net Rejected Amount	It is the total amount of the coupon.	<p>Total amount is calculated by the system and is not editable. It is the sum of the following fields taking into consideration whether the values are positive or negative:</p> <ul style="list-style-type: none"> • Coupon Gross Value (Fare) • ISC Amount • Tax Amount • Handling Fee Amount • Other Commission Amount • UATP Amount • VAT Amount
Reason Code	To exchange data on a bilateral basis	-
Airline Own Use	It is reserved for Internal use of Airline.	It is used to exchange data on a bilateral basis

Fields	Description	Remarks
Reference Field 1	It is a reusable field for different types of billing scenarios.	<p>Mandatory in case of EMD Prime billings (Source Code 23).</p> <ul style="list-style-type: none"> Should contain a valid RFISC The RFISC should be related to the RFIC provided in 'Reference Field 1' <p>For EMD Rejections</p> <ul style="list-style-type: none"> Value of Reference field 1 should be valid RFIC code
Reference Field 2	It is a reusable field for different types of billing scenarios.	<p>Mandatory in case of EMD Prime billings (Source Code 23).</p> <ul style="list-style-type: none"> Should contain a valid RFISC The RFISC should be related to the RFIC provided in 'Reference Field 1' <p>For EMD Rejections</p> <ul style="list-style-type: none"> Value of Reference field 2 should be valid RFISC code for the RFIC code provided in 'Reference Field 1'
Reference Field 3	It is a reusable field for different types of billing scenarios.	-
Reference Field 4	It is a reusable field for different types of billing scenarios.	-
Reference Field 5	It is a reusable field for different types of billing scenarios.	-
*Attachment Indicator	It indicates whether any supporting documents (attachments) have been added to the transaction.	<p>This field is automatically set by the system</p> <ul style="list-style-type: none"> Will be set to Yes if one or more attachments are added to the transaction. Will be set to No if no attachments are added to the transaction (or when all existing attachments have been removed) Click Attachment to add/remove attachments.
Prorate Slip	Click to enter the details for proration.	<p>The Add/Edit Prorate Slip Details screen is displayed. Enter the proration details and click Save.</p>

Note:

- In case of Non-Sampling RM stage 1:
 - For all billed/allowed amounts (i.e.Gross, Tax, ISC, UATP, Handling Fee, Other Commission and VAT), the amounts should match the billed amount from the rejected coupon after currency conversion.
- In case of Sampling Form F:

- For all billed/allowed amounts (i.e.Gross, Tax, ISC, UATP, Handling Fee, Other Commission and VAT); the amounts should match the evaluated amount from the rejected Form D coupon.

Buttons	Description	Remarks
Save and Add New	Click Save and Add New to save the coupon data and add data for a new coupon.	After data of the current coupon is successfully saved, the same screen with blank fields is offered to the user for capturing the next coupon.
Save and Duplicate	Click Save and Duplicate to save the coupon data and capture another coupon with identical data.	<p>After data of the current coupon is successfully saved, the same screen with is offered to the user for capturing the next identical coupon, using data from the saved coupon.</p> <ul style="list-style-type: none"> • The following are not copied from the coupon successfully saved: <ul style="list-style-type: none"> <input type="checkbox"/> Coupon Number <input type="checkbox"/> Ticket/FIM Number <input type="checkbox"/> ESAC <input type="checkbox"/> Attachments • Changes are made to the following fields: <ul style="list-style-type: none"> <input type="checkbox"/> Ticket/FIM Number (the last 3 digits are removed) <input type="checkbox"/> Check Digit (value is changed to 9) <input type="checkbox"/> Sequence Number is incremented by 1. • Tax and VAT breakdown data are also copied.
Save and Back to Overview	Click Save and Back to Overview to save the coupon data and go to the Prime Billing Coupon List screen.	After data of the current coupon is successfully saved, the Prime Billing Coupon List screen will be displayed.
Back	Click Back to go back to previous screen.	If there are any unsaved changes/additions on the screen, a warning will be provided to the user.

Note: Billed: It is the value which is being rejected.

Accepted: It is the accepted value for the coupon.

Difference: It is generated automatically by the system based on the difference between the Billed and the Accepted value.

The procedure to add coupon details to a Rejection Memo are as follows:

1. Enter the following details
 - Billed **Gross**, Accepted **Gross**.
The Gross Difference will be generated automatically.
 - Billed **Tax**, Accepted **Tax**.
The Tax Difference will be generated automatically.
 - Billed **ISC**, Accepted **ISC**.
The ISC Difference will be generated automatically.
 - Billed **UATP**, Accepted **UATP**.
The UATP Difference will be generated automatically.

- Billed **Handling Fee**, Accepted **Handling Fee**.
The Handling Fee Difference will be generated automatically.
 - Billed **Other Commission**, Accepted **Other Commission**.
The Other Commission Difference will be generated automatically.
 - Billed **VAT**, Accepted **VAT**.
The VAT Difference will be generated automatically.
The **Net Rejected Amount** will be generated automatically.
 - Click Attachment to insert attachments for the coupon.
2. Click **Save**.
3. The details of the coupon are displayed in the **Rejection Memo Coupon List** section.

Note:

- Airlines receiving rejections will have the ability to add Coupons to the next rejection stage under certain conditions/scenarios.
- This is applicable for Non-Sampling rejections only
- Additional coupons can be added under the following circumstances:
 - For Stage 2 RMs, when the rejected Stage 1 RM does not contain any coupons
 - For Stage 3 RMs, when the rejected Stage 2 RM does not contain any coupons
 - For Stage 2 RMs having Source Code 45 (FIM rejections). It does not matter if the rejected Stage 1 RM has any coupons or not
 - For Stage 3 RMs having Source Code 46 (FIM rejections). It does not matter if the rejected Stage 2 RM has any coupons or not

Related Topics

[Rejection Memo Coupon List](#)

[Searching an Invoice](#)

[Editing an Invoice](#)

[Validating Invoice](#)

[Submitting Invoice](#)

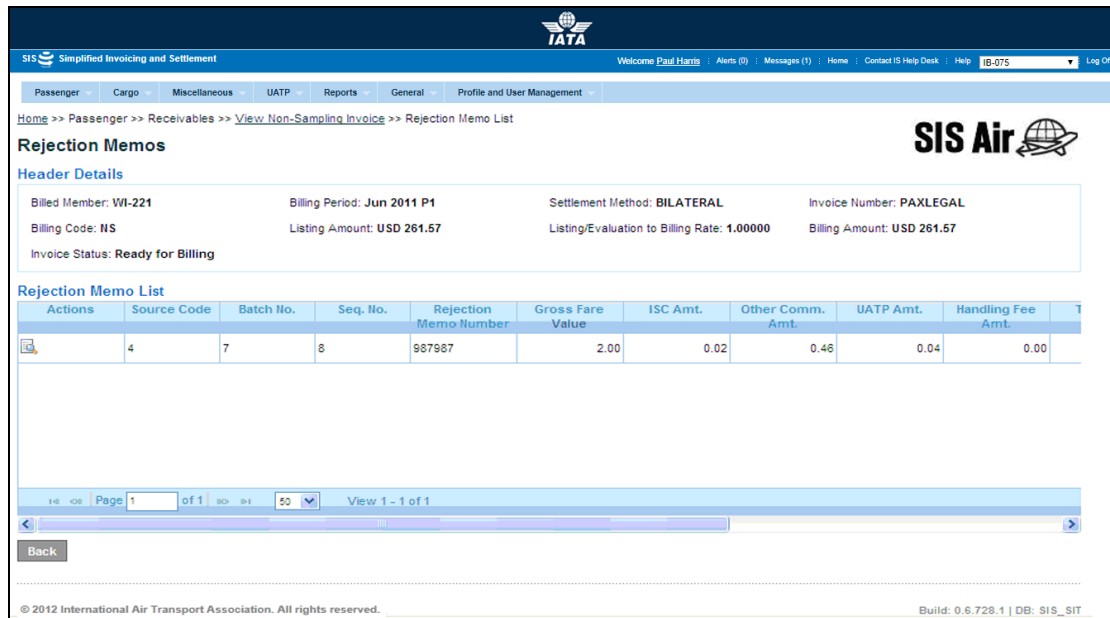
[Deleting Invoice](#)

[Creating Rejection Memo](#)

1.2.9 Rejection Memo Coupon List

To view Rejection Memo Coupons List, the steps are as follows:

1. Click **RM Listing** in the **Edit Non Sampling Invoice** screen.
2. The **Rejection Memo List** screen is displayed.



The screenshot displays the SIS Air interface for 'Rejection Memos'. It includes a navigation menu at the top, a breadcrumb trail, and a 'Header Details' section with the following information:

- Billed Member: WI-221
- Billing Period: Jun 2011 P1
- Settlement Method: BILATERAL
- Invoice Number: PAXLEGAL
- Billing Code: NS
- Listing Amount: USD 261.57
- Listing/Evaluation to Billing Rate: 1.00000
- Billing Amount: USD 261.57
- Invoice Status: Ready for Billing

Below the header is the 'Rejection Memo List' table:

Actions	Source Code	Batch No.	Seq. No.	Rejection Memo Number	Gross Fare Value	ISC Amt.	Other Comm. Amt.	UATP Amt.	Handling Fee Amt.
	4	7	8	987987	2.00	0.02	0.46	0.04	0.00

The page also features a pagination control showing 'Page 1 of 1' and a 'Back' button.

Fields	Description	Remarks
Header Details	It displays the details of the header.	<p>Details for the following fields is displayed</p> <ul style="list-style-type: none"> • Billed Member • Billing Period • Settlement Method • Invoice Number • Billing Code • Listing Amount • Listing valuation to Billing Rate • Billing Amount • Invoice Status
Rejection Memo List	It displays the details of the coupons added for the Rejection Memo .	<p>Gives a summary of the coupons added to the Rejection Memo.</p> <p>The user can select the action for the coupon displayed in the Rejection Memo List section.</p>

Buttons	Description	Remarks
Add	Click Add to add new coupon details the Rejection Memo .	The Rejection Memo Data Capture screen will be displayed. The coupon values can be entered for the Rejection Memo in the Rejection Memo Data Capture screen.
Back	Click Back to go back to the Edit Non Sampling Invoice screen.	If there are any unsaved changes/additions on the screen, a warning will be provided to the user.

The procedure to add a coupon to the rejection memo is as follows:

1. Select the coupon from the list displayed in the **Rejection Memo List** section.
2. Click **Add** to add coupon details to the **Rejection Memo** listed in the header.
3. The **Rejection Memo Data Capture** screen will be displayed.
4. Enter the coupon details.
5. The details entered will be displayed in the **Rejection Memo List** section.

Related Topics

[Adding a Rejection Memo Coupon](#)

[Editing an Invoice](#)

[Searching Invoice](#)



[Validating Invoice](#)

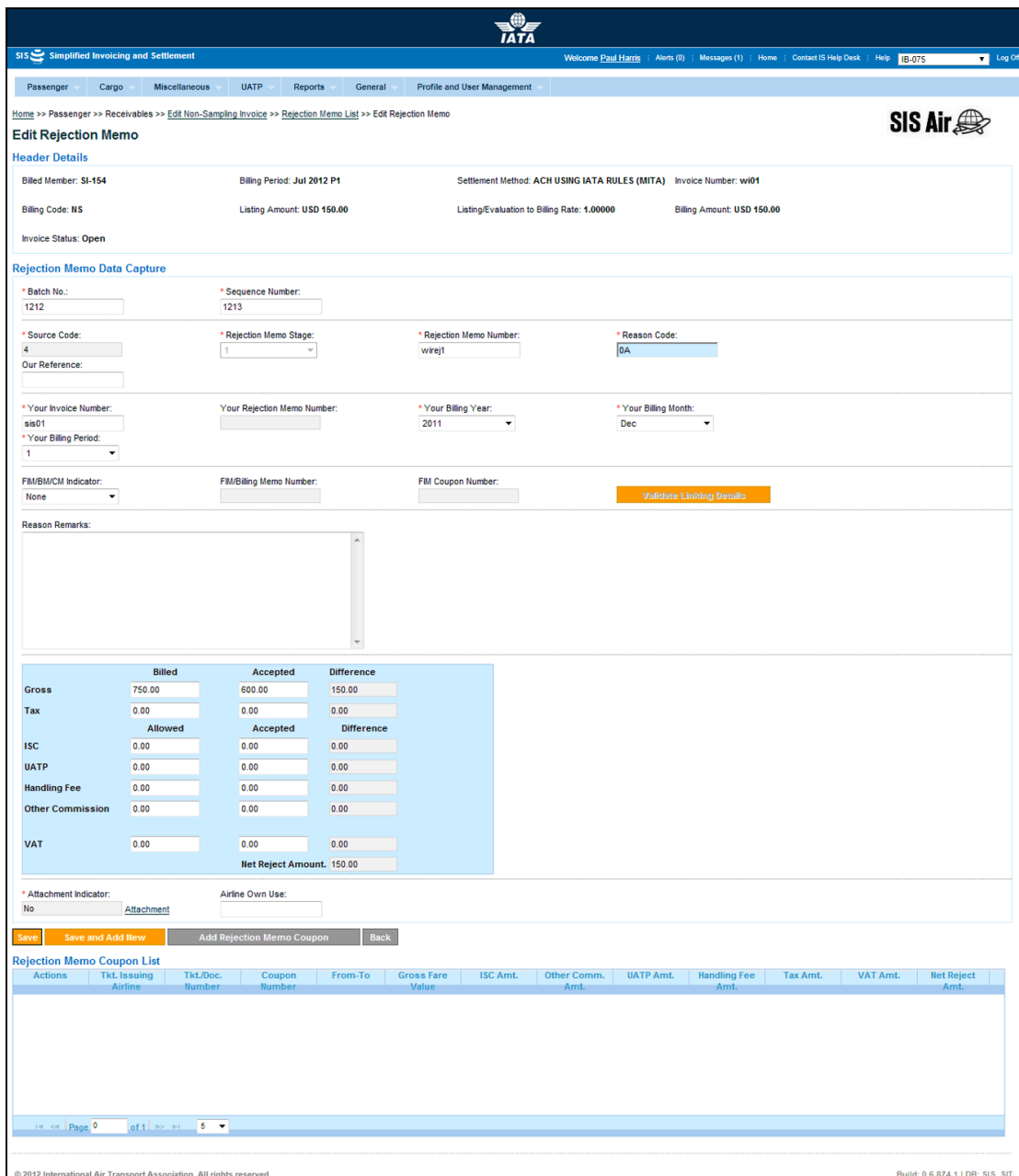
[Submitting Invoice](#)

[Deleting Invoice](#)

1.2.10 Editing Rejection Memo

To edit the Rejection Memo, the steps are as follows:

1. Search the Invoice.
2. Select the Rejection Memo to be edited from the list displayed in the **Search Results** section.
3. Click  to edit the Rejection memo.
4. The **Rejection Memo List** screen is displayed.
5. Select the RM coupon to be edited from the list displayed in the **Rejection Memo List** section.
6. Click  to edit the coupon.
7. The **Edit Rejection Memo** screen is displayed.



Header Details

Billed Member: SI-154 Billing Period: Jul 2012 P1 Settlement Method: ACH USING IATA RULES (MITA) Invoice Number: w101
 Billing Code: NS Listing Amount: USD 150.00 Listing/Evaluation to Billing Rate: 1.000000 Billing Amount: USD 150.00
 Invoice Status: Open

Rejection Memo Data Capture

* Batch No.: 1212 * Sequence Number: 1213
 * Source Code: 4 * Rejection Memo Stage: 1 * Rejection Memo Number: w1rej1 * Reason Code: DA
 Our Reference:
 * Your Invoice Number: isa01 Your Rejection Memo Number: * Your Billing Year: 2011 * Your Billing Month: Dec
 * Your Billing Period: 1
 FIM/BI/CI Indicator: None FIM/Billing Memo Number: FIM Coupon Number: [Validate Listing Details](#)

Reason Remarks:

	Billed	Accepted	Difference
Gross	750.00	600.00	150.00
Tax	0.00	0.00	0.00
	Allowed	Accepted	Difference
ISC	0.00	0.00	0.00
UATP	0.00	0.00	0.00
Handling Fee	0.00	0.00	0.00
Other Commission	0.00	0.00	0.00
VAT	0.00	0.00	0.00
			Net Reject Amount: 150.00

* Attachment Indicator: No Airline Own Use: Attachment

[Save](#) [Save and Add Item](#) [Add Rejection Memo Coupon](#) [Back](#)

Rejection Memo Coupon List

Actions	Tkt. Issuing Airline	Tkt./Doc. Number	Coupon Number	From-To	Gross Fare Value	ISC Amt.	Other Comm. Amt.	UATP Amt.	Handling Fee Amt.	Tax Amt.	VAT Amt.	Net Reject Amt.

Page 0 of 1

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
The fields displayed are same as described in the topic **Creating a Rejection Memo**.

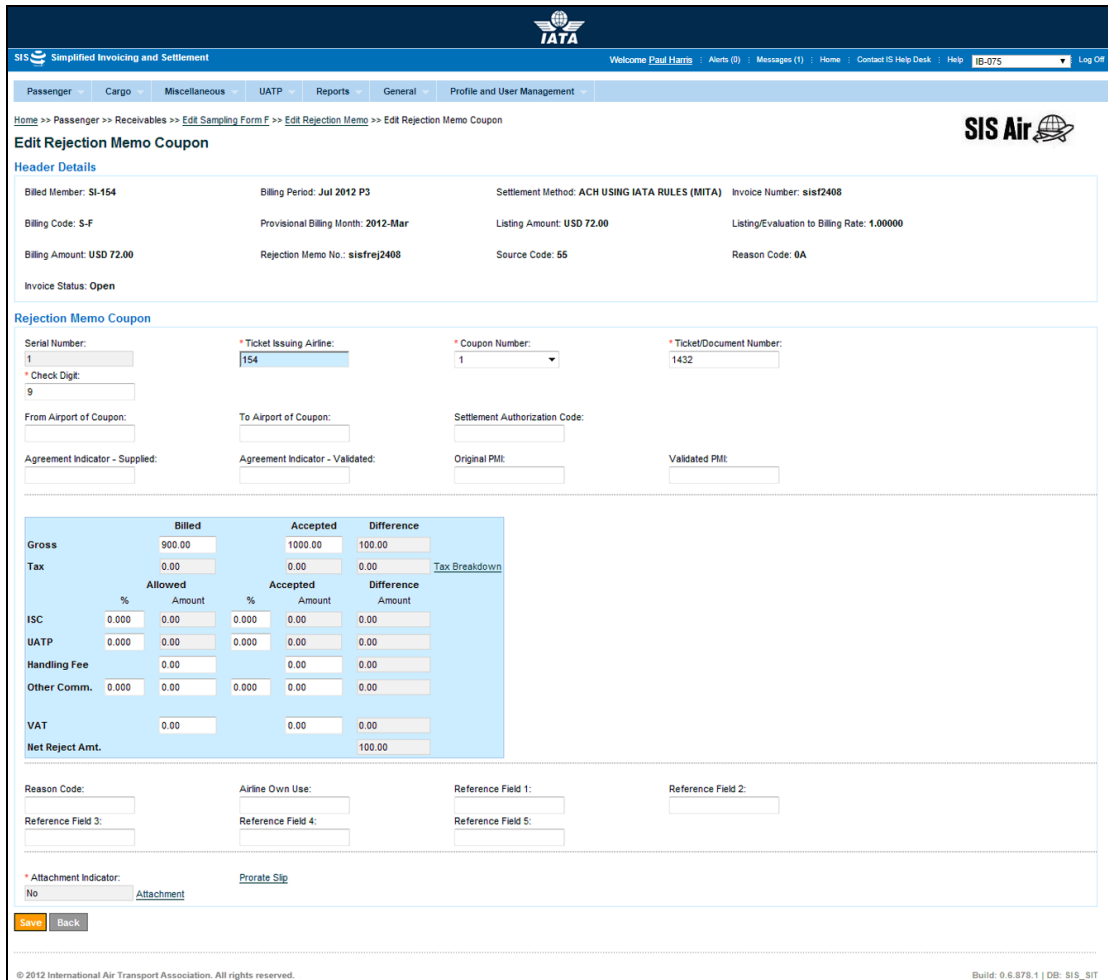
The procedure to edit a Rejection memo is as follows:

1. Edit the details for the fields.
2. Click **Save** to save the edited details.
 - OR**
Click **Save and Add New** to save the edited details and add new coupon details.
 - OR**
Click **Add Rejection Memo Coupon** to add a coupon to the Rejection Memo.
 - OR**
Click **Back** to go back to the **Rejection Memo List** screen.

1.2.11 Editing the Rejection Memo Coupon

To edit a Rejection memo coupon, the steps are as follows:

1. **Edit the Rejection Memo.**
2. Select the coupon from the list displayed in the **Rejection Memo Coupon List** section on the **Edit Rejection Memo** screen.
3. Click  to edit the coupon.
4. The **Edit Rejection Memo Coupon** screen is displayed.



Edit Rejection Memo Coupon

Header Details

Billed Member: SI-154 Billing Period: Jul 2012 P3 Settlement Method: ACH USING IATA RULES (MITA) Invoice Number: sisf2408
 Billing Code: S-F Provisional Billing Month: 2012-Mar Listing Amount: USD 72.00 Listing/Evaluation to Billing Rate: 1.00000
 Billing Amount: USD 72.00 Rejection Memo No.: sisfrej2408 Source Code: 55 Reason Code: 0A
 Invoice Status: Open

Rejection Memo Coupon

Serial Number: 1 * Ticket Issuing Airline: IS4 * Coupon Number: 1 * Ticket/Document Number: 1432
 * Check Digit: 9

From Airport of Coupon: To Airport of Coupon: Settlement Authorization Code:
 Agreement Indicator - Supplied: Agreement Indicator - Validated: Original PMI: Validated PMI:

	Billed		Accepted		Difference
Gross	900.00		1000.00		100.00
Tax	0.00		0.00		0.00
	%	Allowed Amount	%	Accepted Amount	Difference Amount
ISC	0.000	0.00	0.000	0.00	0.00
UATP	0.000	0.00	0.000	0.00	0.00
Handling Fee		0.00		0.00	0.00
Other Comm.	0.000	0.00	0.000	0.00	0.00
VAT		0.00		0.00	0.00
Net Reject Amt.					100.00

Reason Code: Airline Own Use: Reference Field 1: Reference Field 2:
 Reference Field 3: Reference Field 4: Reference Field 5:

* Attachment Indicator: No Prorate Slip: Attachment

Save **Back**

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The fields and buttons displayed are same as described in the Adding a Rejection Memo Coupon.

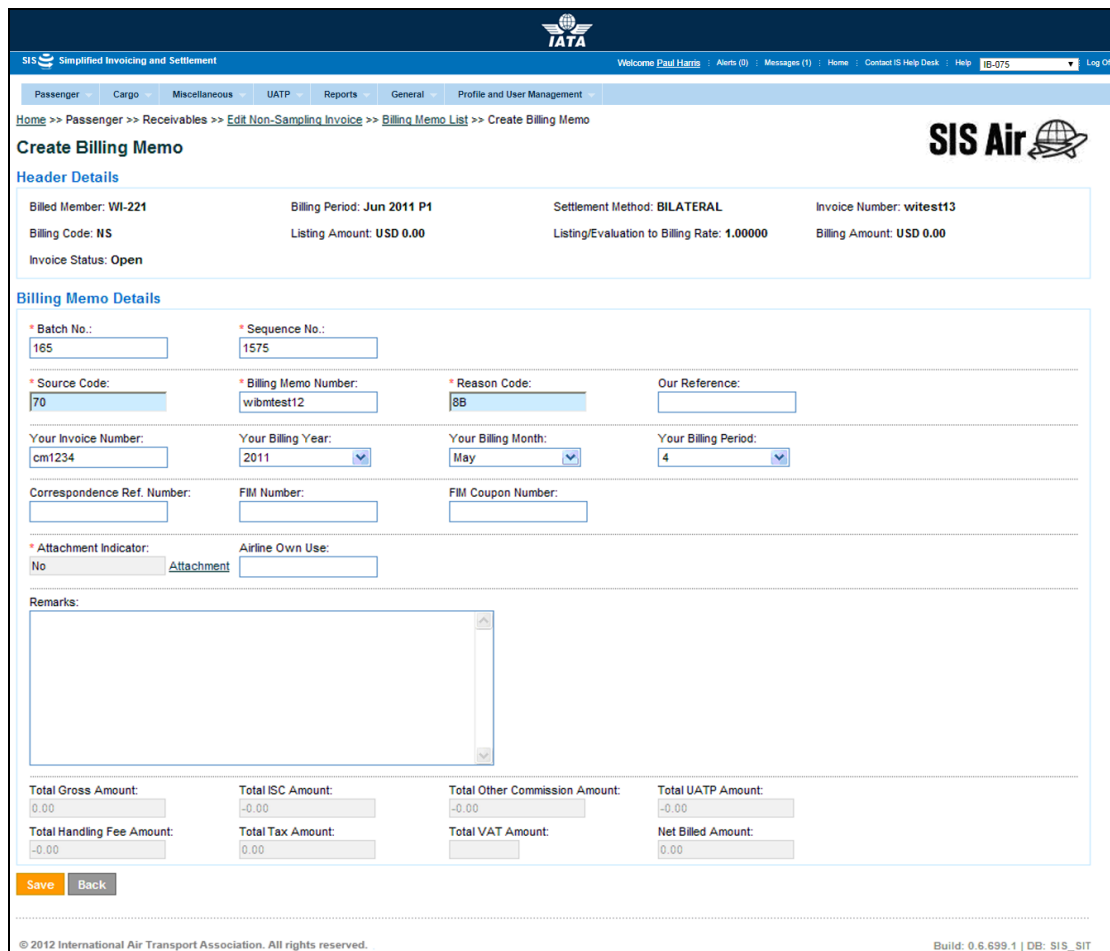
The procedure to edit a Rejection memo coupon is as follows:

1. Edit the details for the fields.
 2. Click **Save** to save the edited details.
- OR**
- Click **Back** to go back to the **Edit Rejection Memo** screen.

1.2.12 Creating Billing Memo

To create a **Billing Memo**, the steps are as follows:

1. **Create Invoice Header.**
2. Click **BM Capture** button located at the end of the screen.
3. The **Create Billing Memo** screen is displayed.



The fields and buttons are as described in the following tables.

Fields	Description	Remarks
Billing Memo Details		
*Batch Number	It is the Batch Sequence Number of the transaction.	The combination of Batch Number and Sequence Number should not be repeated within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.

Fields	Description	Remarks
*Sequence Number	It is the Sequence Number within a batch of the transaction.	The combination of Batch Number and Sequence Number should not be repeated within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.
*Source code	It is the Source Code of the transaction.	Should be a valid Source Code as published by the industry.
*Billing Memo Number	It is the alpha-numeric Billing Memo Number .	-
*Reason Code	The Reason Code for Billing Memo.	Should be a valid Reason Code as published by the industry The Reason Code will determine whether coupon breakdown is mandatory. Note: When 8C is provided, details of the coupon should be provided.
Our Reference	To exchange data on a bilateral basis.	-
Your Invoice Number	The number of the invoice that contained the transaction.	When BM is initiated from billing history or payables screens, this will be set automatically to the appropriate value and should not be changed.
Your Billing Year	The billing year, month and period of the invoice that contained the transaction.	When BM is initiated from billing history or payables screens, this will be set automatically to the appropriate value and should not be changed.
Your Billing Month	The billing year, month and period of the invoice that contained the transaction being rejected.	When BM is initiated from billing history or payables screens, this will be set automatically to the appropriate value and should not be changed.
Your Billing Period	The billing year, month and period of the invoice that contained the transaction being rejected.	When BM is initiated from billing history or payables screens, this will be set automatically to the appropriate value and should not be changed.
Correspondence Reference Number	It indicates the Correspondence Number for which the Billing Memo is issued.	At the end of the correspondence cycle, the Billed Member gives "Authority to Bill" to the Billing member . Only then is the Billing Memo issued.
FIM Number	The number of the FIM.	It should be a valid number as per IATA standards.
FIM Coupon Number	The coupon number of the FIM.	When BM is initiated from billing history or payables screens, this will be set automatically to the appropriate value and should not be changed.

Fields	Description	Remarks
*Attachment Indicator	It indicates whether any supporting documents (attachments) have been added to the transaction.	This field is automatically set by the system <ul style="list-style-type: none"> • Will be set to Yes if one or more attachments are added to the transaction. • Will be set to No if no attachments are added to the transaction (or when all existing attachments have been removed) • Click Attachment to add/remove attachments.
Airline Own Use	It is reserved for Internal use of Airline.	It is used to exchange data on a bilateral basis.
Remarks	It is a brief description provided by the Billing Member for the invoice.	Any comments or reason for raising the Billing Memo can be stated here.
Total Gross Amount	It is the fare value of the coupon.	Should be a positive value. Maximum number of decimal places allowed is 2.
Total ISC Amount	It is the Interline Service Charge applicable on the coupon.	Since this is a deductible, you need to ensure that a negative percentage is entered (For example, -9.000) so that a negative value is derived. <ul style="list-style-type: none"> • It is possible to modify the derived amount. • When the Source Code does not indicate Frequent Flyer Award/Redemption billings (For example, Source Code 1, 2), validation will be performed on this amount (when modified) and the variance should be within tolerance as compared to the expected amount. • When the Source Code indicates Frequent Flyer Award/Redemption billings (For example, Source Code 94), no validation will be performed on the amount. • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.

Fields	Description	Remarks
Total Other Commission Amount	It is the Other Commission (Super-Commission or Code Share Commission) applicable on the coupon.	<p>Since this is a deductible, you need to ensure that a negative percentage is entered (For example, -3.000) so that a negative value is derived.</p> <ul style="list-style-type: none"> • It is possible to modify the derived amount. • No validations are performed on the amount • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.
Total UATP Amount	It is the UATP discount applicable on the coupon.	<p>Since this is a deductible, you need to ensure that a negative percentage is entered (For example, -1.750) so that a negative value is derived.</p> <ul style="list-style-type: none"> • It is possible to modify the derived amount. • When the Source Code does not indicate Frequent Flyer Award/Redemption billings (For example, Source Code 1, 2), validation will be performed on this amount (when modified) and the variance should be within tolerance as compared to the expected amount. • When the Source Code indicates Frequent Flyer Award/Redemption billings (For example, Source Code 94), no validation will be performed on the amount. • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.
Total Handling Fee Amount	It is the Handling Fee Amount applicable on the coupon.	<p>Since this is a deductible, you need to ensure that a negative value is entered (For example, -5.00).</p> <p>Maximum number of decimal places allowed is two.</p>
Total Tax Amount	It is the total interlineable TFCs (taxes, fees and charges) applicable on the coupon.	<p>This total amount cannot be entered directly. It will be derived from the breakdown data entered.</p> <p>To enter tax breakdown data, click Tax Breakdown.</p>
Total VAT Amount	It is the total VAT amount applicable on the coupon.	<p>This total amount cannot be entered directly. It will be derived from the breakdown data entered.</p> <p>To enter tax breakdown data, click VAT Breakdown.</p>

Fields	Description	Remarks
Net Billed Amount	It is the total amount of the coupon.	Total amount is calculated by the system and is not editable. It is the sum of the following fields taking into consideration whether the values are positive or negative: <ul style="list-style-type: none"> • Coupon Gross Value (Fare) • ISC Amount • Tax Amount • Handling Fee Amount • Other Commission Amount • UATP Amount • VAT Amount

Button	Description	Remarks
Save	Click Save to save the Billing Memo details entered.	After data entered is successfully saved, the Create Billing Memo Coupon screen is displayed where the details for the coupon can be added.
Back	Click Back to go to the Prime Billing Coupon List screen.	If there are any unsaved changes/additions on the screen, a warning will be provided to the user.

The procedure for creating a Billing Memo is as follows:

1. Enter the following details:

- **Batch No.**
- **Sequence No.**
- **Source Code**
- **Billing Memo Number**
- **Reason Code**
- **Our Reference**
- **Your Invoice Number**
- **Your Billing Year**
- **Your Billing Month**
- **Your Billing Period**
- **Correspondence Ref. Number**
- **FIM Number**
- **FIM Coupon Number**
- Click **Attachment** to attach any supporting documents.
- **Airline Own Use**
- **Remarks**
- **Total Gross Amount**
- **Total ISC Amount**
- **Total Other Commission Amount**
- **Total UATP Amount**
- **Total Handling Fee Amount**
- **Total Tax Amount**
- **Total VAT Amount**
- The **Net Billed Amount** will be generated automatically.

2. Click **Save**.

3. The **Billing Memo List** screen is displayed. The details entered for the coupon are displayed.

Related Topics

[Adding a Billing Memo Coupon](#)

[Searching an Invoice](#)

[Editing an Invoice](#)

[Validating Invoice](#)

[Submitting Invoice](#)

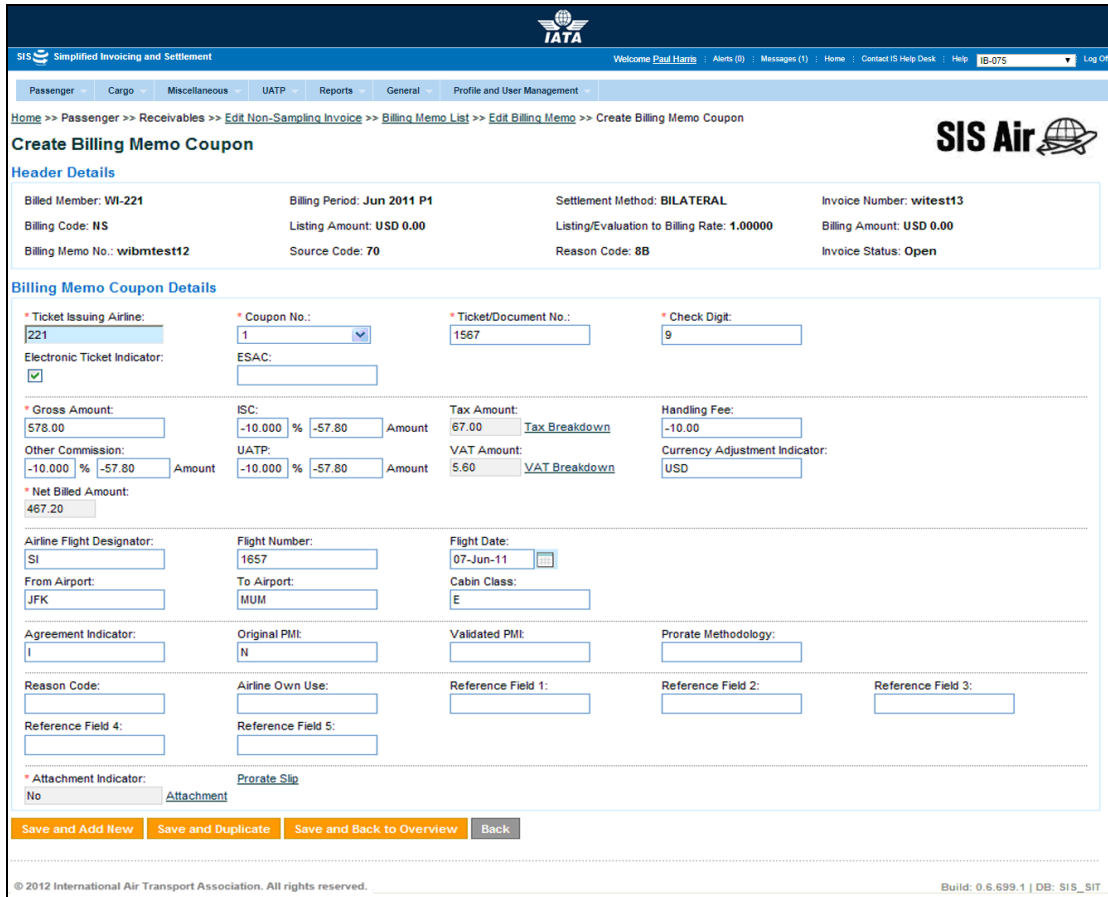
[Deleting Invoice](#)

[Creating Invoice Header](#)

1.2.13 Adding a Billing Memo Coupon

To add a Billing Memo Coupon, the steps are as follows:

1. **Create Billing Memo.**



The screenshot shows the 'Create Billing Memo Coupon' interface. At the top, there's a navigation bar with 'SIS Simplified Invoicing and Settlement' and user information. Below that, a breadcrumb trail leads to 'Create Billing Memo Coupon'. The main form is divided into several sections:

- Header Details:** Includes fields for Billed Member (WI-221), Billing Period (Jun 2011 P1), Settlement Method (BILATERAL), Invoice Number (witest13), Billing Code (NS), Listing Amount (USD 0.00), Listing/Evaluation to Billing Rate (1.00000), Billing Amount (USD 0.00), Billing Memo No. (wibmtest12), Source Code (70), Reason Code (8B), and Invoice Status (Open).
- Billing Memo Coupon Details:** Contains input fields for Ticket Issuing Airline (221), Coupon No. (1), Ticket/Document No. (1567), and Check Digit (9). It also has checkboxes for Electronic Ticket Indicator and Attachment Indicator.
- Financial Summary:** Displays Gross Amount (578.00), Net Billed Amount (467.20), and various tax and commission amounts (ISC, VAT, Tax, Handling Fee).
- Flight Information:** Includes Airline Flight Designator (SI), Flight Number (1657), Flight Date (07-Jun-11), From Airport (JFK), To Airport (MUM), and Cabin Class (E).
- Other Fields:** Agreement Indicator (I), Original PMT (N), Validated PMT, Prorate Methodology, Reason Code, and several Reference Fields.

At the bottom, there are buttons for 'Save and Add New', 'Save and Duplicate', 'Save and Back to Overview', and 'Back'. A footer contains copyright information for IATA 2012 and build details.

Fields	Description	Remarks
Billing Memo Coupon Details		
*Ticket Issuing Airline	It is the accounting code of the issuing airline that bills the coupon.	Should be a valid accounting code. For Example, 221 for WI (Wings Airways)
*Coupon Number	It is the coupon number of the document.	9 can be selected for billing of FIMs without a coupon number.
*Ticket/Document No	It is the document number (of the passenger ticket, EBT, MCO, MPD, EMD or FIM).	-
*Check Digit	It is the check digit of the coupon.	Valid values are 0/1/2/3/4/5/6/9.

Fields	Description	Remarks
E-Ticket Indicator	It is the Electronic ticket indicator.	The check box is selected by default indicating that the billed coupon belongs to an E-Ticket. If the check box is not selected, it indicates paper tickets/documents.
ESAC	It is the electronic settlement authorization code.	ESAC is applicable for E-Tickets only. <ul style="list-style-type: none"> • It is not a mandatory field. • This field will be enabled only when E-Ticket Indicator is checked.
Gross Amount	It is the fare value of the coupon.	Should be a positive value. Maximum number of decimal places allowed is 2.

Fields	Description	Remarks
ISC	It is the Interline Service Charge applicable on the coupon.	<p>ISC consists of 2 fields:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Percentage <input type="checkbox"/> Amount <ul style="list-style-type: none"> • The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value). • Since this is a deductible, you need to ensure that a negative percentage is entered (For example, -9.000) so that a negative value is derived. • It is possible to modify the derived amount. • When the Source Code does not indicate Frequent Flyer Award/Redemption billings (For example, Source Code 1, 2), validation will be performed on this amount (when modified) and the variance should be within tolerance as compared to the expected amount. • When the Source Code indicates Frequent Flyer Award/Redemption billings (For example, Source Code 94), the validation will be performed depending on the value of ISC %. <ul style="list-style-type: none"> ○ If the 'ISC %' is non-zero then the 'ISC Amount' should be non-zero ○ If the 'ISC %' is zero then the 'ISC Amount' should be zero ○ If the 'ISC %' is a positive value then the 'ISC Amount' should be a positive value ○ If the 'ISC %' is a negative value then the 'ISC Amount' should be a negative value. • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.
Tax Amount	It is the total interlineable TFCs (taxes, fees and charges) applicable on the coupon.	<p>This total amount cannot be entered directly. It will be derived from the breakdown data entered.</p> <p>To enter tax breakdown data, click Tax Breakdown.</p>

Fields	Description	Remarks
Handling Fee	It is the Handling Fee Amount applicable on the coupon.	Since this is a deductible, you need to ensure that a negative value is entered (For example, -5.00). Maximum number of decimal places allowed is two.
Other Commission	It is the Other Commission (Super-Commission or Code Share Commission) applicable on the coupon.	<p>Other Commission consists of 2 fields:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Percentage <input type="checkbox"/> Amount <ul style="list-style-type: none"> • The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value). • Since this is a deductible, you need to ensure that a negative percentage is entered (For example, -3.000) so that a negative value is derived. • It is possible to modify the derived amount. • No validations are performed on the amount • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.

Fields	Description	Remarks
UATP	It is the UATP discount applicable on the coupon.	<p>The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value).</p> <ul style="list-style-type: none"> • Since this is a deductible, you need to ensure that a negative percentage is entered (For example, -1.750) so that a negative value is derived. • It is possible to modify the derived amount. • When the Source Code does not indicate Frequent Flyer Award/Redemption billings (For example, Source Code 1, 2), validation will be performed on this amount (when modified) and the variance should be within tolerance as compared to the expected amount. • When the Source Code indicates Frequent Flyer Award/Redemption billings (For example, Source Code 94), no validation will be performed on the amount. • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.
VAT Amount	It is the total VAT amount applicable on the coupon.	<p>This total amount cannot be entered directly. It will be derived from the breakdown data entered.</p> <p>To enter tax breakdown data, click VAT Breakdown.</p>
Currency Adjustment Indicator	It is the base currency used while evaluating the value of the coupon.	Should be a valid ISO Alpha Currency Code.
Net Billed Amount	It is the total amount of the coupon.	<p>Total amount is calculated by the system and is not editable. It is the sum of the following fields taking into consideration whether the values are positive or negative:</p> <ul style="list-style-type: none"> • Coupon Gross Value (Fare) • ISC Amount • Tax Amount • Handling Fee Amount • Other Commission Amount • UATP Amount • VAT Amount

Fields	Description	Remarks
Airline Flight Designator	It is the designator code of the operating carrier's flight; except for Block Space flights where this will be of the marketing carrier's flight code.	It is mandatory field for Source Codes 1 and 14. <ul style="list-style-type: none"> • By default, the designator of the billing airline is populated; and it can be modified. • Should be a valid designator. • For example, SI (for SIS Airways).
Flight Number	It is the number of the operating carrier's flight; except for Block Space flights where this will be the number of the marketing carrier's flight.	It is mandatory for Source Codes 1 and 14.
Flight Date	It is the departure date of the flight.	It is mandatory for Source Codes 1 and 14.
From Airport	It is the origin city/airport of the coupon	It is mandatory for Source Codes 1 and 14. Should be a valid IATA city or airport code.
To Airport	It is the destination city/airport of the coupon.	It is mandatory for Source Codes 1 and 14. Should be a valid IATA city or airport code.
Cabin Class	It is the cabin class in which the uplifted coupon was serviced.	-
Agreement Indicator	It is the Agreement Indicator.	This is an optional field <ul style="list-style-type: none"> □ Where a single character value is provided, it must be valid as per industry specifications. Valid values are as follows: <ul style="list-style-type: none"> • I - First & Final Attachment I transactions • J - First & Final Attachment J transactions • K - NFP Non Final transactions • W - Switched Own Prorate transactions requiring AIA Value Confirmation • V - Switched Own Prorate transactions not requiring AIA Value Confirmation • T - Stored Own Prorate transactions <p>No validations are performed on bilateral 2 character values.</p>

Fields	Description	Remarks
Original PMI	It is the Original Pricing Method Indicator.	This field should be blank if Agreement Indicator is blank. Exception: <ul style="list-style-type: none"> • Should be "N" if 'Agreement Indicator' is "I", "J" or "K". • Should be "O" if 'Agreement Indicator' is "W", "V" or "T". • Value N may be provided even if Agreement Indicator is blank. This exception will be allowed for some months after go-live of SIS, and the date of removal of this exception will be decided by the IATA RAWG (Revenue Accounting Working Group).
Validated PMI	It is the Validated Pricing Method Indicator.	This field should be blank if Agreement Indicator is blank. Exception: <ul style="list-style-type: none"> • Should be "N" if 'Agreement Indicator' is "I", "J" or "K". • Should be "O" if 'Agreement Indicator' is "W", "V" or "T". • Value N may be provided even if Agreement Indicator is blank. This exception will be allowed for some months after go-live of SIS, and the date of removal of this exception will be decided by the IATA RAWG (Revenue Accounting Working Group).
Prorate Methodology	It is the methodology used to evaluate the prorated value.	Would also be used by non NFP users. Content could be for example, SF3 (SPA, Fixed Rate, Territory 3 travel), and so on. No fixed codes; definition up to the carriers on a bilateral / alliance basis.
Reason Code	To exchange data on a bilateral basis.	-
Airline Own Use	It is reserved for Internal use of Airline.	It is used to exchange data on a bilateral basis.
Reference Field 1	It is a reusable field for different types of billing scenarios.	Mandatory in case of EMD billings (Source Code 23). <ul style="list-style-type: none"> • Should contain a valid RFISC • The RFISC should be related to the RFIC provided in 'Reference Field 1'
Reference Field 2	It is a reusable field for different types of billing scenarios.	Mandatory in case of EMD billings (Source Code 23). <ul style="list-style-type: none"> • Should contain a valid RFISC • The RFISC should be related to the RFIC provided in 'Reference Field 1'

Fields	Description	Remarks
Reference Field 3	It is a reusable field for different types of billing scenarios.	-
Reference Field 4	It is a reusable field for different types of billing scenarios.	-
Reference Field 5	It is a reusable field for different types of billing scenarios.	-
*Attachment Indicator	It indicates whether any supporting documents (attachments) have been added to the transaction.	<p>This field is automatically set by the system</p> <ul style="list-style-type: none"> • Will be set to Yes if one or more attachments are added to the transaction. • Will be set to No if no attachments are added to the transaction (or when all existing attachments have been removed) • Click Attachment to add/remove attachments.
Prorate Slip	Click to enter the details for proration.	<p>The Add/Edit Prorate Slip Details screen is displayed.</p> <p>Enter the proration details and click Save.</p>

Buttons	Description	Remarks
Save and Add New	Click Save and Add New to save the coupon data and add data for a new coupon.	After data of the current coupon is successfully saved, the same screen with blank fields is offered to the user for capturing the next coupon.
Save and Duplicate	Click Save and Duplicate to save the coupon data and capture another coupon with identical data.	<p>After data of the current coupon is successfully saved, the same screen with is offered to the user for capturing the next identical coupon, using data from the saved coupon.</p> <ul style="list-style-type: none"> The following are not copied from the coupon successfully saved: <ul style="list-style-type: none"> <input type="checkbox"/> Coupon Number <input type="checkbox"/> Ticket/FIM Number <input type="checkbox"/> ESAC <input type="checkbox"/> Attachments Changes are made to the following fields: <ul style="list-style-type: none"> <input type="checkbox"/> Ticket/FIM Number (the last 3 digits are removed) <input type="checkbox"/> Check Digit (value is changed to 9) <input type="checkbox"/> Sequence Number is incremented by 1 Tax and VAT breakdown data are also copied.
Save and Back to Overview	Click Save and Back to Overview to save the coupon data and go to the Prime Billing Coupon List screen.	After data of the current coupon is successfully saved, the Prime Billing Coupon List screen will be displayed.
Back	Click Back to go to the Prime Billing Coupon List screen.	If there are any unsaved changes/additions on the screen, a warning will be provided to the user.

The procedure for adding a Billing Memo coupon is as follows:

- Enter the following details:
 - Ticket Issuing Airline**
 - Coupon Number**
 - Ticket/Document No**
 - Check Digit**
 - E-Ticket Indicator**
 - ESAC**
 - Gross Amount**
 - ISC**
 - Tax Amount**
 - Handling Fee**
 - Other Commission**
 - UATP**
 - VAT Amount**
 - Currency Adjustment Indicator**
 - Net Billed Amount**

- Airline Flight Designator
 - Flight Number
 - Flight Date
 - From Airport
 - To Airport
 - Cabin Class
 - Agreement Indicator
 - Original PMI
 - Validated PMI
 - Prorate Methodology
 - Reason Code
 - Airline Own Use
 - Reference Field 1-5
2. Click **Attachment** to insert supporting documents.
 3. Click **Save**. The **Billing Memo List** screen is displayed.

Related Topics

[Billing Memo List Screen](#)

[Searching an Invoice](#)

[Editing an Invoice](#)

[Validating Invoice](#)

[Submitting Invoice](#)

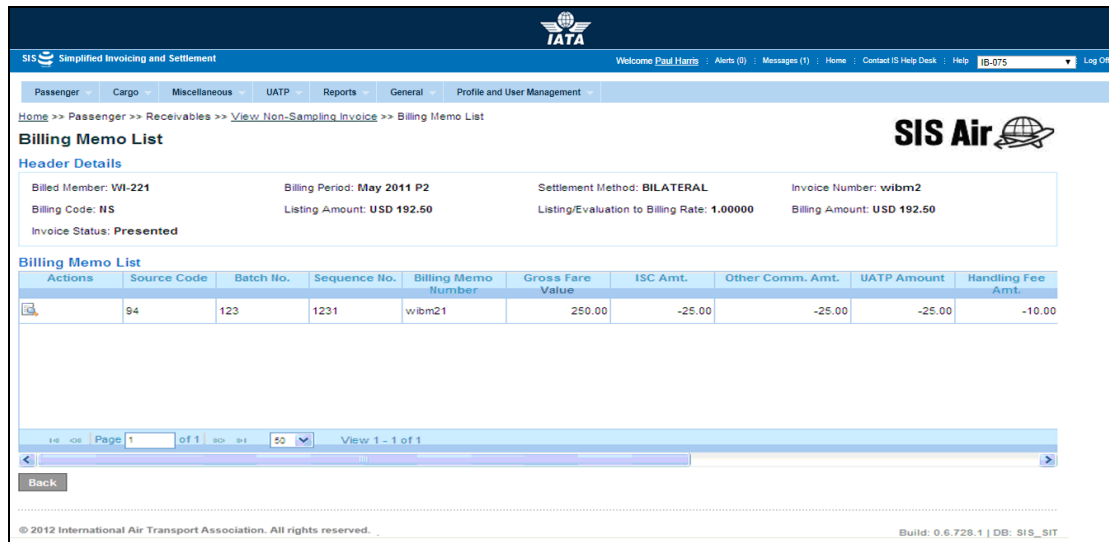
[Deleting Invoice](#)

[Creating a Billing Memo](#)

1.2.14 Billing Memo List Screen

To view a Billing Memo List screen, the steps are as follows:

1. Click **BM Listing** in the **Edit Non Sampling Invoice** screen.
2. The **Billing Memo List** screen is displayed.



Fields	Description	Remarks
Header Details	It displays the details of the header.	Details for the following fields is displayed <ul style="list-style-type: none"> • Billed Member • Billing Period • Settlement Method • Invoice Number • Billing Code • Listing Amount • Listing valuation to Billing Rate • Billing Amount • Invoice Status
Billing Memo List	It displays the details of the coupons added for the Billing Memo .	Gives a summary of the coupons added to the Billing Memo . The user can select the Action for the coupon displayed in the Billing Memo List section.

Button	Description	Remarks
Add	Click Add to add new coupon details the Billing Memo .	The Billing Memo List screen will be displayed where the coupon values can be entered for the Billing Memo .
Back	Click Back to go back to the Edit Non Sampling Invoice screen.	If there are any unsaved changes/additions on the screen, a warning will be provided to the user.

The procedure to edit an Existing Coupon is as follows:

1. Select the coupon from the list displayed in the **Billing Memo List** section.
2. Click **Edit** to edit coupon listed in the **Billing Coupon List** section.
3. The **Edit Billing Memo** screen will be displayed.
4. Edit the coupon details.
5. Click **Save**.
6. The **Billing Memo Coupons** screen is displayed with the confirmation that the Billing Memo Record is updated successfully.

Related Topics

[Searching an Invoice](#)

[Editing an Invoice](#)

[Searching Invoice](#)



[Validating Invoice](#)

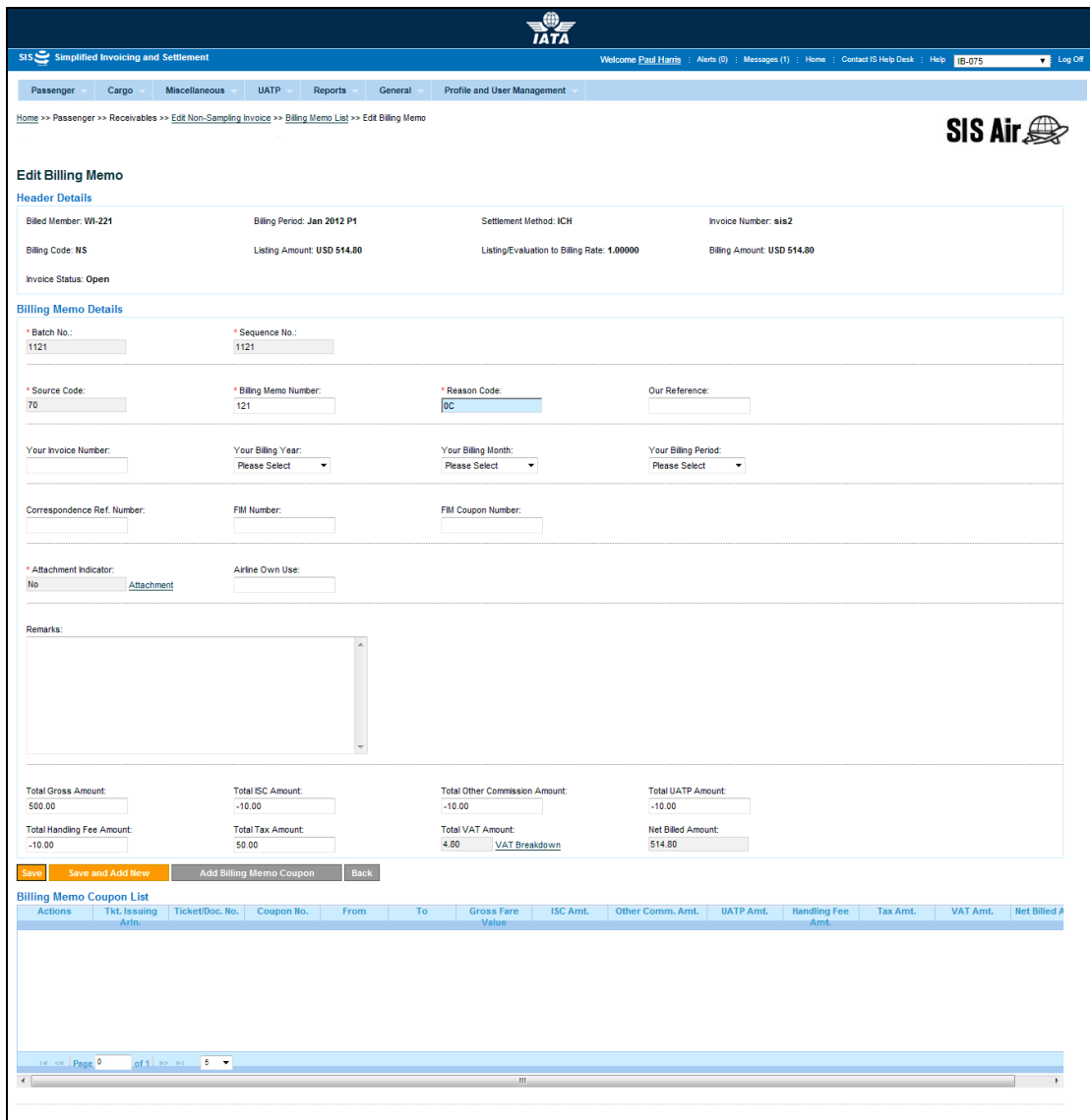
[Submitting Invoice](#)

[Deleting Invoice](#)

1.2.15 Editing the Billing Memo

To edit the Billing memo, the steps are as follows:

1. Search the Invoice.
2. Select the billing memo to be edited from the list displayed in the **Search Results** section.
3. Click  to edit the Billing memo.
4. The **Billing Memo List** screen is displayed.
5. Select the BM coupon to be edited from the list displayed in the **Billing Memo List** section.
6. Click  to edit the coupon.
7. The **Edit Billing Memo** screen is displayed.



Edit Billing Memo

Header Details

Billed Member: WI-221	Billing Period: Jan 2012 P1	Settlement Method: ICH	Invoice Number: 1112
Billing Code: NS	Listing Amount: USD 514.80	Listing/Evaluation to Billing Rate: 1.00000	Billing Amount: USD 514.80

Invoice Status: Open

Billing Memo Details

* Batch No.: 1121	* Sequence No.: 1121		
* Source Code: 70	* Billing Memo Number: 121	* Reason Code: 0C	Our Reference:
Your Invoice Number:	Your Billing Year: Please Select	Your Billing Month: Please Select	Your Billing Period: Please Select
Correspondence Ref. Number:	FIM Number:	FIM Coupon Number:	
* Attachment Indicator: No Attachment	Airline Own Use:		

Remarks:

Total Gross Amount: 500.00	Total ISC Amount: -10.00	Total Other Commission Amount: -10.00	Total UATP Amount: -10.00
Total Handling Fee Amount: -10.00	Total Tax Amount: 50.00	Total VAT Amount: 4.80	Net Billed Amount: 514.80

Buttons: Save, Save and Add New, Add Billing Memo Coupon, Back

Billing Memo Coupon List

Actions	Tkt. Issuing Arln.	Ticket/Doc. No.	Coupon No.	From	To	Gross Fare Value	ISC Amt.	Other Comm. Amt.	UATP Amt.	Handling Fee Amt.	Tax Amt.	VAT Amt.	Net Billed A
---------	--------------------	-----------------	------------	------	----	------------------	----------	------------------	-----------	-------------------	----------	----------	--------------

Page 0 of 1, 5

The fields displayed are same as described in the **Creating Billing Memo**.

The procedure to edit a Billing memo is as follows:

1. Edit the details for the fields.
2. Click **Save** to save the edited details.

OR

Click **Save and Add New** to save the edited details and add new coupon details.

OR

Click **Add Billing Memo Coupon** to add a coupon to the Billing Memo.


OR

Click **Back** to go back to the **Billing Memo List** screen.

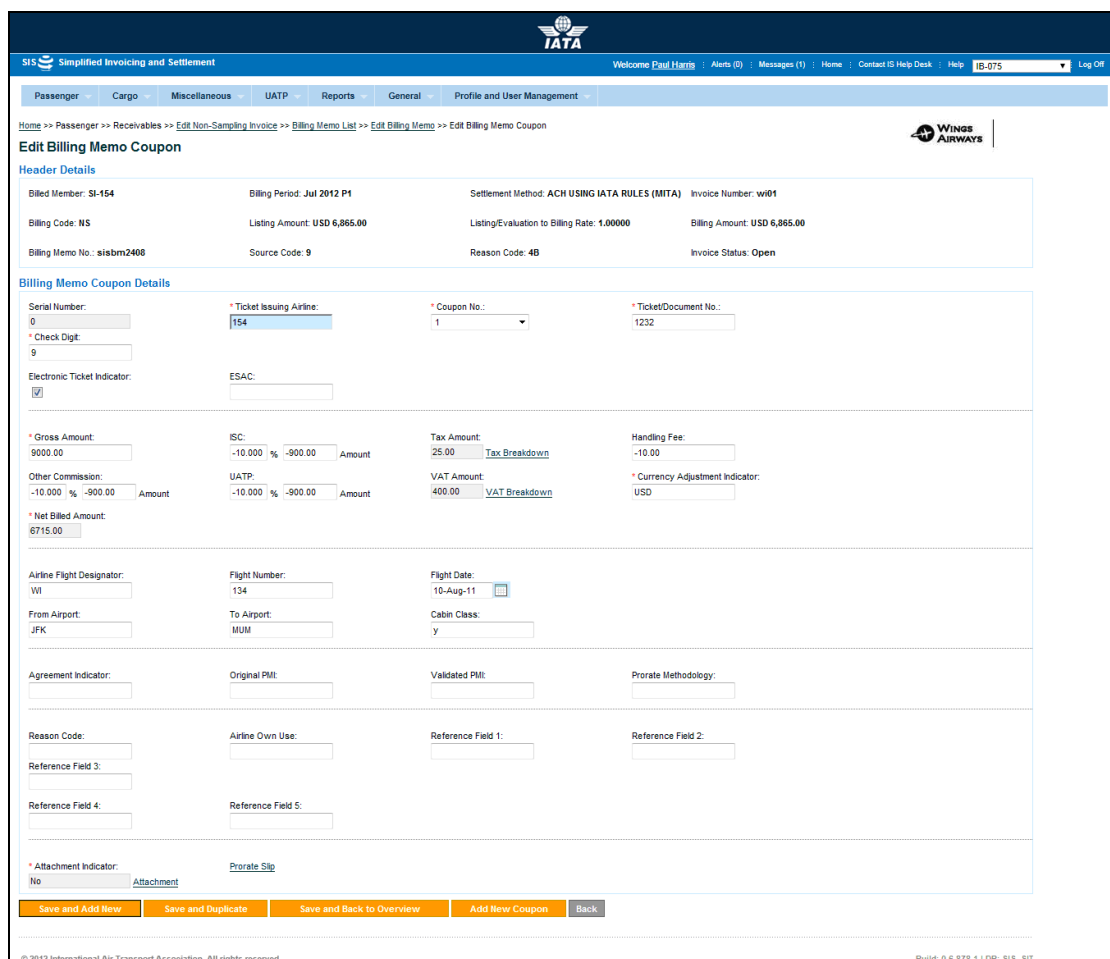
1.2.16 Editing Billing Memo Coupon

To edit a Billing memo coupon, the steps are as follows:

1. **Edit the Billing Memo.**
2. Select the coupon from the list displayed in the **Billing Memo Coupon List** section on the **Edit Billing Memo** screen.

3. Click  to edit the coupon.

4. The **Edit Billing Memo Coupon** screen is displayed.



The screenshot displays the 'Edit Billing Memo Coupon' interface. At the top, there's a navigation bar with 'SIS Simplified Invoicing and Settlement' and user information. Below that, a breadcrumb trail shows the path: Home >> Passenger >> Receivables >> Edit Non-Sampling Invoice >> Billing Memo List >> Edit Billing Memo >> Edit Billing Memo Coupon. The main content area is divided into several sections: 'Header Details' with fields for Billing Member, Billing Period, Settlement Method, Invoice Number, Billing Code, Listing Amount, Listing/Evaluation to Billing Rate, Billing Amount, Billing Memo No., Source Code, Reason Code, and Invoice Status; 'Billing Memo Coupon Details' with fields for Serial Number, Ticket Issuing Airline, Coupon No., and Ticket/Document No.; 'Financials' with fields for Gross Amount, ISC, Tax Amount, Handling Fee, Other Commission, UATP, VAT Amount, Currency Adjustment Indicator, and Net Billed Amount; 'Flight Information' with fields for Airline Flight Designator, Flight Number, Flight Date, From Airport, To Airport, and Cabin Class; 'Agreement and Reference Fields' with fields for Agreement Indicator, Original PMT, Validated PMT, Prorate Methodology, Reason Code, Airline Own Use, and five Reference Fields; and 'Attachment Indicator' with a dropdown menu. At the bottom, there are several action buttons: 'Save and Add New', 'Save and Duplicates', 'Save and Back to Overview', 'Add New Coupon', and 'Back'. The footer contains copyright information for IATA 2012 and build details.

The fields and buttons displayed are same as described in the **Adding Billing Memo Coupon**.

The procedure to edit a Billing memo coupon is as follows:

1. Edit the details for the fields.
2. Click **Save and Add New** to save the edited details and add new coupon details.

OR

Click **Save and Duplicate** to save the edited details and add new similar coupon details.

OR

Click **Save and Back to Overview** to save the edited details and go back to the **Edit Billing Memo** screen.

OR

Click **Add a New Coupon** to add a new coupon to the Billing memo.

OR

Click **Back** to go back to the **Edit Billing Memo** screen.

1.2.17 Searching Invoice

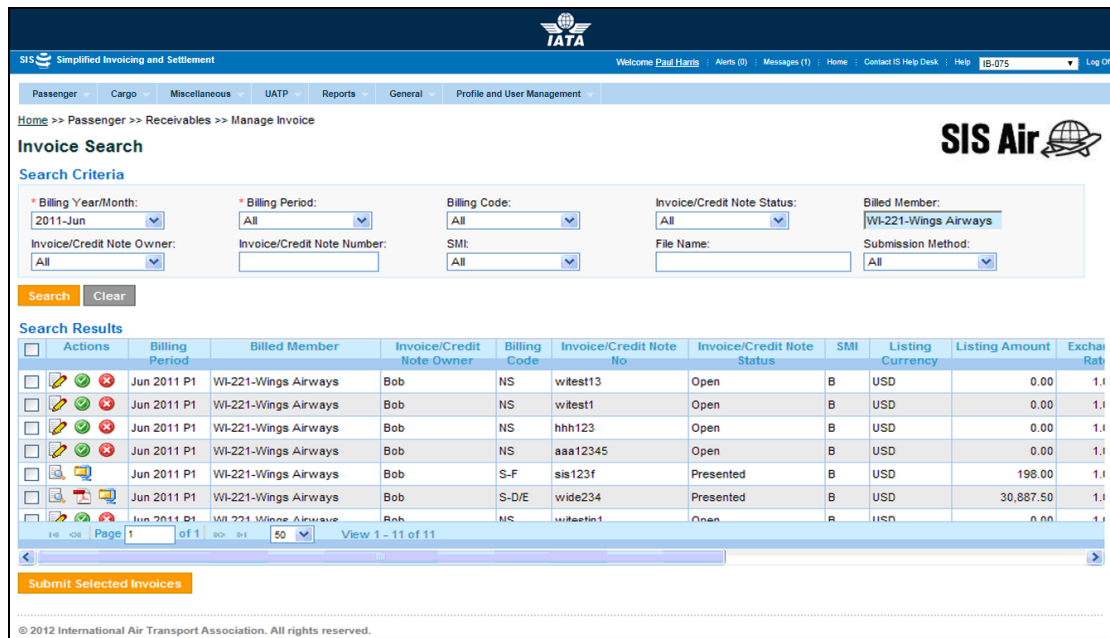
Invoices can be searched using:

- [Receivables submenu](#)
- [Payables submenu](#)

1.2.17.1 Searching Invoice using Receivables submenu

To search a **Non-Sampling Invoice**, the steps are as follows:

1. Click **Passenger** menu.
2. Click **Receivables** submenu.
3. Click **Manage Invoice** option.
4. The **Invoice Search** screen is displayed.



Search Criteria

* Billing Year/Month: 2011-Jun
 * Billing Period: All
 Billing Code: All
 Invoice/Credit Note Status: All
 Billed Member: WI-221-Wings Airways
 Invoice/Credit Note Owner: All
 Invoice/Credit Note Number:
 SMI: All
 File Name:
 Submission Method: All



Search Results


Actions	Billing Period	Billed Member	Invoice/Credit Note Owner	Billing Code	Invoice/Credit Note No	Invoice/Credit Note Status	SMI	Listing Currency	Listing Amount	Exchange Rate
[Icons]	Jun 2011 P1	WI-221-Wings Airways	Bob	NS	witest13	Open	B	USD	0.00	1.1
[Icons]	Jun 2011 P1	WI-221-Wings Airways	Bob	NS	witest1	Open	B	USD	0.00	1.1
[Icons]	Jun 2011 P1	WI-221-Wings Airways	Bob	NS	hhh123	Open	B	USD	0.00	1.1
[Icons]	Jun 2011 P1	WI-221-Wings Airways	Bob	NS	aaa12345	Open	B	USD	0.00	1.1
[Icons]	Jun 2011 P1	WI-221-Wings Airways	Bob	S-F	sis123f	Presented	B	USD	198.00	1.1
[Icons]	Jun 2011 P1	WI-221-Wings Airways	Bob	S-D/E	wide234	Presented	B	USD	30,887.50	1.1
[Icons]	Jun 2011 P1	WI-221-Wings Airways	Bob	NS	witestin1	Open	B	USD	0.00	1.1

Submit Selected Invoices

Fields	Description	Remarks
*Billing Year/Month	The Clearance Month of the invoice (Year, Month)	Default format is: YYYY-MMM
*Billing Period	The Clearance Period of the invoice.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
Billing Code	It indicates the type of invoice to be searched.	Default value is one of the following <ul style="list-style-type: none"> • Non-Sampling Invoice • Sampling Form C • Sampling Form D/E • Sampling Form F • Sampling Form X/F

Fields	Description	Remarks
Billed Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the member ID to whom the invoice is to be sent. For example, WI-023-Wings Airways
Invoice/Credit Note Status	It indicates the status of the Invoice or Credit Note .	Default value is one of the following <ul style="list-style-type: none"> • All • Open • Ready for submission • Claimed • Processing complete • Presented • Validation error-WEB Invoice • Error-Correctable • Error-Non-Correctable • On hold • Ready for validations
Invoice/Credit Note Owner	It indicates the name of the person who has created the invoice or credit note.	It is the basic level of ownership that is tagged by the system. Editing invoice/credit note is unrestricted. Archived user will not be shown in the dropdown.
Invoice/Credit Note Number	Unique alphanumeric code that identifies the invoice.	The Invoice Number could be ten characters.
SMI	It indicates the method used for settlement of invoices.	Valid value is one of the following <ul style="list-style-type: none"> • All • ICH • ACH • Bilateral • Adjustments due to Protests • ACH using IATA Rules (MITA) • Pro-Forma Invoice • ICH Special Agreement
File Name	Only for IS-WEB invoices.	-
Submission Method	It is the method of submission for the invoices.	Select from the listed values: <ul style="list-style-type: none"> • ALL • IS-IDEC • IS-XML • IS-WEB

Buttons	Description	Remarks
	Click Edit to edit the selected invoice.	It is used to add details to the invoice header.
	Click Validate to check the selected invoice for validations.	It is used for checking the invoice for validation checks. For example, checking File Naming Conventions, Duplicate Invoices, Missing data in the Invoice and so on.

Buttons	Description	Remarks
	Click Delete to delete the selected Invoice.	It is used for deleting expired, overdue or incorrect invoices.
Submit Selected Invoices	Click Submit Selected Invoices to submit the selected invoices to the clearing houses for the settlement.	Invoices can be submitted only after the validation checks are cleared.

The procedure for searching an invoice is as follows:

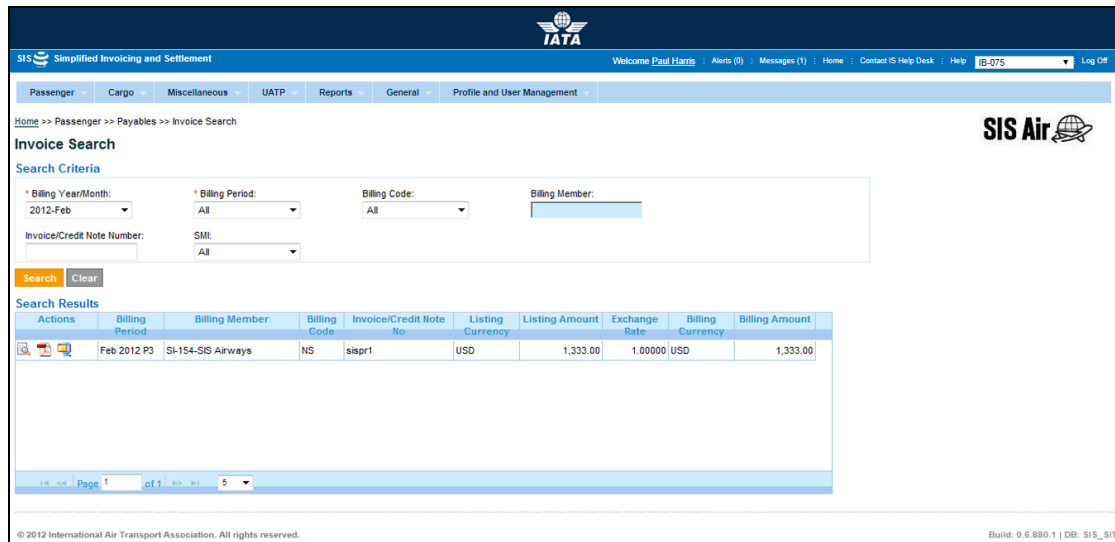
1. Enter the following details:
 - **Billing Year/Month**
 - **Billing Period**
 - **Billing Code**
 - **Billed Member**
 - **Invoice/Credit Note Status**
 - **Invoice/Credit Note Owner**
 - **Invoice/Credit Note Number**
 - **SMI**
 - **File Name**
 - **Submission Method**
2. Click **Search** to search an **Invoice** or a **Credit Note**.
3. The result is displayed in the **Search Result** section.

[Top](#)




1.2.17.2 Searching Invoice using Payables submenu

To search a **Non-Sampling Invoice**, the steps are as follows:

1. Click **Passenger** menu.
2. Click **Payables** submenu.
3. Click **Manage Invoice** option.
4. The **Invoice Search** screen is displayed.






The screenshot shows the 'Invoice Search' screen in the SIS Air system. The search criteria are: Billing Year/Month: 2012-Feb, Billing Period: All, Billing Code: All, Billing Member: (empty). The search results table is as follows:

Actions	Billing Period	Billing Member	Billing Code	Invoice/Credit Note No	Listing Currency	Listing Amount	Exchange Rate	Billing Currency	Billing Amount
  	Feb 2012 P3	SI-154-SIS Airways	NS	sispr1	USD	1,333.00	1.00000	USD	1,333.00

The fields and tables are as described in the following tables.

Fields	Description	Remarks
*Billing Year/Month	The Clearance Month of the invoice (Year, Month)	Default format is: YYYY-MMM
*Billing Period	The Clearance Period of the invoice (Year, Month and Period)	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
Billing Code	It indicates the type of invoice to be searched.	Default value is one of the following <ul style="list-style-type: none"> • Non-Sampling Invoice • Sampling Form C • Sampling Form D/E • Sampling Form F • Sampling Form X/F
Billing Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the member ID to who sends the invoice. For example, WI-023-Wings Airways
Invoice/Credit Note Number	Unique alphanumeric code that identifies the invoice.	The Invoice Number could be ten characters.

Fields	Description	Remarks
SMI	It indicates the method used for settlement of invoices.	Default value is one of the following <ul style="list-style-type: none"> • All • ICH • ACH • Bilateral • Adjustments due to Protests • ACH using IATA Rules (MITA) • Pro-Forma Invoice • ICH Special Agreement
File Name	Only for IS-WEB invoices.	-

Buttons	Description	Remarks
	Click View to view the invoice.	The View Non-Sampling Invoice screen is displayed. The details for the invoice are displayed.
	Click Zip to choose Invoice Download Options.	You can choose from the options listed for the invoice to be downloaded: <ul style="list-style-type: none"> • E - Invoicing Files • Listing Report • Memos
	Click PDF to view the invoice in the PDF format.	-

The procedure for searching an invoice is as follows:

1. Enter the following details:
 - **Billing Year/Month**
 - **Billing Period**
 - **Billing Code**
 - **Billing Member**
 - **Invoice/Credit Note Number**
 - **SMI**
 - **File Name**
2. Click **Search** to search an **Invoice** or a **Credit Note**.
3. The result is displayed in the **Search Result** section.

[Top](#)

Related Topics

[Editing an Invoice](#)


[Validating an Invoice](#)

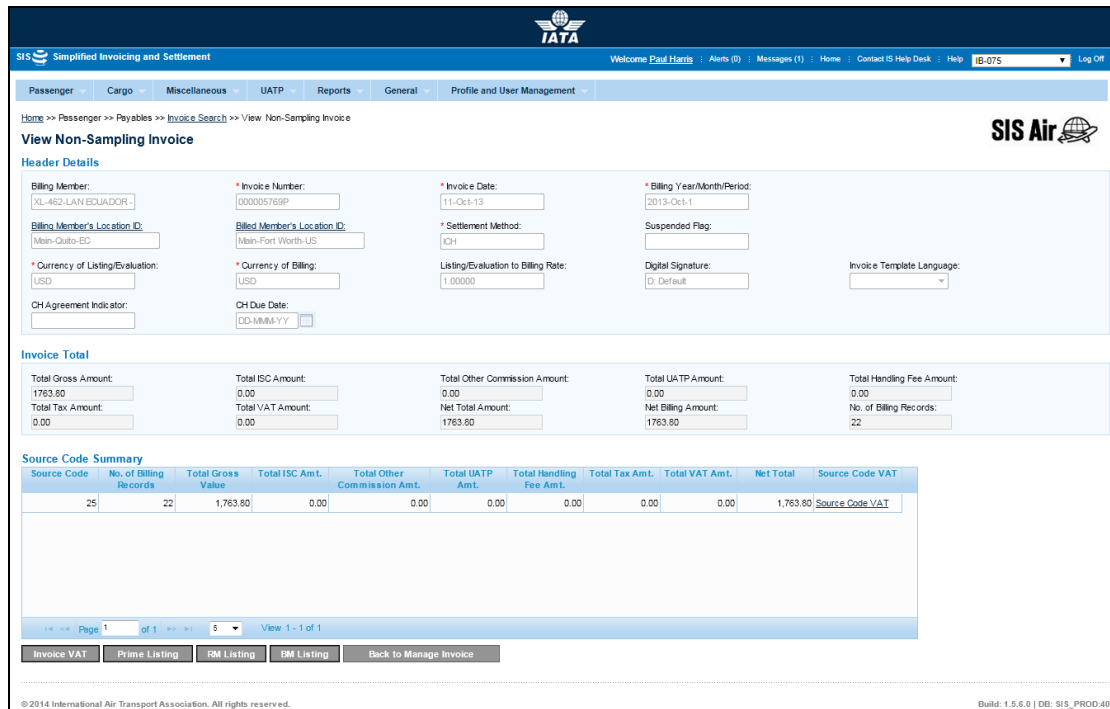
[Submitting an Invoice](#)

[Deleting an Invoice](#)

1.2.18 Viewing Non-Sampling Invoice

To view Non-Sampling Invoice, the steps are as follows:

1. Search the Invoice.
2. Click  for the desired invoice.
3. The **View Non-Sampling Invoice** screen is displayed.



View Non-Sampling Invoice

Header Details

Billing Member: XL-462-LAN-EQUADOR	* Invoice Number: 000005769P	* Invoice Date: 11-Oct-13	* Billing Year/Month/Period: 2013-Oct-1
Billing Member's Location ID: Main-Quito-EC	Billed Member's Location ID: Main-Fort Worth-US	* Settlement Method: CH	Suspended Flag:
* Currency of Listing/Evaluation: USD	* Currency of Billing: USD	Listing/Evaluation to Billing Rate: 1.00000	Digital Signature: D: Default
CH Agreement Indicator: 	CH Due Date: DD-MMM-YY		Invoice Template Language:

Invoice Total

Total Gross Amount: 1763.80	Total ISC Amount: 0.00	Total Other Commission Amount: 0.00	Total UAATP Amount: 0.00	Total Handling Fee Amount: 0.00
Total Tax Amount: 0.00	Total VAT Amount: 0.00	Net Total Amount: 1763.80	Net Billing Amount: 1763.80	No. of Billing Records: 22

Source Code Summary

Source Code	No. of Billing Records	Total Gross Value	Total ISC Amt.	Total Other Commission Amt.	Total UAATP Amt.	Total Handling Fee Amt.	Total Tax Amt.	Total VAT Amt.	Net Total	Source Code VAT
25	22	1,763.80	0.00	0.00	0.00	0.00	0.00	0.00	1,763.80	Source Code VAT

Page 1 of 1 | View 1 - 1 of 1

Buttons: Invoice VAT, Prime Listing, RM Listing, EM Listing, Back to Manage Invoice

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The fields and buttons are as described in the following tables.


Sections	Description	Remarks
----------	-------------	---------

Sections	Description	Remarks
Header Details	It displays the details for the header.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Billing Member • Invoice Number • Invoice Date • Billing Year/Month/Period • Billing Member's Location ID • Billed Member's Location ID • Settlement Method • Suspended Flag • Currency of Listing/Evaluation • Currency of Billing • Listing/Evaluation to Billing Rate • Digital Signature • Invoice Template Language • CH Agreement Indicator • CH Due Date
Invoice Total	It displays the details for the Invoice Total.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Total Gross Amount • Total ISC Amount • Total Other Commission Amount • Total UATP Amount • Total Handling Fee Amount • Total Tax Amount • Total VAT Amount • Net Total Amount • Net Billing Amount • Total Number of Records
Source Code Summary	It displays the details for the invoice.	The details for the <ul style="list-style-type: none"> • Prime Billing • Rejection Memo • Billing Memo are displayed.

Buttons	Description	Remarks
Invoice VAT	Click Invoice VAT to view the VAT for the invoice.	The Invoice VAT screen is displayed. The details for the VAT applied to the invoice are displayed. For more information refer topic: Viewing Invoice VAT


Buttons	Description	Remarks
Prime Listing	Click Prime Listing to view the Prime Billing details.	The Prime Billing Coupon List screen is displayed. The details for the Prime Billing are displayed in the Search Results section. For more information refer topic: Viewing the Prime Billing.
RM Listing	Click RM Listing to view the Rejection Memo details.	The Rejection Memo Coupon List screen is displayed. The details for the Rejection Memo are displayed in the Search Results section. For more information refer topic: Viewing the RM
BM Listing	Click BM Listing to view the Billing Memo details.	The Billing Memo List screen is displayed. The details for the Billing Memo are displayed in the Search Results section. For more information refer topic: Viewing the BM
Back to Manage Invoice	Click Back to Manage Invoice to go back to Invoice Search.	The Invoice Search screen is displayed.

The procedure to view the Prime Billing is as follows:

1. Click **Prime Listing**.
2. The **Prime Billing Coupon List** screen is displayed.
3. Select the Prime Billing to be viewed form the list displayed in the **Search Results** section.
4. Click .
5. The **View Prime Billing** screen is displayed.


The details for the Prime Billing are displayed in the **Prime Billing Details** section.

The procedure to view the Rejection Memo is as follows:

1. Click **RM Listing**.
2. The **Rejection Memo Coupon List** screen is displayed.
3. Select the Rejection memo to be viewed form the list displayed in the **Search Results** section.
4. Click .
5. The **View Rejection Memo** screen is displayed.

The details for the Rejection Memo are displayed in the **Rejection Memo Data Capture** section.

The procedure to view the Billing Memo is as follows:

1. Click **BM Listing**.
2. The **Billing Memo List** screen is displayed.
3. Select the Billing Memo to be viewed form the list displayed in the **Search Results** section.
4. Click .
5. The **View Billing Memo** screen is displayed.

The details for the Billing Memo are displayed in the **Billing Memo Details** section.

The procedure to view the Invoice VAT is as follows:

1. Click **Invoice VAT**.
2. The **Invoice VAT** screen is displayed.

For more information refer topic: **Viewing Invoice VAT**

1.2.19 Viewing the Prime Billing

1. Refer procedure to view Prime Billing.
2. The details for the Prime Billing are displayed in the **Prime Billing Details** section.
3. Click **Back** to go back to the **Prime Billing Coupons** List.

1.2.20 Viewing the Rejection Memo

1. Refer procedure to view Rejection Memo.
2. The details for the Rejection Memo are displayed in the **Rejection Memo Data Capture** section.
3. Click **Back** to go back to the **Rejection Memos** screen.

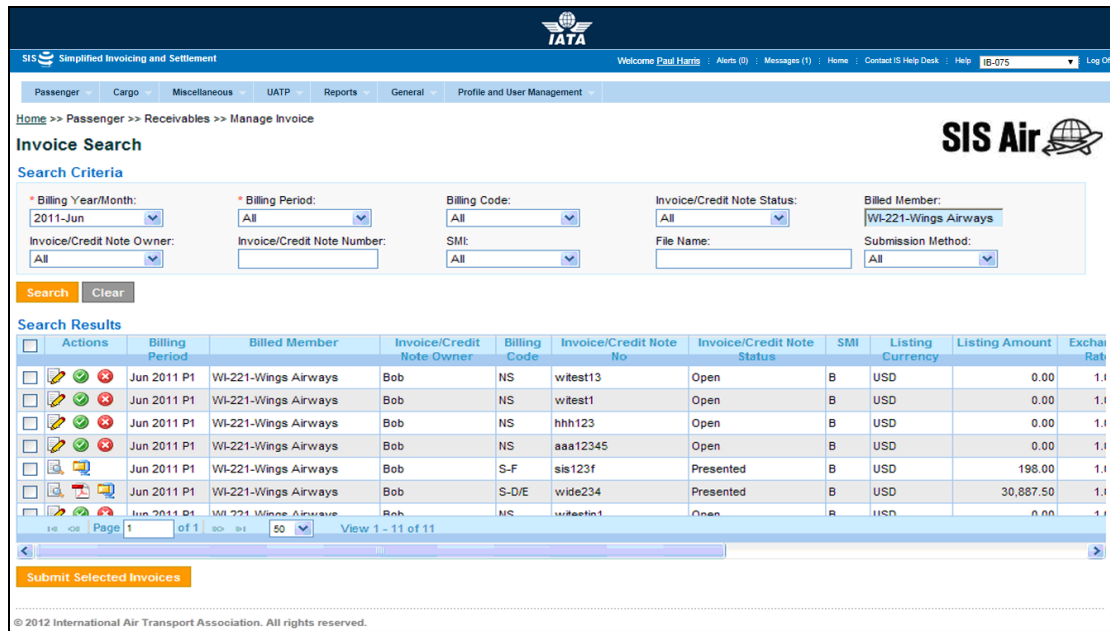
1.2.21 Viewing the Billing Memo

1. Refer procedure to view the Billing Memo.
2. The details for the Billing Memo are displayed in the **Billing Memo Details** section.
3. Click **Back** to go back to the **Billing Memo List** screen.

1.2.22 Submitting Invoice

To submit a **Non-Sampling Invoice**, the steps are as follows:

1. Search the Invoice.



Invoice Search

Search Criteria

* Billing Year/Month: 2011-Jun * Billing Period: All Billing Code: All Invoice/Credit Note Status: All Billed Member: WI-221-Wings Airways

Invoice/Credit Note Owner: All Invoice/Credit Note Number: SMI: All File Name: Submission Method: All

Search Results

Actions	Billing Period	Billed Member	Invoice/Credit Note Owner	Billing Code	Invoice/Credit Note No	Invoice/Credit Note Status	SMI	Listing Currency	Listing Amount	Exch. Rat
<input checked="" type="checkbox"/>	Jun 2011 P1	WI-221-Wings Airways	Bob	NS	witest13	Open	B	USD	0.00	1.1
<input type="checkbox"/>	Jun 2011 P1	WI-221-Wings Airways	Bob	NS	witest1	Open	B	USD	0.00	1.1
<input type="checkbox"/>	Jun 2011 P1	WI-221-Wings Airways	Bob	NS	hhh123	Open	B	USD	0.00	1.1
<input type="checkbox"/>	Jun 2011 P1	WI-221-Wings Airways	Bob	NS	aaa12345	Open	B	USD	0.00	1.1
<input type="checkbox"/>	Jun 2011 P1	WI-221-Wings Airways	Bob	S-F	sis123f	Presented	B	USD	198.00	1.1
<input type="checkbox"/>	Jun 2011 P1	WI-221-Wings Airways	Bob	S-D/E	wide234	Presented	B	USD	30,887.50	1.1
<input type="checkbox"/>	Jun 2011 P1	WI-221-Wings Airways	Bob	NS	witest1	Open	B	USD	0.00	1.1

Page 1 of 1 View 1 - 11 of 11

Submit Selected Invoices

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The procedure to submit an Invoice is as follows:

1. Select the invoice you want to submit from **Search Results** section.
2. Check if the Invoice/Credit note Status is **Ready for Submission**.
3. Click **Submit Selected Invoices**.
4. The selected invoice will be submitted to respective clearing house as mentioned in Member Profile.

Related Topics

[Editing an Invoice](#)

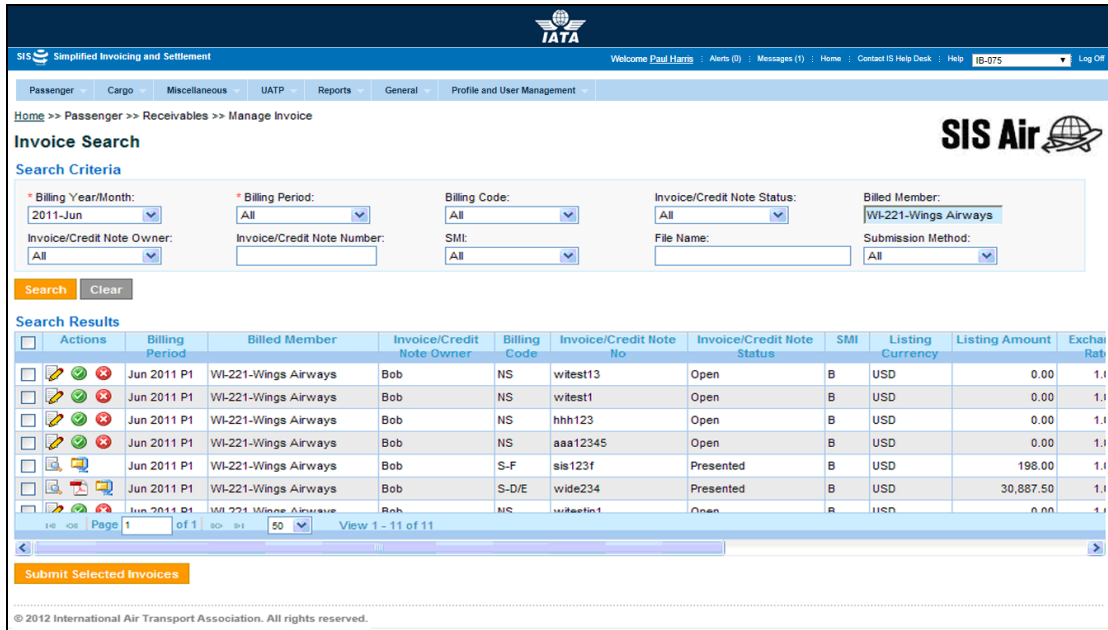
[Searching an Invoice](#)

[Validating an Invoice](#)

1.2.23 Deleting Invoice

To delete a **Non-Sampling Invoice**, the steps are as follows:

1. **Search the Invoice.**



Search Criteria

* Billing Year/Month: 2011-Jun * Billing Period: All Billing Code: All Invoice/Credit Note Status: All Billed Member: WI-221-Wings Airways
 Invoice/Credit Note Owner: All Invoice/Credit Note Number: SMI: All File Name: Submission Method: All

Search Results

Actions	Billing Period	Billed Member	Invoice/Credit Note Owner	Billing Code	Invoice/Credit Note No	Invoice/Credit Note Status	SMI	Listing Currency	Listing Amount	Exchange Rate
<input type="checkbox"/>	Jun 2011 P1	WI-221-Wings Airways	Bob	NS	witest13	Open	B	USD	0.00	1.1
<input type="checkbox"/>	Jun 2011 P1	WI-221-Wings Airways	Bob	NS	witest1	Open	B	USD	0.00	1.1
<input type="checkbox"/>	Jun 2011 P1	WI-221-Wings Airways	Bob	NS	hhh123	Open	B	USD	0.00	1.1
<input type="checkbox"/>	Jun 2011 P1	WI-221-Wings Airways	Bob	NS	aaa12345	Open	B	USD	0.00	1.1
<input type="checkbox"/>	Jun 2011 P1	WI-221-Wings Airways	Bob	S-F	sis123f	Presented	B	USD	198.00	1.1
<input type="checkbox"/>	Jun 2011 P1	WI-221-Wings Airways	Bob	S-D/E	wide234	Presented	B	USD	30,887.50	1.1
<input type="checkbox"/>	Jun 2011 P1	WI-221-Wings Airways	Bob	NS	witest1	Open	B	USD	0.00	1.1

Page 1 of 1 View 1 - 11 of 11


Submit Selected Invoices

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The procedure to delete an invoice is as follows:

1. Select the invoice you want to delete from the **Search Results** section.



2. Click 
3. The selected invoice is deleted from the database.

Related Topics

[Editing an Invoice](#)


[Searching an Invoice](#)

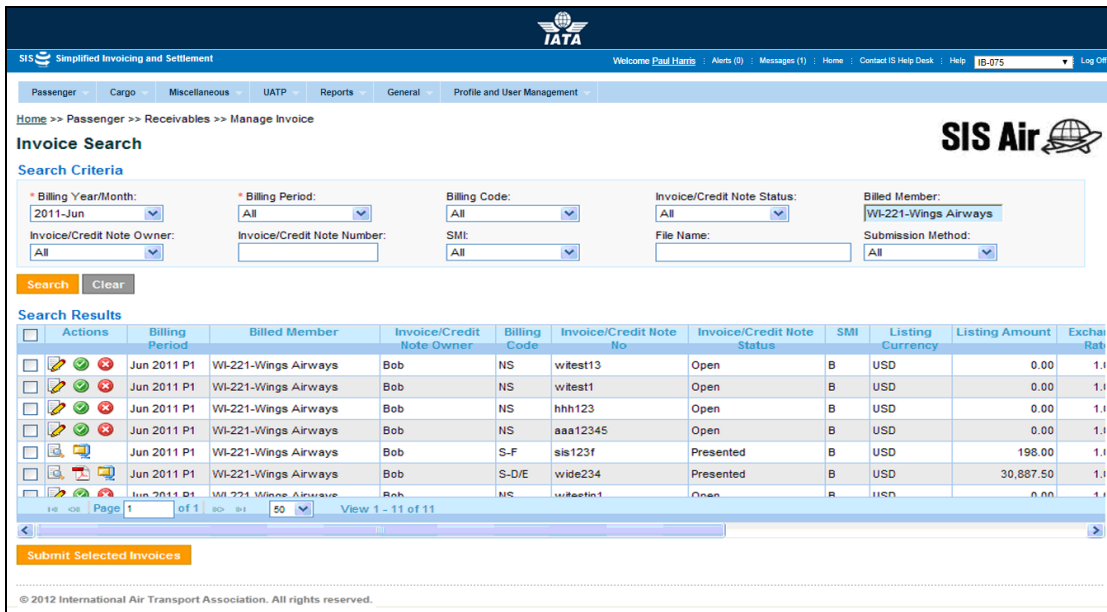
[Validating an Invoice](#)

1.2.24 Validating Invoice

To validate an invoice, the steps are as follows:

1. Search the Invoice.

2. The **Validate Invoice** button  is displayed in the **Search Invoice Summary** section.



3. Click **Validate Invoice** button, if all the system checks are validated for the invoice then the Invoice is marked as **Ready for Submission** else for any error in validation checks **Validation Errors** screen is displayed.

Validation Errors	
Code	Description
BPAXNS_10106	Invalid billing period
BPAXNS_10114	No transactions found

Fields	Description	Remarks
Code	It displays Error Code specified for the validation error.	The error codes are pre defined in the system.
Description	It displays a detailed description of the validation error occurred.	The description of error makes it easier for the user to correct the invoice as per system validations.



Related Topics

[Editing Invoice](#)

[Submitting Invoice](#)

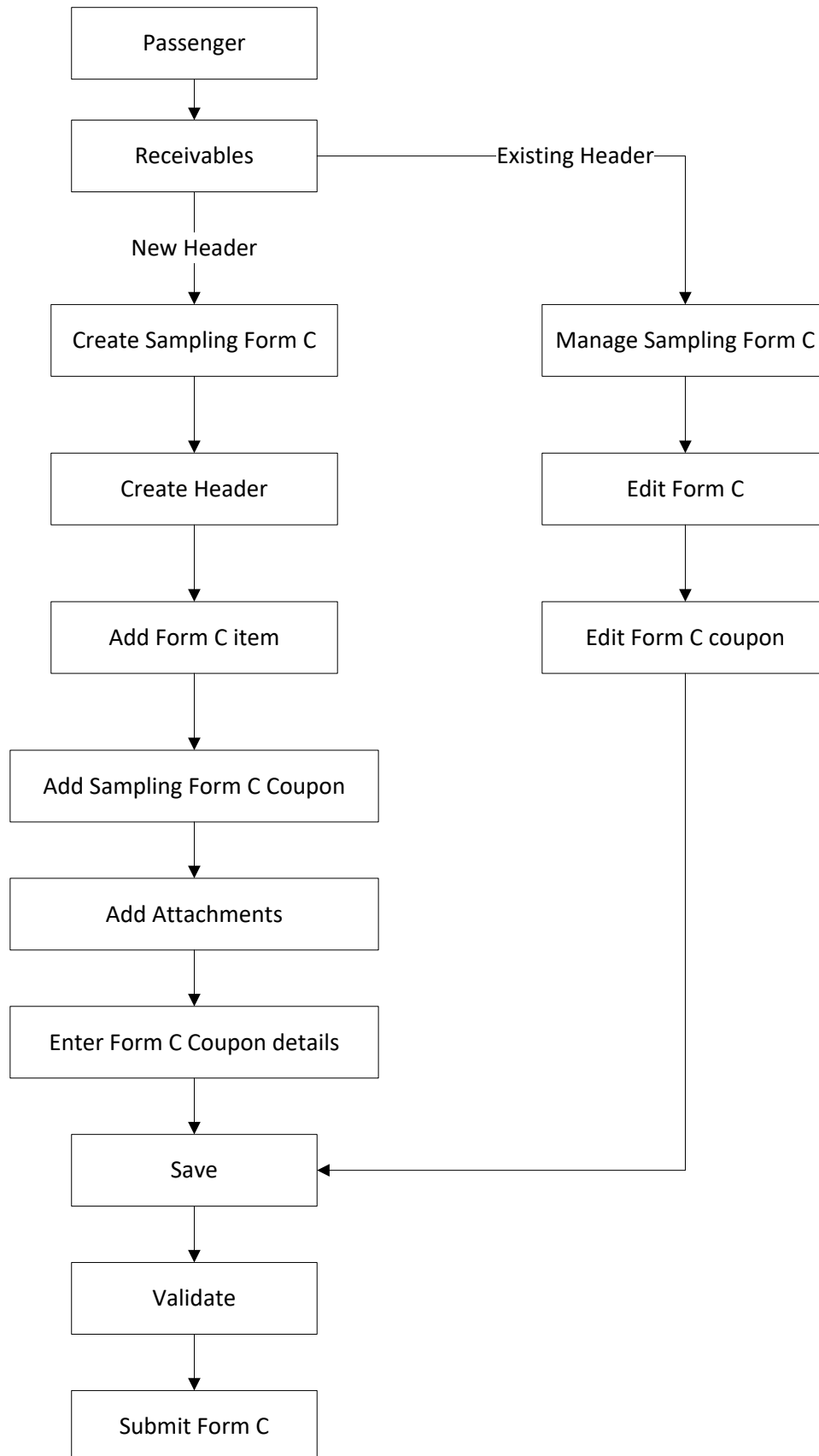
[Deleting Invoice](#)

1.3 Working with Sampling Forms

1.3.1 Processes for Sampling Forms

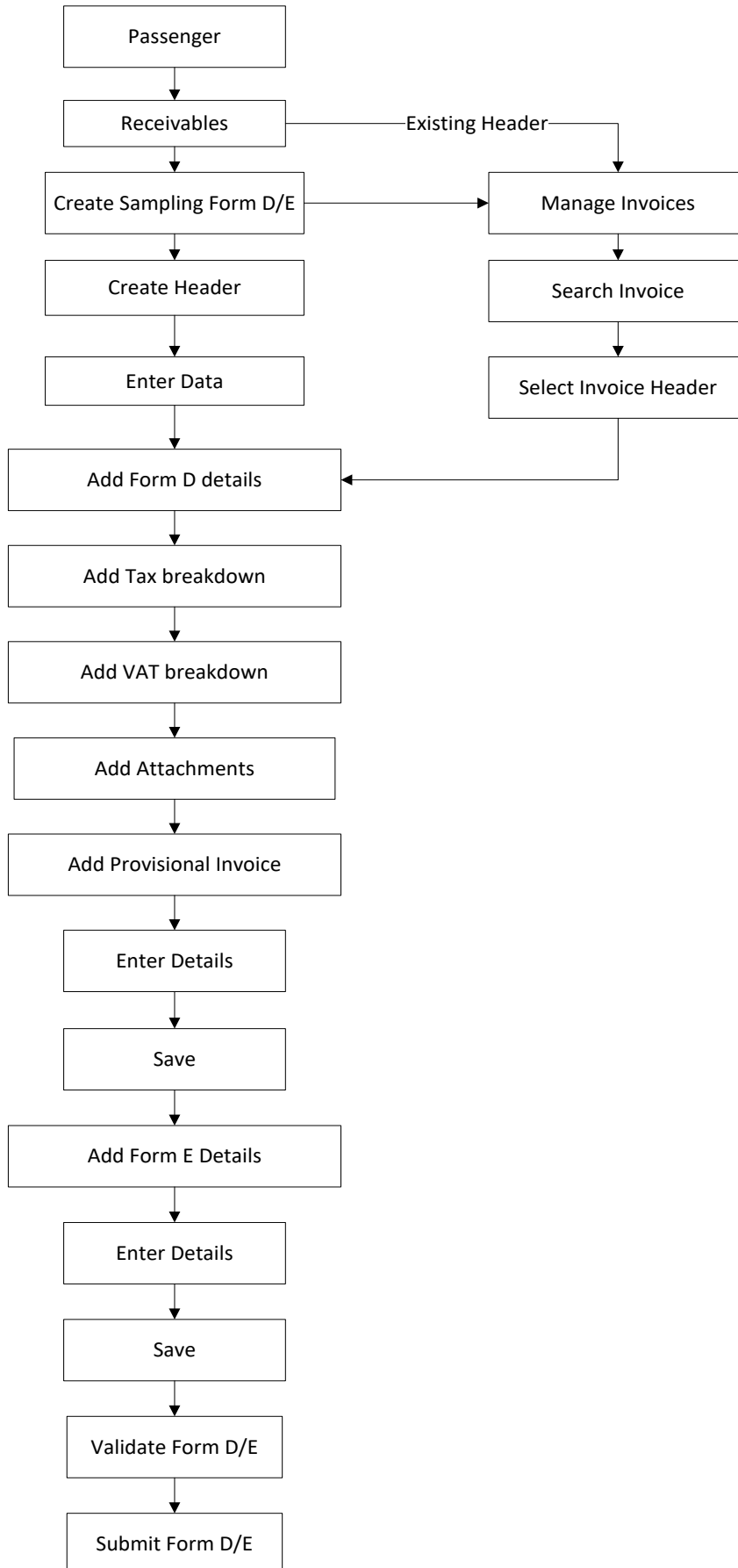
- Creating Form C
- Creating Form D/E
- Creating Form F
- Creating Form XF

Creating Form C

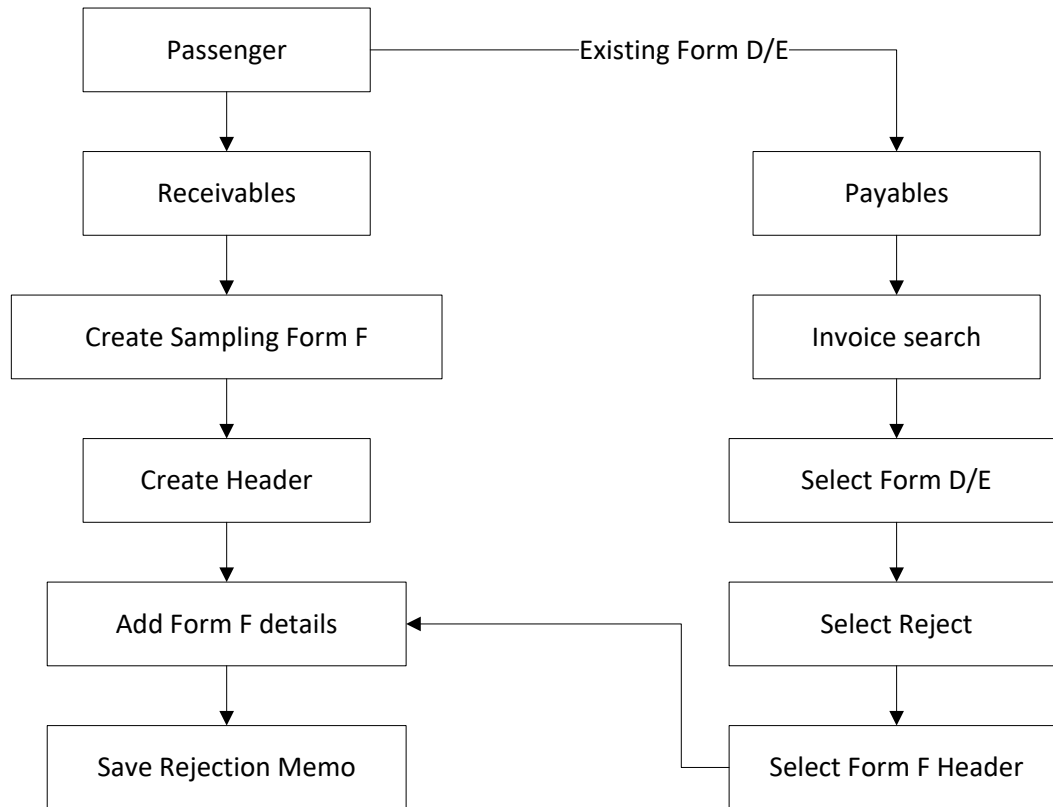




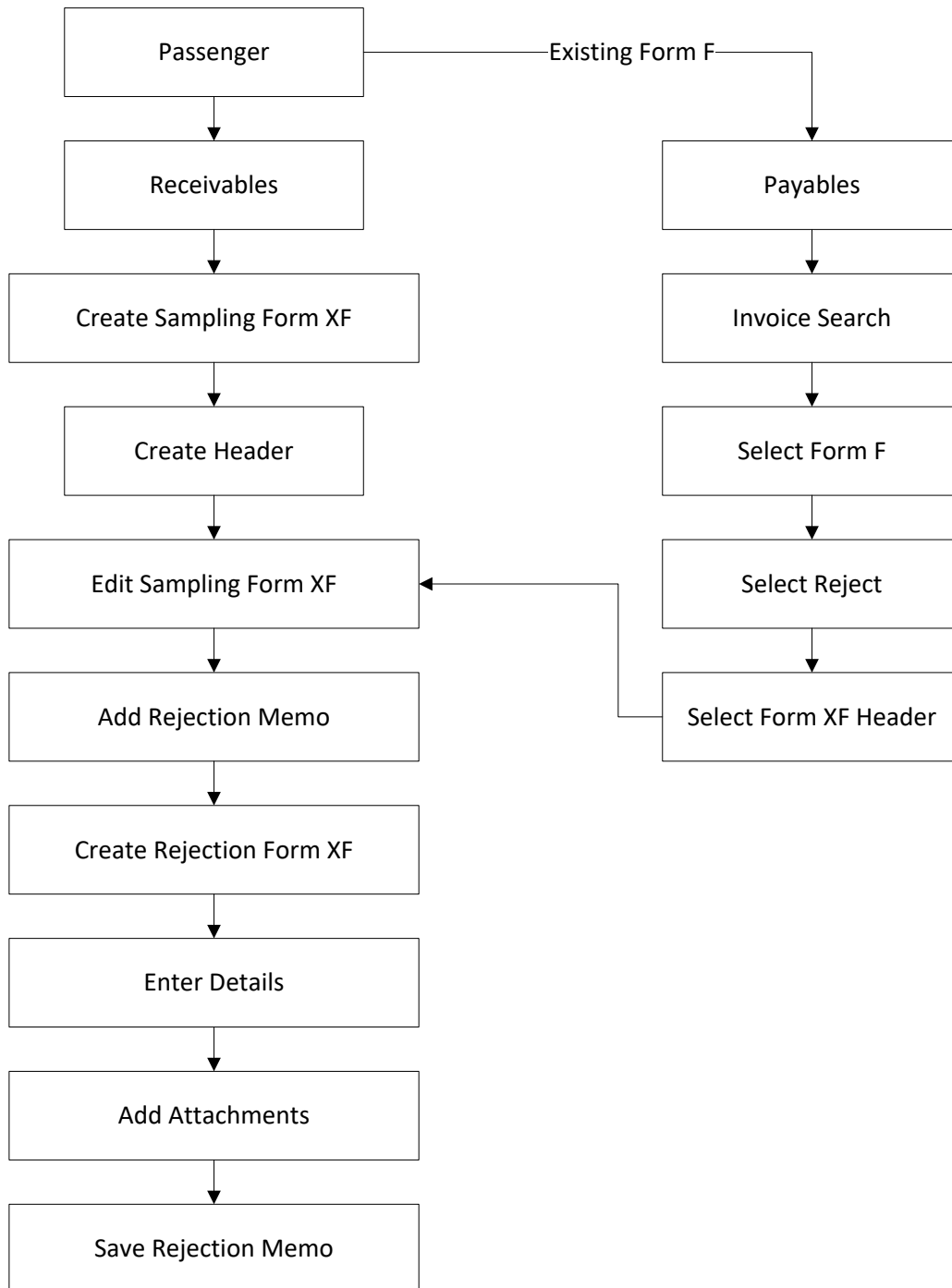
Creating Form D/E



Creating Form F



Creating Form XF



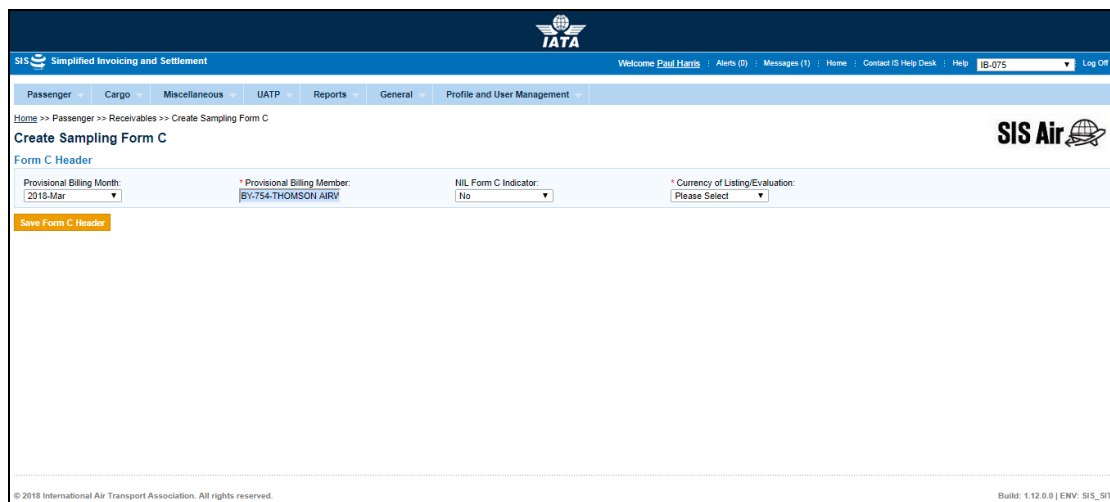
1.3.2 Creating Form C Header

To create a **Sampling Form C Header**, the steps are as follows:

1. Click **Passenger** menu.
2. Click **Receivables** submenu.
3. Click **Create Sampling Form C** option.
4. The **Create Sampling Form C** screen is displayed.

The Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- A blue field by default is a drop down list. The list is displayed only when you start typing in the given field or when you press down arrow key on the keyboard.
- A grayed field by default is auto populated with the data already present in the system.
- The Billing Period is referred to as Provisional Billing for Sampling Forms.
- The Billing Member is referred to as Provisional Billing Member for Sampling Forms.



Fields	Description	Remarks
Provisional Billing Month	It indicates the Month for which Form C is generated.	Default format is YYYY- MMM <ul style="list-style-type: none"> • For example, 2011-APR • Provisional Billing Month can be different from the Billing Year/Month/Period.
*Provisional Billing Member	It is the combination of designator, accounting code and commercial name of the billed member.	Unique alphanumeric code that identifies the member's location in the Member Profile. <ul style="list-style-type: none"> • It is the member ID who generates the invoice to be sent. • For example, WI-023-Wings Airways
NIL Form C Indicator	It indicates if you want to add details to Form C.	It should be one of the following values <ul style="list-style-type: none"> • No: Default value • Yes: if selected, you will not be able to add values of coupons to Form C later.

Fields	Description	Remarks
*Currency of Listing/Evaluation	It is the currency in which the transactions are listed.	-

The procedure to create Sampling Form C Header is as follows:

1. Enter the following fields:

- **Provisional Billing Month**
- **Provisional Billing Member**
- **NIL Form C Indicator**
- **Currency of Listing/Evaluation**

2. Click **Save Header**.

3. The **Edit Sampling Form C screen** is displayed with the confirmation that Form C Header is created successfully.

Related Topics

[Creating Form C](#)

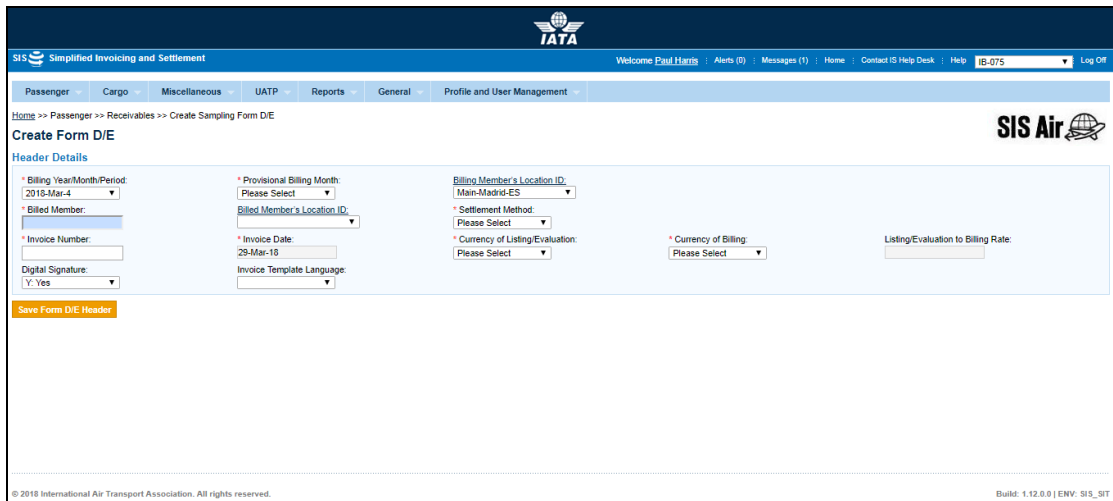
[Searching Form C](#)

[Deleting Form C](#)

1.3.3 Creating Form D/E Header

To create a **Sampling Form D/E Header**, the steps are as follows:

1. Click **Passenger** menu.
2. Click **Receivables** submenu.
3. Click **Create Sampling Form D/E** option.
4. The **Create Sampling Form D/E** screen is displayed.



The screenshot displays the 'Create Form D/E' interface. At the top, there is a navigation bar with the IATA logo and user information: 'Welcome Paul Harris', 'Alerts (0)', 'Messages (1)', 'Home', 'Contact IS Help Desk', 'Help', 'IB-075', and 'Log Off'. Below this is a menu bar with options: 'Passenger', 'Cargo', 'Miscellaneous', 'UATP', 'Reports', 'General', and 'Profile and User Management'. The main content area is titled 'Create Form D/E' and includes a breadcrumb trail: 'Home >> Passenger >> Receivables >> Create Sampling Form D/E'. The 'Header Details' section contains the following fields:

Billing Year/Month/Period: 2018-Mar-4	Provisional Billing Month: Please Select	Billing Member's Location ID: Main-Madrid-ES
Billed Member:	Billed Member's Location ID:	Settlement Method: Please Select
Invoice Number:	Invoice Date: 29-Mar-18	Currency of Listing/Evaluation: Please Select
Digital Signature: Y: Yes	Invoice Template Language:	Currency of Billing: Please Select
		Listing/Evaluation to Billing Rate:

At the bottom left of the form area, there is a button labeled 'Save Form D/E Header'. The footer of the page contains the text: '© 2018 International Air Transport Association. All rights reserved.' and 'Build: 1.12.0.0 | ENV: SIS_SIT'.

Fields	Description	Remarks
*Billing Year/Month/Period	The Clearance Period of the invoice (Year, Month and Period)	<p>For Example, Period 3 of April-2013 is represented as 2013-Apr-3</p> <p>The periods displayed are as follows:</p> <ul style="list-style-type: none"> • The current open period (default value). • The next 4 (future) periods; this may pertain to the next month also. • The previous closed period (if the late submission window is open in either of the clearing houses). <p>Note that selecting a future month does not guarantee invoice creation.</p> <p>See fields Settlement Method and Listing Evaluation to Billing Rate below. If the system needs to populate Listing Evaluation to Billing Rate; but does not find it for the future month, it will result in an error while saving the data.</p>
*Provisional Billing Month	It indicates the Month for which Form D/E is generated.	Provisional Billing Month can be different from the Billing Year/Month/Period.
Billing Member's Location ID	Unique alphanumeric code that identifies member's location as per the member profile.	<p>It generates the legal reference data for the Member.</p> <p>Default location is the MAIN Location.</p> <ul style="list-style-type: none"> • Default location can be changed by selecting the desired location from the list. • Click Billing Member's Location ID to change any reference data for the Member. • The header can be saved without reference data, by selecting the blank value at the top of the list. However it should be ensured that reference data is captured before validating the invoice. Otherwise the validation process will result in an error.
*Billed Member	It is the combination of designator, accounting code and commercial name of the billed member.	For example, WI-221-Wings Airways

Fields	Description	Remarks
Billed Member's Location ID	Unique alphanumeric code that identifies member's location as per the member profile.	<p>It generates the legal reference data for the Member.</p> <p>Default location is the MAIN Location.</p> <ul style="list-style-type: none"> • Default location can be changed by selecting the desired location from the list. • Click Billed Member's Location ID to change any reference data for the Member. • The header can be saved without reference data, by selecting the blank value at the top of the list. However it should be ensured that reference data is captured before validating the invoice. Otherwise the validation process will result in an error.
*Settlement Method	It is the Settlement Method of the invoice.	<p>Valid values are as follows:</p> <ul style="list-style-type: none"> □ Settlement via ICH <ul style="list-style-type: none"> • Applicable when both billing and billed members are ICH members. • Applicable for ICH Inter-Clearance Billings (ICH member billing ACH member). □ Settlement via ACH <ul style="list-style-type: none"> • Applicable when both billing and billed members are ACH members. • If both billing and billed members are dual members; but have indicated in the profile that they will bill each other Passenger billings via the ICH; then A cannot be used. ▪ Settlement via ACH using RAM Rule <ul style="list-style-type: none"> • Applicable for ACH Inter-clearance Billings (ACH member billing ICH member) • Applicable for settlement via ACH (ACH member billing ACH member) based on RAM rule. ▪ Bilateral Settlement (direct settlement between members not involving any clearing house). ▪ Where settlement is possible via a clearing house (ICH/ACH based on both the members' clearing house membership status), the default value will be set as ACH/ICH/ACH using RAM Rule as appropriate.

Fields	Description	Remarks
		<ul style="list-style-type: none"> ▪ ACH/ICH/ACH using RAM Rule can be changed to Bilateral if required. ▪ ACH can be changed to ACH using RAM Rule if required. ▪ When settlement is not possible via a clearing house, the default value will be set as Bilateral. It should not be changed to any other value. <p>Note:</p> <ul style="list-style-type: none"> • In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership of the parent member will be considered for determination/validation of Settlement Method
*Invoice Number	Unique alphanumeric ID that identifies the invoice.	<p>The Invoice Number could be up-to ten characters (English letters and numbers only)</p> <p>For example, WI1234</p> <ul style="list-style-type: none"> • Spaces and special characters (#, *, @, ~, - etc.) should not be used. • Letters are case insensitive. For example, wi1234 will be considered equal to WI1234 when performing duplicate checks. • Should not be duplicated by the billing airline within a calendar year.
*Invoice Date	It is the date of the invoice.	<p>Shows the date on which invoice header is created.</p> <ul style="list-style-type: none"> • Automatically updated to the date on which invoice is successfully submitted. • Cannot be edited or modified by the users.
*Currency of Listing/Evaluation	It is the currency in which the transactions are listed.	-

Fields	Description	Remarks
*Currency of Billing	It is the currency of billing of the invoice.	<p>Valid values are as follows:</p> <ul style="list-style-type: none"> □ When Settlement Method is ICH: <ul style="list-style-type: none"> • If both Billing/Billed airlines are in Zone A; value should be GBP. • If both Billing & Billed Airline are in Zone D; value should be EUR. • If both Billing/Billed airlines are in Zone B, value should be USD. • If Billing & Billed Airlines are in different ICH zones; or when the Billed Airline is an ACH member (inter-clearance billing); value should be USD. ▪ When Settlement Method is ACH using RAM Rule (ACH Inter-clearance Billings); value should be USD. ▪ When Settlement Method is ACH using RAM Rule (ACH member billing ACH member based on RAM rule); value should be USD or CAD. ▪ When Settlement Method is ACH value should be USD or CAD. ▪ When Settlement Method is Bilateral it can be any currency. <p>Note: In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership and ICH Zone of the parent member will be considered for determination / validation of Settlement Method</p>
Listing Evaluation to Billing Rate	It is the Exchange Rate applicable for the Currency of Listing with reference to the Currency of Billing (dividing rate).	<p>For example, If Currency of Listing/Evaluation is THB and Currency of Billing is USD; the Listing Evaluation to Billing Rate would be 30.208039.</p> <ul style="list-style-type: none"> • When Settlement Method is ICH/ACH using RAM Rule/ACH, Listing Evaluation to Billing Rate will be generated automatically with the Five Day Rate by the system and cannot be edited or modified. • When Settlement Method is Bilateral, the value should be entered by the user. It should not be zero or a negative value.

Fields	Description	Remarks
Digital Signature	It is a flag indicating whether digital signature is required or not.	Valid value are as follows: <ul style="list-style-type: none"> • N: No • Y: Yes • D: Default (as per profile settings) If digital signature requirements indicate an 'N' as per profile settings, it should not be changed to "Y".

The procedure to create Sampling Form D/E Header is as follows:

1. Enter the following details:
 - **Billing Year/Month Period**
 - **Provisional Billing Month**
 - **Billing Member's Location ID**
 - **Billed Member**
 - **Billed Member's Location ID**
 - **Settlement Method**
 - **Invoice Number**
 - **Invoice Date**
 - **Currency of Listing/Evaluation**
 - **Currency of Billing**
 - **Listing Evaluation to Billing Rate**
 - **Digital Signature**
2. Click **Save Header**.
3. The **Edit Non-Sampling Invoice** screen is displayed with the confirmation that Form D/E Header is created successfully.

Related Topics

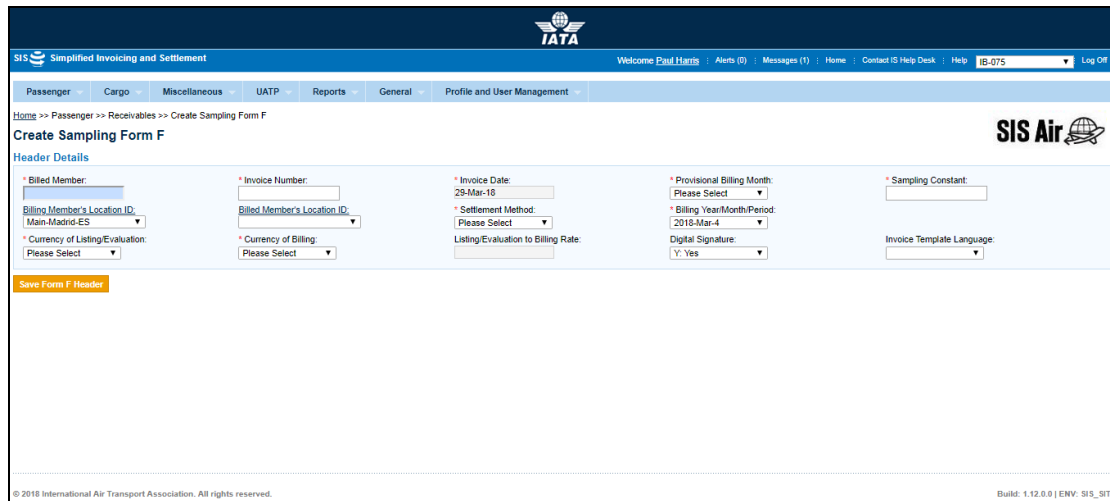
[Creating Form D/E](#)

[Searching Form D/E](#)

1.3.4 Creating Form F Header

To create a **Sampling Form F Header**, the steps are as follows:

1. Click **Passenger** menu.
2. Click **Receivables** submenu.
3. Click **Create Sampling Form F** option.
4. The **Create Sampling Form F** screen will be displayed.



Fields	Description	Remarks
*Billed Member	It is the combination of designator, accounting code and commercial name of the billed member.	For example, WI-221-Wings Airways
*Invoice Number	Unique alphanumeric ID that identifies the invoice.	<p>The Invoice Number could be up-to ten characters (English letters and numbers only)</p> <p>For example, WI1234</p> <ul style="list-style-type: none"> • Spaces and special characters (#, *, @, ~, - etc.) should not be used. • Letters are case insensitive. For example, wi1234 will be considered equal to WI1234 when performing duplicate checks. • Should not be duplicated by the billing airline within a calendar year.
*Invoice Date	It is the date of the invoice.	<p>Shows the date on which invoice header is created.</p> <ul style="list-style-type: none"> • Automatically updated to the date on which invoice is successfully submitted. • Cannot be edited or modified by the users.

Fields	Description	Remarks
*Provisional Billing Month	It indicates the Month for which Form F is generated.	Provisional Billing Month can be different from the Billing Year/Month/Period.
*Sampling Constant	The value is equal to Gross Total of Sample divided by Sample Adjusted Gross Amount.	It is constant with 3 decimal places. Modification of sampling constant will result change in Total Net Rejected Amount .
Billing Member's Location ID	Unique alphanumeric code that identifies member's location as per the member profile.	<p>It generates the legal reference data for the Member.</p> <p>Default location is the MAIN Location.</p> <ul style="list-style-type: none"> • Default location can be changed by selecting the desired location from the list. • Click Billing Member's Location ID to change any reference data for the Member. • The header can be saved without reference data, by selecting the blank value at the top of the list. However it should be ensured that reference data is captured before validating the invoice. Otherwise the validation process will result in an error.
Billed Member's Location ID	Unique alphanumeric code that identifies member's location as per the member profile.	<p>It generates the legal reference data for the Member.</p> <p>Default location is the MAIN Location.</p> <ul style="list-style-type: none"> • Default location can be changed by selecting the desired location from the list. • Click Billed Member's Location ID to change any reference data for the Member. • The header can be saved without reference data, by selecting the blank value at the top of the list. However it should be ensured that reference data is captured before validating the invoice. Otherwise the validation process will result in an error.

Fields	Description	Remarks
*Settlement Method	It is the Settlement Method of the invoice.	<p>Valid values are as follows:</p> <ul style="list-style-type: none"> ▪ When Settlement Method is ICH: <ul style="list-style-type: none"> • If both Billing/Billed airlines are in Zone A; value should be GBP. • If both Billing & Billed Airline are in Zone D; value should be EUR. • If both Billing/Billed airlines are in Zone B, value should be USD. • If Billing & Billed Airlines are in different ICH zones; or when the Billed Airline is an ACH member (inter-clearance billing); value should be USD. ▪ When Settlement Method is ACH using RAM Rule (ACH Inter-clearance Billings); value should be USD. ▪ When Settlement Method is ACH using RAM Rule (ACH member billing ACH member based on RAM rule); value should be USD or CAD. ▪ When Settlement Method is ACH value should be USD or CAD. <p>When Settlement Method is Bilateral it can be any currency.</p> <p>Note: In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership of the parent member will be considered for determination/validation of Settlement Method</p>

Fields	Description	Remarks
*Billing Year/Month/Period	The Clearance Period of the invoice (Year, Month and Period)	<p>For Example, Period 3 of April-2013 is represented as 2013-Apr-3</p> <p>The periods displayed are as follows:</p> <ul style="list-style-type: none"> • The current open period (default value). • The next 4 (future) periods; this may pertain to the next month also. • The previous closed period (if the late submission window is open in either of the clearing houses). • Note that selecting a future month does not guarantee invoice creation. See fields Settlement Method and Listing Evaluation to Billing Rate below. If the system needs to populate Listing Evaluation to Billing Rate; but does not find it for the future month, it will result in an error while saving the data.
*Currency of Listing/Evaluation	It is the currency in which the transactions are listed.	-

Fields	Description	Remarks
*Currency of Billing	It is the currency of billing of the invoice.	<p>Valid values are as follows:</p> <ul style="list-style-type: none"> ▪ When Settlement Method is ICH: <ul style="list-style-type: none"> • If both Billing/Billed airlines are in Zone A; value should be GBP. • If both Billing & Billed Airline are in Zone D; value should be EUR. • If both Billing/Billed airlines are in Zone B, value should be USD. • If Billing & Billed Airlines are in different ICH zones; or when the Billed Airline is an ACH member (inter-clearance billing); value should be USD. ▪ When Settlement Method is ACH using RAM Rule (ACH Inter-clearance Billings); value should be USD. ▪ When Settlement Method is ACH using RAM Rule (ACH member billing ACH member based on RAM rule); value should be USD or CAD. ▪ When Settlement Method is ACH value should be USD or CAD. <p>When Settlement Method is Bilateral it can be any currency.</p> <p>Note: In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership and ICH Zone of the parent member will be considered for determination / validation of Settlement Method</p>
Listing Evaluation to Billing Rate	It is the Exchange Rate applicable for the Currency of Listing with reference to the Currency of Billing (dividing rate).	<p>For example, If Currency of Listing/Evaluation is THB and Currency of Billing is USD; the Listing Evaluation to Billing Rate would be 30.208039.</p> <ul style="list-style-type: none"> • When Settlement Method is ICH/ACH using RAM Rule/ACH, Listing Evaluation to Billing Rate will be generated automatically with the Five Day Rate by the system and cannot be edited or modified. • When Settlement Method is Bilateral, the value should be entered by the user. It should not be zero or a negative value.

Fields	Description	Remarks
Digital Signature	It is a flag indicating whether digital signature is required or not.	Valid value are as follows: <ul style="list-style-type: none"> • N: No • Y: Yes • D: Default (as per profile settings) If digital signature requirements indicate a N as per profile settings, it should not be changed to Y .

The procedure for creating a Sampling Form F Header is as follows:

1. Enter the following details:
 - **Billed Member**
 - **Invoice Number**
 - **Invoice Date**
 - **Provisional Billing Month**
 - **Sampling Constant**
 - **Billing Member's Location ID**
 - **Billed Member's Location ID**
 - **Settlement Method**
 - **Billing Year/Month/Period**
 - **Currency of Listing/Evaluation**
 - **Currency of Billing**
 - **Listing Evaluation to Billing Rate**
 - **Digital Signature**
2. Click **Save Header**.
3. The **Edit Non-Sampling Invoice** screen is displayed with the confirmation that the Form F Header is created successfully.

Related Topics

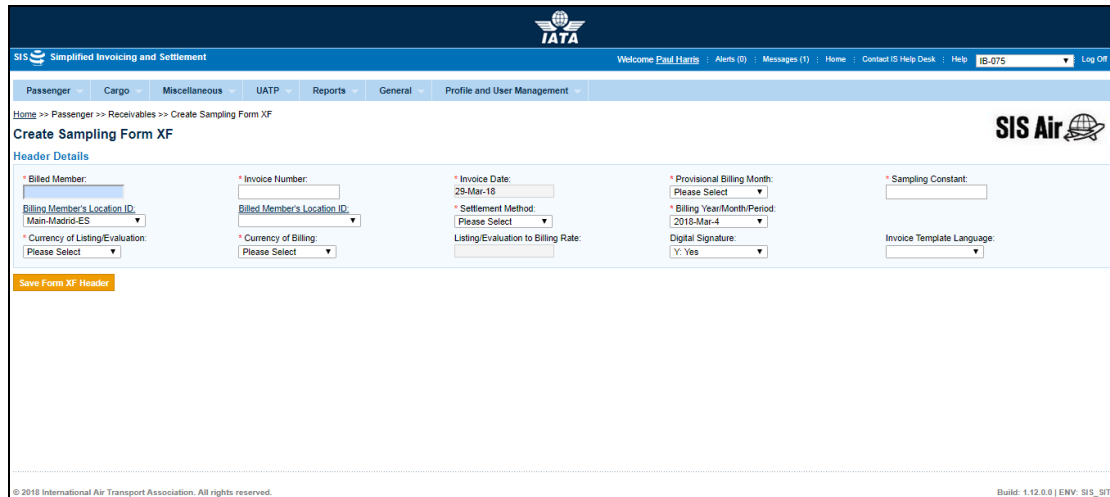
[Creating Form F](#)

[Searching Form F](#)

1.3.5 Creating Form XF Header

To create a **Sampling Form XF Header**, the steps are as follows:

1. Click **Passenger** menu.
2. Click **Receivables** submenu.
3. Click **Create Sampling Form XF** option.
4. The **Create Sampling Form XF** screen will be displayed.



Fields	Description	Remarks
*Billed Member	It is the combination of designator, accounting code and commercial name of the billed member.	For example, WI-221-Wings Airways
*Invoice Number	Unique alphanumeric ID that identifies the invoice.	<p>The Invoice Number could be up-to ten characters (English letters and numbers only)</p> <p>For example, WI1234</p> <ul style="list-style-type: none"> • Spaces and special characters (#, *, @, ~, - etc.) should not be used. • Letters are case insensitive. For example, wi1234 will be considered equal to WI1234 when performing duplicate checks. • Should not be duplicated by the billing airline within a calendar year.
*Invoice Date	It is the date of the invoice.	<p>Shows the date on which invoice header is created.</p> <ul style="list-style-type: none"> • Automatically updated to the date on which invoice is successfully submitted. • Cannot be edited or modified by the users.

Fields	Description	Remarks
*Provisional Billing Month	It indicates the Month for which Form XF is generated.	Provisional Billing Month can be different from the Billing Year/Month/Period.
*Sampling Constant	The value is equal to Gross Total of Sample divided by Sample Adjusted Gross Amount.	It is constant with 3 decimal places. Modification of sampling constant will result change in Total Net Rejected Amount .
Billing Member's Location ID	Unique alphanumeric code that identifies member's location as per the member profile.	<p>It generates the legal reference data for the Member.</p> <p>Default location is the MAIN Location.</p> <ul style="list-style-type: none"> • Default location can be changed by selecting the desired location from the list. • Click Billing Member's Location ID to change any reference data for the Member. • The header can be saved without reference data, by selecting the blank value at the top of the list. However it should be ensured that reference data is captured before validating the invoice. Otherwise the validation process will result in an error.
Billed Member's Location ID	Unique alphanumeric code that identifies member's location as per the member profile.	<p>It generates the legal reference data for the Member.</p> <p>Default location is the MAIN Location.</p> <ul style="list-style-type: none"> • Default location can be changed by selecting the desired location from the list. • Click Billed Member's Location ID to change any reference data for the Member. • The header can be saved without reference data, by selecting the blank value at the top of the list. However it should be ensured that reference data is captured before validating the invoice. Otherwise the validation process will result in an error.

Fields	Description	Remarks
*Settlement Method	It is the Settlement Method of the invoice.	<p>Valid values are as follows:</p> <ul style="list-style-type: none"> ▪ When Settlement Method is ICH: <ul style="list-style-type: none"> • If both Billing/Billed airlines are in Zone A; value should be GBP. • If both Billing & Billed Airline are in Zone D; value should be EUR. • If both Billing/Billed airlines are in Zone B, value should be USD. • If Billing & Billed Airlines are in different ICH zones; or when the Billed Airline is an ACH member (inter-clearance billing); value should be USD. ▪ When Settlement Method is ACH using RAM Rule (ACH Inter-clearance Billings); value should be USD. ▪ When Settlement Method is ACH using RAM Rule (ACH member billing ACH member based on RAM rule); value should be USD or CAD. ▪ When Settlement Method is ACH value should be USD or CAD. <p>When Settlement Method is Bilateral it can be any currency.</p> <p>Note: In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership of the parent member will be considered for determination/validation of Settlement Method</p>
*Billing Year/Month/Period	The Clearance Period of the invoice (Year, Month and Period)	<p>For Example, Period 3 of April-2013 is represented as 2013-Apr-3</p> <p>The periods displayed are as follows:</p> <ul style="list-style-type: none"> • The current open period (default value). • The next 4 (future) periods; this may pertain to the next month also. • The previous closed period (if the late submission window is open in either of the clearing houses). <p>Note that selecting a future month does not guarantee invoice creation. See fields Settlement Method and Listing Evaluation to Billing Rate below. If the system needs to populate Listing Evaluation to Billing Rate; but does not find it for the future month, it will result in an error while saving the data.</p>

Fields	Description	Remarks
*Currency of Listing/Evaluation	It is the currency in which the transactions are listed.	-
*Currency of Billing	It is the currency of billing of the invoice.	<p>Valid values are as follows:</p> <ul style="list-style-type: none"> ▪ When Settlement Method is ICH: <ul style="list-style-type: none"> • If both Billing/Billed airlines are in Zone A; value should be GBP. • If both Billing & Billed Airline are in Zone D; value should be EUR. • If both Billing/Billed airlines are in Zone B, value should be USD. • If Billing & Billed Airlines are in different ICH zones; or when the Billed Airline is an ACH member (inter-clearance billing); value should be USD. ▪ When Settlement Method is ACH using RAM Rule (ACH Inter-clearance Billings); value should be USD. ▪ When Settlement Method is ACH using RAM Rule (ACH member billing ACH member based on RAM rule); value should be USD or CAD. ▪ When Settlement Method is ACH value should be USD or CAD. <p>When Settlement Method is Bilateral it can be any currency.</p> <p>Note: In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership and ICH Zone of the parent member will be considered for determination / validation of Settlement Method</p>

Fields	Description	Remarks
Listing Evaluation to Billing Rate	It is the Exchange Rate applicable for the Currency of Listing with reference to the Currency of Billing (dividing rate).	For example, If Currency of Listing/Evaluation is THB and Currency of Billing is USD; the Listing Evaluation to Billing Rate would be 30.208039. <ul style="list-style-type: none"> When Settlement Method is ICH/ACH using RAM Rule/ACH, Listing Evaluation to Billing Rate will be generated automatically with the Five Day Rate by the system and cannot be edited or modified. When Settlement Method is Bilateral, the value should be entered by the user. It should not be zero or a negative value.
Digital Signature	It is a flag indicating whether digital signature is required or not.	Valid value are as follows: <ul style="list-style-type: none"> N: No Y: Yes D: Default (as per profile settings) If digital signature requirements indicate an 'N' as per profile settings, it should not be changed to "Y".

The procedure to create Sampling Form XF Header is as follows:

1. Enter the following details:

- **Billed Member**
- **Invoice Number**
- **Invoice Date**
- **Provisional Billing Month**
- **Sampling Constant**
- **Billing Member's Location ID**
- **Billed Member's Location ID**
- **Settlement Method**
- **Billing Year/Month/Period**
- **Currency of Listing/Evaluation**
- **Currency of Billing**
- **Listing Evaluation to Billing Rate**
- **Digital Signature**

2. Click **Save Header**.

3. The **Edit Non-Sampling Invoice** screen is displayed with the confirmation that the Form XF Header is created successfully.

Related Topics

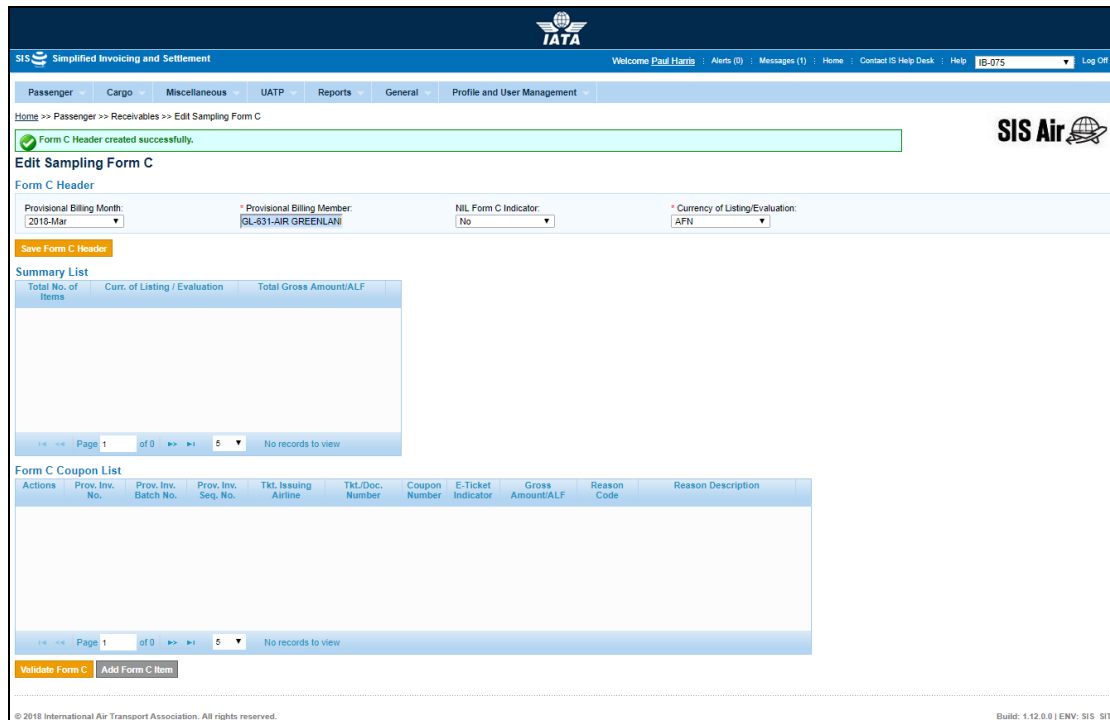
[Creating Form XF](#)

[Searching Form XF](#)

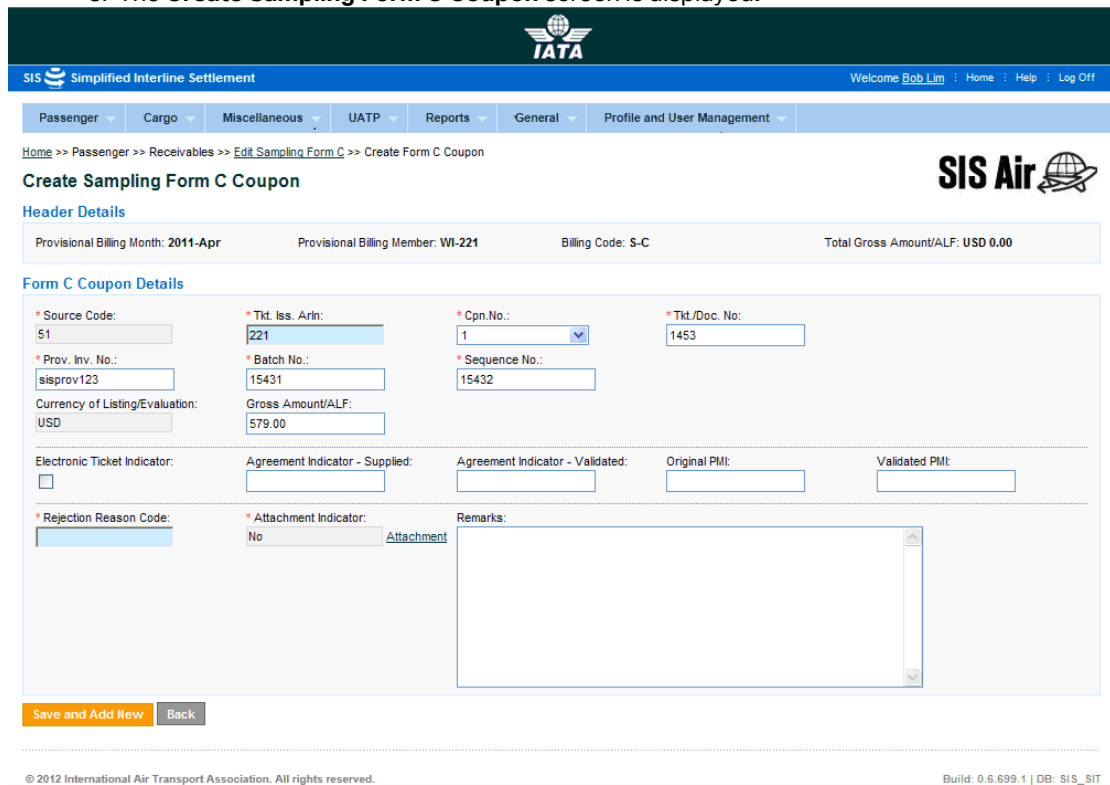
1.3.6 Creating Form C

To create a **Sampling Form C Header**, the steps are as follows:

1. **Create Form C Header.**



2. Click **Add Form C Item** button located at the end of the page.
3. The **Create Sampling Form C Coupon** screen is displayed.



Fields	Description	Remarks
Header Details	It displays the details listed while creating Form C Header.	It displays following <ul style="list-style-type: none"> • Provisional Billing Month • Provisional Billing Member • Billing Code • Total Gross Amount/ALF
Form C Coupon Details		
*Source Code	It is the Source Code of the transaction.	Should be a valid Source Code as published by the industry. It is a two digit numeric code. It should always be 51: Source Code for Sampling Form C.
Tkt. Iss. ArIn	It is the accounting code of the issuing airline that bills the coupon.	Should be a valid accounting code. For Example, 221 for WI (Wings Airways)
*Cpn.No.	It is the coupon number (of the passenger ticket, EBT, MCO, MPD, EMD or FIM).	9 can be selected for billing of FIMs without a coupon number.
*Tkt. /Doc No.	It is the document number (of the passenger ticket, EBT, MCO, MPD, EMD or FIM).	Should be a valid TKT/Doc No.
*Prov.Inv.No.	Provisional Invoice Number. Unique alphanumeric code that identifies the invoice.	The Invoice Number could be up-to ten characters (English letters and numbers only) For example, WI1234 <ul style="list-style-type: none"> • Spaces and special characters (#, *, @, ~, - etc.) should not be used. • Letters are case insensitive. For example, wi1234 will be considered equal to WI1234 when performing duplicate checks. • Should not be duplicated by the billing airline within a calendar year.
*Batch No.	It is the Batch Sequence Number of the transaction.	The combination of Batch Number and Sequence Number should not be repeated within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.

Fields	Description	Remarks
*Sequence No.	It is the Sequence Number within a batch of the transaction.	The combination of Batch Number and Sequence Number should not be repeated within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.
Currency of Listing/Evaluation	It is the currency in which the transactions are listed.	-
Gross Amount/ALF	It is the fare value of the coupon.	Should be a positive value. Maximum number of decimal places allowed is 2.
Electronic Ticket Indicator	It is the Electronic ticket indicator.	The check box is selected by default indicating that the billed coupon belongs to an E-Ticket. If the check box is not selected, it indicates paper tickets/documents.
Agreement Indicator-Supplied	It is the Agreement Indicator.	This is an optional field <ul style="list-style-type: none"> ▪ Where a single character value is provided, it must be valid as per industry specifications. Valid values are as follows: <ul style="list-style-type: none"> • I - First & Final Attachment I transactions • J - First & Final Attachment J transactions • K - NFP Non Final transactions • W - Switched Own Prorate transactions requiring AIA Value Confirmation • V - Switched Own Prorate transactions not requiring AIA Value Confirmation • T - Stored Own Prorate transactions No validations are performed on bilateral 2 character values.

Fields	Description	Remarks
Agreement Indicator-Validated	It is the Validated Agreement Indicator.	<p>This is an optional field</p> <ul style="list-style-type: none"> ▪ Where a single character value is provided, it must be valid as per industry specifications. Valid values are as follows: <ul style="list-style-type: none"> • I - First & Final Attachment I transactions • J - First & Final Attachment J transactions • K - NFP Non Final transactions • W - Switched Own Prorate transactions requiring AIA Value Confirmation • V - Switched Own Prorate transactions not requiring AIA Value Confirmation • T - Stored Own Prorate transactions <p>No validations are performed on bilateral 2 character values.</p>
Original PMI	It is the Original Pricing Method Indicator.	<p>This field should be blank if Agreement Indicator is blank. Exception:</p> <ul style="list-style-type: none"> • Should be "N" if 'Agreement Indicator' is "I", "J" or "K". • Should be "O" if 'Agreement Indicator' is "W", "V" or "T". • Value N may be provided even if Agreement Indicator is blank. This exception will be allowed for some months after go-live of SIS, and the date of removal of this exception will be decided by the IATA RAWG (Revenue Accounting Working Group).
Validated PMI	It is the Validated Pricing Method Indicator.	<p>This field should be blank if Agreement Indicator is blank. Exception:</p> <ul style="list-style-type: none"> • Should be "N" if 'Agreement Indicator' is "I", "J" or "K". • Should be "O" if 'Agreement Indicator' is "W", "V" or "T". • Value N may be provided even if Agreement Indicator is blank. This exception will be allowed for some months after go-live of SIS, and the date of removal of this exception will be decided by the IATA RAWG (Revenue Accounting Working Group).

Fields	Description	Remarks
*Rejection Reason Code	The Reason Code for rejection.	Should be a valid Reason Code as published by the industry The Reason Code will determine whether coupon breakdown is mandatory. Note when 3A is provided, details of one coupon should be provided and not more than one.
*Attachment Indicator	It indicates whether any supporting documents (attachments) have been added to the transaction.	This field is automatically set by the system <ul style="list-style-type: none"> Will be set to Yes if one or more attachments are added to the transaction. Will be set to No if no attachments are added to the transaction (or when all existing attachments have been removed) Click Attachment to add/remove attachments.
Remarks	It is a brief description provided by the Billing Member for the Form C.	Any comments or reason for raising the rejection can be stated here.

Buttons	Description	Remarks
Save and Add New	Click Save and Add New to save the coupon data and add data for a new coupon.	After data of the current coupon is successfully saved, the same screen with blank fields is offered to the user for capturing the next coupon.
Back	Click Back to go to the previous screen.	If there are any unsaved changes/additions on the screen, a warning will be provided to the user.

The procedure to add a coupon to Form C is as follows:

1. **Source Code** is generated automatically.
2. Enter the following details:
 - **Tkt. Iss. Arln**
 - **Coupon Number**
 - **Tkt. Doc. No.**
 - **Prov. Inv. No**
 - **Batch Number**
 - **Sequence Number**
 - **Currency of Listing/Evaluation is generated automatically**
 - **Gross Amount/ALF**
 - **Select the Electronic Ticket Indicator**
 - **Agreement Indicator- Supplied**
 - **Agreement Indicator- Validated**
 - **Original PMI**
 - **Validated PMI**
 - **Rejection Reason Code**
 - **Click Attachments to attach supporting documents**
 - **Remarks**
3. Click **Save and Add New** to add new coupon details to the same Form.

4. The Create Sampling Form C coupon is displayed with the confirmation that the Form C coupon is created successfully.


Related Topics

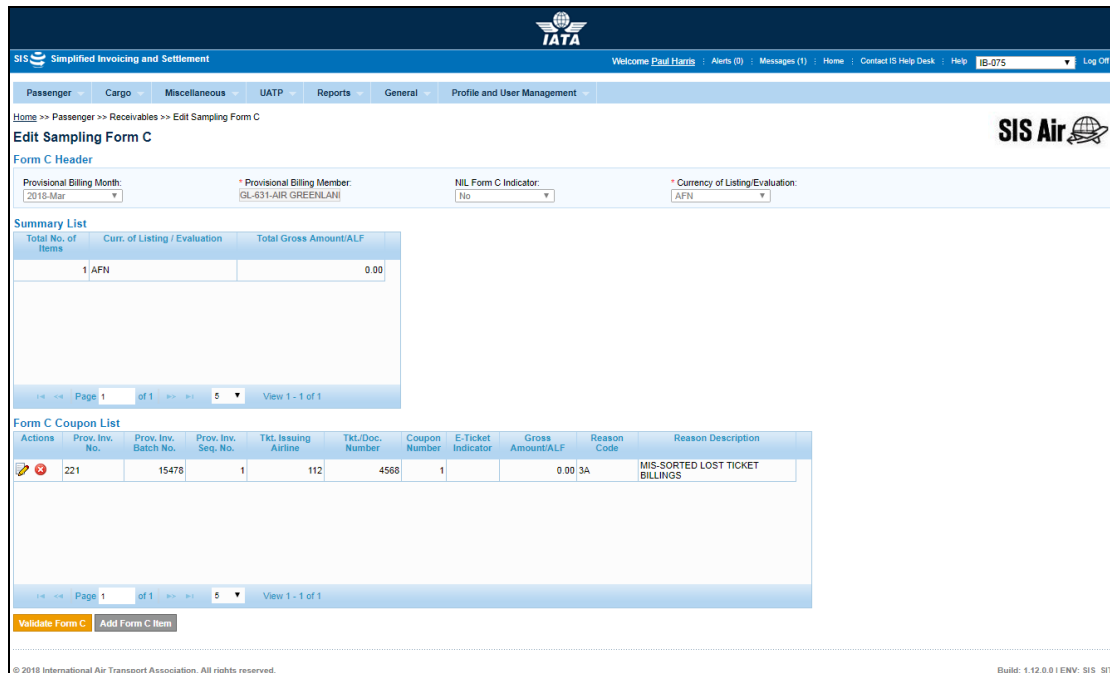
[Searching form C](#)

[Submitting Sampling Form](#)

1.3.7 Editing Form C

To Edit Sampling Form C, the steps are as follows:



1. Search the Form C to be edited.
2. Select the Form C from the list displayed in the **Search Results** section.
3. Click .
4. The **Edit Sampling Form C** screen is displayed.



The sections, fields and buttons displayed are as explained in the following table.

Sections	Description	Remarks
Form C Header	Displays the details for the Form C Header.	<p>The details for the following fields are displayed:</p> <ul style="list-style-type: none"> • Provisional Billing Month • Provisional Billing Member • NIL Form C Indicator • Currency of Listing/Evaluation <p>Note: The fields can not be edited.</p>
Summary List	Displays the details of Form C Items.	<p>The details for the following fields are displayed:</p> <ul style="list-style-type: none"> • Total no. of Items • Curr. Of Listing/Evaluation • Total Gross Amount/ALF

Sections	Description	Remarks
Form C Coupon List	Displays the details for the Form C Coupons.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Prov.Inv.No. • Prov. Inv. Batch No. • Prov. Inv. Seq. No. • Tkt. Issuing Airline • Tkt. /Doc. No. • Coupon Number • E- Ticket Indicator • Gross Amount/ALF • Reason Code • Reason Description

Buttons	Description	Remarks
Validate Form C	Click Validate Form C to validate the Form C.	A message is displayed on the screen indicating successful validation of the Form C. <ul style="list-style-type: none"> • The Validate Form C button then changes to Submit Form C. • Click Submit Form C to submit the Form C to the billed member.
Add Form C Item	Click Add Form C Item to add a Form C Item.	The Create Sampling Form C Coupon screen is displayed. Enter the details for the coupon.
Back to Form C Search	Click Back to Form C Search to go back to the Sampling Form C Search screen.	-
	Click Edit to edit an existing Form C Coupon.	The Edit Sampling Form C Coupon screen is displayed. You can edit the values for the fields.
	Click Delete to delete an existing Form C Coupon.	-


The procedure to add a Form C Item is as follows:

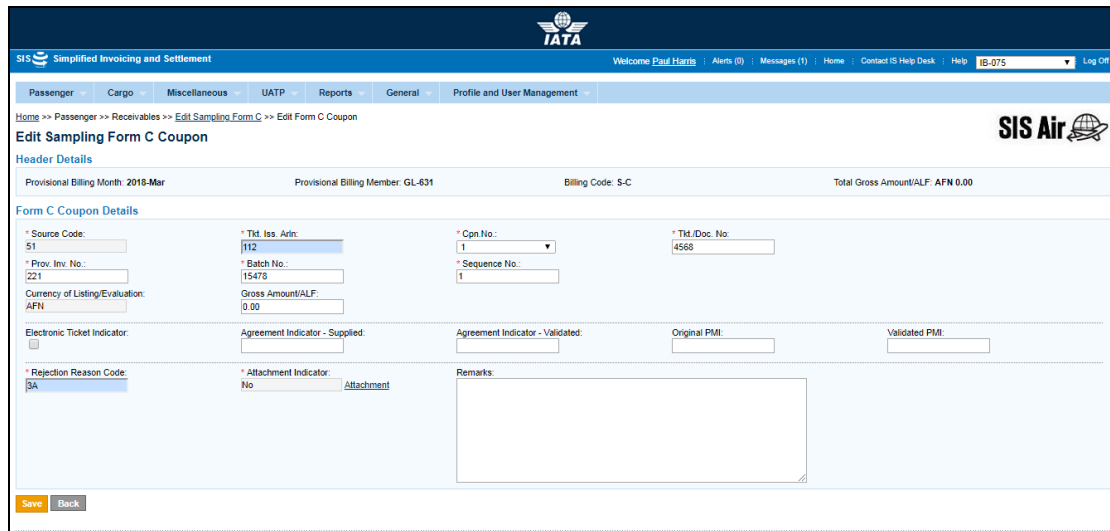
1. Click **Add Form C Item**.
2. The **Create Sampling Form C Coupon** screen is displayed.
3. Enter the details for the fields in the **Form C Coupon Details** section.
4. The details are displayed in the **Form C Coupon List** section.
5. The details in the **Summary List** section change.

For more information on how to Create Form C Coupon, refer topic Creating Form C.

1.3.8 Editing Sampling Form C Coupon

The procedure to edit a Form C Item is as follows:

1. Select the Form C coupon from the list displayed in the **Form C Coupon List** section.
2. Click .
3. The **Edit Sampling Form C Coupon** screen is displayed.



4. Edit the details for the fields.
5. Click **Save**.
6. The details for the Form C Coupon are saved.
7. The details are displayed in the **Form C Coupon List** section.
8. The details in the **Summary List** section change.

1.3.9 Validating Sampling Form C

The procedure to validate Sampling Form C is as follows:

1. Click **Validate Form C**.
2. After successful validation a message is displayed on the screen indicating that the Form C is validated successfully.
3. The **Validate Form C** button then changes to **Submit Form C**.

1.3.10 Submitting Sampling Form C

The procedure to submit Sampling Form C is as follows:

1. Click **Submit Form C**.
2. A message is displayed on the screen indicating that the Form C is submitted successfully.

1.3.11 Creating Form D/E

There are three steps to create Form D/E

Step 1: [Create Form D](#)

Step 2: [Provisional Invoice Record](#)

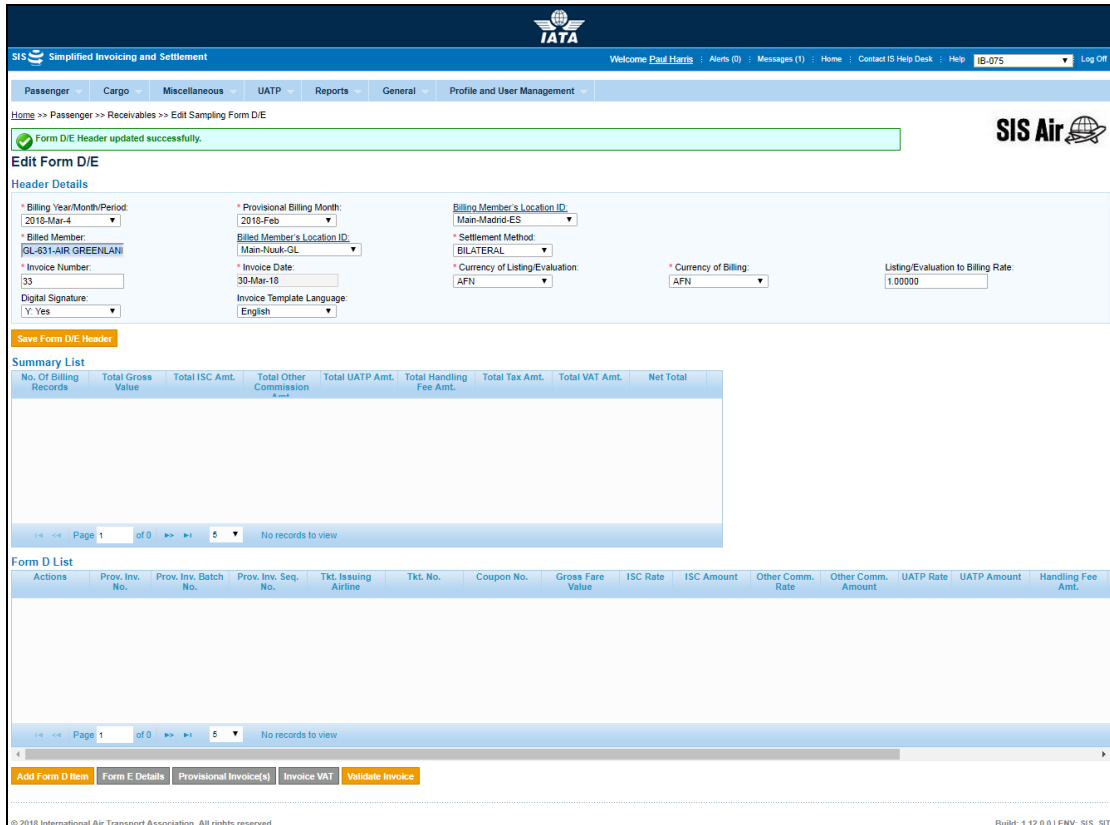
Step 3: [Create Form E](#)

Procedure: [The Procedure to Create Form D/E is stated.](#)

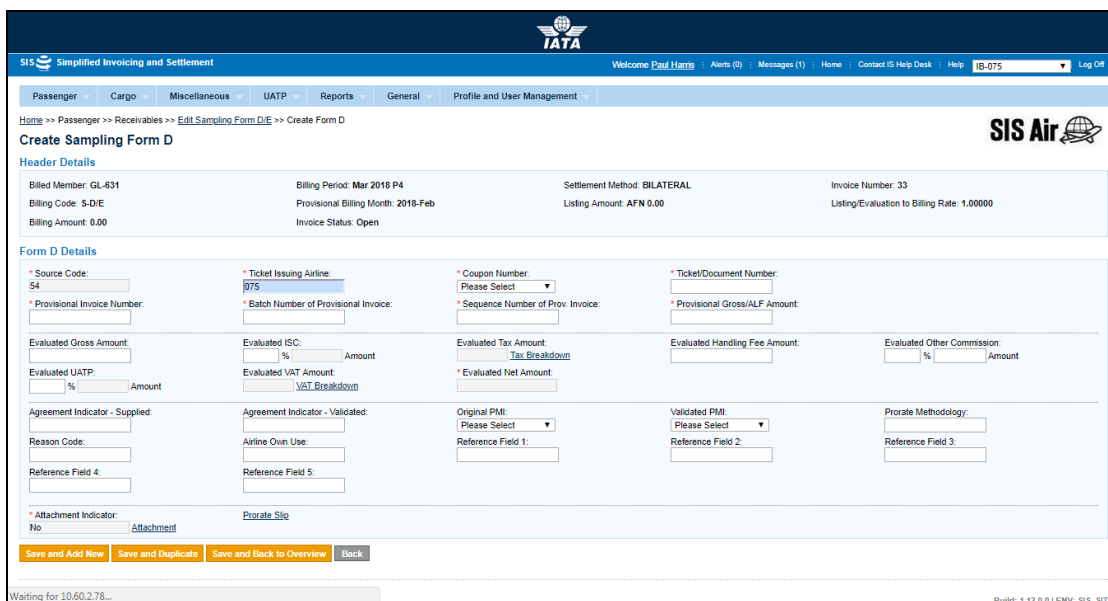
1.3.12 Create Form D

To create a **Sampling Form D**, the steps are as follows:

1. **Create Form D/E Header.**
2. The **Edit Sampling Form D/E** screen is displayed.



3. Click **Add Form D Item** button located at the end of page
4. The **Create Form D Coupon** screen is displayed.



Fields	Description	Remarks
Header Details	It displays the details listed while creating Form D Header.	It displays details for following fields <ul style="list-style-type: none"> • Billed Member • Billing Period • Settlement Method • Invoice Number • Provisional Billing Month • Listing Amount • Listing Evaluation to Billing Rate • Billing Amount • Invoice Status • Billing Code
Form D Details		
*Source Code	It is the Source Code of the transaction.	Should be a valid Source Code as published by the industry. <ul style="list-style-type: none"> • It is a two digit numeric code. • It should always be 54: Source Code for Sampling Form D.
*Ticket Issuing Airline	It is the accounting code of the issuing airline that bills the coupon.	Should be a valid accounting code. For Example, 221 for WI (Wings Airways).
*Coupon Number	It is the coupon number (of the passenger ticket, EBT, MCO, MPD, EMD or FIM).	9 can be selected for billing of FIMs without a coupon number.
*Ticket/Document Number	It is the document number (of the passenger ticket, EBT, MCO, MPD, EMD or FIM).	Should be a valid TKT/Doc No.
*Provisional Invoice Number	Provisional Invoice Number. Unique alphanumeric code that identifies the invoice.	The Invoice Number could be up-to ten characters (English letters and numbers only) For example, WI1234 <ul style="list-style-type: none"> • Spaces and special characters (#, *, @, ~, - etc.) should not be used. • Letters are case insensitive. For example, wi1234 will be considered equal to WI1234 when performing duplicate checks. • Should not be duplicated by the billing airline within a calendar year.
*Batch Number of Provisional Invoice	It is the Batch Number of the transaction.	The combination of Batch Number and Sequence Number should not be repeated within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.

Fields	Description	Remarks
*Sequence Number of Prov. Invoice	It is the Sequence Number within a batch of the transaction.	The combination of Batch Number and Sequence Number should not be repeated within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.
Currency of Listing/Evaluation	It is the currency in which the transactions are listed.	-
*Provisional Gross Amount/ALF	It is the gross amount of the coupon for Form C .	It is the base amount for the coupon excluding Tax, Vat, Handling Fee Type, ISC, and UATP.
Evaluated Gross Amount	It is the total fare value of the coupons.	Should be a positive value. Maximum number of decimal places allowed is 2.
Evaluated ISC	It is the total Interline Service Charge applicable for the coupons.	ISC consists of 2 fields: <ul style="list-style-type: none"> <input type="checkbox"/> Percentage <input type="checkbox"/> Amount <ul style="list-style-type: none"> • The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value). • Since this is a deductible, you need to ensure that a negative percentage is entered (For example, -9.000) so that a negative value is derived. • It is possible to modify the derived amount. • When the Source Code does not indicate Frequent Flyer Award/Redemption billings (For example, Source Code 90), validation will be performed on this amount (when modified) and the variance should be within tolerance as compared to the expected amount. • When the Source Code indicates Frequent Flyer Award/Redemption billings (For example, Source Code 90), no validation will be performed on the amount. • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.

Fields	Description	Remarks
Evaluated Tax Amount	It is the total Tax for the coupons.	This total amount cannot be entered directly. It will be derived from the breakdown data entered. To enter tax breakdown data, click Tax Breakdown .
Evaluated Handling Fee Amount	It is the total Handling Fee applicable for the coupons.	Since this is a deductible, you need to ensure that a negative value is entered (For example, -5.00). Maximum number of decimal places allowed is two.
Evaluated Other Commission	It is the total Other Commission (Super-Commission or Code Share Commission) applicable for the coupons.	Other Commission consists of 2 fields: <ul style="list-style-type: none"> <input type="checkbox"/> Percentage <input type="checkbox"/> Amount • The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value). • Since this is a deductible, you need to ensure that a negative percentage is entered (For example, -3.000) so that a negative value is derived. • It is possible to modify the derived amount. • No validations are performed on the amount • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.

Fields	Description	Remarks
Evaluated UATP	It is the total UATP discount applicable for the coupons.	<p>The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value).</p> <ul style="list-style-type: none"> • Since this is a deductible, you need to ensure that a negative percentage is entered (For example, -1.750) so that a negative value is derived. • It is possible to modify the derived amount. • When the Source Code does not indicate Frequent Flyer Award/Redemption billings (For example, Source Code 90), validation will be performed on this amount (when modified) and the variance should be within tolerance as compared to the expected amount. • When the Source Code indicates Frequent Flyer Award/Redemption billings (For example, Source Code 90), no validation will be performed on the amount. • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.
Evaluated VAT Amount	It is the total VAT amount applicable for the coupons.	<p>This total amount cannot be entered directly. It will be derived from the breakdown data entered.</p> <p>To enter tax breakdown data, click VAT Breakdown.</p>
*Evaluated Net Amount	It is the total amount for the coupons.	<p>It should be equal to the sum of Evaluated Gross Amount and Evaluated ISC Amount and Evaluated Other Commission Amount and Evaluated UATP Amount and Evaluated Handling Fee Amount and Evaluated Tax Amount and Evaluated VAT Amount.</p>

Fields	Description	Remarks
Agreement Indicator-Supplied	It is the Agreement Indicator.	<p>This is an optional field</p> <ul style="list-style-type: none"> ▪ Where a single character value is provided, it must be valid as per industry specifications. Valid values are as follows: <ul style="list-style-type: none"> • I - First & Final Attachment I transactions • J - First & Final Attachment J transactions • K - NFP Non Final transactions • W - Switched Own Prorate transactions requiring AIA Value Confirmation • V - Switched Own Prorate transactions not requiring AIA Value Confirmation • T - Stored Own Prorate transactions <p>No validations are performed on bilateral 2 character values.</p>
Agreement Indicator-Validated	It is the Agreement Indicator.	<p>This is an optional field</p> <ul style="list-style-type: none"> ▪ Where a single character value is provided, it must be valid as per industry specifications. Valid values are as follows: <ul style="list-style-type: none"> • I - First & Final Attachment I transactions • J - First & Final Attachment J transactions • K - NFP Non Final transactions • W - Switched Own Prorate transactions requiring AIA Value Confirmation • V - Switched Own Prorate transactions not requiring AIA Value Confirmation • T - Stored Own Prorate transactions <p>No validations are performed on bilateral 2 character values.</p>

Fields	Description	Remarks
Original PMI	It is the Original Pricing Method Indicator.	This field should be blank if Agreement Indicator is blank. Exception: <ul style="list-style-type: none"> • Should be "N" if 'Agreement Indicator' is "I", "J" or "K". • Should be "O" if 'Agreement Indicator' is "W", "V" or "T". • Value N may be provided even if Agreement Indicator is blank. This exception will be allowed for some months after go-live of SIS, and the date of removal of this exception will be decided by the IATA RAWG (Revenue Accounting Working Group).
Validated PMI	It is the Validated Pricing Method Indicator.	This field should be blank if Agreement Indicator is blank. Exception: <ul style="list-style-type: none"> • Should be "N" if 'Agreement Indicator' is "I", "J" or "K". • Should be "O" if 'Agreement Indicator' is "W", "V" or "T". • Value N may be provided even if Agreement Indicator is blank. This exception will be allowed for some months after go-live of SIS, and the date of removal of this exception will be decided by the IATA RAWG (Revenue Accounting Working Group).
Prorate Methodology	It is the methodology used to evaluate the prorate value.	Would also be used by non NFP users. Content could be for example, SF3 (SPA, Fixed Rate, Territory 3 travel), and so on. No fixed codes; definition up to the carriers on a bilateral / alliance basis.
Reason Code	To exchange data on a bilateral basis	-
Airline Own Use	It is reserved for Internal use of Airline.	It is used to exchange data on a bilateral basis.
Reference Field 1	It is a reusable field for different types of billing scenarios.	Mandatory in case of EMD billings (Source Code 23). <ul style="list-style-type: none"> • Should contain a valid RFISC • The RFISC should be related to the RFIC provided in Reference Field 1.

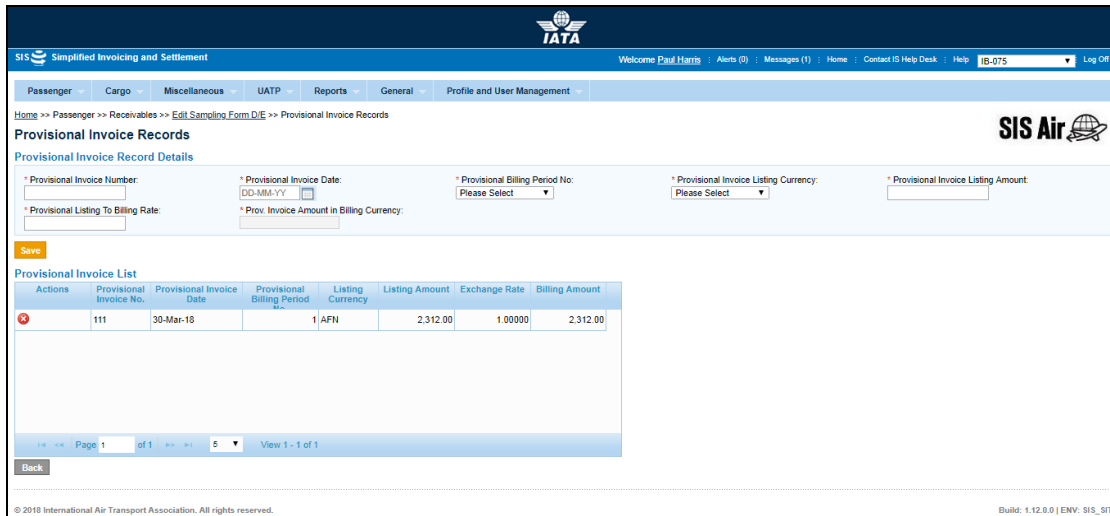
Fields	Description	Remarks
Reference Field 2	It is a reusable field for different types of billing scenarios.	Mandatory in case of EMD billings (Source Code 23). <ul style="list-style-type: none"> Should contain a valid RFISC The RFISC should be related to the RFIC provided in Reference Field 1.
Reference Field 3	It is a reusable field for different types of billing scenarios.	-
Reference Field 4	It is a reusable field for different types of billing scenarios.	-
Reference Field 5	It is a reusable field for different types of billing scenarios.	-
*Attachment Indicator	It indicates whether any supporting documents (attachments) have been added to the transaction.	This field is automatically set by the system <ul style="list-style-type: none"> Will be set to Yes if one or more attachments are added to the transaction. Will be set to No if no attachments are added to the transaction (or when all existing attachments have been removed) Click Attachment to add/remove attachments.

Buttons	Description	Remarks
Save and Add New	Click Save and Add New to save the details entered for the coupon and add new coupon details.	After data of the current coupon is successfully saved, the same screen with blank fields is offered to the user for capturing the next coupon.

Buttons	Description	Remarks
Save and Duplicate	Click Save and Duplicate to save the coupon data and capture another coupon with identical data.	<p>After data of the current coupon is successfully saved, the same screen with is offered to the user for capturing the next identical coupon, using data from the saved coupon.</p> <ul style="list-style-type: none"> • The following are not copied from the coupon successfully saved: <ul style="list-style-type: none"> ▪ Coupon Number ▪ Ticket/FIM Number ▪ ESAC ▪ Attachments • Changes are made to the following fields: <ul style="list-style-type: none"> ▪ Ticket/FIM Number (the last 3 digits are removed) ▪ Check Digit (value is changed to 9) ▪ Sequence Number is incremented by 1 • Tax and VAT breakdown data are also copied.
Save and Back to Overview	Click Save and Back to Overview to save the coupon data and go to the Edit Form D/E screen.	After data of the current coupon is successfully saved, the Edit Form D/E screen will be displayed.
Back	Click Back to go to the Edit Form D/E screen.	If there are any unsaved changes/additions on the screen, a warning will be provided to the user.

[Return to Top](#)

1.3.13 Provisional Invoice Record



Fields	Description	Remarks
Provisional Invoice Record Details		
*Provisional Invoice Number	Provisional Invoice Number. Unique alphanumeric code that identifies the invoice.	The Invoice Number could be up-to ten characters (English letters and numbers only) For example, WI1234 <ul style="list-style-type: none"> Spaces and special characters (#, *, @, ~, - etc.) should not be used. Letters are case insensitive. For example, wi1234 will be considered equal to WI1234 when performing duplicate checks. Should not be duplicated by the billing airline within a calendar year.
*Provisional Invoice Date	It is the date of the Provisional invoice.	Shows the date on which invoice header is created. <ul style="list-style-type: none"> Automatically updated to the date on which invoice is successfully submitted. Cannot be edited or modified by the users.

Fields	Description	Remarks
*Provisional Billing Period Number	The Clearance Period of the invoice(Year, Month and Period)	<p>For Example, Period 3 of April-2013 is represented as 2013-Apr-3</p> <p>The periods displayed are as follows:</p> <ul style="list-style-type: none"> • The current open period (default value). • The next 4 (future) periods; this may pertain to the next month also. • The previous closed period (if the late submission window is open in either of the clearing houses). <p>Note that selecting a future month does not guarantee invoice creation. See fields Settlement Method and Listing Evaluation to Billing Rate below. If the system needs to populate Listing Evaluation to Billing Rate; but does not find it for the future month, it will result in an error while saving the data.</p>
*Provisional Invoice Listing Currency	It is the currency in which the transactions are listed.	-
*Provisional Listing to Billing Rate	It is the Exchange Rate applicable for the Currency of Listing with reference to the Currency of Billing (dividing rate).	<p>For example, If Currency of Listing/Evaluation is THB and Currency of Billing is USD; the Listing Evaluation to Billing Rate would be 30.208039.</p> <ul style="list-style-type: none"> • When Settlement Method is ICH/ACH using RAM Rule/ACH, Listing Evaluation to Billing Rate will be generated automatically with the Five Day Rate by the system and cannot be edited or modified. • When Settlement Method is Bilateral, the value should be entered by the user. It should not be zero or a negative value.
*Prov. Invoice Amount in Billing Currency	It is the total amount for the coupons.	<p>Total amount is calculated by the system and is not editable. It is the sum of the following fields taking into consideration whether the values are positive or negative:</p> <ul style="list-style-type: none"> • Coupon Gross Value (Fare) • ISC Amount • Tax Amount • Handling Fee Amount • Other Commission Amount • UATP Amount • VAT Amount

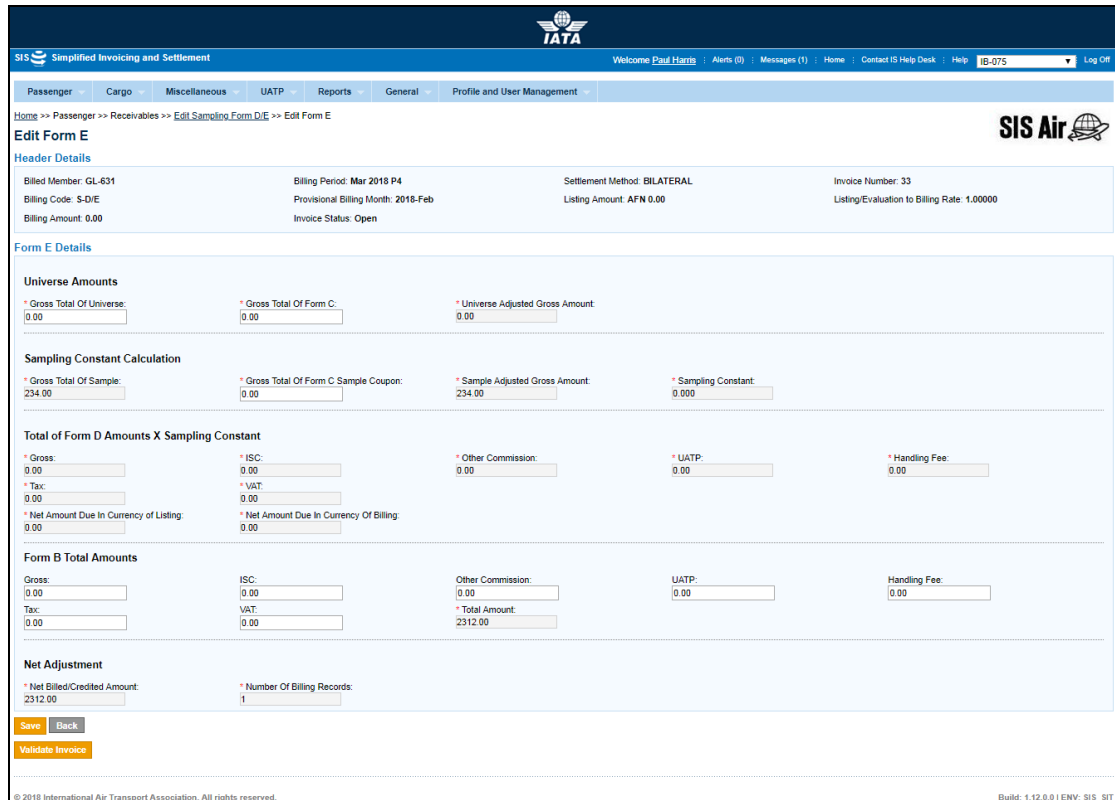
Fields	Description	Remarks
*Provisional Invoice List	Displays the details of the Provisional Invoice.	<p>Details displayed include:</p> <ul style="list-style-type: none"> • Provisional Invoice Number • Provisional Invoice Date • Provisional Billing Period No. • Listing Currency • Listing Amount • Exchange Rate • Billing Amount

Buttons	Description	Remarks
Save	Click Save to save the details entered for the Provisional Invoice Records.	The details entered will be displayed in the Provisional Invoice List section.
Back	Click Back to go to back to previous screen.	<p>If there are any unsaved changes/additions on the screen, a warning will be provided to the user.</p> <p>The Edit Form D/E screen is displayed. The details for Form E can be added.</p>

[Return to Top](#)

1.3.14 Creating Form E

1. Click **Add Form E Details** button located at the end of **Edit Sampling Form D/E** page.
2. The **Edit Form E** screen is displayed.



Edit Form E

Header Details

Billed Member: GL-631 Billing Period: Mar 2018 P4 Settlement Method: BILATERAL Invoice Number: 33
 Billing Code: S-D/E Provisional Billing Month: 2018-Feb Listing Amount: AFN 0.00 Listing/Evaluation to Billing Rate: 1.00000
 Billing Amount: 0.00 Invoice Status: Open

Form E Details

Universe Amounts

* Gross Total Of Universe: 0.00 * Gross Total Of Form C: 0.00 * Universe Adjusted Gross Amount: 0.00

Sampling Constant Calculation

* Gross Total Of Sample: 234.00 * Gross Total Of Form C Sample Coupon: 0.00 * Sample Adjusted Gross Amount: 234.00 * Sampling Constant: 0.000

Total of Form D Amounts X Sampling Constant

* Gross: 0.00 * ISC: 0.00 * Other Commission: 0.00 * UATP: 0.00 * Handling Fee: 0.00
 * Tax: 0.00 * VAT: 0.00
 * Net Amount Due In Currency of Listing: 0.00 * Net Amount Due In Currency Of Billing: 0.00

Form B Total Amounts

Gross: 0.00 ISC: 0.00 Other Commission: 0.00 UATP: 0.00 Handling Fee: 0.00
 Tax: 0.00 VAT: 0.00 * Total Amount: 2312.00

Net Adjustment

* Net Billed/Credited Amount: 2312.00 * Number Of Billing Records: 1

Buttons: Save, Back, Validate Invoice

Fields	Description	Remarks
Header Details	It displays the details listed while creating Form C Header.	It displays the following details <ul style="list-style-type: none"> • Billed Member • Billing Period • Settlement Method • Invoice Number • Provisional Billing Month • Listing Amount • Listing Evaluation to Billing Rate • Billing Amount • Invoice Status • Billing Code
Form E Details		
Universe Amounts		
*Gross Total of Universe	It indicates the total value of all the coupons lifted for sampling.	Should be a positive value. Maximum number of decimal places allowed is 2.

Fields	Description	Remarks
*Gross Total of Form C	It indicates the gross value of Form C.	Should be a positive value. Maximum number of decimal places allowed is 2.
*Universe Adjusted Gross Amount	It indicates the total gross amount to be adjusted for the entire sampling coupons.	It is generated automatically.
Sampling Constant Calculation		
*Gross Total Of Sample	It indicates the total value of all the coupons lifted for sampling.	Should be a positive value. Maximum number of decimal places allowed is 2.
*Gross Total of Form C Sample Coupon	It indicates the gross total of Form C.	Should be a positive value. Maximum number of decimal places allowed is 2.
*Sample Adjusted Gross Amount	It indicates the amount to be adjusted for the gross amount of the sample.	It is generated automatically. The value generated is the difference between Gross Total of Sample and Gross Total of Form C Coupon.
*Sampling Constant	The value is equal to Gross Total of Sample divided by Sample Adjusted Gross Amount.	It is generated automatically. <ul style="list-style-type: none"> • It is constant with 3 decimal places. • Modification of sampling constant will result change in Total Net Rejected Amount.
* Total of Form D Amounts X Sampling Constant	It displays the values added for Form D.	All the listed fields are generated automatically. <ul style="list-style-type: none"> • Gross • ISC • Other commission • UATP • Handling Fee • TAX • VAT • Net Amount due in Currency of Listing • Net Amount due in Currency of Billing
Form B total Amount		
Gross	It is the total fare value of the coupons.	Should be a positive value. Maximum number of decimal places allowed is 2.

Fields	Description	Remarks
ISC	It is the Interline Service Charge applicable on the coupon.	<p>ISC consists of 2 fields:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Percentage <input type="checkbox"/> Amount <ul style="list-style-type: none"> • The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value). • Since this is a deductible, you need to ensure that a negative percentage is entered (For example, -9.000) so that a negative value is derived. • It is possible to modify the derived amount. • When the Source Code does not indicate Frequent Flyer Award/Redemption billings (For example, Source Code 90), validation will be performed on this amount (when modified) and the variance should be within tolerance as compared to the expected amount. • When the Source Code indicates Frequent Flyer Award/Redemption billings (For example, Source Code 90), no validation will be performed on the amount. • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.
Other Commission	It is the Other Commission (Super-Commission or Code Share Commission) applicable on the coupon.	<p>Other Commission consists of 2 fields:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Percentage <input type="checkbox"/> Amount <ul style="list-style-type: none"> • The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value). • Since this is a deductible, you need to ensure that a negative percentage is entered (For example, -3.000) so that a negative value is derived. • It is possible to modify the derived amount. • No validations are performed on the amount • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.

Fields	Description	Remarks
UATP	It is the UATP discount applicable on the coupon.	<p>The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value).</p> <ul style="list-style-type: none"> • Since this is a deductible, you need to ensure that a negative percentage is entered (For example, -1.750) so that a negative value is derived. • It is possible to modify the derived amount. • When the Source Code does not indicate Frequent Flyer Award/Redemption billings (For example, Source Code 90), validation will be performed on this amount (when modified) and the variance should be within tolerance as compared to the expected amount. • When the Source Code indicates Frequent Flyer Award/Redemption billings (For example, Source Code 90), no validation will be performed on the amount. • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.
Handling Fee	It is the Handling Fee applicable on the coupon.	<p>Since this is a deductible, you need to ensure that a negative value is entered (For example,-5.00).</p> <p>Maximum number of decimal places allowed is two.</p>
Tax	It is the total interlineable TFCs (taxes, fees and charges) applicable on the coupon.	<p>This total amount cannot be entered directly. It will be derived from the breakdown data entered.</p> <p>To enter tax breakdown data, click Tax Breakdown.</p>
VAT	It is the total calculated VAT .	<p>VAT specifications are as per location of the Billing Member.</p> <p>It is generated automatically with the amount described in the VAT Breakdown.</p>

Fields	Description	Remarks
*Total Amount	It is the total amount of the coupons.	Total amount is calculated by the system and is not editable. It is the sum of the following fields taking into consideration whether the values are positive or negative: <ul style="list-style-type: none"> • Coupon Gross Value (Fare) • ISC Amount • Tax Amount • Handling Fee Amount • Other Commission Amount • UATP Amount • VAT Amount
Net Adjustment		
*Net Billed Credit Amount	It Indicates the net amount to be billed.	The value is generated automatically.
*Number Of Billing Records	It indicates the total number of records.	The value is generated automatically. Should be equal to sum of No of Billing Record of all Source Code Total records within the Invoice.

Buttons	Description	Remarks
Save	Click Save to save the details entered for Form E.	After data entered is successfully saved, the Edit Form E screen is displayed where the details of the added coupon are displayed.
Back	Click Back to go to previous screen.	If there are any unsaved changes/additions on the screen, a warning will be provided to the user.
Validate Invoice	Click Validate Invoice to check the form for any validation errors.	The system checks if the mandatory field values are entered. If certain field values are missing, system gives a Validation error code.

[Return to Top](#)

The procedure to create Sampling Form D/E is as follows:
Form D/E is created in three stages.

Stage 1: Creating Form D

Stage 2: Creating Provisional Invoice

Stage 3: Creating Form E

Stage 1: Creating Form D

1. Enter the following details:

- **Ticket Issuing Airline**
- **Coupon Number**
- **Ticket/Document Number**
- **Provisional Invoice Number**
- **Batch Number of Prov. Invoice**

- **Sequence Number of Prov. Invoice**
- **Provisional Gross/ALF Amount**
- **Evaluated Gross Amount**
- **Evaluated ISC**
- **Evaluated Tax Amount**
- **Evaluated Handling Fee Amount**
- **Evaluated Other Commission**
- **Evaluated UATP**
- **Evaluated VAT Amount**
- **Evaluated Net Amount is generated automatically**
- **Agreement Indicator – Supplied**
- **Agreement Indicator – Validated**
- **Original PMI**
- **Validated PMI**
- **Prorate Methodology**
- **Reason Code**
- **Airline Own Use**
- **Reference Field 1-5**

2. Click **Attachment** to attach supporting document
3. Click **Save and Back to Overview**.
4. The **Edit Form D/E screen** is displayed with the confirmation that the Form D is created successfully.

Stage 2: Creating Provisional Invoice

1. Enter the following details:
 - **Provisional Invoice Number**
 - **Provisional Invoice Date**
 - **Provisional Billing Period Number**
 - **Provisional Invoice Listing Currency**
 - **Provisional Listing to Billing Rate**
 - **Provisional Invoice Amount in Billing Currency** will be generated automatically.
2. Click **Save**. The details added will be displayed in the Provisional Invoice List section.
3. Click **Back**. The Edit Form D/E is displayed.

Stage 3: Creating Form E


1. Enter the following details:
 - **Gross Total of Universe**
 - **Gross Total of Form C**
 - **Universe Adjusted Gross Amount will be generated automatically**
 - **Form B Total Amounts**
 - **Gross**
 - **ISC**
 - **Other Commission**
 - **UATP**
 - **Handling Fee**
 - **Tax**
 - **VAT**
 - **Total Amount** will be generated automatically
2. The **Net Adjustment** will be generated automatically.
3. Click **Save**. The **Edit Form E** screen is displayed with the confirmation that Form E is created successfully.

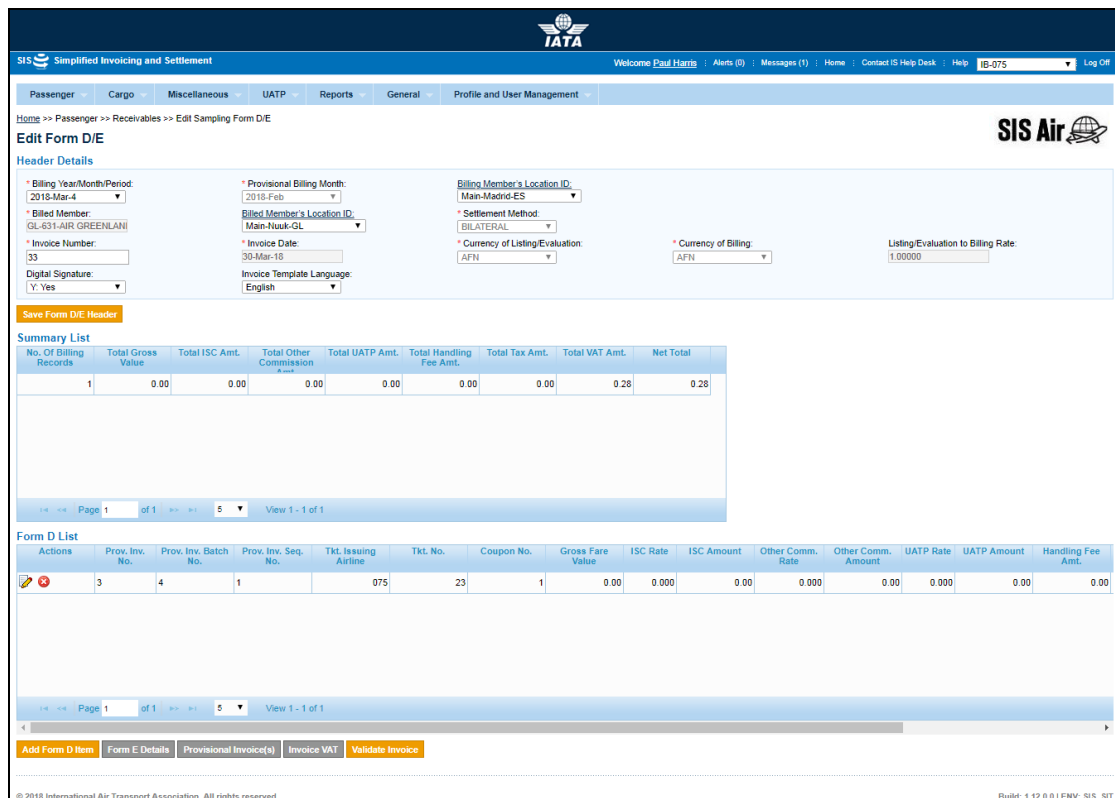
Related Topics

[Creating Form D/E Header](#)

1.3.15 Editing Form D/E Header

To Edit Sampling Form D/E Header, the steps are as follows:

1. Search the Form D/E.
2. Select the Form D/E from the list displayed in the **Search Results** section.
3. Click .
4. The **Edit Sampling Form D/E** screen is displayed.



Header Details

* Billing Year/Month/Period: 2018-Mar-4
 * Provisional Billing Month: 2018-Feb
 Billing Member's Location ID: Man-Madrid-ES
 Billed Member: QL431ABR GREENLANDI
 Billed Member's Location ID: Man-Nauk-GL
 Settlement Method: BILATERAL
 Invoice Number: 33
 Invoice Date: 30-Mar-18
 Currency of Listing/Evaluation: AFN
 Currency of Billing: AFN
 Listing/Evaluation to Billing Rate: 1.00000
 Digital Signature: Y-Yes
 Invoice Template Language: English

Summary List

No. Of Billing Records	Total Gross Value	Total ISC Amt.	Total Other Commission Amt.	Total UATP Amt.	Total Handling Fee Amt.	Total Tax Amt.	Total VAT Amt.	Net Total
1	0.00	0.00	0.00	0.00	0.00	0.00	0.28	0.28

Form D List

Actions	Prov. Inv. No.	Prov. Inv. Batch No.	Prov. Inv. Seq. No.	Tkt. Issuing Airline	Tkt. No.	Coupon No.	Gross Fare Value	ISC Rate	ISC Amount	Other Comm. Rate	Other Comm. Amount	UATP Rate	UATP Amount	Handling Fee Amt.
	3	4	1	075	23	1	0.00	0.000	0.00	0.000	0.00	0.000	0.00	0.00

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The sections, fields and buttons displayed are as explained in the following table.

Sections	Description	Remarks
Header Details	Displays the details for the Form D/E Header.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Billing Year/Month/Period • Provisional Billing Month • Billing Member's Location ID • Billed Member • Billed Member's Location ID • Settlement Method • Invoice Number • Invoice Date • Currency of Listing/Evaluation • Currency of Billing • Listing Evaluation/Billing Rate • Digital Signature
Summary List	Displays the details of Form D/E.	The details for the following fields are displayed: <ul style="list-style-type: none"> • No. of Billing Records • Total Gross Value • Total ISC Amt. • Total Other Commission • Total UATP Amt. • Total Handling Fee Amt. • Total Tax Amt. • Total VAT Amt. • Net Total
Form D List	Displays the details for the Form D Coupon.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Prov.Inv.No.No. • Prov. Inv. Batch No. • Prov. Inv. Seq. No. • Tkt. Issuing Airline • Tkt. /Doc. No. • Coupon Number • E- Ticket Indicator • Gross Amount/ALF • Reason Code • Reason Description

Buttons	Description	Remarks
Save Form D/E Header	Click Save Form D/E Header to save the details edited for the header fields.	The fields listed cannot be edited: <ul style="list-style-type: none"> • Billed Member • Invoice Date • Provisional Billing Month • Settlement Method • Currency of Listing/Evaluation • Currency of Billing • Listing/Evaluation to Billing Rate
Add Form D Item	Click Add Form D Item to add a new coupon to Form D.	The Create Form D screen is displayed. You can add the details for the Form D.
Form E Details	Click Form E Details to add/edit the Form E details.	The Edit Form E screen is displayed. The details for Form E can be added.
Provisional Invoice (s)	Click Provisional Invoice (s) to add the details for the Provisional Invoice.	The Provisional Invoice Records screen is displayed. Add the details for the Provisional Invoice.
Invoice VAT	Click Invoice VAT to add VAT to the invoice.	The Form E VAT Capture screen is displayed. Add the VAT Details to the Form D/E.
Validate Invoice	Click Validate Invoice to validate the Invoice for linking details.	A message is displayed on the screen indicating successful validation. Any validation errors for the Form D/E are displayed in the Validation Errors section located at the end of the screen. Note: Validation Errors section is displayed only if the Form D/E fails the Validation checks.
Back to Manage Invoice	Click Back to Manage Invoice to go back to Invoice Search screen.	-

The procedure to Edit Form D/E Header is as follows:

- You can edit the following details:
 - **Billing Year/Month/Period.**
 - **Location ID of Billed Member** or **Location ID of Billing Member.**
 - **Invoice Number**
- Click **Save Form D/E Header**.

Related Topics

[Create Form D](#)

[Edit Form E](#)



[Provisional Invoice](#)

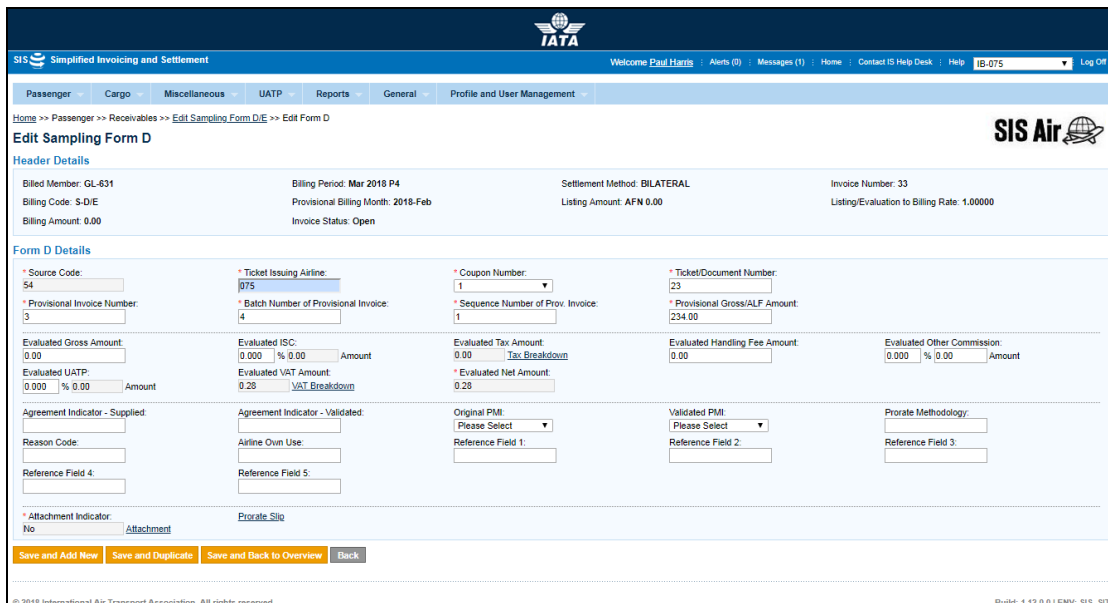
[Form E VAT Capture](#)

[Validate Invoice](#)

1.3.16 Editing Form D/E

To edit Form D/E, the steps are as follows:

1. **Search the Form D/E.**
2. Select the Form D/E to be edited from the list displayed in the **Search Results** section.
3. Click  to edit the Form D/E.
4. The **Edit Form D/E** screen is displayed.
5. Select the Form D coupon to be edited from the list displayed in the **Form D List** section.
6. Click  to edit the coupon.
7. The **Edit Sampling Form D** screen is displayed.



The screenshot displays the 'Edit Sampling Form D' interface. At the top, there's a navigation bar with 'SIS Simplified Invoicing and Settlement' and user information. Below that, a breadcrumb trail shows the path: Home >> Passenger >> Receivables >> Edit Sampling Form D/E >> Edit Form D. The main content area is titled 'Edit Sampling Form D' and includes a 'Header Details' section with fields for Billed Member (GL-631), Billing Period (Mar 2018 P4), Settlement Method (BILATERAL), Invoice Number (33), Billing Code (S-D/E), Provisional Billing Month (2018-Feb), Listing Amount (AFN 0.00), Billing Amount (0.00), and Invoice Status (Open). Below this is the 'Form D Details' section, which is organized into a grid of input fields. Fields include Source Code (54), Ticket Issuing Airline (075), Coupon Number (1), Ticket/Document Number (23), Provisional Invoice Number (3), Batch Number of Provisional Invoice (4), Sequence Number of Prov. Invoice (1), and Provisional Gross/ALF Amount (234.00). There are also sections for 'Evaluated' amounts: Gross Amount (0.00), UATP (0.00), ISC (0.00), VAT Amount (0.28), Tax Amount (0.00), Net Amount (0.28), Handling Fee Amount (0.00), and Other Commission (0.00). The bottom part of the form contains 'Agreement Indicator' (Supplied/Validated), 'Reason Code', 'Reference Fields' (1-5), 'Attachment Indicator' (No), and 'Prorate S/O'. At the very bottom, there are buttons for 'Save and Add New', 'Save and Duplicate', 'Save and Back to Overview', and 'Back'.

The fields displayed are same as described in the **Creating Form D**.

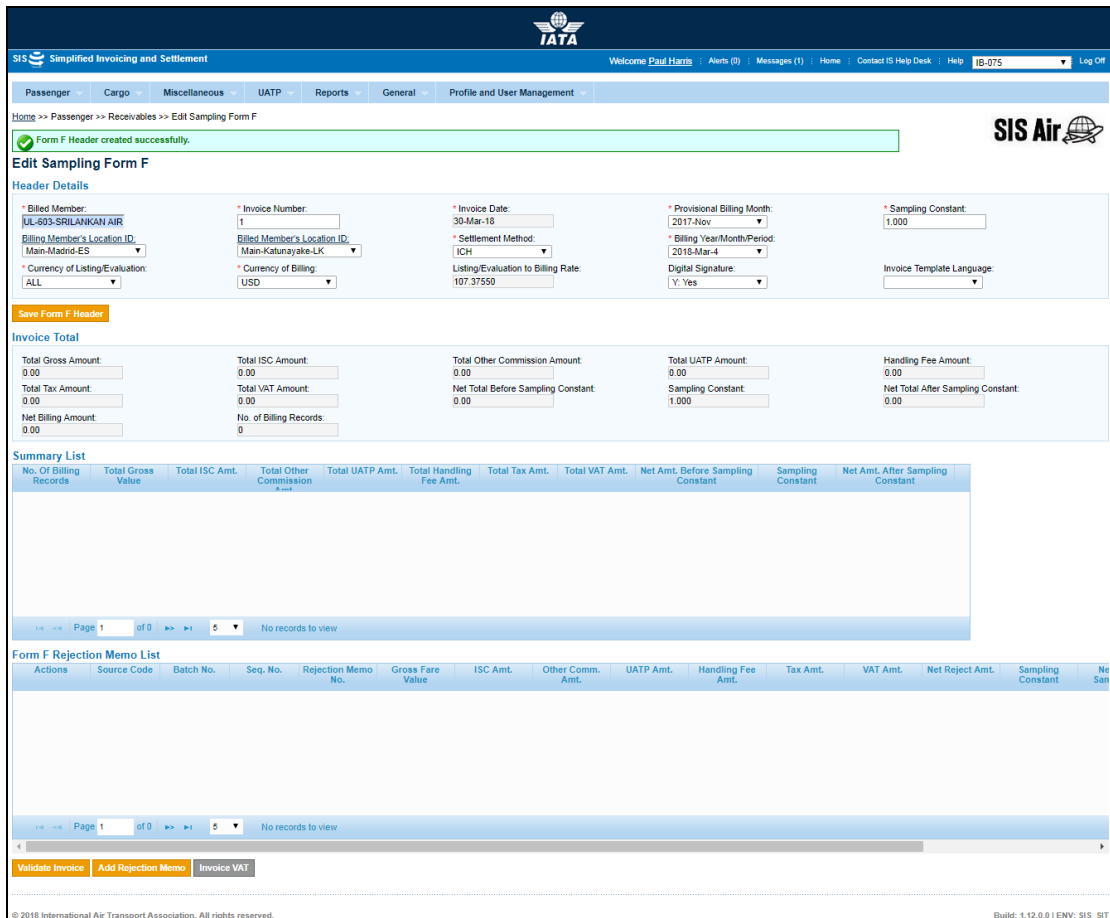
The procedure to edit Form D is as follows:

1. Edit the details for the fields.
2. Click **Save and Add New** to save the edited details and add new coupon details.
OR
 Click **Save and Duplicate** to save the added coupon details and add new similar coupon details.
OR
 Click **Save and Back to Overview** to save the added coupon details and go back to the **Edit Sampling Form D/E** screen.
OR
 Click **Back** to go back to the **Edit Sampling Form D/E** screen.

1.3.17 Creating Form F

To create a **Sampling Form F Header**, the steps are as follows:

1. **Create Form F Header.**
2. The **Edit Sampling Form F** screen is displayed.



Form F Header created successfully.

Edit Sampling Form F

Header Details

* Billed Member: UL-803-SRILANKAN AIR	* Invoice Number: 1	* Invoice Date: 30-Mar-18	* Provisional Billing Month: 2017-Nov	* Sampling Constant: 1,000
Billing Member's Location ID: Main-Madind-ES	Billed Member's Location ID: Main-Katunayake-LK	* Settlement Method: ICB	* Billing Year/Month/Period: 2018-Mar-4	Digital Signature: Y: Yes
* Currency of Listing/Evaluation: ALL	* Currency of Billing: USD	Listing/Evaluation to Billing Rate: 107.37550	Invoice Template Language:	

Save Form F Header

Invoice Total

Total Gross Amount: 0.00	Total ISC Amount: 0.00	Total Other Commission Amount: 0.00	Total UATP Amount: 0.00	Handling Fee Amount: 0.00
Total Tax Amount: 0.00	Total VAT Amount: 0.00	Net Total Before Sampling Constant: 0.00	Sampling Constant: 1,000	Net Total After Sampling Constant: 0.00
Net Billing Amount: 0.00	No. of Billing Records: 0			

Summary List

No. Of Billing Records	Total Gross Value	Total ISC Amt.	Total Other Commission Amt.	Total UATP Amt.	Total Handling Fee Amt.	Total Tax Amt.	Total VAT Amt.	Net Amt. Before Sampling Constant	Sampling Constant	Net Amt. After Sampling Constant
No records to view										

Page 1 of 0

Form F Rejection Memo List

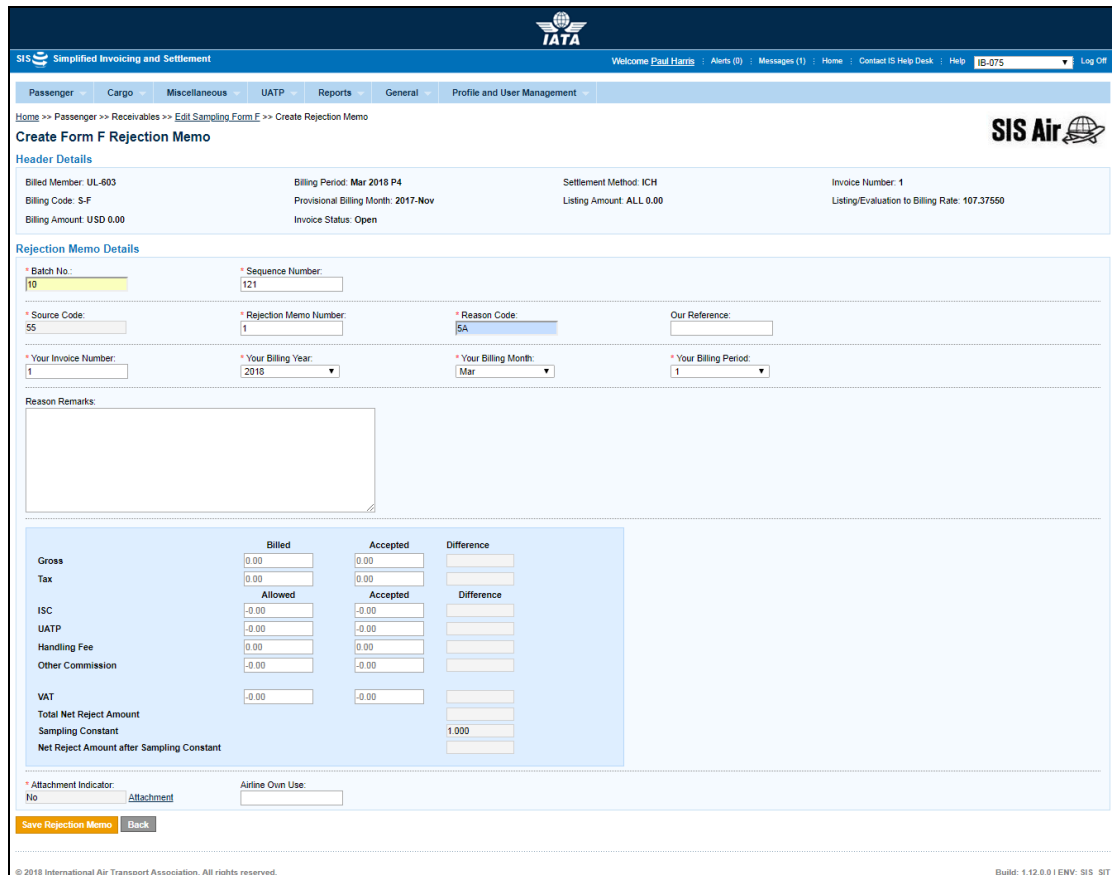
Actions	Source Code	Batch No.	Seq. No.	Rejection Memo No.	Gross Fare Value	ISC Amt.	Other Comm. Amt.	UATP Amt.	Handling Fee Amt.	Tax Amt.	VAT Amt.	Net Reject Amt.	Sampling Constant	Net Amt.
No records to view														

Page 1 of 0

Validate Invoice **Add Rejection Memo** **Invoice VAT**

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3. Click **Add Rejection Memo** button located at the end of screen.
4. The **Create Form F Rejection Memo** screen is displayed.



Header Details

Billed Member: UL-603 Billing Period: Mar 2018 P4 Settlement Method: ICH Invoice Number: 1
 Billing Code: S-F Provisional Billing Month: 2017-Nov Listing Amount: ALL 0.00 Listing/Evaluation to Billing Rate: 107.37550
 Billing Amount: USD 0.00 Invoice Status: Open

Rejection Memo Details

* Batch No: 10 * Sequence Number: 121
 * Source Code: 55 * Rejection Memo Number: 1 * Reason Code: SA Our Reference:
 * Your Invoice Number: 1 * Your Billing Year: 2018 * Your Billing Month: Mar * Your Billing Period: 1

Reason Remarks:

	Billed	Accepted	Difference
Gross	0.00	0.00	
Tax	0.00	0.00	
	Allowed	Accepted	Difference
ISC	-0.00	-0.00	
UATP	-0.00	-0.00	
Handling Fee	0.00	0.00	
Other Commission	-0.00	-0.00	
VAT	-0.00	-0.00	
Total Net Reject Amount			
Sampling Constant			1,000
Net Reject Amount after Sampling Constant			

* Attachment Indicator: No Airline Own Use:

[Save Rejection Memo](#) [Back](#)

Fields	Description	Remarks
Rejection Memo Data Capture		
*Batch Number	It is the Batch Sequence Number of the transaction.	The combination of Batch Number and Sequence Number should not be repeated within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.
*Sequence Number	It is the Sequence Number within a batch of the transaction.	The combination of Batch Number and Sequence Number should not be repeated within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.

Fields	Description	Remarks
*Source code	It is the Source Code of the transaction.	The default source code for Sampling Form F is 55. <ul style="list-style-type: none"> When RM is initiated from billing history or payables screens and the rejected transaction had a non-bilateral Source Code, this will be set automatically to the appropriate value. For example, when an RM stage 2 with Source Code 5 is rejected, it will be set as 6.
*Rejection Memo Number	It is the alpha-numeric Rejection Memo number.	-
*Reason Code	The Reason Code for rejection.	Should be a valid Reason Code as published by the industry <ul style="list-style-type: none"> The Reason Code will determine whether coupon breakdown is mandatory. Note when 1A is provided, details of one coupon should be provided and not more than one. The Reason Code will determine which kinds of amounts can contain differences. For Example, Tax differences should not be billed when Reason Code is 1B.
Our Reference	It is used to exchange data on a bilateral basis.	-
*Your Invoice Number	The number of the invoice that contained the transaction being rejected	When RM is initiated from billing history or payables screens, this will be set automatically to the appropriate value and should not be changed.
Your Rejection Memo Number	Applicable for RM stages 2 and 3, and pertains to the RM being rejected.	When RM is initiated from billing history or payables screens, this will be set automatically to the appropriate value and should not be changed.
*Your Billing Year	The billing year, month and period of the invoice that contained the transaction being rejected.	When RM is initiated from billing history or payables screens, this will be set automatically to the appropriate value and should not be changed.
*Your Billing Month	The billing year, month and period of the invoice that contained the transaction being rejected.	When RM is initiated from billing history or payables screens, this will be set automatically to the appropriate value and should not be changed.
*Your Billing Period	The billing year, month and period of the invoice that contained the transaction being rejected.	When RM is initiated from billing history or payables screens, this will be set automatically to the appropriate value and should not be changed.

Fields	Description	Remarks
Reason Remarks	It is the reason text for rejection.	-
Gross	It is the gross amount of the coupon for the Rejection Memo .	Gross is divided into three categories: <ul style="list-style-type: none"> • Billed: It is the value which is being rejected. • Accepted: It is the accepted value for the coupon. • Difference: It is generated automatically by the system based on the difference between the Billed and the Accepted value.
Tax	It is the Tax for the coupon.	This total amount cannot be entered directly. It will be derived from the breakdown data entered. To enter tax breakdown data, click Tax Breakdown .
ISC	It is the Interline Service Charge applicable on the coupon.	ISC consists of 2 fields: <ul style="list-style-type: none"> <input type="checkbox"/> Percentage <input type="checkbox"/> Amount • The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value). • Since this is a deductible, you need to ensure that a negative percentage is entered (For example, -9.000) so that a negative value is derived. • It is possible to modify the derived amount. • When the Source Code does not indicate Frequent Flyer Award/Redemption billings (For example, Source Code 1, 2), validation will be performed on this amount (when modified) and the variance should be within tolerance as compared to the expected amount. • When the Source Code indicates Frequent Flyer Award/Redemption billings (For example, Source Code 55), no validation will be performed on the amount. • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.

Fields	Description	Remarks
UATP	It is the UATP discount applicable on the coupon.	<p>The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value).</p> <ul style="list-style-type: none"> • Since this is a deductible, you need to ensure that a negative percentage is entered (For example, -1.750) so that a negative value is derived. • It is possible to modify the derived amount. • When the Source Code does not indicate Frequent Flyer Award/Redemption billings (For example, Source Code 1, 2), validation will be performed on this amount (when modified) and the variance should be within tolerance as compared to the expected amount. • When the Source Code indicates Frequent Flyer Award/Redemption billings (For example, Source Code 55), no validation will be performed on the amount. • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.
Handling Fee	It is the Handling Fee applicable for the coupon.	<p>Since this is a deductible, you need to ensure that a negative value is entered (For example,-5.00).</p> <p>Maximum number of decimal places allowed is two.</p>

Fields	Description	Remarks
Other Commission	It is the Other Commission (Super-Commission or Code Share Commission) applicable on the coupon.	<p>Other Commission consists of 2 fields:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Percentage <input type="checkbox"/> Amount <ul style="list-style-type: none"> • The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value). • Since this is a deductible, you need to ensure that a negative percentage is entered (For example, -3.000) so that a negative value is derived. • It is possible to modify the derived amount. • No validations are performed on the amount • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.
VAT	It is the total VAT amount applicable on the coupon.	<p>This total amount cannot be entered directly. It will be derived from the breakdown data entered.</p> <p>To enter tax breakdown data, click VAT Breakdown.</p>
Total Net Rejected Amount	It is the total rejected amount.	<p>It is generated automatically.</p> <p>It is the total of Gross amount and Tax and VAT and ISC and UATP and Handling Fee and Other Commission.</p>
Sampling Constant	The value is equal to Gross Total of Sample divided by Sample Adjusted Gross Amount.	<p>It is generated automatically.</p> <ul style="list-style-type: none"> • It is constant with 3 decimal places. • Modification of sampling constant will result change in Total Net Rejected Amount.
Net Reject Amount after Sampling Constant	It is the total rejected amount.	<p>It is the Total Net Rejected Amount is multiplied by the Sampling Constant.</p> <ul style="list-style-type: none"> • This amount is then deducted from the Total Net Rejected Amount. • This is the Net Reject Amount after Sampling Constant. • Modification of sampling constant will result change in Total Net Rejected Amount.

Fields	Description	Remarks
*Attachment Indicator	It indicates whether any supporting documents (attachments) have been added to the transaction.	This field is automatically set by the system <ul style="list-style-type: none"> • Will be set to Yes if one or more attachments are added to the transaction. • Will be set to No if no attachments are added to the transaction (or when all existing attachments have been removed) • Click Attachment to add/remove attachments.
Airline Own Use	It is reserved for Internal use of Airline.	It is used to exchange data on a bilateral basis.

Buttons	Description	Remarks
Save Rejection Memo	Click Save Rejection Memo to save the Rejection Memo details entered.	After data of the current coupon is successfully saved, the RM Listing screen is displayed where the details of the added coupon are displayed.
Back	Click Back to go to previous screen.	If there are any unsaved changes/additions on the screen, a warning will be provided to the user.

Note: Billed: It is the value which is being rejected.

Accepted: It is the accepted value for the coupon.

Difference: It is generated automatically by the system based on the difference between the Billed and the Accepted value.

The procedure for creating a Sampling Form F is as follows:

1. Enter the following details:

- Batch Number
- Sequence Number
- The Source Code will be generated automatically by the system
- Rejection Memo Number
- Reason Code
- Our Reference
- Your Invoice Number
- Your Rejection Memo Number
- Your Billing Year
- Your Billing Month
- Your Billing Period
- Reason Remarks
- Enter the **Billed Gross, Accepted Gross**. The **Gross Difference** will be generated automatically.
- Enter the **Billed Tax, Accepted Tax**. The **Tax Difference** will be generated automatically.
- Enter the **Billed ISC, Accepted ISC**. The **ISC Difference** will be generated automatically.
- Enter the **Billed UATP, Accepted UATP**. The **UATP Difference** will be generated automatically.
- Enter the **Billed Handling Fee, Accepted Handling Fee**. The **Handling Fee Difference** will be generated automatically.
- Enter the **Billed Other Commission, Accepted Other Commission**. The **Other Commission Difference** will be generated automatically.

- Enter the **Billed VAT, Accepted VAT**. The **VAT Difference** will be generated automatically.
 - The **Net Rejected Amount** will be generated automatically.
2. Click **Attachment** to insert attachments for the coupon.
 3. Click **Save Rejection Memo**.
 4. The **Edit Rejection Memo** screen is displayed with the confirmation that the Form XF is created successfully.
You can also add a coupon for the Rejection Memo.


Related Topics

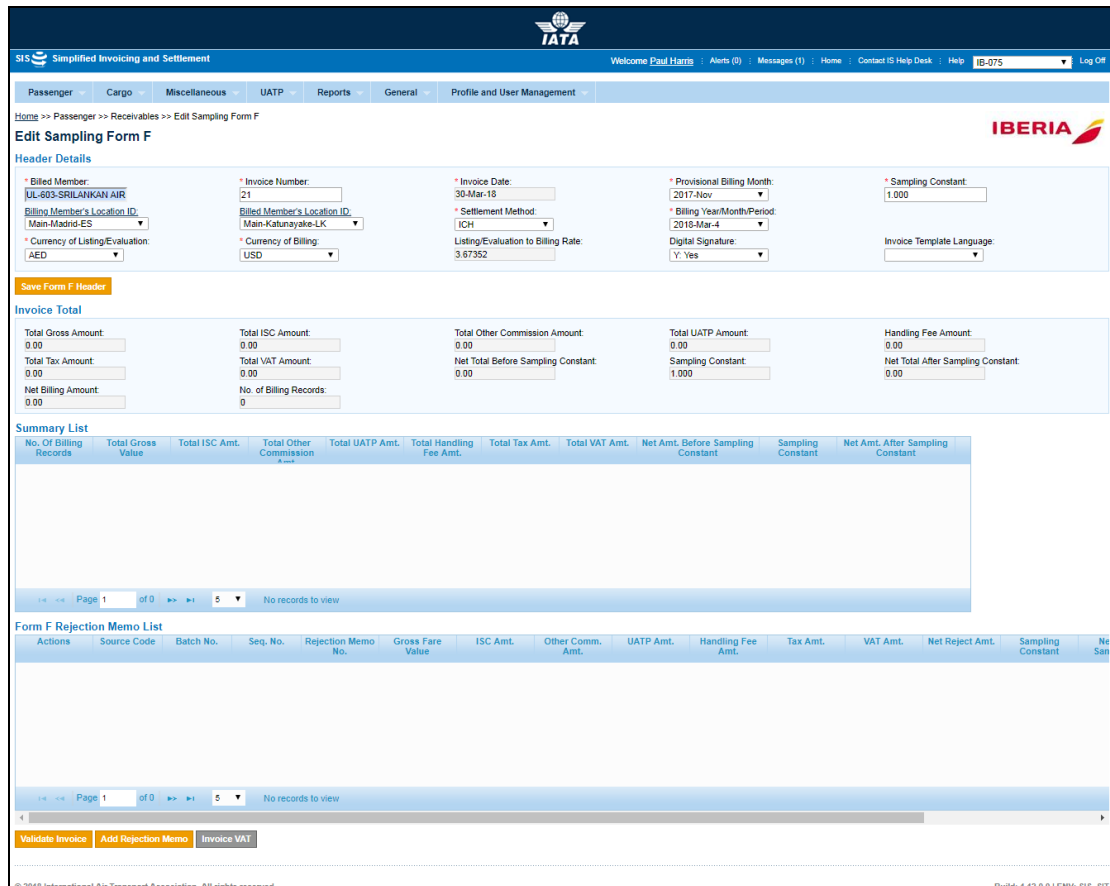
[Creating Form F Header](#)

[Adding Rejection Memo Coupon](#)

1.3.18 Editing Form F Header

To edit Form F, the steps are as follows:

1. **Search the Form F.**
2. Select the Form F to be edited from the list displayed in the **Search Results** section.
3. Click  to edit the Form F.
4. The **Edit Sampling Form F** screen is displayed.



The screenshot displays the 'Edit Sampling Form F' interface. At the top, there's a navigation menu with options like 'Passenger', 'Cargo', and 'Reports'. The main content area is titled 'Edit Sampling Form F' and includes a 'Header Details' section with fields for 'Billed Member' (UL803-SRILANKAN AIR), 'Invoice Number' (21), 'Invoice Date' (30-Mar-18), and 'Provisional Billing Month' (2017-Nov). Below this is an 'Invoice Total' section showing values for 'Total Gross Amount' (0.00), 'Total Tax Amount' (0.00), and 'Net Total After Sampling Constant' (0.00). A 'Summary List' table is shown with columns for various amounts but no data. At the bottom, a 'Form F Rejection Memo List' table is also empty. The footer contains copyright information for IATA 2018 and a build number.

The sections, fields and buttons displayed are as explained in the following table.

Sections	Description	Remarks
Header Details	Displays the details for the Form F Header.	<p>The details for the following fields are displayed:</p> <ul style="list-style-type: none"> • Billed Member • Invoice Number • Invoice Date • Provisional Billing Month • Sampling Constant • Billing Member's Location ID • Billed Member's Location ID • Settlement Method • Billing Year/Month/Period • Currency of Listing/Evaluation • Currency of Billing • Listing Evaluation/Billing Rate • Digital Signature
Summary List	Displays the details of Form F.	<p>The details for the following fields are displayed:</p> <ul style="list-style-type: none"> • Total Gross Amount • Total ISC Amount • Total Other Commission Amount • Total UATP Amount • Handling Fee Amount • Total Tax Amount • Total VAT Amount • Net Total Before Sampling Constant • Sampling Constant • Net Total After Sampling Constant • Net Billing Amount • No. of Billing Records
Summary List	Displays the details for the Form F.	<p>The details for the following fields are displayed:</p> <ul style="list-style-type: none"> • No. of Billing Records • Total Gross Value • Total ISC Amt. • Total Other Commission • Total UATP Amt. • Total Handling Fee Amt. • Total Tax Amt. • Total VAT Amt. • Net Amt. Before Sampling Constant • Sampling Constant • Net Amt. After Sampling Constant

Sections	Description	Remarks
Form F Rejection Memo List	Displays the details for the Form F Coupon.	<p>The details for the following fields are displayed:</p> <ul style="list-style-type: none"> • Actions • Source Code • Batch No. • Seq. No. • Rejection Memo No. • Gross Fare Value • ISC Amt. • Other Comm. Amt. • UATP Amt. • Handling Fee Amt. • Tax Amt. • VAT Amt. • Net Rejected Amt. • Sampling Constant • Net Amt. After Sampling Const. • Reason Code • Reason Description

Buttons	Description	Remarks
Save Form F Header	Click Save Form F Header to save the details edited for the header fields.	The fields listed cannot be edited: <ul style="list-style-type: none"> • Billed Member • Invoice Date • Provisional Billing Month • Sampling Constant • Settlement Method • Currency of Listing/Evaluation • Currency of Billing • Listing/Evaluation to Billing Rate
Validate Invoice	Click Validate Invoice to validate the Invoice for linking details.	A message is displayed on the screen indicating successful validation. Any validation errors for the Form F are displayed in the Validation Errors section located at the end of the screen. Note: Validation Errors section is displayed only if the Form F fails the Validation checks.
Add a Rejection Memo	Click Add a Rejection Memo to add a Rejection Memo.	The Create Form F Rejection Memo screen is displayed. Enter the details for the Rejection Memo.
Invoice VAT	Click Invoice VAT to add VAT to the invoice.	The Form F VAT Capture screen is displayed. Add the VAT details to the Form F.
Back to Manage Invoice	Click Back to Manage Invoice to go back to Invoice Search screen.	-

The procedure to Edit Form F Header is as follows:

1. You can edit the following details:
 - **Billing Year/Month/Period.**
 - **Location ID of Billed Member** or **Location ID of Billing Member.**
 - **Invoice Number**
2. Click **Save Form F Header.**

Related Topics



[Adding a Rejection Memo](#)

[Form F VAT Capture](#)

[Validating an Invoice](#)


1.3.19 Editing Form F

To edit the Form F, the steps are as follows:

1. **Search the Form F.**
 2. Select the Form F to be edited from the list displayed in the **Search Results** section.
 3. Click  to edit the Form F.
 4. The **Edit Form F** screen is displayed.
 5. Select the Form F coupon to be edited from the list displayed in the **Form F Rejection Memo List** section.
 6. Click  to edit the coupon.
 7. The **Edit Rejection Memo** screen is displayed.
- For more information please refer topic: **Editing the Rejection Memo.**

1.3.20 Editing Form F Coupon

To edit a Form F coupon, the steps are as follows:

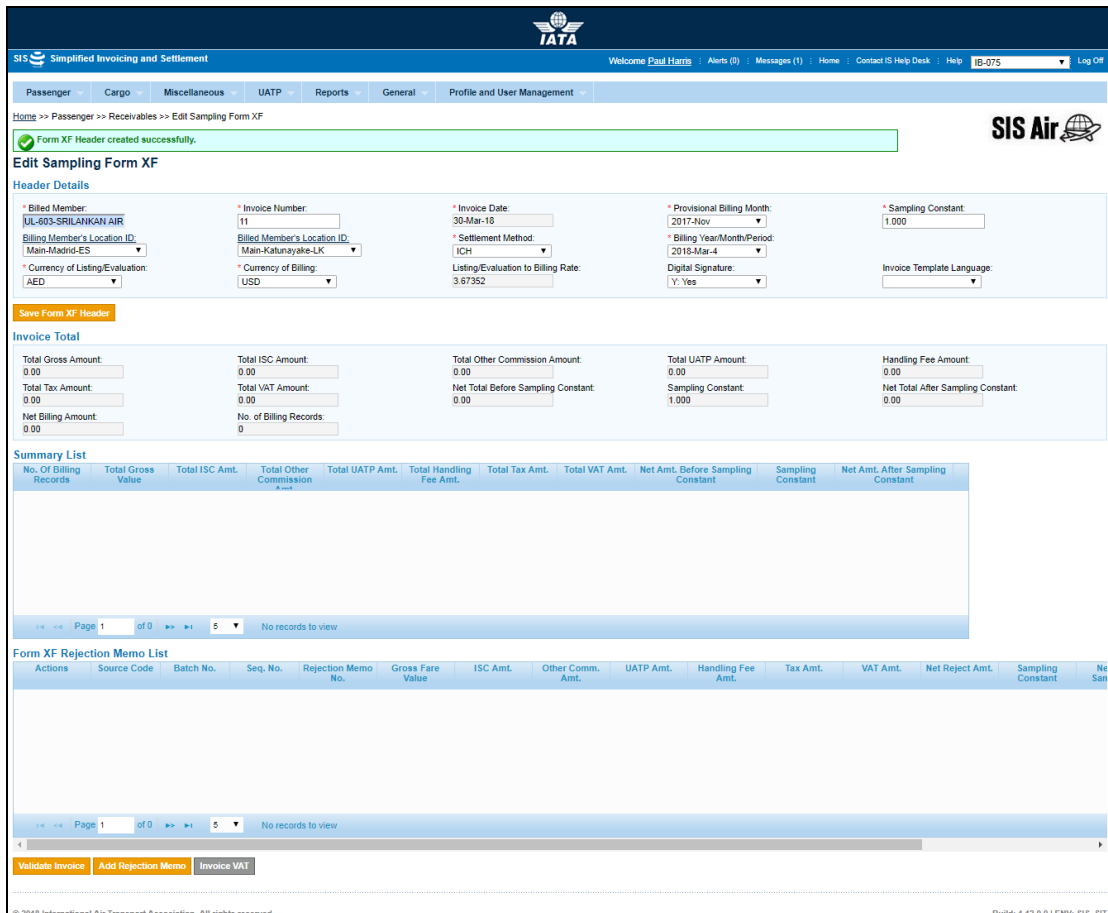
1. **Edit the Rejection Memo.**
2. Select the coupon from the list displayed in the **Rejection Memo Coupon List** section on the **Edit Rejection Memo** screen.
3. Click  to edit the coupon.
4. The **Edit Rejection Memo Coupon** screen is displayed.

For more information please refer topic: **Editing the Rejection Memo.**

1.3.21 Creating Form XF

To create a **Sampling Form XF Header**, the steps are as follows:

1. **Create Form XF Header.**
2. The **Edit Sampling Form XF** screen is displayed.

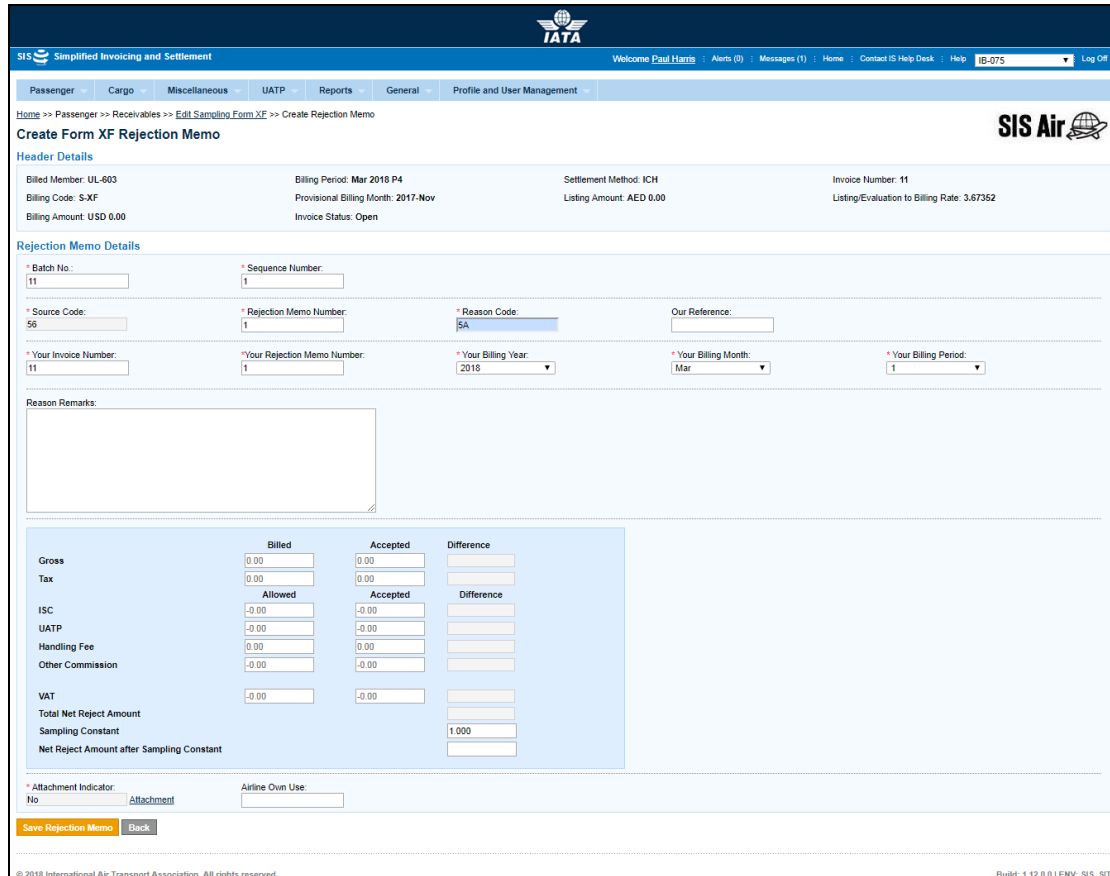


The screenshot displays the 'Edit Sampling Form XF' interface. At the top, a navigation bar includes 'Passenger', 'Cargo', 'Miscellaneous', 'UATP', 'Reports', 'General', and 'Profile and User Management'. A success message states 'Form XF Header created successfully.' The main form area is titled 'Edit Sampling Form XF' and contains several sections:

- Header Details:** A grid of input fields for 'Billed Member' (IUL603-SRI LANKAN AIR), 'Invoice Number' (11), 'Invoice Date' (30-Mar-18), 'Provisional Billing Month' (2017-Nov), 'Billing Member's Location ID' (Main-Madrid-ES), 'Billed Member's Location ID' (Main-Katunayake-LK), 'Settlement Method' (ICH), 'Billing Year/Month/Period' (2018-Mar-4), 'Currency of Listing/Evaluation' (AED), 'Currency of Billing' (USD), 'Listing/Evaluation to Billing Rate' (3.87352), 'Digital Signature' (Y: Yes), and 'Invoice Template Language'.
- Save Form XF Header:** A button to save the current header details.
- Invoice Total:** A summary of financial values including Total Gross Amount (0.00), Total Tax Amount (0.00), Net Billing Amount (0.00), Total ISC Amount (0.00), Total VAT Amount (0.00), No. of Billing Records (0), Total Other Commission Amount (0.00), Net Total Before Sampling Constant (0.00), Total UATP Amount (0.00), Sampling Constant (1,000), Handling Fee Amount (0.00), and Net Total After Sampling Constant (0.00).
- Summary List:** A table with columns: No. of Billing Records, Total Gross Value, Total ISC Amt., Total Other Commission Amt., Total UATP Amt., Total Handling Fee Amt., Total Tax Amt., Total VAT Amt., Net Amt. Before Sampling Constant, Sampling Constant, and Net Amt. After Sampling Constant. The table currently shows 'No records to view'.
- Form XF Rejection Memo List:** A table with columns: Actions, Source Code, Batch No., Seq. No., Rejection Memo No., Gross Fare Value, ISC Amt., Other Comm. Amt., UATP Amt., Handling Fee Amt., Tax Amt., VAT Amt., Net Reject Amt., Sampling Constant, and Net Sale. This table also shows 'No records to view'.

At the bottom of the screen, there are three buttons: 'Validate Invoice', 'Add Rejection Memo', and 'Invoice VAT'. The footer contains the text '© 2018 International Air Transport Association. All rights reserved.' and 'Build: 1.17.0.0 ENW SIS-ST'.

3. Click **Add Rejection Memo** button located at the end of screen.
4. The **Create Form XF Rejection Memo** screen is displayed.



Header Details

Billed Member: UL-603 Billing Period: Mar 2018 P4 Settlement Method: ICH Invoice Number: 11
 Billing Code: S-XF Provisional Billing Month: 2017-Nov Listing Amount: AED 0.00 Listing/Evaluation to Billing Rate: 3.67352
 Billing Amount: USD 0.00 Invoice Status: Open

Rejection Memo Details

* Batch No: 11 * Sequence Number: 1
 * Source Code: 56 * Rejection Memo Number: 1 * Reason Code: SA Our Reference:
 * Your Invoice Number: 11 * Your Rejection Memo Number: 1 * Your Billing Year: 2018 * Your Billing Month: Mar * Your Billing Period: 1

Reason Remarks:

	Billed	Accepted	Difference
Gross	0.00	0.00	
Tax	0.00	0.00	
ISC	-0.00	-0.00	
UATP	-0.00	-0.00	
Handling Fee	0.00	0.00	
Other Commission	-0.00	-0.00	
VAT	-0.00	-0.00	
Total Net Reject Amount			
Sampling Constant			1.000
Net Reject Amount after Sampling Constant			

* Attachment Indicator: No Airline Own Use:

Save Rejection Memo Back

Fields	Description	Remarks
Rejection Memo Data Capture		
*Batch Number	It is the Batch Sequence Number of the transaction.	The combination of Batch Number and Sequence Number should not be repeated within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.
*Sequence Number	It is the Sequence Number within a batch of the transaction.	The combination of Batch Number and Sequence Number should not be repeated within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.
*Source code	It is the Source Code of the transaction.	The default source code for Sampling Form XF is 56. When RM is initiated from billing history or payables screens and the rejected transaction had a non-bilateral Source Code, this will be set automatically to the appropriate value.

Fields	Description	Remarks
*Rejection Memo Number	It is the alpha-numeric Rejection Memo number.	-
*Reason Code	The Reason Code for rejection.	Should be a valid Reason Code as published by the industry <ul style="list-style-type: none"> The Reason Code will determine whether coupon breakdown is mandatory. Note when "1A" is provided, details of one coupon should be provided and not more than one. The Reason Code will determine which kinds of amounts can contain differences. For Example, Tax differences should not be billed when Reason Code is 1B.
Our Reference	To exchange data on a bilateral basis.	-
*Your Invoice Number	The number of the invoice that contained the transaction being rejected	When RM is initiated from billing history or payables screens, this will be set automatically to the appropriate value and should not be changed.
Your Rejection Memo Number	Applicable for RM stages 2 and 3, and pertains to the RM being rejected.	When RM is initiated from billing history or payables screens, this will be set automatically to the appropriate value and should not be changed.
*Your Billing Year	The billing year, month and period of the invoice that contained the transaction being rejected.	When RM is initiated from billing history or payables screens, this will be set automatically to the appropriate value and should not be changed.
*Your Billing Month	The billing year, month and period of the invoice that contained the transaction being rejected.	When RM is initiated from billing history or payables screens, this will be set automatically to the appropriate value and should not be changed.
*Your Billing Period	The billing year, month and period of the invoice that contained the transaction being rejected.	When RM is initiated from billing history or payables screens, this will be set automatically to the appropriate value and should not be changed.
Reason Remarks	It is the reason text for rejection.	-
Gross	It is the gross amount of the coupon for the Rejection Memo .	Gross is divided into three categories: <ul style="list-style-type: none"> Billed: It is the value which is being rejected. Accepted: It is the accepted value for the coupon. Difference: It is generated automatically by the system based on the difference between the Billed and the Accepted value.

Fields	Description	Remarks
Tax	It is the Tax for the coupon.	This total amount cannot be entered directly. It will be derived from the breakdown data entered. To enter tax breakdown data, click Tax Breakdown .
ISC	It is the Interline Service Charge applicable on the coupon.	ISC consists of 2 fields: <ul style="list-style-type: none"> <input type="checkbox"/> Percentage <input type="checkbox"/> Amount • The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value). • Since this is a deductible, you need to ensure that a negative percentage is entered (For example, -9.000) so that a negative value is derived. • It is possible to modify the derived amount. • When the Source Code does not indicate Frequent Flyer Award/Redemption billings (For example, Source Code 1, 2), validation will be performed on this amount (when modified) and the variance should be within tolerance as compared to the expected amount. • When the Source Code indicates Frequent Flyer Award/Redemption billings (For example, Source Code 56), no validation will be performed on the amount. • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.

Fields	Description	Remarks
UATP	It is the UATP discount applicable on the coupon.	<p>The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value).</p> <ul style="list-style-type: none"> • Since this is a deductible, you need to ensure that a negative percentage is entered (For example, -1.750) so that a negative value is derived. • It is possible to modify the derived amount. • When the Source Code does not indicate Frequent Flyer Award/Redemption billings (For example, Source Code 1, 2), validation will be performed on this amount (when modified) and the variance should be within tolerance as compared to the expected amount. • When the Source Code indicates Frequent Flyer Award/Redemption billings (For example, Source Code 56), no validation will be performed on the amount. • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.
Handling Fee	It is the Handling Fee applicable for the coupon.	<p>Since this is a deductible, you need to ensure that a negative value is entered (For example, -5.00).</p> <p>Maximum number of decimal places allowed is two.</p>

Fields	Description	Remarks
Other Commission	It is the Other Commission (Super-Commission or Code Share Commission) applicable on the coupon.	<p>Other Commission consists of 2 fields:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Percentage <input type="checkbox"/> Amount <ul style="list-style-type: none"> • The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value). • Since this is a deductible, you need to ensure that a negative percentage is entered (For example, -3.000) so that a negative value is derived. • It is possible to modify the derived amount. • No validations are performed on the amount • Maximum number of decimal places allowed for percentage is three. • Maximum number of decimal places allowed for amount is two.
VAT	It is the total VAT amount applicable on the coupon.	<p>This total amount cannot be entered directly. It will be derived from the breakdown data entered.</p> <p>To enter tax breakdown data, click VAT Breakdown.</p>
Total Net Rejected Amount	It is the total rejected amount.	<p>It is generated automatically.</p> <p>It is the total of Gross amount and Tax and VAT and ISC and UATP and Handling Fee and Other Commission.</p>
Sampling Constant	The value is equal to Gross Total of Sample divided by Sample Adjusted Gross Amount.	<p>It is generated automatically.</p> <ul style="list-style-type: none"> • It is constant with 3 decimal places. • Modification of sampling constant will result change in Total Net Rejected Amount.
Net Reject Amount after Sampling Constant	It is the total rejected amount.	<p>It is the Total Net Rejected Amount is multiplied by the Sampling Constant.</p> <ul style="list-style-type: none"> • This amount is then deducted from the Total Net Rejected Amount. • This is the Net Reject Amount after Sampling Constant. • Modification of sampling constant will result change in Total Net Rejected Amount.

Fields	Description	Remarks
*Attachment Indicator	It indicates whether any supporting documents (attachments) have been added to the transaction.	This field is automatically set by the system <ul style="list-style-type: none"> • Will be set to Yes if one or more attachments are added to the transaction. • Will be set to No if no attachments are added to the transaction (or when all existing attachments have been removed) • Click Attachment to add/remove attachments.
Airline Own Use	It is reserved for Internal use of Airline.	It is used to exchange data on a bilateral basis.

Buttons	Description	Remarks
Save Rejection Memo	Click Save Rejection Memo to save the Rejection Memo details entered.	After data of the current coupon is successfully saved, the Edit Rejection Memo screen is displayed where the details for the coupon can be added.
Back	Click Back to go to previous screen.	If there are any unsaved changes/additions on the screen, a warning will be provided to the user.

The procedure for creating a Sampling form XF is as follows:

- Enter the following details:
 - **Batch Number**
 - **Sequence Number**
 - The **Source Code** will be generated automatically by the system
 - **Rejection Memo Number**
 - **Reason Code**
 - **Our Reference**
 - **Your Invoice Number**
 - **Your Rejection Memo Number**
 - **Your Billing Year**
 - **Your Billing Month**
 - **Your Billing Period**
 - **Reason Remarks**
 - Enter the **Billed Gross, Accepted Gross**. The **Gross Difference** will be generated automatically.
 - Enter the **Billed Tax, Accepted Tax**. The **Tax Difference** will be generated automatically.
 - Enter the **Billed ISC, Accepted ISC**. The **ISC Difference** will be generated automatically.
 - Enter the **Billed UATP, Accepted UATP**. The **UATP Difference** will be generated automatically.
 - Enter the **Billed Handling Fee, Accepted Handling Fee**. The **Handling Fee Difference** will be generated automatically.
 - Enter the **Billed Other Commission, Accepted Other Commission**. The **Other Commission Difference** will be generated automatically.
 - Enter the **Billed VAT, Accepted VAT**. The **VAT Difference** will be generated automatically.

- The **Net Rejected Amount** will be generated automatically.
2. Click **Attachment** to insert attachments for the coupon.
 3. Click **Save Rejection Memo**.
 4. The **Edit Rejection Memo** screen is displayed with the confirmation that the Form XF is created successfully.

You can also add a coupon for the Rejection Memo.


Related Topics

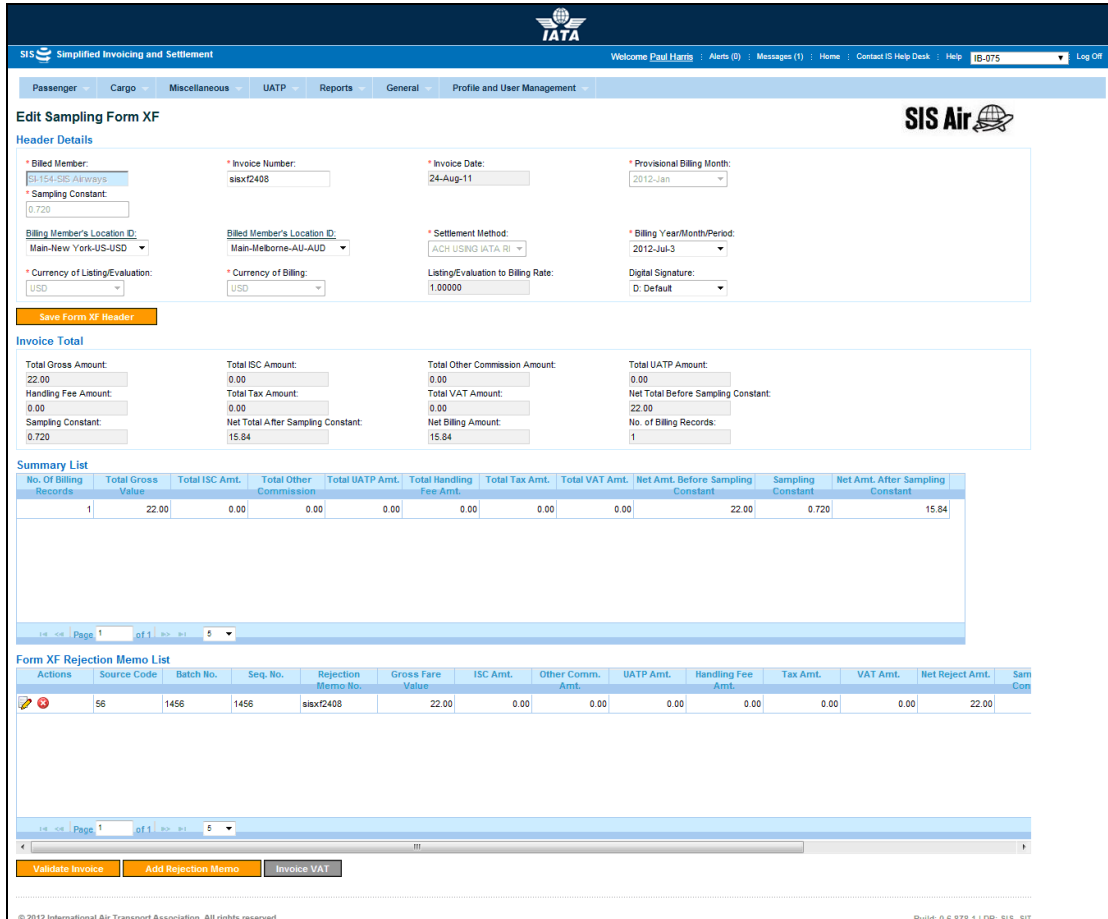
[Creating Form XF Header](#)

[Adding Rejection Memo Coupon](#)

1.3.22 Editing Form XF Header

To edit Form XF, the steps are as follows:

1. **Search the Form XF.**
2. Select the Form XF to be edited from the list displayed in the **Search Results** section.
3. Click  to edit the Form XF.
4. The **Edit Sampling Form XF** screen is displayed.



Edit Sampling Form XF

Header Details

Billed Member: Invoice Number: Invoice Date: Provisional Billing Month:

Sampling Constant:

Billing Member's Location ID: Billed Member's Location ID: Settlement Method: Billing Year/Month/Period:

Currency of Listing/Evaluation: Currency of Billing: Listing/Evaluation to Billing Rate: Digital Signature:

Save Form XF Header

Invoice Total

Total Gross Amount:	Total ISC Amount:	Total Other Commission Amount:	Total UATP Amount:
22.00	0.00	0.00	0.00
Handling Fee Amount:	Total Tax Amount:	Total VAT Amount:	Net Total Before Sampling Constant:
0.00	0.00	0.00	22.00
Sampling Constant:	Net Total After Sampling Constant:	Net Billing Amount:	No. of Billing Records:
0.720	15.84	15.84	1

Summary List

No. Of Billing Records	Total Gross Value	Total ISC Amt.	Total Other Commission	Total UATP Amt.	Total Handling Fee Amt.	Total Tax Amt.	Total VAT Amt.	Net Amt. Before Sampling Constant	Sampling Constant	Net Amt. After Sampling Constant
1	22.00	0.00	0.00	0.00	0.00	0.00	0.00	22.00	0.720	15.84

Page 1 of 1

Form XF Rejection Memo List

Actions	Source Code	Batch No.	Seq. No.	Rejection Memo No.	Gross Fare Value	ISC Amt.	Other Comm. Amt.	UATP Amt.	Handling Fee Amt.	Tax Amt.	VAT Amt.	Net Reject Amt.	Sam Con
	56	1456	1456	sixx2408	22.00	0.00	0.00	0.00	0.00	0.00	0.00	22.00	

Page 1 of 1

Validate Invoice **Add Rejection Memo** **Invoice VAT**

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The sections, fields and buttons displayed are as explained in the following table.

Sections	Description	Remarks
Header Details	Displays the details for the Form XF Header.	<p>The details for the following fields are displayed:</p> <ul style="list-style-type: none"> • Billed Member • Invoice Number • Invoice Date • Provisional Billing Month • Sampling Constant • Billing Member's Location ID • Billed Member's Location ID • Settlement Method • Billing Year/Month/Period • Currency of Listing/Evaluation • Currency of Billing • Listing Evaluation/Billing Rate • Digital Signature
Summary List	Displays the details of Form XF.	<p>The details for the following fields are displayed:</p> <ul style="list-style-type: none"> • Total Gross Amount • Total ISC Amount • Total Other Commission Amount • Total UATP Amount • Handling Fee Amount • Total Tax Amount • Total VAT Amount • Net Total Before Sampling Constant • Sampling Constant • Net Total After Sampling Constant • Net Billing Amount • No. of Billing Records
Summary List	Displays the details for the Form XF.	<p>The details for the following fields are displayed:</p> <ul style="list-style-type: none"> • No. of Billing Records • Total Gross Value • Total ISC Amt. • Total Other Commission • Total UATP Amt. • Total Handling Fee Amt. • Total Tax Amt. • Total VAT Amt. • Net Amt. Before Sampling Constant • Sampling Constant • Net Amt. After Sampling Constant

Sections	Description	Remarks
Form XF Rejection Memo List	Displays the details for the Form XF Coupon.	<p>The details for the following fields are displayed:</p> <ul style="list-style-type: none"> • Actions • Source Code • Batch No. • Seq. No. • Rejection Memo No. • Gross Fare Value • ISC Amt. • Other Comm. Amt. • UATP Amt. • Handling Fee Amt. • Tax Amt. • VAT Amt. • Net Rejected Amt. • Sampling Constant • Net Amt. After Sampling Const. • Reason Code • Reason Description

Buttons	Description	Remarks
Save Form F Header	Click Save Form XF Header to save the details edited for the header fields.	The fields listed cannot be edited: <ul style="list-style-type: none"> • Billed Member • Invoice Date • Provisional Billing Month • Sampling Constant • Settlement Method • Currency of Listing/Evaluation • Currency of Billing • Listing/Evaluation to Billing Rate
Validate Invoice	Click Validate Invoice to validate the Invoice for linking details.	A message is displayed on the screen indicating successful validation. Any validation errors for the Form XF are displayed in the Validation Errors section located at the end of the screen. Note: Validation Errors section is displayed only if the Form XF fails the Validation checks.
Add a Rejection Memo	Click Add a Rejection Memo to add a Rejection Memo.	The Create Form XF Rejection Memo screen is displayed. Enter the details for the Rejection Memo.
Invoice VAT	Click Invoice VAT to add VAT to the invoice.	The Form XF VAT Capture screen is displayed. Add the VAT details to the Form XF.
Back to Manage Invoice	Click Back to Manage Invoice to go back to Invoice Search screen.	-

The procedure to Edit Form XF Header is as follows:

1. You can edit the following details:
 - **Billing Year/Month/Period.**
 - **Location ID of Billed Member** or **Location ID of Billing Member.**
 - **Invoice Number**
2. Click **Save Form F Header.**

Related Topics



[Adding a Rejection Memo](#)

[Form XF VAT Capture](#)

[Validating an Invoice](#)


1.3.23 Editing Form XF

To edit the Form XF, the steps are as follows:

1. **Search the Form XF.**
 2. Select the Form F to be edited from the list displayed in the **Search Results** section.
 3. Click  to edit the Form XF.
 4. The **Edit Form XF** screen is displayed.
 5. Select the Form XF coupon to be edited from the list displayed in the **Form XF Rejection Memo List** section.
 6. Click  to edit the coupon.
 7. The **Edit Rejection Memo** screen is displayed.
- For more information please refer topic: **Editing the Rejection Memo.**

1.3.24 Editing Form XF Coupon

To edit a Form XF coupon, the steps are as follows:

1. **Edit the Rejection Memo.**
2. Select the coupon from the list displayed in the **Rejection Memo Coupon List** section on the **Edit Rejection Memo** screen.
3. Click  to edit the coupon.
4. The **Edit Rejection Memo Coupon** screen is displayed.

For more information please refer topic: **Editing the Rejection Memo.**

1.3.25 Searching Sampling Form C

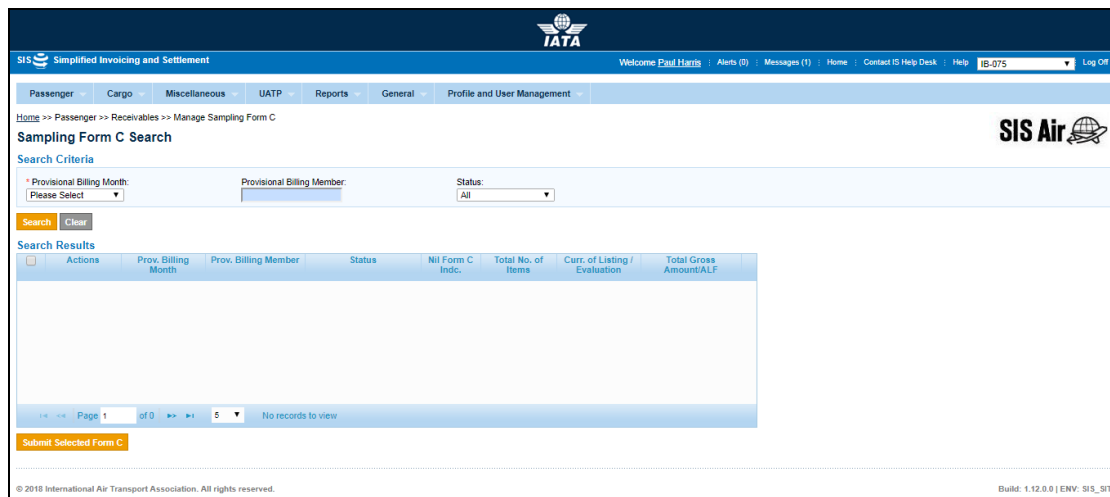
Sampling Form C can be searched using

- [Receivables submenu](#)
- [Payables submenu](#)

1.3.25.1 Searching Form C using Receivables submenu

To search a **Sampling Form C**, the steps are as follows:




1. Click **Passenger** menu.
2. Click **Receivables** submenu.
3. Click **Manage Sampling Form C** option.
4. The **Sampling Form C Search** screen will be displayed.



The fields and buttons are as described in the following tables.

Fields	Description	Remarks
*Provisional Billing Month	It indicates the Month for which Form C is generated.	Default format is YYYY- • For example, 2011-APR • Provisional Billing Month can be different from the Billing Year/Month/Period.
Provisional Billing Member	It is the combination of designator, accounting code and commercial name of the billed member.	Unique alphanumeric code that identifies the member's location in the Member Profile. • It is the ID of the member who generates the invoice to be sent. • For example, • WI-023-Wings Airways

Fields	Description	Remarks
Status	It indicates the Status of the selected invoice.	Default value should be one of the following <ul style="list-style-type: none"> • Open • Ready for Submission • Submission • Processing Complete • Presented

Buttons	Description	Remarks
	Click Edit to edit the selected invoice.	It is used to add details to the invoice header.
	Click Validate to check the selected invoice for validations.	It is used for checking the invoice for validation checks. For example, checking File Naming Conventions, Duplicate Invoices, Missing data in the Invoice and so on.
	Click Delete to delete the selected Invoice.	It is used for deleting expired, overdue or incorrect invoices.
Submit Selected Form C	Click Submit Selected Form C to submit the selected invoices to the clearing houses for the settlement.	Invoices can be submitted only after the validation checks are cleared.

The procedure to Search a Sampling Form C is as follows:

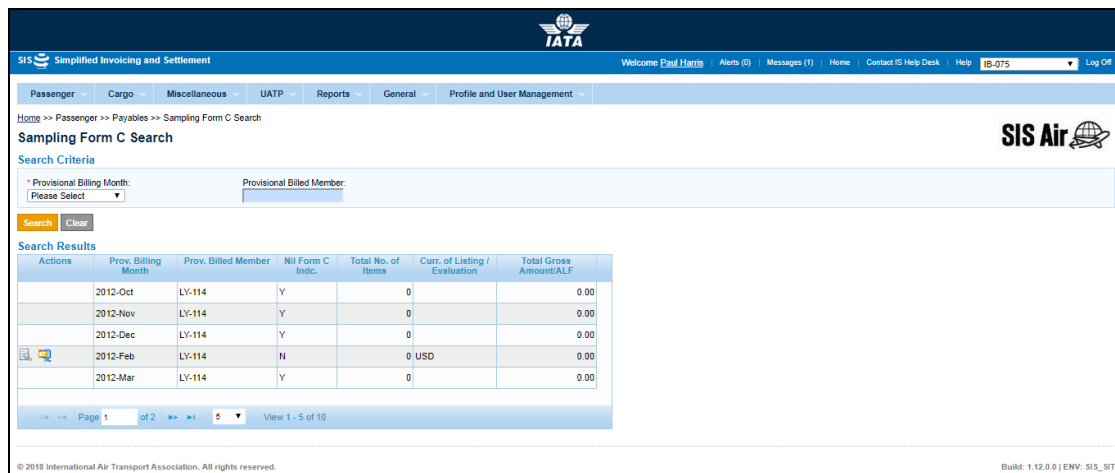
1. Enter the following details:
 - **Provisional Billing Month.**
 - **Provisional Billing Member.**
 - Select the **Status** of the invoice.
2. Click **Search** to search an **Invoice**.
3. The result is displayed in the **Search Result** window.
All the fields marked (*) are mandatory for searching an invoice.

[Top](#)

1.3.25.2 Searching Form C using Payables submenu

To search a **Sampling Form C**, the steps are as follows:



1. Click **Passenger** menu.
2. Click **Payables** submenu.
3. Click **Manage Sampling Form C** option.
4. The **Sampling Form C Search** screen will be displayed.



Actions	Prov. Billing Month	Prov. Billed Member	Nil Form C Indc.	Total No. of Items	Curr. of Listing / Evaluation	Total Gross Amount/ALF
	2012-Oct	LV-114	Y	0		0.00
	2012-Nov	LV-114	Y	0		0.00
	2012-Dec	LV-114	Y	0		0.00
	2012-Feb	LV-114	N	0 USD		0.00
	2012-Mar	LV-114	Y	0		0.00

The fields and buttons are as described in the following tables.

Fields	Description	Remarks
*Provisional Billing Month	It indicates the Month for which Form C is generated.	Default format is YYYY- • For example, 25-Apr-11 • Provisional Billing Month can be different from the Billing Year/Month/Period.
Provisional Billing Member	It is the combination of designator, accounting code and commercial name of the billed member.	Unique alphanumeric code that identifies the member's location in the Member Profile. • It is the ID of the member who generates the invoice to be sent. • For example, WI-023-Wings Airways

Buttons	Description	Remarks
	Click View to view the details for the Sampling Form C.	The Form C Summary/Coupons screen is displayed. Select the form C coupon to be viewed from the list displayed in the Form C Coupon List section. For more information please refer to topic Viewing Form C.
	Click Zip to choose the invoice download options.	The Choose Invoice Download Options screen is displayed. Select from the available options to download the invoice.

The procedure to Search a Sampling Form C is as follows:

1. Enter the following details:
 - **Provisional Billing Month.**
 - **Provisional Billing Member.**
2. Click **Search** to search an **Invoice**.
3. The result is displayed in the **Search Result** window.
4. All the fields marked (*) are mandatory for searching an invoice.

[Top](#)

Related Topics


[Validating Sampling Form](#)

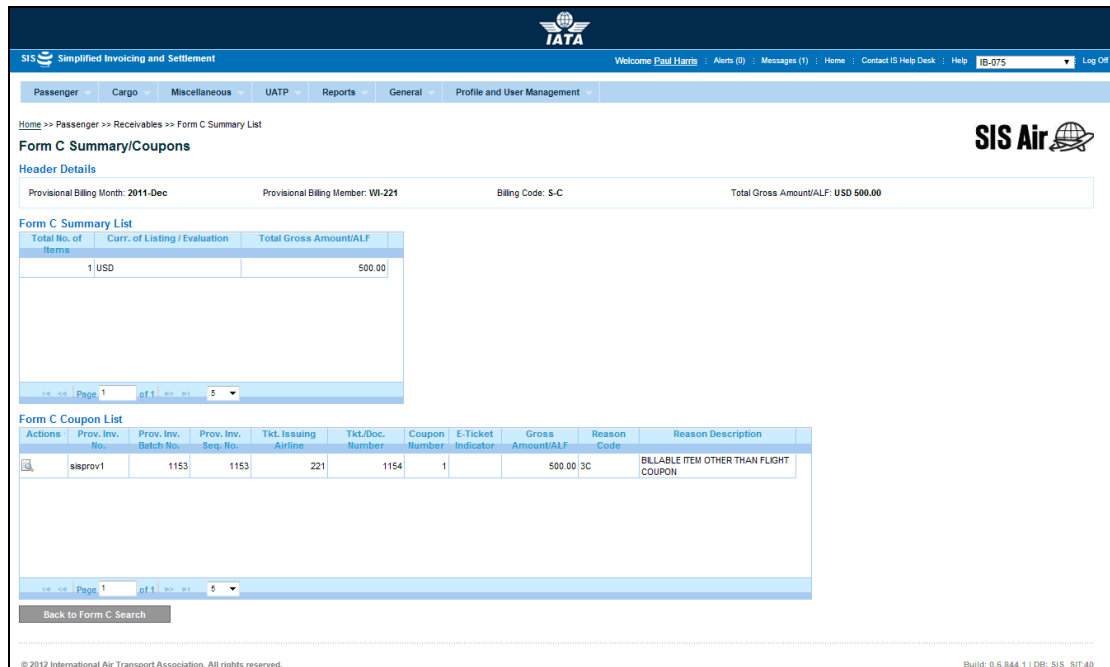
[Submitting Sampling Form](#)

[Deleting Sampling Form](#)

1.3.26 Viewing Form C

To view Form C, the steps are as follows:

1. Search the Form C.
2. Select the Form C from the list displayed in the **Search Results** section.
3. Click .
4. The **Form C Summary/Coupons** screen is displayed.




The screenshot displays the SIS Air interface for viewing Form C. The top navigation bar includes 'SIS Simplified Invoicing and Settlement' and 'Welcome Paul Harris'. The main content area is titled 'Form C Summary/Coupons' and shows 'Header Details' for a provisional billing month of 2011-Dec, a provisional billing member of WI-221, and a total gross amount of USD 500.00. Below this is a 'Form C Summary List' table with one item: 1 USD with a total gross amount of 500.00. At the bottom is a 'Form C Coupon List' table with one coupon: sisprov1, 1153, 1153, 221, 1154, 1, 500.00, 3C, with a reason description of 'BILLABLE ITEM OTHER THAN FLIGHT COUPON'.


The fields and buttons are as described in the following tables.

Sections	Description	Remarks
Header Details	It displays the details for the header.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Provisional Billing Month • Provisional Billing Member • Billing Code
Form C Summary List	It displays the details of the Form C.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Total No. of Items • Curr. of Listing/Evaluation • Total Gross Amount/ALF

Sections	Description	Remarks
Form C Coupon List	It displays the list of Form C Coupons.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Actions • Prov. Inv. No. • Prov. Inv. Seq. No. • Tkt. Issuing Airline • Tkt. /Doc. No. • Coupon Number • E-Ticket Indicator • Gross Amount/ALF • Reason Code • Reason Description

Buttons	Description	Remarks
	Click View to view the Sampling Form C Coupon details.	The View Sampling Form C Coupon screen is displayed. For more information refer topic: Viewing Sampling Form C Coupon.
Back to Form C Search	Click Back to Form C Search to go back to Sampling Form C Search screen.	The Sampling Form C Search screen is displayed.

The procedure to view Sampling Form C Coupon is as follows:

1. Select the coupon from the list displayed in the **Form C Coupon List** section.
2. Click .
3. The **View Sampling Form C Coupon** screen is displayed.

The details of the Form C Coupon are displayed in the Form C Coupon Detail section.

1.3.27 Viewing Sampling Form C Coupon



Note: Refer to procedure Viewing Sampling Form C Coupon.

1. The details of the Form C Coupon are displayed in the **Form C Coupon Detail** section.
2. Click **Back** to go back to the Form C Summary/Coupons screen.

Note: If the Form C is searched using **Billing History and Correspondence** submenu, Click **Back to Billing History** to go back to the **Billing History** screen (on the **View Sampling Form C Coupon** screen).

1.3.28 Viewing Sampling Form

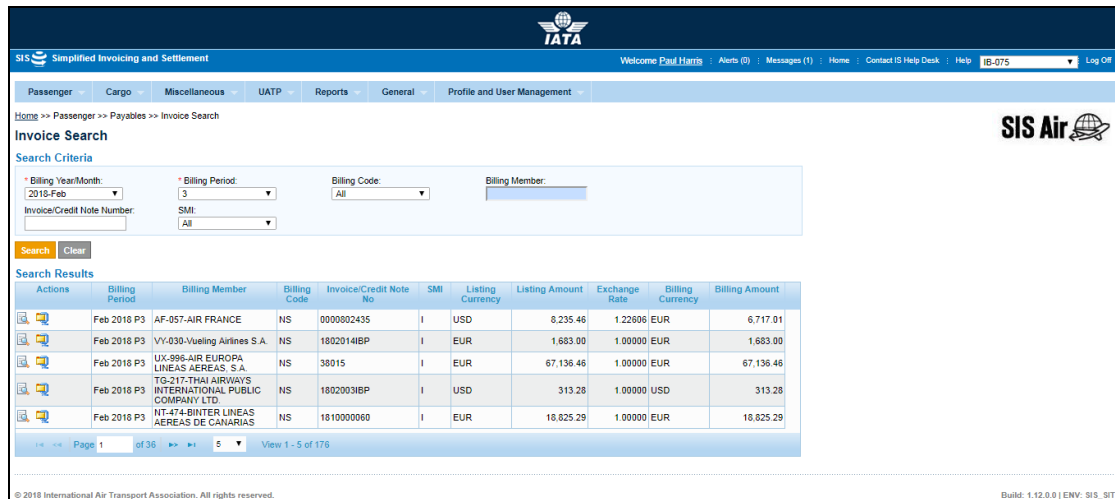
To view Sampling Forms, the steps are as follows:

1. Search the Form.
2. Select the form to be viewed from the **Search Results** section.
3. Click .
4. The **View Sampling Form** screen is displayed.
5. The fields and buttons displayed are similar as in the **Edit Sampling Form** (Header) screen.
For more information refer topic **Editing Form Header** (for the respective form).
6. Select the Coupon to be viewed from the **Form List** section for the Form.
7. Click .
8. The **View Sampling Form** screen is displayed.
9. The details for the form are displayed.

1.3.29 Submitting Sampling Form

To submit a **Sampling Form**, the steps are as follows:

1. Search the Sampling Form.













Invoice Search

Search Criteria

Billing Year/Month: 2018-Feb
 Invoice/Credit Note Number:
 Billing Period: 3
 SMI: All
 Billing Code: All
 Billing Member:

Search Results

Actions	Billing Period	Billing Member	Billing Code	Invoice/Credit Note No	SMI	Listing Currency	Listing Amount	Exchange Rate	Billing Currency	Billing Amount
 	Feb 2018 P3	AF-057-AIR FRANCE	NS	0000002435	I	USD	8,235.46	1.22606	EUR	6,717.01
 	Feb 2018 P3	VY-030-Vueling Airlines S.A.	NS	1802014BP	I	EUR	1,683.00	1.00000	EUR	1,683.00
 	Feb 2018 P3	UX-996-AIR EUROPA LINEAS AEREAS, S.A.	NS	38015	I	EUR	67,136.46	1.00000	EUR	67,136.46
 	Feb 2018 P3	TG-217-TWAI AIRWAYS INTERNATIONAL PUBLIC COMPANY LTD	NS	1802003BP	I	USD	313.28	1.00000	USD	313.28
 	Feb 2018 P3	NT-474-BINTER LINEAS AEREAS DE CANARIAS	NS	181000060	I	EUR	18,825.29	1.00000	EUR	18,825.29

Page 1 of 36 | 5 | View 1 - 5 of 176

The procedure to submit Sampling Form is as follows:

1. Select the invoice you want to submit from **Search Results** section.
2. Check if the Invoice/Credit Note status is **Ready for Submission**.
3. Click **Submit Selected Invoices**.
4. The selected invoice will be submitted to respective clearing house as mentioned in Member Profile.

Related Topics

[Searching Sampling Form](#)

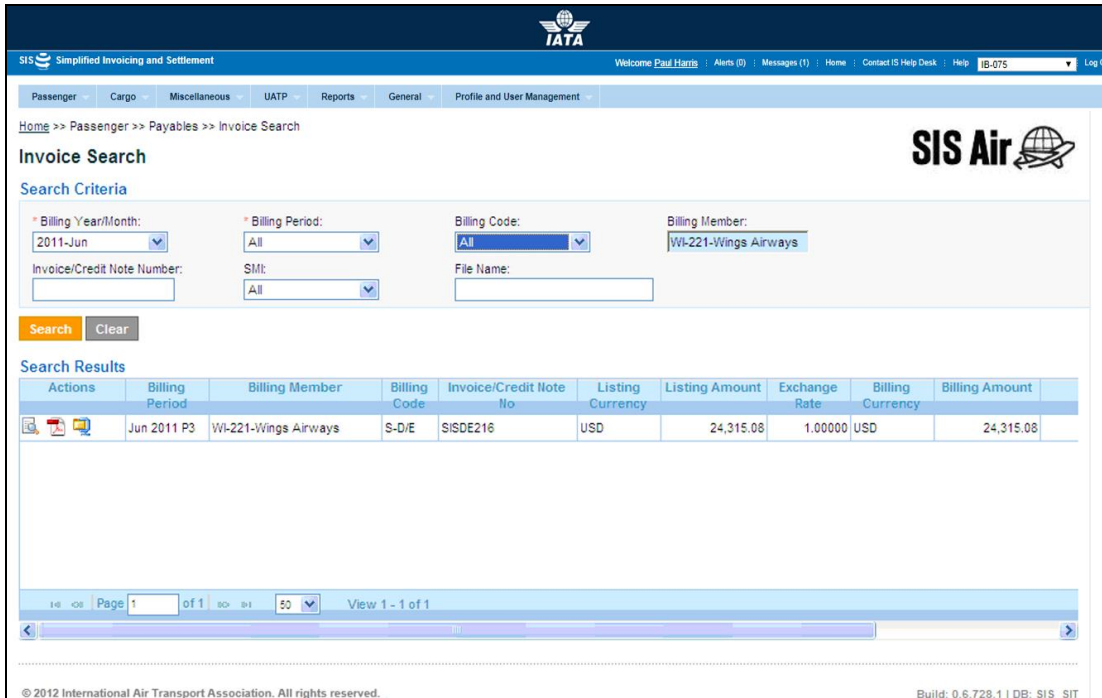
[Validating Sampling Form](#)

[Deleting Sampling Form](#)




1.3.30 Deleting Sampling Form

To delete a **Sampling Form**, the steps are as follows:

1. Search the Sampling Form.



The screenshot shows the SIS Air web application interface. At the top, there is a navigation menu with options like Passenger, Cargo, Miscellaneous, UATP, Reports, General, and Profile and User Management. The main content area is titled "Invoice Search" and contains a "Search Criteria" section with various input fields: Billing Year/Month (2011-Jun), Billing Period (All), Billing Code (All), Billing Member (WI-221-Wings Airways), Invoice/Credit Note Number, SMI (All), and File Name. Below the search criteria are "Search" and "Clear" buttons. The "Search Results" section displays a table with the following data:

Actions	Billing Period	Billing Member	Billing Code	Invoice/Credit Note No	Listing Currency	Listing Amount	Exchange Rate	Billing Currency	Billing Amount
  	Jun 2011 P3	WI-221-Wings Airways	S-DE	SISDE216	USD	24,315.08	1.00000	USD	24,315.08

At the bottom of the results table, there is a pagination control showing "Page 1 of 1" and "View 1 - 1 of 1". The footer of the page contains the copyright notice "© 2012 International Air Transport Association. All rights reserved." and the build information "Build: 0.6.728.1 | DB: SIS_SIT".

The procedure to delete a Sampling Form is as follows:

1. Select the form you want to delete from the **Search Results** section.

2. Click .

3. The selected form is deleted from the database.

Related Topics

[Editing an Invoice](#)

[Searching Form C](#)

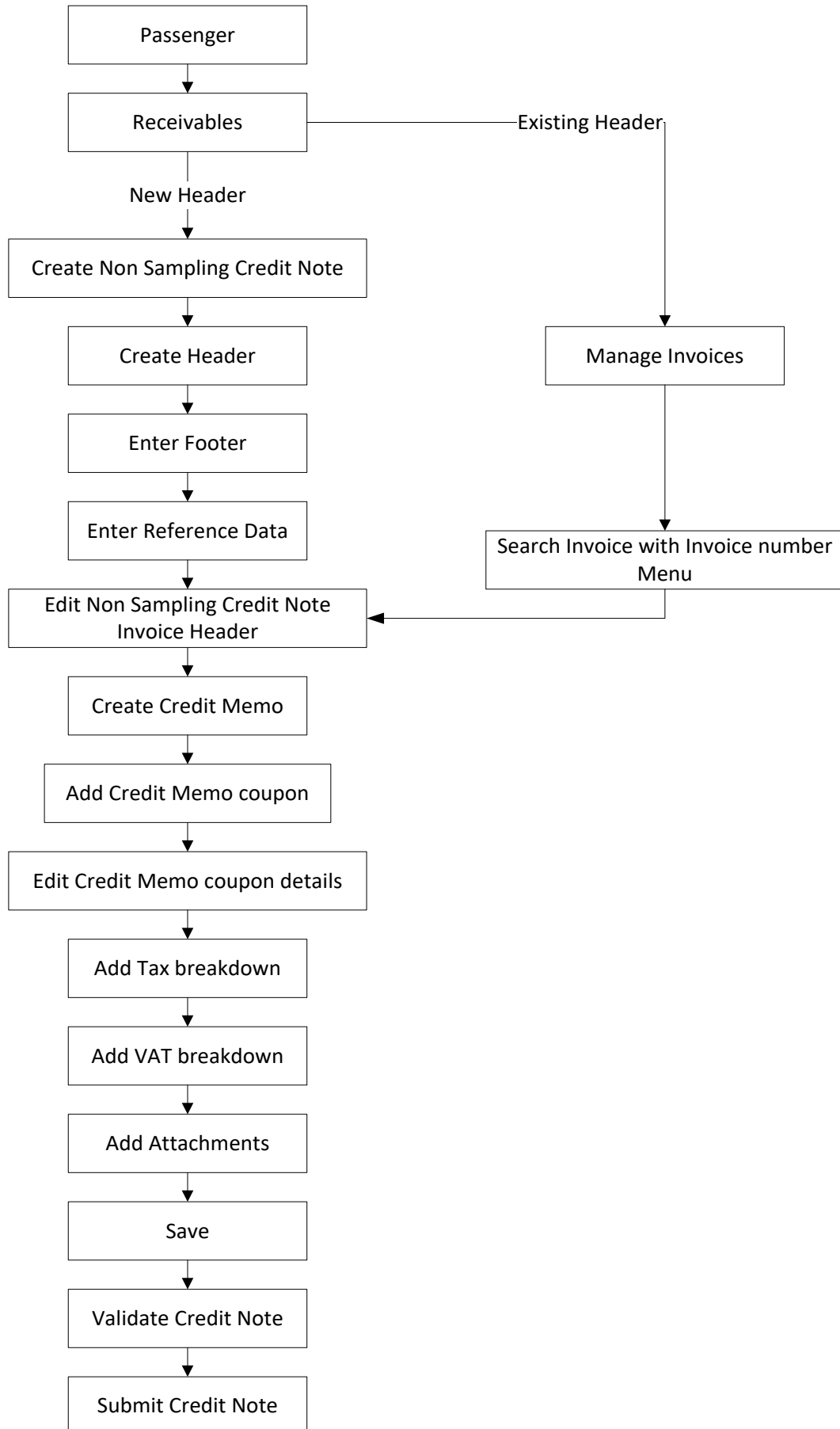
[Validating an Invoice](#)

1.4 Working with Non-Sampling Credit Note

1.4.1 Processes for Credit Note

- Creating a Credit Note

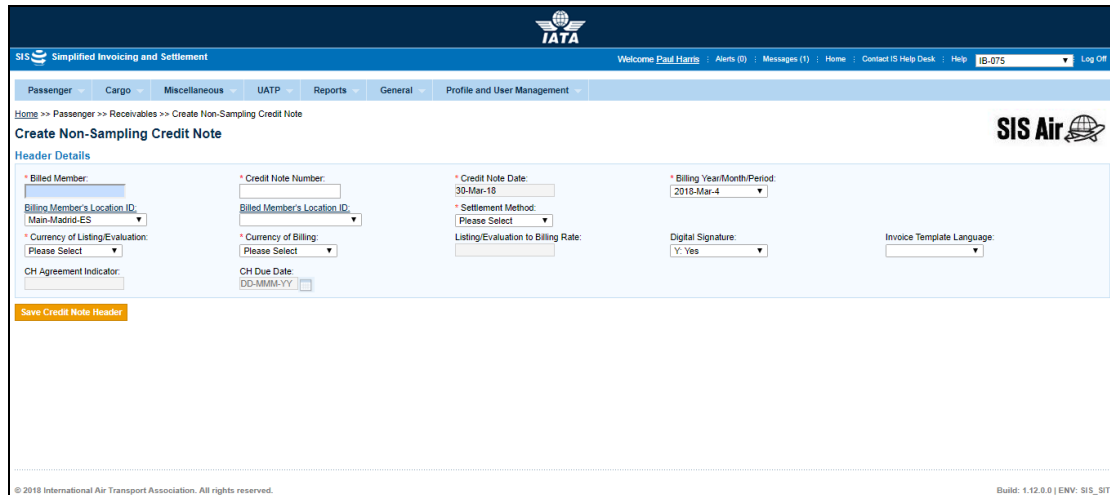
Creating a Credit Note



1.4.2 Creating Credit Note Header

To create a **Non-Sampling Credit Note**, the steps are as follows:

1. Click **Passenger** menu.
2. Click **Receivables** submenu.
3. Click **Create Non-Sampling Credit Note** option.
4. The **Create Non-Sampling Credit Note** screen will be displayed.



Fields	Description	Remarks
*Billed Member	It is the combination of designator, accounting code and commercial name of the billed member.	For example, WI-221-Wings Airways
*Credit Note Number	Unique alphanumeric ID that identifies the Credit Note.	<p>The Credit Note Number could be up-to ten characters (English letters and numbers only)</p> <p>For example, WI1234</p> <ul style="list-style-type: none"> • Spaces and special characters (#, *, @, ~, - etc.) should not be used. • Letters are case insensitive. For example, wi1234 will be considered equal to WI1234 when performing duplicate checks. • Should not be duplicated by the billing airline within a calendar year.

Fields	Description	Remarks
*Credit Note Date	It is the date of the credit note	Shows the date on which Credit Note Header is created. <ul style="list-style-type: none"> Automatically updated to the date on which invoice is successfully submitted. Cannot be edited or modified by the users.
*Billing Year/Month/Period	The Clearance Period of the invoice (Year, Month and Period)	For example, Period 3 of April-2013 is represented as 2013-Apr-3: The periods displayed are as follows: <ul style="list-style-type: none"> The current open period (default value) The next 4 (future) periods; which may pertain to the next month also The previous closed period (if the late submission window is open in either of the clearing houses). <p>Note that selecting a future month does not guarantee invoice creation. See fields Settlement Method and Listing Evaluation to Billing Rate below. If the system needs to populate Listing Evaluation to Billing Rate; but does not find it for the future month, it will result in an error while saving the data.</p>
Billing Member's Location ID	Unique alphanumeric code that identifies member's location as per the member profile	It generates the legal reference data for the member. Default location is the Main location. <ul style="list-style-type: none"> Default location can be changed by selecting the desired location from the list. If reference data is required to be captured without using a location code, the blank value at the top of the list should be selected and reference data needs to be entered in the reference data dialog. The reference data dialog can be opened by clicking Billing Member's Location ID above this field. The header can be saved without reference data; by selecting the blank value at the top of the list. However it should be ensured that reference data is captured before validating the invoice. Otherwise the validation process will result in an error.

Fields	Description	Remarks
Billed Member's Location ID	Unique alphanumeric code that identifies member's location as per the member profile.	<p>The legal reference data is populated based on this.</p> <ul style="list-style-type: none"> • Default location selected is MAIN. • Default location can be changed by selecting the desired location from the list. • If reference data is required to be captured without using a location code, the blank value at the top of the list should be selected and reference data needs to be entered in the reference data dialog. • The reference data dialog can be opened by clicking Billed Member's Location ID above this field. • The header can be saved without reference data; by selecting the blank value at the top of the list. However it should be ensured that reference data is captured before validating the invoice. Otherwise the validation process will result in an error.

Fields	Description	Remarks
*Settlement Method	It is the Settlement Method of the Credit Note.	<p>Valid values are as follows:</p> <ul style="list-style-type: none"> ▪ A: Settlement via ACH ▪ Applicable when both billing and billed members are ACH members ▪ If both billing and billed members are dual members; but have indicated in the profile that they will bill each other Passenger billings via the ICH; then A cannot be used. ▪ M: Settlement via ACH using RAM rule ▪ Applicable for ACH Inter-clearance Billings (ACH member billing ICH member) ▪ Applicable for settlement via ACH (ACH member billing ACH member) based on RAM rules ▪ I: Settlement via ICH ▪ Applicable when both billing and billed members are ICH members ▪ Applicable for ICH Inter-Clearance Billings (ICH member billing ACH member). ▪ B: Bilateral Settlement (direct settlement between members not involving any clearing house) <ul style="list-style-type: none"> • Where settlement is possible via a clearing house (ICH/ACH based on both the members' clearing house membership status), the default value will be set as A/I/M as appropriate. ▪ X: Settlement via Special ICH Agreement <ul style="list-style-type: none"> • Allowed when both Billing Member and Billed Member are ICH members and when they are part of a Special ICH Agreement ▪ A/I/M/X can be changed to B if required. ▪ A can be changed to M if required. <p>When settlement is not possible via a clearing house, the default value will be set as B. It should not be changed to any other value.</p>
		<p>Note:</p> <p>In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership of the parent member will be considered for determination/validation of Settlement Method billing or billed member</p>

Fields	Description	Remarks
*Currency of Listing/Evaluation	The currency in which the transactions are listed.	-
*Currency of Billing	The currency of billing of the invoice.	<ul style="list-style-type: none"> ▪ When Settlement Method is "I" <ul style="list-style-type: none"> • If both Billing/Billed airlines are in Zone A; value should be GBP. • If both the Billing & Billed Airlines are in Zone D; value should be EUR. • If both Billing/Billed airlines in Zone B, value should be USD. • If Billing & Billed Airlines are in different ICH zones; or when the Billed Airline is an ACH member (inter-clearance billing); value should be USD. ▪ When Settlement Method is ACH using RAM Rule (ACH Inter-clearance Billings); value should be USD. ▪ When Settlement Method is "M" (ACH member billing ACH member based on RAM rule); value should be as per currencies allowed by ACH.. ▪ When Settlement Method is "A"; value should be as per currencies allowed by ACH.. ▪ When Settlement Method is "B"; it can be any currency. ▪ When Settlement "X"; it can be any currency. <p>Note: In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Settlement Method will be considered as that of the final parent member of billing or billed member.</p>
Listing/Evaluation to Billing Rate	It is the Exchange Rate applicable for the Currency of Listing with reference to the Currency of Billing (dividing rate).	<p>For example: If Currency of Listing/Evaluation is THB and Currency of Billing is USD; the Listing Evaluation to Billing Rate would be 30.208039</p> <ul style="list-style-type: none"> • When Settlement Method is I/M/A, this field will be populated with the Five Day Rate by the system and cannot be edited or modified. • When Settlement Method is B, the value should be entered by the user. It should not be zero or a negative value. • This field is mandatory for Settlement Method via ICH using Special Agreement; the value should be entered by the user. It should not be zero or negative value.

Fields	Description	Remarks
Digital Signature	A flag indicating whether digital signature is required or not.	Valid value are as follows: <ul style="list-style-type: none"> • N: No • Y: Yes • D: Default (as per profile settings) If digital signature requirements indicate a 'No' as per profile settings, it should not be changed to "Y".
Invoice Template Language	It indicates Invoice Template Language	-
CH Agreement Indicator	It indicates the Clearing House Agreement Indicator	-
CH Due Date	It indicates the earliest date on which the Clearing House should settle the Invoice/Credit Note	-

The procedure to create a Non-Sampling Credit Note is as follows:

1. Enter all the following details:

- **Billed Member**
- **Credit Note Number**
- **Credit Note Date**
- **Billing Year/Month/Period**
- **Billing Member's Location ID**
- **Billed Member's Location ID**
- **Settlement Method**
- **Currency of Listing/Evaluation**
- **Currency of Billing**
- **Listing/Evaluation to Billing Rate**
- **Digital Signature**
- **Invoice Template Language**
- **CH Agreement Indicator**
- **CH Due Date**

2. Click **Save** Credit Note.

3. The **Edit Non-Sampling Credit Note** screen is displayed with the confirmation that the Credit Note Header is created successfully.

Related Topics

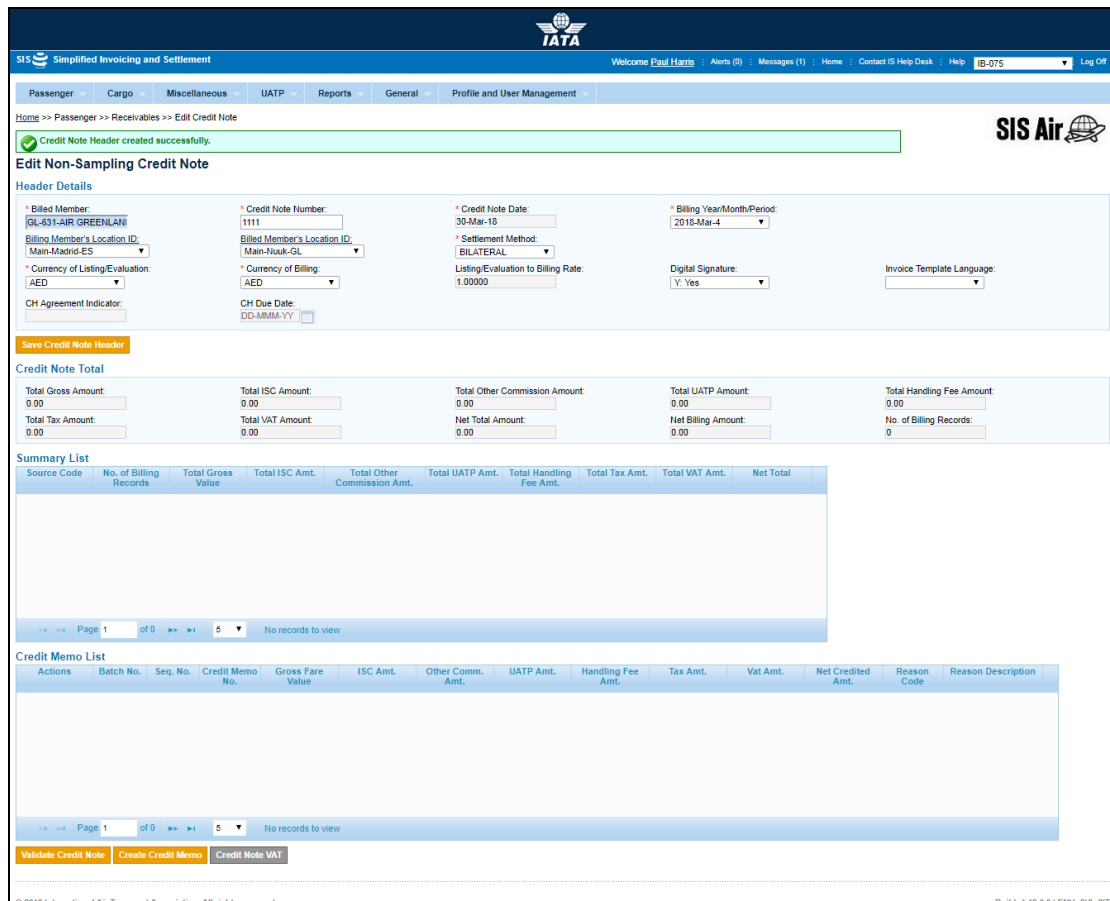
[Creating a Credit Note](#)

[Searching a Credit Note](#)

1.4.3 Creating Credit Memo

To create a **Non-Sampling Credit Note**, the steps are as follows:

1. Create Non Sampling Credit Note header.



Header Details

* Billed Member: GL-831-AIR GREENLAND
 Billing Member's Location ID: Main-Madrid-ES
 * Currency of Listing/Evaluation: AED
 CH Agreement Indicator:

* Credit Note Number: 1111
 Billed Member's Location ID: Main-Nuuk-GL
 * Currency of Billing: AED
 CH Due Date: DD-MMM-YY

* Credit Note Date: 30-Mar-18
 * Settlement Method: BILATERAL
 Listing/Evaluation to Billing Rate: 1.00000
 Digital Signature: Y: Yes
 Invoice Template Language:

Credit Note Total

Total Gross Amount: 0.00	Total ISC Amount: 0.00	Total Other Commission Amount: 0.00	Total UATP Amount: 0.00	Total Handling Fee Amount: 0.00
Total Tax Amount: 0.00	Total VAT Amount: 0.00	Net Total Amount: 0.00	Net Billing Amount: 0.00	No. of Billing Records: 0

Summary List

Source Code	No. of Billing Records	Total Gross Value	Total ISC Amt.	Total Other Commission Amt.	Total UATP Amt.	Total Handling Fee Amt.	Total Tax Amt.	Total VAT Amt.	Net Total
No records to view									

Credit Memo List

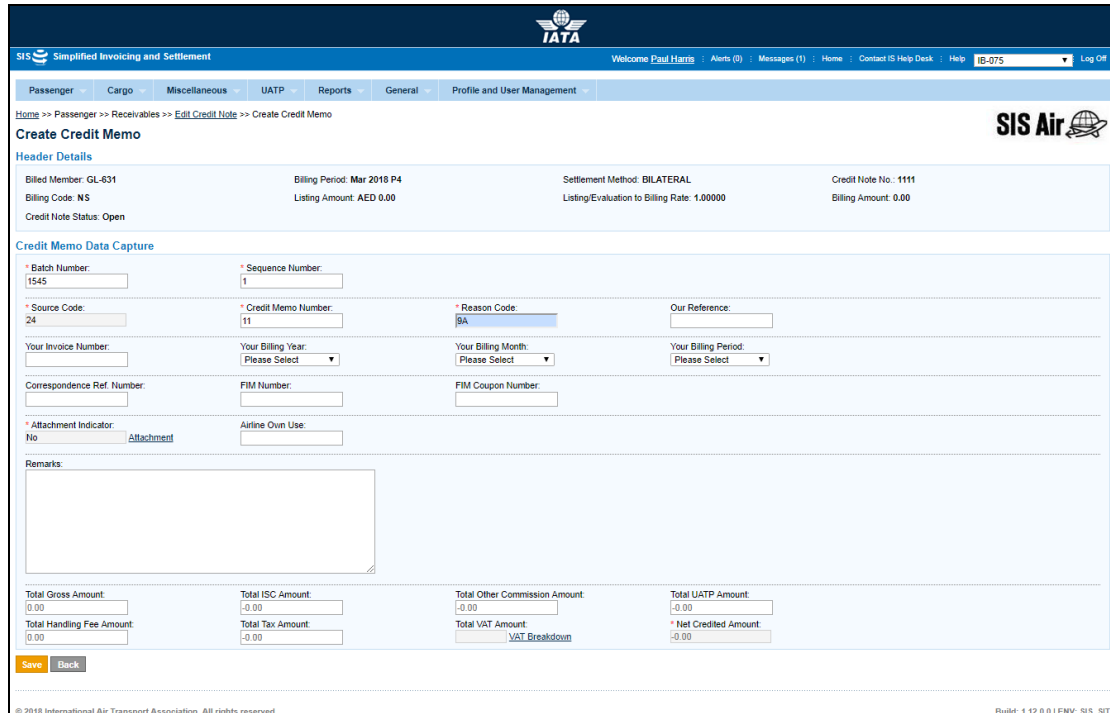
Actions	Batch No.	Seq. No.	Credit Memo No.	Gross Fare Value	ISC Amt.	Other Comm. Amt.	UATP Amt.	Handling Fee Amt.	Tax Amt.	Vat Amt.	Net Credited Amt.	Reason Code	Reason Description
No records to view													

© 2018 International Air Transport Association. All rights reserved. Build: 1.17.0.01ENV: SIS_ST

Fields	Description	Remarks
Header Details	Data captured during creation of the Invoice Header.	<p>The following fields are displayed</p> <ul style="list-style-type: none"> • Billed Member • Credit Note Number • Credit Note Date • Billing Year/Month/Period • Billing Members Location ID • Billed Members Location ID • Settlement Method • Currency of Listing/Evaluation • Currency of Billing • Listing valuation to Billing Rate • Digital Signature Flag • Invoice Template Language • CH Agreement Indicator • CH Due Date
Credit Note Total	Counts and totals derived based on transactions captured	<p>The following fields are displayed</p> <ul style="list-style-type: none"> • Total Gross Amount • Total ISC Amount • Total Other Commission Amount • Total UATP Amount • Total Handling Fee Amount • Total Tax Amount • Total VAT Amount • Net Total Amount • Net Billing Amount • Total number of Records
Source Code Summary	Counts and totals per Source Code, based on transactions captured	<p>The following fields are displayed</p> <ul style="list-style-type: none"> • Source Code • No. of Billing Records • Total Gross Value • Total ISC Amount • Total Other Commission Amount • Total UATP Amount • Total Handling Fee Amount • Total Tax Amount • Total VAT Amount • Net Total Amount

Buttons	Description	Remarks
Save Credit Note	Click Save Credit Note to save changes made to the credit note header.	<p>If one or more transactions exist in the credit note only the following fields can be modified:</p> <ul style="list-style-type: none"> • Billing Year/Month/Period (so long as the changed value belongs to the same month as compared to the previously saved value) • Location ID's (and reference data) of Billing and Billed Member • Credit Note Number • Modification of any other fields will result in an error while saving the data. <p>If no transactions exist in the credit note, any field can be modified.</p>
Validate Credit Note	To validate the credit note as per SIS specifications and set the invoice status as 'Ready for Submission'	<p>The credit note is set to status Ready for Submission only if all validations pass.</p> <ul style="list-style-type: none"> • Details of failed validations are reported on-screen to enable further corrective action. • After all validation checks are clear; this button is renamed to Submit Invoice. Click Submit Invoice to submit the credit note. The status of the Credit Note is changed to Ready for Billing.
Credit Note VAT	Click Credit Note VAT to capture VAT amounts applied at a credit note level.	-
Create Credit memo	Click Create Credit Memo to create a Non- Sampling Credit Memo .	-

2. Click **Create Credit Memo** button located at the end of the page.
3. The **Create Credit Memo** screen is displayed.



Fields	Description	Remarks
*Batch Number	The Batch Sequence Number (Batch Number) of the transaction.	The combination of Batch Number and Sequence Number should not repeat within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.
*Sequence Number	The Sequence Number Within Batch (Sequence Number) of the transaction.	The combination of Batch Number and Sequence Number should not repeat within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.
*Source Code	The Source Code of the transaction.	Should be a valid Source Code as published by the industry.
*Credit Memo Number	It is the alpha-numeric Credit Memo number.	Should be unique number within each billed airline in the billing period.
Reason Code	To exchange data on a bilateral basis	-
Our Reference	To exchange data on bilateral basis.	-
Your Invoice Number	Unique alphanumeric ID that identifies the member in the Member Profile	Invoice Number for which credit memo is generated.

Fields	Description	Remarks
Your Billing Year	It is the Year for which invoice is generated.	It should be generated automatically if Invoice number is provided.
Your Billing Month	It is the Month for which invoice is generated	It should be generated automatically if Invoice number is provided.
Your Billing Period	It is the Period for which invoice is generated	It should be generated automatically if Invoice number is provided.
Correspondence Ref Number	.Unique number which identifies if credit memo is related to correspondence	It links the credit memo based on Authority to Bill or expiry of correspondence case. <ul style="list-style-type: none"> • Should match the audit trail information maintained in SIS. • Should be auto populated if reason code is 6A or 6B.
FIM Number	It is the number of the FIM.	It should be valid number as per IATA specifications.
FIM Coupon Number	The coupon number of the FIM.	9 can be selected for billing of FIMs without a coupon number.
Attachment Indicator	It indicates if the Credit Memo has supporting documents attached.	Valid values are <ul style="list-style-type: none"> • Y: Supporting attachments to be provided. • N: No supporting attachments to be provided. • P: Pending (in case of future dated submissions when the supporting attachments details are not known).
Air Line Own Use	To exchange data on a bilateral basis	-
Remarks	Displays brief description provided by the billing member for the Credit Memo.	Reason for creating Credit Memo.
Total Gross Amount	Total gross amount of the coupons for the Credit Memo .	Equal to the sum of Gross amount credited in coupon break down record. <ul style="list-style-type: none"> • Generated automatically if total gross amount credited has a non zero value. • In case of credit memo amount will be reported with a negative sign. For example, a credit of gross amount 100 will be represented with a minus sign.

Fields	Description	Remarks
Total ISC Amount	The Interline Service Charge applicable on the coupon. This consists of 2 fields: <ul style="list-style-type: none"> Percentage Amount 	Equal to the sum of ISC amount credited in coupon break down record. <ul style="list-style-type: none"> Generated automatically if total ISC/commission/UATP amount credited has a non zero value. In case of credit memo amount will be reported with a positive sign. For example, a debit of ISC amount 100 will be represented with a plus sign.
Total Commission Amount	The Other Commission (Super-Commission or Code Share Commission) applicable on the coupon This consists of 2 fields: <ul style="list-style-type: none"> Percentage Amount 	Equal to the sum of commission amount credited in coupon break down record. <ul style="list-style-type: none"> Generated automatically if total commission amount credited has a non zero value. In case of credit memo amount will be reported with a positive sign. For example, a debit of ISC amount 100 will be represented with a plus sign.
Total UATP Amount	Total UATP discount applicable on the coupon	Equal to the sum of UATP amount credited in coupon break down record. <ul style="list-style-type: none"> Generated automatically if total ISC/commission/UATP amount credited has a non zero value. In case of credit memo amount will be reported with a positive sign. For example, a debit of ISC amount 100 will be represented with a plus sign.
Total Handling Fee Amount	It is the total Handling amount of the coupons for the Credit Memo .	It is equal to the sum of handling fee amount credited in coupon breakdown. <ul style="list-style-type: none"> Generated automatically if total handling fee credited has a non zero value. In case of Credit Memos the amount is reported as a positive amount. For example, a debit of handling fee amount 100 will be represented with a plus sign.

Fields	Description	Remarks
Total VAT Amount	It is the total VAT amount of the coupons for the Credit Memo	<p>It is generated automatically if total gross amount credited has a non zero value.</p> <ul style="list-style-type: none"> • If no coupon breakdown exists and if populated with a non-zero value, then credit memo VAT breakdown record needs to be present. • If coupon breakdown record exist then should be equal to the sum of all VAT amount credited in coupon break down record. • In case of Credit Memo the credit of VAT amount will be reported with a negative sign. For example, a credit of VAT amount 100 will be represented with a minus sign.
Net Credited Amount	It is the total amount to be credited.	<p>It should be equal to the sum of net amount credited in coupon breakdown record.</p> <ul style="list-style-type: none"> • Generated automatically if total gross amount credited has a non zero value. • Credit memo amount will be reported with a minus sign. For example, a credit of gross amount 100 will be represented with a minus sign.

The procedure to create a Non-Sampling Credit Note is as follows:

1. Enter the following details:

- **Batch Number**
- **Sequence Number**
- **Source Code**
- **Credit Memo Number**
- **Reason Code**
- **Our Reference**
- **Your Invoice Number**
- **Your Billing Year**
- **Your Billing Month**
- **Your Billing Period**
- **Correspondence Reference Number**
- **FIM Number**
- **FIM Coupon Number**
- Click **Attachment** to attach supporting documents
- **Airline Own Use**
- **Remarks**
- **Total Gross Amount**
- **Total ISC Amount**
- **Total Commission Amount**
- **Total UATP Amount**
- **Total Handling fee Amount**
- **Total VAT Amount**
- **Net Credited Amount** is generated automatically.

2. Click **Save**.

3. The **Edit Credit Memo** screen is displayed with the confirmation that the Credit Memo is created successfully.

Related Topics

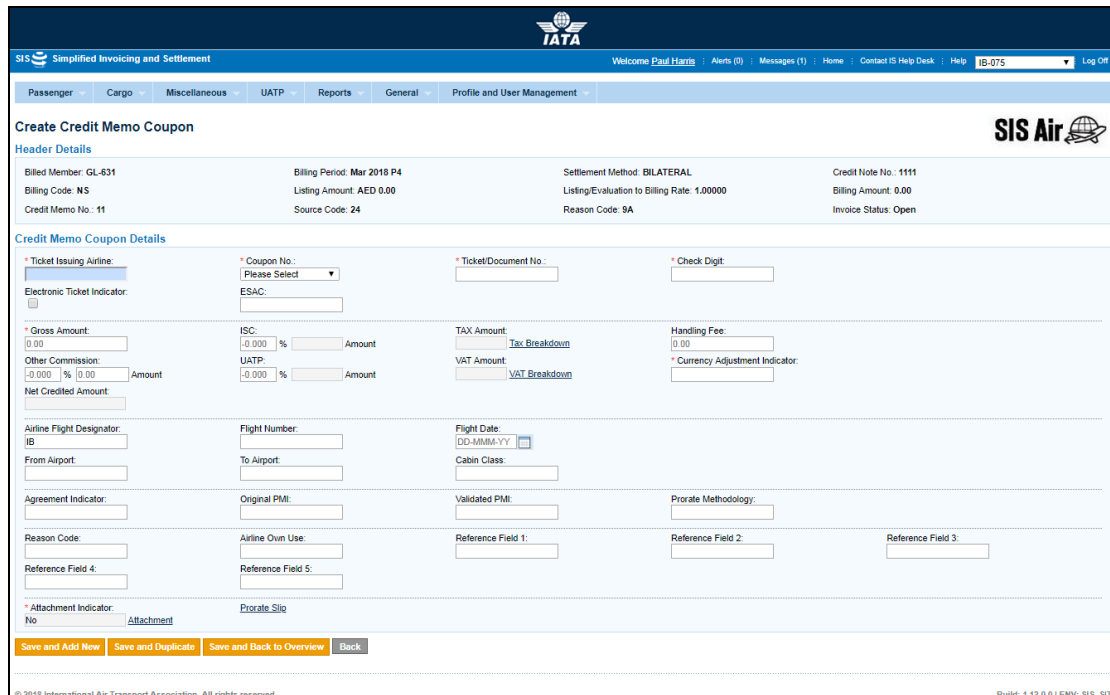
[Creating Credit Note Header](#)

[Creating Credit Memo Coupon](#)

1.4.4 Adding a Credit Memo Coupon

To add a Credit Memo Coupon the steps are as follows:

1. **Create Credit Memo.**
2. The **Edit Credit Memo** screen is displayed with the confirmation that the Credit memo is created successfully.
3. Click **Add Credit Memo Coupon** button.
4. The **Create Credit Memo Coupon** screen is displayed.



The screenshot shows the 'Create Credit Memo Coupon' interface. At the top, there's a navigation bar with 'SIS Simplified Invoicing and Settlement' and 'SIS Air' logo. Below that, a 'Header Details' section contains fields for Billed Member (GL-631), Billing Period (Mar 2018 P4), Settlement Method (BILATERAL), and Credit Note No. (1111). The 'Credit Memo Coupon Details' section includes fields for Ticket Issuing Airline, Coupon No., Ticket/Document No., and Check Digit. There are also sections for Gross Amount, Other Commission, Net Credited Amount, and various tax and fee fields like ISC, VAT, TAX, and Handling Fee. At the bottom, there are buttons for 'Save and Add Now', 'Save and Duplicate', 'Save and Back to Overview', and 'Back'.

Fields	Description	Remarks
*Issuing Airline	Accounting code of the issuing airline of the coupon billed.	Should be a valid accounting code. For example, 221 for WI (Wings Airways).
*Coupon Number	The coupon number of the document.	9 can be selected for billing of FIMs without a coupon number.
*Ticket/Document Number	The document number (of the passenger ticket, EBT, MCO, MPD, EMD or FIM).	-
*Check Digit	The check digit of the coupon.	Valid values are 0/1/2/3/4/5/6/9.
E-Ticket Indicator	Electronic ticket indicator.	The check box is selected by default indicating that the billed coupon belongs to an E-Ticket. If the check box is not selected, it indicates paper tickets/documents.

Fields	Description	Remarks
ESAC	The electronic settlement authorization code.	Applicable for E-Tickets only. <ul style="list-style-type: none"> Not mandatory for E-Tickets. This field will be enabled only when field 'E-Ticket Indicator' is checked.
Coupon Gross Value	The fare value of the coupon.	Should be a negative value. Maximum number of decimal places allowed is 2.
ISC	The Interline Service Charge applicable on the coupon. This consists of 2 fields: <ul style="list-style-type: none"> Percentage Amount 	The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value). <ul style="list-style-type: none"> Since this is a credit memo coupon, you need to ensure that a positive percentage is entered (For example, 9.000) so that a positive value is derived. It is possible to modify the derived amount. When the Source Code does not indicate Frequent Flyer Award/Redemption billings (For example, Source Code 90). Validation will be performed on this amount (when modified) and the variance should be within tolerance as compared to the expected amount When the Source Code indicates Frequent Flyer Award/Redemption billings (For example, Source Code 90). No validation will be performed on the amount Maximum number of decimal places allowed for percentage is 3. Maximum number of decimal places allowed for amount is 2.
Tax Amount	The total interlineable TFCs (taxes, fees and charges) applicable on the coupon.	This total amount cannot be entered directly. It will be derived from the breakdown data entered. To enter tax breakdown data, click Tax Breakdown .
Handling Fee Amount	The Handling Fee Amount applicable on the coupon.	Since this is a credit memo coupon, users need to ensure that a positive value is entered (For example, 5.00). Maximum number of decimal places allowed is 2.

Fields	Description	Remarks
Other Commission	<p>The Other Commission (Super-Commission or Code Share Commission) applicable on the coupon.</p> <p>This consists of 2 fields:</p> <ul style="list-style-type: none"> • Percentage • Amount 	<p>The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value).</p> <ul style="list-style-type: none"> • Since this is a credit memo coupon, users need to ensure that a positive percentage is entered (For example, 3.000) so that a positive value is derived. • It is possible to modify the derived amount. • No validations are performed on the amount • Maximum number of decimal places allowed for percentage is 3. • Maximum number of decimal places allowed for amount is 2.
UATP	<p>The UATP discount applicable on the coupon.</p>	<p>The amount is always derived by applying the percentage entered upon the fare (Coupon Gross Value).</p> <ul style="list-style-type: none"> • Since this is a credit memo coupon, you need to ensure that a positive percentage is entered (For example, 1.750) so that a positive value is derived. • It is possible to modify the derived amount. • When the Source Code does not indicate Frequent Flyer Award/Redemption billings (For example, Source Code 90).Validation will be performed on this amount (when modified) and the variance should be within tolerance as compared to the expected amount • When the Source Code indicates Frequent Flyer Award/Redemption billings (For example, Source Code 90). No validation will be performed on the amount • Maximum number of decimal places allowed for percentage is 3. • Maximum number of decimal places allowed for amount is 2.

Fields	Description	Remarks
VAT Amount	The total VAT amount applicable on the coupon.	This total amount cannot be entered directly. It will be derived from the breakdown data entered. To enter VAT breakdown data, click VAT Breakdown .
Net Credited Value	The total amount of the coupon.	This is calculated by the system and is not editable. It is the sum of the following fields considering their positive or negative values: <ul style="list-style-type: none"> • Coupon Gross Value (Fare) • ISC Amount • Tax Amount • Handling Fee Amount • Other Commission Amount • UATP Amount • VAT Amount
Surcharge Amt. (included within fare)	The surcharge amount included in the Coupon Gross Value (Fare).	The value entered here is for information purposes only. It is not validated and has no impact on the calculation of the Coupon Total Amount. Maximum number of decimal places allowed is 2.
*Currency Adjustment Indicator	The base currency used while evaluating the value of the coupon.	Should be a valid ISO Alpha Currency Code
Airline Flight Designator	The designator of the operating carrier's flight; except for Block Space flights where this will be of the marketing carrier's flight.	Mandatory for Source Codes 1 and 14 <ul style="list-style-type: none"> • By default, the designator of the billing airline is populated; and it can be modified • Should be a valid designator • For example, SI (for SIS Airways)
Flight Number	The number of the operating carrier's flight; except for Block Space flights where this will be of the marketing carrier's flight.	Mandatory for Source Codes 1 and 14
Flight Date	The departure date of the flight.	Mandatory for Source Codes 1 and 14
From Airport	The origin city/airport of the coupon.	Mandatory for Source Codes 1 and 14 Should be a valid IATA city or airport code.
To Airport	The destination city/airport of the coupon.	Mandatory for Source Codes 1 and 14 Should be a valid IATA city or airport code.
Cabin Class	The cabin class in which the uplifted coupon was serviced.	-

Fields	Description	Remarks
Filing Reference	Filing Reference for bilateral data exchange.	-
Agreement Indicator	The Agreement Indicator.	<p>This is an optional field Where a single character value is provided, it must be valid as per industry specifications. Valid values are as follows:</p> <ul style="list-style-type: none"> • I - First & Final Attachment I transactions • J - First & Final Attachment J transactions • K - NFP Non Final transactions • W - Switched Own Prorate transactions requiring AIA Value Confirmation • V - Switched Own Prorate transactions not requiring AIA Value Confirmation • T - Stored Own Prorate transactions <p>No validations are performed on bilateral 2 character values.</p>
Original PMI	The Original Pricing Method Indicator	<p>This field should be blank if 'Agreement Indicator' is blank. Exception:</p> <ul style="list-style-type: none"> • Value "N" may be provided even if 'Agreement Indicator' is blank. This exception will be allowed for some months after go-live of SIS, and the date of removal of this exception will be decided by the IATA RAWG (Revenue Accounting Working Group). • Should be "N" if 'Agreement Indicator' is "I", "J" or "K". • Should be "O" if 'Agreement Indicator' is "W", "V" or "T".
Prorate Methodology	Methodology used to evaluate the prorate value. Would also be used by non NFP users. Content could be e.g. SF3 (SPA, Fixed Rate, Territory 3 travel), and so on.	No fixed codes; definition up to the carriers on a bilateral / alliance basis.
Reason Code	To exchange data on a bilateral basis	-
Airline Own Use	To exchange data on a bilateral basis	-

Fields	Description	Remarks
Reference Field 1	Reusable field for different types of billing scenarios.	Mandatory in case of EMD billings (Source Code 23). Should contain a valid RFIC.
Reference Field 2	Reusable field for different types of billing scenarios.	Mandatory in case of EMD billings (Source Code 23). <ul style="list-style-type: none"> Should contain a valid RFISC The RFISC should be related to the RFIC provided in 'Reference Field 1'.
Reference Field 3	Reusable field for different types of billing scenarios.	-
Reference Field 4	Reusable field for different types of billing scenarios.	-
Reference Field 5	Reusable field for different types of billing scenarios.	-
Attachment Indicator	Indicates whether any supporting documents (attachments) have been added to the transaction.	This field is automatically set by the system. <ul style="list-style-type: none"> Will be set to Yes if one or more attachments are added to the transaction. Will be set to No if no attachments are added to the transaction (or when all existing attachments have been removed) Click Attachment to add/remove attachments.

Button	Description	Remarks
Save and Add New	Click Save and Add New to save the coupon data and add data for a new coupon.	After data of the current coupon is successfully saved, the same screen with blank fields is offered to the user for capturing the next coupon.

Button	Description	Remarks
Save and Duplicate	Click Save and Duplicate to save the coupon data and capture another coupon with identical data.	After data of the current coupon is successfully saved, the same screen with is offered to the user for capturing the next identical coupon, using data from the saved coupon. <ul style="list-style-type: none"> The following are not copied from the coupon successfully saved: <ul style="list-style-type: none"> <input type="checkbox"/> Coupon Number <input type="checkbox"/> Ticket/FIM Number <input type="checkbox"/> ESAC <input type="checkbox"/> Attachments Changes are made to the following fields: <ul style="list-style-type: none"> <input type="checkbox"/> Ticket/FIM Number (the last 3 digits are removed) <input type="checkbox"/> Check Digit (value is changed to 9) <input type="checkbox"/> Sequence Number is incremented by 1. Tax and VAT breakdown data are also copied.
Save and Back to Overview	Click Save and Back to Overview to save the coupon data and go to the Edit Credit Memo screen.	After data of the current coupon is successfully saved, the Edit Credit Memo screen is displayed.
Back	Click Back to go to the Edit Credit Memo screen.	If there are any unsaved changes/additions on the screen, a warning will be provided to the user.

The procedure to add a Credit Memo Coupon is as follows:

1. Enter the following details:

- **Issuing Airline**
- **Coupon Number**
- **Ticket/Document Number**
- **Check Digit**
- **E-Ticket Indicator**
- **ESAC**
- **Coupon Gross Value**
- **ISC**
- **Tax Amount**
- **Handling Fee Amount**
- **Other Commission**
- **UATP**
- **VAT Amount**
- **Net Credited Value**
- **Surcharge Amt.**
- **Currency Adjustment Indicator**
- **Airline Flight Designator**
- **Flight Number**
- **Flight Date**
- **From Airport**
- **To Airport**
- **Cabin Class**
- **Filling Reference**
- **Agreement Indicator**


- **Original PMI**
 - **Prorate Methodology**
 - **Reason Code**
 - **Airline Own Use**
 - **Reference Field 1-5**
2. Click **Save**.
 3. The **Edit Credit Memo Coupon** screen is displayed with the confirmation that the Credit Memo Coupon is created successfully.

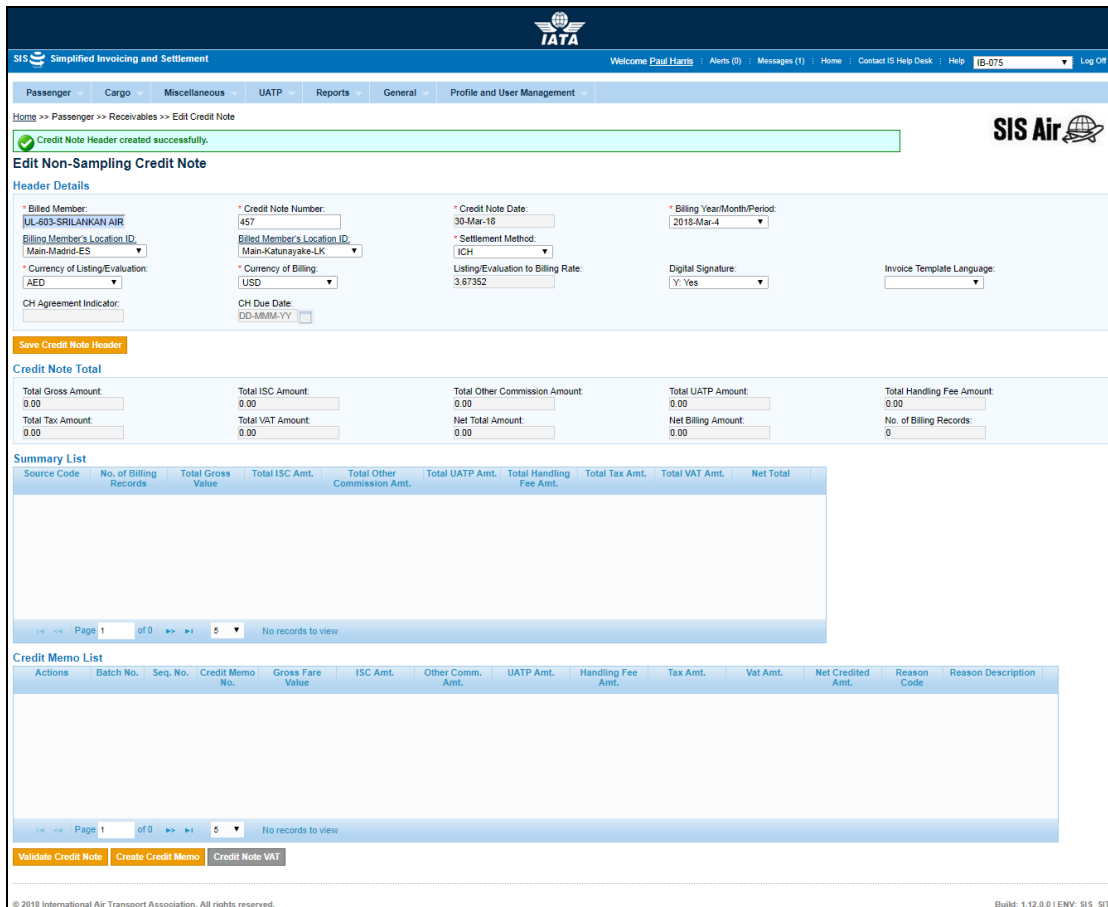
Related Topics

[Creating a Non-Sampling Credit Note](#)

1.4.5 Editing Credit Note

To edit a credit note, the steps are as follows:

1. Search the Credit Note to be edited.
2. Select the credit note from the list displayed in the **Search Results** section.
3. Click  to edit the selected Credit Note.
4. The **Edit Non-Sampling Credit Note** screen is displayed.



Header Details

* Billed Member: UL-803-SRILANKAN AIR	* Credit Note Number: 457	* Credit Note Date: 30-Mar-16	* Billing Year/Month/Period: 2016-Mar-4
Billing Member's Location ID: Main-Madrid-ES	Billed Member's Location ID: Main-Katunayake-LK	* Settlement Method: ICN	
* Currency of Listing/Evaluation: AED	* Currency of Billing: USD	Listing/Evaluation to Billing Rate: 3.87352	Digital Signature: Y. Yes
CH Agreement Indicator:	CH Due Date: DD-MM-YY		Invoice Template Language:

Credit Note Total

Total Gross Amount: 0.00	Total ISC Amount: 0.00	Total Other Commission Amount: 0.00	Total UATP Amount: 0.00	Total Handling Fee Amount: 0.00
Total Tax Amount: 0.00	Total VAT Amount: 0.00	Net Total Amount: 0.00	Net Billing Amount: 0.00	No. of Billing Records: 0

Summary List

Source Code	No. of Billing Records	Total Gross Value	Total ISC Amt.	Total Other Commission Amt.	Total UATP Amt.	Total Handling Fee Amt.	Total Tax Amt.	Total VAT Amt.	Net Total
No records to view									

Credit Memo List

Actions	Batch No.	Seq. No.	Credit Memo No.	Gross Fare Value	ISC Amt.	Other Comm. Amt.	UATP Amt.	Handling Fee Amt.	Tax Amt.	Vat Amt.	Net Credited Amt.	Reason Code	Reason Description
No records to view													

Buttons: [Validate Credit Note](#), [Create Credit Memo](#), [Credit Note VAT](#)

The sections/fields and buttons are as described in the following tables.

Sections	Description	Remarks
Header Details	It displays the details of the fields listed during Header creation.	The details for the following fields are listed: <ul style="list-style-type: none"> • Billed Member • Credit Note Number • Credit Note Date • Billing Year/Month/Period • Billing Member's Location ID • Billed Member's Location ID • Settlement Method • Currency of Listing/Evaluation • Currency of Billing • Listing/Evaluation to Billing Rate • Digital Signature • Invoice Template Language • CH Agreement Indicator • CH Due Date
Credit Note Total	It displays the details for the Credit Note total.	Details for the following fields are displayed: <ul style="list-style-type: none"> • Total Gross Amount • Total ISC Amount • Total Other Commission Amount • Total UATP Amount • Total Handling Fee Amount • Total Tax Amount • Total VAT Amount • Net Total Amount • Net Billing Amount • Total Number of Records
Summary List	It displays the details of the credit memo.	-
Credit Memo List	It displays the details of the credit Memo/s.	-

Buttons	Description	Remarks
Validate Credit Note	Click Validate Credit Note to validate the Credit Note.	After successful validation, a confirmation message is displayed on the screen.
Create Credit Memo	Click Create Credit Memo to create a new Credit Memo.	The Create Credit Memo screen is displayed.
Credit Note VAT	Click Credit Note VAT to add VAT to the Credit Note.	The Credit Note VAT screen is displayed.
Back to Manage Invoice	Click Back to Manage Invoice to go back to Invoice Search.	-


The procedure to edit the Credit Note Header is as follows:

1. Edit the details for the fields listed in the **Header Details** section.
2. Click **Save Credit Note Header**.

The procedure to Create Credit Memo is as follows:

1. Click **Create Credit Memo** button located at the end of the screen.
2. The **Create Credit Memo** screen is displayed.
For more information please refer to topic: [Creating Credit Memo](#).

The procedure to edit an existing credit memo is as follows:

1. The details of existing Credit Memo are displayed in the **Credit Memo List** section.
2. Select the Credit Memo to be edited from the list displayed.
3. Click  to edit the memo.
4. The **Edit Credit Memo** screen is displayed.



For more information please refer topic: **Editing a Credit Memo**.

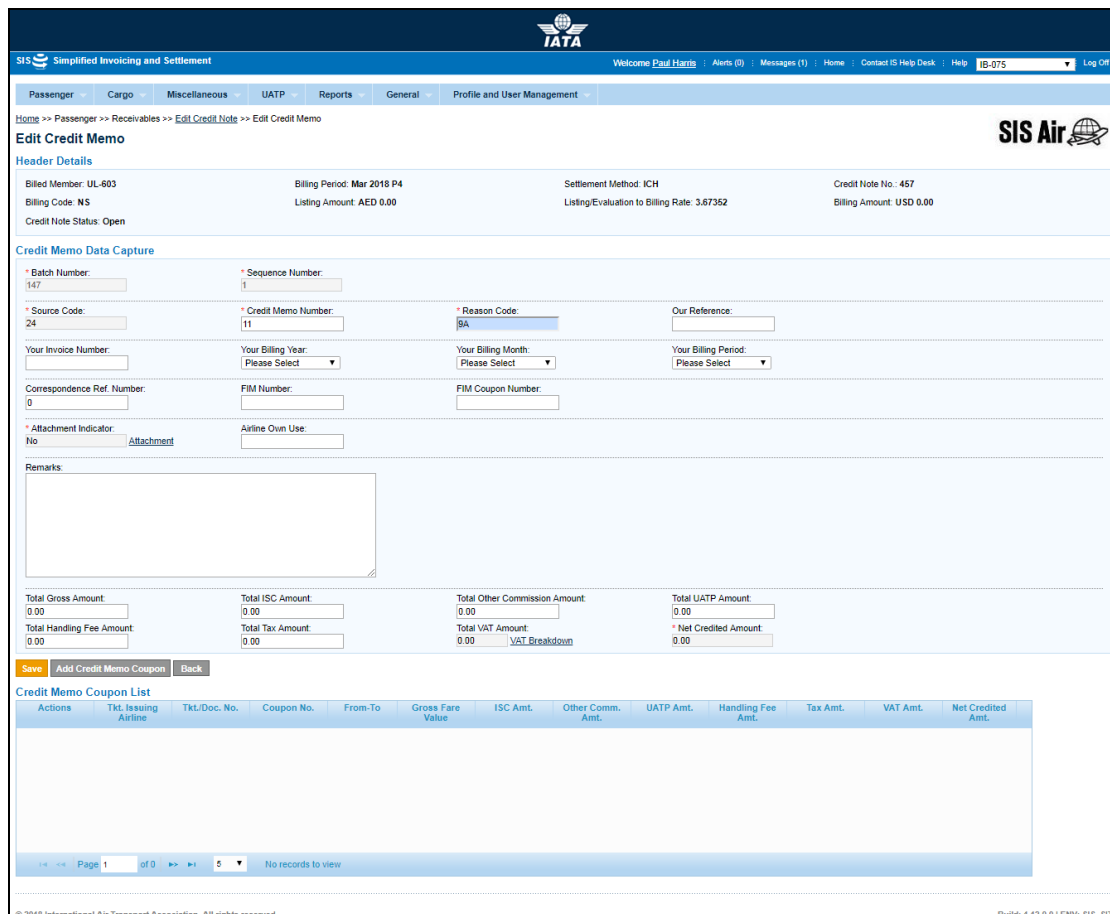
The procedure to add Credit Note VAT is as follows:

1. Click **Credit Note VAT** button located at the end of the screen.
2. The **Credit Note VAT** screen is displayed.
For more information please refer to topic: **Credit Note VAT**

1.4.6 Editing a Credit Memo

To edit a Credit Memo, the steps are as follows:

1. Search the Credit Note.
2. Click  to edit the Credit Note.
3. The **Edit Non-Sampling Credit Note** screen is displayed.
4. Select the credit memo to be edited from the list displayed in the Credit Memo List section.
5. Click  to edit the Credit Memo.
6. The **Edit Credit Memo** screen is displayed.



Header Details

Billed Member: UL-603	Billing Period: Mar 2016 P4	Settlement Method: ICH	Credit Note No.: 457
Billing Code: NS	Listing Amount: AED 0.00	Listing/Evaluation to Billing Rate: 3.67352	Billing Amount: USD 0.00
Credit Note Status: Open			

Credit Memo Data Capture

* Batch Number: 147	* Sequence Number: 1	* Reason Code: SA	Our Reference:
* Source Code: 24	* Credit Memo Number: 11	Your Billing Year: Please Select	Your Billing Month: Please Select
Your Invoice Number:	Your Billing Year: Please Select	Your Billing Month: Please Select	Your Billing Period: Please Select
Correspondence Ref. Number: 0	FIM Number:	FIM Coupon Number:	
* Attachment Indicator: No	Attachment	Airline Own Use:	

Remarks:

Total Gross Amount: 0.00	Total ISC Amount: 0.00	Total Other Commission Amount: 0.00	Total UATP Amount: 0.00
Total Handling Fee Amount: 0.00	Total Tax Amount: 0.00	Total VAT Amount: 0.00	* Net Credited Amount: 0.00

Credit Memo Coupon List

Actions	Tkt. Issuing Airline	Tkt./Doc. No.	Coupon No.	From-To	Gross Fare Value	ISC Amt.	Other Comm. Amt.	UATP Amt.	Handling Fee Amt.	Tax Amt.	VAT Amt.	Net Credited Amt.
No records to view												

The fields displayed are same as described in the topic **Creating Credit Memo**.

The procedure to edit a credit memo is as follows:


1. Edit the details for the fields.
2. Click **Save**.
3. A confirmation message is displayed on the screen indicating the update made to the Credit Memo.

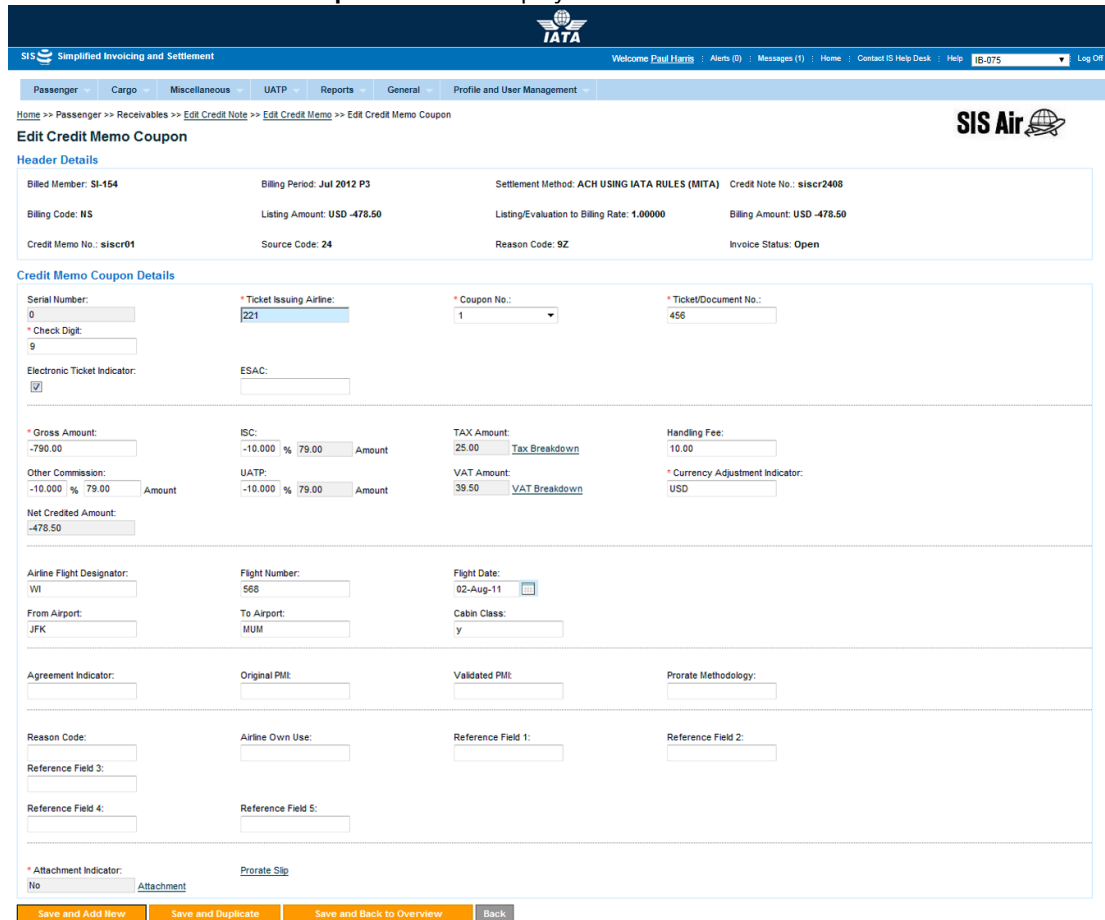
The procedure to add a Credit Memo Coupon is as follows:

1. Click **Add Credit Memo Coupon** button.
2. The **Add Credit Memo Coupon** screen is displayed.
3. The details of the added coupon will be displayed in the **Credit Memo Coupon List** section.

1.4.7 Editing a Credit Memo Coupon

To edit a Credit Memo Coupon, the steps are as follows:

1. **Edit the Credit Memo.**
2. Select the coupon from the list displayed in the **Credit Memo Coupon List** section on the **Edit Credit Memo** screen.
3. Click  to edit the coupon.
4. The **Edit Credit Memo Coupon** screen is displayed.



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The fields and buttons displayed are same as described in the **Adding a Credit Memo Coupon**.

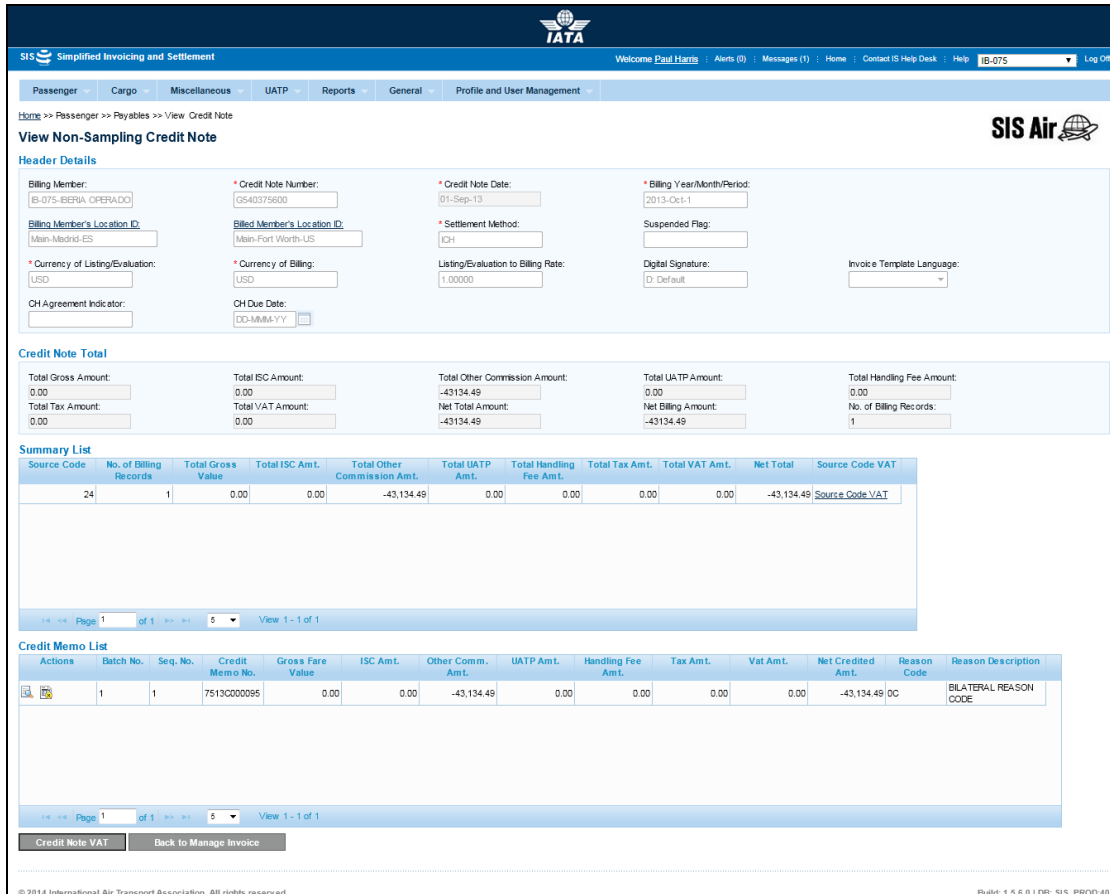
The procedure to edit a credit memo coupon is as follows:

1. Edit the details for the fields.
 2. Click **Save and Add New** to save the edited details and add new coupon details.
- OR**
- Click **Save and Duplicate** to save the edited details and add new similar coupon details.
- OR**
- Click **Save and Back to Overview** to save the edited details and go back to the **Edit Credit Memo** screen.
- OR**
- Click **Back** to go back to the **Edit Credit Memo** screen.

1.4.8 Viewing a Credit Note

To view a Credit Note, the steps are as follows:

1. Search the Credit Note.
2. Click .
3. The **View Non-Sampling Credit Note** screen is displayed.



View Non-Sampling Credit Note

Header Details

Billing Member: IB-075-IBERIA OPERADO	* Credit Note Number: GS40375600	* Credit Note Date: 01-Sep-13	* Billing Year/Month/Period: 2013-Oct-1
Billing Member's Location ID: Main-Madrid-ES	Billed Member's Location ID: Main-Fort Worth-US	* Settlement Method: ICH	Suspended Flag:
* Currency of Listing/Evaluation: USD	* Currency of Billing: USD	Listing/Evaluation to Billing Rate: 1.00000	Digital Signature: D: Default
CH Agreement Indicator:	CH Due Date: DD-MMM-YY		Invoice Template Language:


Credit Note Total

Total Gross Amount: 0.00	Total ISC Amount: 0.00	Total Other Commission Amount: -43,134.49	Total UATP Amount: 0.00	Total Handling Fee Amount: 0.00
Total Tax Amount: 0.00	Total VAT Amount: 0.00	Net Total Amount: -43,134.49	Net Billing Amount: -43,134.49	No. of Billing Records: 1

Summary List

Source Code	No. of Billing Records	Total Gross Value	Total ISC Amt.	Total Other Commission Amt.	Total UATP Amt.	Total Handling Fee Amt.	Total Tax Amt.	Total VAT Amt.	Net Total	Source Code VAT
	24	0.00	0.00	-43,134.49	0.00	0.00	0.00	0.00	-43,134.49	Source Code VAT

Credit Memo List



Actions	Batch No.	Seq. No.	Credit Memo No.	Gross Fare Value	ISC Amt.	Other Comm. Amt.	UATP Amt.	Handling Fee Amt.	Tax Amt.	Vat Amt.	Net Credited Amt.	Reason Code	Reason Description
	1	1	7513000095	0.00	0.00	-43,134.49	0.00	0.00	0.00	0.00	-43,134.49	0C	BILATERAL REASON CODE

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The fields and buttons are as described in the following tables.

Sections	Description	Remarks
Header Details	It displays the details for the header.	<p>The details for the following fields are displayed:</p> <ul style="list-style-type: none"> • Billing Member • Credit Note Number • Credit Note Date • Billing Year/Month/Period • Billing Member's Location ID • Billed Member's Location ID • Settlement Method • Suspended Flag • Currency of Listing/Evaluation • Currency of Billing • Listing/Evaluation to Billing Rate • Digital Signature • Invoice Template Language • CH Agreement Indicator • CH Due Date
Invoice Total	It displays the details for the Invoice Total.	<p>The details for the following fields are displayed:</p> <ul style="list-style-type: none"> • Total Gross Amount • Total ISC Amount • Total Other Commission Amount • Total UATP Amount • Total Handling Fee Amount • Total Tax Amount • Total VAT Amount • Net Total Amount • Net Billing Amount • Total Number of Records
Summary List	It displays the details for the Credit Note.	<p>The details for the following fields are displayed:</p> <ul style="list-style-type: none"> • Source Code • No. of Billing Records • Total Gross Value • Total ISC Amt. • Total Other Commission Amt. • Total UATP Amt. • Total Handling Fee Amt. • Total Tax Amt. • Total VAT Amt. • Net Total • Source Code VAT

Sections	Description	Remarks
Credit Memo List	It displays the list of Credit Memos.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Actions • Batch No. • Seq. No. • Credit Memo No. • Gross Fare Value • ISC Amt. • Other Commission Amt. • UATP Amt. • Handling Fee Amt. • Tax Amt. • VAT Amt. • Net Credited Amt. • Reason Code • Reason Description

Buttons	Description	Remarks
	Click View to view the Credit Memo from the list displayed in the Credit Memo List section.	The View Credit Memo screen is displayed. For more information refer topic: Viewing a Credit Memo.
	Click Reject to initiate a Rejection Memo.	The Create Rejection Memo screen is displayed. Enter the details for the Rejection Memo. For more information refer topic: Creating a Rejection Memo.
Credit Note VAT	Click Credit Note VAT to view the VAT for the Credit Note.	The Credit Note VAT screen is displayed. The details for the VAT are displayed in the VAT List section. For more information refer topic: Credit Note VAT.
Back to Manage Invoice	Click Back to Manage Invoice to go back to Invoice Search.	The Invoice Search screen is displayed.

The procedure to View the Credit Memo is as follows:

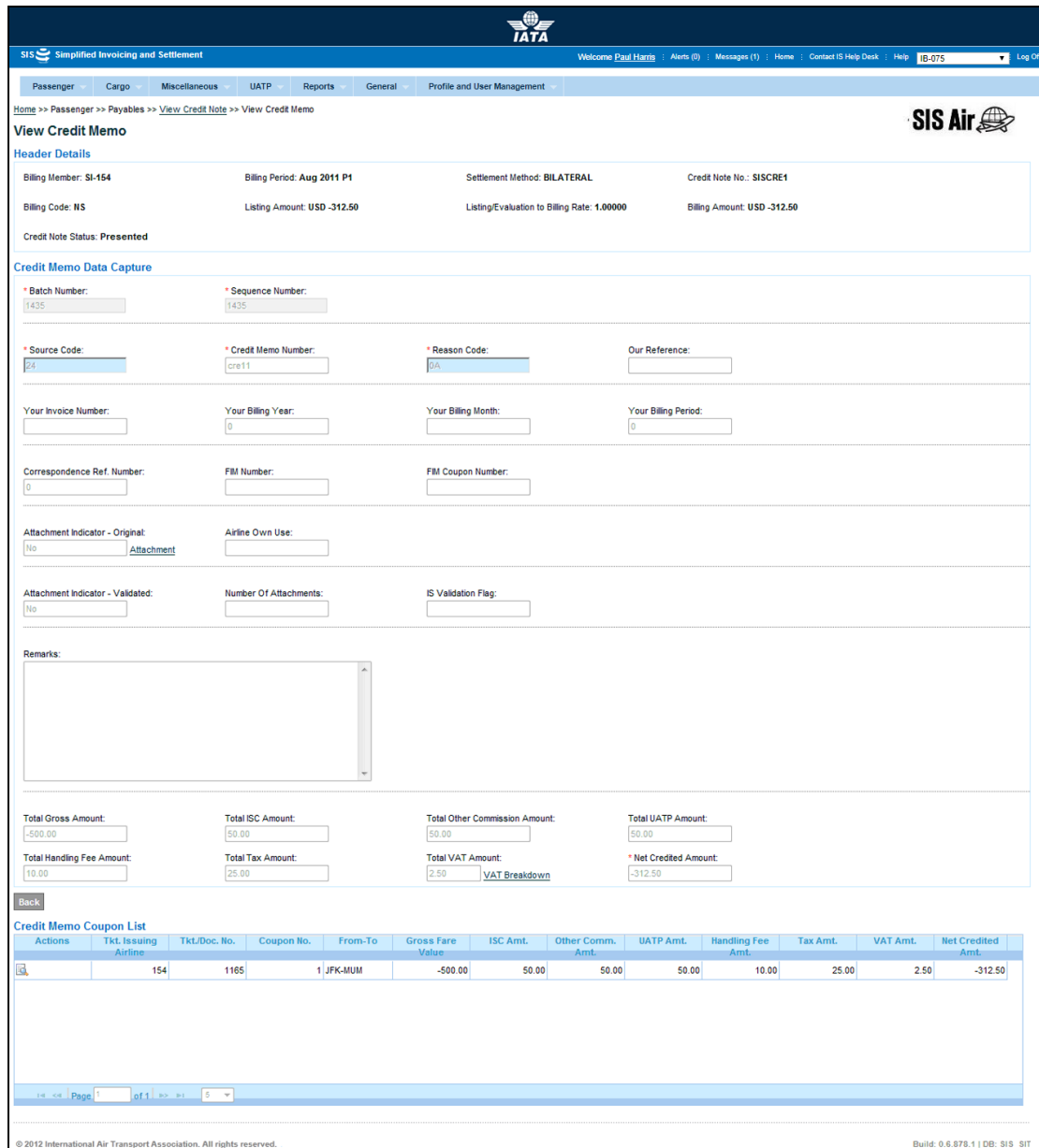
1. Search the Credit Note. Select the memo from the list displayed in the **Credit Memo List** section on the **View Non-Sampling Credit Note** screen.

2. Click .

3. The **View Credit Memo** screen is displayed.
The details for the Credit Memo are listed.

1.4.9 Viewing a Credit Memo

Refer Procedure to View Credit Memo.



View Credit Memo

Header Details

Billing Member: SI-154 Billing Period: Aug 2011 P1 Settlement Method: BILATERAL Credit Note No.: SISCRE1
 Billing Code: NS Listing Amount: USD -312.50 Listing/Evaluation to Billing Rate: 1.00000 Billing Amount: USD -312.50
 Credit Note Status: Presented

Credit Memo Data Capture

* Batch Number: 1435 * Sequence Number: 1435
 * Source Code: 24 * Credit Memo Number: cre11 * Reason Code: 0A Our Reference:
 Your Invoice Number: Your Billing Year: 0 Your Billing Month: Your Billing Period:
 Correspondence Ref. Number: 0 FM Number: FM Coupon Number:
 Attachment Indicator - Original: No Attachment Airline Own Use:
 Attachment Indicator - Validated: No Number Of Attachments: IS Validation Flag:
 Remarks:
 Total Gross Amount: -500.00 Total ISC Amount: 50.00 Total Other Commission Amount: 50.00 Total UATP Amount: 50.00
 Total Handling Fee Amount: 10.00 Total Tax Amount: 25.00 Total VAT Amount: 2.50 * Net Credited Amount: -312.50
 VAT Breakdown

Credit Memo Coupon List


Actions	Tkt Issuing Airline	Tkt/Doc. No.	Coupon No.	From-To	Gross Fare Value	ISC Amt.	Other Comm. Amt.	UATP Amt.	Handling Fee Amt.	Tax Amt.	VAT Amt.	Net Credited Amt.
		154	1165	1 JFK-MUM	-500.00	50.00	50.00	50.00	10.00	25.00	2.50	-312.50

Page 1 of 1

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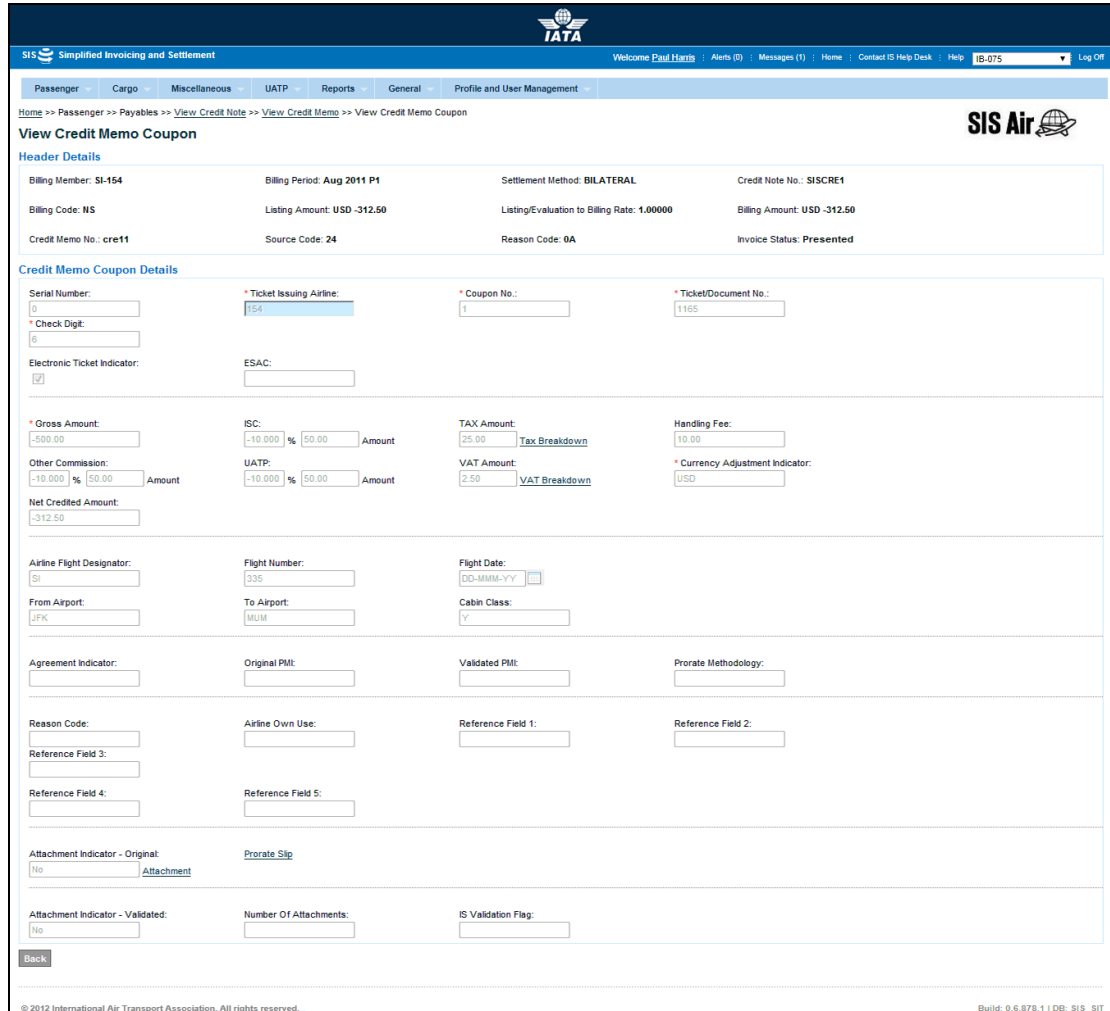
1. The details for the Credit Memo are displayed in the **Credit Memo Data Capture** section.
2. Click **Back** to go back to the **View Non-Sampling Credit Note** screen.

The procedure to view the **Credit Memo Coupon** is as follows:

1. Select the coupon to be viewed from the list displayed in the **Credit Memo Coupon List** section.
 2. Click .
 3. The **View Credit Memo Coupon** screen is displayed.
 4. The details of the coupon for the **Credit Memo** are displayed.
- For more information refer topic: **Viewing a Credit Memo Coupon**.

1.4.10 Viewing a Credit Memo Coupon

Refer Procedure to View Credit Memo Coupon.



The screenshot displays the 'View Credit Memo Coupon' screen in the SIS Air system. The interface includes a navigation menu at the top with options like 'Passenger', 'Cargo', and 'Reports'. The main content area is titled 'View Credit Memo Coupon' and contains the following sections:

- Header Details:** Displays key information such as Billing Member (SI-154), Billing Period (Aug 2011 P1), Settlement Method (BILATERAL), and Credit Note No. (SISCRE1).
- Credit Memo Coupon Details:** Contains fields for Serial Number, Ticket Issuing Airline (154), Coupon No. (1), and Ticket/Document No. (1165).
- Financial Summary:** Shows Gross Amount (-500.00), ISC (-10.000%), TAX Amount (25.00), and Net Credited Amount (-312.50).
- Flight Information:** Includes Airline Flight Designator (SI), Flight Number (335), Flight Date (DD-MMM-YY), From Airport (JFK), To Airport (MUM), and Cabin Class (Y).
- Additional Fields:** Contains Agreement Indicator, Reason Code, Reference Fields 1-5, and Attachment indicators.

A 'Back' button is located at the bottom left of the form area.

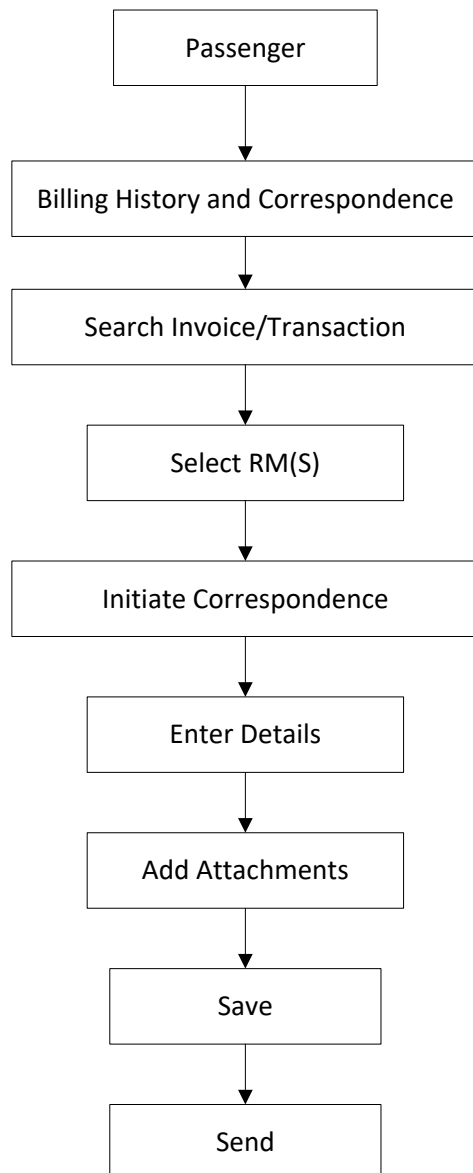
1. The details for the Credit Memo Coupon are displayed in the **Credit Memo Coupon Details** section.
2. Click **Back** to go back to the **View Credit Memo** screen.

1.5 Working with Correspondence

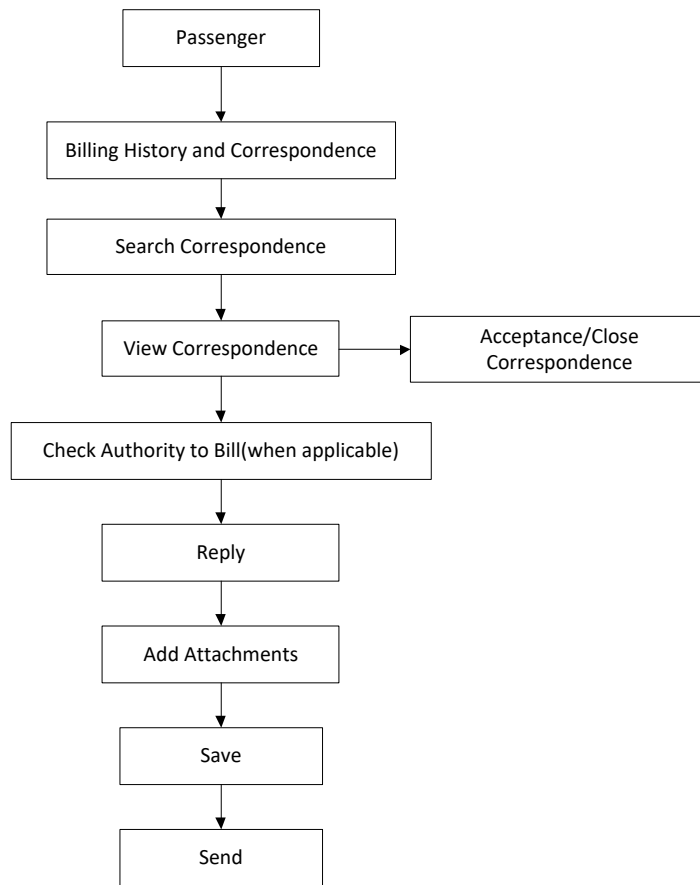
1.5.1 Processes for Correspondence

- Initiating Correspondence
- Managing Correspondence

Initiating Correspondence



Managing Correspondence



1.5.2 Billing History

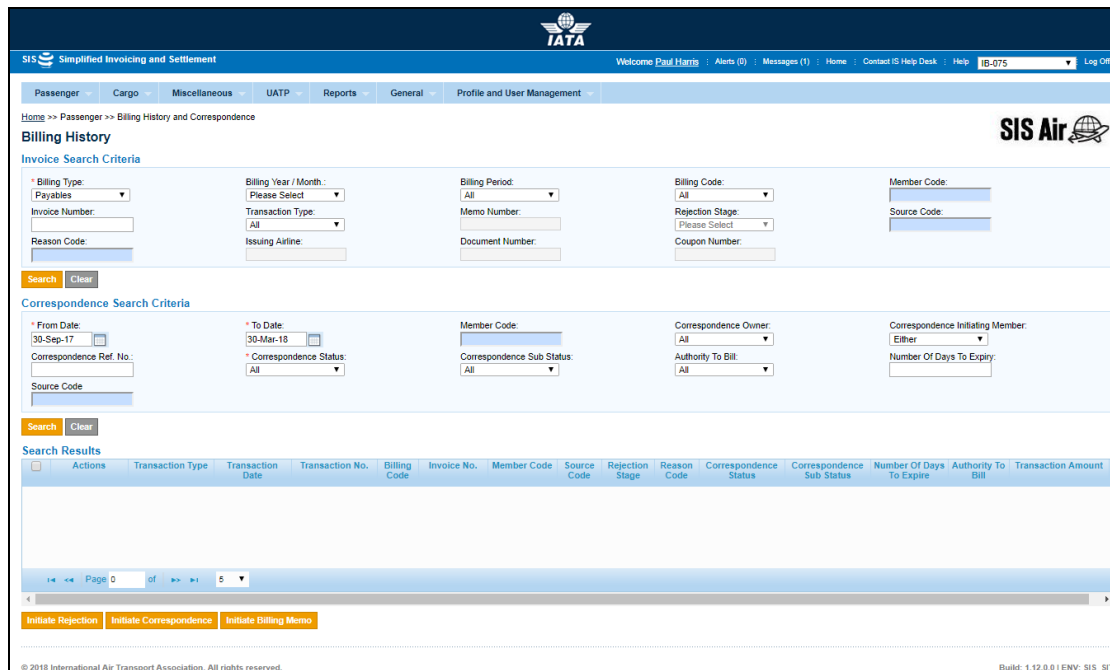
Using the **Billing History** screen you can,

- [Search an Invoice](#)
- [Search a Correspondence](#)

1.5.2.1 Search an Invoice

To search an invoice, the steps are as follows:

1. Click **Passenger** menu.
2. Click **Billing History and Correspondence** submenu.
3. The **Billing History** screen is displayed.



The fields and buttons are as described in the following tables.

Fields	Description	Remarks
*Billing Type	It indicates the type of billing.	Valid values are as follows: <ul style="list-style-type: none"> • Payables are billing received from other interline partners for a billing period. (This is the default option selected) • Receivables are invoices billed to other interline partners.
Billing Year/month	It is the clearance Year/Month for the invoice.	For example, 2011-Apr. By default the option will be 'Please Select'
Billing Period	The Clearance Period of the invoice (Year, Month and Period).	For example, Period 3 of April-2013 is represented as 2013-Apr-3 The periods displayed are as follows: <ul style="list-style-type: none"> • All (This is the default option selected) • The current open period (default value) • The next 4 (future) periods which may pertain to the next month also • The previous closed period (if the late submission window is open in either of the clearing houses).
Billing Code	It indicates the type of invoice for which the correspondence is generated.	Valid values are as follows <ul style="list-style-type: none"> • All (This is the default option selected) • Non Sample Invoice • Sample Form A/B Invoice • Sample Form C Invoice • Sample Form D/E Invoice • Sample Form F Invoice • Sample Form XF
Member Code	Unique alphanumeric ID that identifies the member in the Member Profile.	For example, WI-221-Wings Airways
Invoice Number	Unique alphanumeric ID that identifies the member in the member profile.	Invoice Number is case insensitive. For example, Credit Note Number ABC12345 and abc12345 are considered to be the same. <ul style="list-style-type: none"> • Should not be duplicated by the billing airline within a calendar year • The Credit Note Number can be maximum ten characters. • Note that hyphen, space, and special characters (#, *, @, ~) are not allowed.
Transaction Type	It indicates the type of invoice for which correspondence is generated.	Types of transactions are <ul style="list-style-type: none"> • All • Prime Billing • Rejection Memo • Billing Memo

Fields	Description	Remarks
		<ul style="list-style-type: none"> Credit Memo
Memo Number	Unique alphanumeric ID that identifies the member in the Member Profile.	It is the Member ID to whom the Invoice is to be sent. For example, WI-023-Wings Airways
Rejection Stage	The stage of the rejection memo (1, 2 or 3)	Valid value is three as correspondence can be initiated only after rejection stage three.
Source Code	It identifies individual transaction	
Reason Code	It indicates the reason for initiating a correspondence.	It is two-digit character code assigned to each credit memo/rejection memo/billing memo.
Issuing Airline	It is the accounting code of the issuing airline that bills the coupon.	Should be a valid accounting code. For example, 221 for WI (Wings Airways)
Document Number	It is the document number (of the passenger ticket, EBT, MCO, MPD, EMD or FIM).	-
Coupon Number	It is the coupon number of the document.	9 can be selected for billing of FIMs without a coupon number.

1. Enter the following details in the **Invoice Search Criteria** section

- **Billing Type**
- **Billing Year/Month**
- **Billing Period**
- **Billing Code**
- **Invoice Number**
- **Transaction Type**
- **Memo Number**
- **Rejection Stage**
- **Source Code**
- **Reason Code**
- **Issuing Airline**
- **Document Number**
- **Coupon Number**

2. Click **Search**.

3. List of invoices will be displayed in the **Search Result** section.

Note:

1. The user can perform search based on groups of fields:

- Group 1 (Used for basic search)
 - The following fields will be mandatory:
 - Billing Type (value should be Payables or Receivables)
 - Billing Year/Month (value should not equal Please Select)

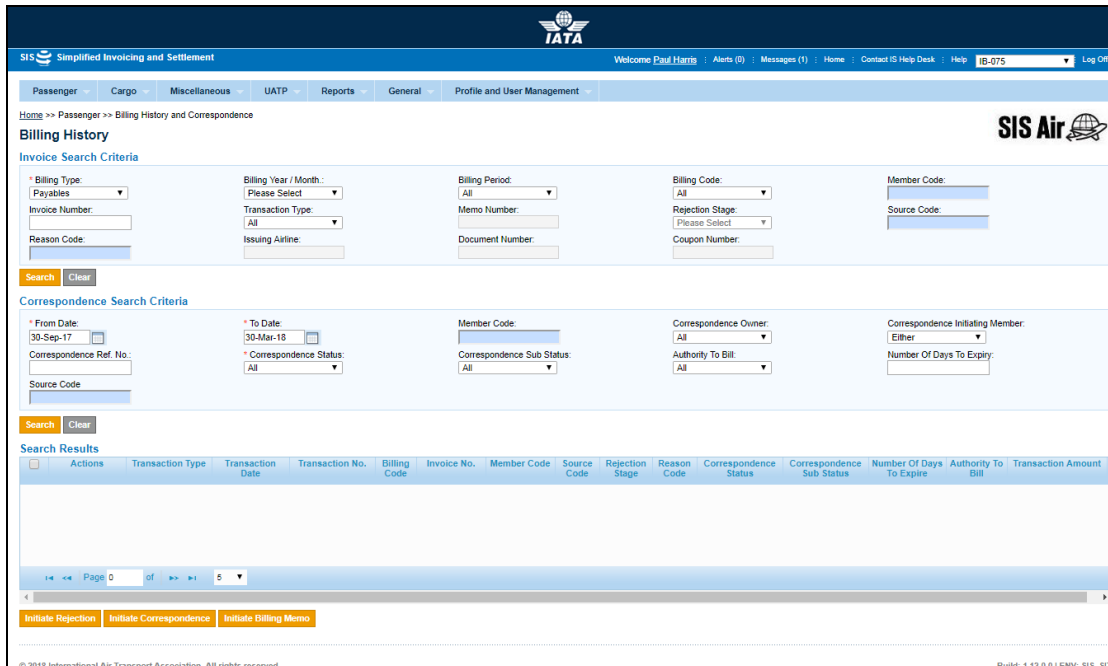
- Billing Code (value should not equal 'All')
 - Member Code (non-blank/valid value)
 - Group 2 (Used for searching records based on just a memo number)
 - The following fields will be mandatory:
 - Billing Type (value should be Payables or Receivables)
 - Transaction Type selected as Rejection Memo, Billing Memo or Credit Memo
 - Memo Number (non-blank value)
 - Group 3 (Used for searching records based on just ticket number)
 - The following fields will be mandatory:
 - Billing Type (value should be Payables or Receivables)
 - Transaction Type selected as Prime Coupon
 - Issuing Airline (non-blank/valid numeric value)
 - Document Number (non-blank numeric value)
2. Additional search criteria may be provided in apart from the fields mentioned above

[Top](#)

1.5.2.2 Search a Correspondence

To search a correspondence, the steps are as follows:

1. Click **Passenger** menu.
2. Click **Billing History and Correspondence** submenu.
3. The **Billing History** screen is displayed.



The screenshot displays the SIS Air interface for searching Billing History and Correspondence. It includes a navigation menu at the top, a breadcrumb trail, and two main search sections: 'Invoice Search Criteria' and 'Correspondence Search Criteria'. Below these are search buttons and a 'Search Results' table with columns for various transaction details. At the bottom, there are buttons to 'Initiate Rejection', 'Initiate Correspondence', and 'Initiate Billing Memo'.

The fields and buttons are as described in the following tables.

Fields	Description	Remarks
*From Date	It is the date of start of correspondence.	The date can be added manually or by choosing a date from the calendar.
*To Date	It is the date of current correspondence.	The date can be added manually or by choosing a date from the calendar
Member Code	Unique alphanumeric ID that identifies the member in the Member Profile.	For example, WI-221-Wings Airways
Correspondence Owner	Name of the person who is initiating the correspondence.	Archived user will not be shown in the dropdown.
Correspondence Initiating Member	It is the member who initiates the correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Self • Other carrier • Either Entity receiving the last rejection invoice is always the initiating entity.
Correspondence Ref No	When a Correspondence is initiated for the first time, SIS generates a unique Correspondence Reference Number. Any subsequent correspondence will continue with the same Correspondence Reference number.	Links the rejection memo/billing memo/ credit memo based on "Authority to Bill" or expiry of correspondence case. Should match the audit trail information maintained in SIS.
*Correspondence Status	It indicates the status of correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Open status indicates that the correspondence in process. • Closed status indicates that the correspondence is over and final bill has been generated. • Expired indicates when the entity does not respond to the correspondence by the time limit. SIS will not allow any further correspondence reply on correspondences which are marked as expired.

Fields	Description	Remarks
Correspondence Sub Status	It indicates the sub status of the correspondence.	Valid values are: <ul style="list-style-type: none"> • All • Received • Saved • Responded • Ready For Submit • Pending • Billed • Due to Expiry • Pending • Accepted By Correspondence Initiator Note: The values of Correspondence Sub Status will be shown based on selected Correspondence Status
Authority to Bill	It indicates Authority to bill status for correspondence	Valid values are: <ul style="list-style-type: none"> • All • Received for a Higher Amount • Received for Full Amount • Received for a Partial Amount • Received for any Amount • Not Available
Number of Days To Expiry	It indicates the time limit for action.	Each correspondence has a time limit for action to be taken on it. The time limit is governed by the rules of the respective clearing house.
Source Code	The Source Code of the 3 rd stage RM(s) that are linked to the correspondence	

1. Enter the following details in the **Correspondence Search Criteria** section:

- **From Date**
- **To Date**
- **Member Code**
- **Correspondence owner**
- **Correspondence Initiating Member**
- **Correspondence Ref No**
- **Correspondence Status**
- **Correspondence sub status**
- **Authority to Bill**
- **Number of Days to Expiry**
- **Source Code**

2. Click **Search**.

3. The list of Correspondence will be displayed in the **Search Results** section.

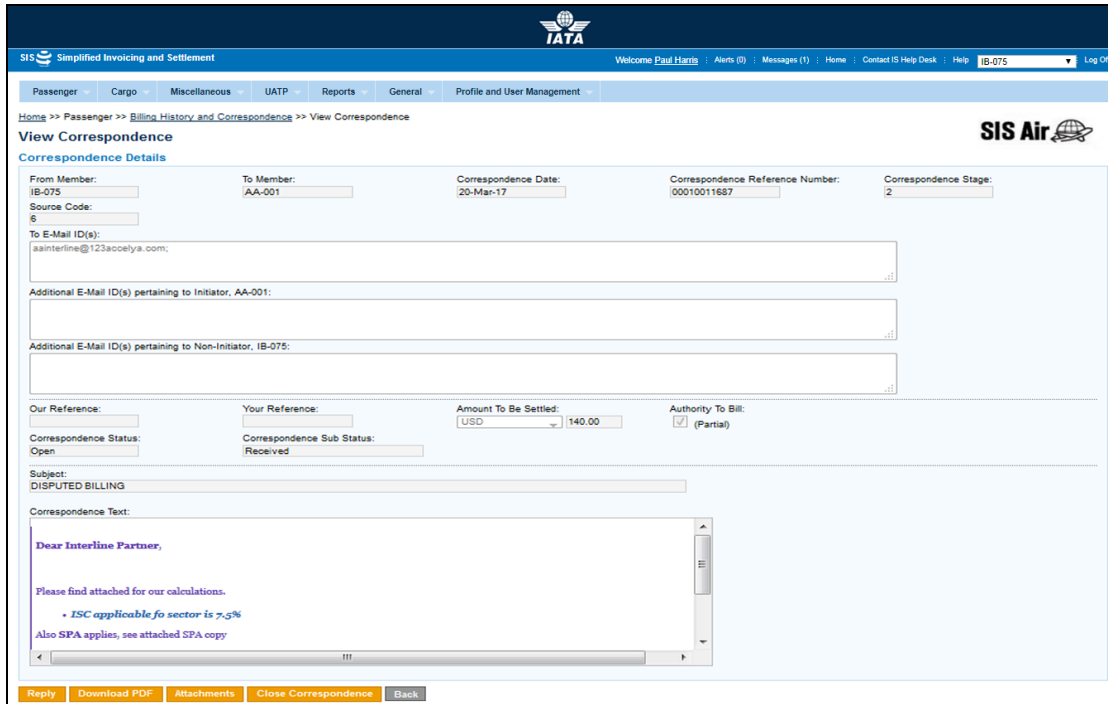
[Top](#)

1.5.3 Initiating Correspondence

To initiate correspondence, the steps are as follows:

1. Search the correspondence using the Billing History screen.
2. Select a correspondence (from the **Search Results** section) with the rejection stage displaying three.
3. Click **Show/Create Correspondence** icon in the **Actions** section of **Search Results**.

4. The **View Correspondence** screen is displayed.



View Correspondence

Correspondence Details

From Member: IB-075 To Member: AA-001 Correspondence Date: 20-Mar-17 Correspondence Reference Number: 00010011687 Correspondence Stage: 2

Source Code: 6

To E-Mail ID(s):

Additional E-Mail ID(s) pertaining to Initiator, AA-001:

Additional E-Mail ID(s) pertaining to Non-Initiator, IB-075:

Our Reference: Your Reference: Amount To Be Settled: USD 140.00 Authority To Bill: (Partial)

Correspondence Status: Open Correspondence Sub Status: Received

Subject: DISPUTED BILLING

Correspondence Text:

Dear Interline Partner,

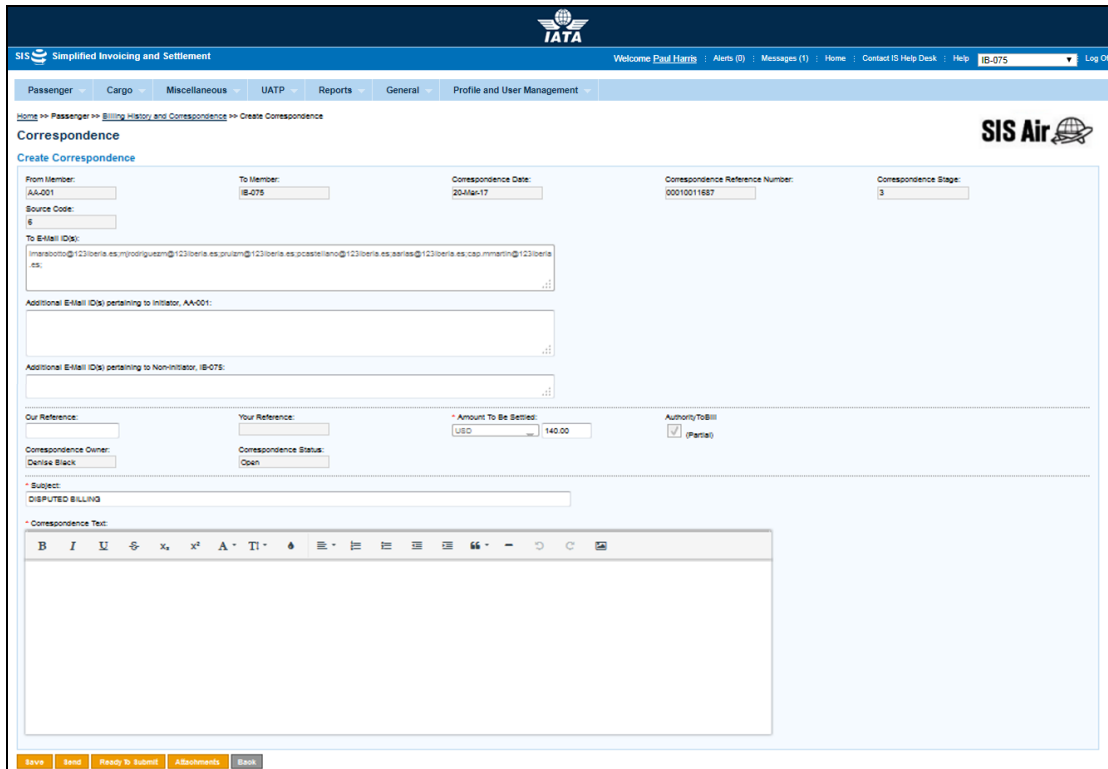
Please find attached for our calculations.

- JSC applicable fo sector is 7.5%

Also SPA applies, see attached SPA copy

Buttons: Reply, Download PDF, Attachments, Close Correspondence, Back

5. Click **Reply**.



Create Correspondence

From Member: AA-001 To Member: IB-075 Correspondence Date: 20-Mar-17 Correspondence Reference Number: 00010011687 Correspondence Stage: 3

Source Code: 6

To E-Mail ID(s):

Additional E-Mail ID(s) pertaining to Initiator, AA-001:

Additional E-Mail ID(s) pertaining to Non-Initiator, IB-075:

Our Reference: Your Reference: Amount To Be Settled: USD 140.00 Authority To Bill: (Partial)

Correspondence Owner: Denise Black Correspondence Status: Open

Subject: DISPUTED BILLING

Correspondence Text:

Buttons: Save, Send, Ready to Submit, Attachments, Back

The fields and buttons are as described in the following table.

Fields	Description	Remarks
From Member	Entity initiating correspondence.	Entity receiving the last rejection invoice.
To Member	Entity raising the last rejection invoice.	-
Correspondence Date	Current date on which correspondence is initiated.	-
Correspondence Reference Number	Unique number generated by SIS.	When correspondence is initiated for the first time SIS generates unique number. Any subsequent correspondence will continue with the same correspondence reference number.
Correspondence Stage	It indicates number of stages for correspondence.	-
Source Code	The Source Code of the 3 rd stage RM(s) that are linked to the correspondence	
*To E-mail	E-mail ID's of the member as per member profile.	-
Additional E-mail ID(s) pertaining to Initiator	Additional E-mail ID's pertaining to Initiator can be entered.	This can be modified only by the initiator. The information entered here will be inherited when a reply is sent by the Non-Initiator.
Additional E-mail ID(s) pertaining to Non-Initiator	Additional E-mail ID's pertaining to Non-Initiator can be entered.	This can be modified only by the Non-initiator.
Our Reference	To exchange data on bilateral basis.	
Your Reference	-	It is generated automatically. It is valid for subsequent stages of Correspondence.
Amount to be settled	Amount not accepted by the billed member.	-
Authority to Bill	Permission granted by entity to issue an invoice.	Authority to Bill is issued when the entity grants its approval to the other party to Invoice. When such approval is granted the entity specifies the amount for which the approval is provided. The entity receiving the authority can either raise an Invoice for the amount approved or continue with the Correspondence if it doesn't agree with the approval amount.
Correspondence Owner	Name of the person who is initiating the correspondence.	-

Fields	Description	Remarks
Correspondence Status	It indicates status of correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Open status indicates the correspondence is in process. • Close status indicates that the correspondence is over and final bill has been generated. • Expired indicates when the entity does not respond to the correspondence by the time limit. SIS will not allow any further correspondence reply on correspondences which are remarked as expired.
*Subject	It is the subject for the e-mail.	-
*Correspondence Text	Additional details about the correspondence.	Free text to provide additional details about the Correspondence The following formatting options are available <ul style="list-style-type: none"> ○ Bold ○ Italics ○ Underline ○ Strikethrough ○ Subscript ○ Superscript ○ Font Type ○ Font Size ○ Font Color ○ Align ○ Ordered List ○ Unordered List ○ Decrease Indent ○ Increase Indent ○ Quote ○ Insert Horizontal Line ○ Undo ○ Redo ○ Insert Image

Buttons	Description	Remarks
Save	Click Save to save the correspondence and send it on a later date.	Edit correspondence page is displayed with the confirmation that correspondence is created successfully.
Send	Click Send to send the correspondence.	-
Ready to Submit	Click Ready to Submit for the authorized member to submit.	-
Attachment	Click Attachment to attach supporting documents to the correspondence.	-

Buttons	Description	Remarks
Back	Click Back to go back to Billing History screen.	-
Reply	Click Reply to respond to the initiated correspondence.	The Create Correspondence screen is displayed for replying the initiated correspondence.
Close Correspondence	Click on Close Correspondence to close the existing correspondence	Only the Member who initiated a correspondence can close a case Note: Only those correspondences will be closed that are Saved.
Download PDF	Click Download PDF to print the document with correspondence details.	

To Initiate Correspondence, the steps are as follows:

1. Enter the following details in the **Create Correspondence** screen:

- **From Member**
- **To Member**
- **Correspondence Date**
- **Correspondence Reference Number**
- **Correspondence Stage**
- **Source Code**
- **To E-mail**
- Additional E-mail ID(s) pertaining to Initiator
- Additional E-mail ID(s) pertaining to Non-Initiator
- **Our Reference**
- **Your Reference**
- **Amount to be settled**
- **Authority to Bill**
- **Correspondence Owner**
- **Correspondence Status**
- **Subject**
- **Correspondence Text**

2. Click **Save**.

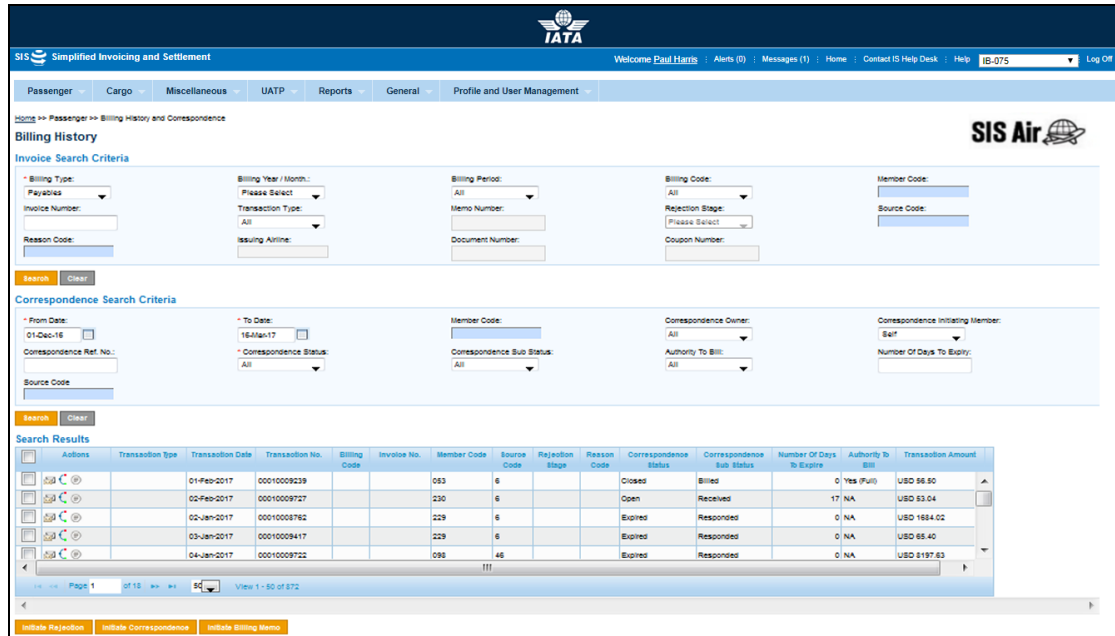
You can later submit the correspondence to the **Billed Member**.

1.5.4 Close a Correspondence

In some cases, the initiator of the correspondence agrees to not pursue a correspondence case anymore. Hence, the initiating member of a correspondence can close the case under certain circumstances. When this happens, the correspondence will be set with status as 'Closed' and with a new sub-status 'Accepted by Correspondence Initiator'.

To close correspondence, the steps are as follows:

1. Click **Passenger** menu.
2. Click **Billing History and Correspondence** submenu.
3. The **Billing History** screen is displayed.
4. Select a correspondence (from the **Search Results** section)



Billing History

Invoice Search Criteria

Billing Type: Fixed
 Billing Year/Month: Please Select
 Billing Period: All
 Billing Code: All
 Member Code: []
 Invoice Number: []
 Transaction Type: Please Select
 Memo Number: []
 Rejection Stage: Please Select
 Source Code: []
 Reason Code: []
 Issuing Airline: []
 Document Number: []
 Coupon Number: []

Correspondence Search Criteria


From Date: 01-Dec-16
 To Date: 16-Apr-17
 Member Code: []
 Correspondence Ref. No.: []
 Correspondence Status: All
 Correspondence Sub Status: All
 Correspondence Center: All
 Correspondence To Bill: All
 Authority To Bill: All
 Correspondence Initiating Member: Self
 Number Of Days To Expire: []

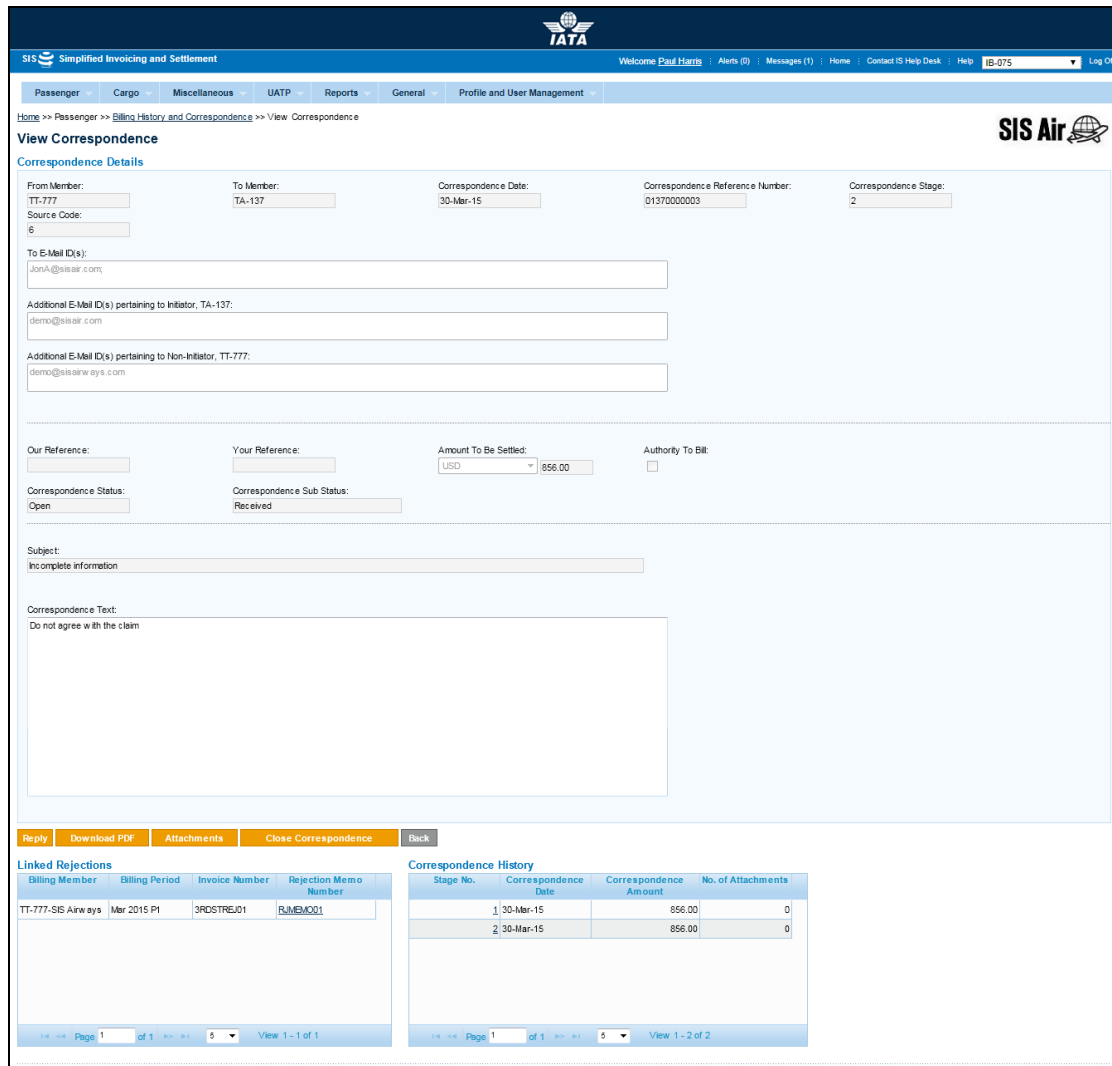
Search Results

Actions	Transaction Type	Transaction Date	Transaction No.	Billing Code	Invoice No.	Member Code	Source Code	Rejection Stage	Reason Code	Correspondence Status	Correspondence Sub Status	Number Of Days To Expire	Authority To Bill	Transaction Amount
[] [] [] []		01-Feb-2017	00010009239			093	6			Closed	Billed	0	Yes (Full)	USD 96.90
[] [] [] []		02-Feb-2017	00010009727			230	6			Open	Received	17	NA	USD 53.04
[] [] [] []		02-Jan-2017	00010008782			229	6			Expired	Responded	0	NA	USD 1684.02
[] [] [] []		03-Jan-2017	00010009417			229	6			Expired	Responded	0	NA	USD 66.40
[] [] [] []		04-Jan-2017	00010009722			096	46			Expired	Responded	0	NA	USD 1197.63

Page 1 of 18
View 1 - 50 of 872

Initiate Rejection | Initiate Correspondence | Initiate Billing Memo

5. Click **Show/Create Correspondence**  icon in the search menu
6. The **View Correspondence** screen is displayed



View Correspondence

Correspondence Details

From Member: TT-777 To Member: TA-137 Correspondence Date: 30-Mar-15 Correspondence Reference Number: 0137000003 Correspondence Stage: 2

Source Code: 8

To E-Mail ID(s): JonA@sisair.com

Additional E-Mail ID(s) pertaining to Initiator, TA-137: demo@sisair.com

Additional E-Mail ID(s) pertaining to Non-Initiator, TT-777: demo@sisairays.com

Our Reference: Your Reference: Amount To Be Settled: USD 856.00 Authority To Bill:

Correspondence Status: Open Correspondence Sub Status: Received

Subject: Incomplete information

Correspondence Text: Do not agree with the claim

[Reply](#) [Download PDF](#) [Attachments](#) [Close Correspondence](#) [Back](#)

Linked Rejections

Billing Member	Billing Period	Invoice Number	Rejection Memo Number
TT-777-SIS Airways	Mar 2015 P1	3RDSTREJ01	RJMEM001

Page 1 of 1 View 1 - 1 of 1

Correspondence History

Stage No.	Correspondence Date	Correspondence Amount	No. of Attachments
1	30-Mar-15	856.00	0
2	30-Mar-15	856.00	0

Page 1 of 1 View 1 - 2 of 2

The fields and buttons are as described in the following tables.

Fields	Description	Remarks
From Member	Entity initiating correspondence.	Entity receiving the last rejection invoice.
To Member	Entity raising the last rejection invoice.	-
Correspondence Date	Current date on which correspondence is initiated.	-
Correspondence Reference Number	Unique number generated by SIS.	When correspondence is initiated for the first time SIS generates unique number. Any subsequent correspondence will continue with the same correspondence reference number.
Correspondence Stage	It indicates number of stages for correspondence.	-
Source Code	The Source Code of the 3 rd stage RM(s) that are linked to the correspondence	

Fields	Description	Remarks
*To E-mail	E-mail ID's of the member as per member profile.	-
Additional E-mail ID(s) pertaining to Initiator	Additional E-mail ID's pertaining to Initiator can be entered.	This can be modified only by the initiator. The information entered here will be inherited when a reply is sent by the Non-Initiator.
Additional E-mail ID(s) pertaining to Non-Initiator	Additional E-mail ID's pertaining to Non-Initiator can be entered.	This can be modified only by the Non-initiator. The information entered here will be inherited when a reply is sent by the Initiator.
Our Reference	To exchange data on bilateral basis.	
Your Reference	-	It s generated automatically. It is valid for subsequent stages of Correspondence.
Amount to be settled	Amount not accepted by the billed member.	-
Authority to Bill	Permission granted by entity to issue an invoice.	Authority to Bill is issued when the entity grants its approval to the other party to Invoice. When such approval is granted the entity specifies the amount for which the approval is provided. The entity receiving the authority can either raise an Invoice for the amount approved or continue with the Correspondence if it doesn't agree with the approval amount.
Correspondence Status	It indicates status of correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Open status indicates the correspondence is in process. • Close status indicates that the correspondence is over and final bill has been generated. • Expired indicates when the entity does not respond to the correspondence by the time limit. SIS will not allow any further correspondence reply on correspondences which are remarked as expired.

Fields	Description	Remarks
Correspondence Sub Status	It indicates the sub status of the correspondence.	Valid values are: <ul style="list-style-type: none"> • All • Received • Saved • Responded • Ready For Submit • Pending • Billed • Due to Expiry • Accepted By Correspondence Initiator Note: The values for Correspondence Sub Status will be shown based on selected Correspondence Status
*Subject	It is the subject for the e-mail.	-
*Correspondence Text	Additional details about the correspondence.	-

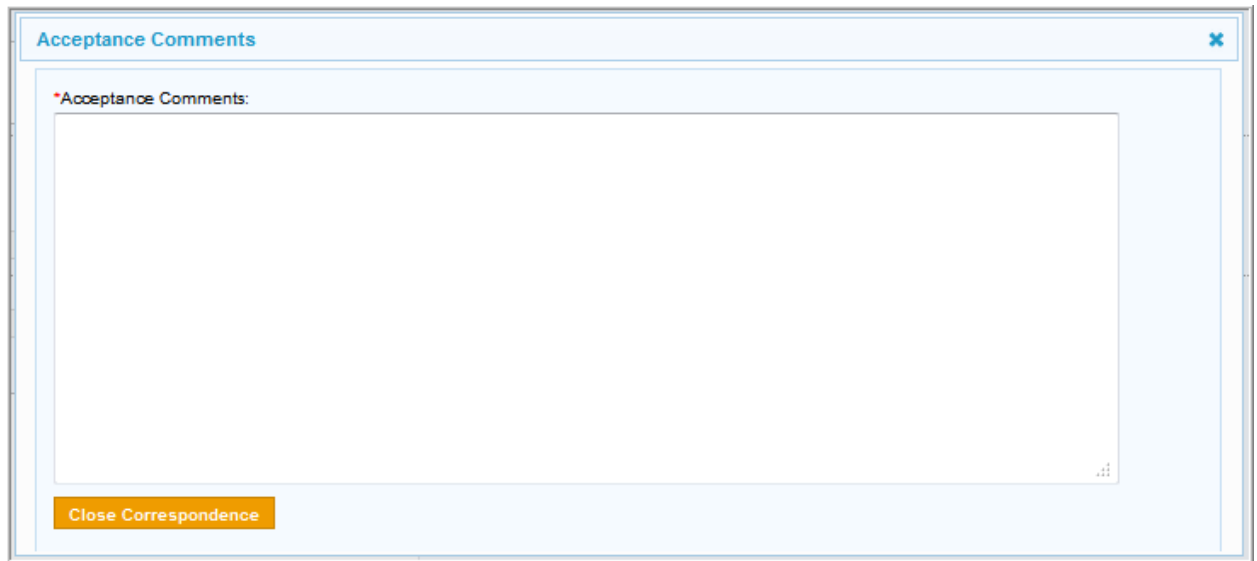
Buttons	Description	Remarks
Ready to Submit	Click Ready to Submit for the authorized member to submit.	-
Reply	Click Reply to respond to the initiated correspondence.	The Create Correspondence screen is displayed for replying the initiated correspondence.
Download PDF	Click Download PDF to print the document with correspondence details.	
Attachments	Click Attachment to attach supporting documents to the correspondence.	-
Back	Click Back to go back to Billing History screen.	-
Close Correspondence	Click on Close Correspondence to close the existing saved correspondence	Only the Member who initiated a correspondence can close the case Note: Only those correspondences will be closed that are Saved.

To Close Correspondence, the steps are as follows:

1. Verify the correspondence details in the **View Correspondence** screen:

- **From Member**
- **To Member**
- **Correspondence Date**
- **Correspondence Reference Number**
- **Correspondence Stage**
- **To E-mail**
- Additional E-mail ID(s) pertaining to Initiator
- Additional E-mail ID(s) pertaining to Non-Initiator
- **Our Reference**

- **Your Reference**
 - **Amount to be settled**
 - **Authority to Bill**
 - **Correspondence Owner**
 - **Correspondence Status**
 - **Correspondence Sub Status**
 - **Subject**
 - **Correspondence Text**
2. Click **Close Correspondence** button
 3. The system will prompt for confirmation
 4. Click on **OK**
 5. The system will prompt to enter acceptance comments



6. Click on **Close Correspondence**

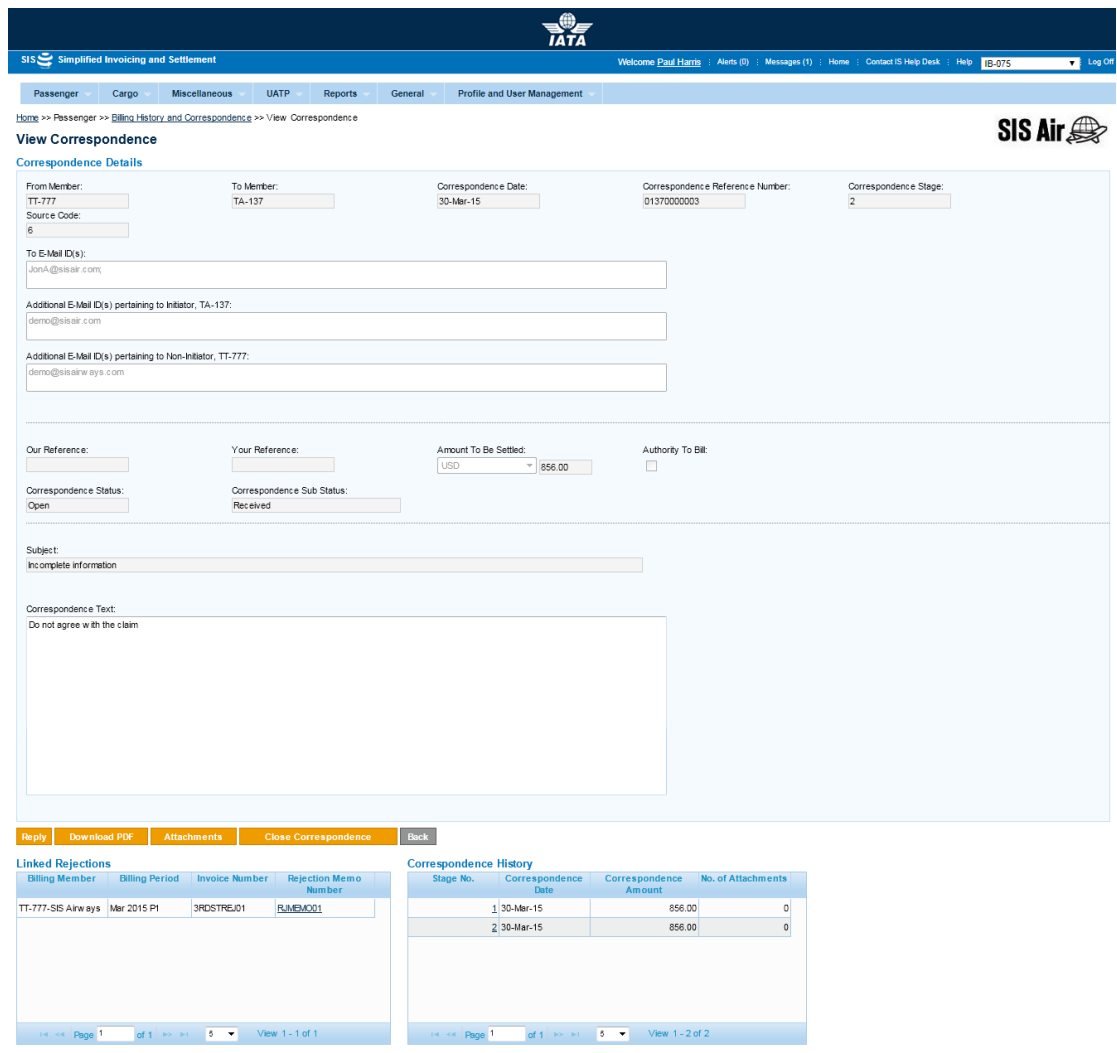
Related Topics

[***Managing Correspondence***](#)

1.5.5 Managing Correspondence

To manage correspondence steps are as follows:

1. Search the correspondence using the **Billing History** screen.
2. Select a correspondence (from the **Search Results** section).
3. Click **View Correspondence** icon (for the desired correspondence).
4. The **View Correspondence** screen is displayed.



View Correspondence

Correspondence Details

From Member: TT-777	To Member: TA-137	Correspondence Date: 30-Mar-15	Correspondence Reference Number: 0137000003	Correspondence Stage: 2
Source Code: 6				
To E-Mail ID(s): JonA@sisair.com				
Additional E-Mail ID(s) pertaining to Initiator, TA-137: demo@sisair.com				
Additional E-Mail ID(s) pertaining to Non-Initiator, TT-777: demo@sisairways.com				

Our Reference:	Your Reference:	Amount To Be Settled: USD 856.00	Authority To Bill: <input type="checkbox"/>
Correspondence Status: Open	Correspondence Sub Status: Received		

Subject:
Incomplete information

Correspondence Text:
Do not agree with the claim

[Reply](#)
[Download PDF](#)
[Attachments](#)
[Close Correspondence](#)
[Back](#)

Linked Rejections			
Billing Member	Billing Period	Invoice Number	Rejection Memo Number
TT-777-SIS Airw ays	Mar 2015 PI	3PDSTREJ01	PLMEMO01

Correspondence History			
Stage No.	Correspondence Date	Correspondence Amount	No. of Attachments
1	30-Mar-15	856.00	0
2	30-Mar-15	856.00	0

The fields and buttons are as described in the following tables.

Sections	Description	Remarks
Correspondence Details	It displays the details of the correspondence to be replied to.	The fields displayed are as defined for Initiating Correspondence .

Sections	Description	Remarks
Linked Rejections	It displays the details for the rejection invoices for which the correspondence was originally initiated.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Billing Member • Billing Period • Invoice Number • Rejection Memo Number • Source Code
Correspondence History	It displays the details for the no. of correspondences between the Billed and the Billing Member.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Stage No. • Correspondence Date • Correspondence Amount • No. of Attachments

Buttons	Description	Remarks
Reply	Click Reply to respond to the initiated correspondence.	The Create Correspondence screen is displayed for replying the initiated correspondence.
Download PDF	Click Download PDF to print the document with correspondence details.	-
Attachments	Click Attachments to attach supporting documents if any.	-
Back	Click Back to go back to Billing History screen.	Any unsaved data will be deleted.
Close Correspondence	Click on Close Correspondence to close the existing correspondence	Only the Member who initiated a correspondence can close the case Note: Only those correspondences will be closed that are Saved.

The procedure to Manage Correspondence is as follows:

1. Click **Reply**.
2. The **Create Correspondence** screen is displayed for replying the initiated correspondence.
For more information refer to topic: **Initiate Correspondence**.

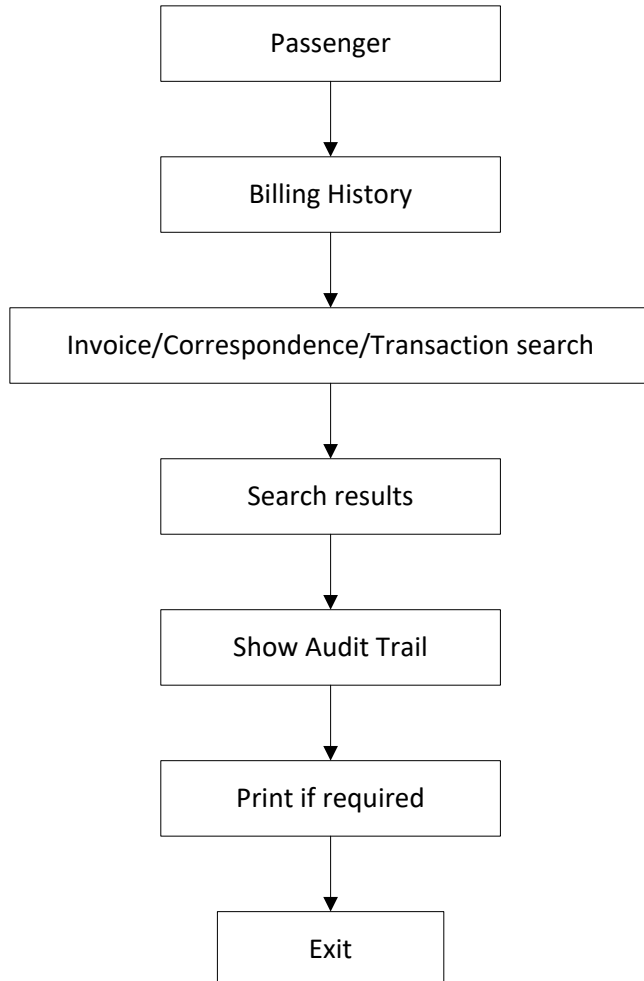
Related Topics

[Initiate Correspondence](#)

1.6 Working with Audit Trail

1.6.1 Processes for Audit Trail

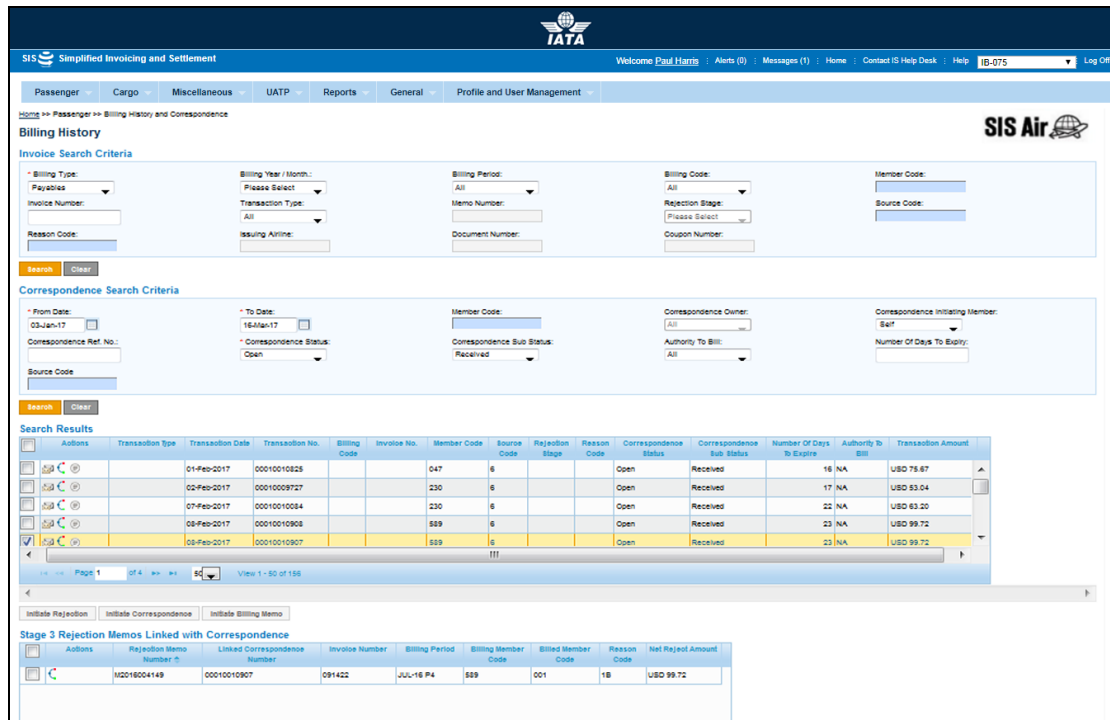
Viewing Audit Trail



1.6.2 Working with Audit Trail

To view the Audit Trail, steps are as follows:

1. Click **Passenger** menu.
2. Click **Billing History and Correspondence** submenu.
3. **Billing History screen** is displayed.
4. Search the Invoice using **Invoice Search Criteria**.
5. Searched invoice is displayed in the **Search Result grid**.



The screenshot displays the SIS Air Billing History and Correspondence search interface. It includes search criteria for Billing History and Correspondence, a search results table, and a sub-table for Stage 3 Rejection Memos Linked with Correspondence.

Billing History Search Criteria:

- Billing Type: Payables
- Billing Year / Month: Please Select
- Billing Period: All
- Billing Code: All
- Member Code: [Input Field]
- Invoice Number: [Input Field]
- Transaction Type: All
- Memo Number: [Input Field]
- Rejection Stage: Please Select
- Source Code: [Input Field]
- Reason Code: [Input Field]
- Issuing Airline: [Input Field]
- Document Number: [Input Field]
- Coupon Number: [Input Field]

Correspondence Search Criteria:

- From Date: 03-Jan-17
- To Date: 16-Apr-17
- Member Code: [Input Field]
- Correspondence Owner: All
- Correspondence Initiating Member: Self
- Correspondence Ref No.: [Input Field]
- Correspondence Status: Open
- Correspondence Sub Status: Received
- Authority To Bill: All
- Number Of Days To Expiry: [Input Field]
- Source Code: [Input Field]

Search Results Table:

Actions	Transaction Type	Transaction Date	Transaction No.	Billing Code	Invoice No.	Member Code	Source Code	Rejection Stage	Reason Code	Correspondence Status	Correspondence Sub Status	Number Of Days To Expiry	Authority To Bill	Transaction Amount
[Icons]		01-Feb-2017	00010010825			047	6			Open	Received	16	NA	USD 79.67
[Icons]		02-Feb-2017	00010009727			230	6			Open	Received	17	NA	USD 83.04
[Icons]		07-Feb-2017	00010010084			230	6			Open	Received	22	NA	USD 83.20
[Icons]		08-Feb-2017	00010010908			589	6			Open	Received	23	NA	USD 99.72
[Icons]		08-Feb-2017	00010010907			589	6			Open	Received	23	NA	USD 99.72

Stage 3 Rejection Memos Linked with Correspondence Table:

Actions	Rejection Memo Number #	Linked Correspondence Number	Invoice Number	Billing Period	Billing Member Code	Billed Member Code	Reason Code	Net Rejected Amount
[Icons]	10216004149	00010010907	091422	JUL-16 P4	589	001	1B	USD 99.72

6. Search the **Correspondence** using **Correspondence Search Criteria**.
7. Searched **Correspondence** is displayed in the **Search Result grid**.
8. When correspondence is searched for one more grid named '**Stage 3 Rejection Memos Linked with Correspondence**' would display below **Search Result grid**
9. Select an Invoice/correspondence
10. Click the **View Audit Trail** icon.
11. Audit trail is displayed in descending chronological order.
12. Audit trail can be printed.
13. Select a Correspondence
14. Click on **Show Rejections** icon
15. All Stage 3 Rejections linked to the selected Correspondence will be displayed in '**Stage 3 Rejection Memos Linked with Correspondence**' grid
16. Select desired Stage 3 Rejections from the grid and click on '**Generate Audit Trail PDF(s)**'
17. Audit trail of selected **Stage 3 Rejections memos** will be generated and provided in a zip file without supporting document(s)
18. Click **Back** to view audit trail for another invoice or correspondence.

Stage 6, Correspondence

From Member	To Member	Correspondence Date	Correspondence Ref. No.	Correspondence Stage	Source Code	Authority To D/S	Amount to be Settled
OTI-USA-OTI	OTI-USA-AMERICAN AIRWAYS	2018-01-17	00010014467	2	4	Yes (Partial)	USD 140.00

Correspondence Details:

Dear Interline Partner,

Please find attached for our calculations:

- ISC applicable for sector for 7.0%
- Also SPA applies, see attached SPA copy

Regards,

Stage 4, Correspondence

From Member	To Member	Correspondence Date	Correspondence Ref. No.	Correspondence Stage	Source Code	Authority To D/S	Amount to be Settled
OTI-USA-AMERICAN AIRWAYS	OTI-USA-OTI	2018-01-17	00010014467	1	4	No	USD 140.00

Correspondence Details:

Dear Interline Partner,

Please find attached for our calculations:

- ISC applicable for sector for 7.0%
- Also SPA applies, see attached SPA copy

Regards,

Supporting Document(s):
[Screenshot of the SPA copy](#)

Stage 3, Rejection Memo

Billing Period	Billing Member	Other Member	Invoice No.	Uniting Currency	Billing Code	Rate No.	Rate Seq. No.	Rate Seq. Desc.	Source Code	Reason Code	Rejection Flag	Rejection Flag	Rejection Amount	Sampling Constant	Rejection Amount Sampling Constant
Jan 2017 P2	OTI-USA-OTI	OTI-USA-AMERICAN AIRWAYS	TT0423	USD	14	0	2	4	22				23.80	0	0

Your Invoice Billing Period	Your Invoice No.	Your Rejection Memo No.	FBI/ICR No.	FBI/ICR Coupon No.	FBI/ICR Ref. No.
Oct 2016 P2	00010000P	0000114216			

Remarks:

OTI-USA-AMERICAN AIRWAYS IS NOT ELIGIBLE FOR THE 7.0% ISC RATE AS IT IS NOT A MEMBER OF THE OTI-USA-AMERICAN AIRWAYS GROUP. THE 7.0% ISC RATE IS APPLICABLE TO ALL OTHER MEMBERS OF THE OTI-USA-AMERICAN AIRWAYS GROUP. THE 7.0% ISC RATE IS APPLICABLE TO ALL OTHER MEMBERS OF THE OTI-USA-AMERICAN AIRWAYS GROUP. THE 7.0% ISC RATE IS APPLICABLE TO ALL OTHER MEMBERS OF THE OTI-USA-AMERICAN AIRWAYS GROUP.

Supporting Document(s):
[Screenshot of the Rejection Memo](#)


Carrier Breakdown

Doc. Type No.	Issuing Airline	From To	Uniting Code	Group Rate	ISC	Other Commission	UT/TP	Standing Fee Amt.	Tax Amt.	UT Amt.	Net Reject Amt.	Original PIR	Validated PIR	Agreement Indicator - Supplier	Agreement Indicator - Validator
780151781	OTI	USD	14	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.00	16.64	0.00			
780151781	OTI	USD	14	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.00	16.64	0.00			
780151781	OTI	USD	14	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.00	16.64	0.00			

Generate PDF

- The audit trail screens provides an option to download the contents of the screen in PDF format with or without the supporting documents
- At the bottom of the screen, there button 'Generate PDF' will perform this function
- If checkbox 'Include Supporting Documents' is unchecked and this button is pressed, the PDF will be available for download instantly (without the supporting documents)

If checkbox 'Include Supporting Documents' is checked and this button is pressed, the system will provide a zipped package of the PDF and the supporting documents. This package will not be available instantly. The user who requested for the package will be informed via email once the package is created and made available for download

 Generation of the audit trail package is in progress. You will be notified via email once it is ready for download. [File: PAX-Audit Trail-0-20130918-120918.zip]

Related Topics

[Searching an Invoice](#)

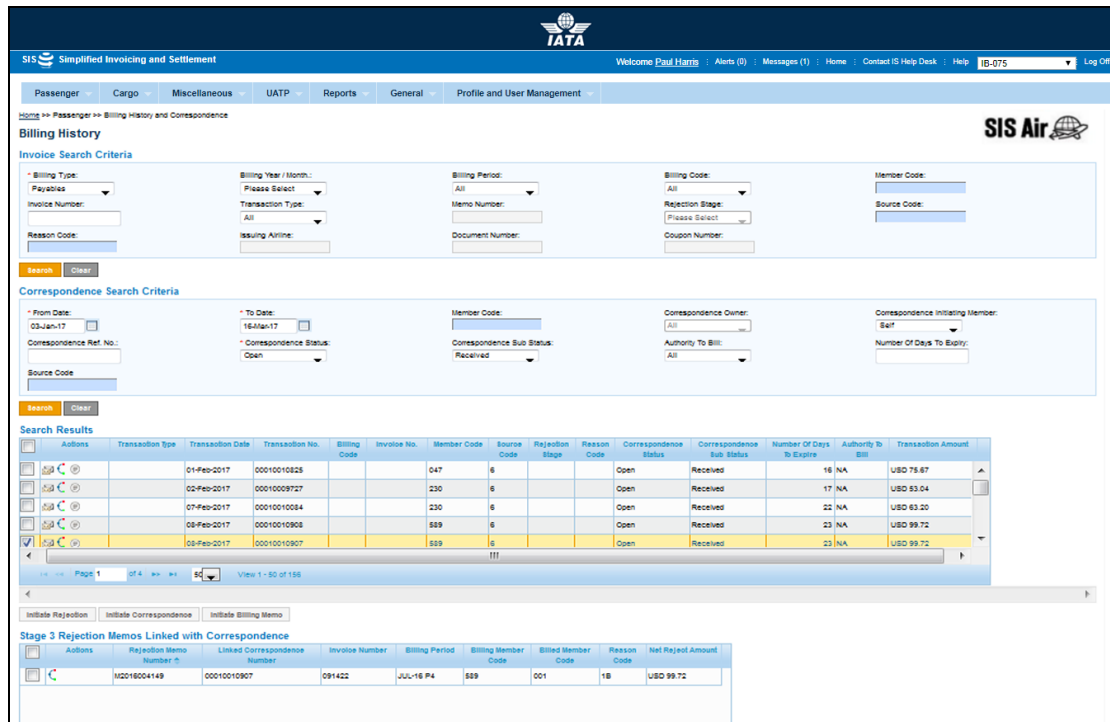
1.6.3 Working with Show Rejections

To view the Show Rejections, steps are as follows:

- Click Passenger menu.
- Click Billing History and Correspondence submenu.
- Billing History screen is displayed.
- Search the Invoice or Correspondence using Correspondence Search Criteria.
- Searched invoice or correspondence is displayed in the Search Result.
- Select an Invoice/correspondence.
- Click the **Show Rejections** icon.



- Show Rejections displays all stage 3 rejections linked to that correspondence in a new grid.



The screenshot displays the SIS Air web application interface. At the top, there is a navigation bar with the IATA logo and user information: "Welcome Paul Harris", "Alerts (0)", "Messages (1)", "Home", "Contact Us Help Desk", "Help", and a dropdown menu showing "IB-075" and "Log Off". Below the navigation bar, there are tabs for "Passenger", "Cargo", "Miscellaneous", "UATP", "Reports", "General", and "Profile and User Management".

The main content area is titled "Billing History" and includes a "Billing History and Correspondence" breadcrumb. Below this is the "Invoice Search Criteria" section with various filters:

- Billing Type: Payables
- Billing Year / Month: Please Select
- Billing Period: All
- Billing Code: All
- Member Code: [Input Field]
- Invoice Number: [Input Field]
- Transaction Type: All
- Memo Number: [Input Field]
- Rejection Stage: Please Select
- Source Code: [Input Field]
- Reason Code: [Input Field]
- Issuing Airline: [Input Field]
- Document Number: [Input Field]
- Coupon Number: [Input Field]

Below the search criteria is the "Correspondence Search Criteria" section:

- From Date: 03-Jan-17
- To Date: 16-Jan-17
- Member Code: [Input Field]
- Correspondence Owner: All
- Correspondence Initiating Member: Self
- Correspondence Ref. No.: [Input Field]
- Correspondence Status: Open
- Correspondence Sub Status: Received
- Authority To Bill: All
- Number Of Days To Expiry: [Input Field]
- Source Code: [Input Field]

The "Search Results" section contains a table with the following data:

Actions	Transaction Type	Transaction Date	Transaction No.	Billing Code	Invoice No.	Member Code	Source Code	Rejection Stage	Reason Code	Correspondence Status	Correspondence Ref. Status	Number Of Days To Expiry	Authority To Bill	Transaction Amount
[Icons]		01-Feb-2017	00010010826			047	6			Open	Received	16	NA	USD 75.67
[Icons]		02-Feb-2017	00010009727			230	6			Open	Received	17	NA	USD 63.04
[Icons]		07-Feb-2017	00010010084			230	6			Open	Received	22	NA	USD 63.20
[Icons]		08-Feb-2017	00010010906			689	6			Open	Received	23	NA	USD 99.72
[Icons]		08-Feb-2017	00010010907			689	6			Open	Received	23	NA	USD 99.72

Below the table are navigation controls: "Page 1 of 4", "View 1 - 50 of 198", and buttons for "Initiate Rejection", "Initiate Correspondence", and "Initiate Billing Memo".

The "Stage 3 Rejection Memos Linked with Correspondence" section contains a table with the following data:

Actions	Rejection Memo Number n	Linked Correspondence Number	Invoice Number	Billing Period	Billing Member Code	Billed Member Code	Reason Code	Net Reject Amount
[Icon]	M0218004149	00010010907	091422	JUL-18 P4	689	001	1B	USD 99.72

1.7 Working with Supporting Documents

You can:

- Manage the Supporting Documents using Payables and Receivables submenu.
- Correct the Linking Errors for Supporting Documents

1.7.1 Managing the Supporting Document

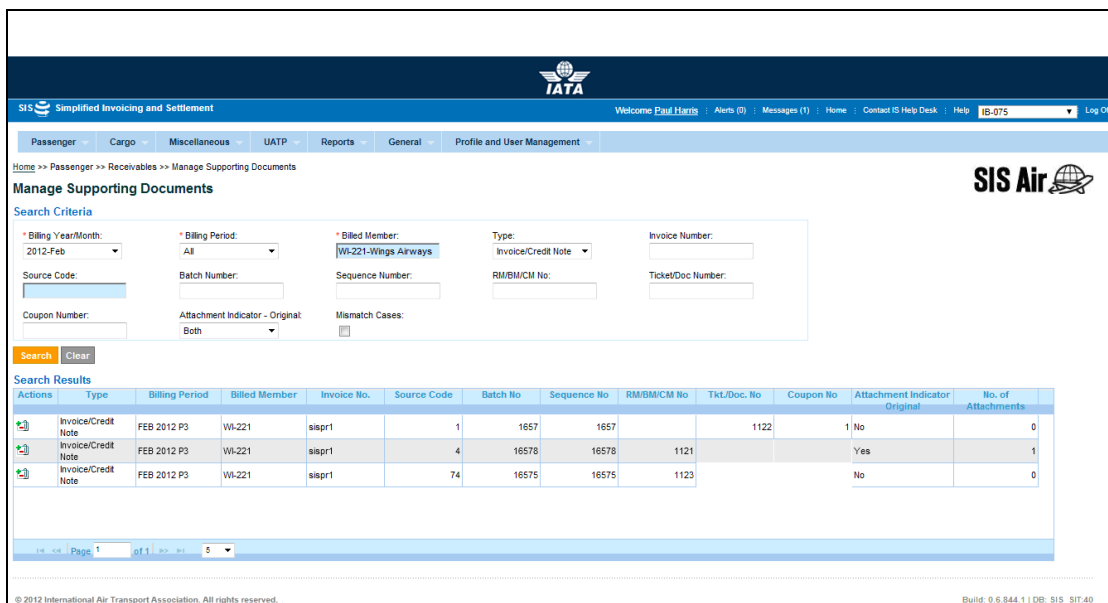
[Using Receivables submenu](#)

[Using Payables submenu](#)

1.7.1.1 Managing the Supporting Documents Using Receivables submenu

To manage supporting documents, the steps are as follows:

1. Click **Passenger** Menu.
2. Click **Receivables** submenu.
3. Click **Manage Supporting Documents** option.
4. The **Manage Supporting Documents** screen is displayed.



Actions	Type	Billing Period	Billed Member	Invoice No.	Source Code	Batch No.	Sequence No.	RM/BM/CM No.	Tkt./Doc. No.	Coupon No.	Attachment Indicator Original	No. of Attachments
	Invoice/Credit Note	FEB 2012 P3	WA-221	sispr1		1	1657	1657		1122	1 No	0
	Invoice/Credit Note	FEB 2012 P3	WA-221	sispr1		4	16578	16578	1121		Yes	1
	Invoice/Credit Note	FEB 2012 P3	WA-221	sispr1		74	16575	16575	1123		No	0

The fields and buttons are as described in the following tables.

Fields	Description	Remarks
*Billing Year/Month	The Clearance Month of the invoice (Year, Month).	Note that selecting a future month does not guarantee invoice creation. See fields Settlement Method and Listing Evaluation to Billing Rate below. If the system needs to populate Listing Evaluation to Billing Rate ; but does not find it for the future month, it will result in an error while saving the data.


Fields	Description	Remarks
*Billing Period	The Clearance Period of the invoice (Year, Month and Period).	For Example, Period 3 of April-2013 is represented as 2013-Apr-3 <ul style="list-style-type: none"> The periods displayed are as follows: The current open period (default value). The next 4 (future) periods; this may pertain to the next month also. The previous closed period (if the late submission window is open in either of the clearing houses).
*Billed Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the member ID to whom the invoice is to be sent. For example, WI-023-Wings Airways
Type	It indicates the type of the invoice.	Valid values are: <ul style="list-style-type: none"> Invoice/Credit Note Form C
Invoice Number	Unique alphanumeric code that identifies the invoice.	The Invoice Number could be ten characters. For example, WI1234 Note: hyphen, space, and special characters (#, *, @, ~) are not allowed.
Source Code	It is the Source Code of the transaction.	Should be a valid Source Code as published by the industry.
Batch Number	The combination of Batch Number and Sequence Number should not be repeated within an invoice.	It is the Batch Sequence Number of the transaction. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.
Sequence Number	The combination of Batch Number and Sequence Number should not be repeated within an invoice.	It is the Sequence Number within a batch of the transaction. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.
RM/BM/CM Number	It indicates whether the rejected transaction was a Rejection Memo, Billing Memo or Credit Memo	Enter valid RM/BM/CM Number.
Ticket/Doc Number	It is the document number (of the passenger ticket, EBT, MCO, MPD, EMD or FIM).	-
Coupon Number	It is the coupon number of the document.	-

Fields	Description	Remarks
Attachment Indicator - Original	It indicates whether the invoice has a supporting document attached.	Valid values are: <ul style="list-style-type: none"> • Yes • No • Both
Mismatch Cases	Select the check box if there are any mismatched cases.	-

The procedure to add a supporting document is as follows:

1. Search the invoice by entering the details for the fields in the **Search Criteria** section.
2. The results are displayed in the **Search Results** section.
3. Select the invoice from the list displayed in the **Search Results** section, for which you want to add the attachment.
4. Click **Icon Add/Remove**.
5. The **Add/Remove Attachments** screen is displayed.
6. Click **Browse** to search and add the attachment document.
7. The path of the document is displayed in the **File to Upload** field.
8. Click **Submit**.
9. The details of the added document are displayed in the **Attached Files List** section.
10. Click **Close** to exit.
11. A confirmation message is displayed on the **Manage Supporting Documents** screen indicating that the added attachment is uploaded successfully.
12. The **No. of Attachments** for the invoice is changed.

The procedure to delete a supporting document is as follows:

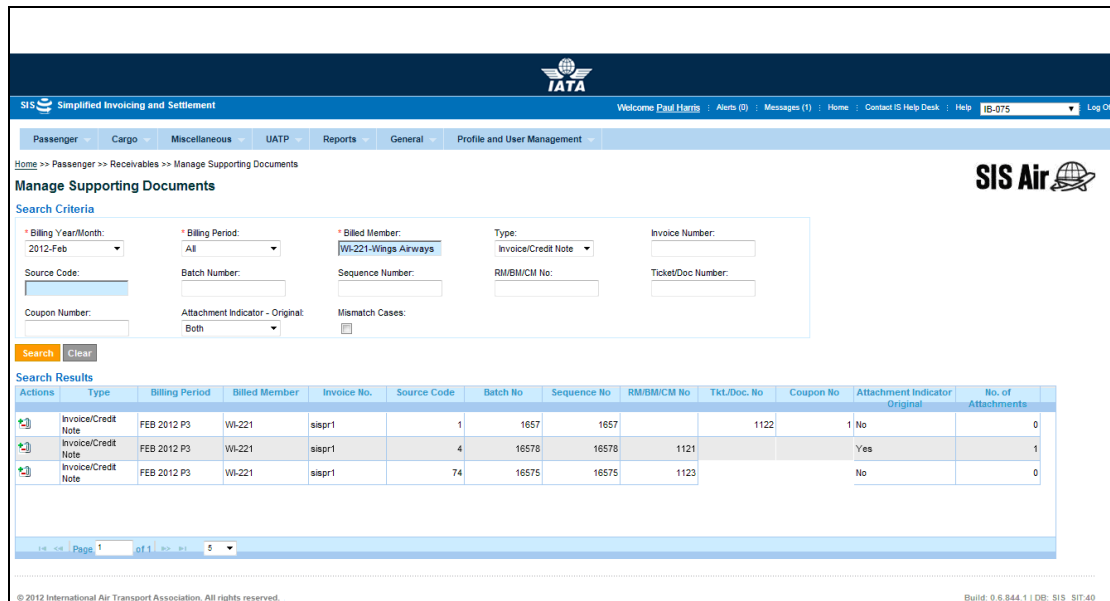
1. Search the invoice by entering the details for the fields in the **Search Criteria** section.
2. The results are displayed in the **Search Results** section.
3. Select the invoice from the list displayed in the **Search Results** section, for which you want to delete the attachment.
4. Click **Icon Add/Remove**.
5. The **Add/Remove Attachments** screen is displayed.
6. Select the attachment from the list displayed in the **Attached Files List** section.
7. Click .
8. The selected attachment is deleted.

[Top](#)

1.7.1.2 Managing the Supporting Documents Using Payables submenu

To manage supporting documents, the steps are as follows:

1. Click **Passenger** Menu.
2. Click **Payables** submenu.
3. Click **Manage Supporting Documents** option.
4. The **Manage Supporting Documents** screen is displayed.



The fields and buttons are as defined in the tables.

Fields	Description	Remarks
*Billing Year/Month	The Clearance Month of the invoice (Year, Month).	Note that selecting a future month does not guarantee invoice creation. See fields Settlement Method and Listing Evaluation to Billing Rate below. If the system needs to populate Listing Evaluation to Billing Rate ; but does not find it for the future month, it will result in an error while saving the data.
*Billing Period	The Clearance Period of the invoice (Year, Month and Period).	For Example, Period 3 of April-2013 is represented as 2013-Apr-3 <ul style="list-style-type: none"> • The periods displayed are as follows: • The current open period (default value). • The next 4 (future) periods; this may pertain to the next month also. • The previous closed period (if the late submission window is open in either of the clearing houses).

Fields	Description	Remarks
*Billing Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the ID of the member who sends the invoice. For example, WI-023-Wings Airways
Type	It indicates the type of the invoice.	Valid values are: <ul style="list-style-type: none"> • Invoice/Credit Note • Form C
Invoice Number	Unique alphanumeric code that identifies the invoice.	The Invoice Number could be ten characters. For example, WI1234 Note: hyphen, space, and special characters (#, *, @, ~) are not allowed.
Source Code	It is the Source Code of the transaction.	Should be a valid Source Code as published by the industry.
Batch Number	The combination of Batch Number and Sequence Number should not be repeated within an invoice.	It is the Batch Sequence Number of the transaction. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.
Sequence Number	The combination of Batch Number and Sequence Number should not be repeated within an invoice.	It is the Sequence Number within a batch of the transaction. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.
RM/BM/CM Number	It indicates whether the rejected transaction was a Rejection Memo, Billing Memo or Credit Memo	Enter valid RM/BM/CM Number.
Ticket/Doc Number	It is the document number (of the passenger ticket, EBT, MCO, MPD, EMD or FIM).	-
Coupon Number	It is the coupon number of the document.	-
Attachment Indicator - Validated	It indicates whether the invoice has a supporting document attached.	Valid values are: <ul style="list-style-type: none"> • Yes • No • Both
Mismatch Cases	Select the check box if there are any mismatched cases.	-

The procedure to view the supporting documents is as follows:

1. Search the invoice by entering the details for the fields in the **Search Criteria** section.
2. The results are displayed in the **Search Results** section.

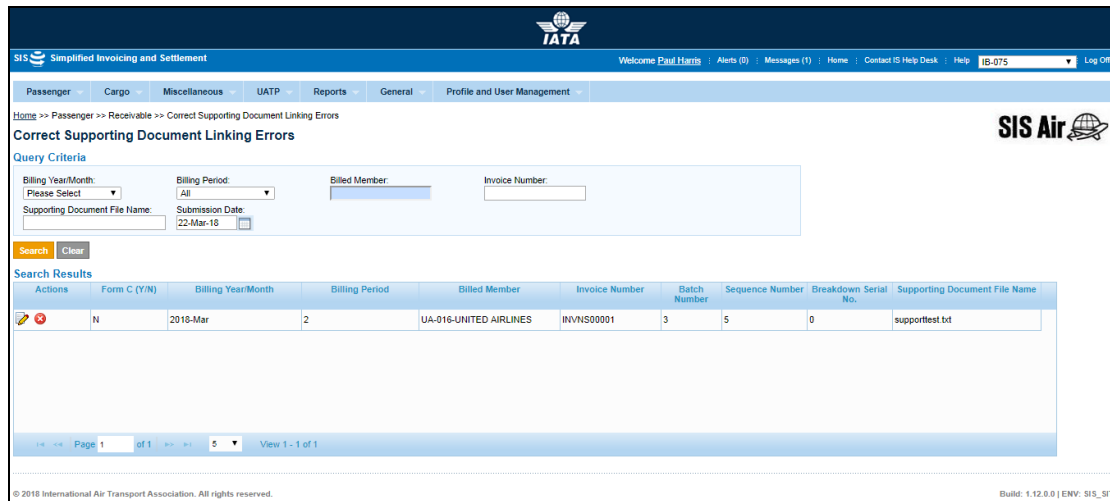
3. Select the invoice from the list displayed in the **Search Results** section, for which you want to view the attachment.
4. Click **View**.
5. The **View Attachments** screen is displayed.
6. Select the attachment from the **Attached Files List** section.
7. The "**Do you want to Open or Save Attachment.txt (File Name)**" message is displayed.
8. Click **Open** to view the attachment.
 - OR**
Click **Save** to download the attachment to be viewed later.
 - OR**
Click **Cancel** to Exit.

[Top](#)

1.8 Correcting the Linking Errors for Supporting Documents

To correct supporting documents linking errors, the steps are as follows:

1. Click **Passenger** menu.
2. Click **Receivables** menu.
3. Click **Correcting Supporting Documents Linking Error** option.
4. The **Correcting Supporting Document Linking Error** screen is displayed.



The fields are as described in the following table.

Fields	Description	Remarks
Billing Year/Month	It indicates the year and month for which invoice is generated.	The default format is YYYY- MMM For example, 2011-Apr
Billing Period	It indicates the period of the clearance month used for billing.	As the current interline settlement is on a weekly basis, there are 4 periods in a month. The billing period is represented as 01, 02, 03, and 04.
Billed Member	Unique user code that identifies the member in the Member Profile.	It is the member ID to who invoice is sent. For example, WI-023-wings airways.
Invoice Number	Unique alphanumeric code that identifies the member in the Member Profile.	This invoice number indicates the invoice with attachment linking error.
Supporting Document File Name	It is the name of the file from where supporting document was retrieved.	It indicates the path of the attachment.
Submission Date	It indicates the date when invoice was submitted for clearance.	The date will be automatically generated by the system when the Invoice number is entered.

The procedure to correct supporting documents linking errors is as follows:

1. Enter all the details in the above-mentioned fields.
2. Click **Search**.
3. **Search results** will display the invoice details with attachment error.

1.9 Correcting Auto-Billing Invoices

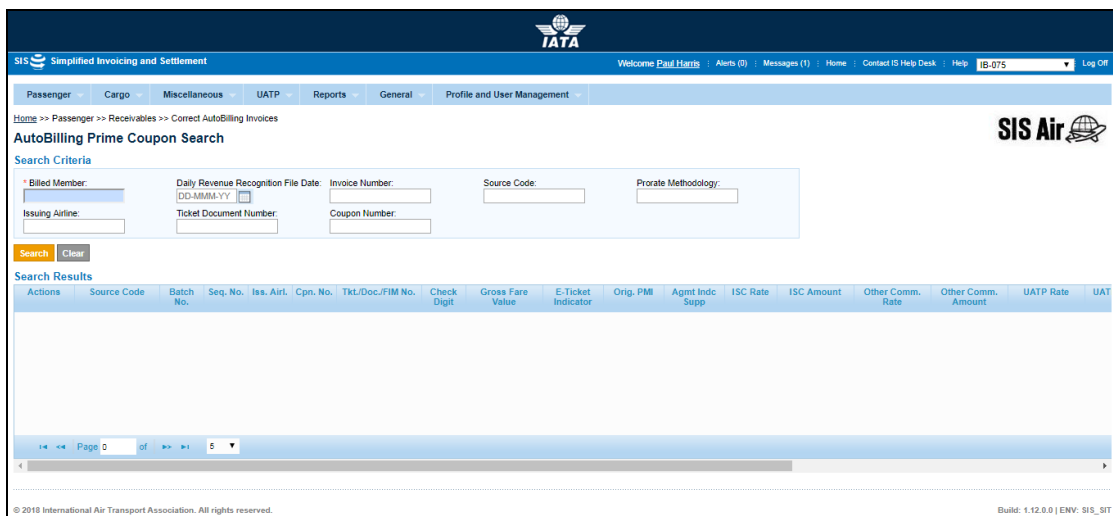
Using this screen, you can make corrections to the Coupon Records of the Auto-Billing Invoices (which are created by IS on behalf of the Billing Member).

Corrections can be of the following nature:

- You can modify the Coupon data or Tax Breakdown data.
- You can delete Coupon data or Tax Breakdown data.

To correct the Auto-Billing Invoices, the steps are as follows:

1. Click **Passenger** menu.
2. Click **Receivables** submenu.
3. Click **Correct Auto-Billing Invoices** option.
4. The **Auto-Billing Prime Coupon Search** screen is displayed.



Fields and Buttons are as described in the tables.

- None of the fields (as stated in the table below) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key.
- A grayed field by default is auto populated with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
Billed Member	It is the combination of designator, accounting code and commercial name of the billed member.	For example, WI-221-Wings Airways
Daily Revenue Recognition File Date	Select the date from the Calendar displayed.	Coupons added/modified as per the date of reporting in the Daily Revenue Recognition File can be filtered.
Invoice Number	Unique alphanumeric ID that identifies the invoice.	Enter valid Invoice Number .
Source Code	It is the Source Code of the transaction.	Should be a valid Source Code as published by the industry.
Prorate Methodology	It is the methodology used to evaluate the prorate value.	No fixed codes; definition up to the carriers on a bilateral / alliance basis.

Fields	Description	Remarks
Issuing Airline	It is the accounting code of the issuing airline of the ticket.	Should be a valid accounting code. For Example, 221 for WI (Wings Airways).
Ticket Document Number	It is the document number of the passenger ticket.	-
Coupon Number	It is the coupon number of the document.	-

The procedure to correct the Auto-Billing Invoices is as follows:

1. Enter the details for the following fields:
 - **Billed Member**
 - **Daily Revenue Recognition File Date**
 - **Invoice Number**
 - **Source Code**
 - **Prorate Methodology**
 - **Issuing Airline**
 - **Ticket Document Number**
 - **Coupon Number**
2. Click **Search**.
3. The results are displayed in the **Search Results** section.
4. Select the Invoice from the list displayed.
5. Click **Edit**.
6. The **Edit Prime Billing** screen is displayed.
You can edit the details for the fields.

Note: The following fields **CANNOT** be modified by the user:

- Any header data fields such as **Invoice Number, Billing Member, Billed Member, Billing Period, Currency of Listing, Currency of Billing, Exchange Rate, SMI, Reference data** of either member, **DS flag**.
- From the coupon data screen
 - **Issuing Airline**
 - **Document Number**
 - **Coupon Number**
 - **Batch Number**
 - **Sequence Number**
 - **Source Code**

1.10 Validation Error Correction

You can correct the Validation Error for:

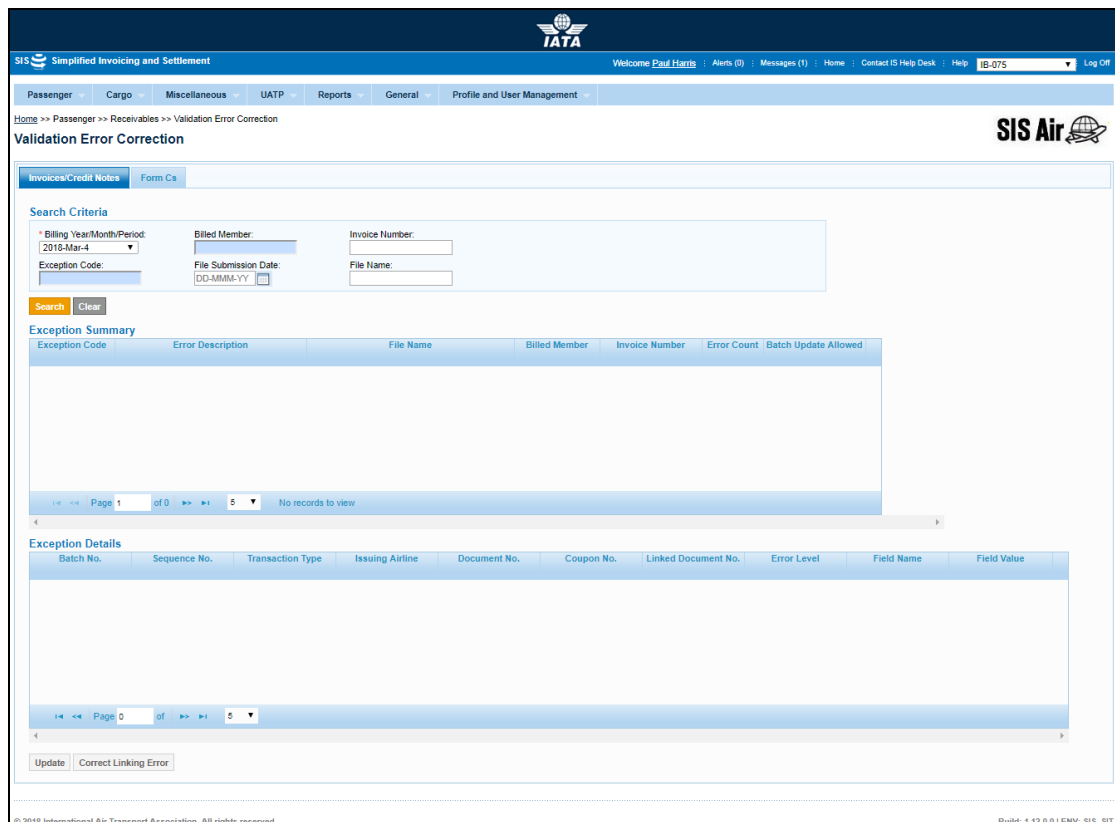
- Invoices
- Credit Note
- Form C

1.10.1 Validation Error Correction for Invoices/Credit Note

You can use the **Validation Error Correction** screen to correct validation errors related to **IS-IDEC** or **IS-XML** files. For error data to be visible on the screen (and subsequently corrected), the Invoice or Credit Note status should have status **Error – Correctable**.

To correct the validation errors, the steps are as follows:

1. Click **Passenger** menu.
2. Click **Receivables** submenu.
3. Click **Validation Error Correction** option.
4. The **Validation Error Correction** screen is displayed.
5. The **Invoices/Credit Notes** tab is selected by default.



The screenshot shows the 'Validation Error Correction' screen in the SIS Air application. The top navigation bar includes the IATA logo and user information. The main content area has a 'Validation Error Correction' header and a 'SIS Air' logo. Below this, there are two tabs: 'Invoices/Credit Notes' (selected) and 'Form Cs'. A 'Search Criteria' section contains several input fields: 'Billing Year/Month/Period' (dropdown), 'Billed Member' (text), 'Invoice Number' (text), 'Exception Code' (text), 'File Submission Date' (calendar), and 'File Name' (text). There are 'Search' and 'Clear' buttons. Below the search is an 'Exception Summary' table with columns: Exception Code, Error Description, File Name, Billed Member, Invoice Number, Error Count, and Batch Update Allowed. The table currently shows 'No records to view'. At the bottom, there is an 'Exception Details' table with columns: Batch No., Sequence No., Transaction Type, Issuing Airline, Document No., Coupon No., Linked Document No., Error Level, Field Name, and Field Value. This table is also empty. At the very bottom, there are 'Update' and 'Correct Linking Error' buttons. The footer contains copyright information for IATA 2019 and build details.

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Sections/Fields	Description	Remarks
Search Criteria		
*Billing Year/Month/Period	It indicates the clearance Year/Month/Period of the Invoice/Credit Note/Correspondence Invoice.	By default it displays the current Year/Month/Period.
Billed Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the ID of the member to whom the invoice is sent. For example, WI-023-Wings Airways
Invoice Number	Unique alphanumeric code that identifies the invoice.	-
Exception Code	It is the Exception Code assigned by the system and as received in the detailed validation report.	-
File Submission Date	The UTC date on which the file was submitted in IS.	Select the date from the Date Picker.
File Name	The name of the file.	
Exception Summary	This section displays the results for the search performed.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Exception Code • Error Description • File Name • Billed Member • Invoice Number • Error Count • Batch Update Allowed

Sections/Fields	Description	Remarks
Exception Details	It displays the details for the Exception when an exception is selected in the Exception Summary section.	<p>The details for the following fields are displayed:</p> <ul style="list-style-type: none"> • Batch Number • Sequence Number • Transaction Type • Issuing Airline • Document Number • Coupon Number • Linked Document Number • Error Level: For a failed invoice submission, it clearly states the level at which the error has occurred. For example, either at the header, source code and so on. • Field Name: It is the name of the field where the error has been triggered. • Field Value: It indicates the invalid value that has been entered. <p>By default, the details for the first record in the Exception Summary section are displayed.</p>

Buttons	Description	Remarks
Search	Click Search to search the details for the invoices with linking errors.	The results are displayed in the Exception Summary section.
Clear	Click Clear to clear the data in the Search Criteria section.	-
Update	Click Update to update the errors related to the fields in the record selected.	<p>The Update screen is displayed. Enter the new value for the field. This value is then validated as per the record structure validation. The data is saved when the value entered passes the validations; else you will receive a notification that no changes are done to the existing value.</p> <p>This button is enabled as per the error in the record selected. Note: Click Batch Update if there are similar errors to be corrected within the file to be updated.</p>
Correct Linking Error	Click Correct Linking Error to Correct the linking errors for the record selected.	<p>The Correct Linking Error screen will be displayed.</p> <p>This button is enabled as per the error in the record selected.</p> <p>The fields displayed are as per the record selected (Rejection Invoice, Correspondence Invoice).</p>

The procedure to search Invoices with validation errors is as follows:

1. Enter the details for the following fields:
 - **Billing Year/Month/Period**
 - **Billed Member**
 - **Invoice Number**
 - **Exception Code**
 - **File Submission Date**
 - **File Name**
2. Click **Search**.
3. The results are displayed in the **Exception Summary** section.

The procedure to update the validation errors is as follows:

1. Select the record to be updated from the list displayed in the **Exception Details** section.
2. Click **Update**.
3. The **Update** screen is displayed.
4. Enter the value for the field to be updated.

Note: The data is saved when the value entered passes the validations. Else you will receive a notification that no changes are done to the existing value.

The procedure to correct the Linking Errors is as follows:

1. Select the record from the list displayed in the **Exception Details** section.
2. Click **Correct the Linking Errors**.
3. The **Correct the Linking Errors** screen is displayed.
4. Enter the value for the field to be updated.

Note:

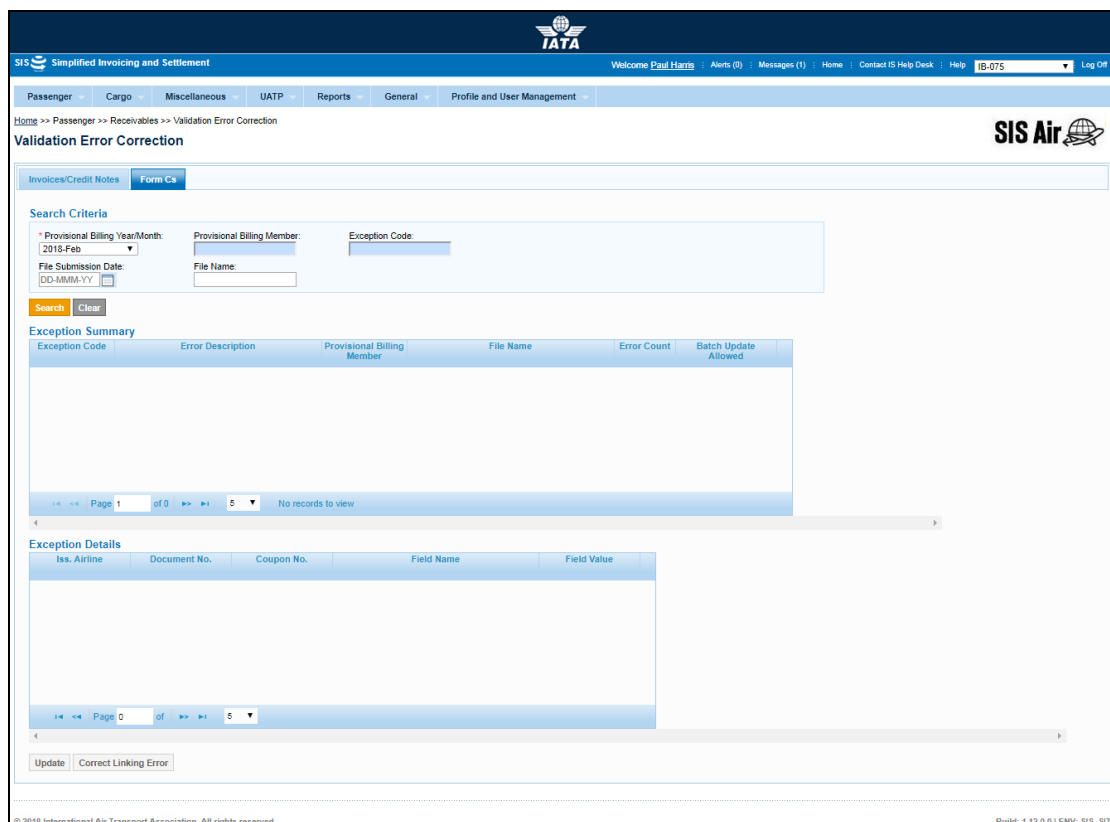
- The data is saved when the value entered passes the validations. Else you will receive a notification that no changes are done to the existing value.
- For RM linking errors, linking error correction will not succeed if there is a mismatch on the billed/allowed amounts of the RM

1.10.2 Validation Error Correction for Form C

You can use the **Validation Error Correction** screen to correct validation errors related to **Form C**. For error data to be visible on the screen (and subsequently corrected), the **Form C** status should have status **Error – Correctable**.

To correct the validation errors, the steps are as follows:

1. Click **Passenger** menu.
2. Click **Receivables** submenu.
3. Click **Validation Error Correction** option.
4. The **Validation Error Correction** screen is displayed.
5. Select the **Form C** tab.



Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Sections/Fields	Description	Remarks
Search Criteria		
*Provisional Billing Year/Month	It indicates the clearance Year/Month of the Invoice/ Correspondence Invoice.	By default it displays the current Year/Month.

Sections/Fields	Description	Remarks
Provisional Billing Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the ID of the member who billed the Provisional Invoice. For example, WI-023-Wings Airways
Exception Code	It is the Exception Code assigned by the system and as received in the detailed validation report.	-
File Submission Date	The UTC date on which the file was submitted in IS.	Select the date from the Date Picker.
File Name	The name of the file.	-
Exception Summary	This section displays the results for the search performed.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Exception Code • Error Description • Provisional Billing Member • File Name • Error Count • Batch Update Allowed
Exception Details	It displays the details for the Exception when an exception is selected in the Exception Summary section.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Iss. Airline • Document No. • Coupon No. • Field Name: It is the name of the field where the error has been triggered. • Field Value: It indicates the invalid value that has been entered. <p>By default, the details for the first record in the Exception Summary section are displayed.</p>

Buttons	Description	Remarks
Search	Click Search to search the details for the Form C's with errors.	The results are displayed in the Exception Summary section.
Clear	Click Clear to clear the data in the Search Criteria section.	-

Buttons	Description	Remarks
Update	Click Update to update the errors related to the fields in the record selected.	The Update screen is displayed. Enter the new value for the field. This value is then validated as per the record structure validation. The data is saved when the value entered passes the validations; else you will receive a notification that no changes are done to the existing value. This button is enabled as per the error in the record selected. Note: Click Batch Update if there are similar errors to be corrected within the file to be updated.
Correct Linking Error	Click Correct Linking Error to Correct the linking errors for the record selected.	The Correct Linking Error screen will be displayed. This button is enabled as per the error in the record selected. The fields displayed are as per the record selected (Rejection Invoice, Correspondence Invoice).

The procedure to search Form C with validation errors is as follows:

1. Enter the details for the following fields:
 - **Provisional Billing Year/Month/Period**
 - **Provisional Billing Member**
 - **Exception Code**
 - **File Submission Date**
 - **File Name**
2. Click **Search**.
3. The results are displayed in the **Exception Summary** section.

The procedure to update the validation errors is as follows:

1. Select the record to be updated from the list displayed in the **Exception Details** section.
2. Click **Update**.
3. The **Update** screen is displayed.
4. Enter the value for the field to be updated.

Note: The data is saved when the value entered passes the validations. Else you will receive a notification that no changes are done to the existing value.

The procedure to correct the Linking Errors is as follows:

1. Select the record from the list displayed in the **Exception Details** section.
2. Click **Correct the Linking Errors**.
3. The **Correct the Linking Errors** screen is displayed.
4. Enter the value for the field to be updated.

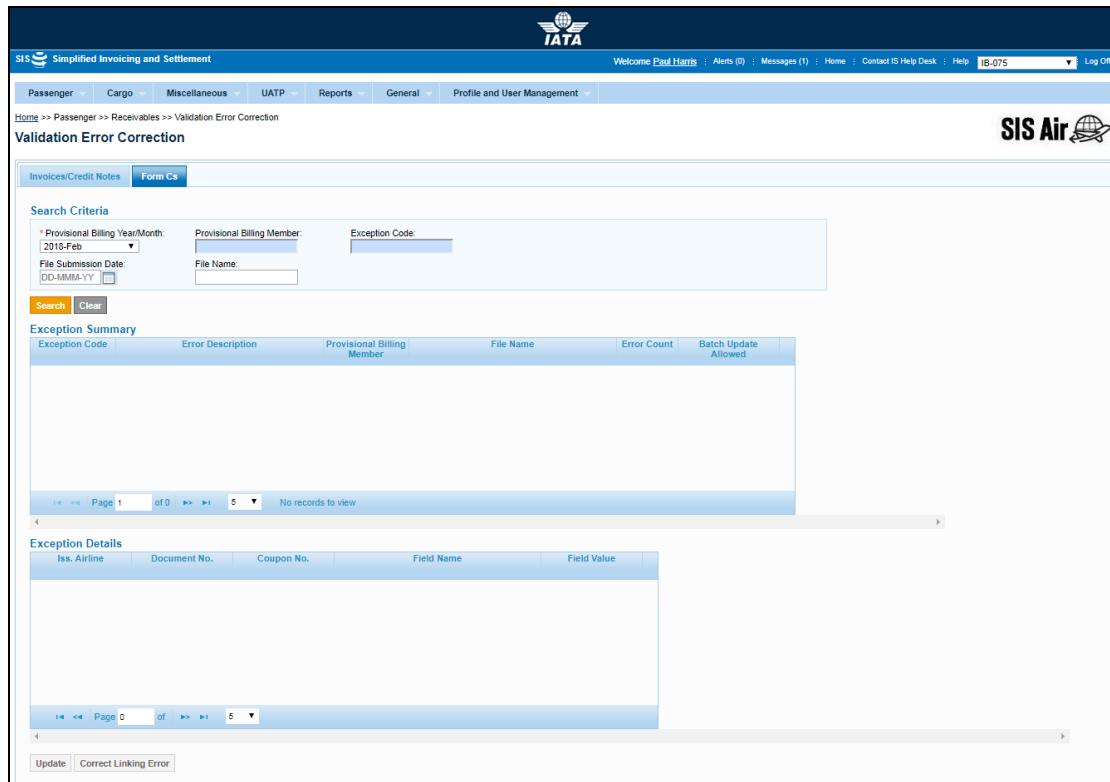
Note: The data is saved when the value entered passes the validations. Else you will receive a notification that no changes are done to the existing value.

1.11 Downloading Correspondence Reports

Using this screen, you will be able to download the Correspondences (as per the selection criteria) in a PDF format.

To download the correspondences, the steps are as follows:

1. Click **Passenger** menu.
2. Click **Download Correspondences** submenu.
3. The **Correspondence Reports** screen is displayed.



Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
Member Code	Unique alphanumeric code that identifies the member in the Member Profile.	It is the ID of the member with whom correspondence has happened. For example, WI-023-Wings Airways
*From Date	It is the date of start of correspondence.	The date can be added manually or by choosing a date from the calendar.

Fields	Description	Remarks
*To Date	It is the date of current correspondence.	The date can be added manually or by choosing a date from the calendar
Correspondence Initiated By	It indicates the member who initiates the correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Self • Other carrier • Either Entity receiving the last rejection invoice is always the initiating entity.
Correspondence Status	It indicates the status of correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Open • Closed • Expired
Correspondence Sub Status	It indicates the sub status of the correspondence.	Valid values are: <ul style="list-style-type: none"> • All • Received • Saved • Responded • Ready For Submit • Pending • Billed • Due to Expiry • Accepted By Correspondence Initiator Note: The values of Correspondence Sub Status will be shown based on selected Correspondence Sub Status

Buttons	Description	Remarks
Search	Click Search to search the details for the correspondence.	The results are displayed in the Search Results section.
Clear	Click Clear to clear the data in the Correspondence Search Criteria section.	-
Download All	Click Download All to generate a single zip file containing PDF files for all the correspondence in the Search Results section.	-
Download Selected	Click Download Selected to generate a single zip file containing PDF files for only the selected correspondence/s.	-

The procedure to search for the Correspondence to be downloaded is as follows:

1. Enter the details for the following fields:
 - **Member Code**

- **From Date**
 - **To Date**
 - **Correspondence Initiated By**
 - **Correspondence Status**
 - **Correspondence Sub Status**
2. Click **Search**.
 3. The results are displayed in the **Search Results** section.

The procedure to download all the Correspondence is as follows:

1. Click **Download All/ Download Selected**.
2. The appropriate Correspondences from the **Search Results** section will be downloaded.
3. These correspondences will be zipped and an email notification is sent to the user who made this request with the URL to download this zip file.

Note:

- Supporting Documents that were a part of the correspondence/s will not be provided/ included in the Zip file.

1.12 Common Procedures

1.12.1 TAX Breakdown

✕
Credit Memo Coupon Tax Capture

Tax Details

Tax Code:


Amount:

Add

Tax Breakdown List

Action	Tax Code	Amount
✕	6A	25.00

Close


Fields	Description	Remarks
Tax Details		
Tax Code	It displays list of tax codes listed for the Location ID specified for the Billing Member .	Tax codes are unique for the Location ID mentioned for the Member.
Amount	It is the amount of Tax in Currency of Listing .	The value of the amount is in local currency of the Billing Member . The amount to be displayed is up to two decimal places.
Tax Breakdown List		
Action	Click  to delete an unwanted Tax.	-

Fields	Description	Remarks
Tax Code	It displays list of tax codes listed for the Location ID specified for the Billing Member .	Tax codes are unique for the Location ID mentioned for the Member.
Amount	It displays the amount for Tax entered in the above field.	The value displayed is up to two decimal places.

The procedure to add Tax is as follows:

1. Enter or Select **Tax Code**.
2. Enter **Tax Amount**.
3. Click **Add**.
4. The details will be displayed in the **Tax Breakdown List window** section.
5. Click **Close** to close the Tax window.

The procedure to delete Tax is as follows:

1. Enter or Select **Tax Code** from the **Tax Breakdown List window** section.
2. Click .
3. The selected Tax will be deleted.
4. Click **Close** to close the Tax window.

1.12.2 VAT Breakdown

✕
Credit Memo VAT Capture

VAT Breakdown Capture

*VAT Identifier: <input type="text" value="Please Select"/>	*VAT Label: <input type="text"/>	*VAT Text: <input type="text"/>
*VAT Base Amount: <input type="text"/>	*VAT Percentage: <input type="text"/>	VAT Calculated Amount: <input type="text"/>

Add

VAT List

Acti	VAT Identifier	VAT Label	VAT Text	VAT Base Amount	VAT Percentage	VAT Calculated Amount
✕	GROSS FARE	label	bill	50.00	10.000	5.00

Close


Fields	Description	Remarks
VAT Breakdown Capture		
*VAT Identifier	It displays to which amount on the Coupon/RM/BM/Invoice , VAT is linked.	Default Value should be one of the following values <ul style="list-style-type: none"> GF- Gross Fare TA- TAX IS- ISC OC- Other commission UA- UATP HF- Handling Fee OT- Others
*VAT Label	To be filled by billing carrier according to billing country legislation.	-
*VAT Text	It displays the text to be printed on invoice for the VAT.	For example, "ISC VAT France-Corsica." For example, "VAT not applicable." In the above examples the text stated is displayed along with the VAT amount on the invoice.
*VAT Base Amount	It displays the amount linked to VAT Identifier on which VAT is applicable.	-
*VAT Percentage	It indicates the VAT % applicable for amount linked to VAT Base Amount.	-

Fields	Description	Remarks
VAT Calculated Amount	It displays the VAT% over the VAT Base Amount.	The amount is generated automatically if VAT Calculated Amount has a non-zero value.
VAT List	It displays the VAT details entered in the above mentioned fields.	The fields displayed are <ul style="list-style-type: none"> • VAT Identifier • VAT Label • VAT Text • VAT Base Amount • VAT Percentage • VAT Calculated Amount

The procedure to Add VAT is as follows:

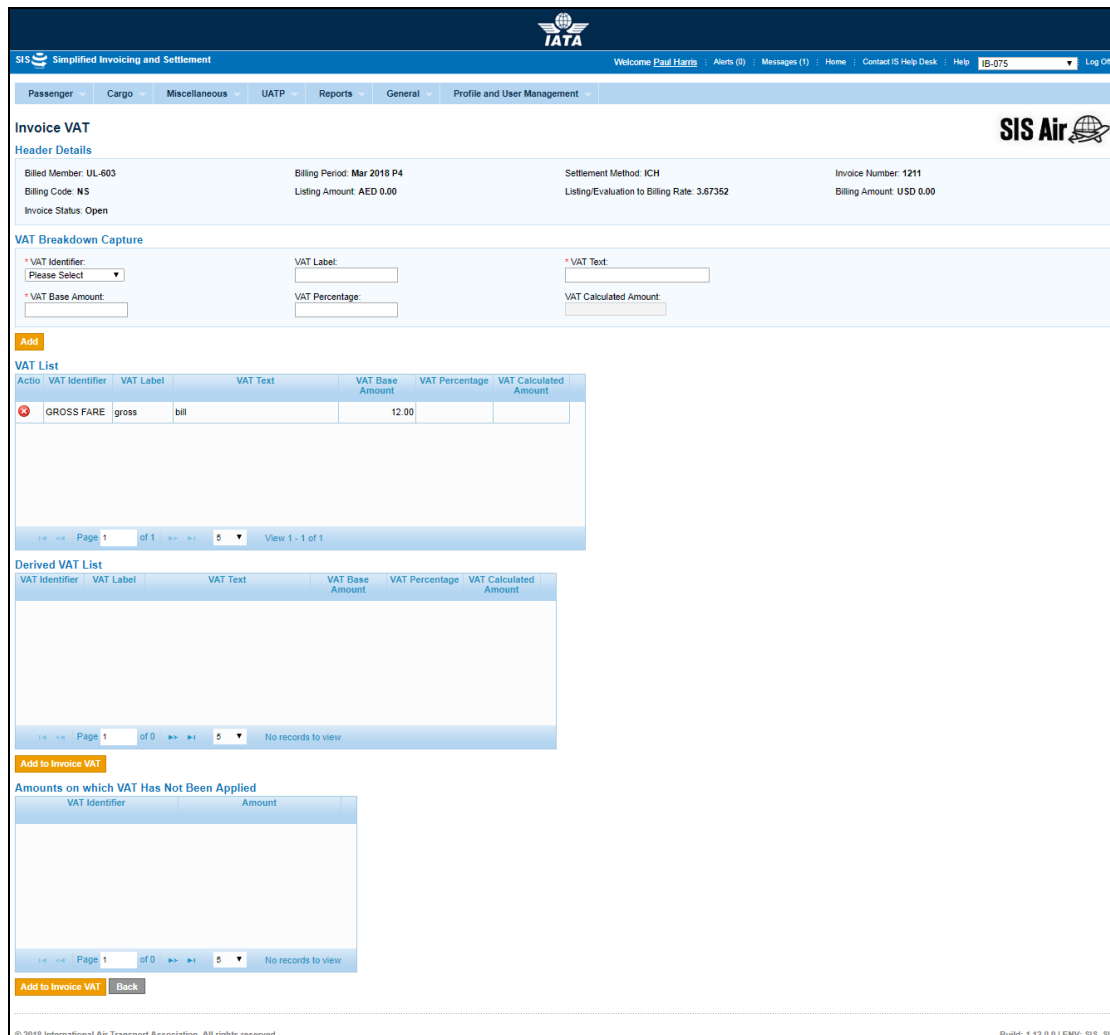
1. Select **VAT Identifier**.
2. Enter **VAT Label**, **VAT Text**, **VAT Base Amount** and **VAT Percentage**.
3. **VAT Calculated Amount** will be displayed.
4. Click **Add**.
5. The details will be displayed in the **VAT List** section.
6. Click **Close** to close the VAT window.

The procedure to Delete VAT is as follows:

1. Select the VAT details displayed in the VAT List section.
2. Click  to delete the selected VAT.

[Top](#)

1.12.3 Invoice VAT



The fields and buttons are as described in the following tables.

Fields	Description	Remarks
Header Details	The details for the header are listed.	<p>The details for the following fields are displayed:</p> <ul style="list-style-type: none"> • Billing Member • Billing Period • Settlement Method • Invoice Number • Billing Code • Listing Amount • Listing/Evaluation to Billing Rate • Billing Amount • Invoice Status

VAT Breakdown Capture		
*VAT Identifier	It displays to which amount on the Coupon/RM/BM/Invoice , VAT is linked.	Default Value should be one of the following values <ul style="list-style-type: none"> • GF- Gross Fare • TA- TAX • IS- ISC • OC- Other commission • UA- UATP • HF- Handling Fee • OT- Others
VAT Label	To be filled by billing carrier according to billing country legislation.	-
*VAT Text	It displays the text to be printed on invoice for the VAT.	For example, "ISC VAT France-Corsica." For example, "VAT not applicable." In the above examples the text stated is displayed along with the VAT amount on the invoice.
*VAT Base Amount	It displays the amount linked to VAT Identifier on which VAT is applicable.	-
*VAT Percentage	It indicates the VAT % applicable for amount linked to VAT Base Amount.	-
VAT Calculated Amount	It displays the VAT% over the VAT Base Amount.	The amount is generated automatically if VAT Calculated Amount has a non-zero value.
VAT List	It displays the VAT details entered in the above mentioned fields.	The fields displayed are <ul style="list-style-type: none"> • VAT Identifier • VAT Label • VAT Text • VAT Base Amount • VAT Percentage • VAT Calculated Amount
Derived VAT List	It displays the details for the VAT added at the invoice level.	The details for the following fields are displayed: <ul style="list-style-type: none"> • VAT Identifier • VAT Label • VAT Text • VAT Base Amount • VAT Percentage • VAT Calculated Amount
Amounts On Which VAT Has Not Been Applied	It displays the details for the monetary fields on which VAT may apply.	The details for the following fields are displayed: <ul style="list-style-type: none"> • VAT Identifier • Amount

Buttons	Description	Remarks
Add	Click Add to add the VAT in the VAT Breakdown Capture to the Invoice.	The details of the VAT are displayed in the VAT List section.
Add to Invoice VAT	Click Add to Invoice VAT to add the selected VAT to the Invoice.	The details of the added VAT are displayed in the VAT List section.

The procedure to add VAT is as follows:

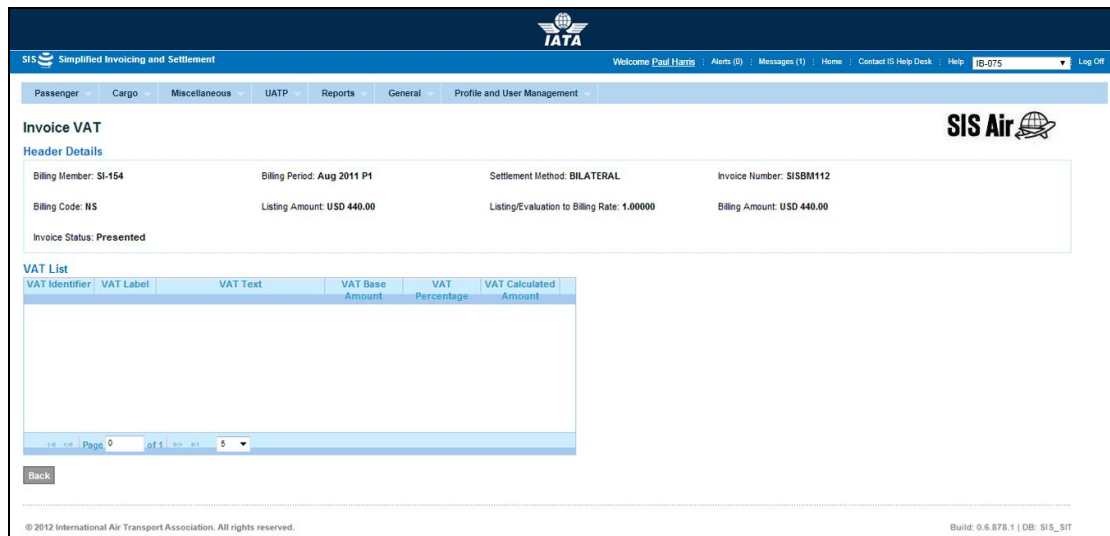
1. Select **VAT Identifier**.
2. Enter **VAT Label, VAT Text, VAT Base Amount** and **VAT Percentage**.
3. **VAT Calculated Amount** will be displayed.
4. Click **Add**.
5. The details will be displayed in the **VAT List** section.
6. Click **Close** to close the VAT window.

The procedure to add VAT from the **Derived List section** or **Amounts on which VAT has not been applied** is as follows:

1. Select the value to be added from the list displayed.
2. Click **Add to Invoice VAT**.
3. The selected VAT is added to the Invoice. The details of the added VAT are displayed in the **VAT List** section.

[Top](#)

1.12.4 Viewing Invoice VAT



Invoice VAT

Header Details

Billing Member: SI-154 Billing Period: Aug 2011 P1 Settlement Method: BILATERAL Invoice Number: SISBM112

Billing Code: NS Listing Amount: USD 440.00 Listing/Evaluation to Billing Rate: 1.00000 Billing Amount: USD 440.00

Invoice Status: Presented

VAT List

VAT Identifier	VAT Label	VAT Text	VAT Base Amount	VAT Percentage	VAT Calculated Amount

Page 0 of 1

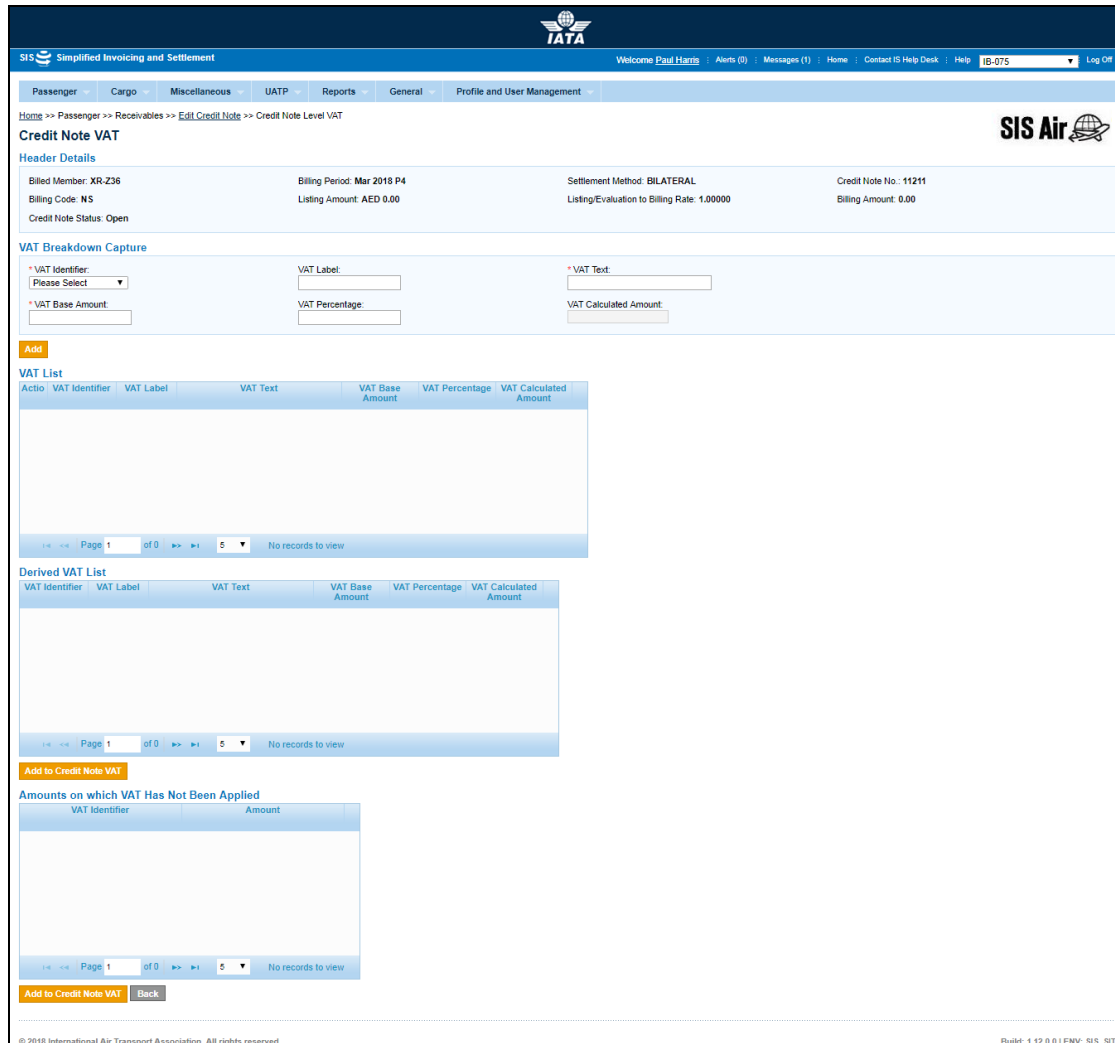
Back

© 2012 International Air Transport Association. All rights reserved. Build: 0.6.878.1 | DB: SIS_SIT

Note: When you view the **VAT** using the **Payables** submenu, only the **Header Details** and the **VAT List** section are displayed.
The **VAT Breakdown Capture, Derived VAT List, Amounts to Which VAT Has Not Been Applied** are not available.
For more information on the Fields/Sections and buttons displayed, refer topic: Invoice VAT.

[Top](#)

1.12.5 Credit Note VAT



The screenshot displays the SIS Air interface for 'Credit Note VAT'. At the top, there's a navigation bar with tabs for 'Passenger', 'Cargo', 'Miscellaneous', 'UATP', 'Reports', 'General', and 'Profile and User Management'. Below this is a breadcrumb trail: 'Home >> Passenger >> Receivables >> Edit Credit Note >> Credit Note Level VAT'. The main content area is titled 'Credit Note VAT' and includes a 'Header Details' section with fields for 'Billed Member: XR-Z36', 'Billing Code: NS', 'Billing Period: Mar 2018 P4', 'Listing Amount: AED 0.00', 'Settlement Method: BILATERAL', 'Listing/Evaluation to Billing Rate: 1.00000', and 'Credit Note No.: 11211'. Below this is the 'VAT Breakdown Capture' section with input fields for 'VAT Identifier', 'VAT Label', 'VAT Text', 'VAT Base Amount', 'VAT Percentage', and 'VAT Calculated Amount'. There are also 'VAT List' and 'Derived VAT List' tables, both currently empty. At the bottom, there's a section for 'Amounts on which VAT Has Not Been Applied' with a table for 'VAT Identifier' and 'Amount'. The interface includes various buttons like 'Add', 'Add to Credit Note VAT', and 'Back'.

The fields and buttons are as described in the following tables.

Fields	Description	Remarks
Header Details	The details for the header are listed.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Billing Member • Billing Period • Settlement Method • Invoice Number • Billing Code • Listing Amount • Listing/Evaluation to Billing Rate • Billing Amount • Invoice Status

VAT Breakdown Capture		
*VAT Identifier	It displays to which amount on the Coupon/RM/BM/Invoice , VAT is linked.	Default Value should be one of the following values <ul style="list-style-type: none"> • GF- Gross Fare • TA- TAX • IS- ISC • OC- Other commission • UA- UATP • HF- Handling Fee • OT- Others
VAT Label	To be filled by billing carrier according to billing country legislation.	-
*VAT Text	It displays the text to be printed on invoice for the VAT.	For example, "ISC VAT France-Corsica." For example, "VAT not applicable." In the above examples the text stated is displayed along with the VAT amount on the invoice.
*VAT Base Amount	It displays the amount linked to VAT Identifier on which VAT is applicable.	-
*VAT Percentage	It indicates the VAT % applicable for amount linked to VAT Base Amount.	-
VAT Calculated Amount	It displays the VAT% over the VAT Base Amount.	The amount is generated automatically if VAT Calculated Amount has a non-zero value.
VAT List	It displays the VAT details entered in the above mentioned fields.	The fields displayed are <ul style="list-style-type: none"> • VAT Identifier • VAT Label • VAT Text • VAT Base Amount • VAT Percentage • VAT Calculated Amount
Derived VAT List	It displays the details for the VAT added at the invoice level.	The details for the following fields are displayed: <ul style="list-style-type: none"> • VAT Identifier • VAT Label • VAT Text • VAT Base Amount • VAT Percentage • VAT Calculated Amount
Amounts On Which VAT Has Not Been Applied	It displays the details for the monetary fields on which VAT may apply.	The details for the following fields are displayed: <ul style="list-style-type: none"> • VAT Identifier • Amount

Buttons	Description	Remarks
Add	Click Add to add the VAT in the VAT Breakdown Capture to the Invoice.	The details of the VAT are displayed in the VAT List section.
Add to Credit Note VAT	Click Add to Credit Note VAT to add the selected VAT to the Credit Note.	The details of the added VAT are displayed in the VAT List section.

The procedure to add VAT is as follows:

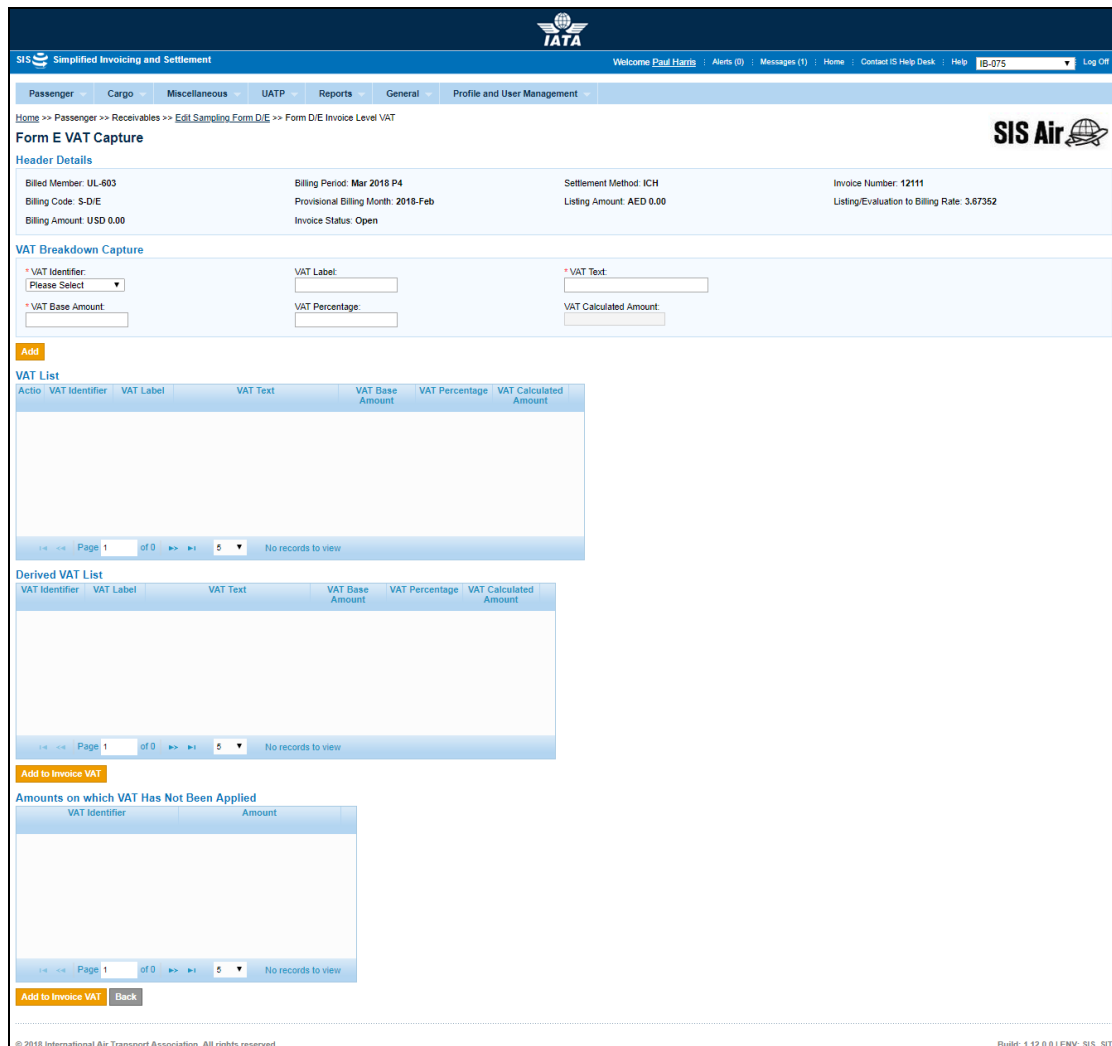
1. Select **VAT Identifier**.
2. Enter **VAT Label, VAT Text, VAT Base Amount** and **VAT Percentage**.
3. **VAT Calculated Amount** will be displayed.
4. Click **Add**.
5. The details will be displayed in the **VAT List** section.
6. Click **Close** to close the VAT window.

The procedure to add VAT from the **Derived List section** or **Amounts on which VAT has not been applied** is as follows:

1. Select the value to be added from the list displayed.
2. Click **Add to Credit Note VAT**.
3. The selected VAT is added to the Credit Note. The details of the added VAT are displayed in the **VAT List** section.

[Top](#)

1.12.6 Form E VAT Capture



Header Details

Billed Member: UL-603	Billing Period: Mar 2016 P4	Settlement Method: ICH	Invoice Number: 12111
Billing Code: S-D/E	Provisional Billing Month: 2016-Feb	Listing Amount: AED 0.00	Listing/Evaluation to Billing Rate: 3.6752
Billing Amount: USD 0.00	Invoice Status: Open		

VAT Breakdown Capture

* VAT Identifier: <input type="text" value="Please Select"/>	VAT Label: <input type="text"/>	* VAT Text: <input type="text"/>
* VAT Base Amount: <input type="text"/>	VAT Percentage: <input type="text"/>	VAT Calculated Amount: <input type="text"/>

VAT List

Action	VAT Identifier	VAT Label	VAT Text	VAT Base Amount	VAT Percentage	VAT Calculated Amount
No records to view						

Derived VAT List

VAT Identifier	VAT Label	VAT Text	VAT Base Amount	VAT Percentage	VAT Calculated Amount
No records to view					

Amounts on which VAT Has Not Been Applied

VAT Identifier	Amount
No records to view	

The fields and buttons are as described in the following tables.

Fields	Description	Remarks
Header Details	The details for the header are listed.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Billing Member • Billing Period • Settlement Method • Invoice Number • Billing Code • Provisional Billing Month • Listing Amount • Listing/Evaluation to Billing Rate • Billing Amount • Invoice Status
VAT Breakdown Capture		
*VAT Identifier	It displays to which amount on the coupon, VAT is linked.	Default value should be one of the following values <ul style="list-style-type: none"> • Gross Fare • TAX • ISC • Other commission • UATP • Handling Fee • Others
VAT Label	To be filled by billing carrier according to billing country legislation.	-
*VAT Text	It displays the text to be printed on invoice for the VAT.	For example, "ISC VAT France-Corsica." For example, "VAT not applicable." In the above examples the text stated is displayed along with the VAT amount on the invoice.
*VAT Base Amount	It displays the amount linked to VAT Identifier on which VAT is applicable.	-
*VAT Percentage	It indicates the VAT % applicable for amount linked to VAT Base Amount.	-
VAT Calculated Amount	It displays the VAT% over the VAT Base Amount.	The amount is generated automatically if VAT Calculated Amount has a non-zero value.
VAT List	It displays the VAT details entered in the above mentioned fields.	The fields displayed are <ul style="list-style-type: none"> • VAT Identifier • VAT Label • VAT Text • VAT Base Amount • VAT Percentage • VAT Calculated Amount

Fields	Description	Remarks
Derived VAT List	It displays the details for the VAT added at the invoice level.	The details for the following fields are displayed: <ul style="list-style-type: none"> • VAT Identifier • VAT Label • VAT Text • VAT Base Amount • VAT Percentage • VAT Calculated Amount
Amounts On Which VAT Has Not Been Applied	It displays the details for the monetary fields on which VAT may apply.	The details for the following fields are displayed: <ul style="list-style-type: none"> • VAT Identifier • Amount

Buttons	Description	Remarks
Add	Click Add to add the VAT in the VAT Breakdown Capture to the Invoice.	The details of the VAT are displayed in the VAT List section.
Add to Invoice VAT	Click Add to Invoice VAT to add the selected VAT to the Form D/E.	The details of the added VAT are displayed in the VAT List section.

The procedure to add VAT is as follows:

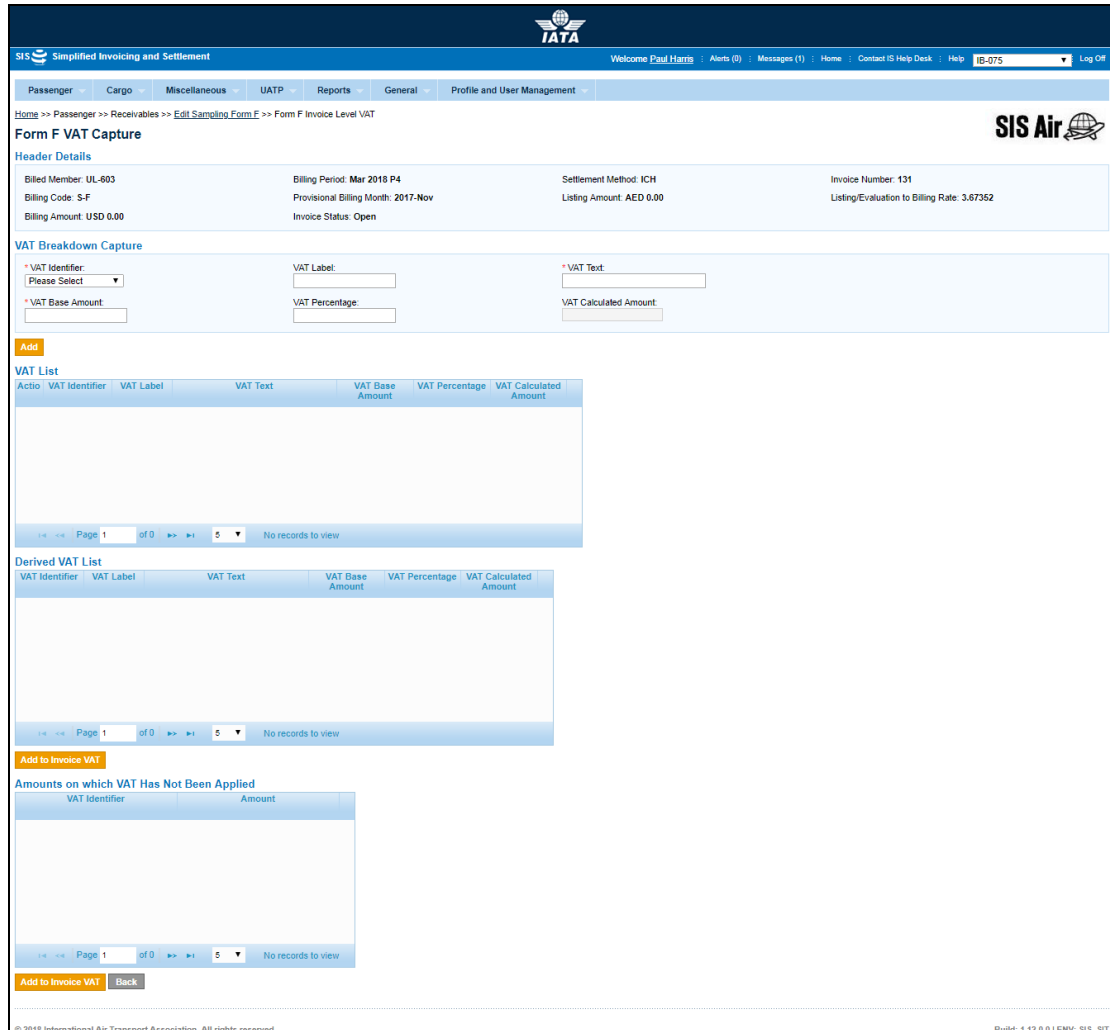
1. Select **VAT Identifier**.
2. Enter **VAT Label**, **VAT Text**, **VAT Base Amount** and **VAT Percentage**.
3. **VAT Calculated Amount** will be displayed.
4. Click **Add**.
5. The details will be displayed in the **VAT List** section.
6. Click **Close** to close the VAT window.

The procedure to add VAT from the **Derived List section** or **Amounts on which VAT has not been applied** is as follows:

1. Select the value to be added from the list displayed.
2. Click **Add to Invoice VAT**.
3. The selected VAT is added to the invoice. The details of the added VAT are displayed in the **VAT List** section.

[Top](#)

1.12.7 Form F VAT Capture



Form F VAT Capture

Header Details

Billed Member: UL-603	Billing Period: Mar 2018 P4	Settlement Method: ICH	Invoice Number: 131
Billing Code: S-F	Provisional Billing Month: 2017-Nov	Listing Amount: AED 0.00	Listing/Evaluation to Billing Rate: 3.67352
Billing Amount: USD 0.00	Invoice Status: Open		

VAT Breakdown Capture

* VAT Identifier: Please Select	VAT Label:	* VAT Text:
* VAT Base Amount:	VAT Percentage:	VAT Calculated Amount:

VAT List

Action	VAT Identifier	VAT Label	VAT Text	VAT Base Amount	VAT Percentage	VAT Calculated Amount
No records to view						

Derived VAT List

VAT Identifier	VAT Label	VAT Text	VAT Base Amount	VAT Percentage	VAT Calculated Amount
No records to view					

Amounts on which VAT Has Not Been Applied

VAT Identifier	Amount
No records to view	

The fields and buttons are as described in the following tables.

Fields	Description	Remarks
Header Details	The details for the header are listed.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Billing Member • Billing Period • Settlement Method • Invoice Number • Billing Code • Provisional Billing Month • Listing Amount • Listing/Evaluation to Billing Rate • Billing Amount • Invoice Status
VAT Breakdown Capture		
*VAT Identifier	It displays to which amount on the coupon, VAT is linked.	Default value should be one of the following values <ul style="list-style-type: none"> • Gross Fare • TAX • ISC • Other commission • UATP • Handling Fee • Others
VAT Label	To be filled by billing carrier according to billing country legislation.	-
*VAT Text	It displays the text to be printed on invoice for the VAT.	For example, "ISC VAT France-Corsica." For example, "VAT not applicable." In the above examples the text stated is displayed along with the VAT amount on the invoice.
*VAT Base Amount	It displays the amount linked to VAT Identifier on which VAT is applicable.	-
*VAT Percentage	It indicates the VAT % applicable for amount linked to VAT Base Amount.	-
VAT Calculated Amount	It displays the VAT% over the VAT Base Amount.	The amount is generated automatically if VAT Calculated Amount has a non-zero value.
VAT List	It displays the VAT details entered in the above mentioned fields.	The fields displayed are <ul style="list-style-type: none"> • VAT Identifier • VAT Label • VAT Text • VAT Base Amount • VAT Percentage • VAT Calculated Amount

Fields	Description	Remarks
Derived VAT List	It displays the details for the VAT added at the invoice level.	The details for the following fields are displayed: <ul style="list-style-type: none"> • VAT Identifier • VAT Label • VAT Text • VAT Base Amount • VAT Percentage • VAT Calculated Amount
Amounts On Which VAT Has Not Been Applied	It displays the details for the monetary fields on which VAT may apply.	The details for the following fields are displayed: <ul style="list-style-type: none"> • VAT Identifier • Amount

Buttons	Description	Remarks
Add	Click Add to add the VAT in the VAT Breakdown Capture to the Invoice.	The details of the VAT are displayed in the VAT List section.
Add to Invoice VAT	Click Add to Invoice VAT to add the selected VAT to the Form F.	The details of the added VAT are displayed in the VAT List section.

The procedure to add VAT is as follows:

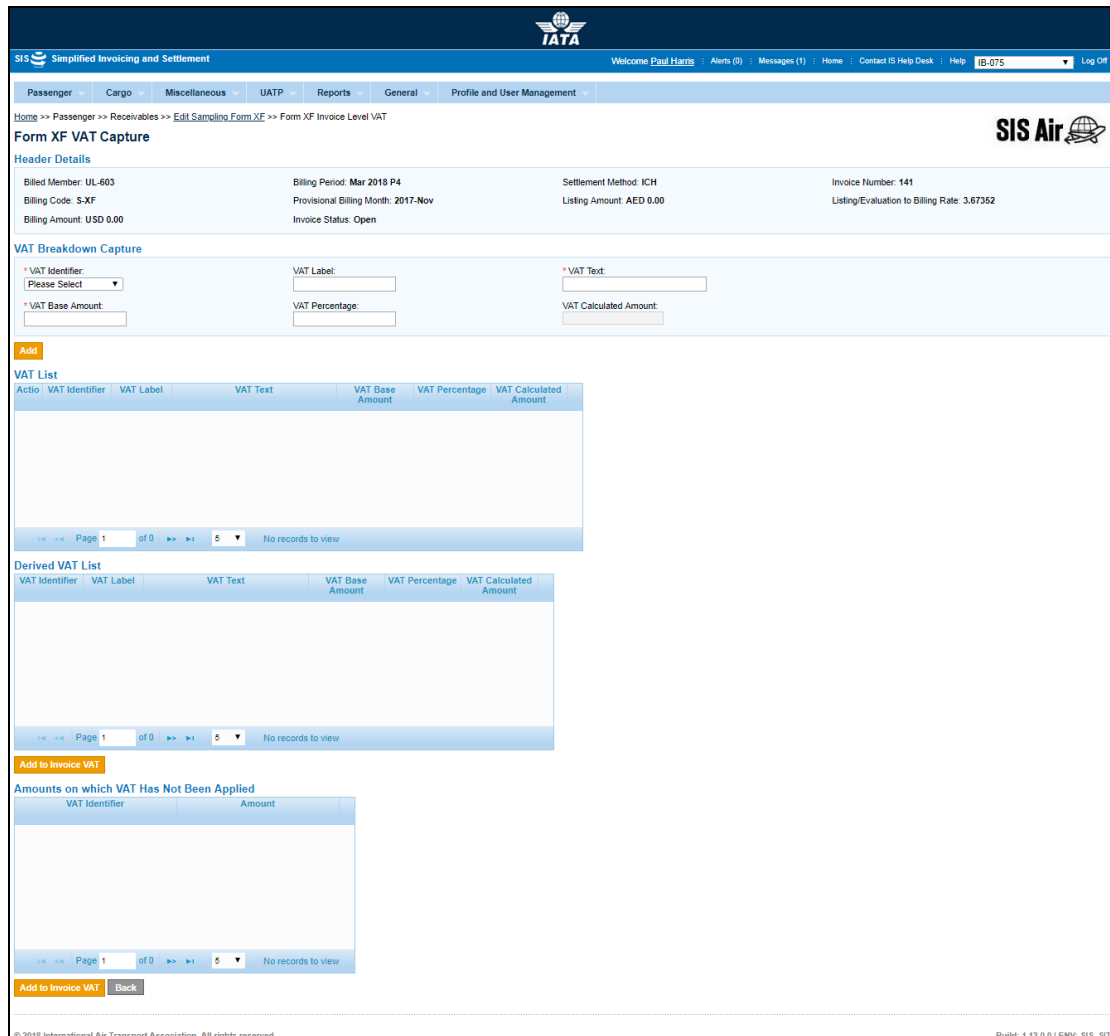
1. Select **VAT Identifier**.
2. Enter **VAT Label**, **VAT Text**, **VAT Base Amount** and **VAT Percentage**.
3. **VAT Calculated Amount** will be displayed.
4. Click **Add**.
5. The details will be displayed in the **VAT List** section.
6. Click **Close** to close the VAT window.

The procedure to add VAT from the **Derived List** section or **Amounts on which VAT has not been applied** is as follows:

1. Select the value to be added from the list displayed.
2. Click **Add to Invoice VAT**.
3. The selected VAT is added to the invoice. The details of the added VAT are displayed in the **VAT List** section.

[Top](#)

1.12.8 Form XF VAT Capture



Form XF VAT Capture

Header Details

Billed Member: UL-603	Billing Period: Mar 2018 P4	Settlement Method: ICH	Invoice Number: 141
Billing Code: S-XF	Provisional Billing Month: 2017-Nov	Listing Amount: AED 0.00	Listing/Evaluation to Billing Rate: 3.67352
Billing Amount: USD 0.00	Invoice Status: Open		

VAT Breakdown Capture

* VAT Identifier: Please Select	VAT Label:	* VAT Text:
* VAT Base Amount:	VAT Percentage:	VAT Calculated Amount:

VAT List

Actio	VAT Identifier	VAT Label	VAT Text	VAT Base Amount	VAT Percentage	VAT Calculated Amount
No records to view						

Derived VAT List

VAT Identifier	VAT Label	VAT Text	VAT Base Amount	VAT Percentage	VAT Calculated Amount
No records to view					

Amounts on which VAT Has Not Been Applied

VAT Identifier	Amount
No records to view	

The fields and buttons are as described in the following tables.

Fields	Description	Remarks
Header Details	The details for the header are listed.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Billing Member • Billing Period • Settlement Method • Invoice Number • Billing Code • Provisional Billing Month • Listing Amount • Listing/Evaluation to Billing Rate • Billing Amount • Invoice Status
VAT Breakdown Capture		
*VAT Identifier	It displays to which amount on the coupon, VAT is linked.	Default value should be one of the following values <ul style="list-style-type: none"> • Gross Fare • TAX • ISC • Other commission • UATP • Handling Fee • Others
VAT Label	To be filled by billing carrier according to billing country legislation.	-
*VAT Text	It displays the text to be printed on invoice for the VAT.	For example, "ISC VAT France-Corsica." For example, "VAT not applicable." In the above examples the text stated is displayed along with the VAT amount on the invoice.
*VAT Base Amount	It displays the amount linked to VAT Identifier on which VAT is applicable.	-
*VAT Percentage	It indicates the VAT % applicable for amount linked to VAT Base Amount.	-
VAT Calculated Amount	It displays the VAT% over the VAT Base Amount.	The amount is generated automatically if VAT Calculated Amount has a non-zero value.
VAT List	It displays the VAT details entered in the above mentioned fields.	The fields displayed are <ul style="list-style-type: none"> • VAT Identifier • VAT Label • VAT Text • VAT Base Amount • VAT Percentage • VAT Calculated Amount

Fields	Description	Remarks
Derived VAT List	It displays the details for the VAT added at the invoice level.	The details for the following fields are displayed: <ul style="list-style-type: none"> • VAT Identifier • VAT Label • VAT Text • VAT Base Amount • VAT Percentage • VAT Calculated Amount
Amounts On Which VAT Has Not Been Applied	It displays the details for the monetary fields on which VAT may apply.	The details for the following fields are displayed: <ul style="list-style-type: none"> • VAT Identifier • Amount

Buttons	Description	Remarks
Add	Click Add to add the VAT in the VAT Breakdown Capture to the Invoice.	The details of the VAT are displayed in the VAT List section.
Add to Invoice VAT	Click Add to Invoice VAT to add the selected VAT to the Form XF.	The details of the added VAT are displayed in the VAT List section.

The procedure to add VAT is as follows:

1. Select **VAT Identifier**.
2. Enter **VAT Label, VAT Text, VAT Base Amount** and **VAT Percentage**.
3. **VAT Calculated Amount** will be displayed.
4. Click **Add**.
5. The details will be displayed in the **VAT List** section.
6. Click **Close** to close the VAT window.

The procedure to add VAT from the **Derived List** section or **Amounts on which VAT has not been applied** is as follows:

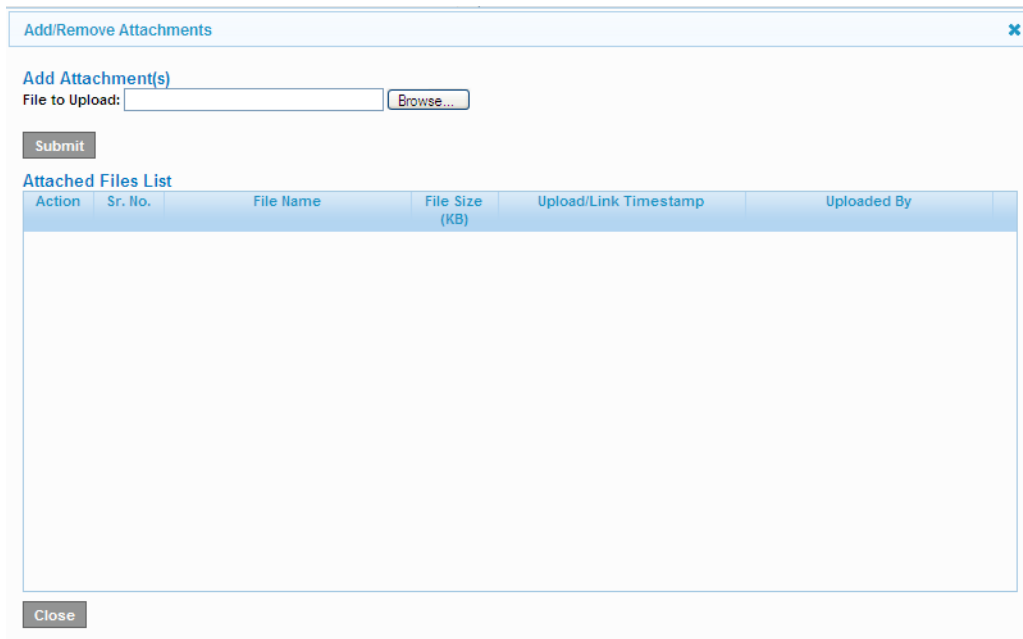
1. Select the value to be added from the list displayed.
2. Click **Add to Invoice VAT**.
3. The selected VAT is added to the invoice. The details of the added VAT are displayed in the **VAT List** section.

[Top](#)

1.12.9 Attaching Supporting Document

To attach supporting documents/attachments, the steps are as follows:

1. Click **Attachment**.
2. The **Add/Remove Attachment** screen is displayed.



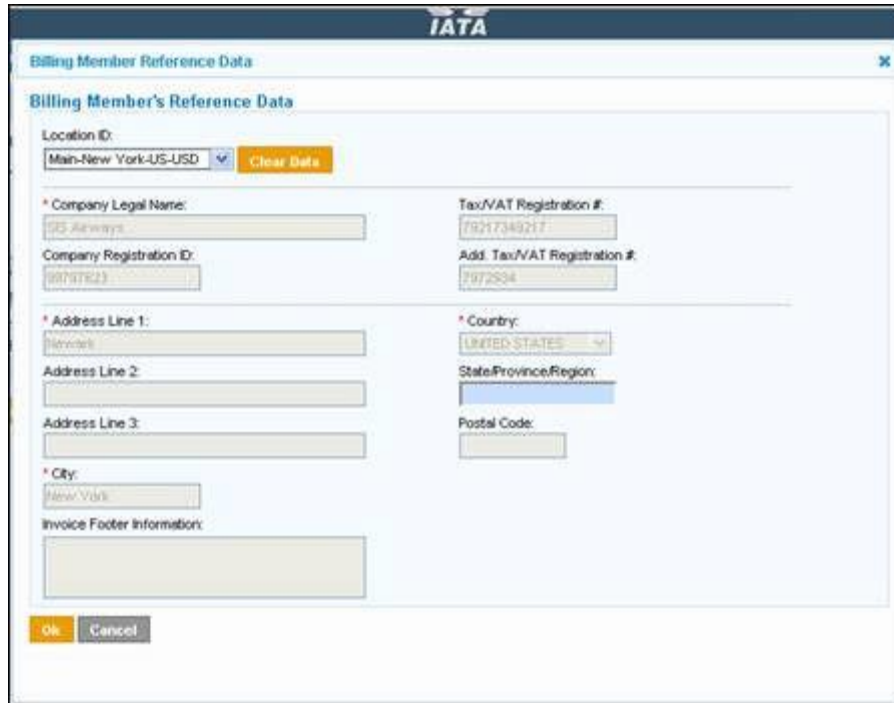
Action	Sr. No.	File Name	File Size (KB)	Upload/Link Timestamp	Uploaded By
--------	---------	-----------	----------------	-----------------------	-------------

The procedure to attach supporting documents is as follows:

1. Click **Browse** to search the file/files to be attached as supporting documents.
2. Details of the attached files will be displayed in the **Attached Files List** window.
3. Click **Close** after all files are attached.
4. The **Create Non Sampling** or **Sampling Invoice screen** is displayed.

1.12.9.1 Billing Member's Reference Data

It displays the contact details of the person for the **Billing Member** as stated in the Member Profile.



Fields	Description	Remarks
Location ID	It is the Location ID of the Billing Member .	The details displayed are as listed for the member in the Member Profile.
*Company Legal Name	It identifies the Legal Name of the member.	For example, WI-023-Wings Airways In this example, Wings Airways is the Legal Name of the Member.
Tax/VAT Registration#	It is the number required in the legal invoices.	It can be up to 25 alphanumeric characters.
Company Registration ID	It indicates the Registration ID of the member airline with SIS.	It should be as per IATA specifications.
Add. Tax/VAT Registration#	It is the number required in the legal invoices.	It can be up to 25 alphanumeric characters.
*Address Line 1	It is the member's postal address.	The address has to be the member's main office location address. This address can be changed to other office location address of the member.
Address Line 2	It is the member's postal address.	The address has to be the member's main office location address. This address can be changed to other office location address of the member.

Fields	Description	Remarks
Address Line 3	It is the member's postal address.	The address has to be the member's main office location address. This address can be changed to other office location address of the member.
*Country	It indicates the Country Name of the main office location of the member.	Select from the list of Countries provided. The Country Name can be up to 50 alpha numeric characters.
State/Province/Region	It indicates the state in the selected country.	The state list is generated automatically after the country is selected. Select the State/ Province/ Region from the list.
Postal Code	It indicates the Postal Code of the main office location of the member.	The Postal Code can be up to 50 alpha numeric characters.
*City	It indicates the City Name of the main office location of the member.	The City Name can be up to 50 alpha numeric characters.
Invoice Footer Information	It indicates the text to be displayed on the invoice for legal reasons.	-

The procedure to change the reference data of the contact is as follows:

1. Click **Clear** to edit the details of the **Location ID** displayed.
2. Edit the details of the contact.
3. Click **OK** to save the details of the contact.
4. The **Invoice Header** screen is displayed.

1.12.9.2 Billed Member's Reference Data

It displays the contact details of the person for the **Billed Member** as stated in the Member Profile.

Billed Member Reference Data ✕

Billed Member's Reference Data

Location ID:

* Company Legal Name: Tax/VAT Registration #:

Company Registration ID: Additional Tax/VAT Registration #:

* Address Line 1: * Country:

Address Line 2: State/Province/Region:

Address Line 3: Postal Code:

* City:

Fields	Description	Remarks
Location ID	It is the Location ID of the Billing Member .	The details displayed are as listed for the member in the Member Profile.
*Company Legal Name	It identifies the Legal Name of the member.	For example, WI-023-Wings Airways In this example, Wings Airways is the Legal Name of the Member.
Tax/VAT Registration#	It is the number required in the legal invoices.	It can be up to 25 alphanumeric characters.
Company Registration ID	It indicates the Registration ID of the member airline with SIS.	It should be as per IATA specifications.
Add. Tax/VAT Registration#	It is the number required in the legal invoices.	It can be up to 25 alphanumeric characters.
*Address Line 1	It is the member's postal address.	The address has to be the member's main office location address. This address can be changed to other office location address of the member.

Fields	Description	Remarks
Address Line 2	It is the member's postal address.	The address has to be the member's main office location address. This address can be changed to other office location address of the member.
Address Line 3	It is the member's postal address.	The address has to be the member's main office location address. This address can be changed to other office location address of the member.
*Country	It indicates the Country Name of the main office location of the member.	Select from the list of Countries provided. The Country Name can be up to 50 alpha numeric characters.
State/Province/Region	It indicates the state in the selected country.	The state list is generated automatically after the country is selected. Select the State/ Province/ Region from the list.
Postal Code	It indicates the Postal Code of the main office location of the member.	The Postal Code can be up to 50 alpha numeric characters.
*City	It indicates the City Name of the main office location of the member.	The City Name can be up to 50 alpha numeric characters.

Note:

- Capture of Billed Member Reference Data capture is based on Location ID only
- The procedure to change the reference data is possible only by selecting a different Location ID

Cargo Module

2. Cargo Module

2.1 Overview of Cargo

In the Cargo Module you can:

- Create Original AWB Billing
- Create Rejection Memo
- Create Billing Memo
- Create Credit Memo
- Search Invoices
- Edit Invoices
- Initiate Correspondence
- Manage Correspondence
- Download invoice in PDF
- Correct Validation Errors in case there are validation errors related to ISIDEC or ISXML files.
- Manage Supporting Documents

Cargo menu has the following submenus:

- **Receivables** has the following options:
 - Manage Invoice
 - Create Invoice
 - Create Credit Note
 - Manage Supporting Documents
 - Validation Error Correction
 - Correct Supporting Documents Linking Errors
- **Billing History and Correspondence**
- **Payables** has the following options:
 - Invoice Search
 - Manage Supporting Documents

Note: Capturing an Invoice with values entered at the Memo Level (RM, BM, CM)

Scenario 1: Memo captured with a reason code that mandates AWB Breakdown

The values entered at the memo level will be replaced with those entered at the Prepaid/ Charge Collect AWB Breakdown level.

Scenario 2: Memo captured with a reason code that does not mandate AWB Breakdown

The values entered at the memo level will be replaced with those entered at the Prepaid/ Charge Collect AWB Breakdown level.

We will discuss about each in detail in the respective topics.

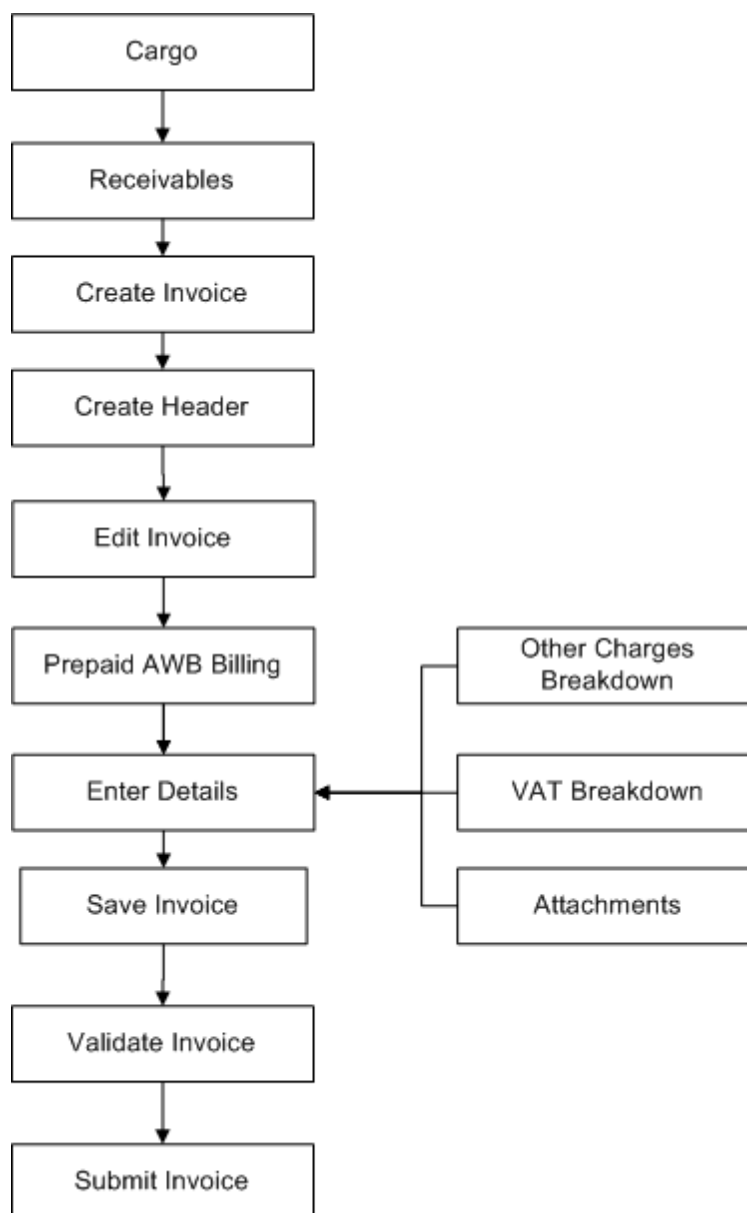
2.2 Creating Invoices

2.2.1 Processes Related to Invoices

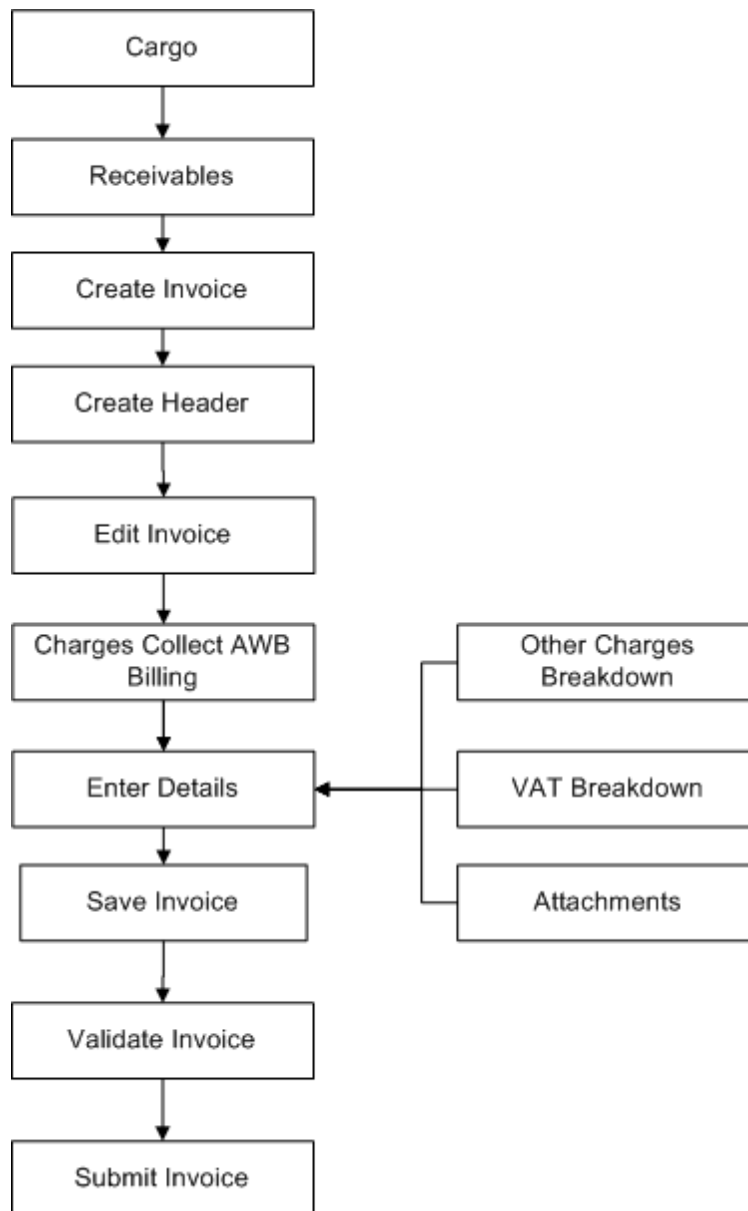
Processes for Invoices are as follows:

- Creating Prepaid AWB Billing
- Creating Charges Collect AWB Billing
- Creating Rejection Memo
- Creating Billing Memo
- Searching Invoices
- Creating Credit Memo

Creating Prepaid AWB Billing

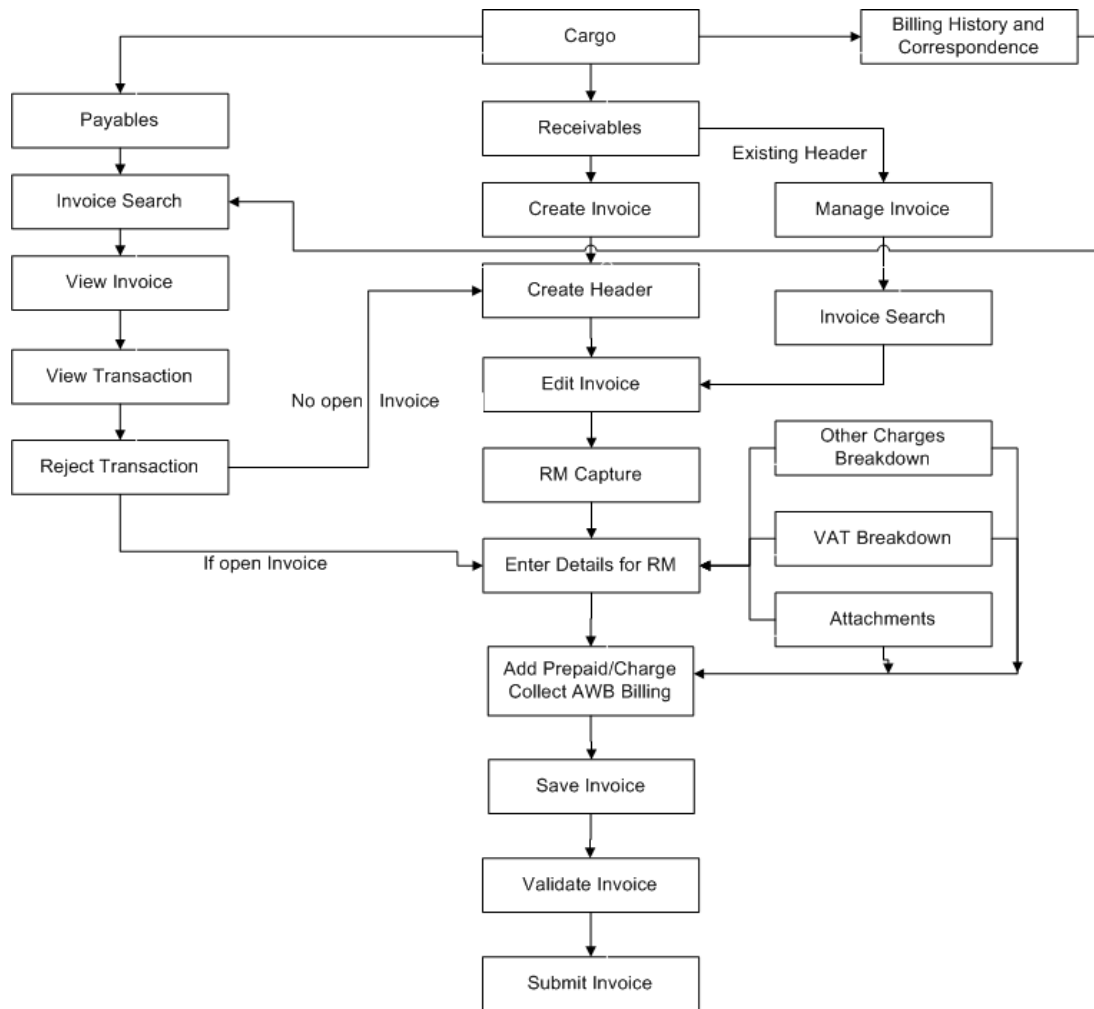


Creating Charges Collect AWB Billing



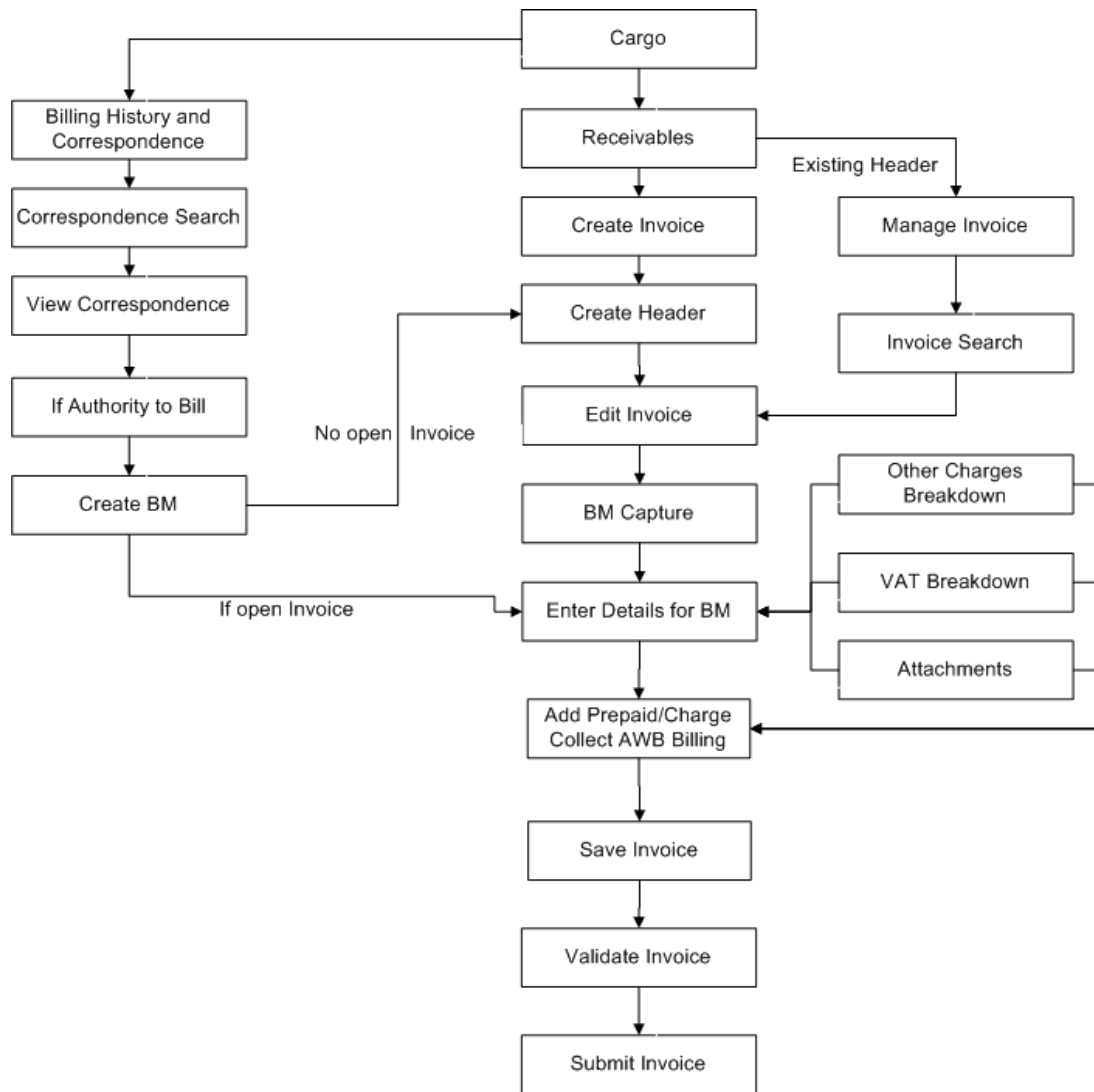


Creating Rejection Memo



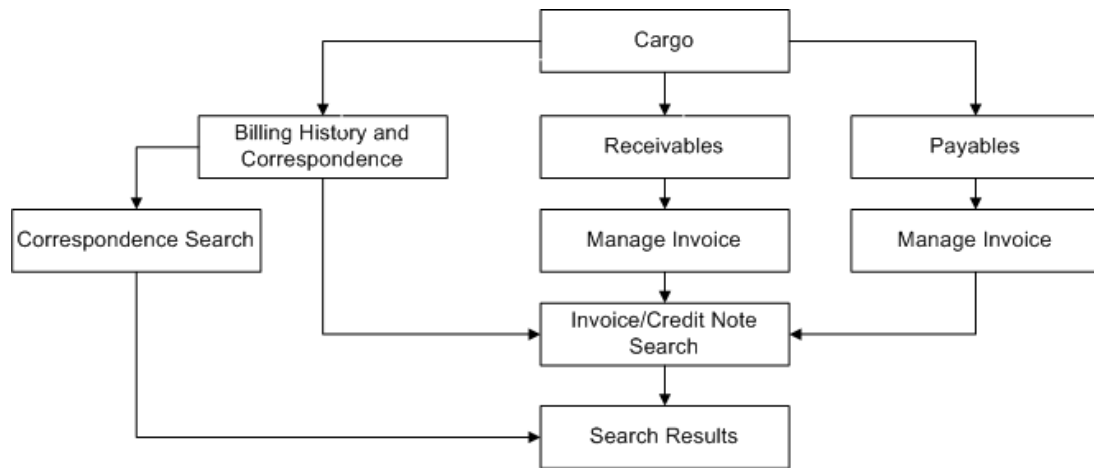


Creating Billing Memo





Searching Invoices





2.2.2 Creating Invoice Header

To create Invoice Header, the steps are as follows:

1. Click **Cargo** menu.
2. Click **Receivables** submenu.
3. Click **Create Invoice** option.
4. The **Create Invoice** screen is displayed.

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
*Billed Member	It is the combination of designator, prefix/accounting code and commercial name of the billed member.	For example, WI-221-Wings Airways
*Invoice Number	Unique alphanumeric ID that identifies the invoice.	<p>The Invoice Number can be up-to ten characters (English letters and numbers only).</p> <p>For example, WI1234</p> <ul style="list-style-type: none"> • Spaces and special characters (#, *, @, ~, -, and so on) should not be used. • Letters are case insensitive. For example, wi1234 will be considered equal to WI1234 when performing duplicate checks. • Should not be duplicated by the

Fields	Description	Remarks
		billing airline within a calendar year.
*Invoice Date	It is the date of the invoice.	<p>It shows the date on which invoice header is created.</p> <ul style="list-style-type: none"> It is automatically updated to the date on which invoice is successfully submitted. Cannot be edited or modified by the users.
*Billing Year/ Month/ Period	The Clearance Period of the invoice (Year, Month and Period).	<p>For Example, Period 3 of April-2013 is represented as 2013-Apr-3</p> <p>The periods displayed are as follows:</p> <ul style="list-style-type: none"> The current open period (default value). The next future period; this may pertain to the next month also. The previous closed period (if the late submission window is open in either of the clearing houses). <p>Note: Selecting a future month does not guarantee invoice creation. See fields Settlement Method and Listing to Billing Rate below. If the system needs to populate Listing to Billing Rate, but does not find it for the future month, it will result in an error while saving the data.</p>
Billing Member's Location ID	Unique alphanumeric code that identifies member's location as per the member profile.	<p>It generates the legal reference data for the Member.</p> <p>Default location is the MAIN Location.</p> <ul style="list-style-type: none"> Default location can be changed by selecting the desired location from the list. Click Billing Member's Location ID to change any reference data for the Member. <p>The header can be saved without reference data, by selecting the blank value at the top of the list. However it should be ensured that reference data is captured before validating the invoice. Otherwise the validation process will result in an error.</p>
Billed Member's Location ID	Unique alphanumeric code that identifies member's location as per the member profile.	<p>It generates the legal reference data for the Member.</p> <p>Default location is the MAIN Location.</p> <ul style="list-style-type: none"> Default location can be changed by selecting the desired location



Fields	Description	Remarks
		<p>from the list.</p> <ul style="list-style-type: none"> Click Billed Member's Location ID to change any reference data for the Member. <p>The header can be saved without reference data, by selecting the blank value at the top of the list. However it should be ensured that reference data is captured before validating the invoice. Otherwise the validation process will result in an error.</p>
<p>*Settlement Method</p>	<p>It is the Settlement Method of the invoice.</p>	<p>Valid values are as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I: Settlement via ICH <ul style="list-style-type: none"> Applicable when both billing and billed members are ICH members Applicable for ICH Inter-Clearance Billings (ICH member billing ACH member) <input type="checkbox"/> A: Settlement via ACH <ul style="list-style-type: none"> Applicable when both billing and billed members are ACH members. If both billing and billed members are dual members; but have indicated in the profile that they will bill each other Cargo billings via the ICH; then A cannot be used. <input type="checkbox"/> M: Settlement via ACH using RAM Rule <ul style="list-style-type: none"> Applicable for ACH Inter-clearance Billings (ACH member billing ICH member) Applicable for settlement via ACH (ACH member billing ACH member) based on RAM rule. <input type="checkbox"/> B: Bilateral Settlement (direct settlement between members not involving any clearing house). <ul style="list-style-type: none"> Where settlement is possible via a clearing house (ICH/ACH based on both the members' clearing house membership status), the default value will be set as ACH/ICH/ACH using RAM Rules as appropriate. <input type="checkbox"/> X: Settlement via Special ICH Agreement <ul style="list-style-type: none"> Allowed when both Billing Member and Billed Member are ICH members and when they are



Fields	Description	Remarks
		<p>part of a Special ICH Agreement</p> <ul style="list-style-type: none"> ☐ A/I/M/X can be changed to Bilateral if required. ☐ A can be changed to M if required. <p>When settlement is not possible via a clearing house, the default value will be set as Bilateral. It should not be changed to any other value.</p> <p>Note: In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership of the parent member will be considered for determination/validation of Settlement Method</p>
*Currency of Listing	It is the currency in which the transactions are listed.	-
*Currency of Billing	It is the currency of billing of the invoice.	<p>Valid values are as follows:</p> <ul style="list-style-type: none"> ☐ When Settlement Method is I: <ul style="list-style-type: none"> • If both Billing/Billed airlines are in Zone A; value should be GBP. • If both the Billing & Billed airlines are in Zone D; value should be EUR. • If both Billing/Billed airlines are in Zone B, value should be USD. • If Billing & Billed Airlines are in different ICH zones; or when the Billed Airline is an ACH member (inter-clearance billing); value should be USD. • When Settlement Method is M (ACH Inter-clearance Billings): Value should be USD. • When Settlement Method is M (ACH member billing ACH member based on RAM rule): Value should be as per currencies allowed by ACH.. • When Settlement Method is A: Value should be as per currencies allowed by ACH.. • When Settlement Method is B: It can be any currency • When Settlement is X it can be any currency <p>Note: In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership and ICH</p>

Fields	Description	Remarks
		Zone of the parent member will be considered for determination/validation of Settlement Method
Listing to Billing Rate	It is the Exchange Rate applicable for the Currency of Listing with reference to the Currency of Billing (dividing rate).	For example, <ul style="list-style-type: none"> • If Currency of Listing/Evaluation is THB and Currency of Billing is USD; the Listing Evaluation to Billing Rate would be 30.208039. • When Settlement Method is ICH/ACH using RAM Rule/ACH, Listing to Billing Rate will be generated automatically with the Five Day Rate by the system and cannot be edited or modified. • When Settlement Method is Bilateral, the value should be entered by the user. It should not be zero or a negative value. • This field is mandatory for Settlement Method via ICH using Special Agreement; the value should be entered by the user. It should not be zero or negative value.
Digital Signature	It is a flag indicating whether digital signature is required or not.	Valid value are as follows: <ul style="list-style-type: none"> • N: No • Y: Yes • D: Default (as per profile settings) Note: If digital signature requirement indicate an 'N' as per profile settings, it should not be changed to "Y".
Invoice Template Language	It indicates Invoice Template Language	-
CH Agreement Indicator	It indicates the Clearing House Agreement Indicator	-
CH Due Date	It indicates the earliest date on which the Clearing House should settle the Invoice/Credit Note	-

The procedure to create an Invoice Header is as follows:

1. Enter the details for the following fields:
 - **Billed Member**
 - **Invoice Number**
 - **Invoice Date**
 - **Billing Year/ Month/ Period**
 - **Billing Member's Location ID**
 - **Billed Member's Location ID**
 - **Settlement Method**



- **Currency of Listing**
 - **Currency of Billing**
 - **Listing to Billing Rate**
 - **Digital Signature**
 - **Invoice Template Language**
 - **CH Agreement Indicator**
 - **CH Due Date**
2. Click **Save Invoice Header**.
 3. The **Edit Invoice** screen is displayed with the confirmation that the Invoice Header is created successfully.

Related Topics

Creating AWB Prepaid Billing

Creating AWB Charge Collect Billing

[Creating a Rejection Memo](#)

[Creating a Billing Memo](#)



2.2.3 Searching an Invoice/ Credit Note

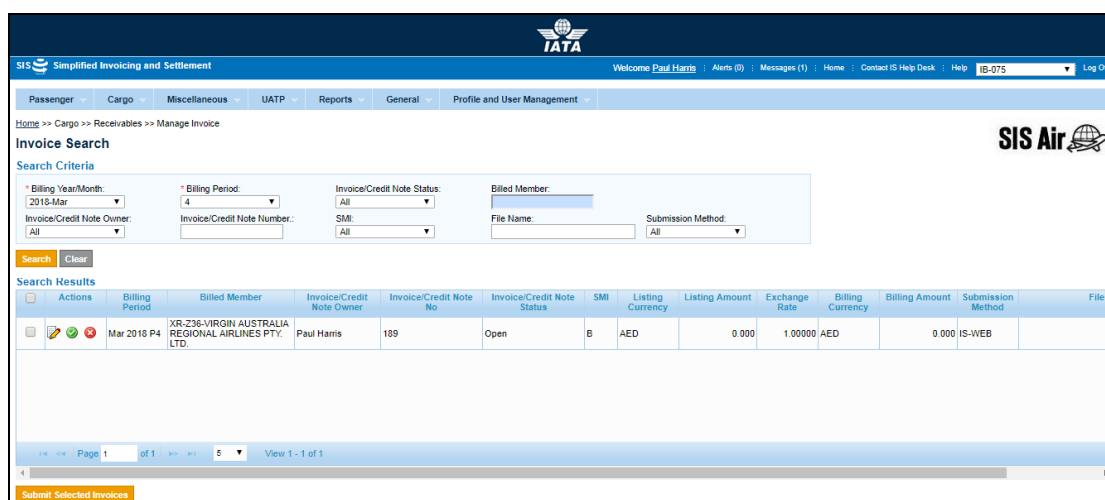
Invoices/Credit Note can be searched using:

- Receivables submenu.
- Payables submenu.
- Billing History and Correspondence submenu.

2.2.3.1 Searching an Invoice/Credit Note using Receivables submenu

To search an Invoice/Credit Note, the steps are as follows:

1. Click **Cargo** menu.
2. Click **Receivables** submenu.
3. Click **Manage Invoice** option.
4. The **Invoice Search** screen is displayed.






Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
*Billing Year/Month	The Clearance Month of the invoice (Year, Month).	Default value displayed is the current Billing Year/Month .
*Billing Period	The Clearance Period of the invoice (Period).	Default value displayed is the current Billing Period .



Fields	Description	Remarks
Invoice/Credit Note Status	It indicates the status of the Invoice or Credit Note .	Default value is one of the following: <ul style="list-style-type: none"> • All • Open • Ready for submission • Ready for Billing • Claimed • Processing complete • Presented • Validation error-WEB Invoice
Billed Member	It is the unique alphanumeric code that identifies the member in the Member Profile .	It is the member ID to whom the invoice is to be sent. For example, WI-023-Wings Airways.
Invoice/Credit Note Owner	It indicates the name of the person who has created the invoice or credit note.	Archived user will not be shown in the dropdown.
Invoice/Credit Note Number	It is the unique alphanumeric code that identifies the invoice.	The Invoice Number can be ten characters. For example, WI1234. Note: Hyphen, space, and special characters (#, *, @, ~) are not allowed.
SMI	It indicates the method used for settlement of invoices.	Valid value is one of the following: <ul style="list-style-type: none"> • All • ICH • ACH • Bilateral • Adjustments due to Protests • ACH using IATA Rules (MITA) • Pro-Forma Invoice • ICH Special Agreement
File Name	Only for IS-WEB invoices.	You can enter file name to search for the file name.
Submission Method	It is the method of submission for the invoices.	Valid values are: <ul style="list-style-type: none"> • IS-IDEC • IS-XML • IS-WEB Default value displayed is All .

Buttons	Description	Remarks
	Click Edit to edit the selected invoice.	The Edit Invoice/Credit Note screen is displayed. You can edit the details for the invoice.
	Click Validate to check the selected invoice for validations.	It is used for checking the invoice/credit note for validation checks. For example, checking File Naming Conventions, Duplicate Invoices, Missing data in the Invoice and so on.
	Click Delete to delete the selected Invoice.	It is used for deleting expired, overdue or incorrect invoices.
Submit Selected Invoices	Click Submit Selected Invoices to submit the selected invoices to the clearing houses for the settlement.	Invoices can be submitted only after the validation checks are cleared. After the Invoice is submitted the buttons Edit, Validate and Delete change to View, Zip, and PDF as explained in the topic Searching Invoice/Credit Note using Payables submenu.

The procedure to search for an Invoice/Credit Note is as follows:

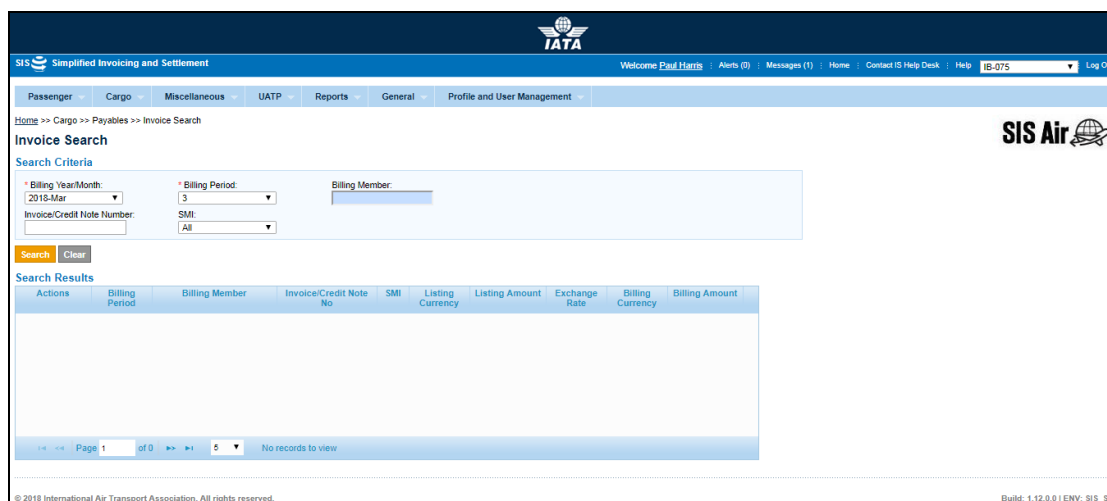
1. Enter the following details:
 - **Billing Year/Month**
 - **Billing Period**
 - **Invoice/Credit Note Status**
 - **Billed Member**
 - **SMI**
 - **File Name**
 - **Submission Method**
 - **Invoice/Credit Note Owner**
 - **Invoice/Credit Note Number**
2. Click **Search** to search an **Invoice** or a **Credit Note**.
3. The results are displayed in the **Search Result** section.



2.2.3.2 Searching Invoice/Credit Note using Payables submenu

To search an Invoice/Credit Note, the steps are as follows:

1. Click **Cargo** menu.
2. Click **Payables** submenu.
3. Click **Manage Invoice** option.
4. The **Invoice Search** screen is displayed.






Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
*Billing Year/Month	The Clearance Month of the invoice (Year, Month).	Default value displayed is the current Billing Year/Month .
*Billing Period	The Clearance Period of the invoice (Period).	Default value displayed is the current Billing Period .
Billing Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the member ID to who sends the invoice. For example, WI-023-Wings Airways.
Invoice/Credit Note Number	Unique alphanumeric code that identifies the invoice.	The Invoice Number can be ten characters. For example, WI1234 Note: Hyphen, space, and special characters (#, *, @, ~) are not allowed.

Fields	Description	Remarks
SMI	It indicates the method used for settlement of invoices.	Valid value is one of the following <ul style="list-style-type: none"> • All • ICH • ACH • Bilateral • Adjustments due to Protests • ACH using IATA Rules (MITA) • Pro-Forma Invoice • ICH Special Agreement

Buttons	Description	Remarks
	Click View to view the invoice.	The View Invoice screen is displayed. The details for the invoice are displayed.
	Click Zip to choose Invoice Download Options.	You can choose from the options listed for the invoice to be downloaded: <ul style="list-style-type: none"> • E - Invoicing Files • Listing Report • Memos • Supporting Documents
	Click PDF to download the invoice in the PDF format.	-

The procedure to search for an Invoice/Credit Note is as follows:

- Enter the following details:
 - **Billing Year/Month**
 - **Billing Period**
 - **Billing Member**
 - **Invoice/Credit Note Number**
 - **SMI**
- Click **Search** to search an **Invoice** or a **Credit Note**.
- The result is displayed in the **Search Result** section.



2.2.4 Searching an Invoice/Credit Note using Billing History and Correspondence submenu

Refer topic **Billing History**.

Related Topics

[Editing Invoice](#)

[Editing RM](#)

[Editing BM](#)

[Create BM](#)

[Create RM](#)

[View Invoice](#)

[Validate Invoice](#)

[Submit Invoice](#)

[Delete Invoice](#)




2.2.5 Editing Invoice Header

To edit an Invoice Header, the steps are as follows:

1. **Create Invoice Header.**
2. The Edit Invoice screen is displayed.

OR

1. Search an existing Invoice Header.
2. Select the header from the list displayed in the **Search Results** section.
3. Click .
4. The **Edit Invoice** screen is displayed.

Edit Invoice

Header Details

* Billed Member:
 Billing Member's Location ID:
 * Currency of Listing:
 CH Agreement Indicator:

* Invoice Number:
 Billed Member's Location ID:
 * Currency of Billing:
 CH Due Date:

* Invoice Date:
 * Settlement Method:
 Listing to Billing Rate:

* Billing Year/Month/Period:
 Digital Signature:
 Invoice Template Language:

Save Invoice Header

Invoice Total

Total Weight Charge:	Total Valuation Charge:	Total Other Charge:	Total ISC Amount:
0.000	0.000	0.000	0.000
Net Invoice Total:	Total VAT Amount:	Net Invoice Billing Total:	Total Number of Records:
0.000	0.000	0.000	0

Sub Total List

Billing Code	Total No. of Billing Records	Total Weight Charge	Total Valuation Charge	Total Other Charges	Total ISC Amount	Total VAT Amount	Billing Code Sub Total
No records to view							

Page 1 of 0

Prepaid AWS Capture | Prepaid AWS Listing | Collect AWS Capture | Collect AWS Listing | RM Capture | RM Listing | BM Capture | BM Listing | Invoice VAT

Validate Invoice

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.



Sections	Description	Remarks
Header Details	It displays the data captured during the creation of the Invoice Header.	The fields displayed are: <ul style="list-style-type: none"> • Billed Member • Invoice Number • Invoice Date • Billing Year/Month/Period • Billing Member's Location ID • Billed Member's Location ID • Settlement Method • Currency of Listing • Currency of Billing • Listing to Billing Rate • Digital Signature • Invoice Template Language • CH Agreement Indicator • CH Due Date
Invoice Total	It displays counts and totals derived based on transactions captured.	The fields displayed are: <ul style="list-style-type: none"> • Total Weight Charge • Total Valuation Charge • Total Other Charges • Total ISC Amount • Total VAT Amount • Net Invoice Total • Net Invoice Billing Total • Total Number of Records
Sub Total List	It displays counts and totals per Billing Code, based on transactions captured.	The fields displayed are: <ul style="list-style-type: none"> • Billing Code • Total No. of Billing Records • Total Weight Charge • Total Valuation Charge • Total Other Charge • Total ISC Amount • Total VAT Amount • Billing Code Sub Total

Buttons	Description	Remarks
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Buttons	Description	Remarks
Save Invoice Header	Click Save Invoice to save changes made to the invoice header.	<p>If one or more transactions exist in the invoice, only the following fields can be modified:</p> <ul style="list-style-type: none"> • Billing Year/Month/Period (so long as the changed value belongs to the same month as compared to the previously saved value) • Location ID's (and reference data) of Billing and Billed Member • Invoice Number <p>Modification of any other fields will result in an error while saving the data. If no transactions exist in the invoice, any field can be modified.</p>
Validate Invoice	Click Validate Invoice to validate the invoice as per SIS specifications and set the invoice status as Ready for Submission .	<p>The invoice status is changed to Ready for Submission after all the validation checks are cleared.</p> <ul style="list-style-type: none"> • Details of failed validation checks are reported on the screen. This will enable you to take further corrective action. <p>If all validation checks are passed, Validate Invoice button changes to Submit Invoice. Click Submit Invoice to submit the invoice. After the invoice is submitted, the invoice status changes to Ready for Billing.</p>
Invoice VAT	Click Invoice VAT to capture VAT amounts applied at an invoice level.	The Invoice VAT screen is displayed. For more information refer topic Invoice VAT .
Prepaid AWB Capture	Click Prepaid AWB Capture to capture Prepaid AWB Billing.	The Capture Prepaid AWB screen is displayed. For more information refer topic Creating Prepaid AWB .
Prepaid AWB Listing	Click Prepaid AWB Listing to view the list of Prepaid AWB Billings already captured.	The Prepaid AWB Billing Records screen is displayed. For more information refer topic Prepaid AWB Billing Records .
Collect AWB Capture	Click Collect AWB Capture to capture Charges Collect AWB Billing .	The Capture Charges Collect AWB screen is displayed. For more information refer topic Creating Charges Collect AWB .
Collect AWB Listing	Click Collect AWB Listing to view the list of AWB Charges Collect AWB already captured.	The Charges Collect AWB Billing Records screen is displayed. For more information refer topic Charges Collect AWB Listing .
RM Capture	Click RM Capture to capture rejection memos.	Rejection Memo can be created for the listed Billed Member . The Create Rejection Memo screen is displayed. For more information refer topic Creating Rejection Memo .



Buttons	Description	Remarks
RM Listing	Click RM Listing to view the list of rejection memos already captured.	Values of AWB added to the Rejection Memo are displayed. The Rejection Memos screen is displayed. For more information refer topic Rejection Memo Listing .
BM Capture	Click BM Capture to capture billing memos.	Billing Memo can be created for the listed Billed Member . The Create Billing Memo screen is displayed. For more information refer topic Creating Billing Memo .
BM Listing	Click BM Listing to view the list of rejection memos already captured.	Values of AWB added to the Billing Memo are displayed. The Billing Memos screen is displayed. For more information refer topic Billing Memo Listing .

The procedure to edit an Invoice Header is as follows:

1. You can edit the following fields:
 - **Billing Year/Month Period**
 - Billing Member's Location ID or Billed Member's Location ID
 - **Invoice Number**.
2. Click **Save Invoice Header**. The edited details are saved.

Related Topics

Creating Prepaid AWB

[AWB Prepaid Listing](#)

Creating Charges Collect AWB Billing

[Charges Collect AWB Listing](#)

[Creating a Rejection Memo](#)

[RM Listing](#)

[Creating a Billing Memo](#)

[BM Listing](#)

[Invoice VAT](#)

[Validate Invoice](#)

[Submit Invoice](#)



2.2.6 Creating Prepaid AWB

To create a Prepaid AWB, the steps are as follows:

1. **Create Invoice Header.**
2. The **Edit Invoice** screen is displayed.
3. Click **Prepaid AWB Capture** located at the end of the **Edit Invoice** screen.
4. The **Capture Prepaid AWB** screen is displayed.

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
AWB Prepaid Billing Details		
*Batch Number	It is the Batch Sequence Number of the transaction.	The combination of Batch Number and Sequence Number should not be repeated within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.
*Sequence Number	It is the Sequence Number within a batch of the transaction.	The combination of Batch Number and Sequence Number should not be repeated within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.

Fields	Description	Remarks
*Issuing Airline	It is the prefix/accounting code of the issuing airline that bills the AWB.	Should be a valid prefix/accounting code. For Example, 221 for WI (Wings Airways).
*AWB Serial Number & Check Digit	It is the AWB Serial Number and Check Digit.	<p>The number should be 8 characters long. The valid values for the check digit are 0-6 or 9.</p> <ul style="list-style-type: none"> • If the values 7 or 8 are entered, an error message is displayed indicating that the entered check digit does not match the expected check digit. • Select from the option provided to modify the check digit entered or accept the expected check digit calculated by the system. • If 9 is entered as a check digit, an error message is displayed indicating that the entered check digit does not match the expected check digit. • Select from the option provided to continue with 9 or accept the expected check digit calculated by the system.
*AWB Date	It indicates the date of issue of the AWB.	<p>Default format is DD-MMM-YY where</p> <ul style="list-style-type: none"> • DD: Date • MMM: Month • YY: Year <p>Select from the date picker.</p>
Weight Charges	It indicates the weight charges.	-
Valuation Charges	It indicates the valuation charges.	-
ISC	It is the Interline Service Charge applicable on the AWB.	<p>ISC consists of 2 fields:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Percentage <input type="checkbox"/> Amount <ul style="list-style-type: none"> • The amount is always derived by applying the percentage entered upon the sum of Weight Charges and Valuation Charges. • Since this is a deductible; you need to ensure that a negative percentage is entered (For example, -5.000) so that a negative value is derived. • It is possible to modify the derived amount by modifying the percentage. • Maximum number of decimal places allowed for percentage is three.



Fields	Description	Remarks
Other Charges	It is the total Other Charge amount applicable on the AWB.	<p>The Other Charge breakdown is not mandatory.</p> <ul style="list-style-type: none"> • However, if breakdown is provided; the Other Charge Amount at the AWB Level will be derived (summed) from the breakdown data. • Any value entered at the AWB level will be overwritten by the derived (summed) amount. • It is also possible to provide VAT amounts per Other Charge in the breakdown. • To enter Other Charges breakdown data, click OC Breakdown.
VAT Amount	It is the total VAT amount applicable on the AWB (derived from Other Charges breakdown as well as VAT breakdown).	<p>This total amount cannot be entered directly.</p> <ul style="list-style-type: none"> • It will be derived from the breakdown data entered. • If VAT amount exists in the Other Charge breakdown, then the amount will be shown as an information field in the VAT Breakdown. • To enter VAT Breakdown data, click VAT Breakdown.
AWB Total Amount	It is the AWB Total Amount.	<p>It is the sum of the following fields, taking into consideration positive and negative charges:</p> <ul style="list-style-type: none"> • Weight Charges • Valuation Charges • ISC • Other Charges • VAT Amount
*Origin	It is the origin airport/city code of the shipment.	It should be a valid IATA airport/city code.
*Destination	It is the destination airport/city code of the shipment.	It should be a valid IATA airport/city code.
*From Airport	It is the airport/city code from which the carriage of the shipment was performed by the Billing Member .	It should be a valid IATA airport/city code.
*To Airport (or Point of Transfer)	It is the airport/city code to which the carriage of the shipment was performed by the Billing Member .	It should be a valid IATA airport/city code.



Fields	Description	Remarks
*Date of Carriage (or Transfer)	It indicates the date of carriage.	Default format is DD-MMM-YY where <ul style="list-style-type: none"> • DD: Date • MMM: Month • YY: Year Select the value from the date picker.
*Currency Adjustment Indicator	It is the base currency used while evaluating a prorate value.	Should be a valid ISO Alpha Currency Code.
Billed Weight	It indicates the weight of the shipment.	When the billed weight is entered, indicate whether the weight is in kg or lbs in the KG/LB indicator field.
KG/ LB indicator	It indicates whether the shipment weight is in kg or lbs.	This field should not be blank if the Billed Weight is entered. Valid values are: <ul style="list-style-type: none"> • Blank: If none of the values is selected. • K: kg • L: lbs Note: Select Blank if no value is entered for the Billed Weight .
Proviso/Req/SPA	It indicates whether the proration was done based on Proviso, Requirement or SPA.	It is not a mandatory field. Valid values are: <ul style="list-style-type: none"> • Blank • P: Proviso • R: Requirement • S: SPA Note: Select Blank if none of the values are to be selected.
Prorate%	It indicates the percentage for proration.	-
Part Shipment	It indicates if the billing is done for a part shipment.	-
CCA Indicator	It indicates if the billing is based on Charges Correction Advice.	-
Filing Reference	It is the Filing Reference for bilateral data exchange.	-
Our Reference	It is used to exchange data on a bilateral basis.	-
Reason Code	It is used to exchange data on a bilateral basis.	-
Airline Own Use	It is reserved for Internal use of Airline.	-
Reference Field 1	It is a reusable field for different types of billing scenarios.	-
Reference Field 2	It is a reusable field for different types of billing scenarios.	-
Reference Field 3	It is a reusable field for different types of billing scenarios.	-

Fields	Description	Remarks
Reference Field 4	It is a reusable field for different types of billing scenarios.	-
Reference Field 5	It is a reusable field for different types of billing scenarios.	-
Attachment Indicator	It indicates whether any supporting documents (attachments) have been added to the transaction.	<p>This field is automatically set by the system</p> <ul style="list-style-type: none"> • Will be set to Yes if one or more attachments are added to the transaction. • Will be set to No if no attachments are added to the transaction (or when all existing attachments have been removed). • Click Attachment to add/remove attachments. <p>Default value is NO.</p>

Buttons	Description	Remarks
Save and Add New	Click Save and Add New to save the AWB data and add data for a new AWB.	After data of the current AWB is successfully saved, the same screen with blank fields is offered to the user for creating the next AWB.
Save and Duplicate	Click Save and Duplicate to save the AWB data and capture another AWB with identical data.	<p>After data of the current AWB is successfully saved, the same screen is displayed for creating the next identical AWB, with data from the saved AWB.</p> <ul style="list-style-type: none"> • Sequence Number is incremented by 1. • VAT breakdown data and Other Charges data are also copied.
Save and Back to Overview	Click Save and Back to Overview to save the AWB data and go to the AWB Prepaid Billing Records screen.	After data of the current AWB is successfully saved, the AWB Prepaid Billing Records screen is displayed.
Back	Click Back to go to the AWB Prepaid Billing Records screen.	A warning message is displayed indicating the unsaved changes, if you click Back prior to saving the field values entered for the AWB.

The procedure to create a Prepaid AWB is as follows:

1. Enter the details for the following fields:
 - **Batch Number**
 - **Sequence Number**
 - **Issuing Airline**
 - **AWB Serial Number & Check Digit**
 - **AWB Date**
 - **Weight Charges**
 - **Valuation Charges**
 - **ISC**



- **Other Charges**
 - **VAT Amount**
 - **Origin**
 - **Destination**
 - **From Airport**
 - **To Airport (or Point of Transfer)**
 - **Date of Carriage (or Transfer)**
 - **Currency Adjustment Indicator**
 - **Billed Weight**
 - **KG/ LB indicator**
 - **Proviso/Req/SPA**
 - **Prorate%**
 - **Part Shipment**
 - **CCA Indicator**
 - **Filing Reference**
 - **Our Reference**
 - **Reason Code**
 - **Airline Own Use**
 - **Reference Field 1**
 - **Reference Field 2**
 - **Reference Field 3**
 - **Reference Field 4**
 - **Reference Field 5**
2. Click **Attachment** to add supporting documents if any.
 3. Click **Save and Back to Overview** to save the details entered. The **Prepaid AWB Billing Records** screen is displayed. The details for the AWB are displayed.
Note: Select from the following options to save the details for the AWB entered.
 - **Save and Add New**
 - **Save and Duplicate**
 - **Save and Back to Overview**
- OR
- Click **Back** to go to the **Prepaid AWB Billing Records** screen.

Related Topics

[Prepaid AWB Listing](#)

Editing Prepaid AWB Billing

[Validate Invoice](#)

[Submit Invoice](#)

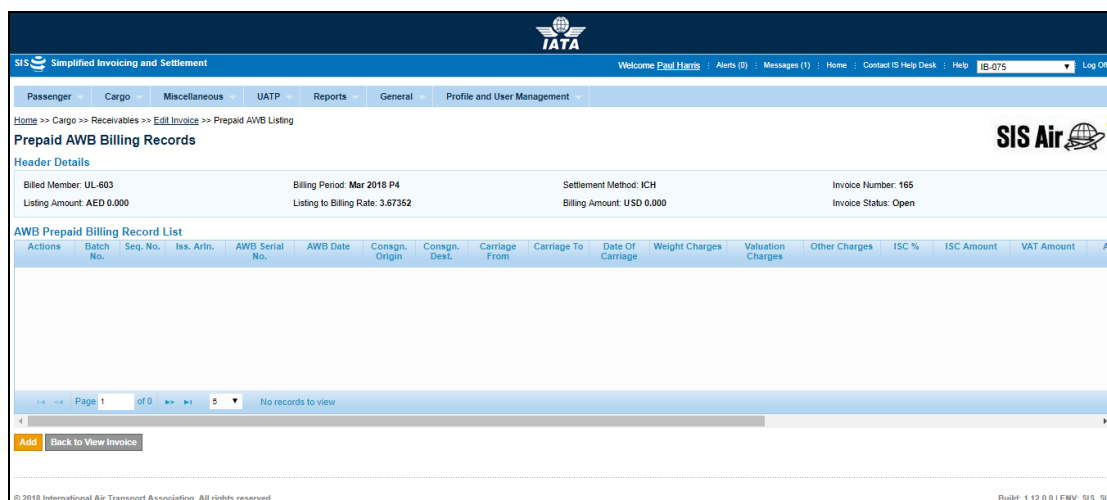
[Attachments](#)



2.2.7 AWB Prepaid Billing Records

To view AWB Prepaid Billing Records, the steps are as follows:

1. **Create Invoice Header.**
2. Click **Prepaid AWB Listing** located at the end of the **Edit Invoice** screen.
3. The **Prepaid AWB Billing Records** screen is displayed.



Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.


Sections	Description	Remarks
Header Details	It displays the details of the header.	Details for the following fields are displayed: <ul style="list-style-type: none"> • Billed Member • Billing Period • Settlement Method • Invoice Number • Listing Amount • Listing to Billing Rate • Billing Amount • Invoice Status
AWB Prepaid Billing Record List	It displays the details of the coupons added for the AWB Prepaid Billing.	Gives a summary of the coupons added to the AWB Prepaid Billing . The user can select the Action for the AWB displayed in the AWB Prepaid Billing List section.

Buttons	Description	Remarks
Add	Click Add to add new coupon details the AWB Prepaid Billing .	The Capture Prepaid AWB screen is displayed where the details for the AWB Billing can be added.
Back	Click Back to go back to the Edit Invoice screen.	A warning message is displayed indicating the unsaved changes, if you click Back prior to saving the field values entered for the AWB.

The procedure to edit an existing AWB Prepaid Billing is as follows:

1. Select the coupon from the list displayed in the **AWB Prepaid Billing Record List**.



2. Click  to edit the selected record.
3. The Edit AWB Prepaid Billing screen is displayed.
4. Edit the AWB Billing details.
5. Click **Save and Back to Overview** to save the details entered. The **AWB Prepaid Billing Records** screen is displayed with the confirmation that the AWB Record is updated successfully. The details for the updated AWB are displayed in the AWB Prepaid Billing Record List.

Note: Select from the following options to save the details for the AWB entered.

- **Save and Add New**
- **Save and Duplicate**
- **Save and Back to Overview**

OR

- Click **Back** to go to the **AWB Prepaid Billing Records** screen.

The procedure to add a new AWB Prepaid Billing is as follows:

1. Click **Add**.
2. The **Capture Prepaid AWB** screen is displayed.
3. Enter the details for the fields.
4. Click **Save and Back to Overview** to save the details entered. The **AWB Prepaid Billing Records** screen is displayed with the confirmation that the AWB Record is updated successfully. The details for the updated AWB are displayed in the **AWB Prepaid Billing Record List**.


Note: Select from the following options to save the details for the AWB entered.

- **Save and Add New**
- **Save and Duplicate**
- **Save and Back to Overview**

OR

- Click **Back** to go to the **AWB Prepaid Billing Records** screen.

The procedure to delete an existing AWB Prepaid Billing is as follows:

1. Select the record from the list displayed in the **AWB Prepaid Billing Record List**.
2. Click .
3. A warning message is displayed ensuring whether you want to delete the selected record.
4. Click **OK** to delete the record.
5. The **AWB Prepaid Billing Records** screen is displayed with the confirmation that the record is deleted successfully.

Related Topics

[Creating Prepaid AWB](#)


[Editing AWB Prepaid Billing](#)

[Editing Invoice Header](#)



2.2.8 Editing Prepaid AWB

To edit a Prepaid AWB, the steps are as follows:

1. Search the invoice using **Receivables** submenu.
2. Select the Prepaid AWB to be edited from the list displayed in the **Sub Total List** section.
3. Click **Prepaid AWB Listing** located at the end of the screen.
4. The **AWB Prepaid Billing Records** screen is displayed.
5. Select the AWB to be edited from the list displayed in the **AWB Prepaid Billing Record List** section.
6. Click .
7. The **Edit AWB Prepaid Billing** screen is displayed.

The screenshot displays the 'Edit AWB Prepaid Billing' interface. At the top, there's a navigation bar with 'SIS Simplified Invoicing and Settlement' and 'SIS Air' logo. Below the navigation, the page title is 'Edit AWB Prepaid Billing'. The 'Header Details' section includes: Billed Member: WI-221, Billing Period: Nov 2011 P2, Settlement Method: BILATERAL, Invoice Number: IN2111, Listing Amount: USD 4,350,200, Listing to Billing Rate: 1.00000, Billing Amount: USD 4,350,200, and Invoice Status: Open. The 'AWB Prepaid Billing Details' section contains multiple rows of input fields: Batch Number (2346), Sequence Number (6573), Issuing Airline (TSA), AWB Serial Number & Check Digit (12412536), AWB Date (21-Nov-11), Weight Charges (1345.000), Valuation Charges (2656.000), ISC (-5.000 % -200.050 Amount), Other Charges (432.000), VAT Amount (117.250), Origin (JFK), Destination (BOM), From Airport (LON), To Airport (Point Of Transfer) (BOM), Date Of Carriage (or Transfer) (14-Nov-11), Currency Adjustment Indicator (USD), Billed Weight (1234), KGLB Indicator (L - Pounds), Prorate % (0), Part Shipment (checked), and CCA Indicator. At the bottom, there are buttons for 'Save and Add New', 'Save and Duplicate', 'Save and Back to Overview', and 'Back'.

Note: Fields and Buttons displayed are same as described in the topic: **Creating Prepaid AWB**.

The procedure to edit a Prepaid AWB Billing is as follows:

1. Edit the details for the fields.
2. Click **Save and Back to Overview** to save the details entered. The Prepaid AWB Billing Records screen is displayed. The details for the AWB are displayed.

Note: Select from the following options to save the details for the AWB entered.

- **Save and Add New**
- **Save and Duplicate**
- **Save and Back to Overview**

OR

- Click **Back** to go to the **Prepaid AWB Billing Records** screen.



Related Topics

- [Creating Prepaid AWB](#)
- [Prepaid AWB Listing](#)
- [Validate Invoice](#)
- [Submit Invoice](#)

2.2.9 Creating Charges Collect AWB

To create a Charges Collect AWB, the steps are as follows:

1. **Create Invoice Header.**
2. Click **Collect AWB Capture** located at the end of the **Edit Invoice** screen.
3. The **Capture Charges Collect AWB** screen is displayed.

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
AWB Charges Collect Billing Details		
*Batch Number	It is the Batch Sequence Number of the transaction.	The combination of Batch Number and Sequence Number should not be repeated within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.

Fields	Description	Remarks
*Sequence Number	It is the Sequence Number within a batch of the transaction.	The combination of Batch Number and Sequence Number should not be repeated within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.
*Issuing Airline	It is the prefix/accounting code of the issuing airline that bills the AWB.	Should be a valid prefix/accounting code. For Example, 221 for WI (Wings Airways)
*AWB Serial Number & Check Digit	It is the AWB Serial Number and Check Digit.	The number should be 8 characters long. The valid values for the check digit are 0-6 or 9. <ul style="list-style-type: none"> • If the values 7 or 8 are entered, an error message is displayed indicating that the entered check digit does not match the expected check digit. • Select from the option provided to modify the check digit entered or accept the expected check digit calculated by the system. • If 9 is entered as a check digit, an error message is displayed indicating that the entered check digit does not match the expected check digit. • Select from the option provided to continue with 9 or accept the expected check digit calculated by the system.
*AWB Date	It indicates the date of issue of the AWB.	Default format is DD-MMM-YY where <ul style="list-style-type: none"> • DD: Date • MMM: Month • YY: Year Select from the date picker.
Weight Charges	It indicates the weight charges.	-
Valuation Charges	It indicates the valuation charges.	-
Amount Subject to ISC	It indicates the Amount on which ISC is applied.	-

Fields	Description	Remarks
ISC	It is the Interline Service Charge applicable on the AWB.	<p>ISC consists of 2 fields:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Percentage <input type="checkbox"/> Amount <ul style="list-style-type: none"> • The amount is always derived by applying the percentage entered upon the Amount subject to ISC. • Since this is a chargeable amount; you need to ensure that a positive percentage is entered (For example, 5.000) so that a positive value is derived. • It is possible to modify the derived amount by modifying the percentage. • Maximum number of decimal places allowed for percentage is three.
Other Charges	It is the total Other Charge amount applicable on the AWB.	<p>The Other Charge breakdown is not mandatory.</p> <ul style="list-style-type: none"> • However, if breakdown is provided; the Other Charge Amount at the AWB Level will be derived (summed) from the breakdown data. • Any value entered at the AWB level will be overwritten by the derived (summed) amount. • It is also possible to provide VAT amounts per Other Charge in the breakdown. • To enter Other Charges breakdown data, click Other Charges.
VAT Amount	It is the total VAT amount applicable on the AWB (derived from Other Charges breakdown as well as VAT breakdown).	<p>This total amount cannot be entered directly.</p> <ul style="list-style-type: none"> • It will be derived from the breakdown data entered. • If VAT amount exists in the Other Charge breakdown, then the amount will be shown as an information field in the VAT Breakdown. • To enter VAT Breakdown data, click VAT Breakdown.



Fields	Description	Remarks
AWB Total Amount	It is the AWB Total Amount.	It is the sum of the following fields, taking into consideration positive and negative charges: <ul style="list-style-type: none"> • Weight Charges • Valuation Charges • ISC • Other Charges • VAT Amount
*Origin	It is the origin airport/city code of the shipment.	It should be a valid IATA airport/city code.
*Destination	It is the destination airport/city code of the shipment.	It should be a valid IATA airport/city code.
*From Airport	It is the airport/city code from which the carriage of the shipment was performed by the Billing Member .	It should be a valid IATA airport/city code.
*To Airport (or Point of Transfer)	It is the airport/city code to which the carriage of the shipment was performed by the Billing Member .	It should be a valid IATA airport/city code.
*Date of Carriage (or Transfer)	It indicates the date of carriage.	Default format is DD-MMM-YY where <ul style="list-style-type: none"> • DD: Date • MMM: Month • YY: Year Select the value from the date picker.
*Currency Adjustment Indicator	It is the base currency used while evaluating a prorate value.	Should be a valid ISO Alpha Currency Code.
Billed Weight	It indicates the weight of the shipment.	When the billed weight is entered, indicate whether the weight is in kg or lbs in the KG/LB indicator field.
Proviso/Req/SPA	It indicates whether the proration was done based on Proviso, Requirement or SPA.	It is not a mandatory field. Valid values are: <ul style="list-style-type: none"> • Blank • P: Proviso • R: Requirement • S: SPA Note: Select Blank if none of the values are to be selected.
Prorate%	It indicates the percentage for proration.	-



Fields	Description	Remarks
KG/ LB indicator	It indicates whether the shipment weight is in kg or lbs.	This field should not be blank if the Billed Weight is entered. Valid values are: <ul style="list-style-type: none"> • Blank: If none of the values is selected. • K: kg • L: lbs Note: Select Blank if no value is entered for the Billed Weight .
Part Shipment	It indicates if the billing is done for a part shipment.	-
CCA Indicator	It indicates if the billing is based on Charges Correction Advice.	-
Filing Reference	It is the Filing Reference for bilateral data exchange.	-
Our Reference	It is used to exchange data on a bilateral basis.	-
Reason Code	It is used to exchange data on a bilateral basis.	-
Airline Own Use	It is reserved for Internal use of Airline.	-
Reference Field 1	It is a reusable field for different types of billing scenarios.	-
Reference Field 2	It is a reusable field for different types of billing scenarios.	-
Reference Field 3	It is a reusable field for different types of billing scenarios.	-
Reference Field 4	It is a reusable field for different types of billing scenarios.	-
Reference Field 5	It is a reusable field for different types of billing scenarios.	-
Attachment Indicator	It indicates whether any supporting documents (attachments) have been added to the transaction.	This field is automatically set by the system <ul style="list-style-type: none"> • Will be set to Yes if one or more attachments are added to the transaction. • Will be set to No if no attachments are added to the transaction (or when all existing attachments have been removed). • Click Attachment to add/remove attachments. Default value is NO .

Buttons	Description	Remarks
Save and Add New	Click Save and Add New to save the AWB data and add data for a new AWB.	After data of the current AWB is successfully saved, the same screen with blank fields is offered to the user for creating the next AWB.

Save and Duplicate	Click Save and Duplicate to save the AWB data and capture another AWB with identical data.	After data of the current AWB is successfully saved, the same screen is displayed for creating the next identical AWB, with data from the saved AWB. <ul style="list-style-type: none"> • Sequence Number is incremented by 1. • VAT breakdown data and Other Charges data are also copied.
Save and Back to Overview	Click Save and Back to Overview to save the AWB data and go to the AWB Charges Collect Billing Records screen.	After data of the current AWB is successfully saved, the AWB Charges Collect Billing Records screen is displayed.
Back	Click Back to go to the AWB Charges Collect Billing Records screen.	A warning message is displayed indicating the unsaved changes, if you click Back prior to saving the field values entered for the AWB.

The procedure to create an AWB Charges Collect Billing is as follows:

1. Enter the details for the following fields:
 - **Batch Number**
 - **Sequence Number**
 - **Issuing Airline**
 - **AWB Serial Number & Check Digit**
 - **AWB Date**
 - **Weight Charges**
 - **Valuation Charges**
 - **Amount Subject to ISC**
 - **ISC**
 - **Other Charges**
 - **VAT Amount**
 - **AWB Total Amount**
 - **Origin**
 - **Destination**
 - **From Airport**
 - **To Airport (or Point of Transfer)**
 - **Date of Carriage (or Transfer)**
 - **Currency Adjustment Indicator**
 - **Billed Weight**
 - **Proviso/Req/SPA**
 - **Prorate%**
 - **KG/ LB indicator**
 - **Part Shipment**
 - **CCA Indicator**
 - **Filing Reference**
 - **Our Reference**
 - **Reason Code**
 - **Airline Own Use**
 - **Reference Field 1**



- **Reference Field 2**
 - **Reference Field 3**
 - **Reference Field 4**
 - **Reference Field 5**
2. Click Attachment to add supporting documents if any.
 3. Click Save and Back to Overview to save the details entered. The **AWB Prepaid Billing Records** screen is displayed. The details for the AWB are displayed.
Note: Select from the following options to save the details for the AWB entered.
 - **Save and Add New**
 - **Save and Duplicate**
 - **Save and Back to Overview**
- OR
- Click **Back** to go to the **AWB Prepaid Billing Records** screen.

Related Topics

[AWB Charges Collect Listing](#)

[Editing AWB Charges Collect Billing](#)

[Validate Invoice](#)

[Submit Invoice](#)

[Attachments](#)



2.2.10 AWB Charges Collect Billing Records

To view AWB Charges Collect Billing Records, the steps are as follows:

1. **Create Invoice Header.**
2. Click **Collect AWB Listing** located at the end of the **Edit Invoice** screen.
3. The **AWB Charges Collect Billing Records** screen is displayed.

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.


Sections	Description	Remarks
Header Details	It displays the details of the header.	Details for the following fields are displayed: <ul style="list-style-type: none"> • Billed Member • Billing Period • Settlement Method • Invoice Number • Listing Amount • Listing to Billing Rate • Billing Amount • Invoice Status
AWB Charges Collect Billing Record List	It displays the details of the AWBs added to the Charges Collect AWB.	Gives a summary of the AWBs added to the Charges Collect AWB . The user can select the Action for the coupon displayed in the AWB Charges Collect Billing List section.

Buttons	Description	Remarks
Add	Click Add to add the details to the Charges Collect AWB .	The Capture Charges Collect AWB screen is displayed where the details for the AWB Billing can be added.
Back	Click Back to go back to the Edit Invoice screen.	A warning message is displayed indicating the unsaved changes, if you click Back prior to saving the field values entered for the AWB.

The procedure to edit an existing Charges Collect AWB is as follows:

1. Select the coupon from the list displayed in the **AWB Charges Collect Billing Record List**.



2. Click  to edit the selected record.
3. The **Edit AWB Charges Collect Billing** screen is displayed.
4. Edit the AWB Billing details.
5. Click **Save and Back to Overview** to save the details entered. The **AWB Charges Collect Billing Records** screen is displayed with the confirmation that the AWB Record is updated successfully. The details for the updated AWB are displayed in the **AWB Charges Collect Billing Record List**.

Note: Select from the following options to save the details for the AWB entered.

- **Save and Add New**
- **Save and Duplicate**
- **Save and Back to Overview**

OR

- Click **Back** to go to the **AWB Charges Collect Billing Records** screen.

The procedure to add a new Charges Collect AWB is as follows:

1. Click **Add**.
2. The **Capture Charges Collect AWB** screen is displayed.
3. Enter the details for the fields.
4. Click **Save and Back to Overview** to save the details entered. The **AWB Charges Collect Billing Records** screen is displayed with the confirmation that the AWB Record is updated successfully. The details for the updated AWB are displayed in the **AWB Charges Collect Billing Record List**.


Note: Select from the following options to save the details for the AWB entered.

- **Save and Add New**
- **Save and Duplicate**
- **Save and Back to Overview**

OR

- Click **Back** to go to the **AWB Charges Collect Billing Records** screen.

The procedure to delete an existing Charges Collect AWB is as follows:

1. Select the record from the list displayed in the **AWB Charges Collect Billing Record List**.
2. Click .
3. A warning message is displayed ensuring whether you want to delete the selected record.
4. Click **OK** to delete the record.
5. The **AWB Charges Collect Billing Records** screen is displayed with the confirmation that the record is deleted successfully.

Related Topics

Creating Charges Collect AWB


[Editing Charges Collect AWB](#)

[Editing Invoice Header](#)



2.2.11 Editing AWB Charges Collect Billing

To edit an AWB Charges Collect Billing, the steps are as follows:

1. Search the invoice.
2. Select the Charges Collect AWB to be edited from the list displayed in the **Sub Total List** section.
3. Click **Collect AWB Listing** located at the end of the screen.
4. The **AWB Charges Collect Billing Records** screen is displayed.
5. Select the AWB to be edited from the list displayed in the **AWB Charges Collect Billing Record List** section.
6. Click .
7. The **Edit AWB Charges Collect Billing Records** screen is displayed.

Note: Fields and Buttons displayed are same as described in the topic **Creating AWB Charges Collect Billing**.

The procedure to edit a Charges Collect AWB is as follows:

1. Edit the details for the fields.
2. Click **Save and Back to Overview** to save the details entered. The **AWB Charges Collect Billing Records** screen is displayed. The details for the AWB are displayed.

Note: Select from the following options to save the details for the AWB entered.

- **Save and Add New**
- **Save and Duplicate**
- **Save and Back to Overview**

OR

- Click **Back** to go to the **AWB Charges Collect Billing Records** screen.



Related Topics

Creating AWB Charges Collect Billing

[AWB Charges Collect Listing](#)

[Validate Invoice](#)

[Submit Invoice](#)



2.2.12 Creating a Rejection Memo

To create a **Rejection Memo**, the steps are as follows:

1. Create Invoice Header.
2. Click **RM Capture** located at the end of the **Edit Invoice** screen.
3. The **Create Rejection Memo** screen is displayed.

Header Details

Billed Member: WI-221 Billing Period: Nov 2011 P2 Settlement Method: BILATERAL Invoice Number: IN2111
 Listing Amount: USD 12,428,450 Listing to Billing Rate: 1.00000 Billing Amount: USD 12,428,450 Invoice Status: Open

Rejection Memo Data Capture

* Batch No.: 3456 * Sequence Number: 2435

* Rejection Memo Stage: 1 * Rejection Memo Number: RM * Reason Code: 01 Our Reference:

* Your Invoice Number: IN1711 Your Rejection Memo Number: * Your Billing Year: 2011 * Your Billing Month: Nov * Your Billing Period: 1

* BM/CM Indicator: None Your BM/CM Number: [Validate Listing Details](#)

Reason Remarks:
 Valuation Error.

	Billed	Accepted	Difference
Weight Charges	0.000	0.000	0.000
Valuation Charges	0.000	0.000	0.000
Other Charges	0.000	0.000	0.000
VAT Amount	0.000	0.000	0.000
	Allowed	Accepted	Difference
ISC	-0.000	-0.000	-0.000
Net Reject Amount:			

* Attachment Indicator - Original: No Airline Own Use: Attachment

[Save](#) [Save and Add New](#) [Back To Invoice Search](#)

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields/Sections	Description	Remarks
Header Details	It displays the details of the header.	Details for the following fields is displayed: <ul style="list-style-type: none"> • Billed Member • Billing Period • Settlement Method • Invoice Number • Listing Amount • Listing to Billing Rate • Billing Amount • Invoice Status
Rejection Memo Data Capture		



Fields/Sections	Description	Remarks
*Batch Number	It is the Batch Sequence Number of the transaction.	The combination of Batch Number and Sequence Number should not be repeated within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.
*Sequence Number	It is the Sequence Number within a batch of the transaction.	The combination of Batch Number and Sequence Number should not be repeated within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.
*Rejection Memo Stage	It is the stage (1, 2, and 3) of the Rejection Memo.	When RM is initiated from Billing History or Payables screens, this will be set automatically and should not be changed.
*Rejection Memo Number	It is the alpha-numeric Rejection Memo number.	-
*Reason Code	It is the Reason Code for rejection.	Should be a valid Reason Code as published by the industry. <ul style="list-style-type: none"> • When the value for the Rejection Memo Stage is entered, the list of available Reason Codes is displayed when you press the down-arrow key. • The Reason Code will determine whether coupon breakdown is mandatory. • The Reason Code will determine which kinds of amounts can contain differences.
Our Reference	It is used to exchange data on a bilateral basis.	-
*Your Invoice Number	It is the number of the invoice that contained the transaction being rejected.	When RM is initiated from Billing History or Payables screens, this will be set automatically and should not be changed.
Your Rejection Memo Number	It is applicable for RM stages 2 and 3, and pertains to the RM being rejected.	When RM is initiated from Billing History or Payables screens, this will be set automatically and should not be changed.
*Your Billing Year	It is the billing year of the invoice that contained the transaction being rejected.	When RM is initiated from Billing History or Payables screens, this will be set automatically and should not be changed.
*Your Billing Month	It is the billing month of the invoice that contained the transaction being rejected.	When RM is initiated from Billing History or Payables screens, this will be set automatically and should not be changed.
*Your Billing Period	It is the billing period of the invoice that contained the transaction being rejected.	When RM is initiated from Billing History or Payables screens, this will be set automatically and should not be changed.
*BM/CM Indicator	It is an indication whether the rejected transaction was Billing Memo or Credit Memo .	Select None if the rejected transaction is not a Billing Memo or Credit Memo . When RM is initiated from Billing History or Payables screens, this will be set automatically to the appropriate value and should not be changed.



Fields/Sections	Description	Remarks
Your BM/CM Number	It is the number of the Billing Memo/Credit Memo if BM/CM Indicator indicates BM/CM.	When RM is initiated from Billing History or Payables screens, this will be set automatically and should not be changed. When BM/CM Indicator indicates a Billing Memo or Credit Memo , the appropriate memo number should be entered.
Reason Remarks	It is the reason text for rejection.	-
Weight Charges	It indicates the weight charges.	Weight Charges are divided into three categories: <ul style="list-style-type: none"> • Billed: It is the value which is being rejected. • Accepted: It is the accepted value for the coupon. • Difference: It is generated automatically by the system based on the difference between the Billed and the Accepted value.
Valuation Charge	It indicates the valuation charges.	Valuation Charges are divided into three categories: <ul style="list-style-type: none"> • Billed • Accepted • Difference
Other Charge	It is the total Other Charge amount applicable on the AWB.	Other Charges are divided into three categories: <ul style="list-style-type: none"> • Billed • Accepted • Difference
VAT Amount	It is the total VAT amount applicable on the coupon.	VAT Amount is divided into three categories: <ul style="list-style-type: none"> • Billed • Accepted • Difference <p>If a non-zero VAT amount is derived by the system, then VAT breakdown is mandatory. The sum of VAT breakdown amounts should be equal to the VAT Difference Amount.</p>
ISC	It is the Interline Service Charge applicable on the coupon.	ISC is divided into three categories: <ul style="list-style-type: none"> • Allowed • Accepted • Difference.
Net Reject Amount	It is the total rejected amount.	It is the total of the Difference amounts for Weight Charges and Valuation Charges and Other Charges and VAT Amount and ISC .

Fields/Sections	Description	Remarks
*Attachment Indicator-Original	It indicates whether any supporting documents (attachments) have been added to the transaction.	<p>This field is automatically set by the system.</p> <ul style="list-style-type: none"> Will be set to Yes if one or more attachments are added to the transaction. Will be set to No if no attachments are added to the transaction (or when all existing attachments have been removed). Click Attachment to add/remove attachments. <p>Default value is NO.</p>
Airline Own Use	It is reserved for Internal use of Airline.	-

Note:

- In case of RM stage 2 and RM stage 3, for all billed/allowed amounts (i.e. Weight Charges, Valuation Charges, Other Charges, VAT Amount, and ISC); the amounts should match the accepted amount from the previous rejection

Buttons	Description	Remarks
Validate Linking Details	Click Validate Linking Details to check if there are any linking errors for the field values entered.	<p>The system checks if the mandatory field values are entered. If certain field values are missing, system gives a Validation error code.</p> <p>Based on the migration history of the Billed Member, the system may not allow further capture of RM details if the linking with the rejected transaction fails.</p>
Save	Click Save to save the Rejection Memo details entered.	After data entered is successfully saved, the Edit Rejection Memo screen is displayed. After saving the memo you can add an Prepaid AWB or an Charges Collect AWB to the RM.
Save and Add New	Click Save and Add New to save the AWB data and add data for a new AWB.	After data of the current AWB is successfully saved, the same screen with blank fields is offered to the user for creating the next AWB.
Back	Click Back to go to the Edit Invoice screen.	<p>A warning message is displayed indicating the unsaved changes, if you click Back prior to saving the field values entered for the AWB.</p> <p>Note: When you search an existing Invoice Header for the RM, this button is Back to Invoice Search. Click Back to Invoice Search to go back to the Invoice Search screen.</p>

The procedure to create a Rejection Memo is as follows:

- Enter the details for the following fields:
 - Batch Number**
 - Sequence Number**



- **Rejection Memo Stage**
 - **Rejection Memo Number**
 - **Reason Code**
 - **Our Reference**
 - **Your Invoice Number**
 - **Your Rejection Memo Number**
 - **Your Billing Year**
 - **Your Billing Month**
 - **Your Billing Period**
 - **BM/CM Indicator**
 - **Your BM/CM Number**
 - **Reason Remarks**
 - **Weight Charges**
 - **Valuation Charge**
 - **Other Charge**
 - **VAT Amount**
 - **ISC**
 - **Airline Own Use**
2. The **Net Reject Amount** is generated automatically.
 3. Click **Attachment** to add supporting documents if any.
 4. Click **Save** to save the details entered. The **Edit Rejection Memo** screen is displayed. The details for the AWB are displayed. Here you can add a **Prepaid AWB** or a **Charges Collect AWB** to the RM.
Note: Select from the following options to save the details for the AWB entered.
 - **Save**
 - **Save and Add New**
- OR**
- Click **Back** to go to the **Edit Invoice** screen.

Related Topics

[RM Listing](#)

[Adding a Prepaid AWB for RM](#)

[Adding Charges Collect AWB for a RM](#)

[Validate Invoice](#)

[Submit Invoice](#)



2.2.13 Adding Prepaid AWB for RM

To add a Prepaid AWB, the steps are as follows:

1. Create a RM.
2. Click **Add Prepaid AWB** located on the **Edit Rejection Memo** screen.

Header Details

Billed Member: WI-221 Billing Period: Nov 2011 P2 Settlement Method: BILATERAL Invoice Number: IN17111
 Listing Amount: USD 2,258,000 Listing to Billing Rate: 1.00000 Billing Amount: USD 2,258,000 Invoice Status: Ready for Submission

Rejection Memo Data Capture

* Batch No.: 85768 * Sequence Number: 5990
 * Rejection Memo Stage: 3 * Rejection Memo Number: 6795 * Reason Code: 14 Our Reference:
 * Your Invoice Number: 1456 Your Rejection Memo Number: 14325 * Your Billing Year: 2011 * Your Billing Month: Oct * Your Billing Period: 4
 * BM/CM Indicator: None Your BM/CM Number: [Validate Linking Details](#)

Reason Remarks:

	Billed	Accepted	Difference
Weight Charges	2667,000	2000,000	667,000
Valuation Charges	3678,000	2454,000	1224,000
Other Charges	3567,000	3200,000	367,000
VAT Amount	0,000	0,000	0,000
ISC	0,000	0,000	0,000
Net Reject Amount:			2258,000

* Attachment Indicator - Original: Yes Airline Own Use: Attachment

[Save](#) [Save and Add New](#) [Add Prepaid AWB](#) [Add Charge Collect AWB](#) [Back](#)

Rejection Memo AWB List

Actions	Billing Code	Issuing Airline	AWB Serial No. & Check Digit	AWB Issue Date	Consignment Origin	Consignment Dest.	Carriage From	Carriage To	Transfer Date	Weight Charges	Valuation Charges	Other Charges	ISC Ar
	AWB - Prepaid	154	15575674	18-Nov-11	SYD	BOM	SYD	BOM	10-Nov-11	667,000	1,224,000	367,000	

Page 1 of 1 View 1 - 1 of 1

3. The **Add Prepaid AWB** screen is displayed.



SIS Simplified Invoicing and Settlement
Welcome Paul Harris | Alerts (0) | Messages (1) | Home | Contact IS Help Desk | Help | IB-075 | Log Off

Passenger | Cargo | Miscellaneous | UATP | Reports | General | Profile and User Management

[Home](#) >> [Cargo](#) >> [Receivables](#) >> [Edit Invoice](#) >> [Rejection Memo List](#) >> [Edit Rejection Memo](#) >> [Add Prepaid Airway Bill](#)

SIS Air

Add Prepaid AWB

Header Details

Billed Member: WI-221	Billing Period: Sep 2013 P3	Settlement Method: ICH	Invoice Number: 111
Listing Amount: USD 0.000	Listing/Evaluation to Billing Rate: 1.00000	Billing Amount: USD 0.000	Invoice Status: Open
Memo Number: 222	Reason Code: 05		

Prepaid AWB

*AWB Issuing Airline: <input style="background-color: #e0f0ff;" type="text"/>		*AWB Serial Number & Check Digit: <input type="text"/>		*AWB Issuing Date: <input type="text" value="DD-MMM-YY"/>	
Origin: <input type="text"/>	Destination: <input type="text"/>	* From: <input type="text"/>	* To (or point of Transfer): <input type="text"/>	* Transfer Date: <input type="text" value="DD-MMM-YY"/>	
Currency Adjustment Indicator: <input type="text"/>	Billed Weight: <input type="text"/>	KG/LB Indicator: <input type="text"/>	Proviso/Req/SPA: <input type="text"/>	Prorate %: <input type="text"/>	
Part Shipment: <input type="checkbox"/>	CCA Indicator: <input type="checkbox"/>	Our Reference: <input type="text"/>			
Reason Code: <input type="text"/>	Reference Field 1: <input type="text"/>	Reference Field 2: <input type="text"/>	Reference Field 3: <input type="text"/>	Reference Field 4: <input type="text"/>	
Reference Field 5: <input type="text"/>	Airline Own Use: <input type="text"/>				

	Billed	Accepted	Difference
Weight Charges	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
Valuation Charges	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
Other Charges	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
VAT Amount	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>

	Allowed	Accepted	Difference
	%	Amount	%
ISC	<input type="text" value="-0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="-0.000"/>
Net Reject Amt.		<input type="text" value="0.000"/>	<input type="text" value="0.000"/>

Attachment Indicator-Original: [Attachment](#) | [Prorate Ladder](#)

Save and Add New |
 Save and Duplicate |
 Save and Back to Overview |
 Back

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Sections/Fields	Description	Remarks
Header Details	It displays the details of the header.	Details for the following fields are displayed <ul style="list-style-type: none"> Billed Member Billing Period Settlement Method Invoice Number Listing Amount Listing/Evaluation to Billing Rate Billing Amount Invoice Status Memo Number
Prepaid AWB		
*AWB Issuing Airline	It is the prefix/accounting code of the issuing airline that bills the AWB.	Should be a valid prefix/accounting code. For Example, 221 for WI (Wings Airways)

Sections/Fields	Description	Remarks
*AWB Serial Number & Check Digit	It is the AWB Serial Number and Check Digit.	<p>The number should be 8 characters long. The valid values for the check digit are 0-6 or 9.</p> <ul style="list-style-type: none"> • If the values 7 or 8 are entered, an error message is displayed indicating that the entered check digit does not match the expected check digit. • Select from the option provided to modify the check digit entered or accept the expected check digit calculated by the system. • If 9 is entered as a check digit, an error message is displayed indicating that the entered check digit does not match the expected check digit. • Select from the option provided to continue with 9 or accept the expected check digit calculated by the system.
*AWB Issuing Date	It indicates the date of issue of the AWB.	<p>Default format is DD-MMM-YY where</p> <ul style="list-style-type: none"> • DD: Date • MMM: Month • YY: Year <p>Select from the date picker.</p>
Consignment Origin	It is the origin airport/city code of the shipment.	It should be a valid IATA airport/city code.
Consignment Destination	It is the destination airport/city code of the shipment.	It should be a valid IATA airport/city code.
*Carriage From	It is the airport/city code from which the carriage of the shipment was performed by the Billing Member .	It should be a valid IATA airport/city code.
*Carriage To	It is the airport/city code to which the carriage of the shipment was performed by the Billing Member .	It should be a valid IATA airport/city code.
*Transfer Date	It indicates the date of carriage.	<p>Default format is DD-MMM-YY where</p> <ul style="list-style-type: none"> • DD: Date • MMM: Month • YY: Year <p>Select the value from the date picker.</p>
Currency Adjustment Indicator	It is the base currency used while evaluating a prorate value.	Should be a valid ISO Alpha Currency Code.

Sections/Fields	Description	Remarks
Billed Weight	It indicates the weight of the shipment.	When the billed weight is entered, indicate whether the weight is in kg or lbs in the KG/LB indicator field.
Proviso/Req/SPA	It indicates whether the proration was done based on Proviso, Requirement or SPA.	It is not a mandatory field. Valid values are: <ul style="list-style-type: none"> • Blank • P: Proviso • R: Requirement • S: SPA Note: Select Blank if none of the values are to be selected.
Prorate%	It indicates the percentage for proration.	-
KG/ LB indicator	It indicates whether the shipment weight is in kg or lbs.	This field should not be blank if the Billed Weight is entered. Valid values are: <ul style="list-style-type: none"> • Blank: If none of the values is selected. • K: kg • L: lbs Note: Select Blank if no value is entered for the Billed Weight .
Part Shipment	It indicates if the billing is done for a part shipment.	-
CCA Indicator	It indicates if the billing is based on Charges Correction Advice.	-
Our Reference	It is used to exchange data on a bilateral basis.	-
Reason Code	It is used to exchange data on a bilateral basis.	-
Reference Field 1	It is a reusable field for different types of billing scenarios.	-
Reference Field 2	It is a reusable field for different types of billing scenarios.	-
Reference Field 3	It is a reusable field for different types of billing scenarios.	-
Reference Field 4	It is a reusable field for different types of billing scenarios.	-
Reference Field 5	It is a reusable field for different types of billing scenarios.	-
Airline Own Use	It is reserved for Internal use of Airline.	-

Sections/Fields	Description	Remarks
Weight Charges	It indicates the weight charges.	Weight Charges are divided into three categories: <ul style="list-style-type: none"> • Billed: It is the value which is being rejected. • Accepted: It is the accepted value for the coupon. • Difference: It is generated automatically by the system based on the difference between the Billed and the Accepted value.
Valuation Charges	It indicates the valuation charges.	Valuation Charges are divided into three categories: <ul style="list-style-type: none"> • Billed • Accepted • Difference
Other Charges	It is the total Other Charge amount applicable on the AWB.	Other Charges are divided into three categories: <ul style="list-style-type: none"> • Billed • Accepted • Difference <p>Click Other Charges to enter Accepted Other Charges breakdown. Breakdown is optional, but if breakdown is provided, then the sum of the breakdown amounts should be equal to the Other Charges Difference.</p>
VAT Amount	It is the total VAT amount applicable on the AWB (derived from Other Charges breakdown as well as VAT breakdown).	VAT Amount is divided into three categories: <ul style="list-style-type: none"> • Billed • Accepted • Difference <p>Click VAT Amount to enter Accepted VAT Amount breakdown. If a non-zero VAT Difference Amount is derived by the system, then the VAT Different Amount should be equal to sum of VAT Amounts from Other Charges Breakdown and VAT Breakdown.</p>
ISC	It is the Interline Service Charge applicable on the AWB.	ISC is divided into three categories: <ul style="list-style-type: none"> • Allowed • Accepted • Difference. <p>The amount is always derived by applying the ISC % entered upon the sum of Weight Charges and Valuation Charges.</p>
Net Reject Amount	It is the total rejected amount.	It is the total of the Difference amounts for Weight Charges and Valuation Charges and Other Charges and VAT Amount and ISC .



Sections/Fields	Description	Remarks
Attachment Indicator-Original	It indicates whether any supporting documents (attachments) are added to the transaction.	<p>This field is automatically set by the system</p> <ul style="list-style-type: none"> Will be set to Yes if one or more attachments are added to the transaction. Will be set to No if no attachments are added to the transaction (or when all existing attachments have been removed). Click Attachment to add/remove attachments. <p>Default value is NO.</p>
Prorate Ladder	Enter the details for proration.	Click Prorate Ladder to enter details for proration.

Note:

- In case of RM stage 1, for all billed/allowed amounts (i.e. Weight Charges, Valuation Charges, Other Charges, VAT Amount, and ISC); the amounts should match the billed amount from the rejected AWB

Buttons	Description	Remarks
Save and Add New	Click Save and Add New to save the AWB data and add data for a new AWB.	After data of the current AWB is successfully saved, the same screen with blank fields is offered to the user for creating the next AWB.
Save and Duplicate	Click Save and Duplicate to save the AWB data and capture another AWB with identical data.	<p>After data of the current AWB is successfully saved, the same screen is displayed for creating the next identical AWB, with data from the saved AWB.</p> <p>VAT breakdown data and Other Charges data are also copied.</p>
Save and Back to Overview	Click Save and Back to Overview to save the AWB data and go to the AWB Prepaid Billing Records screen.	After data of the current AWB is successfully saved, the AWB Prepaid Billing Records screen is displayed.
Back	Click Back to go to the Edit Rejection Memos screen.	A warning message is displayed indicating the unsaved changes, if you click Back prior to saving the field values entered for the AWB.

The procedure to add a Prepaid AWB to a RM is as follows:

- Enter the details for the following fields:
 - AWB Issuing Airline**
 - AWB Serial Number & Check Digit**
 - AWB Issuing Date**
 - Consignment Origin**
 - Consignment Destination**
 - Carriage From**
 - Carriage To**



- **Transfer Date**
 - **Currency Adjustment Indicator**
 - **Billed Weight**
 - **Proviso/Req/SPA**
 - **Prorate%**
 - **KG/ LB indicator**
 - **Part Shipment**
 - **CCA Indicator**
 - **Our Reference**
 - **Reason Code**
 - **Reference Field 1**
 - **Reference Field 2**
 - **Reference Field 3**
 - **Reference Field 4**
 - **Reference Field 5**
 - **Airline Own Use**
 - **Weight Charges**
 - **Valuation Charges**
 - **Other Charges**
 - **VAT Amount**
 - **ISC**
2. The **Net Reject Amount** is generated automatically.
 3. Click **Attachment** to add supporting documents if any.
 4. Click **Prorate Ladder** to enter details for proration.
 5. Click **Save and Back to Overview** to save the details entered. The **AWB Prepaid Billing Records** screen is displayed. The details for the AWB are displayed.
- Note:** Select from the following options to save the details for the AWB entered.
- **Save and Add New**
 - **Save and Duplicate**
 - **Save and Back to Overview**
- OR**
- Click **Back** to go to the **AWB Prepaid Billing Records** screen.

Note:

- Airlines receiving rejections will have the ability to add AWBs to the next rejection stage under certain conditions/scenarios.
- Additional AWBs can be added under the following circumstances:
 - For Stage 2 RMs, when the rejected Stage 1 RM does not contain any AWBs
 - For Stage 3 RMs, when the rejected Stage 2 RM does not contain any AWBs

Related Topics

[RM Listing](#)

[Editing RM Prepaid AWB Listing](#)

[Validate Invoice](#)

[Submit Invoice](#)



2.2.14 Adding Charges Collect AWB for RM

To add a Charges Collect AWB, the steps are as follows:

1. Create a RM.
2. Click **Add Charges Collect AWB** located on the **Edit Rejection Memo** screen.

Header Details

Billed Member: WI-221 Billing Period: Nov 2011 P2 Settlement Method: BILATERAL Invoice Number: IN17111
 Listing Amount: USD 2,258.000 Listing to Billing Rate: 1.00000 Billing Amount: USD 2,258.000 Invoice Status: Ready for Submission

Rejection Memo Data Capture

* Batch No.: 85768 * Sequence Number: 5890
 * Rejection Memo Stage: 3 * Rejection Memo Number: 8795 * Reason Code: 14 Our Reference:
 * Your Invoice Number: 1456 Your Rejection Memo Number: 14325 * Your Billing Year: 2011 * Your Billing Month: Oct * Your Billing Period: 4
 * BM/CM Indicator: None Your BM/CM Number: [Validate Linking Details](#)

Reason Remarks:

	Billed	Accepted	Difference
Weight Charges	2667.000	2000.000	667.000
Valuation Charges	3678.000	2454.000	1224.000
Other Charges	3567.000	3200.000	367.000
VAT Amount	0.000	0.000	0.000
ISC	0.000	0.000	0.000
Net Reject Amount: 2258.000			

* Attachment Indicator - Original: Yes Airline Own Use: Attachment

[Save](#) [Save and Add New](#) [Add Prepaid AWB](#) [Add Charge Collect AWB](#) [Back](#)

Rejection Memo AWB List

Actions	Billing Code	Issuing Airline	AWB Serial No. & Check Digit	AWB Issue Date	Consignment Origin	Consignment Dest.	Carriage From	Carriage To	Transfer Date	Weight Charges	Valuation Charges	Other Charges	ISC Ar
	AWB - Prepaid		154	15575674 18-Nov-11	SYD	BOM	SYD	BOM	18-Nov-11	667.000	1.224.000	367.000	

Page 1 of 1 View 1 - 1 of 1

3. The **Add Charges Collect AWB** screen is displayed.



SIS Simplified Invoicing and Settlement
Welcome Paul Harris | Alerts (0) | Messages (1) | Home | Contact IS Help Desk | Help | IB-075 | Log Off

Passenger | Cargo | Miscellaneous | UATP | Reports | General | Profile and User Management

Home >> Cargo >> Receivables >> Edit Invoice >> Rejection Memo List >> Add Charge Collect Airway Bill

SIS Air

Add Charge Collect AWB

Header Details

Billed Member: WI-221	Billing Period: Sep 2013 P3	Settlement Method: ICH	Invoice Number: 111
Listing Amount: USD 0.000	Listing/Evaluation to Billing Rate: 1.00000	Billing Amount: USD 0.000	Invoice Status: Open
Memo Number: 222	Reason Code: 05		

Charge Collect AWB

*AWB Issuing Airline:		*AWB Serial Number & Check Digit:		*AWB Issuing Date: DD-MMM-YY	
Origin:	Destination:	* From:	* To (or point of Transfer):	* Transfer Date: DD-MMM-YY	
Currency Adjustment Indicator:	Billed Weight:	KG/LB Indicator:	Proviso/Req/SPA:	Prorate %:	
Part Shipment:	CCA Indicator:	Our Reference:			
Reason Code:	Reference Field 1:	Reference Field 2:	Reference Field 3:	Reference Field 4:	
Reference Field 5:	Airline Own Use:				

	Billed		Accepted		Difference
Weight Charges	0.000		0.000		0.000
Valuation Charges	0.000		0.000		0.000
Other Charges	0.000		0.000		0.000
WAT Amount	0.000		0.000		0.000

	Allowed		Accepted		Difference
	%	Amount	%	Amount	Amount
Amt. Subjected to ISC		0.000		0.000	
ISC	100.000	100.000	0.000	90.000	100.000
Net Reject Amt.					100.000

Attachment Indicator-Original: [Prorate Ladder](#)
 No [Attachment](#)

Save and Add New
Save and Duplicate
Save and Back to Overview
Back

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Sections/Fields	Description	Remarks
Header Details	It displays the details of the header.	Details for the following fields are displayed <ul style="list-style-type: none"> • Billed Member • Billing Period • Settlement Method • Invoice Number • Listing Amount • Listing/Evaluation to Billing Rate • Billing Amount • Invoice Status • Memo Number
Charge Collect AWB		
*AWB Issuing Airline	It is the prefix/accounting code of the issuing airline that bills the AWB.	Should be a valid prefix/accounting code. For Example, 221 for WI (Wings Airways)
*AWB Serial Number & Check Digit	It is the AWB Serial Number and Check Digit.	The number should be 8 characters long. The valid values for the check digit are 0-6 or 9. <ul style="list-style-type: none"> • If the values 7 or 8 are entered, an error message is displayed indicating that the entered check digit does not match the expected check digit. • Select from the option provided to modify the check digit entered or accept the expected check digit calculated by the system. • If 9 is entered as a check digit, an error message is displayed indicating that the entered check digit does not match the expected check digit. • Select from the option provided to continue with 9 or accept the expected check digit calculated by the system.
*AWB Issuing Date	It indicates the date of issue of the AWB.	Default format is DD-MMM-YY where <ul style="list-style-type: none"> • DD: Date • MMM: Month • YY: Year Select from the date picker.
Consignment Origin	It is the origin airport/city code of the shipment.	It should be a valid IATA airport/city code.
Consignment Destination	It is the destination airport/city code of the shipment.	It should be a valid IATA airport/city code.

Sections/Fields	Description	Remarks
*Carriage From	It is the airport/city code from which the carriage of the shipment was performed by the Billing Member .	It should be a valid IATA airport/city code.
*Carriage To	It is the airport/city code to which the carriage of the shipment was performed by the Billing Member .	It should be a valid IATA airport/city code.
*Transfer Date	It indicates the date of carriage.	Default format is DD-MMM-YY where <ul style="list-style-type: none"> • DD: Date • MMM: Month • YY: Year Select the value from the date picker.
Currency Adjustment Indicator	It is the base currency used while evaluating a prorate value.	Should be a valid ISO Alpha Currency Code.
Billed Weight	It indicates the weight of the shipment.	When the billed weight is entered, indicate whether the weight is in kg or lbs in the KG/LB indicator field.
Proviso/Req/SPA	It indicates whether the proration was done based on Proviso, Requirement or SPA.	It is not a mandatory field. Valid values are: <ul style="list-style-type: none"> • Blank • P: Proviso • R: Requirement • S: SPA Note: Select Blank if none of the values are to be selected.
Prorate%	It indicates the percentage for proration.	-
KG/ LB indicator	It indicates whether the shipment weight is in kg or lbs.	This field should not be blank if the Billed Weight is entered. Valid values are: <ul style="list-style-type: none"> • Blank: If none of the values is selected. • K: kg • L: lbs Note: Select Blank if no value is entered for the Billed Weight .
Part Shipment	It indicates if the billing is done for a part shipment.	-
CCA Indicator	It indicates if the billing is based on Charges Correction Advice.	-
Our Reference	It is used to exchange data on a bilateral basis.	-
Reason Code	It is used to exchange data on a bilateral basis.	-



Sections/Fields	Description	Remarks
Reference Field 1	It is a reusable field for different types of billing scenarios.	-
Reference Field 2	It is a reusable field for different types of billing scenarios.	-
Reference Field 3	It is a reusable field for different types of billing scenarios.	-
Reference Field 4	It is a reusable field for different types of billing scenarios.	-
Reference Field 5	It is a reusable field for different types of billing scenarios.	-
Airline Own Use	It is reserved for Internal use of Airline.	-
Weight Charges	It indicates the weight charges.	Weight Charges are divided into three categories: <ul style="list-style-type: none"> • Billed: It is the value which is being rejected. • Accepted: It is the accepted value for the coupon. • Difference: It is generated automatically by the system based on the difference between the Billed and the Accepted value.
Valuation Charges	It indicates the valuation charges.	Valuation Charges are divided into three categories: <ul style="list-style-type: none"> • Billed • Accepted • Difference
Other Charges	It is the total Other Charge amount applicable on the AWB.	Other Charges are divided into three categories: <ul style="list-style-type: none"> • Billed • Accepted • Difference Click Other Charges to enter the data for Accepted Other Charges . Breakdown is optional, but if breakdown is provided, then the sum of the breakdown amounts should be equal to the Other Charges Difference .



Sections/Fields	Description	Remarks
VAT Amount	It is the total VAT amount applicable on the AWB (derived from Other Charges breakdown as well as VAT breakdown).	<p>VAT Amount is divided into three categories:</p> <ul style="list-style-type: none"> • Billed • Accepted • Difference <p>Click VAT Amount to enter the data for Accepted VAT Amount.</p> <p>If a non-zero VAT Difference Amount is derived by the system, then the VAT Different Amount should be equal to sum of VAT Amounts from Other Charges Breakdown and VAT Breakdown.</p>
Amount Subject to ISC	It indicates the Amount on which ISC is applied.	-
ISC	It is the Interline Service Charge applicable on the AWB.	<p>ISC is divided into three categories:</p> <ul style="list-style-type: none"> • Allowed • Accepted • Difference. <p>The amount is always derived by applying the ISC % entered upon the sum of Weight Charges and Valuation Charges.</p>
Net Reject Amount	It is the total rejected amount.	It is the total of the Difference amounts for Weight Charges and Valuation Charges and Other Charges and VAT Amount and ISC .
Attachment Indicator-Original	It indicates whether any supporting documents (attachments) have been added to the transaction.	<p>This field is automatically set by the system</p> <ul style="list-style-type: none"> • Will be set to Yes if one or more attachments are added to the transaction. • Will be set to No if no attachments are added to the transaction (or when all existing attachments have been removed). • Click Attachment to add/remove attachments. <p>Default value is NO.</p>
Prorate Ladder	Enter the details for proration.	Click Prorate Ladder to enter details for proration.

Note:

- In case of RM stage 1, for all billed/allowed amounts(i.e. Weight Charges, Valuation Charges, Other Charges, VAT Amount, and ISC); the amounts should match the billed amount from the rejected AWB

Buttons	Description	Remarks
---------	-------------	---------

Buttons	Description	Remarks
Save and Add New	Click Save and Add New to save the AWB data and add data for a new AWB.	After data of the current AWB is successfully saved, the same screen with blank fields is offered to the user for creating the next AWB.
Save and Duplicate	Click Save and Duplicate to save the AWB data and capture another AWB with identical data.	After data of the current AWB is successfully saved, the same screen is displayed for creating the next identical AWB, with data from the saved AWB. VAT breakdown data and Other Charges data are also copied.
Save and Back to Overview	Click Save and Back to Overview to save the AWB data and go to the AWB Charges Collect Billing Records screen.	After data of the current AWB is successfully saved, the AWB Charges Collect Billing Records screen is displayed.
Back	Click Back to go to the Edit Rejection Memo screen.	A warning message is displayed indicating the unsaved changes, if you click Back prior to saving the field values entered for the AWB.

The procedure to add a Charges Collect AWB to a RM is as follows:

1. Enter the details for the following fields:
 - **AWB Issuing Airline**
 - **AWB Serial Number & Check Digit**
 - **AWB Issuing Date**
 - **Consignment Origin**
 - **Consignment Destination**
 - **Carriage From**
 - **Carriage To**
 - **Transfer Date**
 - **Currency Adjustment Indicator**
 - **Billed Weight**
 - **Proviso/Req/SPA**
 - **Prorate%**
 - **KG/ LB indicator**
 - **Part Shipment**
 - **CCA Indicator**
 - **Our Reference**
 - **Reason Code**
 - **Reference Field 1**
 - **Reference Field 2**
 - **Reference Field 3**
 - **Reference Field 4**
 - **Reference Field 5**
 - **Airline Own Use**
 - **Weight Charges**
 - **Valuation Charges**
 - **Other Charges**
 - **VAT Amount**
 - **ISC**



2. The **Net Reject Amount** is generated automatically.
3. Click **Attachment** to add supporting documents if any.
4. Click **Prorate Ladder** to enter details for proration.
5. Click **Save and Back to Overview** to save the details entered. The **AWB Charges Collect Billing Records** screen is displayed. The details for the AWB are displayed.

Note: Select from the following options to save the details for the AWB entered.

- **Save and Add New**
- **Save and Duplicate**
- **Save and Back to Overview**

OR

- Click **Back** to go to the **AWB Charges Collect Billing Records** screen.

Note:

- Airlines receiving rejections will have the ability to add AWBs to the next rejection stage under certain conditions/scenarios.
- Additional AWBs can be added under the following circumstances:
 - For Stage 2 RMs, when the rejected Stage 1 RM does not contain any AWBs
 - For Stage 3 RMs, when the rejected Stage 2 RM does not contain any AWBs

Related Topics

[RM Listing](#)

Edit RM Charges Collect AWB

[Validate Invoice](#)

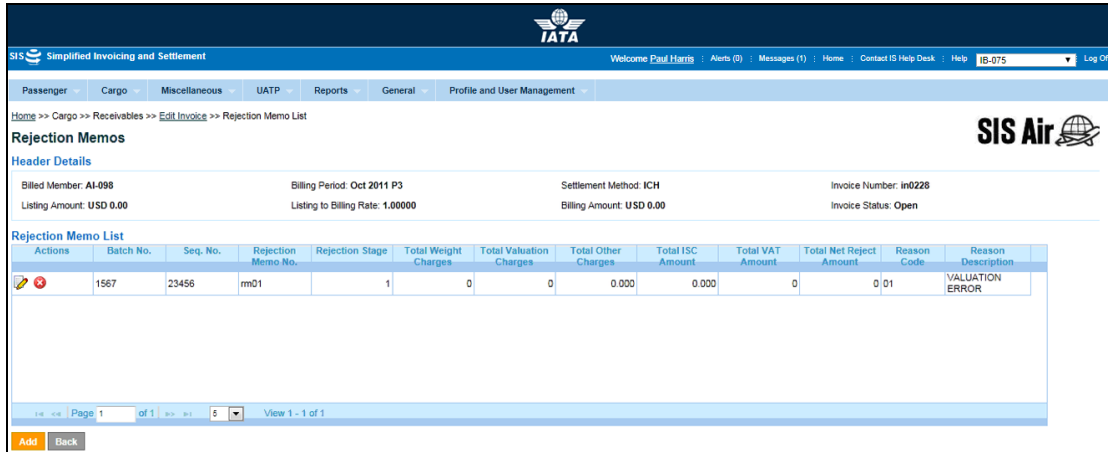
[Submit Invoice](#)



2.2.15 Rejection Memo Listing

To view RM Listing, the steps are as follows:



1. Click **RM Listing** located at the end of the **Edit Invoice** screen.
2. The **Rejection Memos** screen is displayed.



Note: Sections and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.


Sections	Description	Remarks
Header Details	It displays the details of the header.	Details for the following fields are displayed <ul style="list-style-type: none"> • Billed Member • Billing Period • Settlement Method • Invoice Number • Listing Amount • Listing valuation to Billing Rate • Billing Amount • Invoice Status
Rejection Memo List	It displays the details of the AWB billings (Prepaid and Charges Collect) added for the Rejection Memo .	The user can select the action for the AWB displayed in the Rejection Memo List section.

Buttons	Description	Remarks
Add	Click Add to add new AWB details the Rejection Memo .	The Create Rejection Memo screen is displayed. The details for the RM can be added.
Back	Click Back to go to the Edit Invoice screen.	-
	Click Edit to edit the selected record.	The Edit Prepaid AWB or Edit Charges Collect AWB screen is displayed as per the record selected.
	Click Delete to delete the selected record.	A message is displayed on the screen indicating that the selected record is deleted.

The procedure to add a RM is as follows:

1. Click **Add** to add RM.
2. The **Create Rejection Memo** screen is displayed.
3. Add the details for the RM.

The procedure to edit a RM is as follows:

1. Click  to edit the selected RM.
2. The **Edit Rejection Memo** screen is displayed.
3. You can also **Add/Edit Prepaid AWB** and **Charges Collect AWB** to the RM.

The procedure to delete a RM is as follows:

1. Click .
2. The selected RM is deleted from the list.

Related Topics

[Creating a Rejection Memo](#)

[Editing a Rejection Memo](#)



[Validate Invoice](#)

[Submit Invoice](#)



2.2.16 Editing Rejection Memo

To edit an existing Rejection Memo, the steps are as follows:

1. Search the Invoice.
2. Select the Rejection Memo to be edited from the list displayed in the **Search Results** section.
3. Click  to edit the Rejection memo.
4. The **Edit Invoice** screen is displayed.
5. Select the Rejection memo to be edited from the list displayed in the **Sub Total** list section.
6. Click **RM Listing**.
7. The **Rejection Memos** screen is displayed.
8. Select the RM to be edited from the list displayed in the **Rejection Memo List** section.
9. Click  to edit the RM.
10. The **Edit Rejection Memo** screen is displayed.

Header Details

Billed Member: WI-221 Billing Period: Nov 2011 P2 Settlement Method: BILATERAL Invoice Number: IN2111
 Listing Amount: USD 20,249,450 Listing to Billing Rate: 1.00000 Billing Amount: USD 20,249,450 Invoice Status: Open

Rejection Memo Data Capture

* Batch No.: 3456 * Sequence Number: 2435
 * Rejection Memo Stage: 1 * Rejection Memo Number: RM * Reason Code: 01 Our Reference:
 * Your Invoice Number: IN1711 Your Rejection Memo Number: * Your Billing Year: 2011 * Your Billing Month: Nov * Your Billing Period: 1
 * BMC/M Indicator: None Your BMC/M Number: [Validate Linking Details](#)

Reason Remarks:
 Valuation Error.

	Billed	Accepted	Difference
Weight Charges	10032.000	5545.000	4487.000
Valuation Charges	8033.000	4699.000	3334.000
Other Charges	0.000	0.000	0.000
VAT Amount	0.000	0.000	0.000
ISC	0.000	0.000	0.000
Net Reject Amount: 7621.000			

* Attachment Indicator - Original: No Airline Own Use: Attachment

[Save](#) [Save and Add New](#) [Add Prepaid AWB](#) [Add Charge Collect AWB](#) [Back](#)

Rejection Memo AWB List



Actions	Billing Code	Issuing Airline	AWB Serial No. & Check Digit	AWB Issue Date	Consignment Origin	Consignment Dest.	Carriage From	Carriage To	Transfer Date	Weight Charges	Valuation Charges	Other Charges	ISC Ar
	AWB – Charge Collect	154	24567546	21-Nov-11	JFK	BOM	JFK	BOM	16-Nov-11	255.000	212.000	0.000	
	AWB – Prepaid	154	23546456	21-Nov-11	JFK	BOM	JFK	BOM	15-Nov-11	4,232.000	3,122.000	0.000	

Page 1 of 1 View 1 - 2 of 2

Note: Sections and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Sections	Description	Remarks
Header Details	The details for the header are displayed.	Details for the following fields are displayed: <ul style="list-style-type: none"> • Billed Member • Billing Period • Settlement Method • Invoice Number • Listing Amount • Listing to Billing Rate • Billing Amount • Invoice Status
Rejection Memo Data Capture	The details for the Rejection Memo are displayed.	The fields displayed are similar as explained in topic Creating a Rejection Memo .
Rejection Memo AWB List	The list of Prepaid and Charges Collect AWB is displayed	You can Edit or Delete the selected Prepaid AWB or Charges Collect AWB .

Buttons	Description	Remarks
Save	Click Save to save the details for the fields edited.	-
Save and Add New	Click Save and Add New to save the AWB data and add data for a new AWB.	After data of the current AWB is successfully saved, the same screen with blank fields is offered to the user for creating the next AWB.
Add Prepaid AWB	Click Add Prepaid AWB to add a prepaid AWB to the RM.	The Create Prepaid AWB screen is displayed. Enter the details for the prepaid AWB.
Add Charge Collect AWB	Click Add Charges Collect AWB to add a Charge Collect AWB to the RM.	The Create Charges Collect AWB screen is displayed. Enter the details for the charges collect AWB.
Back	Click Back to go to the Rejection Memos screen.	A warning message is displayed indicating the unsaved changes, if you click Back prior to saving the field values entered for the AWB.
	Click Edit to edit the selected AWB.	The Edit Prepaid AWB or Edit Charges Collect AWB screen is displayed as per the record selected.
	Click Delete to delete the selected record.	A message is displayed on the screen indicating that the selected record is deleted.

The procedure to edit the RM details is as follows:

1. Edit the details for the fields displayed.
2. Click **Save** to save the details for the fields edited.

Note: You can select from the following options to save the details for the RM.

- **Save**
- **Save and Add New**

OR

- Click **Back** to go to the **Rejection Memos** screen.


The procedure to add Prepaid AWB is as follows:

1. Click **Add Prepaid AWB**.
2. The **Create Prepaid AWB** screen is displayed.
3. Enter the details for the Prepaid AWB.


The procedure to add Charges Collect AWB is as follows:

1. Click **Add Charge Collect AWB**.
2. The **Create Charges Collect AWB** screen is displayed.
3. Enter the details for the Charge Collect AWB.

The procedure to edit a Prepaid AWB or Charges Collect AWB is as follows:

1. Click  to edit the selected record.
2. The **Edit Prepaid AWB** or **Edit Charges Collect AWB** screen is displayed as per the record selected.
3. Edit the details for the selected record.

The procedure to delete a Prepaid AWB or Charges Collect AWB is as follows:

1. Select the record from the list displayed in the **Rejection Memo AWB List** section.
2. Click .
3. The selected record is deleted from the list.

Related Topics

[Creating a Rejection Memo](#)

[Editing RM Prepaid AWB](#)

[Editing RM Charges Collect AWB](#)


[Validate Invoice](#)

[Submit Invoice](#)



2.2.17 Editing Prepaid AWB for RM

To edit Prepaid AWB, the steps are as follows:

1. Edit the Rejection Memo.
2. Select the **Prepaid AWB Billing** to be edited from the list displayed in the **Rejection Memo AWB List**.
3. Click  to edit the Prepaid AWB Billing.
4. The **Edit Prepaid AWB** screen is displayed.

	Billed	Accepted	Difference
Weight Charges	6577.000	2345.000	4232.000
Valuation Charges	4356.000	1234.000	3122.000
Other Charges	0.000	0.000	0.000
VAT Amount	0.000	0.000	0.000
ISC	0.000	0.000	0.000
Net Reject Amt.			7354.000

Note: The Fields and Buttons are similar as explained in the topic **Adding Prepaid AWB for RM**. The **Serial Number** is generated automatically by the system and cannot be modified. The records are numbered as they are available in the **Rejection Memo AWB List**.

The procedure to edit the Prepaid AWB is as follows:

1. Edit the details for the fields.
2. Click **Save and Back to Overview** to save the details edited. The **Edit Rejection Memo** screen is displayed with the confirmation that the Rejection Memo AWB is updated successfully.

Note: Select from the following options to save the details edited for the AWB.

- **Save and Add New**
- **Save and Duplicate**
- **Save and Back to Overview**

OR

- Click **Back** to go to the **Edit Rejection Memo** screen.

Related Topics



[Editing a Rejection Memo](#)

[Validate Invoice](#)

[Submit Invoice](#)



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Passenger | Cargo | Miscellaneous | UATP | Reports | General | Profile and User Management

Home >> Cargo >> Receivables >> Edit Invoice >> Rejection Memo List >> Edit Rejection Memo >> Edit Airway Bill

SIS Air

Edit Charge Collect AWB

Header Details

Billed Member: WI-221	Billing Period: Nov 2011 P2	Settlement Method: BILATERAL	Invoice Number: IN2111
Listing Amount: USD 20,249,450	Listing/Evaluation to Billing Rate: 1.00000	Billing Amount: USD 20,249,450	Invoice Status: Open
Memo Number: RM	Reason Code: 01		

Charge Collect AWB

Serial Number: 1	*AWB Issuing Airline: 154	*AWB Serial Number & Check Digit: 24567546	*AWB Issuing Date: 21-Nov-11
Origin: JFK	Destination: BOM	* Carriage From: JFK	* Carriage To: BOM
			* Transfer Date: 16-Nov-11
Currency Adjustment Indicator: USD	Billed Weight: 4321	Proviso/Req/SPA:	Prorate %:
Part Shipment:	CCA Indicator:	Our Reference:	KG/LB Indicator: L - Pounds
Reason Code:	Reference Field 1:	Reference Field 2:	Reference Field 3:
Reference Field 5:	Airline Own Use:		Reference Field 4:

	Billed	Accepted	Difference
Weight Charges	3455.000	3200.000	255.000
Valuation Charges	3677.000	3465.000	212.000
Other Charges	0.000	0.000	Other Charges
VAT Amount	0.000	0.000	VAT Breakdown

	Allowed	Accepted	Difference
	%	Amount	%
Amt. Subjected to ISC	0.000	0.000	0.000
ISC	0.000	0.000	0.000
Net Reject Amt.			467.000

Attachment Indicator-Original: Prorate Ladder
Yes Attachment

Save and Add New
Save and Duplicate
Save and Back to Overview

Back

To edit Charges Collect AWB, the steps are as follows:

1. Edit the Rejection Memo.
2. Select the **Charges Collect AWB** to be edited from the list displayed in the **Rejection Memo AWB List**.
3. Click to edit the Charges Collect AWB.
4. The **Edit Charges Collect AWB** screen is displayed.

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Passenger | Cargo | Miscellaneous | UATP | Reports | General | Profile and User Management

Home >> Cargo >> Receivables >> Edit Invoice >> Rejection Memo List >> Edit Rejection Memo >> Edit Airway Bill

SIS Air

Edit Prepaid AWB

Header Details

Billed Member: WI-221	Billing Period: Nov 2011 P2	Settlement Method: BILATERAL	Invoice Number: IN2111
Listing Amount: USD 20,249,450	Listing/Evaluation to Billing Rate: 1.00000	Billing Amount: USD 20,249,450	Invoice Status: Open
Memo Number: RM	Reason Code: 01		

Prepaid AWB

Serial Number: 2	*AWB Issuing Airline: 154	*AWB Serial Number & Check Digit: 23546456	*AWB Issuing Date: 21-Nov-11
Origin: JFK	Destination: BOM	* Carriage From: JFK	* Carriage To: BOM
			* Transfer Date: 15-Nov-11
Currency Adjustment Indicator: USD	Billed Weight: 3455	Proviso/Req/SPA:	Prorate %:
Part Shipment:	CCA Indicator:	Our Reference:	KG/LB Indicator: L - Pounds
Reason Code:	Reference Field 1:	Reference Field 2:	Reference Field 3:
Reference Field 5:	Airline Own Use:		Reference Field 4:

	Billed	Accepted	Difference
Weight Charges	6577.000	2345.000	4232.000
Valuation Charges	4356.000	1234.000	3122.000
Other Charges	0.000	0.000	Other Charges
VAT Amount	0.000	0.000	VAT Breakdown

	Allowed	Accepted	Difference
	%	Amount	%
ISC	0.000	0.000	0.000
Net Reject Amt.			7354.000

Attachment Indicator-Original: Prorate Ladder
Yes Attachment

Save and Add New
Save and Duplicate
Save and Back to Overview

Note: The Fields and Buttons are similar as explained in the topic **Adding Charge Collect AWB for RM**.

The **Serial Number** is generated automatically by the system and cannot be modified. The records are numbered as they are available in the **Rejection Memo AWB List**.

The procedure to edit the Charges Collect AWB is as follows:

1. Edit the details for the fields.
2. Click **Save and Back to Overview** to save the details edited. The **Edit Rejection Memo** screen is displayed with the confirmation that the Rejection Memo AWB is updated successfully.

Note: Select from the following options to save the details edited for the AWB.

- **Save and Add New**
- **Save and Duplicate**
- **Save and Back to Overview**

OR

- Click **Back** to go to the **Edit Rejection Memo** screen.

Related Topics

[Editing a Rejection Memo](#)

[Validate Invoice](#)

[Submit Invoice](#)



2.2.18 Creating a Billing Memo

To create a Billing Memo, the steps are as follows:

1. Create Invoice Header.
2. Click **BM Capture** located at the end of the screen.
3. The **Create Billing Memo** screen is displayed.

The screenshot shows the 'Create Billing Memo' interface. At the top, there's a navigation bar with 'SIS Simplified Invoicing and Settlement' and 'IATA' logo. Below that, a breadcrumb trail reads 'Home >> Cargo >> Receivables >> Edit Invoice >> Billing Memo List >> Create Billing Memo'. The main title is 'Create Billing Memo' with the 'SIS Air' logo on the right. Under 'Header Details', fields include Billed Member (SI-154), Billing Period (Nov 2011 P2), Settlement Method (BILATERAL), Invoice Number (IN2111), Listing Amount (USD 0.000), Listing to Billing Rate (1.00000), Billing Amount (USD 0.000), and Invoice Status (Open). The 'Billing Memo Data Capture' section contains several fields: Batch No. (21435), Sequence Number (1456), Billing Memo Number (BM211), Reason Code (DA), Our Reference, Your Invoice Number (IN1711), Your Billing Year (2011), Your Billing Month (Oct), Your Billing Period (2), and Correspondence Ref Number. There are also checkboxes for Attachment and Airline Own Use. A 'Reason Remarks' text area contains 'Billing Memo'. At the bottom, summary statistics show Total Weight Charges (0.000), Total Valuation Charges (0.000), Total Other Charges (0.000), Total VAT Amount (VAT Breakdown), Net Billed Amount (0.000), and Total ISC Amount (-0.000). 'Save' and 'Back' buttons are at the bottom left.

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields/Sections	Description	Remarks
Header Details	It displays the details of the header.	Details for the following fields are displayed <ul style="list-style-type: none"> • Billed Member • Billing Period • Settlement Method • Invoice Number • Billing Code • Listing Amount • Listing to Billing Rate • Billing Amount • Invoice Status
Billing Memo Data Capture		

Fields/Sections	Description	Remarks
*Batch Number	It is the Batch Sequence Number of the transaction.	The combination of Batch Number and Sequence Number should not be repeated within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.
*Sequence Number	It is the Sequence Number within a batch of the transaction.	The combination of Batch Number and Sequence Number should not be repeated within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.
*Billing Memo Number	It is the alpha-numeric Billing Memo Number .	-
*Reason Code	It is the Reason Code for Billing Memo .	Should be a valid Reason Code as published by the industry The Reason Code will determine whether AWB breakdown is mandatory.
Our Reference	It is used to exchange data on a bilateral basis.	-
Your Invoice Number	It indicates the invoice to which this Billing Memo is related.	-
Your Billing Year	It indicates the billing year of the invoice to which this Billing Memo is related.	-
Your Billing Month	It indicates the billing month of the invoice to which this Billing Memo is related.	-
Your Billing Period	It indicates the billing period of the invoice to which this Billing Memo is related.	-
Correspondence Reference Number	It indicates the Correspondence Number for which the Billing Memo is issued.	When a billing memo is created for settlement of correspondence cases, this field should be entered. This is populated automatically when the BM is initiated from the Billing History screen.

Fields/Sections	Description	Remarks
Attachment Indicator-Original	It indicates whether any supporting documents (attachments) are added to the transaction.	This field is automatically set by the system. <ul style="list-style-type: none"> Will be set to Yes if one or more attachments are added to the transaction. Will be set to No if no attachments are added to the transaction (or when all existing attachments have been removed) Click Attachment to add/remove attachments.
Airline Own Use	It is reserved for Internal use of Airline.	It is used to exchange data on a bilateral basis.
Reason Remarks	It is a brief description provided by the Billing Member for the invoice.	Any comments or reason for raising the Billing Memo can be stated here.
Total Weight Charges	It indicates the total weight charges.	-
Total Valuation Charges	It indicates the total valuation charges.	-
Total Other Charges	It indicates the total other charges.	-
Total ISC Amount	It indicates the total ISC Amount.	Since this is a deductible; you need to ensure that a negative value is entered.
Total VAT Amount	It is the total VAT amount applicable on the coupon.	This total amount cannot be entered directly. It will be derived from the breakdown data entered. To enter VAT breakdown data, click VAT Breakdown .
Net Billed Amount	It is the total amount of the coupon.	Total amount is calculated by the system and is not editable. It is the sum of the following fields taking into consideration whether the values are positive or negative: <ul style="list-style-type: none"> Total Weight Charges Total Valuation Charges Total Other Charges Total ISC Amount Total VAT Amount

Buttons	Description	Remarks
Save	Click Save to save the Billing Memo details entered.	After data entered is successfully saved, the Edit Billing Memo screen is displayed. Here you can add an Prepaid AWB or an Charges Collect AWB to the BM.

Buttons	Description	Remarks
Back	Click Back to go to the Edit Invoice screen.	A warning message is displayed indicating the unsaved changes, if you click Back prior to saving the field values entered for the AWB.

The procedure to create a Billing Memo is as follows:

1. Enter the details for the following fields:
 - **Batch Number**
 - **Sequence Number**
 - **Billing Memo Number**
 - **Reason Code**
 - **Our Reference**
 - **Your Invoice Number**
 - **Your Billing Year**
 - **Your Billing Month**
 - **Your Billing Period**
 - **Correspondence Reference Number**
 - **Airline Own Use**
 - **Reason Remarks**
 - **Total Weight Charges**
 - **Total Valuation Charges**
 - **Total Other Charges**
 - **Total ISC Amount**
 - **Total VAT Amount**
 2. The **Net Billed Amount** is generated automatically.
 3. Click **Attachment** to add supporting documents if any.
 4. Click **Save** to save the details entered. The **Edit Billing Memo** screen is displayed. The details for the AWB are displayed. Here you can add a **Prepaid AWB** or a **Charges Collect AWB** to the BM.
- OR**
- Click **Back** to go to the **Edit Invoice** screen.

Related Topics

[BM Listing](#)

[Adding Prepaid AWB for BM](#)

[Adding Charges Collect AWB for BM](#)

[Validate Invoice](#)

[Submit Invoice](#)



2.2.19 Adding Prepaid AWB for BM

To add a prepaid AWB, the steps are as follows:

1. Create a BM.
2. Click **Add Prepaid AWB** located on the **Edit Billing Memo** screen.
3. The **Capture Prepaid AWB** screen is displayed.

The screenshot displays the 'Capture Prepaid AWB' interface. At the top, it shows the user 'Paul Harris' and navigation options. The main section is divided into 'Header Details' and 'AWB Prepaid Billing Details'. The header details include Billed Member (SI-154), Billing Period (Nov 2011 P2), Settlement Method (BILATERAL), and Invoice Number (IN211). The AWB Prepaid Billing Details section contains numerous fields, some marked with an asterisk (*) to indicate they are mandatory. Fields include 'AWB Issuing Airline' (with a blue dropdown menu), 'AWB Serial Number & Check Digit', 'AWB Issuing Date', 'Origin', 'Destination', 'From', 'To (or point of Transfer)', 'Date Of Carriage (or Transfer)', 'Weight Charges', 'Valuation Charges', 'Other Charges', 'ISC %', 'ISC Amount', 'VAT Amount', 'Total Amount Billed', 'Currency Adjustment Indicator', 'Billed Weight', 'Prorate/Req/SPA', 'Prorate %', 'KG/LB Indicator', 'Part Shipment', 'CCA Indicator', 'Filing Reference', 'Reason Code', 'Reference Fields 1-5', 'Airline Own Use', and 'Attachment Indicator-Original'. At the bottom, there are buttons for 'Save and Add New', 'Save and Duplicate', 'Save and Back to Overview', and 'Back'.

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Sections/Fields	Description	Remarks
Header Details	It displays the details of the header.	Details for the following fields are displayed <ul style="list-style-type: none"> • Billed Member • Billing Period • Settlement Method • Invoice Number • Billing Code • Listing Amount • Listing to Billing Rate • Billing Amount • Invoice Status
AWB Prepaid Billing Details		
*AWB Issuing Airline	It is the prefix/accounting code of the issuing airline that bills the AWB.	Should be a valid prefix/accounting code. For Example, 221 for WI (Wings Airways)

Sections/Fields	Description	Remarks
*AWB Serial Number & Check Digit	It is the AWB Serial Number and Check Digit.	<p>The number should be 8 characters long. The valid values for the check digit are 0-6 or 9.</p> <ul style="list-style-type: none"> • If the values 7 or 8 are entered, an error message is displayed indicating that the entered check digit does not match the expected check digit. • Select from the option provided to modify the check digit entered or accept the expected check digit calculated by the system. • If 9 is entered as a check digit, an error message is displayed indicating that the entered check digit does not match the expected check digit. • Select from the option provided to continue with 9 or accept the expected check digit calculated by the system.
AWB Issuing Date	It indicates the date of issue of the AWB.	<p>Default format is DD-MMM-YY where</p> <ul style="list-style-type: none"> • DD: Date • MMM: Month • YY: Year <p>Select from the date picker.</p>
Consignment Origin	It is the origin airport/city code of the shipment.	It should be a valid IATA airport/city code.
Consignment Destination	It is the destination airport/city code of the shipment.	It should be a valid IATA airport/city code.
*From	It is the airport/city code from which the carriage of the shipment was performed by the Billing Member .	It should be a valid IATA airport/city code.
*To (or Point of Transfer)	It is the airport/city code to which the carriage of the shipment was performed by the Billing Member .	It should be a valid IATA airport/city code.
*Date of Carriage (or Transfer)	It indicates the date of carriage.	<p>Default format is DD-MMM-YY where</p> <ul style="list-style-type: none"> • DD: Date • MMM: Month • YY: Year <p>Select the value from the date picker.</p>
Weight Charges	It indicates the weight charges.	-
Valuation Charges	It indicates the valuation charges.	-

Sections/Fields	Description	Remarks
Other Charges	It is the total Other Charges amount applicable on the AWB.	<p>The Other Charges breakdown is not mandatory.</p> <ul style="list-style-type: none"> • However, if breakdown is provided; the Other Charges Amount at the AWB Level will be derived (summed) from the breakdown data. • Any value entered at the AWB level will be overwritten by the derived (summed) amount. • It is also possible to provide VAT amounts per Other Charges in the breakdown. • To enter Other Charges breakdown data, click OC Breakdown.
ISC%	It is the Interline Service Charge percentage applicable on the AWB.	<p>Since this is a deductible; you need to ensure that a negative percentage is entered (For example, -5.000) so that a negative value is derived.</p> <ul style="list-style-type: none"> • It is possible to modify the derived amount by modifying the percentage. • Maximum number of decimal places allowed for percentage is three.
ISC Amount	It is the Interline Service Charge applicable on the AWB.	The amount is always derived by applying the percentage entered upon the sum of Weight Charges and Valuation Charges .
VAT Amount	It is the total VAT amount applicable on the AWB (derived from Other Charges breakdown as well as VAT breakdown).	<p>This total amount cannot be entered directly.</p> <ul style="list-style-type: none"> • It will be derived from the breakdown data entered. • If VAT amount exists in the Other Charge breakdown, then the amount will be shown as an information field in the VAT Breakdown. • To enter VAT Breakdown data, click VAT Breakdown.
*Total Amount Billed	It is the total billed amount.	It is the total of the amounts for Weight Charges and Valuation Charges and Other Charges and VAT Amount and ISC Amount .
Currency Adjustment Indicator	It is the base currency used while evaluating a prorated value.	Should be a valid ISO Alpha Currency Code.
Billed Weight	It indicates the weight of the shipment.	When the billed weight is entered, indicate whether the weight is in kg or lbs in the KG/LB indicator field.

Sections/Fields	Description	Remarks
Proviso/Req/SPA	It indicates whether the proration was done based on Proviso, Requirement or SPA.	It is not a mandatory field. Valid values are: <ul style="list-style-type: none"> • Blank • P: Proviso • R: Requirement • S: SPA Note: Select Blank if none of the values are to be selected.
Prorate%	It indicates the percentage for proration.	-
KG/ LB indicator	It indicates whether the shipment weight is in kg or lbs.	This field should not be blank if the Billed Weight is entered. Valid values are: <ul style="list-style-type: none"> • Blank: If none of the values is selected. • K: kg • L: lbs Note: Select Blank if no value is entered for the Billed Weight .
Part Shipment	It indicates if the billing is done for a part shipment.	-
CCA Indicator	It indicates if the billing is based on Charges Correction Advice .	-
Filling Reference	It is used to exchange data on a bilateral basis.	-
Reason Code	It is used to exchange data on a bilateral basis.	-
Reference Field 1	It is a reusable field for different types of billing scenarios.	-
Reference Field 2	It is a reusable field for different types of billing scenarios.	-
Reference Field 3	It is a reusable field for different types of billing scenarios.	-
Reference Field 4	It is a reusable field for different types of billing scenarios.	-
Reference Field 5	It is a reusable field for different types of billing scenarios.	-
Airline Own Use	It is reserved for Internal use of Airline.	-

Sections/Fields	Description	Remarks
Attachment Indicator-Original	It indicates whether any supporting documents (attachments) have been added to the transaction.	<p>This field is automatically set by the system</p> <ul style="list-style-type: none"> Will be set to Yes if one or more attachments are added to the transaction. Will be set to No if no attachments are added to the transaction (or when all existing attachments have been removed). Click Attachment to add/remove attachments. <p>Default value is NO.</p>
Prorate Ladder	Enter the details for proration.	Click Prorate Ladder to enter details for proration.

Buttons	Description	Remarks
Save and Add New	Click Save and Add New to save the AWB data and add data for a new AWB.	After data of the current AWB is successfully saved, the same screen with blank fields is offered to the user for creating the next AWB.
Save and Duplicate	Click Save and Duplicate to save the AWB data and capture another AWB with identical data.	<p>After data of the current AWB is successfully saved, the same screen is displayed for creating the next identical AWB, with data from the saved AWB.</p> <ul style="list-style-type: none"> Sequence Number is incremented by 1. VAT breakdown data and Other Charges data are also copied.
Save and Back to Overview	Click Save and Back to Overview to save the AWB data and go to the AWB Prepaid Billing Records screen.	After data of the current AWB is successfully saved, the AWB Prepaid Billing Records screen is displayed.
Back	Click Back to go to the Edit Billing Memo screen.	A warning message is displayed indicating the unsaved changes, if you click Back prior to saving the field values entered for the AWB.

The procedure to add a Prepaid AWB to a BM is as follows:

- Enter the details for the following fields:
 - AWB Issuing Airline**
 - AWB Serial Number & Check Digit**
 - AWB Issuing Date**
 - Consignment Origin**
 - Consignment Destination**
 - From**
 - To (or Point of Transfer)**



- **Date of Carriage (or Transfer)**
- **Weight Charges**
- **Valuation Charges**
- **Other Charges**
- **ISC%**
- **ISC Amount**
- **VAT Amount**

The **Total Amount Billed** is generated automatically.

- **Currency Adjustment Indicator**
 - **Billed Weight**
 - **Proviso/Req/SPA**
 - **Prorate%**
 - **KG/ LB indicator**
 - **Part Shipment**
 - **CCA Indicator**
 - **Filling Reference**
 - **Reason Code**
 - **Reference Field 1**
 - **Reference Field 2**
 - **Reference Field 3**
 - **Reference Field 4**
 - **Reference Field 5**
 - **Airline Own Use**
2. Click **Attachment** to add supporting documents if any.
 3. Click **Prorate Ladder** to enter details for proration.
 4. Click **Save and Back to Overview** to save the details entered. The **AWB Prepaid Billing Records** screen is displayed. The details for the AWB are displayed.
- Note:** Select from the following options to save the details for the AWB entered.
- **Save and Add New**
 - **Save and Duplicate**
 - **Save and Back to Overview**
- OR
- Click **Back** to go to the **AWB Prepaid Billing Records** screen.

Related Topics

[BM Listing](#)

Editing BM Prepaid AWB Listing

[Validate Invoice](#)

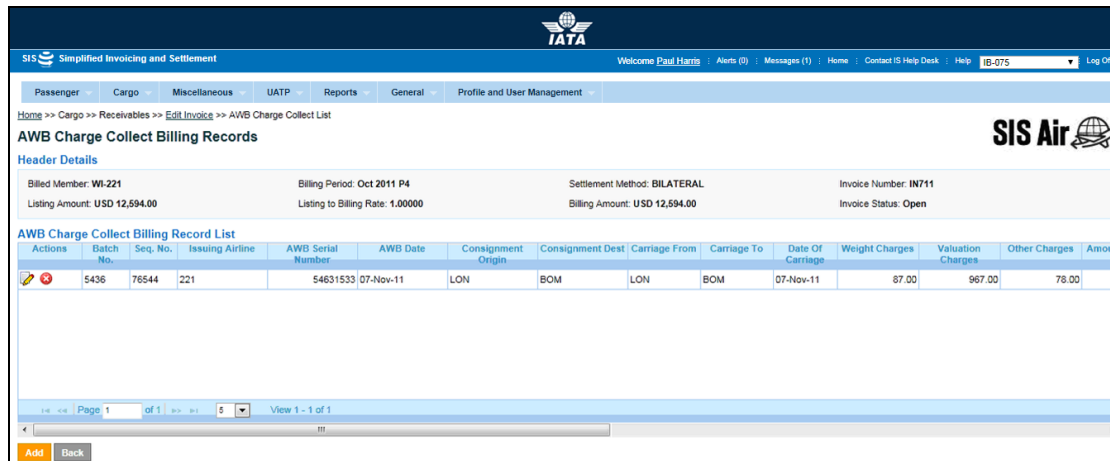
[Submit Invoice](#)



2.2.20 Adding Charges Collect AWB for BM

To add a Charges Collect AWB, the steps are as follows:

1. Create a BM.
2. Click **Add Collect AWB** located on the **Edit Billing Memo** screen.
3. The **Create AWB Charges Collect Billing** screen is displayed.



Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Sections/Fields	Description	Remarks
Header Details	It displays the details of the header.	Details for the following fields are displayed <ul style="list-style-type: none"> • Billed Member • Billing Period • Settlement Method • Invoice Number • Listing Amount • Listing to Billing Rate • Billing Amount • Invoice Status
AWB Charges Collect Billing Details		
*AWB Issuing Airline	It is the prefix/accounting code of the issuing airline that bills the AWB.	Should be a valid prefix/accounting code. For Example, 221 for WI (Wings Airways)
*AWB Serial Number	It is the AWB Serial Number.	The number should be 8 characters long.

Sections/Fields	Description	Remarks
AWB Issuing Date	It indicates the date of issue of the AWB.	Default format is DD-MMM-YY where <ul style="list-style-type: none"> • DD: Date • MMM: Month • YY: Year Select from the date picker.
Consignment Origin	It is the origin airport/city code of the shipment.	It should be a valid IATA airport/city code.
Consignment Destination	It is the destination airport/city code of the shipment.	It should be a valid IATA airport/city code.
*From	It is the airport/city code from which the carriage of the shipment was performed by the Billing Member .	It should be a valid IATA airport/city code.
*To (or Point of Transfer)	It is the airport/city code to which the carriage of the shipment was performed by the Billing Member .	It should be a valid IATA airport/city code.
*Date of Carriage (or Transfer)	It indicates the date of carriage.	Default format is DD-MMM-YY where <ul style="list-style-type: none"> • DD: Date • MMM: Month • YY: Year Select the value from the date picker.
Weight Charges	It indicates the weight charges.	-
Valuation Charges	It indicates the valuation charges.	-
Amount Subjected to ISC	It indicates the Amount on which ISC is applied.	-
ISC%	It is the Interline Service Charge percentage applicable on the AWB.	Since this is a chargeable; you need to ensure that a positive percentage is entered (For example, 5.000) so that a positive value is derived. <ul style="list-style-type: none"> • It is possible to modify the derived amount by modifying the percentage. • Maximum number of decimal places allowed for percentage is three.
ISC Amount	It is the Interline Service Charge applicable on the AWB.	-



Sections/Fields	Description	Remarks
Other Charges	It is the total Other Charges amount applicable on the AWB.	<p>The Other Charges breakdown is not mandatory.</p> <ul style="list-style-type: none"> • However, if breakdown is provided; the Other Charge Amount at the AWB Level will be derived (summed) from the breakdown data. • Any value entered at the AWB level will be overwritten by the derived (summed) amount. • It is also possible to provide VAT amounts per Other Charge in the breakdown. • To enter Other Charges breakdown data, click Other Charges.
VAT Amount	It is the total VAT amount applicable on the AWB (derived from Other Charges breakdown as well as VAT breakdown).	<p>This total amount cannot be entered directly.</p> <ul style="list-style-type: none"> • It will be derived from the breakdown data entered. • If VAT amount exists in the Other Charge breakdown, then the amount will be shown as an information field in the VAT Breakdown. • To enter VAT Breakdown data, click VAT Breakdown.
*Total Amount Billed	It is the total billed amount.	It is the total of the amounts for Weight Charges and Valuation Charges and Other Charges and VAT Amount and ISC Amount .
Currency Adjustment Indicator	It is the base currency used while evaluating a prorate value.	Should be a valid ISO Alpha Currency Code.
Billed Weight	It indicates the weight of the shipment.	When the billed weight is entered, indicate whether the weight is in kg or lbs in the KG/LB indicator field.
Proviso/Req/SPA	It indicates whether the proration was done based on Proviso, Requirement or SPA.	<p>It is not a mandatory field.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> • Blank • P: Proviso • R: Requirement • S: SPA <p>Note: Select Blank if none of the values are to be selected.</p>
Prorate%	It indicates the percentage for proration.	-



Sections/Fields	Description	Remarks
KG/ LB indicator	It indicates whether the shipment weight is in kg or lbs.	This field should not be blank if the Billed Weight is entered. Valid values are: <ul style="list-style-type: none"> • Blank: If none of the values is selected. • K: kg • L: lbs Note: Select Blank if no value is entered for the Billed Weight .
Part Shipment	It indicates if the billing is done for a part shipment.	-
CCA Indicator	It indicates if the billing is based on Charges Correction Advice .	-
Filling Reference	It is used to exchange data on a bilateral basis.	-
Reason Code	It is used to exchange data on a bilateral basis.	-
Reference Field 1	It is a reusable field for different types of billing scenarios.	-
Reference Field 2	It is a reusable field for different types of billing scenarios.	-
Reference Field 3	It is a reusable field for different types of billing scenarios.	-
Reference Field 4	It is a reusable field for different types of billing scenarios.	-
Reference Field 5	It is a reusable field for different types of billing scenarios.	-
Airline Own Use	It is reserved for Internal use of Airline.	-
Attachment Indicator-Original	It indicates whether any supporting documents (attachments) have been added to the transaction.	This field is automatically set by the system <ul style="list-style-type: none"> • Will be set to Yes if one or more attachments are added to the transaction. • Will be set to No if no attachments are added to the transaction (or when all existing attachments have been removed). • Click Attachment to add/remove attachments. Default value is NO .
Prorate Ladder	Enter the details for proration.	Click Prorate Ladder to enter details for proration.

Buttons	Description	Remarks
Save and Add New	Click Save and Add New to save the AWB data and add data for a new AWB.	After data of the current AWB is successfully saved, the same screen with blank fields is offered to the user for

		creating the next AWB.
Save and Duplicate	Click Save and Duplicate to save the AWB data and capture another AWB with identical data.	After data of the current AWB is successfully saved, the same screen is displayed for creating the next identical AWB, with data from the saved AWB. <ul style="list-style-type: none"> • Sequence Number is incremented by 1. • VAT breakdown data and Other Charges data are also copied.
Save and Back to Overview	Click Save and Back to Overview to save the AWB data and go to the AWB Charges Collect Billing Records screen.	After data of the current AWB is successfully saved, the AWB Charges Collect Billing Records screen is displayed.
Back	Click Back to go back to the Edit Invoice screen.	A warning message is displayed indicating the unsaved changes, if you click Back prior to saving the field values entered for the AWB.

The procedure to add a Charges Collect AWB to a BM is as follows:

1. Enter the details for the following fields:

- **AWB Issuing Airline**
- **AWB Serial Number**
- **AWB Issuing Date**
- **Consignment Origin**
- **Consignment Destination**
- **From**
- **To (or Point of Transfer)**
- **Date of Carriage (or Transfer)**
- **Weight Charges**
- **Valuation Charges**
- **Amount Subjected to ISC**
- **ISC%**
- **ISC Amount**
- **Other Charges**
- **VAT Amount**

The **Total Amount Billed** is generated automatically.

- **Currency Adjustment Indicator**
- **Billed Weight**
- **Proviso/Req/SPA**
- **Prorate%**
- **KG/ LB indicator**
- **Part Shipment**
- **CCA Indicator**
- **Filling Reference**
- **Reason Code**
- **Reference Field 1**
- **Reference Field 2**
- **Reference Field 3**



- **Reference Field 4**
 - **Reference Field 5**
 - **Airline Own Use**
2. Click **Attachment** to add supporting documents if any.
 3. Click **Prorate Ladder** to add details for proration.
 4. Click **Save and Back to Overview** to save the details entered. The **AWB Charges Collect Billing Records** screen is displayed. The details for the AWB are displayed.

Note: Select from the following options to save the details for the AWB entered.

- **Save and Add New**
- **Save and Duplicate**
- **Save and Back to Overview**

OR

- Click **Back** to go to the **AWB Charges Collect Billing Records** screen.

Related Topics

[BM Listing](#)

Edit BM Charges Collect AWB

[Validate Invoice](#)

[Submit Invoice](#)



2.2.21 Billing Memo Listing



To view BM Listing, the steps are as follows:

1. Click **BM Listing** located at the end of the **Edit Invoice** screen.
2. The **Billing Memos** screen is displayed.

Note: Sections and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.


Sections	Description	Remarks
Header Details	It displays the details of the header.	Details for the following fields are displayed <ul style="list-style-type: none"> • Billed Member • Billing Period • Settlement Method • Invoice Number • Listing Amount • Listing to Billing Rate • Billing Amount • Invoice Status
Billing Memo List	It displays the details of the AWB billings (Prepaid and Charge Collect) added for the Billing Memo .	The user can select the action for the AWB displayed in the Billing Memo List section.

Buttons	Description	Remarks
Add	Click Add to add new AWB details the Billing Memo .	The Create Billing Memo screen is displayed. The details for the BM can be added.
Back	Click Back to go to the Edit Invoice screen.	-
	Click Edit to edit the selected record.	The Edit Prepaid AWB or Edit Charges Collect AWB screen is displayed as per the record selected.
	Click Delete to delete the selected record.	A message is displayed on the screen indicating that the selected record is deleted.


The procedure to add a BM is as follows:

1. Click **Add** to add BM.
2. The **Create Billing Memo** screen is displayed.
3. Add the details for the BM.

The procedure to edit a BM is as follows:

1. Click  to edit the selected BM.
2. The **Edit Billing Memo** screen is displayed.
3. You can also **Add/Edit Prepaid AWB** and **Charges Collect AWB** to the BM.

The procedure to delete a BM is as follows:

1. Click .
2. The selected BM is deleted from the list.

Related Topics

[Creating a Billing Memo](#)

[Editing a Billing Memo](#)



[Validate Invoice](#)

[Submit Invoice](#)



2.2.22 Editing Billing Memo

To edit an existing Billing Memo, the steps are as follows:

1. Search the Invoice.
2. Select the Billing Memo to be edited from the list displayed in the **Search Results** section.
3. Click  to edit the Billing memo.
4. The **Edit Invoice** screen is displayed.
5. Select the Billing memo to be edited from the list displayed in the **Sub Total** list section.
6. Click **BM Listing**.
7. The **Billing Memos** screen is displayed.
8. Select the BM to be edited from the list displayed in the **Billing Memo List** section.
9. Click  to edit the BM.
10. The **Edit Billing Memo** screen is displayed.

Header Details

Billed Member: SI-154	Billing Period: Nov 2011 P2	Settlement Method: BILATERAL	Invoice Number: IN2111
Listing Amount: USD 24,698.850	Listing to Billing Rate: 1.00000	Billing Amount: USD 24,698.850	Invoice Status: Open

Billing Memo Data Capture

* Batch No.: 21435 * Sequence Number: 1456

* Billing Memo Number: BM211 * Reason Code: DA Our Reference:

Your Invoice Number: IN1711 Your Billing Year: 2011 Your Billing Month: Oct Your Billing Period: 2 Correspondence Ref Number:

Attachment Indicator - Original: Attachment Airline Own Use:

Reason Remarks:
Billing Memo

Total Weight Charges: 10033.000	Total Valuation Charges: 6235.000	Total Other Charges: 5133.000	Total ISC Amount: -522.750
Total VAT Amount: 298.600	Net Billed Amount: 24698.850		



Billing Memo AWB List

Actions	Billing Code	Issuing Airline	AWB Serial No.	AWB Issuing Date	Consignment Origin	Consignment Dest	Carriage From	Carriage To	Date of Carriage	Weight Charges	Valuation Charges	Other Charges
	AWB – Charge Collect	221	63657845	21-Nov-11	LON	BOM	LON	BOM	18-Nov-11	5,677.00	3,658.00	768.00
	AWB – Prepaid	221	23465433	21-Nov-11	JFK	BOM	JFK	BOM	17-Nov-11	4,356.00	2,577.00	4,365.00

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Sections	Description	Remarks
Header Details	The details for the header are displayed.	Details for the following fields are displayed <ul style="list-style-type: none"> • Billed Member • Billing Period • Settlement Method • Invoice Number • Listing Amount • Listing/Evaluation to Billing Rate • Billing Amount • Invoice Status
Billing Memo Data Capture	The details for the Billing Memo are displayed.	The fields displayed are similar as explained in topic Creating a Billing Memo .
Billing Memo AWB List	The list of Prepaid and Charges Collect AWB is displayed	You can Edit or Delete the selected Prepaid AWB or Charges Collect AWB .

Buttons	Description	Remarks
Save	Click Save to save the details for the fields edited.	-
Save and Add New	Click Save and Add New to save the AWB data and add data for a new AWB.	After data of the current AWB is successfully saved, the same screen with blank fields is offered to the user for creating the next AWB.
Back	Click Back to go to the Billing Memos screen.	A warning message is displayed indicating the unsaved changes, if you click Back prior to saving the field values entered for the AWB.
AWB Prepaid Breakdown	Click AWB Prepaid Breakdown to add a prepaid AWB to the BM.	The Create AWB Prepaid Billing screen is displayed. Enter the details for the prepaid AWB.
AWB Charge Collect Breakdown	Click AWB Charges Collect Breakdown to add a Charges Collect AWB to the BM.	The Create AWB Charges Collect Billing screen is displayed. Enter the details for the charges collect AWB.
	Click Edit to edit the selected AWB.	The Edit Prepaid AWB or Edit Charge Collect AWB screen is displayed as per the record selected.
	Click Delete to delete the selected record.	A message is displayed on the screen indicating that the selected record is deleted.

The procedure to edit the BM details is as follows:

1. Edit the details for the fields displayed.
2. Click **Save** to save the details for the fields edited.

Note: You can select from the following options to save the details for the BM.

- **Save**
- **Save and Add New**

OR

- Click **Back** to go to the **Billing Memos** screen.


The procedure to add Prepaid AWB is as follows:

1. Click **Add Prepaid AWB**.
2. The **Create AWB Prepaid Billing** screen is displayed.
3. Enter the details for the Prepaid AWB.


The procedure to add Charges Collect AWB is as follows:

1. Click **Charges Collect Prepaid AWB**.
2. The **Create AWB Charges Collect Billing** screen is displayed.
3. Enter the details for the Charges Collect AWB.

The procedure to edit a Prepaid AWB or Charges Collect AWB is as follows:

1. Click  to edit the selected record.
2. The **Edit Prepaid AWB** or **Edit Charges Collect AWB** screen is displayed as per the record selected.
3. Edit the details for the selected record.

The procedure to delete a **Prepaid AWB** or **Charges Collect AWB** is as follows:

1. Select the record from the list displayed in the **Billing Memo AWB List** section.
2. Click .
3. The selected record is deleted from the list.

Related Topics

[Creating a Billing Memo](#)

[Editing BM Prepaid AWB](#)

[Editing BM Charges Collect AWB](#)


[Validate Invoice](#)

[Submit Invoice](#)



2.2.23 Editing Prepaid AWB for BM

To edit Prepaid AWB, the steps are as follows:

1. Edit the Billing Memo.
2. Select the **Prepaid AWB Billing** to be edited from the list displayed in the **Billing Memo AWB List**.
3. Click  to edit the Prepaid AWB Billing.
4. The **Edit AWB Prepaid Billing** screen is displayed.

The screenshot shows the 'Edit AWB Prepaid Billing' interface. At the top, there's a navigation bar with 'SIS Simplified Invoicing and Settlement' and user information. Below that, a breadcrumb trail leads to 'Edit Billing Memo Airway Bill'. The main section is titled 'Edit AWB Prepaid Billing' and includes a 'Header Details' section with fields for Billed Member, Billing Period, Settlement Method, and Invoice Number. Below this is the 'AWB Prepaid Billing Details' section, which is organized into a grid of input fields for various data points such as Serial Number, Issuing Airline, Origin, Destination, and various charges. At the bottom, there are buttons for 'Save and Add New', 'Save and Duplicate', 'Save and Back to Overview', and 'Back'.

Note: The Fields and Buttons are similar as explained in the topic **Adding Prepaid AWB for BM**. The **Serial Number** is generated automatically by the system and cannot be modified. The records are numbered as they are available in the **Billing Memo AWB List**.

The procedure to edit the Prepaid AWB is as follows:

1. Edit the details for the fields.
2. Click **Save and Back to Overview** to save the details edited. The **Edit Billing Memo** screen is displayed with the confirmation that the Billing Memo AWB is updated successfully.

Note: Select from the following options to save the details edited for the AWB.

- **Save and Add New**
- **Save and Duplicate**
- **Save and Back to Overview**

OR

- Click **Back** to go to the **Edit Billing Memo** screen.


Related Topics

- [Editing a Billing Memo](#)
- [Validate Invoice](#)
- [Submit Invoice](#)

2.2.24 Editing Charges Collect AWB for BM

To edit Charges Collect AWB, the steps are as follows:



1. Edit the Billing Memo.
2. Select the **Charges Collect AWB Billing** to be edited from the list displayed in the **Billing Memo AWB List**.
3. Click  to edit the AWB Charges Collect Billing.
4. The **Edit AWB Charges Collect Billing** screen is displayed.

Note: The Fields and Buttons are similar as explained in the topic **Adding Charges Collect AWB Billing for BM**.

The **Serial Number** is generated automatically by the system and cannot be modified. The records are numbered as they are available in the **Billing Memo AWB List**.

The procedure to edit the Charges Collect AWB is as follows:

1. Edit the details for the fields.
2. Click **Save and Back to Overview** to save the details edited. The **Edit Billing Memo** screen is displayed with the confirmation that the Billing Memo AWB is updated successfully.

Note: Select from the following options to save the details edited for the AWB.

- **Save and Add New**
- **Save and Duplicate**
- **Save and Back to Overview**

OR

- Click **Back** to go to the **Edit Billing Memo** screen.

Related Topics

[Editing a Billing Memo](#)

[Validate Invoice](#)

[Submit Invoice](#)

2.2.25 Viewing an Invoice


Invoices can be viewed using:

- Receivables submenu
- Payables submenu
- Billing History and Correspondence submenu



2.2.25.1 Viewing an Invoice using Receivables submenu

To view an Invoice, the steps are as follows:

1. Search the Invoice using **Receivables** submenu.
2. Select the invoice to be viewed from the **Search Results** section.
3. Click .
4. The **View Invoice** screen is displayed.

The screenshot shows the 'View Invoice' screen in the SIS Air system. It includes a navigation menu at the top, a breadcrumb trail, and several data sections:

- Header Details:** Fields for Billed Member (WI-221-Wings Always), Invoice Number (IN17011), Invoice Date (17-Nov-11), Billing Year/Month/Period (2011-Nov-2), Billing Member's Location ID (Main-London-GB), Settlement Method (BILATERAL), Currency of Listing (USD), Currency of Billing (USD), Listing to Billing Rate (1.00000), and Digital Signature (D: Default).
- Invoice Total:** Summary of charges including Total Weight Charge (12096.000), Total Valuation Charge (14896.000), Total Other Charge (1985.000), Total ISC Amount (-904.000), Net Invoice Total (29726.500), Total VAT Amount (345.500), Net Invoice Billing Total (29726.500), and Total Number of Records (5).
- Sub Total List:** A table with 7 columns: Billing Code, Total No. of Billing Records, Total Weight Charge, Total Valuation Charge, Total Other Charges, Total ISC Amount, and Billing Code Sub Total. It lists items like AWB Prepaid, AWB Charge Collect, Billing Memo, and Rejection Memo.

Note: Sections and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.



Sections	Description	Remarks
Header Details	It displays the details for the header.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Billing Member • Invoice Number • Invoice Date • Billing Year/Month/Period • Billing Member's Location ID • Billed Member's Location ID • Settlement Method • Currency of Listing • Currency of Billing • Listing to Billing Rate • Digital Signature
Invoice Total	It displays the details for the Invoice Total.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Total Weight Charges • Total Valuation Charge • Total Other Charge • Total ISC Amount • Total VAT Amount • Net Invoice Total • Total Net Amount without VAT • Net Invoice Billing Total • Total Number of Records
Sub Total List	It displays the details for the invoice.	The details for <ul style="list-style-type: none"> • Prepaid AWB Billing • Charge Collect AWB Billing • Rejection Memo • Billing Memo are displayed.

Buttons	Description	Remarks
Invoice VAT	Click Invoice VAT to view the VAT for the invoice.	The Invoice VAT screen is displayed. The details for the VAT applied to the invoice are displayed.
AWB Prepaid Listing	Click AWB Prepaid Listing to view the AWB Prepaid Billing details.	The AWB Prepaid Billing Records screen is displayed. The details for the Prepaid Billings are displayed in the AWB Prepaid Billing Record List section.



Buttons	Description	Remarks
AWB Charges Collect Listing	Click AWB Charges Collect Listing to view the AWB Charge Collect details.	The AWB Charges Collect Billing Records screen is displayed. The details for the Charges Collect Billings are displayed in the AWB Charges Collect Billing Record List section.
RM Listing	Click RM Listing to view the Rejection Memo details.	The Rejection Memos screen is displayed. The details for the Rejection Memo are displayed in the Rejection Memo List section.
BM Listing	Click BM Listing to view the Billing Memo details.	The Billing Memos screen is displayed. The details for the Billing Memo are displayed in the Billing Memo List section.
Back to Manage Invoice	Click Back to Manage Invoice to go back to the Invoice Search screen.	-

The procedure to view AWB Prepaid Billing is as follows:

1. Click **AWB Prepaid Listing**.
2. The **AWB Prepaid Billing Records** screen is displayed.
3. The details for the Prepaid Billings are displayed in the **AWB Prepaid Billing Record List** section.

The procedure to view AWB Charges Collect Billing is as follows:

1. Click **AWB Charges Collect Listing**.
2. The **AWB Charges Collect Billing Records** screen is displayed.
3. The details for the Charges Collect Billings are displayed in the **AWB Charge Collect Billing Record List** section.

The procedure to view a RM is as follows:

1. Click **RM Listing**.
2. The **Rejection Memos** screen is displayed.
3. The details for the Rejection Memo are displayed in the **Rejection Memo List** section.

The procedure to view a BM is as follows:

1. Click **BM Listing** to view the Billing Memo details.
2. The **Billing Memos** screen is displayed.
3. The details for the Billing Memo are displayed in the **Billing Memo List** section.


The procedure to view Invoice VAT is as follows:

1. Click **Invoice VAT**.
2. The **Invoice VAT** screen is displayed.
3. The details for the VAT applied to the invoice are displayed.



2.2.25.2 Viewing an Invoice using Payables submenu

To view an Invoice, the steps are as follows:

1. Search the Invoice using **Payables** submenu.
2. Select the invoice to be viewed from the **Search Results** section.
3. Click .
4. The **View Invoice** screen is displayed.

The screenshot shows the 'View Invoice' screen in the SIS Air system. The page includes a navigation menu at the top, a breadcrumb trail (Home >> Cargo >> Payables >> View Invoice), and a 'View Invoice' header. Below the header, there are 'Header Details' and 'Invoice Total' sections. The 'Sub Total List' section contains a table with the following data:


Billing Code	Total No. of Billing Records	Total Weight Charge	Total Valuation Charge	Total Other Charges	Total ISC Amount	Total VAT Amount	Billing Code Sub Total	Billing Code VAT
AWB Prepaid	1	500.00	45.00	4,561.00	-49.05	-20.00	5,036.95	Billing Code VAT
AWB Charge Collect	1	900.00	90.00	96,000.00	-8.55	-19.50	99,056.95	Billing Code VAT
Billing Memo	1	450.00	750.00	500.00	-28.50	50.00	2,671.50	Billing Code VAT
Rejection Memo	1	600.00	640.00	550.00	0.00	40.00	1,830.00	Billing Code VAT

The Fields, Buttons and Procedures are as explained in the topic **Viewing an Invoice using Receivables submenu**.



2.2.25.3 Viewing an Invoice using Billing History and Correspondence submenu

To view an Invoice, the steps are as follows:

1. Search the Invoice using **Billing History and Correspondence** submenu.
2. Select the transaction to be viewed from the **Search Results** section.
3. Click .
4. The **View (selected Transaction)** screen is displayed.

SIS Air

View AWB Prepaid Billing

Header Details

Billed Member: WI-221	Billing Period: Nov 2011 P2	Settlement Method: BILATERAL	Invoice Number: IN17011
Listing Amount: USD 29,726.50	Listing to Billing Rate: 1.00000	Billing Amount: USD 29,726.50	Invoice Status: Ready for Billing

AWB Prepaid Billing Details

* Batch Number: 4526	* Sequence Number: 4356	* Issuing Airline: 154	* AWB Serial Number & Check Digit: 12334534	* AWB Date: 10-Nov-11
Weight Charges: 7344.000	Valuation Charges: 3456.000	ISC: -5.000 % (565.000) Amount	Other Charges: 235.000 QC Breakdown	VAT Amount: 115.000 VAT Breakdown
AWB Total Amount: 11055.000				
* Origin: BOM	* Destination: JFK	* From Airport: BOM	* To Airport (or Point Of Transfer): JFK	* Date Of Carriage (or Transfer): 09-Nov-11
* Currency Adjustment Indicator: USD	Billed Weight: 453	KG/LB Indicator: K - Kgs	Proviso/Req/SPA:	Prorate %: 0
Part Shipment: <input type="checkbox"/>	CCA Indicator: <input type="checkbox"/>	Filing Reference:		
Our Reference:	Reason Code:	Airline Own Use:	Reference Field 1:	Reference Field 2:
Reference Field 3:	Reference Field 4:	Reference Field 5:		
Attachment Indicator: No	Attachment			

[Back](#)

5. The details of the transaction are listed.
6. Click **Back to Billing History** to go back to the **Billing History and Correspondence** screen.

Related Topics

[Viewing AWB Prepaid Billing](#)

[Viewing AWB Charges Collect Billing](#)




2.2.26 Viewing AWB Prepaid Billing

An AWB Prepaid Billing can be viewed using:

- Receivables submenu
- Payables submenu
- Billing History and Correspondence submenu

To view an AWB Prepaid Billing, the steps are as follows:

1. View an Invoice.
2. Click **AWB Prepaid Listing** button located at the end of the screen.
3. The **AWB Prepaid Billing Records** screen is displayed.
4. Select the AWB Prepaid record to be viewed from the **AWB Prepaid Billing Record List** section.
5. Click .
6. The **View AWB Prepaid Billing** screen is displayed.

The screenshot displays the 'View AWB Prepaid Billing' interface. At the top, there is a navigation bar with 'SIS Simplified Invoicing and Settlement' and 'IATA' logos. Below this, a breadcrumb trail reads 'Home >> Cargo >> Receivables >> View Invoice >> AWB Prepaid List >> View AWB Prepaid'. The main content area is titled 'View AWB Prepaid Billing' and includes a 'Header Details' section with the following information:

- Billed Member: WI-221
- Billing Period: Nov 2011 P2
- Settlement Method: BILATERAL
- Invoice Number: IN17011
- Listing Amount: USD 29,726.50
- Listing to Billing Rate: 1.00000
- Billing Amount: USD 29,726.50
- Invoice Status: Ready for Billing

Below the header is the 'AWB Prepaid Billing Details' section, which contains several rows of input fields:

- Batch Number:** 4526
- Sequence Number:** 4358
- Issuing Airline:** 154
- AWB Serial Number & Check Digit:** 12334534
- AWB Date:** 10-Nov-11
- Weight Charges:** 7844.000
- Valuation Charges:** 3456.000
- ISC:** -5.000 % | -565.000 Amount
- Other Charges:** 235.000 | [OC Breakdown](#)
- VAT Amount:** 115.000 | [VAT Breakdown](#)
- AWB Total Amount:** 11085.000
- Origin:** BOM
- Destination:** JFK
- From Airport:** BOM
- To Airport (or Point of Transfer):** JFK
- Date Of Carriage (or Transfer):** 09-Nov-11
- Currency Adjustment Indicator:** USD
- Billed Weight:** 453
- KGLB Indicator:** K - Kgs
- Prorate %:** 0
- Part Shipment:**
- CCA Indicator:**
- Filing Reference:**
- Proviso/Req/SPA:**
- Our Reference:**
- Reason Code:**
- Airline Own Use:**
- Reference Field 1:**
- Reference Field 2:**
- Reference Field 3:**
- Reference Field 4:**
- Reference Field 5:**
- Attachment Indicator:** No | [Attachment](#)

A 'Back' button is located at the bottom left of the form.

Note: Fields and Buttons are as explained in the topic **Creating AWB Prepaid Billing**.

7. The details are displayed in the **AWB Prepaid Billing Details** section.
8. Click **Back** to go back to the **AWB Prepaid Billing Records** screen.

Note: When the **AWB Prepaid Billing** is viewed using **Billing History and Correspondence** submenu, the **Back** button is **Back to Billing History**. Click **Back to Billing History** to go back to the **Billing History and Correspondence** screen.

Related Topics

- [Searching an Invoice](#)
- [AWB Prepaid Listing](#)
- [Billing History](#)




2.2.27 Viewing AWB Charges Collect Billing

An AWB Charges Collect Billing can be viewed using:

- Receivables submenu
- Payables submenu
- Billing History and Correspondence submenu

To view an AWB Charges Collect Billing, the steps are as follows:

1. View an Invoice.
2. Click **AWB Charges Collect Listing** button located at the end of the screen.
3. The **AWB Charges Collect Billing Records** screen is displayed.
4. Select the AWB Charges Collect record to be viewed from the **AWB Charges Collect Billing Record List** section.
5. Click .
6. The **View AWB Charges Collect Billing** Records screen is displayed.

Note: Fields and Buttons are as explained in the topic **Creating AWB Charges Collect Billing**.

7. The details are displayed in the **AWB Charges Collect Billing Details** section.
8. Click **Back** to go back to the **AWB Charges Collect Billing Records** screen.

Note: When the **AWB Charges Collect Billing** is viewed using **Billing History and Correspondence** submenu, the **Back** button is **Back to Billing History**. Click **Back to Billing History** to go back to the **Billing History and Correspondence** screen.

Related Topics

[Searching an Invoice](#)

[AWB Charges Collect Listing](#)

[Billing History](#)


2.2.28 Viewing a Rejection Memo



A Rejection Memo can be viewed using:

- Receivables submenu
- Payables submenu
- Billing History and Correspondence submenu

To view a RM, the steps are as follows:

1. View an Invoice.
2. Click **RM Listing** button located at the end of the screen.
3. The **Rejection Memos** screen is displayed.
4. Select the record to be viewed from the **Rejection Memo List** section.
5. Click .
6. The **View Rejection Memo** screen is displayed.

View Rejection Memo

Header Details

Billed Member: WI-221 Billing Period: Nov 2011 P2 Settlement Method: BILATERAL Invoice Number: IN17011
 Listing Amount: USD 29,726.50 Listing to Billing Rate: 1.00000 Billing Amount: USD 29,726.50 Invoice Status: Ready for Billing

Rejection Memo Data Capture

* Batch No.: 43697 * Sequence Number: 24697
 * Rejection Memo Stage: 1 * Rejection Memo Number: RM1411 * Reason Code: 21 Our Reference:
 * Your Invoice Number: IN14011 Your Rejection Memo Number: * Your Billing Year: 2011 * Your Billing Month: Oct * Your Billing Period: 4
 * BM/CM Indicator: None Your BM/CM Number:
 Reason Remarks:
 Valuation Error:

	Billed	Accepted	Difference
Weight Charges	0.000	0.000	0.000
Valuation Charges	0.000	0.000	0.000
Other Charges	0.000	0.000	0.000
VAT Amount	0.000	0.000	0.000
ISC	0.000	0.000	0.000
Net Reject Amount:			0.000

* Attachment Indicator - Original: No Attachment Airline Own Use:

Rejection Memo AWB List

Actions	Billing Code	Issuing Airline	AWB Serial No. & Check Digit	AWB Issue Date	Consignment Origin	Consignment Dest.	Carriage From	Carriage To	Transfer Date	Weight Charges	Valuation Charges	Other Charges	ISC Ar
	AWB – Prepaid		154	12346751 11-Nov-11	BOM	JFK	BOM	JFK	09-Nov-11	0	0	0.000	
	AWB – Charge Collect		154	43568744 17-Nov-11	LON	BOM	LON	BOM	16-Nov-11	0	0	0.000	


Page 1 of 1 View 1 - 2 of 2

Note: Fields and Buttons are as explained in the topic **Creating a Rejection Memo**.


7. The details of the memo are displayed in the **Rejection Memo Data Capture** section.
8. The list of **AWB Prepaid Billing** and **AWB Charge Collect Billing** for the **Rejection Memo** is displayed in the **Rejection Memo AWB List**.
9. Click **Back** to go back to the **Rejection Memos** screen.

Note: When the RM is viewed using **Billing History and Correspondence** submenu, the **Back** button is **Back to Billing History**. Click **Back to Billing History** to go back to the **Billing History and Correspondence** screen.

The procedure to view AWB Prepaid Billing is as follows:

1. Select the prepaid billing to be viewed from the list displayed in the **Rejection Memo AWB List** section.
2. Click .
3. The **View Prepaid AWB** screen is displayed. The details for the AWB Prepaid Billing are displayed.
4. Click **Back** to go back to the **View Rejection Memo** screen.

The procedure to view Charges Collect AWB is as follows:

1. Select the Charge Collect billing to be viewed from the list displayed in the **Rejection Memo AWB List** section.
2. Click .
3. The **View Charge Collect AWB** screen is displayed. The details for the **AWB Charge Collect Billing** are displayed.
4. Click **Back** to go back to the **View Rejection Memo** screen.

Related Topics

[Searching an Invoice](#)

[Viewing an Invoice](#)

[View RM Prepaid AWB](#)

[View RM Charges Collect AWB](#)


[RM Listing](#)

[Billing History](#)



2.2.29 Viewing RM Prepaid AWB

To view RM Prepaid AWB, the steps are as follows:

1. View RM.
2. Select the Prepaid billing to be viewed from the list displayed in the **Rejection Memo AWB List** section.
3. Click .
4. The **View Prepaid AWB** screen is displayed.

View Prepaid AWB

Header Details

Billed Member: WI-221 Billing Period: Nov 2011 P2 Settlement Method: BILATERAL Invoice Number: IN17011
 Listing Amount: USD Listing/Evaluation to Billing Rate: 1.00000 Billing Amount: USD
 Invoice Status: Ready for Billing Memo Number: RM1411

Prepaid AWB

Serial Number: 1 * AWB Issuing Airline: TSA * AWB Serial Number & Check Digit: 12346751 * AWB Issuing Date: 11-Nov-11

Origin: BOM Destination: JFK * Carriage From: BOM * Carriage To: JFK * Transfer Date: 09-Nov-11

Currency Adjustment Indicator: USD Billed Weight: TSA Proviso/Req/SPA: Prorate %: KGLB Indicator: K - Fga

Part Shipment: CCA Indicator: Our Reference: Reference Field 1: Reference Field 2: Reference Field 3: Reference Field 4: Reference Field 5:

	Billed	Accepted	Difference
Weight Charges	0.000	0.000	0.000
Valuation Charges	0.000	0.000	0.000
Other Charges	0.000	0.000	0.000
VAT Amount	0.000	0.000	0.000
ISC	% 0.000 Amount 0.000	% 0.000 Amount 0.000	0.000
Net Reject Amt.			0.000

Attachment Indicator-Original: Yes Prorate Ladder: Attachment

[Back](#)

Note: Fields and Buttons are as explained in the topic **Adding RM Prepaid AWB Billing**.

5. The details for the **Prepaid AWB** are displayed.
6. Click **Back** to go back to the **View Rejection Memo** screen.

Note: When the RM Prepaid AWB is viewed using **Billing History and Correspondence** submenu, the **Back** button is **Back to Billing History**. Click **Back to Billing History** to go back to the **Billing History and Correspondence** screen.


Related Topics

- [Searching an Invoice](#)
- [Viewing a RM](#)
- [Billing History](#)



2.2.30 Viewing RM Charges Collect AWB

To view RM Charges Collect AWB, the steps are as follows:

1. View RM.
2. Select the Charges Collect billing to be viewed from the list displayed in the **Rejection Memo AWB List** section.
3. Click .
4. The **View Charges Collect AWB** screen is displayed.

View Charge Collect AWB

Header Details

Billed Member: **WI-221** Billing Period: **Nov 2011 P2** Settlement Method: **BILATERAL** Invoice Number: **IN47011**
 Listing Amount: **USD** Listing/Evaluation to Billing Rate: **1.00000** Billing Amount: **USD**
 Invoice Status: **Ready for Billing** Memo Number: **RM1411**

Charge Collect AWB

Serial Number: * AWB Issuing Airline: * AWB Serial Number & Check Digit: * AWB Issuing Date:

Origin: Destination: * Carriage From: * Carriage To: * Transfer Date:

Currency Adjustment Indicator: Billed Weight: Proviso/Req/SPA: Prorate %: KG/LB Indicator:

Part Shipment: GCA Indicator: Our Reference:

Reason Code: Reference Field 1: Reference Field 2: Reference Field 3: Reference Field 4:

Reference Field 5: Airline Own Use:

	Billed	Accepted	Difference
Weight Charges	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
Valuation Charges	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
Other Charges	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
VAT Amount	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
	Allowed	Accepted	Difference
Amt. Subjected to ISC	% <input type="text" value="0.000"/> Amount <input type="text" value="0.000"/>	% <input type="text" value="0.000"/> Amount <input type="text" value="0.000"/>	Amount <input type="text" value="0.000"/>
ISC	<input type="text" value="0.000"/> <input type="text" value="0.000"/>	<input type="text" value="0.000"/> <input type="text" value="0.000"/>	<input type="text" value="0.000"/>
Net Reject Amt.			<input type="text" value="0.000"/>

Attachment Indicator-Original: Prorate Ladder:

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Note: Fields and Buttons are as explained in the topic **Adding AWB Charges Collect Billing for RM**.

5. The details for the **Charges Collect AWB** are displayed.
6. Click **Back** to go back to the **View Rejection Memo** screen.

Note: When the **RM Charges Collect AWB** is viewed using **Billing History and Correspondence** submenu, the **Back** button is **Back to Billing History**. Click **Back to Billing History** to go back to the **Billing History and Correspondence** screen.

Related Topics

- [Searching an Invoice](#)
- [Viewing a RM](#)
- [Billing History](#)




2.2.31 Viewing a Billing Memo

A BM can be viewed using:

- Receivables submenu
- Payables submenu
- Billing History and Correspondence submenu

To view a BM, the steps are as follows:

1. View an Invoice.
2. Click **BM Listing** button located at the end of the screen.
3. The **Billing Memos** screen is displayed.
4. Select the record to be viewed from the **Billing Memo List** section.
5. Click .
6. The **View Billing Memo** screen is displayed.

View Billing Memo

Header Details

Billed Member: WI-221 Billing Period: Oct 2011 P4 Settlement Method: BILATERAL Invoice Number: In411
 Listing Amount: USD 30,792.52 Listing to Billing Rate: 1.00000 Billing Amount: USD 30,792.52 Invoice Status: Ready for Billing

Billing Memo Data Capture

* Batch No.: 17653 * Sequence Number: 17654

* Billing Memo Number: BMD1 * Reason Code: 2D Our Reference:

Your Invoice Number: IN311 Your Billing Year: 2011 Your Billing Month: Oct Your Billing Period: 3 Correspondence Ref Number:

Attachment Indicator - Original: Yes Attachment Airline Own Use:

Reason Remarks:
 Originally billed to other carrier.

Total Weight Charges: 7225.00 Total Valuation Charges: 9299.00 Total Other Charges: 778.00 Total ISC Amount: 326.46
 Total VAT Amount: 566.96 VAT Breakdown Net Billed Amount: 19594.42

Back

Billing Memo AWB List

Actions	Billing Code	Issuing Airline	AWB Serial No.	AWB Issuing Date	Consignment Origin	Consignment Dest	Carriage From	Carriage To	Date of Carriage	Weight Charges	Valuation Charges	Other Charges
	AWBPrepaid	154	13243252	01-Nov-11	JFK	BOM	LON	BOM	01-Nov-11	678.00	1,654.00	543.00
	AWBChargeCollect	154	65468745	04-Nov-11	BOM	LON	BOM	LON	02-Nov-11	6,547.00	7,645.00	235.00


Page 1 of 1 View 1 - 2 of 2

Note: Fields and Buttons are as explained in the topic **Creating a Billing Memo**.


7. The details of the memo are displayed in the **Billing Memo Data Capture** section.
8. The list of **AWB Prepaid Billing** and **AWB Charges Collect Billing** for the **Billing Memo** is displayed in the Billing Memo AWB List.
9. Click **Back** to go back to the **Billing Memos** screen.

Note: When the BM is viewed using **Billing History and Correspondence** submenu, the button is **Back to Billing History**. Click **Back to Billing History** to go back to the **Billing History and Correspondence** screen.

The procedure to view AWB Prepaid Billing is as follows:

1. Select the prepaid billing to be viewed from the list displayed in the **Billing Memo AWB List** section.
2. Click .
3. The **View Prepaid AWB** screen is displayed. The details for the AWB Prepaid Billing are displayed.
4. Click **Back** to go back to the **View Billing Memo** screen.

The procedure to view AWB Charges Collect Billing is as follows:

1. Select the Charges Collect billing to be viewed from the list displayed in the **Billing Memo AWB List** section.
2. Click .
3. The **View Charges Collect AWB** screen is displayed. The details for the **AWB Charges Collect Billing** are displayed.
4. Click **Back** to go back to the **View Billing Memo** screen.

Related Topics

[Searching an Invoice](#)

[Viewing an Invoice](#)

[View BM Prepaid AWB](#)

[View BM Charges Collect AWB](#)


[BM Listing](#)

[Billing History](#)



2.2.32 Viewing BM Prepaid AWB

To view BM Prepaid AWB, the steps are as follows:

1. View BM.
2. Select the Prepaid billing to be viewed from the list displayed in the **Billing Memo AWB List** section.
3. Click .
4. The **View Prepaid AWB** screen is displayed.

Note: Fields and Buttons are as explained in the topic **Adding Prepaid AWB Billing for BM**.

5. The details for the **AWB Prepaid Billing** are displayed.
6. Click **Back** to go back to the **View Billing Memo** screen.

Note: When the BM Prepaid AWB is viewed using **Billing History and Correspondence** submenu, the button is **Back to Billing History**. Click **Back to Billing History** to go back to the **Billing History and Correspondence** screen.


Related Topics

- [Searching an Invoice](#)
- [Viewing BM](#)
- [Billing History](#)



2.2.33 Viewing BM Charges Collect AWB

To view BM Charges Collect AWB, the steps are as follows:

1. View BM.
2. Select the Charges Collect billing to be viewed from the list displayed in the **Billing Memo AWB List** section.
3. Click .
4. The **View Charges Collect AWB** screen is displayed.

The screenshot shows the 'View AWB Charge Collect Billing' screen. At the top, there is a navigation bar with 'SIS Air' logo and user information. Below that, a breadcrumb trail reads: Home >> Cargo >> Receivables >> View Invoice >> Billing Memo List >> View Billing Memo >> View Billing Memo AWB. The main content area is titled 'View AWB Charge Collect Billing' and includes a 'Header Details' section with the following information:

- Billed Member: WI-221
- Billing Period: Nov 2011 P2
- Settlement Method: BILATERAL
- Invoice Number: IM17011
- Listing Amount: USD 29,726.50
- Listing to Billing Rate: 1.00000
- Billing Amount: USD 29,726.50
- Invoice Status: Ready for Billing

Below the header details is the 'AWB Charge Collect Billing Details' section, which contains several rows of input fields:

- Serial Number:** 2
- * AWB Issuing Airline:** 154
- * AWB Serial Number:** 51235656
- AWB Issuing Date:** 17-Nov-11
- Origin:** BOM
- Destination:** LON
- * From:** BOM
- * To (or point of Transfer):** LON
- * Date Of Carriage (or Transfer):** 09-Nov-11
- Weight Charges:** 1561.000
- Valuation Charges:** 2346.000
- Amount Subjected To ISC:** 1509.000
- ISC %:** -5.000
- ISC Amount:** -75.400
- Other Charges:** 1459.000
- VAT Amount:** 79.250
- * Total Amount Billed:** 6967.650
- VAT Breakdown:** (empty)
- Currency Adjustment Indicator:** USD
- Billed Weight:** 346
- Proviso/Req/SPA:** (dropdown menu)
- Prorate %:** 0.000
- KGLB Indicator:** K - Kgs
- Part Shipment:** (checkbox)
- CCA Indicator:** (checkbox)
- Filing Reference:** (input field)
- Reason Code:** (input field)
- Reference Field 1:** (input field)
- Reference Field 2:** (input field)
- Reference Field 3:** (input field)
- Reference Field 4:** (input field)
- Reference Field 5:** (input field)
- Airline Own Use:** (input field)
- Attachment Indicator-Original:** Yes
- Attachment:** (checkbox)
- Prorate Ladder:** (input field)

A 'Back' button is located at the bottom left of the form.

Note: Fields and Buttons are as explained in the topic **Adding Charges Collect AWB Billing for BM**.

5. The details for the **AWB Charges Collect Billing** are displayed.
6. Click **Back** to go back to the **View Billing Memo** screen.

Note: When the **BM Charges Collect AWB** is viewed using **Billing History and Correspondence** submenu, the button is **Back to Billing History**. Click **Back to Billing History** to go back to the **Billing History and Correspondence** screen.

Related Topics

[Searching an Invoice](#)


[Viewing BM](#)

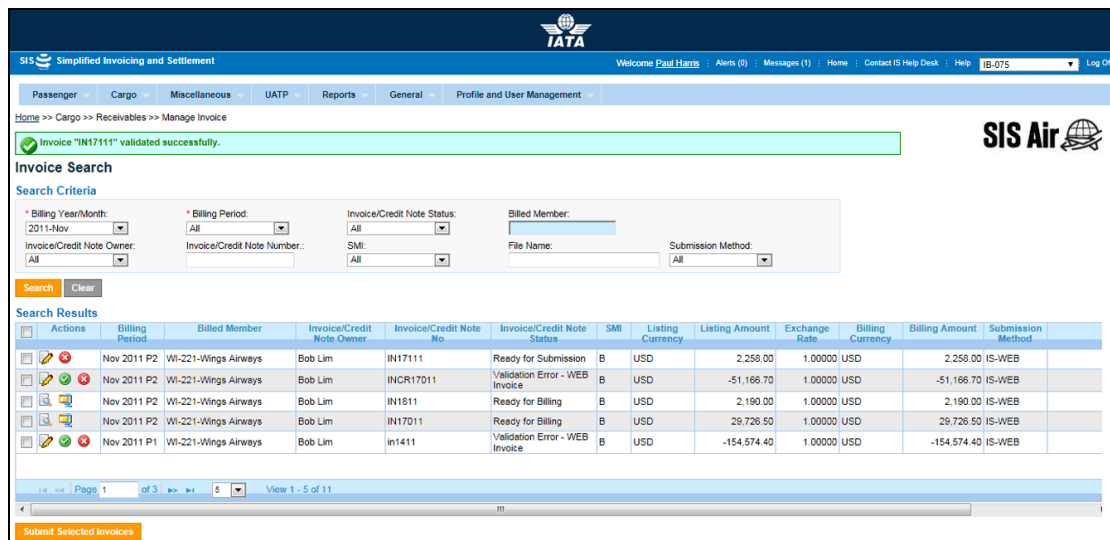
[Billing History](#)



2.2.34 Validating an Invoice/Credit Note

To validate an Invoice/Credit Note, the steps are as follows:

1. Search the Invoice/Credit Note using **Receivables** submenu.
2. Select the Invoice/Credit Note you want to validate from **Search Results** section.
3. Click .
4. After successful validation, the **Invoice Search** screen is displayed with the confirmation that the Invoice/Credit Note is validated successfully.



The screenshot shows the SIS Air interface with a green notification bar at the top stating "Invoice 'IN17111' validated successfully." Below this is the "Invoice Search" section with search criteria filters. The "Search Results" table is displayed below, showing five rows of invoice data with various statuses.

Actions	Billing Period	Billed Member	Invoice/Credit Note Owner	Invoice/Credit Note No.	Invoice/Credit Note Status	SMI	Listing Currency	Listing Amount	Exchange Rate	Billing Currency	Billing Amount	Submission Method
	Nov 2011 P2	WI-221-Wings Airways	Bob Lim	IN17111	Ready for Submission	B	USD	2,258.00	1.00000	USD	2,258.00	IS-WEB
	Nov 2011 P2	WI-221-Wings Airways	Bob Lim	INCR17011	Validation Error - WEB Invoice	B	USD	-51,166.70	1.00000	USD	-51,166.70	IS-WEB
	Nov 2011 P2	WI-221-Wings Airways	Bob Lim	IN1611	Ready for Billing	B	USD	2,190.00	1.00000	USD	2,190.00	IS-WEB
	Nov 2011 P2	WI-221-Wings Airways	Bob Lim	IN17011	Ready for Billing	B	USD	29,726.50	1.00000	USD	29,726.50	IS-WEB
	Nov 2011 P1	WI-221-Wings Airways	Bob Lim	in1411	Validation Error - WEB Invoice	B	USD	-154,574.40	1.00000	USD	-154,574.40	IS-WEB

Note: The Fields and Buttons displayed are as explained in the topic **Searching an Invoice**.

5. If all the system checks are validated for the invoice then the Invoice is marked as **Ready for Submission** else for any error in validation checks **Validation Errors** section is displayed on the **Edit Invoice** screen.

Validation Errors

Code	Description
BPAXNS_10106	Invalid billing period

The fields displayed are as described in the following table.



Fields	Description	Remarks
Code	It displays Error Code specified for the validation error.	The error codes are pre defined in the system.
Description	It displays a detailed description of the validation error occurred.	The description of error makes it easier for the user to correct the invoice as per system validations.

Related Topics[Editing Invoice Header](#)[Submit Invoice](#)[Delete Invoice](#)



2.2.35 Submitting an Invoice/Credit Note

To submit an Invoice/Credit Note, the steps are as follows:

1. Search the Invoice/Credit Note using **Receivables** submenu.
2. Select the invoice you want to submit from **Search Results** section.
3. Check if the **Invoice/Credit Note Status** is **Ready for Submission**.
4. Click **Submit Selected Invoices**.
5. The **Invoice Search** screen is displayed with the confirmation that the Invoice is submitted successfully.

Note: The selected invoice will be submitted to respective clearing house as mentioned in Member Profile.

The screenshot shows the SIS Air interface. At the top, there's a navigation bar with 'SIS Simplified Invoicing and Settlement' and 'Welcome Paul Harris'. Below that, there are tabs for 'Passenger', 'Cargo', 'Miscellaneous', 'UATP', 'Reports', 'General', and 'Profile and User Management'. The main content area shows a confirmation message: '1 invoice(s) submitted successfully.' Below this is the 'Invoice Search' section with search criteria fields for Billing Year/Month, Billing Period, Invoice/Credit Note Status, Billed Member, Invoice/Credit Note Owner, Invoice/Credit Note Number, SMI, File Name, and Submission Method. A 'Search Results' table is displayed below the search criteria.

Actions	Billing Period	Billed Member	Invoice/Credit Note Owner	Invoice/Credit Note No	Invoice/Credit Note Status	SMI	Listing Currency	Listing Amount	Exchange Rate	Billing Currency	Billing Amount	Submission Method
	Nov 2011 P2	WI-221-Wings Airways	Bob Lim	IN1811	Ready for Billing	B	USD	2,190.00	1.00000	USD	2,190.00	IS-WEB
	Nov 2011 P2	WI-221-Wings Airways	Bob Lim	INCR17011	Open	B	USD	0.00	1.00000	USD	0.00	IS-WEB
	Nov 2011 P2	WI-221-Wings Airways	Bob Lim	IN17111	Open	B	USD	51.00	1.00000	USD	51.00	IS-WEB
	Nov 2011 P2	WI-221-Wings Airways	Bob Lim	IN17011	Ready for Billing	B	USD	29,726.50	1.00000	USD	29,726.50	IS-WEB

Note: The Fields and Buttons displayed are as explained in the topic **Searching an Invoice**.

Related Topics


[Validate Invoice](#)

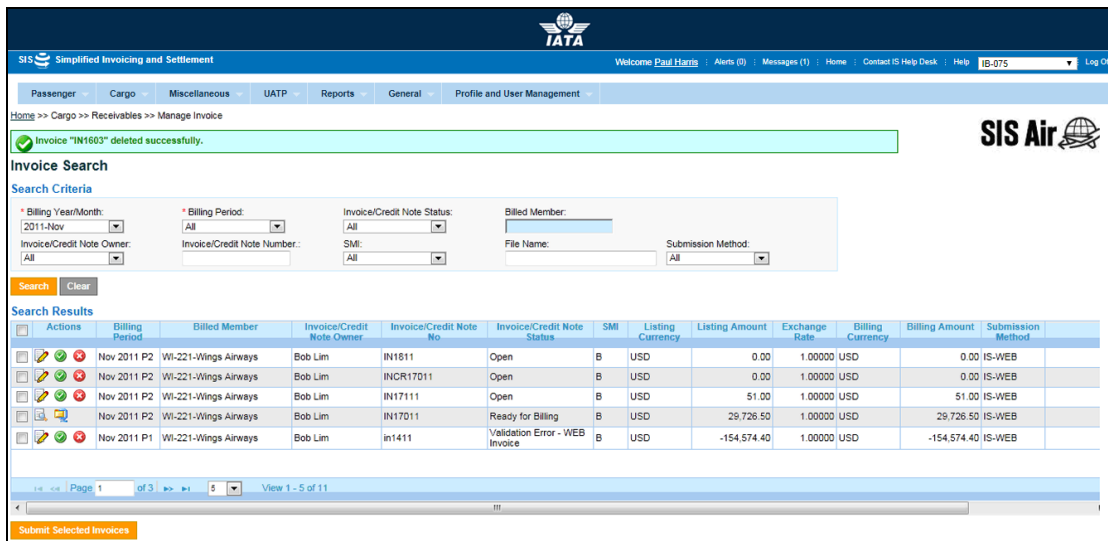
[Delete Invoice](#)



2.2.36 Deleting an Invoice/Credit Note

To delete an Invoice/Credit Note, the steps are as follows:

1. Search the Invoice/Credit Note using **Receivables** submenu.
2. Select the invoice/credit note you want to delete from the **Search Results** section. Please ensure that only an **Open** Invoice/Credit Note or an Invoice/ Credit Note in **Error** are selected.
3. Click . The selected invoice is deleted from the database.
4. The **Invoice Search** screen is displayed with the confirmation that the selected invoice is deleted successfully.



The screenshot shows the SIS Air interface. At the top, there is a navigation bar with the IATA logo and user information. Below it, a breadcrumb trail reads 'Home >> Cargo >> Receivables >> Manage Invoice'. A green notification box at the top left states 'Invoice "IN1603" deleted successfully.'. Below this is the 'Invoice Search' section with various search criteria fields. The 'Search Results' section contains a table with the following data:

Actions	Billing Period	Billed Member	Invoice/Credit Note Owner	Invoice/Credit Note No.	Invoice/Credit Note Status	SMI	Listing Currency	Listing Amount	Exchange Rate	Billing Currency	Billing Amount	Submission Method
	Nov 2011 P2	WI-221-Wings Airways	Bob Lim	IN1611	Open	B	USD	0.00	1.00000	USD	0.00	IS-WEB
	Nov 2011 P2	WI-221-Wings Airways	Bob Lim	INCR17011	Open	B	USD	0.00	1.00000	USD	0.00	IS-WEB
	Nov 2011 P2	WI-221-Wings Airways	Bob Lim	IN17111	Open	B	USD	51.00	1.00000	USD	51.00	IS-WEB
	Nov 2011 P2	WI-221-Wings Airways	Bob Lim	IN17011	Ready for Billing	B	USD	29,726.50	1.00000	USD	29,726.50	IS-WEB
	Nov 2011 P1	WI-221-Wings Airways	Bob Lim	in1411	Validation Error - WEB Invoice	B	USD	-154,574.40	1.00000	USD	-154,574.40	IS-WEB

Note: The Fields and Buttons displayed are as explained in the topic **Searching an Invoice**.

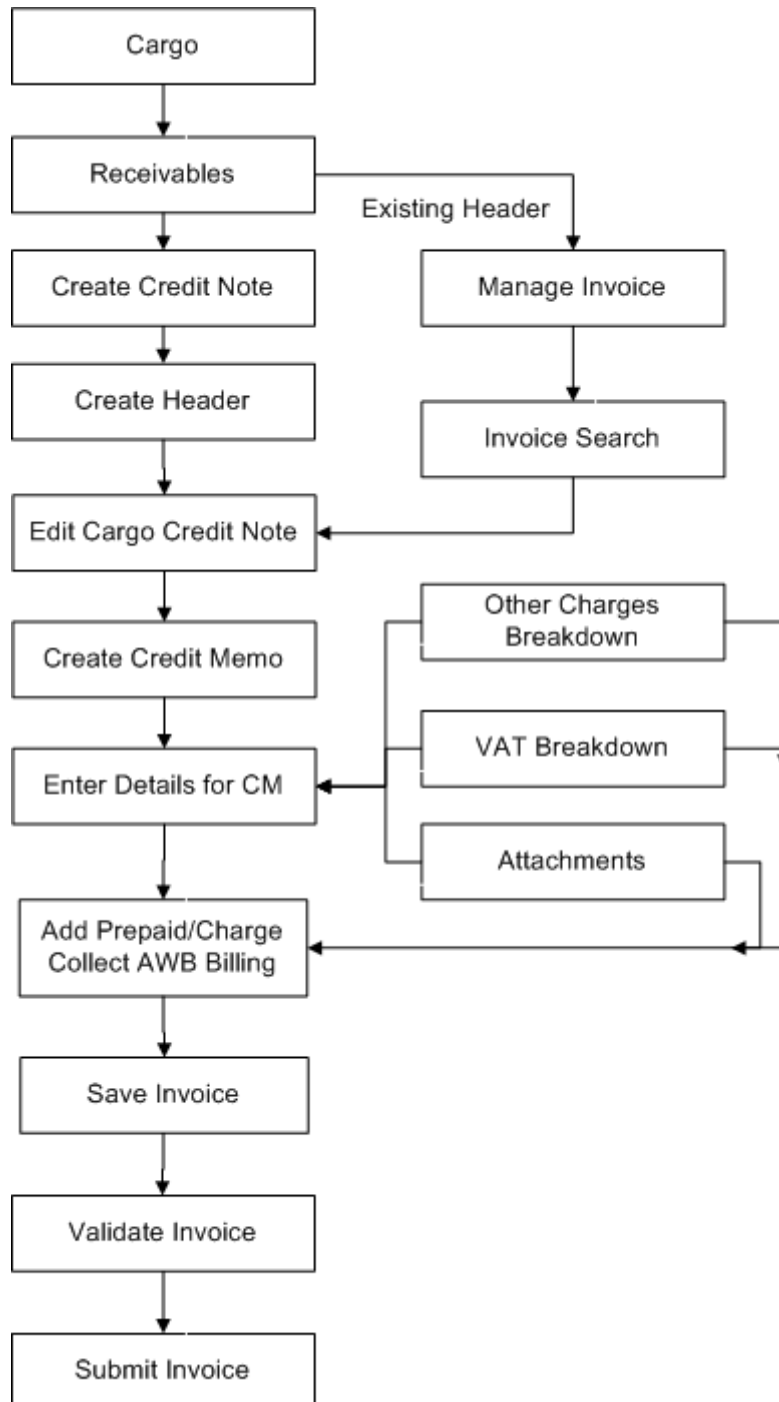
Related Topics

- [Searching an Invoice](#)
- [Validating Invoice](#)
- [Submit Invoice](#)

2.3 Working with Credit Note

2.3.1 Process Related to Credit Note

Creating Credit Note:





2.3.2 Creating Credit Note Header

To create a Credit Note Header, the steps are as follows:

1. Click **Cargo** menu.
2. Click **Receivables** submenu.
3. Click **Create Credit Note** option.
4. The **Create Cargo Credit Note** screen is displayed.

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
*Billed Member	It is the combination of designator, prefix/accounting code and commercial name of the billed member.	For example, WI-023-Wings Airways
*Invoice Number	Unique alphanumeric ID that identifies the invoice.	The Invoice Number can be up-to ten characters (English letters and numbers only). For example, WI1234 <ul style="list-style-type: none"> • Spaces and special characters (#, *, @, ~, -, and so on) should not be used. • Letters are case insensitive. For example, wi1234 will be considered equal to WI1234 when performing duplicate checks. • Should not be duplicated by the billing airline within a calendar year across all billing categories.
*Invoice Date	It is the date of the invoice.	It shows the date on which invoice header is created. <ul style="list-style-type: none"> • It is automatically updated to the date on which invoice is



Fields	Description	Remarks
		successfully submitted. <ul style="list-style-type: none"> • Cannot be edited or modified by the users.
*Billing Year/ Month/ Period	The Clearance Period of the invoice (Year, Month and Period).	For Example, Period 3 of April-2013 is represented as 2013-Apr-3 The periods displayed are as follows: <ul style="list-style-type: none"> • The current open period (default value). • The next future period; this may pertain to the next month also. • The previous closed period (if the late submission window is open in either of the clearing houses). <p>Note: Selecting a future month does not guarantee invoice creation. See fields Settlement Method and Listing to Billing Rate below. If the system needs to populate Listing to Billing Rate, but does not find it for the future month, it will result in an error while saving the data.</p>
Billing Member's Location ID	Unique alphanumeric code that identifies member's location as per the member profile.	It generates the legal reference data for the Member. Default location is the MAIN Location. <ul style="list-style-type: none"> • Default location can be changed by selecting the desired location from the list. • Click Billing Member's Location ID to change any reference data for the Member. <p>The header can be saved without reference data, by selecting the blank value at the top of the list. However it should be ensured that reference data is captured before validating the invoice. Otherwise the validation process will result in an error.</p>
Billed Member's Location ID	Unique alphanumeric code that identifies member's location as per the member profile.	It generates the legal reference data for the Member. Default location is the MAIN Location. <ul style="list-style-type: none"> • Default location can be changed by selecting the desired location from the list. • Click Billed Member's Location ID to change any reference data for the Member. <p>The header can be saved without reference data, by selecting the blank value at the top of the list. However it</p>



Fields	Description	Remarks
		should be ensured that reference data is captured before validating the invoice. Otherwise the validation process will result in an error.
*Settlement Method	It is the Settlement Method of the invoice.	Valid values are as follows: <ul style="list-style-type: none"> ☐ I: Settlement via ICH <ul style="list-style-type: none"> • Applicable when both billing and billed members are ICH members • Applicable for ICH Inter-Clearance Billings (ICH member billing ACH member) ☐ A: Settlement via ACH <ul style="list-style-type: none"> • Applicable when both billing and billed members are ACH members. • If both billing and billed members are dual members; but have indicated in the profile that they will bill each other Cargo billings via the ICH; then A cannot be used. ☐ M: Settlement via ACH using RAM Rule <ul style="list-style-type: none"> • Applicable for ACH Inter-clearance Billings (ACH member billing ICH member) • Applicable for settlement via ACH (ACH member billing ACH member) based on RAM rule. ☐ B: Bilateral Settlement (direct settlement between members not involving any clearing house). <ul style="list-style-type: none"> • Where settlement is possible via a clearing house (ICH/ACH based on both the members' clearing house membership status), the default value will be set as ACH/ICH/ACH using RAM Rule as appropriate. ☐ X: Settlement via Special ICH Agreement <ul style="list-style-type: none"> • Allowed when both Billing Member and Billed Member are ICH members and when they are part of a Special ICH Agreement ☐ A/I/M/X can be changed to Bilateral if required. ☐ A can be changed to M if required. When settlement is not possible via a clearing house, the default value will be set as Bilateral . It should not be changed to any other value.



Fields	Description	Remarks
		<p>Note: In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership of the parent member will be considered for determination/validation of Settlement Method</p>
*Currency of Listing	It is the currency in which the transactions are listed.	-
*Currency of Billing	It is the currency of billing of the invoice.	<p>Valid values are as follows:</p> <ul style="list-style-type: none"> □ When Settlement Method is I: <ul style="list-style-type: none"> • If both Billing/Billed airlines are in Zone A; value should be GBP. • If both the Billing & Billed airlines are in Zone D; value should be EUR. • If both Billing/Billed airlines are in Zone B, value should be USD. • If Billing & Billed Airlines are in different ICH zones; or when the Billed Airline is an ACH member (inter-clearance billing); value should be USD. • When Settlement Method is M (ACH Inter-clearance Billings): Value should be USD. • When Settlement Method is M (ACH member billing ACH member based on RAM rule): Value should be as per currencies allowed by ACH.. • When Settlement Method is A: Value should be as per currencies allowed by ACH.. • When Settlement Method is B: It can be any currency. • When Settlement is X it can be any currency <p>Note: In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership and ICH Zone of the parent member will be considered for determination/validation of Settlement Method</p>

Fields	Description	Remarks
Listing to Billing Rate	It is the Exchange Rate applicable for the Currency of Listing with reference to the Currency of Billing (dividing rate).	For example, <ul style="list-style-type: none"> • If Currency of Listing/Evaluation is THB and Currency of Billing is USD; the Listing Evaluation to Billing Rate would be 30.208039. • When Settlement Method is ICH/ACH using IATA Rule/ACH, Listing to Billing Rate will be generated automatically with the Five Day Rate by the system and cannot be edited or modified. • When Settlement Method is Bilateral, the value should be entered by the user. It should not be zero or a negative value. • This field is mandatory for Settlement Method via ICH using Special Agreement; the value should be entered by the user. It should not be zero or negative value.
Digital Signature	It is a flag indicating whether digital signature is required or not.	Valid value are as follows: <ul style="list-style-type: none"> • N: No • Y: Yes • D: Default (as per profile settings) Note: If digital signature requirement indicate an 'N' as per profile settings, it should not be changed to "Y".
Invoice Template Language	It indicates Invoice Template Language	-
CH Agreement Indicator	It indicates the Clearing House Agreement Indicator	-
CH Due Date	It indicates the earliest date on which the Clearing House should settle the Invoice/Credit Note	-

The procedure to create an Invoice Header is as follows:

1. Enter the details for the following fields:
 - **Billed Member**
 - **Invoice Number**
 - **Invoice Date**
 - **Billing Year/ Month/ Period**
 - **Billing Member's Location ID**
 - **Billed Member's Location ID**
 - **Settlement Method**
 - **Currency of Listing**
 - **Currency of Billing**
 - **Listing to Billing Rate**
 - **Digital Signature**
 - **Invoice Template Language**



- **CH Agreement Indicator**
 - **CH Due Date**
2. Click **Save Credit Note Header**.
 3. The **Edit Cargo Credit Note** screen is displayed with the confirmation that the Credit Note Header is created successfully.

Related Topics

[Creating a Credit Memo](#)

[Adding AWB Prepaid Billing](#)

[Adding AWB Charges Collect Billing](#)



2.3.3 Creating a Credit Memo

To create a Credit Memo, the steps are as follows:

1. **Create the Credit Note Header.**
2. The **Edit Cargo Credit Note** screen is displayed.
3. Click **Create Credit Memo** located at the end of the **Edit Cargo Credit Note** screen.
4. The **Create Credit Memo** screen is displayed.

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields/Sections	Description	Remarks
Header Details	It displays the details of the header.	Details for the following fields are displayed <ul style="list-style-type: none"> • Billed Member • Billing Period • Settlement Method • Invoice Number • Billing Code • Listing Amount • Listing to Billing Rate • Billing Amount • Invoice Status
Credit Memo Data Capture		

Fields/Sections	Description	Remarks
*Batch Number	It is the Batch Sequence Number of the transaction.	The combination of Batch Number and Sequence Number should not be repeated within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.
*Sequence Number	It is the Sequence Number within a batch of the transaction.	The combination of Batch Number and Sequence Number should not be repeated within an invoice. It is the responsibility of the billing airline to ensure that batching is done as per industry rules. These rules are not validated by the system.
*Credit Memo Number	It is the alpha-numeric Credit Memo Number .	Should be unique number within each billed airline in the billing period.
*Reason Code	It is the Reason Code for Credit Memo.	Should be a valid Reason Code as published by the industry The Reason Code will determine whether coupon breakdown is mandatory.
Our Reference	It is used to exchange data on a bilateral basis.	-
Your Invoice Number	It indicates the number of the invoice that contained the transaction.	Invoice Number for which credit memo is generated.
Your Billing Year	It indicates the billing year of the invoice that contained the transaction.	It should be generated automatically if Invoice number is provided.
Your Billing Month	It indicates the billing month of the invoice that contained the transaction being rejected.	It should be generated automatically if Invoice number is provided.
Your Billing Period	It indicates the billing period of the invoice that contained the transaction being rejected.	It should be generated automatically if Invoice number is provided.
Attachment Indicator-Original	It indicates whether any supporting documents (attachments) are added to the transaction.	This field is automatically set by the system. <ul style="list-style-type: none"> • Will be set to Yes if one or more attachments are added to the transaction. • Will be set to No if no attachments are added to the transaction (or when all existing attachments have been removed) • Click Attachment to add/remove attachments.
Airline Own Use	It is reserved for Internal use of Airline.	It is used to exchange data on a bilateral basis.
Reason Remarks	It is a brief description provided by the Billing Member for the invoice.	Any comments or reason for raising the Credit Memo can be stated here.

Fields/Sections	Description	Remarks
Total Weight Charges	It indicates the total weight charges.	-
Total Valuation Charges	It indicates the total valuation charges.	-
Total Other Charges	It indicates the total other charges.	-
Total ISC Amount	It indicates the total ISC Amount.	-
Total VAT Amount	It is the total VAT amount applicable on the coupon.	This total amount cannot be entered directly. It will be derived from the breakdown data entered. To enter tax breakdown data, click VAT Breakdown .
Net Credited Amount	It is the total amount of the coupon.	Total amount is calculated by the system; it should be a negative value and the value is not editable. The amount is the sum of the following fields taking into consideration whether the values are positive or negative: <ul style="list-style-type: none"> • Total Weight Charges • Total Valuation Charges • Total Other Charges • Total ISC Amount • Total VAT Amount

Buttons	Description	Remarks
Save	Click Save to save the Credit Memo details entered.	After data entered is successfully saved, the Edit Credit Memo screen is displayed. Here you can add an AWB Prepaid Billing or an AWB Charge Collect Billing to the CM.
Back	Click Back to go to the Edit Invoice screen.	A warning message is displayed indicating the unsaved changes, if you click Back prior to saving the field values entered for the AWB.

The procedure to create an AWB Prepaid Billing is as follows:

1. Enter the details for the following fields:

- **Batch Number**
- **Sequence Number**
- **Credit Memo Number**
- **Reason Code**
- **Our Reference**
- **Your Invoice Number**
- **Your Billing Year**
- **Your Billing Month**
- **Your Billing Period**
- **Airline Own Use**
- **Reason Remarks**
- **Total Weight Charges**
- **Total Valuation Charges**



- **Total Other Charges**
 - **Total ISC Amount**
 - **Total VAT Amount**
2. The **Net Credited Amount** is generated automatically.
 3. Click **Attachment** to add supporting documents if any.
 4. Click **Save** to save the details entered. The **Edit Credit Memo** screen is displayed. The details for the AWB are displayed.
- Note:** Select from the following options to save the details for the Credit Memo entered.
- **Save**
- OR**
- Click **Back** to go to the **Edit Cargo Credit Note** screen.

Related Topics

[Editing the Credit Note Header](#)

[Adding AWB Prepaid Billing for CM](#)

[Adding AWB Charges Collect Billing for CM](#)

[Validate Invoice](#)

[Submit Invoice](#)



2.3.4 Adding AWB Prepaid Billing for CM

To add an AWB prepaid Billing, the steps are as follows:

1. Create a CM.
2. Click **AWB Prepaid Breakdown** located on the **Edit Credit Memo** screen.
3. The **Add AWB Prepaid Billing** screen is displayed.

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
Header Details	It displays the details of the header.	Details for the following fields are displayed <ul style="list-style-type: none"> • Billed Member • Billing Period • Settlement Method • Credit Note Number • Billing Code • Listing Amount • Listing to Billing Rate • Billing Amount • Credit Note Status
AWB Prepaid Billing Details		
*AWB Issuing Airline	It is the prefix/accounting code of the issuing airline that bills the AWB.	Should be a valid prefix/accounting code. For Example, 221 for WI (Wings Airways)

Fields	Description	Remarks
*AWB Serial Number & Check Digit	It is the AWB Serial Number and Check Digit.	<p>The number should be 8 characters long. The valid values for the check digit are 0-6 or 9.</p> <ul style="list-style-type: none"> • If the values 7 or 8 are entered, an error message is displayed indicating that the entered check digit does not match the expected check digit. • Select from the option provided to modify the check digit entered or accept the expected check digit calculated by the system. • If 9 is entered as a check digit, an error message is displayed indicating that the entered check digit does not match the expected check digit. • Select from the option provided to continue with 9 or accept the expected check digit calculated by the system.
AWB Issuing Date	It indicates the date of issue of the AWB.	<p>Default format is DD-MMM-YY where</p> <ul style="list-style-type: none"> • DD: Date • MMM: Month • YY: Year <p>Select from the date picker.</p>
Origin	It is the origin airport/city code of the shipment.	It should be a valid IATA airport/city code.
Destination	It is the destination airport/city code of the shipment.	It should be a valid IATA airport/city code.
*From	It is the airport/city code from which the carriage of the shipment was performed by the Billing Member .	It should be a valid IATA airport/city code.
*To (or Point of Transfer)	It is the airport/city code to which the carriage of the shipment was performed by the Billing Member .	It should be a valid IATA airport/city code.
*Date of Carriage (or Transfer)	It indicates the date of carriage.	<p>Default format is DD-MMM-YY where</p> <ul style="list-style-type: none"> • DD: Date • MMM: Month • YY: Year <p>Select the value from the date picker.</p>
Weight Charges	It indicates the weight charges.	-
Valuation Charges	It indicates the valuation charges.	-

Fields	Description	Remarks
Other Charges	It is the total Other Charge amount applicable on the AWB.	<p>The Other Charge breakdown is not mandatory.</p> <ul style="list-style-type: none"> • However, if breakdown is provided; the Other Charge Amount at the AWB Level will be derived (summed) from the breakdown data. • Any value entered at the AWB level will be overwritten by the derived (summed) amount. • It is also possible to provide VAT amounts per Other Charge in the breakdown. • To enter Other Charges breakdown data, click Other Charges.
ISC%	It is the Interline Service Charge percentage applicable on the AWB.	-
ISC Amount	It is the Interline Service Charge applicable on the AWB.	-
VAT Amount	It is the total VAT amount applicable on the AWB (derived from Other Charges breakdown as well as VAT breakdown).	<p>This total amount cannot be entered directly.</p> <ul style="list-style-type: none"> • It will be derived from the breakdown data entered. • If VAT amount exists in the Other Charge breakdown, then the amount will be shown as an information field in the VAT Breakdown. • To enter VAT Breakdown data, click VAT Breakdown.
*Total Amount Credited	It is the total credited amount.	<p>It is the total of the amounts for Weight Charges and Valuation Charges and Other Charges and VAT Amount and ISC Amount.</p> <p>In case of credit memo, the Total Amount Credited should be reported with a negative sign.</p>
Currency Adjustment Indicator	It is the base currency used while evaluating a prorated value.	Should be a valid ISO Alpha Currency Code.
Billed Weight	It indicates the weight of the shipment.	When the billed weight is entered, indicate whether the weight is in kg or lbs in the KG/LB indicator field.



Fields	Description	Remarks
Proviso/Req/SPA	It indicates whether the proration was done based on Proviso, Requirement or SPA.	It is not a mandatory field. Valid values are: <ul style="list-style-type: none"> • Blank • P: Proviso • R: Requirement • S: SPA Note: Select Blank if none of the values are to be selected.
Prorate%	It indicates the percentage for proration.	-
KG/ LB indicator	It indicates whether the shipment weight is in kg or lbs.	This field should not be blank if the Billed Weight is entered. Valid values are: <ul style="list-style-type: none"> • Blank: If none of the values is selected. • K: kg • L: lbs Note: Select Blank if no value is entered for the Billed Weight .
Part Shipment	It indicates if the billing is done for a part shipment.	-
CCA Indicator	It indicates if the billing is based on Charges Correction Advice .	-
Filling Reference	It is used to exchange data on a bilateral basis.	-
Reason Code	It is used to exchange data on a bilateral basis.	-
Reference Field 1	It is a reusable field for different types of billing scenarios.	-
Reference Field 2	It is a reusable field for different types of billing scenarios.	-
Reference Field 3	It is a reusable field for different types of billing scenarios.	-
Reference Field 4	It is a reusable field for different types of billing scenarios.	-
Reference Field 5	It is a reusable field for different types of billing scenarios.	-
Airline Own Use	It is reserved for Internal use of Airline.	-



Fields	Description	Remarks
Attachment Indicator-Original	It indicates whether any supporting documents (attachments) have been added to the transaction.	<p>This field is automatically set by the system</p> <ul style="list-style-type: none"> • Will be set to Yes if one or more attachments are added to the transaction. • Will be set to No if no attachments are added to the transaction (or when all existing attachments have been removed). • Click Attachment to add/remove attachments. <p>Default value is NO.</p>
Prorate Ladder	Enter the details for proration.	Click Prorate Ladder to enter details for proration.

Buttons	Description	Remarks
Save and Add New	Click Save and Add New to save the AWB data and add data for a new AWB.	After data of the current AWB is successfully saved, the same screen with blank fields is offered to the user for creating the next AWB.
Save and Duplicate	Click Save and Duplicate to save the AWB data and capture another AWB with identical data.	<p>After data of the current AWB is successfully saved, the same screen is displayed for creating the next identical AWB, with data from the saved AWB.</p> <ul style="list-style-type: none"> • Sequence Number is incremented by 1. • VAT breakdown data and Other Charges data are also copied.
Save and Back to Overview	Click Save and Back to Overview to save the AWB data and go to the Edit Credit Memo screen.	After data of the current AWB is successfully saved, the Edit Credit Memo screen is displayed.
Back	Click Back to go to the Edit Credit Memo screen.	A warning message is displayed indicating the unsaved changes, if you click Back prior to saving the field values entered for the AWB.

The procedure to add a Prepaid AWB Billing to a BM is as follows:

1. Enter the details for the following fields:
 - **AWB Issuing Airline**
 - **AWB Serial Number & Check Digit**
 - **AWB Issuing Date**
 - **Origin**
 - **Destination**
 - **From**
 - **To (or Point of Transfer)**
 - **Date of Carriage (or Transfer)**



- **Weight Charges**
- **Valuation Charges**
- **Other Charges**
- **ISC%**
- **ISC Amount**
- **VAT Amount**

The **Total Amount Credited** is generated automatically.

- **Currency Adjustment Indicator**
- **Billed Weight**
- **Proviso/Req/SPA**
- **Prorate%**
- **KG/ LB indicator**
- **Part Shipment**
- **CCA Indicator**
- **Filling Reference**
- **Reason Code**
- **Reference Field 1**
- **Reference Field 2**
- **Reference Field 3**
- **Reference Field 4**
- **Reference Field 5**
- **Airline Own Use**

2. Click **Attachment** to add supporting documents if any.
3. Click **Prorate Ladder** to enter details for proration.
4. Click **Save and Back to Overview** to save the details entered. The **Edit Credit Memo** screen is displayed. The details for the AWB are displayed.

Note: Select from the following options to save the details for the AWB entered.

- **Save and Add New**
- **Save and Duplicate**
- **Save and Back to Overview**

OR

- Click **Back** to go to the **Edit Credit Memo** screen.

Related Topics

[Editing a Credit Memo](#)

[Editing CM Prepaid AWB Billing](#)

[Validate Invoice](#)

[Submit Invoice](#)



2.3.5 Adding AWB Charges Collect Billing for CM

To add an AWB Charges Collect Billing, the steps are as follows:

1. Create a CM.
2. Click **Add Charges Collect AWB Billing** located on the **Edit Credit Memo** screen.
3. The **Add AWB Charges Collect Billing** screen is displayed.

The screenshot shows the 'Add AWB Charges Collect Billing' screen. At the top, there's a navigation bar with 'SIS Simplified Invoicing and Settlement' and 'IATA' logo. Below that, a breadcrumb trail reads 'Home >> Edit Credit Note >> Edit Credit Memo >> Add Credit Memo Charges Collect Airway Bill'. The main title is 'Add AWB Charges Collect Billing' with the 'SIS Air' logo on the right. Under 'Header Details', fields include Billed Member (WI-221), Billing Period (Nov 2011 P2), Settlement Method (BILATERAL), Invoice Number (INCR17011), Listing Amount (USD -51,166.700), Listing to Billing Rate (1.00000), Billing Amount (USD -51,166.700), and Invoice Status (Validation Error - WEB Invoice). The 'AWB Charge Collect Billing Details' section contains multiple rows of fields: AWB Issuing Airline (154), AWB Serial Number (45688974), AWB Issuing Date (06-Dec-11), Origin (SYD), Destination (BOM), From (SYD), To/lor point of Transfer (BOM), Date Of Carriage(or Transfer) (02-Dec-11), Weight Charges (4563.000), Valuation Charges (4621.000), Amount Subjected To ISC (3211.000), ISC % (-5.000), ISC Amount (-160.550), Other Charges (435.000), VAT Amount (32.700), Total Amount Credited (12702.150), Currency Adjustment Indicator (USD), Billed Weight (2345), Proviso/Req/SPA, Prorate % (0.000), KG/LB Indicator (L - Pounds), Part Shipment, CCA Indicator, Reason Code, Reference Fields 1-4, Attachment Indicator-Original (No), and Prorate Ladder.

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Sections/Fields	Description	Remarks
Header Details	It displays the details of the header.	Details for the following fields are displayed <ul style="list-style-type: none"> • Billed Member • Billing Period • Settlement Method • Invoice Number • Listing Amount • Listing to Billing Rate • Billing Amount • Invoice Status
AWB Charges Collect Billing Details		
*AWB Issuing Airline	It is the prefix/accounting code of the issuing airline that bills the AWB.	Should be a valid prefix/accounting code. For Example, 221 for WI (Wings Airways)
*AWB Serial Number	It is the AWB Serial Number.	The number should be 8 characters long.

Sections/Fields	Description	Remarks
AWB Issuing Date	It indicates the date of issue of the AWB.	Default format is DD-MMM-YY where <ul style="list-style-type: none"> • DD: Date • MMM: Month • YY: Year Select from the date picker.
Origin	It is the origin airport/city code of the shipment.	It should be a valid IATA airport/city code.
Destination	It is the destination airport/city code of the shipment.	It should be a valid IATA airport/city code.
*From	It is the airport/city code from which the carriage of the shipment was performed by the Billing Member .	It should be a valid IATA airport/city code.
*To (or Point of Transfer)	It is the airport/city code to which the carriage of the shipment was performed by the Billing Member .	It should be a valid IATA airport/city code.
*Date of Carriage (or Transfer)	It indicates the date of carriage.	Default format is DD-MMM-YY where <ul style="list-style-type: none"> • DD: Date • MMM: Month • YY: Year Select the value from the date picker.
Weight Charges	It indicates the weight charges.	In case of credit memo, the Weight Charges should be reported with a negative sign.
Valuation Charges	It indicates the valuation charges.	In case of credit memo, the Valuation Charges should be reported with a negative sign.
Amount Subjected to ISC	It indicates the Amount on which ISC is applied.	-
ISC%	It is the Interline Service Charge percentage applicable on the AWB.	-
ISC Amount	It is the Interline Service Charge applicable on the AWB.	-



Sections/Fields	Description	Remarks
Other Charges	It is the total Other Charge amount applicable on the AWB.	<p>The Other Charge breakdown is not mandatory.</p> <ul style="list-style-type: none"> • However, if breakdown is provided; the Other Charge Amount at the AWB Level will be derived (summed) from the breakdown data. • Any value entered at the AWB level will be overwritten by the derived (summed) amount. • It is also possible to provide VAT amounts per Other Charge in the breakdown. • To enter Other Charges breakdown data, click Other Charges.
VAT Amount	It is the total VAT amount applicable on the AWB (derived from Other Charges breakdown as well as VAT breakdown).	<p>This total amount cannot be entered directly.</p> <ul style="list-style-type: none"> • It will be derived from the breakdown data entered. • If VAT amount exists in the Other Charge breakdown, then the amount will be shown as an information field in the VAT Breakdown. • To enter VAT Breakdown data, click VAT Breakdown.
*Total Amount Credited	It is the total credited amount.	<p>It is the total of the amounts for Weight Charges and Valuation Charges and Other Charges and VAT Amount and ISC Amount. In case of credit memo, the Total Amount Credited should be reported with a negative sign.</p>
Currency Adjustment Indicator	It is the base currency used while evaluating a prorate value.	Should be a valid ISO Alpha Currency Code.
Billed Weight	It indicates the weight of the shipment.	When the billed weight is entered, indicate whether the weight is in kg or lbs in the KG/LB indicator field.
Proviso/Req/SPA	It indicates whether the proration was done based on Proviso, Requirement or SPA.	<p>It is not a mandatory field.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> • Blank • P: Proviso • R: Requirement • S: SPA <p>Note: Select Blank if none of the values are to be selected.</p>



Sections/Fields	Description	Remarks
Prorate%	It indicates the percentage for proration.	-
KG/ LB indicator	It indicates whether the shipment weight is in kg or lbs.	This field should not be blank if the Billed Weight is entered. Valid values are: <ul style="list-style-type: none"> • Blank: If none of the values is selected. • K: kg • L: lbs Note: Select Blank if no value is entered for the Billed Weight .
Part Shipment	It indicates if the billing is done for a part shipment.	-
CCA Indicator	It indicates if the billing is based on Charges Correction Advice .	-
Filling Reference	It is used to exchange data on a bilateral basis.	-
Reason Code	It is used to exchange data on a bilateral basis.	-
Reference Field 1	It is a reusable field for different types of billing scenarios.	-
Reference Field 2	It is a reusable field for different types of billing scenarios.	-
Reference Field 3	It is a reusable field for different types of billing scenarios.	-
Reference Field 4	It is a reusable field for different types of billing scenarios.	-
Reference Field 5	It is a reusable field for different types of billing scenarios.	-
Airline Own Use	It is reserved for Internal use of Airline.	-
Attachment Indicator-Original	It indicates whether any supporting documents (attachments) have been added to the transaction.	This field is automatically set by the system <ul style="list-style-type: none"> • Will be set to Yes if one or more attachments are added to the transaction. • Will be set to No if no attachments are added to the transaction (or when all existing attachments have been removed). • Click Attachment to add/remove attachments. Default value is NO .
Prorate Ladder	Enter the details for proration.	Click Prorate Ladder to enter details for proration.

Buttons	Description	Remarks
Save and Add New	Click Save and Add New to save the AWB data and add data for a new AWB.	After data of the current AWB is successfully saved, the same screen with blank fields is offered to the user for creating the next AWB.
Save and Duplicate	Click Save and Duplicate to save the AWB data and capture another AWB with identical data.	After data of the current AWB is successfully saved, the same screen is displayed for creating the next identical AWB, with data from the saved AWB. <ul style="list-style-type: none"> • Sequence Number is incremented by 1. • VAT breakdown data and Other Charges data are also copied.
Save and Back to Overview	Click Save and Back to Overview to save the AWB data and go to the Edit Credit Memo screen.	After data of the current AWB is successfully saved, the Edit Credit Memo screen is displayed.
Back	Click Back to go to the Edit Credit Memo screen.	A warning message is displayed indicating the unsaved changes, if you click Back prior to saving the field values entered for the AWB.

The procedure to add a Charges Collect AWB Billing to a BM is as follows:

1. Enter the details for the following fields:

- **AWB Issuing Airline**
- **AWB Serial Number**
- **AWB Issuing Date**
- **Origin**
- **Destination**
- **From**
- **To (or Point of Transfer)**
- **Date of Carriage (or Transfer)**
- **Weight Charges**
- **Valuation Charges**
- **Amount Subjected to ISC**
- **Other Charges**
- **ISC%**
- **ISC Amount**
- **VAT Amount**

The **Total Amount Credited** is generated automatically.

- **Currency Adjustment Indicator**
- **Billed Weight**
- **Proviso/Req/SPA**
- **Prorate%**
- **KG/ LB indicator**
- **Part Shipment**
- **CCA Indicator**
- **Filling Reference**
- **Reason Code**
- **Reference Field 1**



- **Reference Field 2**
 - **Reference Field 3**
 - **Reference Field 4**
 - **Reference Field 5**
 - **Airline Own Use**
2. Click **Attachment** to add supporting documents if any.
 3. Click **Prorate Ladder** to add details for proration.
 4. Click **Save and Back to Overview** to save the details entered. The **Edit Credit Memo** screen is displayed. The details for the AWB are displayed.
- Note:** Select from the following options to save the details for the AWB entered.
- **Save and Add New**
 - **Save and Duplicate**
 - **Save and Back to Overview**
- OR**
- Click **Back** to go to the **Edit Credit Memo** screen.

Related Topics

[Editing a Credit Memo](#)

[Editing CM Charges Collect AWB Billing](#)


[Validate Invoice](#)

[Submit Invoice](#)



2.3.6 Editing Credit Note Header

To edit the Credit Memo Header, the steps are as follows:

1. **Create Credit Note Header.**
 2. The **Edit Cargo Credit Note** screen is displayed.
- OR**
1. **Search the existing Credit Note Header.**
 2. Select the header from the list displayed in the **Search Results** section.
 3. Click .
 4. The **Edit Cargo Credit Note** screen is displayed.

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Sections	Description	Remarks
Header Details	It displays the data captured during the creation of the Invoice Header.	<p>The fields displayed are:</p> <ul style="list-style-type: none"> • Billed Member • Invoice Number • Invoice Date • Billing Year/Month/Period • Billing Member's Location ID • Billed Member's Location ID • Settlement Method • Currency of Listing • Currency of Billing • Listing to Billing Rate • Digital Signature • Invoice Template Language • CH Agreement Indicator • CH Due Date
Invoice Total	It displays counts and totals derived based on transactions captured.	<p>The fields displayed are:</p> <ul style="list-style-type: none"> • Total Weight Charge • Total Valuation Charge • Total Other Charge • Total ISC Amount • Total VAT Amount • Net Invoice Total • Total Net Amount without VAT • Net Invoice Billing Total • Total Number of Records
Summary List	It displays counts and totals per Billing Code, based on transactions captured.	<p>The fields displayed are:</p> <ul style="list-style-type: none"> • Billing Code • Total No. of Billing Records • Total Weight Charge • Total Valuation Charge • Total Other Charge • Total ISC Amount • Total VAT Amount • Billing Code Sub Total
Credit Memo List	It displays the details for the Credit Memo.	<p>The fields displayed are:</p> <ul style="list-style-type: none"> • Batch No. • Seq. No. • Credit Memo No. • Weight Charges • ISC Amt. • Other Charge Amt. • VAT Amt. • Valuation Amt. • Net Credited Amt. • Reason Code • Reason Description



Buttons	Description	Remarks
Save Credit Note Header	Click Save Credit Note Header to save changes made to the header.	<p>If one or more transactions exist in the invoice, only the following fields can be modified:</p> <ul style="list-style-type: none"> • Billing Year/Month/Period (so long as the changed value belongs to the same month as compared to the previously saved value) • Location ID's (and reference data) of Billing and Billed Member • Invoice Number <p>Modification of any other fields will result in an error while saving the data. If no transactions exist in the invoice, any field can be modified.</p>
Validate Credit Note	Click Validate Credit Note to validate the Credit Note.	After successful validation, a confirmation message is displayed on the screen. The button then changes to Submit Credit Note .
Create Credit Memo	Click Create Credit Memo to create a credit memo.	The Create Credit Memo screen is displayed. Enter the details for the Credit Memo.
Credit Note VAT	Click Credit Note VAT to add VAT to the Credit Note	The Credit Note VAT screen is displayed.
Back to Manage Invoice	Click Back to Manage Invoice to go to the Invoice Search screen.	A warning message is displayed indicating the unsaved changes, if you click Back prior to saving the field values entered.


The procedure to edit the Credit Note Header is as follows:

1. Edit the details for the fields listed in the **Header Details** section.
2. Click **Save Credit Note Header**.

The procedure to Create Credit Memo is as follows:

1. Click **Create Credit Memo** button located at the end of the screen.
2. The **Create Credit Memo** screen is displayed.
For more information please refer topic **Creating a Credit Memo**.

The procedure to edit an existing credit memo is as follows:

1. The details of existing Credit Memo are displayed in the **Credit Memo List** section.
2. Select the Credit Memo to be edited from the list displayed.
3. Click  to edit the memo.
4. The **Edit Credit Memo** screen is displayed.
For more information please refer topic: **Editing a Credit Memo**.

The procedure to add Credit Note VAT is as follows:

1. Click **Credit Note VAT** button located at the end of the screen.
2. The **Credit Note VAT** screen is displayed.
For more information please refer to topic: **Credit Note VAT**



Related Topics

[Creating a Credit Memo](#)

[Editing a Credit Memo](#)

[Credit Note VAT](#)



[Validate Invoice](#)

[Submit Invoice](#)



2.3.7 Editing a Credit Memo

To edit a Credit Memo, the steps are as follows:

1. **Search the Credit Note.**
2. Select the Credit Note from the list displayed in the **Search Results** section.
3. Click .
4. The **Edit Cargo Credit Note** screen is displayed.
5. Select the Credit Memo to be edited from the list displayed in the **Credit Memo List** section.
6. Click .
7. The **Edit Credit Memo** screen is displayed.

Header Details

Billed Member: WI-221 Billing Period: Nov 2011 P1 Settlement Method: BILATERAL Credit Note No.: IN14011
 Billing Code: S-C Listing/Evaluation to Billing Rate: 1.00000 Credit Note Status:

Credit Memo Data Capture

* Batch No.: 1325 * Sequence Number: 2435
 * Credit Memo Number: CR1401 * Reason Code: GA Our Reference:
 Your Invoice Number: IN1201 Your Billing Year: 2011 Your Billing Month: Oct Your Billing Period: 3
 Attachment Indicator - Original: No Attachment Airline Own Use:

Reason Remarks:

Total Weight Charges: -11479.00 Total Valuation Charges: -13882.00 Total Other Charges: 10870.00 Total ISC Amount: 240.00
 Total VAT Amount: 235.00 Net Credited Amount: -11616.00



Buttons: Save, AWB Prepaid Breakdown, AWB Charge Collect Breakdown, Back

Actions	Billing Code	Issuing Airline	AWB Serial No.	AWB Issuing Date	Consignment Origin	Consignment Dest	Carriage From	Carriage To	Date of Carriage	Weight Charges	Valuation Charges	Other Charges
	AWBChargeCollect	154	12324340	04-Nov-11 00:00	BOM	SYD	BOM	SYD	06-Nov-11 00:00	-3,456.00	-4,657.00	3,257.00
	AWBChargeCollect	154	14563636	04-Nov-11 00:00	BOM	SYD	BOM	SYD	06-Nov-11 00:00	-3,456.00	-4,657.00	3,257.00
	AWBPrepaid	154	13425763	10-Nov-11 00:00	BOM	JFK	BOM	JFK	09-Nov-11 00:00	-4,567.00	-4,568.00	4,356.00

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Sections	Description	Remarks
Header Details	The details for the header are displayed.	Details for the following fields are displayed <ul style="list-style-type: none"> • Billed Member • Billing Period • Settlement Method • Credit Note No. • Listing Amount • Listing/Evaluation to Billing Rate • Billing Amount • Credit Note Status
Credit Memo Data Capture	The details for the Credit Memo are displayed.	The fields displayed are similar as explained in topic Creating a Credit Memo .
Credit Memo AWB List	The list of Prepaid and Charges Collect AWB is displayed	You can Edit or Delete the selected Prepaid AWB or Charges Collect AWB .

Buttons	Description	Remarks
Save	Click Save to save the details for the fields edited.	-
AWB Prepaid Breakdown	Click AWB Prepaid Breakdown to add a prepaid AWB to the CM.	The Create AWB Prepaid Billing screen is displayed. Enter the details for the prepaid AWB.
AWB Charge Collect Breakdown	Click AWB Charges Collect Breakdown to add a Charge Collect AWB to the CM.	The Create AWB Charges Collect Billing screen is displayed. Enter the details for the charges collect AWB.
	Click Edit to edit the selected AWB.	The Edit Prepaid AWB or Edit Charges Collect AWB screen is displayed as per the record selected.
	Click Delete to delete the selected record.	A message is displayed on the screen indicating that the selected record is deleted.
Back	Click Back to go to the Edit Cargo Credit Note screen.	A warning message is displayed indicating the unsaved changes, if you click Back prior to saving the field values entered for the AWB.

The procedure to edit the CM details is as follows:

1. Edit the details for the fields displayed.
2. Click **Save** to save the details for the fields edited.

Note: You can select from the following options to save the details for the CM.

- **Save**

OR

- Click **Back** to go to the **Edit Cargo Credit Note** screen.


The procedure to add Prepaid AWB is as follows:

1. Click **Add Prepaid AWB**.
2. The **Create AWB Prepaid Billing** screen is displayed.
3. Enter the details for the Prepaid AWB.


The procedure to add Charges Collect AWB is as follows:

1. Click **Charges Collect Prepaid AWB**.
2. The **Create AWB Charges Collect Billing** screen is displayed.
3. Enter the details for the Charges Collect AWB.

The procedure to edit a Prepaid AWB or Charges Collect AWB is as follows:

1. Click  to edit the selected record.
2. The **Edit Prepaid AWB** or **Edit Charges Collect AWB** screen is displayed as per the record selected.
3. Edit the details for the selected record.

The procedure to delete a **Prepaid AWB** or **Charges Collect AWB** is as follows:

1. Select the record from the list displayed in the **Billing Memo AWB List** section.
2. Click .
3. The selected record is deleted from the list.

Related Topics

[Creating a Credit Memo](#)

[Editing CM Prepaid AWB Billing](#)

[Editing CM Charges Collect Billing](#)


[Validate Invoice](#)

[Submit Invoice](#)



2.3.8 Editing CM AWB Prepaid Billing

To edit CM Prepaid AWB, the steps are as follows:

1. **Edit the Credit Memo.**
2. Select the **Prepaid AWB Billing** to be edited from the list displayed in the **Credit Memo AWB List**.
3. Click  to edit the Prepaid AWB Billing.
4. The **Edit AWB Prepaid Billing** screen is displayed.

Note: The Fields and Buttons are similar as explained in the topic **Adding Prepaid AWB Billing for CM**. The **Serial Number** is generated automatically by the system and cannot be modified. The records are numbered as they are available in the **Credit Memo AWB List**.

The procedure to edit the AWB Prepaid Billing is as follows:

1. Edit the details for the fields.
2. Click **Save and Back to Overview** to save the details edited. The **Edit Credit Memo** screen is displayed with the confirmation that the Credit Memo AWB is updated successfully.

Note: Select from the following options to save the details edited for the AWB.

- **Save and Add New**
- **Save and Duplicate**
- **Save and Back to Overview**

OR

- Click **Back** to go to the **Edit Credit Memo** screen.

Related Topics

[Editing a Credit Memo](#)


[Validate Invoice](#)

[Submit Invoice](#)



2.3.9 Editing CM AWB Charges Collect Billing

To edit CM Charges Collect AWB, the steps are as follows:

1. **Edit the Credit Memo.**
2. Select the **Charges Collect AWB Billing** to be edited from the list displayed in the **Credit Memo AWB List**.
3. Click  to edit the AWB Charges Collect Billing.
4. The **Edit AWB Charges Collect Billing** screen is displayed.

Note: The Fields and Buttons are similar as explained in the topic **Adding Charges Collect AWB Billing for CM**.

The **Serial Number** is generated automatically by the system and cannot be modified. The records are numbered as they are available in the **Credit Memo AWB List**.

The procedure to edit the AWB Charges Collect Billing is as follows:

1. Edit the details for the fields.
2. Click **Save and Back to Overview** to save the details edited. The **Edit Credit Memo** screen is displayed with the confirmation that the Credit Memo Coupon is updated successfully.

Note: Select from the following options to save the details edited for the AWB.

- **Save and Add New**
- **Save and Duplicate**
- **Save and Back to Overview**

OR

- Click **Back** to go to the **Edit Credit Memo** screen.

Related Topics

[Editing a Credit Memo](#)

[Validate Invoice](#)

[Submit Invoice](#)




2.3.10 Viewing a Credit Memo

A CM can be viewed using:

- Receivables submenu
- Payables submenu
- Billing History and Correspondence submenu

To view a CM, the steps are as follows:

1. Search the Credit Note.
2. Select the Credit Note to be viewed from the list displayed in the **Search Results** section.
3. Click .
4. The **View Credit Note** screen is displayed.

View Cargo Credit Note

Header Details

* Billed Member: W1221-Wings Airways	* Invoice Number: IN14011	* Invoice Date: 14-Nov-11	* Billing Year/Month/Period: 2011-Nov-1
Billing Member's Location ID:	Billed Member's Location ID:	* Settlement Method: BILATERAL	Digital Signature: D: Default
* Currency of Listing: USD	* Currency of Billing: USD	Listing to Billing Rate: 1.00000	



Invoice Total

Total Weight Charge: -22928.000	Total Valuation Charge: -27764.000	Total Other Charge: 21740.000	Total ISC Amount: 480.000
Net Invoice Total: -23202.000	Total VAT Amount: 470.000	Net Invoice Billing Total: -23202.000	Total Number of Records: 2

Summary List

Billing Code	Total No. of Billing Records	Total Weight Charge	Total Valuation Charge	Total Other Charge	Total ISC Amount	Total VAT Amount	Billing Code Sub Total	Billing Code VAT
All	1	-11,449.000	-13,882.000	10,870.000	240.000	235.000	-11,586.000	Billing Code VAT
Credit Memo	1	-11,479.000	-13,882.000	10,870.000	240.000	235.000	-11,616.000	Billing Code VAT

Credit Memo List

Actions	Batch No.	Seq. No.	Credit Memo No.	Weight Charges	ISC Amt.	Other Charge Amt.	VAT Amt.	Valuation Amt.	Net Credited Amt.	Reason Code	Reason Description
 	1325	2435	CR1401	-11,449.00	240.00	10,870.00	235.00	-13,882.00	-11,586.00	0A	BILATERAL REASON CODE

Page 1 of 1 | View 1 - 2 of 2

Page 1 of 1 | View 1 - 1 of 1

[Credit Note VAT](#) [Back to Manage Invoice](#)

Note: Fields and Buttons are as explained in the topic **Editing a Credit Memo**.

5. Select the memo to be viewed from the list displayed in the **Credit Memo List** section.
6. The **View Credit Memo** screen is displayed.



View Credit Memo

Header Details

Billing Member: SI-154 Billing Period: Nov 2011 P1 Settlement Method: BILATERAL Credit Note No.: IN14011
 Billing Code: S-C Listing/Evaluation to Billing Rate: 1.00000 Credit Note Status:

Credit Memo Data Capture

* Batch No.: 1325 * Sequence Number: 2435

* Credit Memo Number: CR1401 * Reason Code: BA Our Reference:

Your Invoice Number: IN1201 Your Billing Year: 2011 Your Billing Month: Oct Your Billing Period: 3

Attachment Indicator - Original: No Airline Own Use:

Reason Remarks:

Total Weight Charges: -11449.00 Total Valuation Charges: -13682.00 Total Other Charges: 10870.00 Total ISC Amount: 240.00
 Total VAT Amount: 235.00 VAT Breakdown Net Credited Amount: -11598.00

Credit Memo Awb List

Actions	Billing Code	Issuing Airline	AWB Serial No.	AWB Issuing Date	Consignment Origin	Consignment Dest	Carriage From	Carriage To	Date of Carriage	Weight Charges	Valuation Charges	Other Charges
	AWBChargeCollect	154	12324340	04-Nov-11 00:00	BOM	SYD	BOM	SYD	08-Nov-11 00:00	-3,456.00	-4,657.00	3,257.00
	AWBChargeCollect	154	14563636	14-Nov-11 00:00	BOM	SYD	BOM	SYD	08-Nov-11 00:00	-3,426.00	-4,657.00	3,257.00
	AWBPrepaid	154	13425763	10-Nov-11 00:00	BOM	JFK	BOM	JFK	09-Nov-11 00:00	-4,567.00	-4,568.00	4,356.00

- The details of the memo are displayed in the Credit Memo Data Capture section.
- The list of **AWB Prepaid Billing** and **AWB Charges Collect Billing** for the Credit Memo is displayed in the Credit Memo AWB List.
- Click **Back** to go back to the **Edit Cargo Credit Note** screen.

Note: When the CM is viewed using **Billing History and Correspondence** submenu, the button is **Back to Billing History**. Click **Back to Billing History** to go back to the **Billing History and Correspondence** screen.

The procedure to view AWB Prepaid Billing is as follows:

- Select the Prepaid billing to be viewed from the list displayed in the **Credit Memo AWB List** section.
- Click
- The **View Prepaid AWB** screen is displayed. The details for the AWB Prepaid Billing are displayed.
- Click **Back** to go back to the **View Credit Memo** screen.

The procedure to view AWB Charges Collect Billing is as follows:

- Select the Charges Collect billing to be viewed from the list displayed in the **Credit Memo AWB List** section.
- Click
- The **View Charges Collect AWB** screen is displayed. The details for the **AWB Charge Collect Billing** are displayed.
- Click **Back** to go back to the **View Credit Memo** screen.

Related Topics



[Searching an Invoice](#)

[View CM Prepaid AWB](#)


[View CM Charges Collect AWB](#)

[Billing History](#)



2.3.11 Viewing CM Prepaid AWB

To view CM Prepaid AWB, the steps are as follows:

1. View CM.
2. Select the Prepaid billing to be viewed from the list displayed in the **Credit Memo AWB List** section.
3. Click .
4. The **View Prepaid AWB** screen is displayed.

The screenshot shows the 'View AWB Prepaid Billing' interface. At the top, there's a navigation bar with 'SIS Simplified Invoicing and Settlement' and 'WINGS AIRWAYS'. Below that, a 'Header Details' section contains: Billing Member: ST-154, Billing Period: Nov 2011 P1, Settlement Method: BILATERAL, Invoice Number: IN14011, Listing Amount: USD -23,202,000, Listing to Billing Rate: 1.00000, Billing Amount: USD -23,202,000, and Invoice Status: Presented. The 'AWB Prepaid Billing Details' section is divided into several rows of input fields: Serial Number (1), AWB Issuing Airline (154), AWB Serial Number & Check Digit (13425763), AWB Issuing Date (14-Nov-11), Origin (BOM), Destination (JFK), From (BOM), To (or point of Transfer) (JFK), Date of Carriage (or Transfer) (09-Nov-11), Weight Charges (-4567.000), Valuation Charges (-4568.000), Other Charges (4356.000), ISC % (0.000), ISC Amount (0.000), VAT Amount (115.000), Total Amount Credited (-4664.000), Currency Adjustment Indicator (USD), Billed Weight (6456), Prorate Req/SPA (dropdown), Prorate % (0.000), KG/LB Indicator (dropdown), Part Shipment (checkbox), CCA Indicator (checkbox), Filing Reference (text), Reason Code (dropdown), Reference Field 1-4 (text), Reference Field 5 (text), Airline Own Use (checkbox), Attachment Indicator-Original (No), and Prorate Ladder (dropdown). A 'Back' button is located at the bottom left.


Note: Fields and Buttons are as explained in the topic **Adding Prepaid AWB Billing for CM**.

5. The details for the AWB Prepaid Billing are displayed.
6. Click **Back** to go back to the **View Credit Memo** screen.

Note: When the CM Prepaid AWB is viewed using **Billing History and Correspondence** submenu, the button is **Back to Billing History**. Click **Back to Billing History** to go back to the **Billing History and Correspondence** screen.

2.3.12 Viewing CM Charges Collect AWB

To view CM Charges Collect AWB, the steps are as follows:

1. View CM.
2. Select the Charges Collect billing to be viewed from the list displayed in the **Credit Memo AWB List** section.
3. Click .
4. The **View Charges Collect AWB** screen is displayed.
5. The details for the **AWB Charges Collect Billing** are displayed.
6. Click **Back** to go back to the **View Credit Memo** screen.

Note: Fields and Buttons are as explained in the topic **Adding Charges Collect AWB Billing for CM**.

- When the **CM Charges Collect AWB** is viewed using **Billing History and Correspondence** submenu, the button is **Back to Billing History**. Click **Back to Billing History** to go back to the **Billing History and Correspondence** screen.

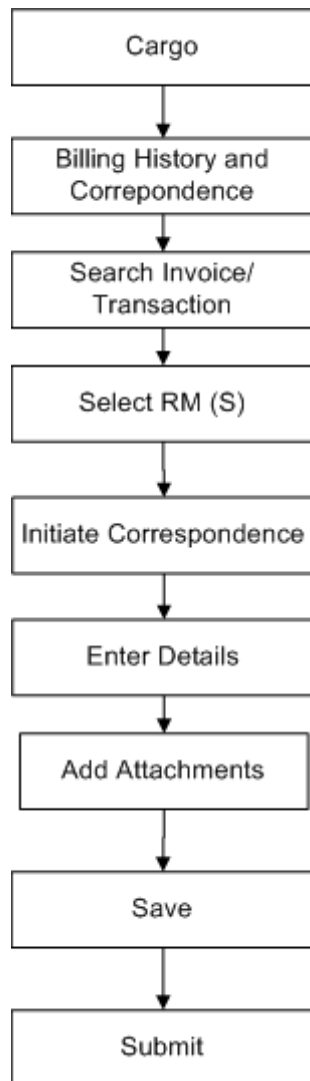
2.4 Working with Correspondence

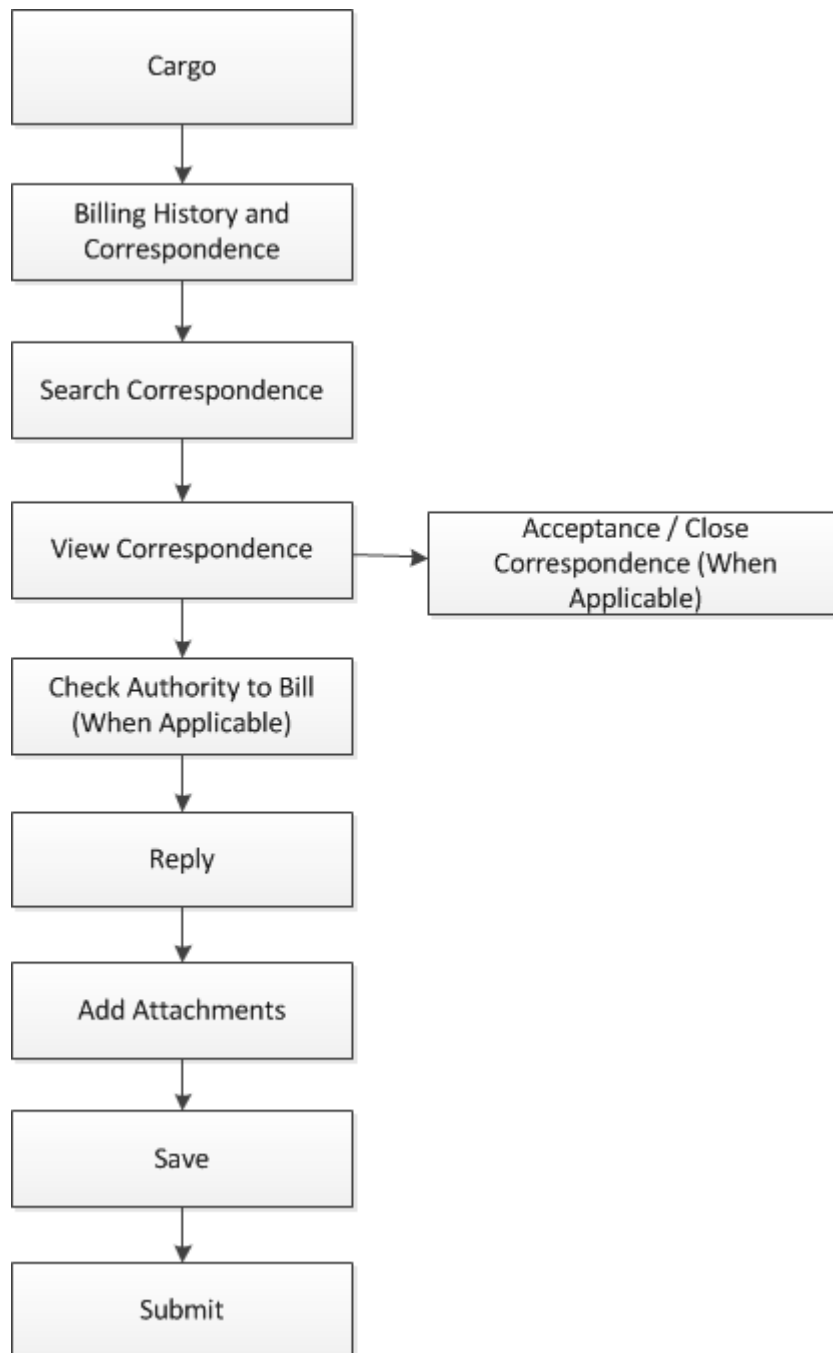
2.4.1 Processes for Correspondence

Processes for Correspondence are as follows:

- Initiating Correspondence
- Managing Correspondence

Initiating Correspondence



Managing Correspondence



2.4.2 Billing History

Using the Billing History screen you can:

- Search an Invoice
- Search a Correspondence

2.4.2.1 Searching an Invoice

To search an Invoice, the steps are as follows:

1. Click **Cargo** menu.
2. Click **Billing History and Correspondence** submenu.
3. The **Billing History** screen is displayed.

The screenshot displays the SIS Billing History interface. At the top, there is a navigation bar with the IATA logo and user information. Below this, a menu bar includes 'Passenger', 'Cargo', 'Miscellaneous', 'UATP', 'Reports', 'General', and 'Profile and User Management'. The main content area is titled 'Billing History' and contains two search sections: 'Invoice Search Criteria' and 'Correspondence Search Criteria'. The 'Invoice Search Criteria' section includes fields for Billing Type (Payables), Transaction Type (All), AWB Serial Number, Billing Year / Month (Please Select), Memo Number, Billing Period (All), Rejection Stage (Please Select), Invoice Number, Reason Code, Member Code, and Issuing Airline. The 'Correspondence Search Criteria' section includes fields for From Date (01-Jul-16), To Date (16-Mar-17), Correspondence Ref. No., Correspondence Status (All), Member Code, Correspondence Sub Status (All), Correspondence Owner (All), Authority To Bill (All), Correspondence Initiating Member (Either), and Number Of Days To Expire. Below the search criteria is a 'Search Results' table with columns for Actions, Transaction Type, Transaction Date, Transaction No., Invoice No., Member Code, Rejection Stage, Reason Code, Correspondence Status, Correspondence Sub Status, Number Of Days To Expire, Authority To Bill, and Transaction Amount. The table contains five rows of data. Below the table is a pagination bar showing 'Page 1 of 2' and 'View 1 - 5 of 6'. At the bottom, there are buttons for 'Initiate Rejection', 'Initiate Correspondence', and 'Initiate Billing Memo', followed by a 'Stage 3 Rejection Memos Linked with Correspondence' table with columns for Actions, Rejection Memo Number, Linked Correspondence Number, Invoice Number, Billing Period, Billing Member Code, Billed Member Code, Reason Code, and Net Reject Amount. A 'Generate Audit Trail PDF(s)' button is located at the very bottom.

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
Invoice Search Criteria		
*Billing Type	It indicates the type of billing.	Valid values are as follows: <ul style="list-style-type: none"> • Payables are billing received from other interline partners for a billing period.(This is default value) • Receivables are invoices billed to other interline partners.
Billing Year/Month	It is the clearance Year/Month for the invoice.	Default value displayed is Please Select
Billing Period	The clearance Period of the invoice.	Default value displayed is All .
Invoice Number	It is unique alphanumeric ID that identifies the member in the member profile.	Invoice Number is case insensitive. For example, Invoice/Credit Note Number ABC12345 and abc12345 are considered to be the same. <ul style="list-style-type: none"> • The Invoice/Credit Note Number can be maximum ten characters. • Note that hyphen, space, and special characters (#, *, @, ~) are not allowed.
Member Code	It is the unique alphanumeric ID that identifies the member in the Member Profile.	For example, WI-221-Wings Airways
Transaction Type	It indicates the type of invoice.	Types of transactions are: <ul style="list-style-type: none"> • All • Prime AWB • Rejection Memo • Billing Memo • Credit Memo
Memo Number	It is the memo number.	-
Rejection Stage	It is the stage of the rejection memo.	Stage one, two and three. It is valid only if the Transaction Type selected is RM.
Reason Code	It indicates the reason for initiating the invoice.	It is two-digit character code assigned to each credit memo/rejection memo/billing memo.
Issuing Airline	It is the prefix/accounting code of the issuing airline that bills the coupon.	Should be a valid accounting code. For example, 221 for WI (Wings Airways)
AWB Serial Number	It is the AWB Serial Number.	It is the Serial Number including the Check Digit .



Buttons	Description	Remarks
Initiate Rejection	Click Initiate Rejection to create a Rejection Memo for the selected invoice.	The button is enabled automatically only after you select one or more transactions. <ul style="list-style-type: none"> • When one or more original AWBs from the same invoice are selected, this button is enabled. • When a single RM (stage One or Two) is selected, this button is enabled. • This button is not enabled when a stage three RM is selected or a correspondence related BM is selected.
Initiate Correspondence	Click Initiate Correspondence to create a Correspondence for the selected invoice.	The button is enabled automatically after one or more stage three RMs from the same invoice are selected.
Initiate Billing Memo	Click Initiate Billing Memo to create a Billing Memo for the selected invoice.	The button is enabled automatically after you select a correspondence with an Authority to Bill or a correspondence which is expired.

The procedure to search an invoice is as follows:

1. Enter the details for the following fields:
 - **Billing Type**
 - **Billing Year/month**
 - **Billing Period**
 - **Invoice Number**
 - **Member Code**
 - **Transaction Type**
 - **Memo Number**
 - **Rejection Stage**
 - **Reason Code**
 - **Issuing Airline**
 - **AWB Serial Number**
2. Click **Search** to search for the Invoice.
3. The list of invoices is displayed in the **Search Results** section.

Note:

1. The user can perform search based on groups of fields:
 - Group 1 (Used for basic search)
 - a. The following fields will be mandatory:
 - i. Billing Type (value should be Payables or Receivables)
 - ii. Billing Year/Month (value should not equal Please Select)
 - iii. Member Code (non-blank/valid value)
 - Group 2 (Used for searching records based on just a memo number)
 - b. The following fields will be mandatory:
 - i. Billing Type (value should be Payables or Receivables)
 - ii. Transaction Type selected as Rejection Memo, Billing Memo or Credit Memo
 - iii. Memo Number (non-blank value)
 - Group 3 (Used for searching records based on just AWB number)



- c. The following fields will be mandatory:
 - i. Billing Type (value should be Payables or Receivables)
 - ii. Transaction Type selected as Prime AWB
 - iii. Issuing Airline (non-blank/valid numeric value)
 - iv. AWB Serial Number (non-blank numeric value)
- 2. Additional search criteria may be provided in apart from the fields mentioned above

2.4.2.2 Searching a Correspondence

To search an Invoice, the steps are as follows:

1. Click **Cargo** menu.
2. Click **Billing History and Correspondence** submenu.
3. The **Billing History** screen is displayed.

The screenshot shows the SIS Billing History and Correspondence search interface. It includes search criteria for Billing History and Correspondence Search Criteria, a search results table, and buttons for actions like 'Initiate Rejection' and 'Initiate Billing Memo'.

Billing History Search Criteria:

- Billing Type: Payables
- Billing Year / Month: Please Select
- Billing Period: All
- Billing Code: All
- Member Code: [Text Field]
- Invoice Number: [Text Field]
- Transaction Type: All
- Memo Number: [Text Field]
- Rejection Stage: Please Select
- Source Code: [Text Field]
- Reason Code: [Text Field]
- Issuing Airline: [Text Field]
- Document Number: [Text Field]
- Coupon Number: [Text Field]

Correspondence Search Criteria:

- From Date: 02-Oct-17
- To Date: 02-Apr-18
- Member Code: [Text Field]
- Correspondence Owner: All
- Correspondence Initiating Member: Either
- Correspondence Ref. No.: [Text Field]
- Correspondence Status: All
- Correspondence Sub Status: All
- Authority To Bill: All
- Number Of Days To Expiry: [Text Field]
- Source Code: [Text Field]

Search Results Table:

Actions	Transaction Type	Transaction Date	Transaction No.	Billing Code	Invoice No.	Member Code	Source Code	Rejection Stage	Reason Code	Correspondence Status	Correspondence Sub Status	Number Of Days To Expiry	Authority To Bill	Transaction Amount
[Icons]		18-Mar-2017	00010008860			134	6			Open	Received	61	NA	USD 743.70
[Icons]		19-Jan-2017	00010009473			180	6			Open	Received	3	NA	USD 1478.09
[Icons]		21-Feb-2017	00010009230			607	6			Open	Received	36	NA	USD 166.88
[Icons]		21-Feb-2017	00010009231			607	6			Open	Received	36	NA	USD 166.88
[Icons]		21-Feb-2017	00010009600			607	6			Open	Received	36	NA	USD 142.97

Stage 3 Rejection Memos Linked with Correspondence Table:

Actions	Rejection Memo Number	Linked Correspondence Number	Invoice Number	Billing Period	Billing Member Code	Billed Member Code	Reason Code	Net Reject Amount
[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
Correspondence Search Criteria		

Fields	Description	Remarks
*From Date	It is the date of start of correspondence.	The date can be added manually or by choosing a date from the calendar.
*To Date	It is the date of current correspondence.	The date can be added manually or by choosing a date from the calendar
Member Code	Unique alphanumeric ID that identifies the member in the Member Profile.	For example, WI-221-Wings Airways
Correspondence Owner	Name of the person who is initiating the correspondence.	Archived user will not be shown in the dropdown.
Correspondence Initiating Member	It is the member who initiates the correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Self • Other carrier • Either Note: Entity receiving the last rejection is always the initiating entity.
Correspondence Ref No	It is the unique Correspondence Reference Number generated by system, when a correspondence is initiated for the first time in SIS.	Any subsequent correspondence will continue with the same Correspondence Reference number. <ul style="list-style-type: none"> • Links the rejection memo/billing memo/ credit memo based on "Authority to Bill" or expiry of correspondence case. • Should match the audit trail information maintained in SIS.
*Correspondence Status	It indicates the status of correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Open status indicates that the correspondence in process. • Closed status indicates that the correspondence is over and final bill has been generated. • Expired indicates when the entity does not respond to the correspondence by the time limit. SIS will not allow any further correspondence reply on correspondences which are marked as expired.
Correspondence Sub Status	It indicates the sub status of the correspondence.	Valid values are: <ul style="list-style-type: none"> • All • Received • Saved • Responded • Ready For Submit • Pending • Billed • Due to Expiry • Accepted By Correspondence Initiator Note: The values of Correspondence Sub Status will be shown based on selected Correspondence Sub Status



Fields	Description	Remarks
Authority to Bill	Select the requisite option from the drop-down list if you want to search for Correspondence with Authority to Bill .	Valid values are: <ul style="list-style-type: none"> • All (default value) • Received for a Higher Amount • Received for Full Amount • Received for a Partial Amount • Received for any Amount • Not Available
Number of Days To Expiry	It indicates the time limit for action.	Each correspondence has a time limit for action to be taken on it. The time limit is governed by the rules of the respective clearing house.

The procedure to search an invoice is as follows:

1. Enter the details for the following fields:
 - **From Date**
 - **To Date**
 - **Member Code**
 - **Correspondence Owner**
 - **Correspondence Initiating Member**
 - **Correspondence Ref No**
 - **Correspondence Status**
 - **Correspondence Sub Status**
 - **Authority to Bill**
 - **Number of Days To Expiry**
2. Click **Search** to search for the Correspondence.
3. The list of Correspondence is displayed in the **Search Results** section.

Related Topics

[Initiating Correspondence](#)

[Creating a Rejection Memo](#)

[Creating a Billing Memo](#)



2.4.3 Initiating Correspondence

To initiate Correspondence, the steps are as follows:

1. Search the Invoice using **Billing History and Correspondence** submenu.
2. Select an invoice (from the **Search Results** section) with the rejection stage displaying three.
3. Click **Initiate Correspondence**.
4. The **Create Correspondence** screen is displayed.

Note: Sections, Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Sections	Description	Remarks
Correspondence Details	It displays the details of the correspondence to be initiated.	The fields displayed are as explained in the following table.
Linked Rejections	It displays the details for the rejection invoices for which the correspondence was originally initiated.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Billing Member • Billing Period • Invoice Number • Rejection Memo Number

Sections	Description	Remarks
Correspondence History	It displays the details for the no. of correspondences between the Billed and the Billing Member.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Stage No. • Correspondence Date • Correspondence Amount • No. of Attachments

Fields	Description	Remarks
From Member	It indicates the entity initiating correspondence.	Entity receiving the last rejection invoice. It is generated automatically by the system.
To Member	It indicates the entity raising the last rejection invoice.	It is generated automatically by the system.
Correspondence Date	It is the current date on which correspondence is initiated.	It is generated automatically by the system.
Correspondence Reference Number	It is the unique number generated by SIS.	When correspondence is initiated for the first time SIS generates a unique number. Any subsequent correspondence will continue with the same correspondence reference number.
*Correspondence Stage	It indicates number of stages for correspondence.	It is generated automatically by the system.
To E-mail	It is the e-mail ID's of the member as per member profile.	It is generated automatically by the system.
Additional E-mail ID(s) pertaining to Initiator	Additional E-mail ID's pertaining to Initiator can be entered.	<ul style="list-style-type: none"> • For multiple email ID's, separate each with ";". • This can be modified only by the initiator. The information entered here will be inherited when a reply is sent by the Non-Initiator.
Additional E-mail ID(s) pertaining to Non-Initiator	Additional E-mail ID's pertaining to Non-Initiator can be entered.	This can be modified only by the Non-initiator. The information entered here will be inherited when a reply is sent by the Initiator.
Our Reference	To exchange data on bilateral basis.	-
Your Reference	-	It is valid for subsequent stages of Correspondence.
Amount to be settled	It indicates the amount not accepted by the billing member.	The amount and the currency in which it is listed are displayed. Generated automatically by the system. You can modify the Amount.



Fields	Description	Remarks
Authority to Bill	It indicates the permission granted by entity to issue an invoice.	Authority to Bill is issued when the entity grants its approval to the other party to Invoice. When such approval is granted the entity specifies the amount for which the approval is provided. The entity receiving the authority can either raise an Invoice for the amount approved or continue with the Correspondence if it doesn't agree with the approval amount.
Correspondence Owner	It is the name of the person who is initiating the correspondence.	It is generated automatically by the system.
Correspondence Status	It indicates status of correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Open status indicates the correspondence is in process. • Close status indicates that the correspondence is over and final bill has been generated. • Expired indicates when the entity does not respond to the correspondence by the time limit. SIS will not allow any further correspondence reply on correspondences which are remarked as expired.
*Subject	It is the subject for the e-mail.	This can be changed at any stage of the correspondence.
*Correspondence Text	It indicates additional details about the correspondence.	Free text to provide additional details about the Correspondence The following formatting options are available <ul style="list-style-type: none"> ○ Bold ○ Italics ○ Underline ○ Strikethrough ○ Subscript ○ Superscript ○ Font Type ○ Font Size ○ Font Color ○ Align ○ Ordered List ○ Unordered List ○ Decrease Indent ○ Increase Indent ○ Quote ○ Insert Horizontal Line ○ Undo ○ Redo ○ Insert Image

Buttons	Description	Remarks
Save	Click Save to save the correspondence and send it on a later date.	Edit Correspondence screen is displayed with the confirmation that correspondence is created successfully.

Send	Click Send to send the correspondence.	-
Ready to Submit	Click Ready to Submit for the authorized member to submit.	-
Attachment	Click Attachment to attach supporting documents to the correspondence.	-
Back	Click Back to go back to Billing History and correspondence screen.	-

The procedure to create a Correspondence is as follows:

1. Enter the details for the following fields:
 - **Additional E-mail ID(s) pertaining to Initiator**
 - **Our Reference**
 - **Subject**
 - **Correspondence Text**
2. Click **Attachment** to add supporting documents if any.
3. Click **Save** to save the details entered. The **Edit Correspondence** screen is displayed with the confirmation that the Correspondence is created successfully.

Note: Select from the following options to save the details for the correspondence.

 - **Save**
 - **Send**
 - **Ready to Submit**

OR

 - Click **Back** to go back to the **Billing History** screen.

Related Topics

[Billing History](#)

[Managing Correspondence](#)

[Viewing Audit Trail](#)


2.4.4 Close a Correspondence

In some cases, the initiator of the correspondence agrees to not pursue a correspondence case anymore. Hence, the initiating member of a correspondence can close the case under certain circumstances. When this happens, the correspondence will be set with status as 'Closed' and with a new sub-status 'Accepted by Correspondence Initiator'.

To close correspondence, the steps are as follows:

1. Click **Cargo** menu.
2. Click **Billing History and Correspondence** submenu.
3. The **Billing History** screen is displayed.
4. Select a correspondence (from the **Search Results** section)



5. Click **Show/Create Correspondence**  icon in the search menu
6. The **Edit Correspondence** screen is displayed

Billing Member	Billing Period	Invoice Number	Rejection Memo Number
TT-777-SIS Airways	Mar 2015 P1	3RDSTREJ02	RMEM001

Stage No.	Correspondence Date	Correspondence Amount	No. of Attachments
1	30-Mar-15	2,033,000	0
2	30-Mar-15	2,033,000	0

The fields and buttons are as described in the following tables.



Fields	Description	Remarks
From Member	Entity initiating correspondence.	Entity receiving the last rejection invoice.
To Member	Entity raising the last rejection invoice.	-
Correspondence Date	Current date on which correspondence is initiated.	-
Correspondence Reference Number	Unique number generated by SIS.	When correspondence is initiated for the first time SIS generates unique number. Any subsequent correspondence will continue with the same correspondence reference number.
Correspondence Stage	It indicates number of stages for correspondence.	-
*To E-mail	E-mail ID's of the member as per member profile.	-
Additional E-mail ID(s) pertaining to Initiator	Additional E-mail ID's pertaining to Initiator can be entered.	This can be modified only by the initiator. The information entered here will be inherited when a reply is sent by the Non-Initiator.
Additional E-mail ID(s) pertaining to Non-Initiator	Additional E-mail ID's pertaining to Non-Initiator can be entered.	This can be modified only by the Non-initiator. The information entered here will be inherited when a reply is sent by the Initiator.
Our Reference	To exchange data on bilateral basis.	
Your Reference	-	It is generated automatically. It is valid for subsequent stages of Correspondence.
Amount to be settled	Amount not accepted by the billed member.	-
Authority to Bill	Permission granted by entity to issue an invoice.	Authority to Bill is issued when the entity grants its approval to the other party to Invoice. When such approval is granted the entity specifies the amount for which the approval is provided. The entity receiving the authority can either raise an Invoice for the amount approved or continue with the Correspondence if it doesn't agree with the approval amount.



Fields	Description	Remarks
Correspondence Status	It indicates status of correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Open status indicates the correspondence is in process. • Close status indicates that the correspondence is over and final bill has been generated. • Expired indicates when the entity does not respond to the correspondence by the time limit. SIS will not allow any further correspondences reply on correspondences which are remarked as expired.
Correspondence Sub Status	It indicates the sub status of the correspondence.	Valid values are: <ul style="list-style-type: none"> • All • Received • Saved • Responded • Ready For Submit • Pending • Billed • Due to Expiry • Accepted By Correspondence Initiator Note: The values of Correspondence Sub Status will be shown based on selected Correspondence Sub Status
*Subject	It is the subject for the e-mail.	-
*Correspondence Text	Additional details about the correspondence.	-

Buttons	Description	Remarks
Ready to Submit	Click Ready to Submit for the authorized member to submit.	-
Reply	Click Reply to respond to the initiated correspondence.	The Create Correspondence screen is displayed for replying the initiated correspondence.
Download PDF	Click Download PDF to print the document with correspondence details.	
Attachments	Click Attachment to attach supporting documents to the correspondence.	-
Back	Click Back to go back to Billing History screen.	-

Buttons	Description	Remarks
Close Correspondence	Click on Close Correspondence to close the existing correspondence	Only the Member who initiated a correspondence can close the case Note: Only those correspondences will be closed that are Saved.

To Close Correspondence, the steps are as follows:

1. Verify the correspondence details in the **View Correspondence** screen:

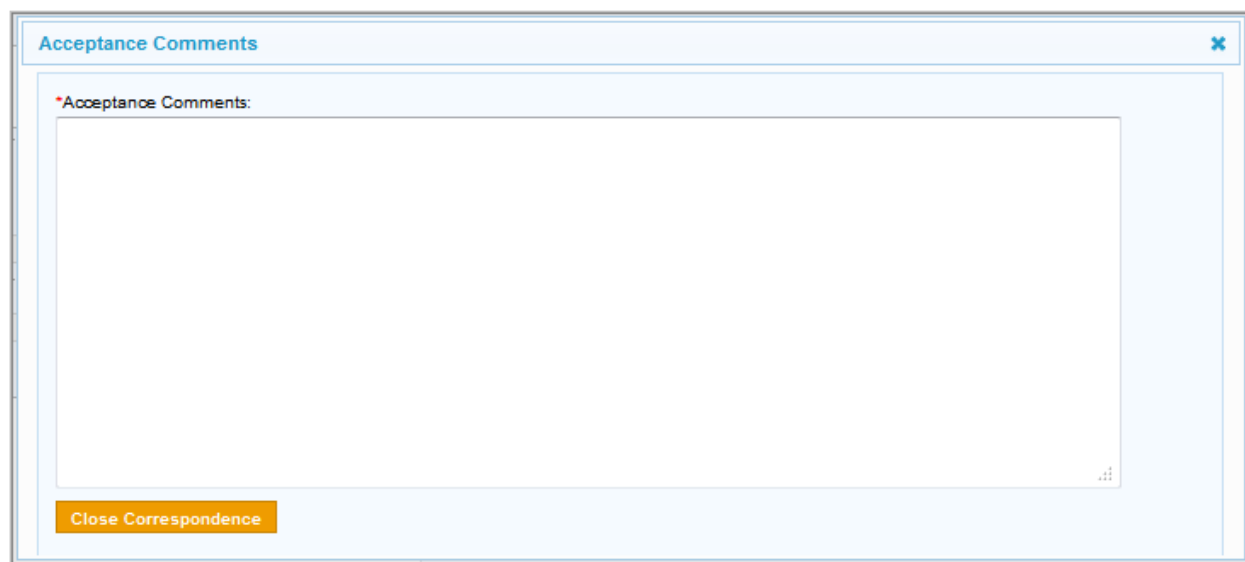
- **From Member**
- **To Member**
- **Correspondence Date**
- **Correspondence Reference Number**
- **Correspondence Stage**
- **To E-mail**
- **Additional E-mail ID(s) pertaining to Initiator**
- **Additional E-mail ID(s) pertaining to Non-Initiator**
- **Our Reference**
- **Your Reference**
- **Amount to be settled**
- **Authority to Bill**
- **Correspondence Owner**
- **Correspondence Status**
- **Correspondence Sub Status**
- **Subject**
- **Correspondence Text**

2. Click **Close Correspondence** button

3. The system will prompt for confirmation

4. Click on **OK**

5. The system will prompt to enter acceptance comments



6. Click on **Close Correspondence**

2.4.5 Viewing Correspondence

To view a Correspondence, the steps are as follows:

1. Search the Correspondence using **Billing History and Correspondence** submenu.
2. Select the Correspondence from the list displayed in the **Search Results** section.



3. Click  .
4. The **View Correspondence** screen is displayed.

View Correspondence

Correspondence Details

From Member: TT-777 To Member: TA-137 Correspondence Date: 30-Mar-15 Correspondence Reference Number: 0137000004 Correspondence Stage: 2

To E-Mail ID(s):
JonA@sisaair.com

Additional E-Mail ID(s) pertaining to Initiator, TA-137:
demo@sisaair.com

Additional E-Mail ID(s) pertaining to Non-Initiator, TT-777:
demo1@sisaairways.com

Our Reference: Your Reference: Amount To Be Settled: USD 2033.00 Authority To Bill:

Correspondence Status: Open Correspondence Sub Status: Received

Subject:
Lack of evidences

Correspondence Text:
We do not agree to your claim.

[Reply](#) [Download PDF](#) [Attachments](#) [Close Correspondence](#) [Back](#)

Billing Member	Billing Period	Invoice Number	Rejection Memo Number
TT-777-SIS Airways	Mar 2015 PI	3RDSTREJ02	RUMEMJ001

Stage No.	Correspondence Date	Correspondence Amount	No. of Attachments
1	30-Mar-15	2,033,000	0
2	30-Mar-15	2,033,000	0

Note: If you are viewing a received correspondence, you can respond to the same by clicking on the **Reply** button. For more information refer topic **Managing Correspondence**. When you are viewing self correspondence, the **Reply** button is not available.

The Sections, Fields and Buttons are as explained in the topic **Initiating Correspondence** except for the following field:

Field	Description	Remarks
Correspondence Sub Status	It indicates the sub status of the correspondence.	Valid values are: <ul style="list-style-type: none"> • Received • Saved • Responded • Ready For Submit • Pending • Billed • Due to Expiry • Accepted By Correspondence Initiator Note:

		The values of Correspondence Sub Status will be shown based on selected Correspondence Sub Status
Close Correspondence Button	Click on Close Correspondence to close the existing correspondence	Only the Member who initiated a correspondence can close the case Note: Only those correspondences will be closed that are Saved.

The procedure to view Attachments is as follows:

1. Click **Attachments**.
2. The **Add/Remove Attachments** screen is displayed.
3. Select the attachment displayed in the **Attached Files List** section.
4. Click **File name**.
5. The attachment is displayed.

The procedure to download the correspondence in PDF is as follows:

1. Click **Download PDF**.
2. The Correspondence is displayed in a PDF format.

Related Topics

[Billing History](#)

[Managing Correspondence](#)



2.4.6 Managing Correspondence

To manage Correspondence, the steps are as follows:

1. Search the Correspondence using **Billing History and Correspondence** submenu.
2. Select a correspondence (from the **Search Results** section).
3. Click **View Correspondence** icon (for the desired correspondence).
4. The **View Correspondence** screen is displayed.

Note: The fields displayed are as explained in the topic **Viewing Correspondence**. Sections and Buttons are as described in the tables.

Sections	Description	Remarks
Correspondence Details	It displays the details of the correspondence to be initiated.	The fields displayed are as explained in the topic Viewing Correspondence .
Linked Rejections	It displays the details for the rejection invoices for which the correspondence was originally initiated.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Billing Member • Billing Period • Invoice Number • Rejection Memo Number

Sections	Description	Remarks
Correspondence History	It displays the details for the no. of correspondences between the Billed and the Billing Member.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Stage No. • Correspondence Date • Correspondence Amount • No. of Attachments

Buttons	Description	Remarks
Reply	Click Reply to respond to the initiated correspondence.	The Create Correspondence screen is displayed for replying the initiated correspondence. Note: This button is not available if you are viewing self (responded) correspondence.
Download PDF	Click Download PDF to print the document with correspondence details.	-
Attachments	Click Attachments to attach supporting documents if any.	-
Back	Click Back to go back to Billing History and Correspondence screen.	Any unsaved data will be deleted.
Close Correspondence	Click on Close Correspondence to close the existing correspondence	Only the Member who initiated a correspondence can close the case Note: Only those correspondences will be closed that are Saved.

The procedure to Manage Correspondence is as follows:

1. Click **Reply**.
2. The **Create Correspondence** screen is displayed for replying the initiated correspondence.
For more information refer to topic **Initiating Correspondence**.

Related Topics


[Billing History](#)

[Initiating Correspondence](#)



2.4.7 Editing Correspondence

To edit an existing Correspondence, the steps are as follows:

1. Search the Correspondence using **Billing History and Correspondence** submenu.
2. Select the Correspondence from the list displayed in the **Search Results** section.
3. Click .
4. The **Edit Correspondence** screen is displayed.

Note: The Sections, Fields and Buttons are as explained in the topic **Initiating Correspondence**.

5. Edit the details for the fields.
6. Click **Save** to save the details entered. The **Edit Correspondence** screen is displayed with the confirmation that the Correspondence is updated successfully.

Note: Select from the following options to save the details for the correspondence.

- **Save**
- **Send**
- **Ready to Submit**

OR

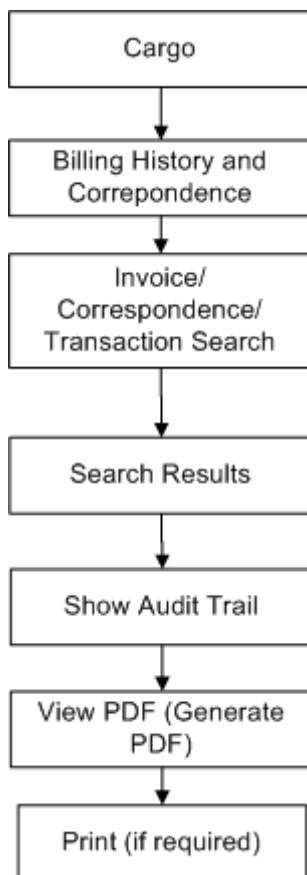
- Click **Back** to go back to the **Billing History** screen.

Note: User can close a correspondence from Edit Correspondence screen. Once correspondence close button is clicked the system will prompt user to enter the Acceptance Comments and the correspondence status will be **Closed**.

Related Topics[Billing History](#)[Initiating Correspondence](#)[Managing Correspondence](#)**2.5 Working with Audit Trail****2.5.1 Processes for Audit Trail**

Processes for Audit Trail are as follows:

- Viewing Audit Trail

Viewing Audit Trail



2.5.2 Viewing Audit Trail

To view the Audit Trail, the steps are as follows:

1. Click **Passenger** menu.
2. Click **Billing History and Correspondence** submenu.
3. **Billing History** screen is displayed.
4. Search the Invoice using **Invoice Search Criteria**.

The screenshot displays the SIS Air Billing History and Correspondence search interface. It includes search criteria for Billing History and Correspondence, and a table of search results.

Billing History Search Criteria:

- Billing Type: Payables
- Transaction Type: All
- Billing Year / Month: Please Select
- Memo Number:
- Billing Period: All
- Rejection Stage: Please Select
- Invoice Number:
- Reason Code:
- Member Code:
- Issuing Airline:

Correspondence Search Criteria:

- From Date: 02-Oct-17
- To Date: 02-Apr-18
- Member Code:
- Correspondence Owner: All
- Correspondence Initiating Member: Either
- Correspondence Ref. No.:
- Correspondence Status: All
- Correspondence Sub Status: All
- Authority To Bill: All
- Number of Days To Expire:

Search Results Table:

Address	Transaction Type	Transaction Date	Transaction No.	Invoice No.	Member Code	Rejection Stage	Reason Code	Correspondence Status	Correspondence Sub Status	Number Of Days To Expire	Authority To Bill	Transaction Amount
		02-Feb-2017	00010011365		217			Closed	Billed		C/Yes (Partial)	USD 173
		28-Oct-2018	02050002721		208			Closed	Due To Error		C/NA	USD 466
		29-Dec-2016	00810000922		081			Expired	Received		C/NA	USD 796
		30-Dec-2016	01600010639		160			Expired	Received		C/NA	USD 684
		29-Dec-2016	00810000921		081			Expired	Received		C/NA	USD 621

5. Searched invoice is displayed in the **Search Result grid**.
6. Search the **Correspondence** using **Correspondence Search Criteria**.
7. Searched **Correspondence** is displayed in the **Search Result grid**.
8. When correspondence is searched for one more grid named **'Stage 3 Rejection Memos Linked with Correspondence'** would display below **Search Result grid**
9. Select an Invoice/correspondence
10. Click the **View Audit Trail** icon.
11. Audit trail is displayed in descending chronological order.
12. Audit trail can be printed.
13. Select a Correspondence
14. Click on **Show Rejections** icon
15. All Stage 3 Rejections linked to the selected Correspondence will be displayed in **'Stage 3 Rejection Memos Linked with Correspondence'** grid
16. Select desired Stage 3 Rejections from the grid and click on **'Generate Audit Trail PDF(s)'**
17. Audit trail of selected **Stage 3 Rejections memos** will be generated and provided in a zip file without supporting document(s)
18. Click **Back** to view audit trail for another invoice or correspondence.



Home >> Cargo >> Billing History and Correspondence >> Audit Trail

Stage 5, Correspondence

From Member	To Member	Correspondence Date	Correspondence Ref. No.	Correspondence Stage	Authority To Bill	Amount to be Settled
061-HH-AIR SEYCHELLES LIMITED	001-AA-American Airlines	20-Mar-17	00010011688	2	Yes (Full)	USD 260.00

Correspondence Details:
Dear Interline Partner,
We agree with your claim.
Authority to bill granted.
Regards,

Stage 4, Correspondence

From Member	To Member	Correspondence Date	Correspondence Ref. No.	Correspondence Stage	Authority To Bill	Amount to be Settled
001-AA-American Airlines	061-HH-AIR SEYCHELLES LIMITED	20-Mar-17	00010011688	1	No	USD 260.00

Correspondence Details:
Dear Interline Partner,
Please find attached for our calculations.
* Gross fare applicable for sector is USD 260
Also IFA applies, see attached IFA copy
Regards,

Stage 3, Rejection Memo

Billing Period	Billing Member	Billed Member	Invoice No.	Listing Currency	Memo No.	Batch Seq. No.	Req. Seq. Batch	Reason Code	IS-Validation Flag	Net Rejected Amount
Jan 2017 P4	061-HH-AIR SEYCHELLES LIMITED	001-AA-American Airlines	01701AA001	USD	R8000024858	1475	1	01		37.09

Your Invoice Billing Period	Your Invoice No.	Your Rejection Memo No.	SM/CM No.	SM/CM Ind.
Dec 2016 P4	06116124	21734613		

Remarks:
Dear Interline partner as per our record we do not RECEIVED AGREED RATE for sect or CDD-JAX. HENCE WE REJECT YOUR REMAINING BILLING.

Generate PDF

- The audit trail screens provides an option to download the contents of the screen in PDF format with or without the supporting documents
- At the bottom of the screen, there button 'Generate PDF' will perform this function
- If checkbox 'Include Supporting Documents' is unchecked and this button is pressed, the PDF will be available for download instantly (without the supporting documents)
- If checkbox 'Include Supporting Documents' is checked and this button is pressed, the system will provide a zipped package of the PDF and the supporting documents. This package will not be available instantly. The user who requested for the package will be informed via email once the package is created and made available for download

Generation of the audit trail package is in progress. You will be notified via email once it is ready for download. [File: CGO.Audit Trail-0-20130918-120918.zip]

Related Topics

[Billing History](#)

2.5.3 Working with Show Rejections

To view the Show Rejections, steps are as follows:

1. Click **Cargo** menu.
2. Click Billing History and Correspondence submenu.
3. Billing History screen is displayed.
4. Search the Invoice or Correspondence using Correspondence Search Criteria.
5. Searched invoice or correspondence is displayed in the Search Result.
6. Select an Invoice/correspondence.
7. Click the **Show Rejections** icon.
8. Show Rejections displays all stage 3 rejections linked to that correspondence in a new grid.



SIS Simplified Invoicing and Settlement
Welcome Paul Harris | Alerts (0) | Messages (1) | Home | Contact Us Help Desk | Help | IB-075 | Log Off

Passenger
Cargo
Miscellaneous
UATP
Reports
General
Profile and User Management

[Home](#) >> [Cargo](#) >> [Billing History and Correspondence](#)

SIS Air

Billing History

Invoice Search Criteria

Billing Type: Payables	Billing Year / Month: Please Select	Billing Period: All	Invoice Number:	Member Code:
Transaction Type: All	Memo Number:	Rejection Stage: Please Select	Reason Code:	Issuing Airline:
AWB Serial Number:				

Search Clear

Correspondence Search Criteria

From Date: 01-Jan-18	To Date: 20-Jan-17	Member Code:	Correspondence Owner: All	Correspondence Initiating Member: Elmer
Correspondence Ref. No.:	Correspondence Status: Open	Correspondence Sub Status: All	Authority To Bill: All	Number Of Days To Expiry:

Search Clear

Search Results

Actions	Transaction Type	Transaction Date	Transaction No.	Invoice No.	Member Code	Rejection Stage	Reason Code	Correspondence Status	Correspondence Sub Status	Number Of Days To Expiry	Authority To Bill	Transaction Amount
		20-Mar-2017	00010011688		081			Open	Received	61	Yes (Full)	USD 280.00
		07-Feb-2017	00010011446		081			Open	Responded	18	N/A	USD 127.38

Page 1 of 1 | View 1 - 2 of 2

Initiate Rejection | Initiate Correspondence | Initiate Billing Memo

Stage 3 Rejection Memos Linked with Correspondence

Actions	Rejection Memo Number	Linked Correspondence Number	Invoice Number	Billing Period	Billing Member Code	Billed Member Code	Reason Code	Net Reject Amount
	RW000024888	00010011688	C1701AA001	JAN-17 #4	081	001	01	USD 37.09

Page 1 of 1 | View 1 - 1 of 1

Generate Audit Trail PDF(s)

User Guide V 2.18

471 / 1158

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2.6 Working with Supporting Documents

You can search, add, delete and view the Support Documents using:

- Payables submenu
- Receivables submenu



2.6.1 Managing Supporting Documents using Receivables submenu

To manage Supporting Documents, the steps are as follows:

1. Click **Cargo** menu.
2. Click **Receivables** submenu.
3. Click **Manage Supporting Documents** option.
4. The **Manage Supporting Documents** screen is displayed.

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.


Fields	Description	Remarks
Search Criteria		
*Billing Year/Month	The Clearance Month of the invoice (Year, Month).	Default value displayed is the Current Billing Year/Month .
*Billing Period	The Clearance Period of the invoice.	Default value displayed is the Current Billing Period .
*Billed Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the member ID to whom the invoice is to be sent. For example, WI-023-Wings Airways
Invoice Number	Unique alphanumeric code that identifies the invoice.	The Invoice Number can be up to ten characters. For example, WI1234 Note: Hyphen, space, and special characters (#, *, @, ~) are not allowed.

Fields	Description	Remarks
Billing Code	It is the Billing code for the invoice.	Valid values are: <ul style="list-style-type: none"> • All • AWB-Prepaid • AWB-Charge Collect • Billing Memo • Credit Note • Rejection Memo
Batch Number	The combination of Batch Number and Sequence Number .	It is the Batch Sequence Number of the transaction.
Sequence Number	The combination of Batch Number and Sequence Number .	It is the Sequence Number within a batch of the transaction.
RM/BM/CM Number	It indicates whether the transaction is a Rejection Memo, Billing Memo or Credit Memo.	Enter valid RM/BM/CM Number.
AWB Number	It is the AWB number.	The AWB Number is the number including the Check Digit .
Attachment Indicator - Original	It indicates whether the invoice has a supporting document attached.	Valid values are: <ul style="list-style-type: none"> • Yes • No • Both
Mismatch Cases	Select the check box if you want to view the transactions or AWB Breakdown with mismatched supporting documents.	-

The procedure to search an invoice is as follows:



- Enter the details for the following fields:
 - **Billing Year/Month**
 - **Billing Period**
 - **Billed Member**
 - **Invoice Number**
 - **Billing Code**
 - **Batch Number**
 - **Sequence Number**
 - **RM/BM/CM Number**
 - **AWB Number**
 - **Attachment Indicator - Original**
 - **Mismatch Cases**
- Click **Search**.
- The results are displayed in the **Search Results** section.

The procedure to add a supporting document is as follows:

- Search the invoice.
- Select the invoice from the list displayed in the **Search Results** section, for which you want to add the attachment.
- Click .
- The **Add/Remove Attachments** screen is displayed.
- Click **Browse** to search and add the attachment document.
- The path of the document is displayed in the **File to Upload** field.

7. Click **Submit**.
8. The details of the added document are displayed in the **Attached Files List** section.
9. Click **Close** to exit.
10. A confirmation message is displayed on the **Manage Supporting Documents** screen indicating that the added attachment is uploaded successfully.
11. The **No. of Attachments** for the invoice is changed.

The procedure to delete a supporting document is as follows:

1. Search the invoice by entering the details for the fields in the **Search Criteria** section.
2. The results are displayed in the **Search Results** section.
3. Select the invoice from the list displayed in the **Search Results** section, for which you want to delete the attachment.
4. Click .
5. The **Add/Remove Attachments** screen is displayed.
6. Select the attachment from the list displayed in the **Attached Files List** section.
7. Click .
8. The selected attachment is deleted.



2.6.2 Managing the Supporting Documents using Payables submenu

To manage Supporting Documents, the steps are as follows:

1. Click **Cargo** menu.
2. Click **Payables** submenu.
3. Click **Manage Supporting Documents** option.
4. The **Manage Supporting Documents** screen is displayed.

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
Search Criteria		
*Billing Year/Month	The Clearance Month of the invoice (Year, Month).	Default value displayed is the current Billing Year/Month .
*Billing Period	The Clearance Period of the invoice.	For Example, Period 3 of April-2013 is represented as 2013-Apr-3 Default value displayed is the current Billing Period .
*Billing Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the member ID to whom the invoice is to be sent. For example, WI-023-Wings Airways.
Invoice Number	Unique alphanumeric code that identifies the invoice.	The Invoice Number can be up to ten characters. For example, WI1234 Note: Hyphen, space, and special characters (#, *, @, ~) are not allowed.




Fields	Description	Remarks
Billing Code	It is the Billing code for the invoice.	Valid values are: <ul style="list-style-type: none"> • All • AWB-Prepaid • AWB-Charge Collect • Billing Memo • Credit Note • Rejection Memo
Batch Number	The combination of Batch Number and Sequence Number .	It is the Batch Sequence Number of the transaction.
Sequence Number	The combination of Batch Number and Sequence Number .	It is the Sequence Number within a batch of the transaction.
RM/BM/CM Number	It indicates whether the transaction is a Rejection Memo, Billing Memo or Credit Memo.	Enter valid RM/BM/CM Number.
AWB Number	It is the AWB number.	The AWB Number is the number including the Check Digit .
Attachment Indicator - Validated	It indicates whether the invoice has a supporting document attached.	Valid values are: <ul style="list-style-type: none"> • Yes • No • Both

The procedure to search an invoice is as follows:

1. Enter the details for the following fields:
 - **Billing Year/Month**
 - **Billing Period**
 - **Billed Member**
 - **Invoice Number**
 - **Billing Code**
 - **Batch Number**
 - **Sequence Number**
 - **RM/BM/CM Number**
 - **AWB Number**
 - **Attachment Indicator - Validated**
2. Click **Search**.
3. The results are displayed in the **Search Results** section.

The procedure to view the supporting documents is as follows:

1. Search the invoice.
2. Select the invoice from the list displayed in the **Search Results** section, for which you want to view the attachment.
3. Click .
4. The **View Attachments** screen is displayed.
5. Select the attachment from the **Attached Files List** section.
6. The "**Do you want to Open or Save (File Name)**" message is displayed.
7. Click **Open** to view the attachment.

OR

Click **Save** to download the attachment to be viewed later.

OR

Click **Cancel** to Exit.



Related Topics

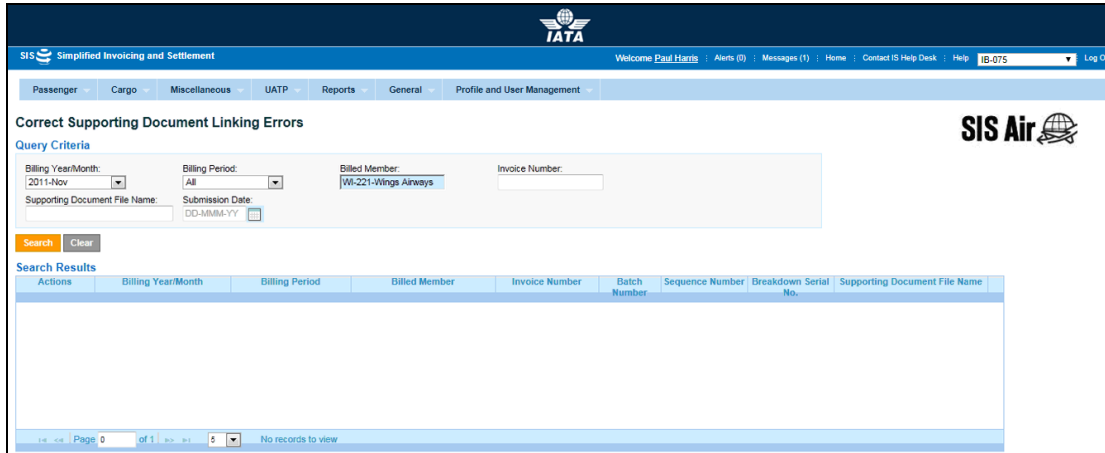
[Correcting Support Documents Linking Errors](#)



2.6.3 Correct Supporting Document Linking Error

To Correct Supporting Document Linking Error, the steps are as follows:

1. Click **Cargo** menu.
2. Click **Receivables** submenu.
3. Click **Correct Supporting Document Linking Error** option.
4. The **Correct Supporting Document Linking Error** screen is displayed.



Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
Billing Year/Month	It indicates the year and month for which the invoice was generated.	The default format is YYYY-MMM For example, 2011-Apr
Billing Period	It indicates the period of the clearance month used for billing.	As the current interline settlement is on a weekly basis, there are 4 periods in a month. The billing period is represented as 01, 02, 03, and 04.
Billed Member	It indicates the Member to whom the Invoice is Billed.	For example, WI-023-wings airways.
Invoice Number	Unique alphanumeric code that identifies the member in the Member Profile.	This invoice number indicates the invoice with attachment linking error.
Supporting Document File Name	It is the name of the file from where supporting document was retrieved.	It indicates the path of the attachment.
Submission Date	It indicates the date when invoice was submitted for clearance.	The date will be automatically generated by the system when the Invoice number is entered.

The procedure to correct supporting documents linking errors is as follows:



1. Enter all the details in the above-mentioned fields.
2. Click **Search**.
3. **Search results** will display the invoice details with attachment error.



2.7 Validation Error Correction

You can use the **Validation Error Correction** screen correct validation errors related to **IS-IDEC** or **IS-XML** files. For error data to be visible on the screen (and subsequently corrected), the Invoice or Credit Note status should have status **Error – Correctable**.

To correct the validation errors, the steps are as follows:

1. Click **Cargo** menu.
2. Click **Receivables** submenu.
3. Click **Validation Error Correction** option.
4. The **Validation Error Correction** screen is displayed.

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Sections/Fields	Description	Remarks
Search Criteria		
*Billing Year/Month/Period	It indicates the clearance Year/Month/Period of the Invoice/Credit Note/Correspondence Invoice.	By default it displays the current Year/Month/Period.
Billed Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the ID of the member to whom the invoice is sent. For example, WI-023-Wings Airways

Sections/Fields	Description	Remarks
Invoice Number	Unique alphanumeric code that identifies the invoice.	-
Exception Code	It is the Exception Code assigned by the system and as received in the detailed validation report.	-
File Submission Date	The UTC date on which the file was submitted in IS.	Select the date from the Date Picker.
File Name	The name of the file.	-
Exception Summary	This section displays the results for the search performed.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Exception Code • Error Description • File Name • Billed Member • Invoice Number • Error Count • Batch Update Allowed
Exception Details	It displays the details for the Exception when an exception is selected in the Exception Summary section.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Batch Number • Sequence Number • Transaction Type • Iss Airline • Document Number • Linked Document Number • Error Level: For a failed invoice submission, it clearly states the level at which the error has occurred. For example, either at the header, source code and so on. • Field Name: It is the name of the field where the error has been triggered. • Field Value: It indicates the invalid value that has been entered. <p>By default, the details for the first record in the Exception Summary section are displayed.</p>

Buttons	Description	Remarks
Search	Click Search to search the details for the invoices with linking errors.	The results are displayed in the Exception Summary section.
Clear	Click Clear to clear the data in the Search Criteria section.	-



Buttons	Description	Remarks
Update	Click Update to update the errors related to the fields in the record selected.	The Update screen is displayed. Enter the new value for the field. This value is then validated as per the record structure validation. The data is saved when the value entered passes the validations; else you will receive a notification that no changes are done to the existing value. This button is enabled as per the error in the record selected. Note: Click Batch Update if there are similar errors to be corrected within the file to be updated.
Correct Linking Error	Click Correct Linking Error to Correct the linking errors for the record selected.	The Correct Linking Error screen will be displayed. This button is enabled as per the error in the record selected. The fields displayed are as per the record selected (Rejection Invoice, Correspondence Invoice).

The procedure to search Invoices with validation errors is as follows:

1. Enter the details for the following fields:
 - **Billing Year/Month/Period**
 - **Billed Member**
 - **Invoice Number**
 - **Exception Code**
 - **File Submission Date**
 - **File Name**
2. Click **Search**.
3. The results are displayed in the **Exception Summary** section.

The procedure to update the validation errors is as follows:

1. Select the record to be updated from the list displayed in the **Exception Details** section.
2. Click **Update**.
3. The **Update** screen is displayed.
4. Enter the value for the field to be updated.

Note: The data is saved when the value entered passes the validations. Else you will receive a notification that no changes are done to the existing value.

The procedure to correct the Linking Errors is as follows:

1. Select the record from the list displayed in the **Exception Details** section.
2. Click **Correct the Linking Errors**.
3. The **Correct the Linking Errors** screen is displayed.
4. Enter the value for the field to be updated.

Note:

- The data is saved when the value entered passes the validations. Else you will receive a notification that no changes are done to the existing value.
- For RM linking errors, the linking error correction will not succeed if there is a mismatch on the billed/allowed amounts of the RM

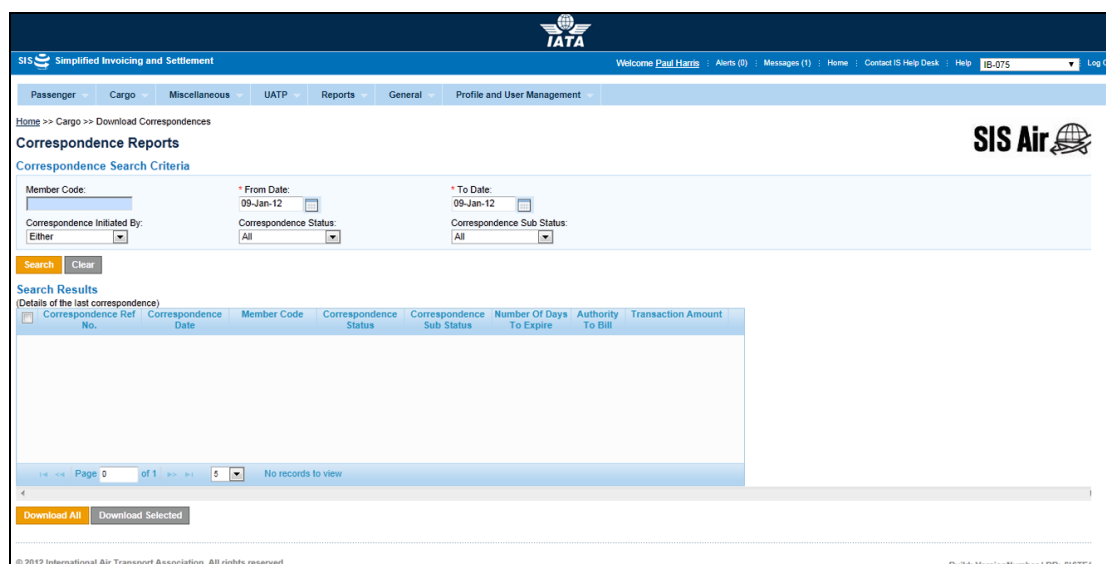


2.8 Downloading Correspondence Reports

Using this screen, you will be able to download the Correspondences (as per the selection criteria) in a PDF format.

To download the correspondences, the steps are as follows:

1. Click **Cargo** menu.
2. Click **Download Correspondences** submenu.
3. The **Correspondence Reports** screen is displayed.



Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
Member Code	Unique alphanumeric code that identifies the member in the Member Profile.	It is the ID of the member with whom correspondence has happened. For example, WI-023-Wings Airways
*From Date	It is the date of start of correspondence.	The date can be added manually or by choosing a date from the calendar.
*To Date	It is the date of current correspondence.	The date can be added manually or by choosing a date from the calendar
Correspondence Initiated By	It indicates the member who initiates the correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Self • Other carrier • Either Entity receiving the last rejection invoice is always the initiating entity.



Fields	Description	Remarks
Correspondence Status	It indicates the status of correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Open • Closed • Expired
Correspondence Sub Status	It indicates the sub status of the correspondence.	Valid values are: <ul style="list-style-type: none"> • All • Received • Saved • Responded • Ready For Submit • Pending • Billed • Due to Expiry • Accepted By Correspondence Initiator Note: The values of Correspondence Sub Status will be shown based on selected Correspondence Sub Status

Buttons	Description	Remarks
Search	Click Search to search the details for the correspondence.	The results are displayed in the Search Results section.
Clear	Click Clear to clear the data in the Correspondence Search Criteria section.	-
Download All	Click Download All to generate a single zip file containing PDF files for all the correspondence in the Search Results section.	-
Download Selected	Click Download Selected to generate a single zip file containing PDF files for only the selected correspondence/s.	-

The procedure to search for the Correspondence to be downloaded is as follows:

1. Enter the details for the following fields:
 - **Member Code**
 - **From Date**
 - **To Date**
 - **Correspondence Initiated By**
 - **Correspondence Status**
 - **Correspondence Sub Status**
2. Click **Search**.
3. The results are displayed in the **Search Results** section.

The procedure to download all the Correspondence is as follows:

1. Click **Download All/ Download Selected**.
2. The appropriate Correspondences from the **Search Results** section will be downloaded.



3. These correspondences will be zipped and an email notification is sent to the user who made this request with the URL to download this zip file.

Note:

- Supporting Documents that were a part of the correspondence/s will not be provided/ included in the Zip file.



2.9 Common Procedures

2.9.1 VAT Breakdown

To add VAT Breakdown to an invoice/credit note, the steps are as follows:


1. Click **VAT Breakdown**.
2. The **VAT Capture** screen is displayed.

Note: Sections, Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Sections/Fields	Description	Remarks
VAT Breakdown Capture		
*VAT Identifier	It displays to which amount on the AWB/RM/BM/Invoice, VAT is linked.	Default Value should be one of the following values <ul style="list-style-type: none"> • Weight Charge • Others • Other Charge • ISC • Valuation Charge
*VAT Label	To be filled by billing carrier according to billing country legislation.	-
*VAT Text	It displays the text to be printed on invoice for the VAT.	For example, "ISC VAT France-Corsica." For example, "VAT not applicable." In the above examples the text stated is displayed along with the VAT amount on the invoice.




Sections/Fields	Description	Remarks
*VAT Base Amount	It displays the amount linked to VAT Identifier on which VAT is applicable.	-
*VAT Percentage	It indicates the VAT % applicable on the VAT Base Amount.	-
VAT Calculated Amount	It displays the VAT% over the VAT Base Amount .	The amount is generated automatically.
VAT Amount From Other Charge	It indicates the VAT Amount from Other Charges Breakdown .	This is an information field and shows VAT amounts applied in the Other Charges Breakdown (if provided).
VAT List		
Action	Click  to delete unwanted VAT.	-
VAT List	It displays the VAT details entered in the above mentioned fields.	Displays details for the values entered for following fields: <ul style="list-style-type: none"> • VAT Identifier • VAT Label • VAT Text • VAT Base Amount • VAT Percentage • VAT Calculated Amount

The procedure to add VAT is as follows:

1. Select **VAT Identifier**.
2. Enter **VAT Label**, **VAT Text**, **VAT Base Amount** and **VAT Percentage**.
3. **VAT Calculated Amount** will be displayed.
4. Click **Add**.
5. The details are displayed in the **VAT List** section.
6. Click **Close** to close the VAT window.

The procedure to delete VAT is as follows:

1. Select the VAT details displayed in the **VAT List** section.
2. Click  to delete the selected VAT.
3. The selected VAT is deleted.



2.9.2 Other Charges

To add Other Charges to an invoice/credit note, the steps are as follows:

1. Click **Other Charges**.
2. The **Other Charges Capture** screen is displayed.

Capture AWB Other Charges Breakdown
✕

Other Charge Details

* Other Charge Code: Please Select ▼	*Other Charge Value: <input style="width: 90%;" type="text"/>	VAT Label: <input style="width: 90%;" type="text"/>	VAT Text: <input style="width: 90%;" type="text"/>
VAT Base Amount: <input style="width: 90%;" type="text"/>	VAT Percentage: <input style="width: 90%;" type="text"/>	VAT Calculated Amount: <input style="width: 90%;" type="text"/>	

Add

Other Charge List


Action	Other Charge Code	Other Charge Code Value	VAT Label	VAT Text	VAT Base Amount	VAT Percentage	VAT Calculated Amount

Close

Note: Sections, Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Sections/Fields	Description	Remarks
Other Charge Details		
*Other Charge Code	It displays the list of other charge codes.	It should be a valid Other Charges code.
*Other Charge Value	It is the Other Charge value.	-
VAT Label	To be filled by billing carrier according to billing country legislation.	-
VAT Text	It displays the text to be printed on invoice for the VAT.	For example, "ISC VAT France-Corsica." For example, "VAT not applicable." In the above examples the text stated is displayed along with the VAT amount on the invoice.
VAT Base Amount	It displays the amount linked to Other Charge Code on which VAT is applicable.	-
VAT Percentage	It indicates the VAT % applicable on the VAT Base Amount .	-


Sections/Fields	Description	Remarks
VAT Calculated Amount	It displays the VAT% over the VAT Base Amount.	The amount is generated automatically.
Other Charge List		
Action	Click  to delete unwanted Other Charge .	-
Other Charge List	It displays the Other Charge details entered in the above mentioned fields.	Displays the details entered for the following fields: <ul style="list-style-type: none"> • Other Charge Code • Other Charge Value • VAT Label • VAT Text • VAT Base Amount • VAT Percentage • VAT Calculated Amount

Note: Providing the VAT information in the **Other Charge Details** is optional. However, if the VAT information is provided then values for all VAT fields must be entered.

The procedure to add Other Charge is as follows:

1. Select **Other Charge Code**.
2. Enter **Other Charge Value**.
3. Enter **VAT Label, VAT Text, VAT Base Amount** and **VAT Percentage**.
4. **VAT Calculated Amount** will be displayed.
5. Click **Add**.
6. The details are displayed in the **Other Charge List** section.
7. Click **Close** to close the **AWB Other Charge** window.

The procedure to delete Other Charge is as follows:

1. Select the Other Charge details displayed in the **Other Charge List** section.
2. Click  to delete the selected Other Charge.
3. The selected Other Charge is deleted.



2.9.3 Attachments

To attach supporting documents, the steps are as follows:

1. Click **Attachment**.
2. The **Add/Remove Attachment** screen is displayed.

✕
Add/Remove Attachments

Add Attachment(s)

File to Upload:

Attached Files List

Action	Sr. No.	File Name	File Size (KB)	Upload/Link Timestamp	Uploaded By
✕	1	Attachment.txt	0.02	10/31/2011 11:36:00 AM	

Note: Sections, Fields and Buttons are as described in the tables.


- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Sections/Fields	Description	Remarks
Add Attachment (s)		
File to upload	It displays the path of the file/attachment to be attached.	Click Browse to search for the file/supporting document (from your local drive/network) to be added to the Invoice/Credit Note.
Attached Files List		
Action	Click to delete unwanted Attachment .	The selected file is deleted from the list.
Attached Files List	It displays the details for the attached file.	Displays the details for the following fields: <ul style="list-style-type: none"> • Sr. No • File Name • File Size (KB) • Upload Link Time Stamp • Uploaded By

The procedure to attach supporting documents is as follows:

1. Click **Browse** to search the file/files to be attached as supporting documents.
2. Details of the attached files will be displayed in the **Attached Files List** window.
3. Click **Close** after all files are attached.

The procedure to delete supporting documents is as follows:

1. Select the files from the list displayed in the **Attached Files List** section.
2. Click  .
3. The selected file is deleted from the list.

The procedure to view supporting documents is as follows:

1. Select the Attachment to be viewed from the list displayed in **Attached Files List** section.
2. Click the **File Name**.
3. The "**Do you want to Open or Save (File Name)**" message is displayed.
4. Click **Open** to view the attachment.
5. The Attachment is displayed on the screen.



2.9.4 Prorate Ladder

To enter details for proration, the steps are as follows:

1. Click **Prorate Ladder** menu.
2. The **Add/Edit Prorate Ladder** screen is displayed.

Add/Edit Prorate Ladder Details ✕

Prorate Ladder Capture

* Prorate Calculate Currency:	* Total Amount:		
USD <input type="text"/>	965,000 <input type="text"/>		

* From Sector:	* To Sector:	* Carrier Prefix:	* Proviso/Req/Spa:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Serial No.:	* Prorate Factor:	* Percent Share:	* Amount:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add

Action	Serial No.	From Sector	To Sector	Carrier Prefix	Proviso/Req/SPA	Prorate Factor	Prorate %	Amount
✕	1	BOM	JFK	589	P	10	10,000	600,000

Close


Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
Prorate Ladder Capture		
*Prorate Calculation Currency	It indicates the currency of prorate calculation.	Should be a valid ISO alpha currency code.
*Total Amount	It indicates the total amount for proration.	
*From Sector	It is the origin airport/city code of the leg.	Should be a valid IATA city/airport code.
*To Sector	It is the destination airport/city code of the leg.	Should be a valid IATA city/airport code.
*Carrier Prefix	It is the prefix/accounting code of the airline operating the leg.	Should be a valid accounting code. For Example, 221 for WI (Wings Airways).
*Proviso/Req/Spa	It indicates whether the proration was done based on Proviso, Requirement or SPA.	Valid values are: <ul style="list-style-type: none"> • Blank • P: Proviso • R: Requirement • S: SPA



Fields	Description	Remarks
*Serial Number	It is the serial number for the number of records added to the proration details.	<p>You can delete any record from the list and create a new record with the same serial number.</p> <ul style="list-style-type: none"> • Sorting of the captured records and output to billed member will be based on the increasing order of the number entered here. • It is not necessary to enter sequential numbers. For example, records can be entered with serial numbers such as 10, 20, 30, and 40 and so on, to accommodate easy insertion of new records in between existing records.
*Prorate Factor	It is the prorate factor.	-
*Percent Share	It is the percent share for each record.	-
*Amount	It is amount for each record.	-
Prorate Ladder List	It displays the details of proration added.	Records can be deleted from this list. If any previously entered record needs to be modified, it has to be deleted first and re-entered with the correct data using the same serial number. This will ensure that the record is placed in its appropriate position after re-capture.

Buttons	Description	Remarks
Add	Click Add to add the proration details.	The details added are displayed in the Prorate Ladder List section.
Close	Click Close to exit.	-
	Click Delete to delete the selected record.	Once the record is deleted, you can create a new record with the same serial number.

The procedure to add proration details is as follows:

1. Enter the details for the following fields:
 - **Prorate Calculate Currency**
 - **Total Amount**
 - **From Sector**
 - **To Sector**
 - **Carrier Prefix**
 - **Provisio/Req/Spa**
 - **Serial Number**
 - **Prorate Factor**
 - **Percent Share**
 - **Amount**
2. Click **Save** to save the details entered. The details entered are displayed in the Prorate Ladder List section.
3. Click **Close** to exit.





2.9.5 Billing Member's Reference Data

It displays the contact details of the person for the **Billing Member** as stated in the Member Profile.

✕
Billing Member Reference Data

Billing Member's Reference Data

Location ID:
 Clear Data

* Company Legal Name:

Company Registration ID:

Tax/VAT Registration #:

Add. Tax/VAT Registration #:

* Address Line 1:

Address Line 2:

Address Line 3:

* Country:

State/Province/Region:

Postal Code:

* City:

Invoice Footer Information:

Ok
Cancel

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
Location ID	It is the Location ID of the Billing Member .	The details displayed are as listed for the member in the Member Profile.
*Company Legal Name	It identifies the Legal Name of the member.	For example, WI-023-Wings Airways In this example, Wings Airways is the Legal Name of the Member.
Tax/VAT Registration#	It is the number required in the legal invoices.	It can be up to 25 alphanumeric characters.
Company Registration ID	It indicates the Registration ID of the member airline with SIS.	It should be as per IATA specifications.
Add. Tax/VAT Registration#	It is the number required in the legal invoices.	It can be up to 25 alphanumeric characters.
*Address Line 1	It is the member's postal address.	The address has to be the member's main office location address. This address can be changed to other office location address of the member.



Fields	Description	Remarks
Address Line 2	It is the member's postal address.	The address has to be the member's main office location address. This address can be changed to other office location address of the member.
Address Line 3	It is the member's postal address.	The address has to be the member's main office location address. This address can be changed to other office location address of the member.
*Country	It indicates the Country Name of the main office location of the member.	Select from the list of Countries provided. The Country Name can be up to 50 alpha numeric characters.
State/Province/Region	It indicates the state/province/region in the selected country.	The state/province/region list is generated automatically after the country is selected. Select the State/ Province/ Region from the list.
Postal Code	It indicates the Postal Code of the main office location of the member.	The Postal Code can be up to 50 alpha numeric characters.
*City	It indicates the City Name of the main office location of the member.	The City Name can be up to 50 alpha numeric characters.
Invoice Footer Information	It indicates the text to be displayed on the invoice for legal reasons.	-

The procedure to change the reference data of the contact is as follows:

1. Click **Clear** to edit the details of the **Location ID** displayed.
2. Edit the details of the contact.
3. Click **OK** to save the details of the contact.
4. The **Invoice Header** screen is displayed.



2.9.6 Billed Member's Reference Data

It displays the contact details of the person for the **Billed Member** as stated in the Member Profile.

✕
Billed Member Reference Data

Billed Member's Reference Data

Location ID:

<p>* Company Legal Name: <input type="text" value="Wings Airways"/></p> <p>Company Registration ID: <input type="text"/></p>	<p>Tax/VAT Registration #: <input type="text"/></p> <p>Additional Tax/VAT Registration #: <input type="text"/></p>
--	--

<p>* Address Line 1: <input type="text" value="New Avenue"/></p> <p>Address Line 2: <input type="text"/></p> <p>Address Line 3: <input type="text"/></p> <p>* City: <input type="text" value="Delhi"/></p>	<p>* Country: <input type="text" value="INDIA"/></p> <p>State/Province/Region: <input style="background-color: #e0e0e0;" type="text"/></p> <p>Postal Code: <input type="text"/></p>
--	--

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
Location ID	It is the Location ID of the Billing Member .	The details displayed are as listed for the member in the Member Profile.
*Company Legal Name	It identifies the Legal Name of the member.	For example, WI-023-Wings Airways In this example, Wings Airways is the Legal Name of the Member.
Tax/VAT Registration#	It is the number required in the legal invoices.	It can be up to 25 alphanumeric characters.
Company Registration ID	It indicates the Registration ID of the member airline with SIS.	It should be as per IATA specifications.
Add. Tax/VAT Registration#	It is the number required in the legal invoices.	It can be up to 25 alphanumeric characters.
*Address Line 1	It is the member's postal address.	The address has to be the member's main office location address. This address can be changed to other office location address of the member.



Fields	Description	Remarks
Address Line 2	It is the member's postal address.	The address has to be the member's main office location address. This address can be changed to other office location address of the member.
Address Line 3	It is the member's postal address.	The address has to be the member's main office location address. This address can be changed to other office location address of the member.
*Country	It indicates the Country Name of the main office location of the member.	Select from the list of Countries provided. The Country Name can be up to 50 alpha numeric characters.
State/Province/Region	It indicates the state/province/region in the selected country.	The state/province/region list is generated automatically after the country is selected. Select the State/ Province/ Region from the list.
Postal Code	It indicates the Postal Code of the main office location of the member.	The Postal Code can be up to 50 alpha numeric characters.
*City	It indicates the City Name of the main office location of the member.	The City Name can be up to 50 alpha numeric characters.

Note:

- Capture of Billed Member Reference Data capture is based on Location ID only
- The procedure to change the reference data of the contact is possible only by selecting a different Location ID
-

2.9.7 Invoice VAT

To add VAT to the Invoice, the steps are as follows:

1. Click **Invoice VAT** located at the end of the **Edit Invoice** screen.
2. The **Invoice VAT** screen is displayed.



SIS Simplified Invoicing and Settlement
Welcome Paul Harris | Alerts (0) | Messages (1) | Home | Contact IS Help Desk | Help | IB-075 | Log Off

Passenger
Cargo
Miscellaneous
UATP
Reports
General
Profile and User Management

Home >> Cargo >> Receivables >> [Edit Invoice](#) >> Invoice Level VAT

Invoice VAT

Header Details

Billed Member: WI-221	Billing Period: Nov 2011 P2	Settlement Method: BILATERAL	Invoice Number: IN1811
Listing Amount: USD 0.00	Listing to Billing Rate: 1.00000	Billing Amount: USD 0.00	Invoice Status: Open

VAT Breakdown Capture

*VAT Identifier: <input type="text" value="Please Select"/>	VAT Label: <input type="text"/>	*VAT Text: <input type="text"/>
*VAT Base Amount: <input type="text"/>	*VAT Percentage: <input type="text"/>	VAT Calculated Amount: <input type="text"/>

Add

VAT List

Actio	VAT Identifier	VAT Label	VAT Text	VAT Base Amount	VAT Percentage	VAT Calculated Amount
No records to view						

Page 0 of 1 | 50 | No records to view

Derived VAT List

VAT Identifier	VAT Label	VAT Text	VAT Base Amount	VAT Percentage	VAT Calculated Amount
No records to view					

Page 0 of 1 | 50 | No records to view

Amounts on which VAT Has Not Been Applied

VAT Identifier	Amount
No records to view	

Page 0 of 1 | 50 | No records to view

Add to Invoice VAT

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.



Fields	Description	Remarks
Header Details	The details for the header are listed.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Billed Member • Billing Period • Settlement Method • Invoice Number • Listing Amount • Listing to Billing Rate • Billing Amount • Invoice Status
VAT Breakdown Capture		
*VAT Identifier	It displays to which amount on the Coupon/RM/BM/Invoice , VAT is linked.	Default Value should be one of the following values <ul style="list-style-type: none"> • Weight Charge • Others • Other Charge • ISC • Valuation Charge
VAT Label	To be filled by billing carrier according to billing country legislation.	-
*VAT Text	It displays the text to be printed on invoice for the VAT.	For example, "ISC VAT France-Corsica." For example, "VAT not applicable." In the above examples the text stated is displayed along with the VAT amount on the invoice.
*VAT Base Amount	It displays the amount linked to VAT Identifier on which VAT is applicable.	-
*VAT Percentage	It indicates the VAT % applicable on the VAT Base Amount.	-
VAT Calculated Amount	It displays the VAT% over the VAT Base Amount.	The amount is generated automatically if VAT Calculated Amount has a non-zero value.
VAT List	It displays the VAT details entered in the above mentioned fields.	The fields displayed are <ul style="list-style-type: none"> • VAT Identifier • VAT Label • VAT Text • VAT Base Amount • VAT Percentage • VAT Calculated Amount
Derived VAT List	It displays the details for the VAT added at the invoice level.	The details for the following fields are displayed: <ul style="list-style-type: none"> • VAT Identifier • VAT Label • VAT Text • VAT Base Amount • VAT Percentage • VAT Calculated Amount



Fields	Description	Remarks
Amounts On Which VAT Has Not Been Applied	It displays the details for the monetary fields on which VAT may apply.	The details for the following fields are displayed: <ul style="list-style-type: none"> • VAT Identifier • Amount

Buttons	Description	Remarks
Add	Click Add to add the VAT in the VAT Breakdown Capture to the Invoice.	The details of the VAT are displayed in the VAT List section.
Add to Invoice VAT	Click Add to Invoice VAT to add the selected VAT to the Invoice.	The details of the added VAT are displayed in the VAT List section.

The procedure to add VAT is as follows:

1. Select **VAT Identifier**.
2. Enter **VAT Label**, **VAT Text**, **VAT Base Amount** and **VAT Percentage**.
3. **VAT Calculated Amount** will be displayed.
4. Click **Add**.
5. The details will be displayed in the **VAT List** section.
6. Click **Close** to close the VAT window.

The procedure to add VAT from the **Derived List section** or **Amounts on which VAT has not been applied** is as follows:

1. Select the value to be added from the list displayed.
2. Click **Add to Invoice VAT**.
3. The selected VAT is added to the Invoice. The details of the added VAT are displayed in the **VAT List** section.



2.9.8 Credit Note VAT

To add VAT to the Credit Note, the steps are as follows:

1. Click **Credit Note VAT** located at the end of the **Edit Invoice** screen.
2. The **Credit Note VAT** screen is displayed.

Credit Note VAT

Header Details

Billed Member: WI-221 Billing Period: Nov 2011 P2 Settlement Method: BILATERAL Credit Note No.: INCR17011
 Billing Code: S-C Listing/Evaluation to Billing Rate: 1.00000 Credit Note Status:

VAT Breakdown Capture

* VAT Identifier: VAT Label: * VAT Text:
 * VAT Base Amount: * VAT Percentage: VAT Calculated Amount:

VAT List

Actio	VAT Identifier	VAT Label	VAT Text	VAT Base Amount	VAT Percentage	VAT Calculated Amount
No records to view						

Derived VAT List

VAT Identifier	VAT Label	VAT Text	VAT Base Amount	VAT Percentage	VAT Calculated Amount
No records to view					

Amounts on which VAT Has Not Been Applied

VAT Identifier	Amount
No records to view	

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.



Fields	Description	Remarks
Header Details	The details for the header are listed.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Billed Member • Billing Period • Settlement Method • Credit Note No. • Listing Amount • Listing to Billing Rate • Billing Amount • Credit Note Status
VAT Breakdown Capture		
*VAT Identifier	It displays to which amount on the CM, VAT is linked.	Default Value should be one of the following values <ul style="list-style-type: none"> • Weight Charge • Others • Other Charge • ISC • Valuation Charge
VAT Label	To be filled by billing carrier according to billing country legislation.	-
*VAT Text	It displays the text to be printed on invoice for the VAT.	For example, "ISC VAT France-Corsica." For example, "VAT not applicable." In the above examples the text stated is displayed along with the VAT amount on the invoice.
*VAT Base Amount	It displays the amount linked to VAT Identifier on which VAT is applicable.	-
*VAT Percentage	It indicates the VAT % applicable on the VAT Base Amount.	-
VAT Calculated Amount	It displays the VAT% over the VAT Base Amount.	The amount is generated automatically if VAT Calculated Amount has a non-zero value.
VAT List	It displays the VAT details entered in the above mentioned fields.	The fields displayed are <ul style="list-style-type: none"> • VAT Identifier • VAT Label • VAT Text • VAT Base Amount • VAT Percentage • VAT Calculated Amount

Fields	Description	Remarks
Derived VAT List	It displays the details for the VAT added at the invoice level.	The details for the following fields are displayed: <ul style="list-style-type: none"> • VAT Identifier • VAT Label • VAT Text • VAT Base Amount • VAT Percentage • VAT Calculated Amount
Amounts On Which VAT Has Not Been Applied	It displays the details for the monetary fields on which VAT may apply.	The details for the following fields are displayed: <ul style="list-style-type: none"> • VAT Identifier • Amount

Buttons	Description	Remarks
Add	Click Add to add the VAT in the VAT Breakdown Capture to the Credit Note.	The details of the VAT are displayed in the VAT List section.
Add to Credit Note VAT	Click Add to Credit Note VAT to add the selected VAT to the Credit Note.	The details of the added VAT are displayed in the VAT List section.

The procedure to add VAT is as follows:

1. Select **VAT Identifier**.
2. Enter **VAT Label, VAT Text, VAT Base Amount** and **VAT Percentage**.
3. **VAT Calculated Amount** will be displayed.
4. Click **Add**.
5. The details will be displayed in the **VAT List** section.
6. Click **Close** to close the VAT window.

The procedure to add VAT from the **Derived List** section or **Amounts on which VAT has not been applied** is as follows:

1. Select the value to be added from the list displayed.
2. Click **Add to Credit Note VAT**.
3. The selected VAT is added to the Invoice. The details of the added VAT are displayed in the **VAT List** section.



Miscellaneous Module

3. Miscellaneous Module

3.1 Overview of Miscellaneous Module

Miscellaneous tab facilitates

- Creating invoices
- Rejecting Invoices
- Creating Correspondence Invoices
- Creating Correspondence
- Searching Invoices
- Validating and Submitting created invoices/credit notes
- Deleting Invoices/Credit Notes
- Creating Credit Notes
- Managing Invoices
- Managing Supporting Documents
- Viewing Billing History
- Correcting Supporting Document Linking Errors



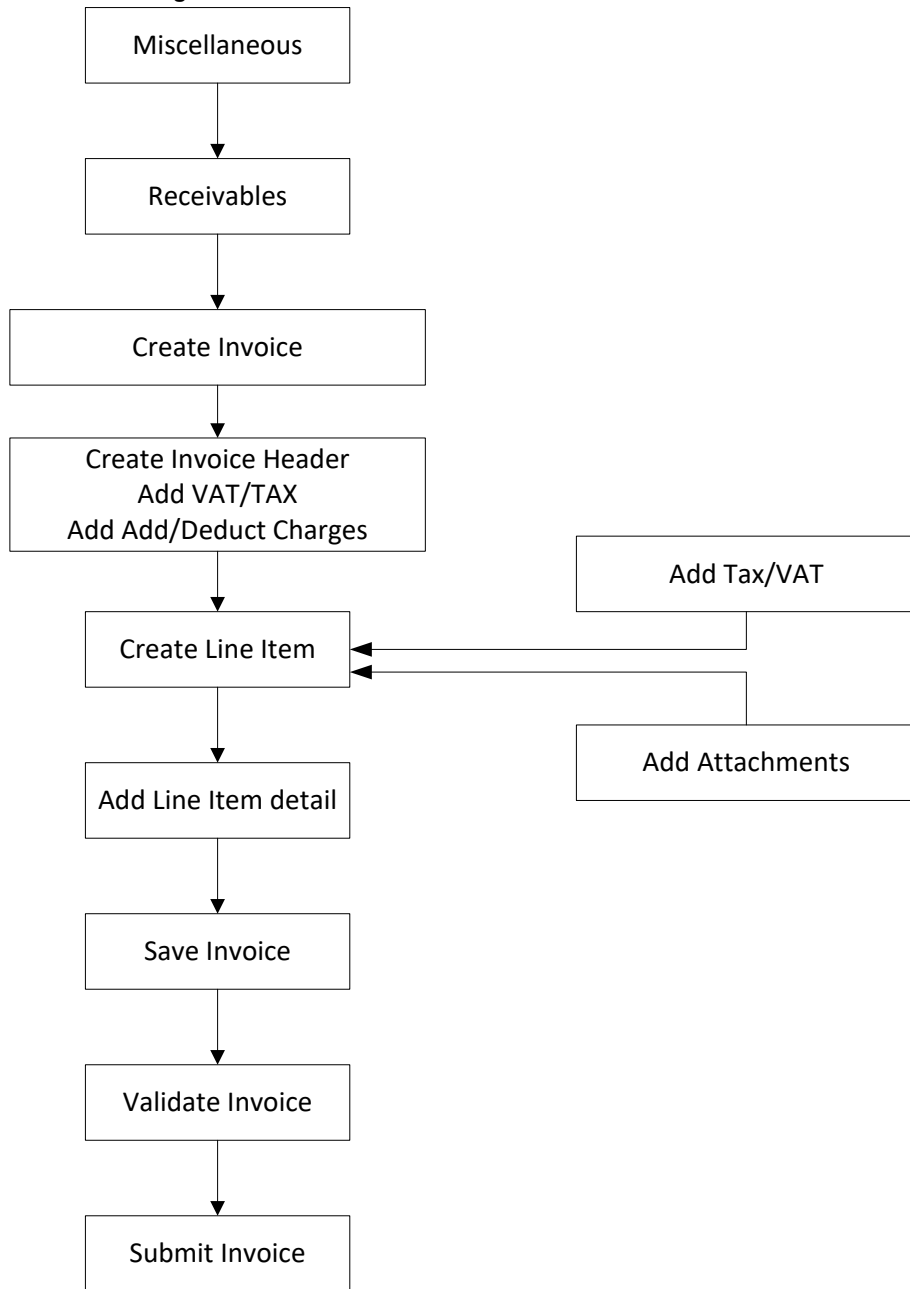
3.2 Creating Invoices

3.2.1 Processes for Miscellaneous Module

- Creating Original Invoice
- Validating and Submitting Miscellaneous Invoices
- Creating Miscellaneous Credit Note
- Creating Correspondence Invoice
- Creating Rejection Invoice
- Editing Miscellaneous Invoice
- Editing Miscellaneous Credit Note
- Viewing Audit Trail

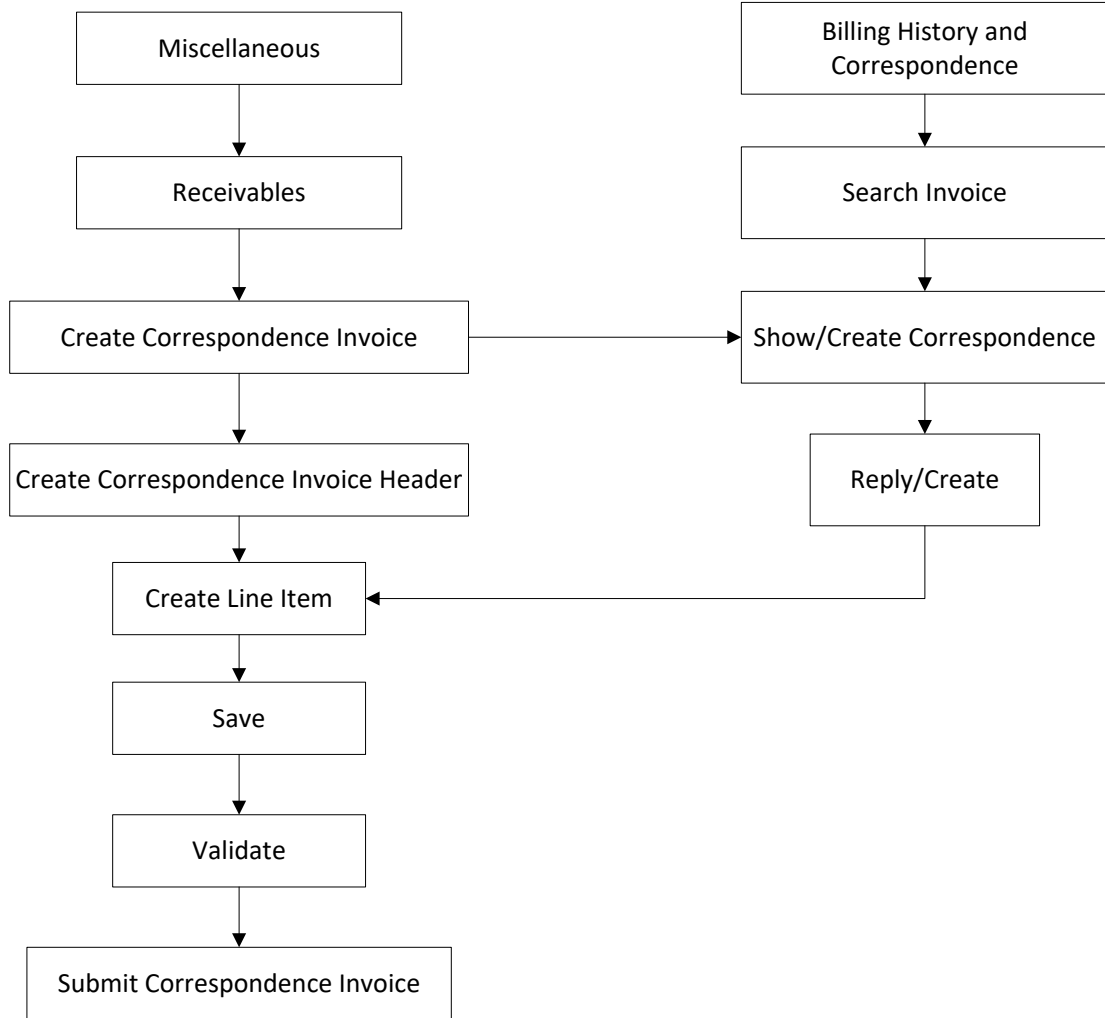


Create Original Invoice



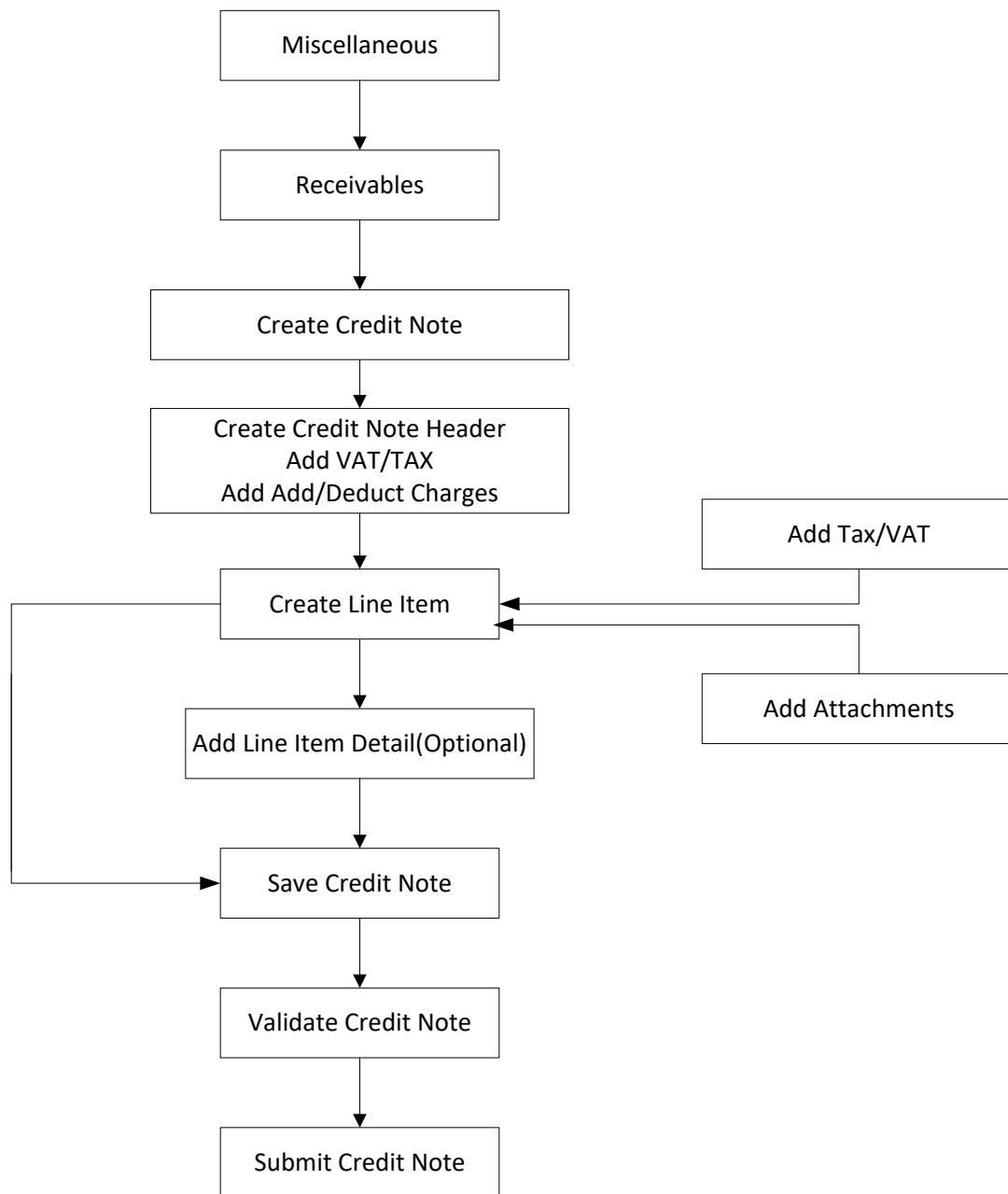


Create Correspondence Invoice



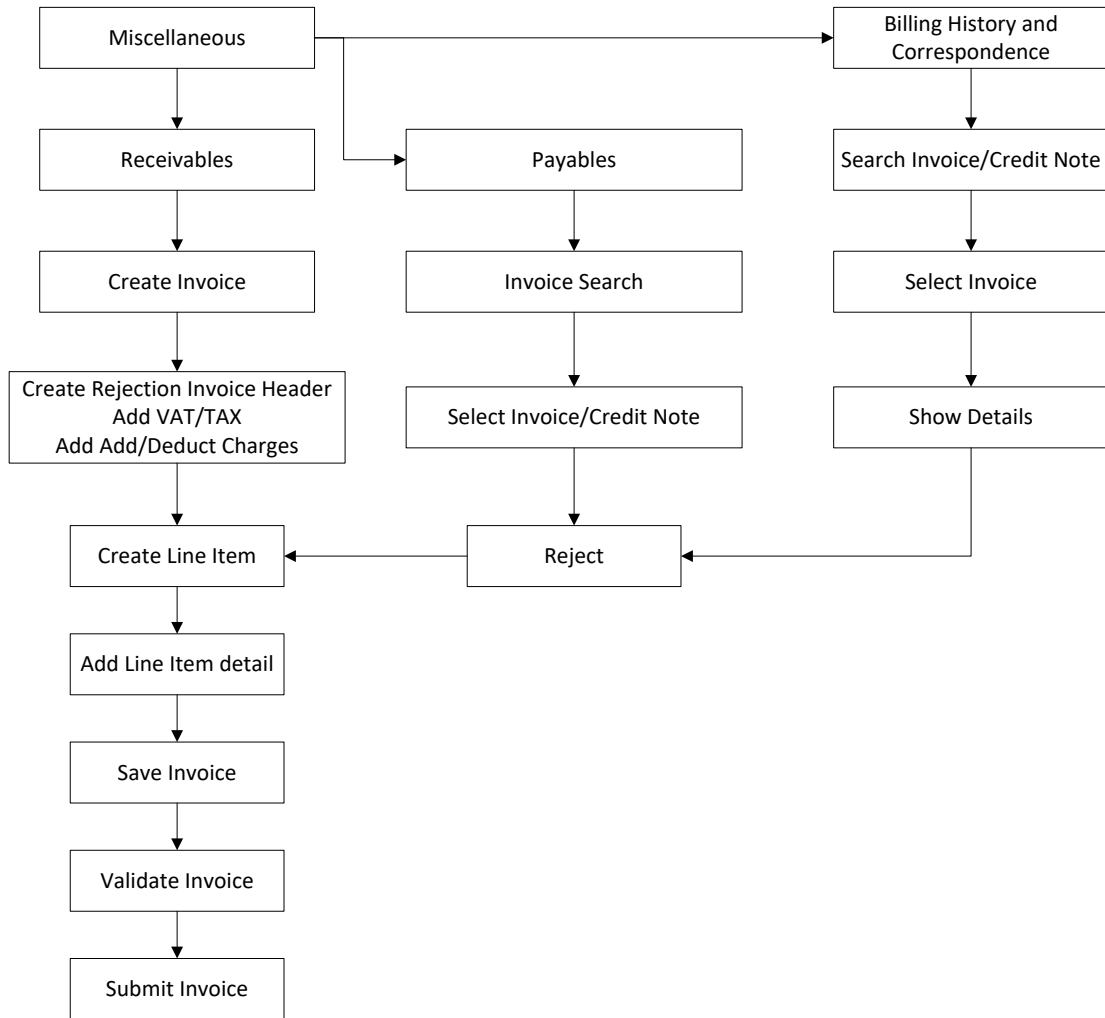


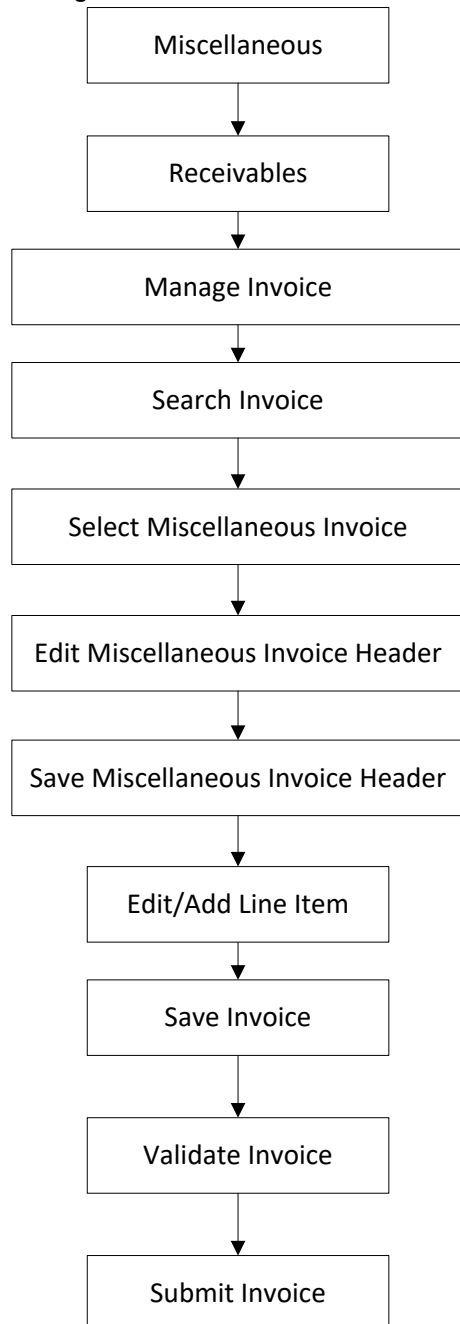
Create Credit Note

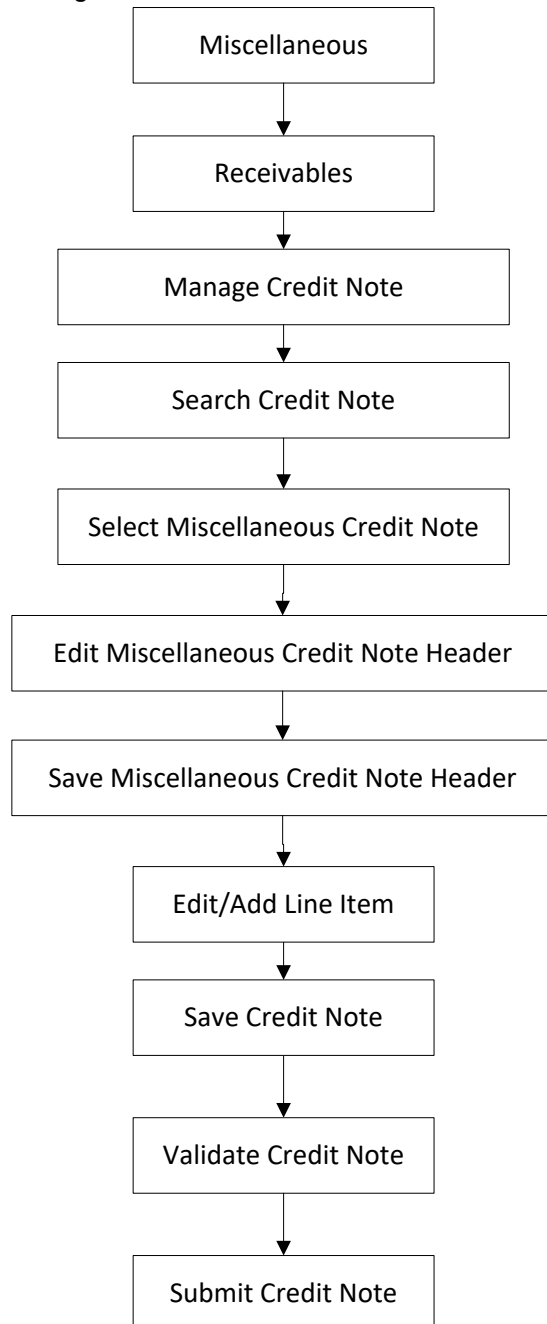




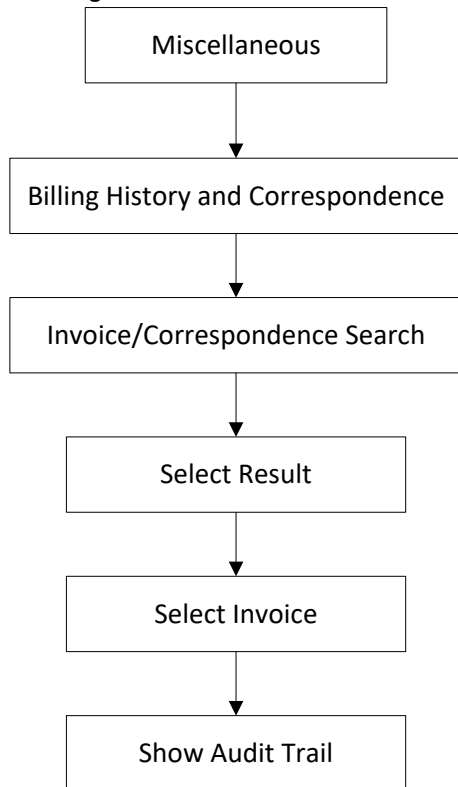
Create Rejection Invoice



Editing Miscellaneous Invoice

Editing Miscellaneous Credit Note

Viewing Audit Trail





3.2.2 Creating Invoice Header

To create an original invoice, click **Miscellaneous** menu and then point to **Receivables** and then click **Create Invoice**. The **Create Miscellaneous Invoice** screen is displayed.

- The fields marked with (*) are mandatory.
- By default, blue field is a drop-down list. The list is displayed only when you type first few letters in the text box or press the down-arrow key on the keyboard.
- By default, grayed field are auto populated with the data already present in the system.

Field	Description	Remark
*Billed Member	Unique alphanumeric code that identifies the member in the Member Profile.	For example, AF-057-Air France.
*Invoice Number	Invoice Number consists of total 10 Alphanumeric characters.	For example, AB12345678 Special characters like hyphen, dot, slash are not allowed. Invoice number will not be case sensitive. For example, Invoice Number 'ab12345678' will be considered as a duplicate invoice if 'AB12345678' has already been submitted.
*Invoice Date	Displays the current date, month and year.	By default, displays the current date, month and year. Please note that invoice date is not greater than the current billing period's closure date.
*Charge Category	Indicates the broad category of charges that can be applied on the invoice.	For example, Engineering.



Field	Description	Remark
Location (Airport/City Code)	Location Code of where service was provided.	<p>A valid IATA Airport/City code or UN Location code. For example, CNY Location Code is always mandatory at either Invoice header level or Line Item level</p> <ul style="list-style-type: none"> • If Location Code is defined at Invoice header level • If Location Code is not defined at Invoice header level, then it should be defined for every Line Item
P.O. Number	Indicates the reference to purchase order, if any.	If there is a reference to any Purchase Order against which the invoice is being raised, you can enter P.O. Number.
*Billing Member's Location ID	Displays the locations of the billing member associated with the user creating or modifying the invoice.	For example, Main-New York-US-USD.
Billed Member's Location ID	Displays the Main location of the billed member.	For example, Main-Mumbai-IN-USD.
Contact of Billing Member	The name of the person/supervisor sending the invoice.	For example, Sam.
Contact of Billed Member	The name of the invoice receiver.	For example, John.



Field	Description	Remark
<p>*Settlement Method</p>	<p>The invoice settlement method.</p>	<p>Valid values are as follows:</p> <ul style="list-style-type: none"> ☐ I: Settlement via ICH <ul style="list-style-type: none"> • Applicable when both billing and billed members are ICH members • Applicable for ICH Inter-Clearance Billings (ICH member billing ACH member) ▪ A: Settlement via ACH <ul style="list-style-type: none"> • Applicable when both billing and billed members are ACH members. • If both billing and billed members are dual members; but have indicated in the profile that they will bill each other Passenger billings via the ICH; then ACH cannot be used. ☐ M: Settlement via ACH using RAM Rule <ul style="list-style-type: none"> • Applicable for ACH Inter-clearance Billings (ACH member billing ICH member) • Applicable for settlement via ACH (ACH member billing ACH member) based on RAM rule. ▪ B: Bilateral Settlement (direct settlement between members not involving any clearing house). <ul style="list-style-type: none"> • Where settlement is possible via a clearing house (ICH/ACH based on both the members' clearing house membership status), the default value will be set as ACH/ICH/ACH using RAM Rule as appropriate. ☐ X: Settlement via Special ICH Agreement <ul style="list-style-type: none"> • Allowed when both Billing Member and Billed Member are ICH members and when they are part of a Special ICH Agreement ☐ A/I/M/X can be changed to Bilateral if required. ☐ A can be changed to M if required.



Field	Description	Remark
		<p>When settlement is not possible via a clearing house, the default value will be set as Bilateral. It should not be changed to any other value.</p> <p>Note: In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership of the parent member will be considered for determination/validation of Settlement Method billing or billed member</p>
<p>*Billing Year/Month/Period</p>	<p>Displays the invoice submission year, month and period.</p>	<p>By default, the current year, month and period is displayed.</p> <ul style="list-style-type: none"> • The previously closed period can be selected only if the late submission window is open. • One of the future four billing periods can also be selected if the invoice is to be submitted in the future period.



Field	Description	Remark
*Currency of Billing	Displays the currency code of the billing member	<p>Valid values are as follows:</p> <ul style="list-style-type: none"> ▪ When Settlement Method is I: <ul style="list-style-type: none"> • If both Billing/Billed airlines are in Zone A; value should be GBP. • If both the Billing & Billed airlines are in Zone D; value should be EUR. • If both Billing/Billed airlines are in Zone B, value should be USD. • If Billing & Billed Airlines are in different ICH zones; or when the Billed Airline is an ACH member (inter-clearance billing); value should be USD. ▪ When Settlement Method is M (ACH Inter-clearance Billings); value should be USD. ▪ When Settlement Method is M (ACH member billing ACH member based on RAM rule); value can be any currency. ▪ When Settlement Method is A value can be any currency. ▪ When Settlement Method is B it can be any currency. ▪ When Settlement is X it can be any currency. <p>Note:</p> <ul style="list-style-type: none"> • In case of merger scenarios, where the billing member or billed member is merged into another member, the settlement method will be considered as that of the final parent member of billing or billed member.
TAX Amount	The tax applicable on the entire invoice	It is the sum of the Tax applied at the Invoice Header and Total Tax Amount stated in all Line Items.
VAT Amount	The VAT applicable on the entire invoice	It is the sum of the VAT applied at the Invoice Header and Total VAT Amount stated in all Line Items.
Add/Deduct Charge	The Add/Deduction charge applicable on the entire invoice	It is the sum of the Add/Deduct Charge applied at the Invoice Header and Total Add/Deduct Amount stated in all Line Items.
Total Amount in Billing Currency	Displays the sum of the Line Net Amount and the Tax, VAT and Add/Deduct charge applied at the invoice header.	The value will be calculated by the system and displayed here.

Field	Description	Remark
*Exchange Rate	Displays the FDR of the stated Billing Year Month applicable for the stated Billing and Clearance currencies.	<ul style="list-style-type: none"> The value will be automatically generated for invoices billed using Settlement Method I, A or M. This is optional for the Bilateral Settlement, this will not be auto-populated and will have to be keyed in by the user if required. This field is mandatory for Settlement Method ICH using Special Agreement; the value should be entered by the user. It should not be zero or negative value.
Currency of Clearance	Displays the applicable Clearance Currency as per the zones of the Billing and Billed entities.	<p>By default, displays the applicable Clearance Currency as per the zones of the Billing and Billed entities.</p> <ul style="list-style-type: none"> If settlement method is ACH then system will default the value to USD. This can be changed to any currency as allowed by ACH. When Settlement Method is M; value can be any currency as allowed by ACH. This field is optional when settlement method is Bilateral. When Settlement via ICH using Special Agreement it can be any currency <p>Note: In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership and ICH Zone of the parent member will be considered for determination/validation of Settlement Method</p>
Total Amount in Clearance Currency	Displays the value after dividing Amount in Billing Currency by the Exchange Rate.	The value is derived by the system.

Field	Description	Remark
Digital Signature	Displays as per the member profile set up of the billing entity.	Digital Signature is auto displayed as per the Member Profile set-up of the billing entity. <ul style="list-style-type: none"> In case Member Profile states that Digital Signature is required on the submitted invoices, but you don't want a digital signature on the invoice being captured, the value can be changed to No. However, if the Member Profile set up states that Digital Signature is not required or if the countries stated in the Billing & Billed Location ID are not supported for digital signature, then the value of this field can not be changed to Yes.
CH Agreement Indicator	It indicates the Clearing House Agreement Indicator	-
CH Due Date	It indicates the earliest date on which the Clearing House should settle the Invoice/Credit Note	-
Invoice Template Language	It indicates Invoice Template Language	-
Total Tax Amount Local Currency Code	Currency code for Total Tax Amount.	It is a drop down field with default value as Please Select .
Total Tax Amount Local	Total tax amount	This is an optional field; this will not be auto-populated and will have to be keyed in by the user if required.
Local Tax Exchange Rate	Local tax exchange rate.	This is an optional field; this will not be auto-populated and will have to be keyed in by the user if required.
Payment Details: Fields are enabled only if the settlement method is Bilateral.		
Payment Terms Code	It indicates a code defined for the payment terms.	For example, 15NET, 14 DAYS, and so on.
Payment Due By	Indicates the date by which the payment is due.	Select from the date picker. Enter the no. of days for the payment in the Within Days field.
Get Discount	Indicates the discount % if the payment is made with the due date suggested.	Select from the date picker. Enter the no. of days for the payment in the Within Days field.
Remarks	Enter remarks if any.	-

Field	Description	Remark
Bank Details	It displays the Bank details of the member as listed in the member profile.	Values for the following fields is displayed: <ul style="list-style-type: none"> • Bank Name • IBAN • SWIFT • Bank Code • Branch Code • Bank Account Number • Bank Account Name • Currency Code
Note	Pre-defined list of notes or you can define a specific note different from the available drop down.	For example, Payment Terms.
Note Description	The description of the notes.	For example, Internal Customer Number. Any specific information that is necessary to be stated on the PDF invoice.
Additional Details	Pre-defined list of additional details or you can define a specific detail different from the available drop-down.	Any additional information to be stated that needs to be shown on the PDF.
Additional Details Description	The additional details you may want to enter.	Any additional information that supports the invoice. This information will not be printed on the invoice.

Procedure:

1. Enter **Billed Member**.
2. Enter **Invoice Number**.
3. Select Invoice Date from the date picker.
4. Select applicable **Charge Category**.
5. Enter **Location (Airport/City Code)**.
6. Enter **P.O. Number** (Purchase Order Number).
7. If required, click the hyperlink to view/modify the **Billing Member- Location ID**.
8. If required, click the hyperlink to view/modify the **Billed Member- Location ID**.
9. If required, click the **Contact of Billing Member** hyperlink to add the contact details of the billing member.
10. If required, click the **Contact of Billed Member** hyperlink to add the contact details of the billed member
11. If required, select applicable **Settlement Method** from the drop-down list.
12. If required, select applicable **Billing Year/Month/Period**.
13. If required, select applicable **Currency of Billing**.
14. Enter the **Tax Amount** applicable on the entire invoice.
15. Enter applicable **VAT Amount** on the entire invoice.
16. Enter applicable **Add/Deduct Charge** on the invoice.
17. **Total Amount in Billing Currency** displays the total of the Line Net Amount and the Tax, VAT and Add/Deduct charge applied on the invoice header.
18. The current month **Exchange Rate** as per the Currency of Billing and Currency of Clearance for the stated Billing Year/Month/Period will be auto-populated.
19. If required, select applicable **Currency of Clearance** to change.
20. **Total Amount in Clearance Currency** is the total derived after dividing Amount in Billing Currency by the Exchange Rate.
21. If required, select applicable **Digital Signature** option from the drop-down list.
22. Enter to change the **CH Agreement Indicator**.



23. Change **CH Due Date** from the date picker.
24. Select to change the **Invoice Template Language** from the drop down list.
25. If required, select applicable **Total Tax Amount Local Currency Code** to change.
26. Enter **Total Tax Amount Local**.
27. Enter **Local Tax Exchange Rate**.
28. Enter **Note**.
29. Enter details of the notes in the **Note Description** text box.
30. Enter **Additional Details**.
31. Enter additional details in the **Additional Details Description** text box.
32. Enter **Payment Details** only if settlement method is Bilateral.
33. Click **Save Invoice Header**. A message **Invoice Header created successfully** along with a new **Create Line Item** screen is displayed.

Related topics:

Editing Line Item

Submitting Invoices/Credit Note

Creating Rejection Invoice via Receivables

Creating Correspondence Invoice via Receivables



3.2.3 Creating Line Item

After the header is created successfully, the Create Line Item screen is displayed.

The Invoice Header section displays the following fields:

Field	Description
Invoice Number	Displays the number of the invoice.
Invoice Date	Displays the date on which invoice is created.
Billed Member	Displays the Numeric code, alpha code and the commercial name of the billed member.
Charge Category	Displays the name of the Charge Category.
Billing Amount	Displays the invoice amount in Billing Currency.
Invoice Status	Displays the status of the invoice whether Open/Ready For Submission/ Ready for Billing/IS-Web-Validation Error/Submitted.
Billing Period	Displays the billing month period of the invoice.

The following table describes various fields appearing in the Line Item section.

Field	Description	Remarks
Line Item #	Auto generated by the system.	For example, Line Item # 1 will be incremented while adding a new line item.
Charge Code	The list of codes to specify the nature of the service charged.	Only applicable charge codes for the selected Charge Category will be shown.
Location (Airport/City Code)	The location where service was provided.	<p>If there was no location entered in the credit note/invoice header; you should enter a location code.</p> <ul style="list-style-type: none"> Location Code is always mandatory at either Invoice header level or Line Item level If Location Code is defined at Invoice header level, it cannot be defined for any Line Item
P.O. Line Number	Line Item Number in the Purchase Order.	Only enter if the P.O. number is entered in the credit note/ invoice header.
Product ID	Specific code of the product.	Only entered if specific code is applicable.
Charge Code Type	This further defines the Charge Code	<p>This field will appear only for certain Charge Category Charge Code combination.</p> <p>Only applicable charge code types for the selected charge code will be shown.</p>
Description	Description of the service provided.	-
Service Start Date	By default, displays the first day of the Billing Month stated in the credit note/invoice header.	<p>For example, if the Billing Month Year is October 2011, the date 01-October-2011 will be populated here.</p> <ul style="list-style-type: none"> Start Date can not be greater than or equal to the Service End Date. If the line item refers to a specific date on which goods or services were delivered then no service start date is required. If the line item refers to a period during which goods or services were delivered, then the Service Start Date is required and refers to the start date of that period.



Field	Description	Remarks
*Service End Date	By default this will be populated with the last day of the Billing Month stated in the invoice header.	<p>For example, if the Billing Month Year is October 2011, the date 31-October-2011 will be populated here.</p> <ul style="list-style-type: none"> • End Date can not be less than or equal to the Service Start Date. • If the line item refers to a specific date on which goods or services were delivered, then the Service End Date refers to this specific date. • If the line item refers to a period during which goods or services were delivered, then the Service End Date refers to the end date of that period.
Quantity	Quantity of service/products/goods provided.	<p>If you capture a Line Item detail, then the quantity that was entered at this level will be over-written with the details provided at the Line Item detail level as per rules stated below:</p> <p>Rule 1</p> <ul style="list-style-type: none"> • When the UOM Code, Unit Price, Scaling Factor are the same at all the Line Item Detail Level and the Minimum Quantity Flag is not checked for any of the line details. • In this scenario, the Quantity will be added up at the Line Item level, UOM Code, Unit Price & Scaling Factor will be the same as that in the Line Details. <p>Rule 2</p> <ul style="list-style-type: none"> • When either the UOM Code, Unit Price, Scaling Factor is different or the Minimum Quantity Flag is checked in even one Line Detail. • In this scenario, the Quantity will be 1, UOM Code will be Each and the Unit Price will be equal to the sum of the Line Detail Totals and Scaling Factor will be 1. • This is not applicable when only single Line Item Detail is captured and Minimum Quantity Flag is checked. In this scenario, values as provided at Line Item Detail should be replicated at Line Item level including value for Minimum Quantity Flag.



Field	Description	Remarks
<p>*UOM Code</p>	<p>By default, displays Each.</p>	<p>You can change to the applicable unit of measure by selecting the unit of measure from the drop- down list or by typing the first few characters of the unit of measure.</p> <p>For example, Hours, Each, Kilogram and so on.</p> <p>If you capture a Line Item detail, then the unit of measure that was entered at this level will be over-written with the details provided at the Line Item detail level as per rules stated below:</p> <p>Rule 1</p> <ul style="list-style-type: none"> • When the UOM Code, Unit Price, Scaling Factor are the same at all the Line Item Detail Level and the Minimum Quantity Flag is not checked for any of the line details: • In this scenario, the Unit of measure will be as stated at the Line Item detail level. <p>Rule 2</p> <ul style="list-style-type: none"> • When either the UOM Code, Unit Price, Scaling Factor is different or the Minimum Quantity Flag is checked in even one Line Detail. • In this scenario, the Unit of measure is Each. • This is not applicable when only single Line Item Detail is captured and Minimum Quantity Flag is checked. In this scenario, values as provided at Line Item Detail should be replicated at Line Item level including value for Minimum Quantity Flag.



Field	Description	Remarks
<p>*Unit Price</p>	<p>The applicable Unit Price.</p>	<p>If you capture a Line Item detail, then the Unit Price that was entered at this level will be over-written with the details provided at the Line Item detail level as per rules stated below:</p> <p>Rule 1</p> <ul style="list-style-type: none"> • When the UOM Code, Unit Price, Scaling Factor are same for all the related Line Item detail level and the Minimum Quantity Flag is not selected for any Line Item details. • In this scenario, the Unit Price will be as stated at the Line Item Detail level. <p>Rule 2</p> <ul style="list-style-type: none"> • When either the UOM Code, Unit Price, Scaling Factor is different at even one related Line Item detail level or the Minimum Quantity Flag is selected in even one Line Detail. • In this scenario, the Unit Price will be equal to Line Total. • This is not applicable when only single Line Item Detail is captured and Minimum Quantity Flag is checked. In this scenario, values as provided at Line Item Detail should be replicated at Line Item level including value for Minimum Quantity Flag.

Field	Description	Remarks
Scaling Factor	By default, displays 1 and indicates the number of units.	<p>For example, Unit price is per 1000 tons then the value in Scaling Factor will be '1000'. The default value can be changed as required.</p> <p>If you capture a Line Item detail, then the Unit Price that was entered at this level will be over-written with the details provided at the Line Item detail level as per rules stated below:</p> <p>Rule 1</p> <ul style="list-style-type: none"> • When the UOM Code, Unit Price, Scaling Factor are same for all the related Line Item detail level and the Minimum Quantity Flag is not selected for any Line Item details. • In this scenario, the Scaling Factor will be stated at the Line Item detail level. <p>Rule 2</p> <ul style="list-style-type: none"> • When either the UOM Code, Unit Price, Scaling Factor is different at even one related Line Item detail level or the Minimum Quantity Flag is selected in even one Line Detail. • In this scenario, the Scaling Factor will be 1. • This is not applicable when only single Line Item Detail is captured and Minimum Quantity Flag is checked. In this scenario, values as provided at Line Item Detail should be replicated at Line Item level including value for Minimum Quantity Flag.
Line Total	Derived as total of Quantity and Unit Price divided by Scaling Factor.	If Minimum Quantity Flag is selected at this level, then the Line Total will not be derived. You will have to enter the total value in this field.
Tax Amount	Derived as the sum of tax applicable on the line item and the related line item details.	This is a derived field.
VAT Amount	Derived as the sum of the VAT applicable on the line item and the related line item details.	This is a derived field.
Add/Deduct Charge	Derived as the sum of the additional/deduction charge applicable on the line item and related line item details.	This is a derived field.
Line Net Total	The total of the Line Total and total Tax total VAT and total Add/Deduct Charge.	This is a derived field.

Field	Description	Remarks
Minimum Quantity Flag	Required only when the charge is a minimum charge for a service provided irrespective of the quantity.	For example, there could be a minimum charge for carrying cargo up to 200 kilograms. In this case, you would need to show the quantity actually carried and the applicable charge. But there is no specific Unit Price for this amount. But since Unit Price is a mandatory field, you will have to indicate a unit price. If the check box is selected, then: <ul style="list-style-type: none"> Line Total will not be derived. It will be mandatory for you to capture this value. The validation of the Unit Price into Quantity divided by the Scaling Factor will not be done.
Total Tax Amount Local Currency Code	Currency code for Total Tax Amount	It is a drop down field with default value as Please Select .
Total Tax Amount Local	Total tax amount	This is an optional field; this will not be auto-populated and will have to be keyed in by the user if required.
Local Tax Exchange rate	Local tax exchange rate	This is an optional field; this will not be auto-populated and will have to be keyed in by the user if required.
Total Net Amount Local	Total net amount local	This is an optional field; this will not be auto-populated and will have to be keyed in by the user if required.
Additional Details	Pre-defined list of additional details or you can define specific details, different from the available drop down.	Any additional information to be stated that needs to be shown on the PDF.
Additional Details Description	The additional details.	Any additional information that supports the invoice. This information will not be printed on the invoice.
Rejection Reason Code	The reason code for rejection as per valid codes defined in the system.	Applicable and mandatory for Miscellaneous Rejection Invoices only. This defines the Reason Code for rejection. Should be a valid code as defined by the industry
Original Line Item	Line item of the rejected invoice.	This is visible only for rejection invoices.

Procedure:

- Line Item #** will be auto-generated by the system.
- Select applicable **Charge Code** from the drop-down list.
- If required, enter code **Location (Airport/City Code)**.
- If required, enter **P.O. Line Number**.
- Enter the specific code in the **Product ID** text box.
- If required, enter **Original Line item number**.
- Select **Rejection reason code** from drop down list.
- Select the applicable **Charge Code Type** from the drop-down list.
- Enter description text of the service provided in the **Description** text box.

10. Select applicable **Service Start Date** from the date picker.
11. Select applicable **Service End Date** from the date picker.
12. Enter **Quantity** of service/products/goods provided.
13. Select applicable **UOM Code** from the drop-down list.
14. Enter applicable **Unit Price**.
15. Enter applicable **Scaling Factor**.
16. If required, enter the total value in the **Line Total** box.
17. Enter **Tax** applicable on the Line Item being captured.
18. Enter **VAT** applicable on the Line Item being captured.
19. Enter **Add/Deduct Charge** applicable on the Line Item being captured.
20. **Line Net Total** displays the total of Line Total and total Tax, VAT and Add/Deduct Charge.
21. If required, select the **Minimum Quantity Flag** check box.
22. If required, select applicable **Total Tax Amount Local Currency Code** to change.
23. Enter **Total Tax Amount Local**.
24. Enter **Local Tax Exchange Rate**.
25. Enter **Total Net Amount Local**.
26. Enter **Additional Details**.
27. Enter additional details in the **Additional Details Description** text box.
28. Click **Save**. A confirmation message is displayed.

The following table describes the functions of various buttons on the Line Item screen.

Button	Function
Add New Line Item	You can add a new Line Item.
Add Line Item Detail	You can add a Line Item Detail.
Attachments	You can insert attachments.
Back	You can go back to the Credit Note Header.

Related topics

Creating Line Item Detail

Attaching Supporting Documents



3.2.4 Adding Line Item Detail

After the Line Item is created successfully, the Create Line Item Detail screen is displayed.

The Invoice Header section displays the following fields:

Field	Description
Invoice Number	Displays the number of the invoice.
Invoice Date	Displays the date on which invoice is created.
Billed Member	Displays the alphanumeric code and the commercial name of the billed member or airline.



Field	Description
Charge Category	Displays the name of the Charge Category.
Billing Amount	Displays the invoice amount in Billing Currency.
Invoice Status	Displays the status of the invoice whether Open/Ready For Submission/IS-Web Validation error/Ready For Billing/Submitted.
Billing Period	Displays the billing month period of the invoice.

The details of the Line Item for which the Line item detail is being captured are displayed in the Line Item section.

Field	Description
Line Item Number	Displays the Line Item number.
Charge Code	Displays the Charge Code for which the Line Item was captured.
Service Start Date	Displays the start date of the service provided. If the service was provided on a specific date then this will be blank.
Service End Date	Displays the end date of the service provided.
Location Code	Displays the location where service was provided. If the location was captured at the invoice header level then this will be blank.
Quantity	Displays the Quantity.
UOM Code	Displays the unit of measure.
Unit Price	Displays the applicable Unit Price.
Scaling Factor	Displays the scaling factor.
Line total	Displays the sum total of all related Line Detail Totals.
Tax	Displays the sum of Tax applicable at the Line Item and related Line Item Detail levels.
VAT	Displays the sum of VAT applicable at the Line Item and related Line Item Detail levels.
Add/ Deduct Charge	Displays the sum of Additional Charge applicable at the Line Item and related Line Item Detail levels.
Line Net Total	Displays the net total of Line Total, Tax, VAT and Additional Charge.
Description	Displays the description of the service provided.

The following table describes various fields appearing in the Line Item Detail section.

Field	Description	Remarks
Line Item Detail #	Auto generated by the system.	For example, Line Item Detail # 1



Field	Description	Remarks
Service Start Date	The Start Date as stated in the related Line Item level.	<p>You can either select a different date or leave it blank. If there is no Start Date, the auto-populated date should be cleared and the month set as Please Select.</p> <ul style="list-style-type: none"> • If the entered Start Date at this level is lesser than that stated at the related Line Item level, then you will receive a warning message that this date is outside the date range stated at the related Line Item level and to confirm if the date range should be updated at higher level also. You can select a new Start Date or allow the system to update the date range at the higher level. • If the Line Item detail refers to a specific date on which goods or services were delivered, then no start date is required. • If the Line Item detail refers to a period during which goods or services were delivered, then the Start Date is required and refers to the Start date of that period. • If there was no Start Date stated at the related Line Item level, then you cannot edit the start date. • Service Start Date can not be greater than or equal to the Service End Date.
*Service End Date	Displays the End Date as stated in the related Line Item level	<p>If no Start Date stated at the related Line Item level, then you cannot edit End Date.</p> <ul style="list-style-type: none"> • If the End Date entered at this level is greater than that stated at the related Line Item level, then you will receive a warning message that this date is outside the date range stated at the related Line Item level and confirm if the date range should be updated at higher level also. You can select a new End Date or allow the system to update the date range at the higher level. • Service End Date can not be lesser than or equal to the Service Start Date.

Field	Description	Remarks
Product ID	Specific code of the product.	<p>If a Product ID is stated at the line item level, it will auto-populate here. If required, you can also change the product ID or clear it.</p> <ul style="list-style-type: none"> • If different Product ID is entered, you will see warning. • You can continue or undo the changes.
Description	Description of the service provided.	-
Minimum Quantity Flag	Required only when the charge is a minimum charge for a service provided irrespective of the quantity.	<p>For example, there could be a minimum charge for carrying cargo up to 200 kilograms. In this case, you would need to show the quantity actually carried and the applicable charge. But there is no specific Unit Price for this amount. But since Unit Price is a mandatory field, you will have to indicate a unit price.</p> <p>If the check box is selected, then:</p> <ul style="list-style-type: none"> • Line Detail Total will not be derived. It will be mandatory for you to capture this value. • The validation of the Unit Price into Quantity divided by the Scaling Factor will not be done.
*Quantity	Quantity of service/products/goods.	-
*UOM Code	By default, displays Each .	<p>You can select the applicable unit of measure if different.</p> <p>For example, Hour, Kilogram, Liter.</p>
*Unit Price	The applicable Unit Price.	-
Scaling Factor	By default, displays 1 and indicates the number of units for which the unit price is stated.	For example, If Unit Price is for multiple units, Unit price is per 1000 tons then the value in Scaling Factor will be '1000'. The default value can be changed as required.
Line Detail Total	Product of Quantity and Unit Price divided by Scaling Factor.	If Minimum Quantity Flag is selected at this level, then the Line Detail Total will not be derived. You will enter the total value in this field.
Tax Amount	The tax applicable only on the line item detail being captured.	-
VAT Amount	The VAT applicable only on the line item detail being captured.	-
Add/Deduct Charge Name	The additional charge/ deduction that is applicable only on the line item detail being captured.	-
Line Detail Net Total	Total of Line Detail Total and Tax, VAT and Additional Charge on the line detail being captured.	Total is derived by the system.



Procedure:

1. **Line Item Detail Number** is auto-generated by the system.
2. Select applicable Service Start Date from the date picker.
3. Select applicable **Service End Date** from the date picker.
4. If required, enter different **Product ID**.
5. Enter description text of the service provided in the **Description** text box.
6. Enter the quantity of service/ product/ goods provided.
7. If required, select applicable unit of measure from the **UOM Code** drop-down list.
8. Enter applicable **Unit Price**.
9. Enter Scaling Factor.
10. **Line Detail Total** is derived as the total of **Quantity** and **Unit Price**.
11. Enter **Tax** applicable only on the line item detail being captured.
12. Enter **VAT** applicable only on the line item detail being captured.
13. Enter **Add/Deduct Charge** applicable only on the line item detail being captured.
14. Click either of the following buttons described in the table as per required action.
15. Enter the values for the dynamic fields. These fields are valid for certain charge category and charge code combinations. For more information on the dynamic fields please see the related topics.

The following table describes functions of buttons on the Line Item Detail screen.

Button	Description
Save and Add	You can save current capture line item detail screen and open blank Line Item Detail screen.
Save and Duplicate	You can save current Line Item Detail screen and open Line Item screen with pre-populated values from the previous Line Item Detail screen except Service End Date. You need to enter the Service End Date.
Save and Back	You can save current Line Item Detail screen and open Edit Line Item screen. The screen displays the list of line item details.
Back	You will see a warning message regarding unsaved changes on the screen. To continue click Proceed or Cancel to continue with the same screen.

Related topics:

Dynamic Fields

Editing Line Item

Editing Miscellaneous Invoice

Attaching Supporting Documents

Validating Invoices/Credit Note

Submitting Invoices/Credit Note



3.3 Editing Invoices

3.3.1 Editing Miscellaneous Invoice

To edit Miscellaneous invoice, search the invoice using **Receivables** submenu. Select the desired invoice and then click edit. The **Edit Miscellaneous Invoice** screen is displayed.

The screenshot displays the 'Edit Miscellaneous Invoice' interface. At the top, there's a navigation bar with 'SIS Simplified Invoicing and Settlement' and user information. Below that, a breadcrumb trail shows 'Home >> Miscellaneous >> Receivables >> Edit Miscellaneous Invoice'. The main area is divided into several sections: 'Invoice Header' with fields for Billed Member, Invoice Number, Invoice Date, Charge Category, and Location; 'Payment Details' with fields for Payment Terms Code, Payment due by, and Get discount; 'Bank Details' with fields for Bank Name, IBAN, SWIFT, Bank Code, and Branch Code; 'Notes' with a text area for Note Description; and 'Line Items' which is a table with columns for Actions, Line Item #, Charge Code, Service Start Date, Service End Date, Description, Quantity, UOM Code, Unit Price, Scaling Factor, Line Total, Tax, VAT, and Addl Deduct Charge. The table contains one row with '1 Fees' as the description. At the bottom, there are buttons for 'Save Invoice Header', 'Add Line Item', 'Attachments', and 'Validate Invoice'.

Edit Miscellaneous Invoice screen displays the following fields:

Field	Description	Remarks
Billed Member	Alphanumeric code that uniquely identifies the member in the Member Profile.	For example, WI-023-Wings Airways
Invoice Date	Displays the invoice date of the billed invoice.	For example, 09-May-11
Charge Category	Displays the charge category of the invoice.	-

Field	Description	Remarks
Location (Airport/City Code)	The location where service was provided.	<ul style="list-style-type: none"> Location Code is always mandatory at either Invoice header level or Line Item level If Location Code is defined at Invoice header level, it cannot be defined for any Line Item If Location Codes are defined for all Line Items, then it cannot be captured at the header level If Line Items exist, and a Location Code already exists at the header level, it can be modified to another value but cannot be changed to blank
*Billing Member's Location ID	Displays the locations of the billing member associated with the user creating or modifying the invoice.	For example, Main-LONDON-GB-USD.
Billed Member's Location ID	Displays the billed member's MAIN location or the selected Location ID.	For example, Main-MUMBAI-IN-USD.
Contact of Billing Member	The name of the person/supervisor sending the invoice.	For example, Sam
Contact of Billed Member	The name of the invoice receiver.	For example, John
Total Amount in Billing Currency	Displays the sum of the Line Net Amounts and the Tax, VAT and Add/Deduct charge applied on the entire invoice.	-
Exchange Rate	Displays with the FDR of the stated Billing Year Month applicable for the stated Billing and Clearance currencies	For example, 1.14612
Total Amount in Clearance Currency	Displays the value after dividing Amount in Billing Currency by the Exchange Rate.	-
Invoice Owner	Displays the name of the person who created the invoice.	-
CH Agreement Indicator	It indicates the Clearing House Agreement Indicator	-
CH Due Date	It indicates the earliest date on which the Clearing House should settle the Invoice/Credit Note	-
Invoice Template Language	It indicates Invoice Template Language	-



Field	Description	Remarks
Total Tax Amount Local Currency Code	Currency code for Total Tax Amount	It is a drop down field with default value as Please Select .
Total Tax Amount Local	Total tax amount	This is an optional field; this will not be auto-populated and will have to be keyed in by the user if required.
Local Tax Exchange rate	Local tax exchange rate	This is an optional field; this will not be auto-populated and will have to be keyed in by the user if required.

Note: You can edit only enabled fields.

Procedure:

1. If required, edit fields which are enabled.
2. Click **Save Invoice Header**. A confirmation message is displayed.
3. **Line Items** table allows you to edit listed **Line Items**.
4. **Edit Line Item** screen allows you to edit listed **Line Item Details**.

Related topics:

Creating Invoice Header

Creating line Item

Adding Line Item Detail

Editing Line Item

Editing Line Item Detail

Attaching Supporting Documents



3.3.2 Editing Line Item


Once you create line item detail, you will be directed to Edit Line Item screen.

The Invoice Header section displays the following fields:

Field	Description	Remarks
Invoice Number	Displays the number of the invoice.	For example, AB12345678.
Invoice Date	Displays the selected date for the invoice.	For example, 06-May-11.
Billed Member	Displays the name and code of the billed member.	For example, NW-012-Northwest.
Charge Category	Displays the selected charge category for the invoice.	For example, ATC.
Location (Airport/City Code)	The location where service was provided.	<ul style="list-style-type: none"> Location Code is always mandatory at either Invoice header level or Line Item level If Location Code is defined at Invoice header level, it cannot be defined for any Line Item If Location Code is not defined at the header level, then it should be defined for the Line Item

Field	Description	Remarks
Billing Amount	Displays the applicable billing amount.	-
Invoice Status	Displays the current status of the invoice.	For example, Open.
Billing Period	Displays the billing month/year/period of the invoice.	For example, Apr 2011 P4. Note that selecting a future month does not guarantee invoice creation. See fields Settlement Method and Exchange Rate. If the system needs to populate Exchange Rate, but does not find it for the future month, it will result in an error while saving the data

Procedure:

1. Select the record from the **Line Item Details** list to edit and then select the check box and click  Edit icon. **Edit Line Item Detail** screen is displayed.
2. If required, edit fields which are enabled.
3. Click **Save Invoice Header**. A confirmation message is displayed.
4. **Line Items** table allows you to edit listed Line Items.
5. **Edit Line Item** screen allows you to edit listed **Line Items**.
6. If required, edit fields which are enabled.
7. Click **Save** and **Back**. The updated details will be saved.

Note: You can only edit fields which are enabled for the edit.

The following table describes various buttons appearing on the Edit Line Item screen.

Button	Description
Save	You can save current edited line item screen.
Add New Line Item	You can add new line item.
Add New Line Item Detail	You can add new line item detail.
Attachments	You can link any supporting documents to the invoice being captured. For example, Ramp Handling Form, Sales and Service Form.
Back	You will be directed to Edit Miscellaneous Invoice screen.

Related topics:

Creating Invoice Header

Creating line Item

Entering Tax Amount

Entering VAT Amount

Entering Add/Deduct Charge

Editing Line Item Detail

Attaching Supporting Documents



3.3.3 Editing Line Item Detail

On the **Edit Line Item** screen, in Line Item Details table you can edit Line Item Details.

The fields marked with red (*) are mandatory.

The Invoice Header section displays the following fields:

Field	Description	Remarks
Invoice Number	Displays the number of the invoice.	For example, AB12345678
Invoice Date	Displays the selected date for the invoice.	For example, 06-May-11
Billed Member	Displays the name and code of the billed member.	For example, NW-012-Northwest
Charge Category	Displays the selected charge category for the invoice.	For example, ATC
Billing Amount	Displays the applicable billing amount.	-
Invoice Status	Displays the current status of the invoice.	For example, Open
Billing Period	Displays the billing month/year/period of the invoice.	For example, Apr 2011 P4


The Line Item section displays the following fields:

Field	Description	Remarks
Line Item Number	Displays the number of the line item.	For example, 1



Field	Description	Remarks
Charge Code	Displays the applied charge code.	For example, Approach
Service Start Date	Displays the start date of the service when goods or services were delivered.	For example, 01-Apr-11
Service End Date*	Displays the last day of the Billing Month stated in the credit note/invoice header or newly applied end date.	For example, 30-Apr-11
Location Code	Displays the code of the location where service was delivered.	-
Quantity*	Displays the applied quantity of services/goods.	-
UOM Code*	Displays the applied UOM Code.	For example, Each
Unit Price*	Displays the Unit Price.	-
Scaling Factor	Displays the applicable Scaling Factor.	-
Line Total	Displays the Line Total on the entire invoice.	-
Tax	Displays the tax applicable on the line item.	-
VAT	Displays the VAT applicable on the line item.	-
Add/Deduct Charge	Displays the Add/Deduct Charge applicable on the line item.	-
Line Net Total	Displays the total of the Line Total and total Tax, total VAT and total Add/Deduct Charge.	-

Procedure:

1. Select the record from the **Line Item Details** list to edit and then click to select the check box and then click edit icon . **Edit Line Item Detail** screen is displayed.
2. If required, edit fields which are enabled.
3. Click **Save Invoice Header**. A confirmation message displayed
4. **Line Items** table allows you to edit listed **Line Items**.
5. **Edit Line Item Detail** screen allows you to edit listed **Line Item Details**.
6. Click **Save**. The updated details get saved.

The following table describes various buttons appearing on the Edit Line Item Detail screen.




Button	Description
Save and Add	You can save current Edit Line Item Detail screen and open blank Line Item Detail screen.
Save and Duplicate	You can save current Edit Line Item Detail screen and open Line Item screen with pre-populated values from the previous Line Item Detail screen except Service End Date. You need to enter the Service End Date.
Save and Back	You can save current Edit Line Item Detail screen and open Edit Line Item screen. The screen displays the list of line item details.
Back	You will be directed to Edit Line Item screen.

Related topics**Creating Invoice Header****Adding Line Item Detail****Entering Tax Amount****Entering VAT Amount****Entering Add/Deduct Charge**



3.3.4 Editing Miscellaneous Credit Note

To edit the credit note, the steps are as follows:

1. Search the Credit Note.
2. Select the Credit Note to be edited from the list displayed in the **Search Results** section.
3. Click .
4. The **Edit Miscellaneous Credit Note** is displayed.

- The fields and buttons are as described in the topic Editing Miscellaneous Invoice.
- Click **Back to Manage Invoice** to go back to the **Invoice Search** screen.

The procedure to edit the Credit Note Header is as follows:

1. Edit the details for the fields (only editable fields).
 2. Click **Save Credit Note Header**.
- The details for the header are saved.

The procedure to validate the Credit Note Header is as follows:

1. Click **Validate Credit Note**.
2. A message is displayed on the screen indicating that the invoice is successfully validated.

The procedure to add Line Item is as follows:

1. Click **Add Line Item**.
2. The Create Line Item screen is displayed.

Enter the details for the Line Item.

Related Topics

Attaching Supporting Documents

3.4 Rejecting Invoices

In Miscellaneous, you can reject invoices in three ways. This section describes all three ways to reject an invoice.

1. Rejecting Invoice via Receivables.
2. Rejecting Invoice via Billing History and Correspondence.
3. Rejecting Invoice via Payables.



3.4.1 Rejecting Invoice via Receivables

To create rejection invoice via receivables, click **Miscellaneous** tab and then point to **Receivables** and then click **Create Invoice**. The **Create Miscellaneous Invoice** screen is displayed.

- Fields marked with red (*) are mandatory.
- A blue field by default is a drop down list. The list is displayed only when you start typing in the given field or when you press the down-arrow key on the keyboard.

The following table describes various fields appearing on the Create Miscellaneous Invoice screen.

Field	Description	Remarks
*Billed Member	Alphanumeric code that uniquely identifies the member in the Member Profile.	For example, AF-057-Air France
*Invoice Number	Invoice Number consists of total 10 Alphanumeric characters.	For example, AB12345678 Special characters like hyphen, dot, slash and so on are not allowed. Invoice number will not be case sensitive. For example, Invoice Number 'ab12345678' will be considered as a duplicate invoice if 'AB12345678' has already been submitted.
*Invoice Date	Displays the current date, month and year.	By default, displays the current date, month and year. Please ensure that the new date is not greater than the current billing period's closure date.
*Charge Category	Indicates the broad category of charges that can be applied on the invoice	For example, Engineering.
Location (Airport/City Code)	Location Code of where service was provided.	A valid IATA Airport/City code or UN Location code. For example, CNY.
P.O. Number	Indicates the reference to purchase order, if any.	If there is a reference to any Purchase Order against which the Invoice is being raised, you can enter P.O. Number
*Billing Member's Location ID	Displays the locations of the billing member associated with the user creating or modifying the invoice.	For example, Main-New York-US-USD.
Billed Member's Location ID	Displays the Main location of the billed member.	For example, Main-Mumbai-IN-USD.
Contact of Billing Member	The name of the person/supervisor sending the invoice.	For example, Sam.



Field	Description	Remarks
Contact of Billed Member	The name of the invoice receiver.	For example, John.
*Settlement Method	The invoice settlement method.	<p>Valid values are as follows:</p> <ul style="list-style-type: none"> ☐ I: Settlement via ICH <ul style="list-style-type: none"> • Applicable when both billing and billed members are ICH members • Applicable for ICH Inter-Clearance Billings (ICH member billing ACH member) • A: Settlement via ACH • Applicable when both billing and billed members are ACH members. • If both billing and billed members are dual members; but have indicated in the profile that they will bill each other Passenger billings via the ICH; then ACH cannot be used. ☐ M: Settlement via ACH using RAM Rule <ul style="list-style-type: none"> • Applicable for ACH Inter-clearance Billings (ACH member billing ICH member) • Applicable for settlement via ACH (ACH member billing ACH member) based on RAM rule. • B: Bilateral Settlement (direct settlement between members not involving any clearing house). • Where settlement is possible via a clearing house (ICH/ACH based on both the members' clearing house membership status), the default value will be set as ACH/ICH/ACH using RAM Rule as appropriate. ☐ X: Settlement via Special ICH Agreement <ul style="list-style-type: none"> • Allowed when both Billing Member and Billed Member are ICH members and when they are part of a Special ICH Agreement



Field	Description	Remarks
		<ul style="list-style-type: none"> <input type="checkbox"/> A/I/M/X can be changed to Bilateral if required. <input type="checkbox"/> A can be changed to M if required. <p>When settlement is not possible via a clearing house, the default value will be set as Bilateral. It should not be changed to any other value.</p> <p>Note: In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership of the parent member will be considered for determination/validation of Settlement Method billing or billed member</p>
<p>*Billing Year/Month/Period</p>	<p>Displays the invoice submission year, month and period.</p>	<p>By default, the current year, month and period is displayed. You can select the previous closed period if the late submission window is open and you want to submit the invoice in the previous period.</p> <p>One of the future four billing periods can be selected if the invoice is to be submitted in the future period.</p> <p>Note that selecting a future month does not guarantee invoice creation. See fields Settlement Method and Exchange Rate. If the system needs to populate Exchange Rate, but does not find it for the future month, it will result in an error while saving the data</p>



Field	Description	Remarks
*Currency of Billing	Displays the currency code of the billing member.	<p>Valid values are as follows:</p> <ul style="list-style-type: none"> ▪ When Settlement Method is I: <ul style="list-style-type: none"> • If both Billing/Billed airlines are in Zone A; value should be GBP. • If both the Billing & Billed airlines are in Zone D; value should be EUR. • If both Billing/Billed airlines are in Zone B, value should be USD. • If Billing & Billed Airlines are in different ICH zones; or when the Billed Airline is an ACH member (inter-clearance billing); value should be USD. ▪ When Settlement Method is M (ACH Inter-clearance Billings); value should be USD. ▪ When Settlement Method is M (ACH member billing ACH member based on RAM rule); value can be any currency. ▪ When Settlement Method is A value can be any currency. ▪ When Settlement Method is B it can be any currency. ▪ When Settlement is X it can be any currency. <p>Note:</p> <ul style="list-style-type: none"> • In case of merger scenarios, where the billing member or billed member is merged into another member, the settlement method will be considered as that of the final parent member of billing or billed member.
TAX Amount	The tax applicable on the entire invoice.	The grayed out field is a derived field. It is the sum of the Tax applied at the Invoice Header and Total Tax Amount stated in all Line Items.
VAT Amount	The VAT applicable on the entire invoice.	The grayed out field is a derived field. It is the sum of the VAT applied at the Invoice Header and Total VAT Amount stated in all Line Items.
Add/Deduct Charge	The Add/Deduction charge applicable on the entire invoice	The grayed out field is a derived field. It is the sum of the Add/Deduct Charge applied at the Invoice Header and Total Add/Deduct Charge Amount stated in all Line Items.

Field	Description	Remarks
Total Amount in Billing Currency	Displays the sum of the Line Net Amount and the Tax, VAT and Add/Deduct charge applied on the invoice header.	The value will be calculated by the system and displayed here.
*Exchange Rate	Displays with the FDR of the stated Billing Year Month applicable for the stated Billing and Clearance currencies.	<ul style="list-style-type: none"> The value will be automatically generated for settlement method I/A/M. This is optional for the Bilateral Settlement, this will not be auto-populated and will have to be keyed in by the user if required. This field is mandatory for Settlement Method ICH using Special Agreement and the value should be entered by the user. It should not be zero or negative value.
Currency of Clearance	Displays the applicable Clearance Currency as per the as per the zones of the Billing and Billed entities.	<p>By default, displays the applicable Clearance Currency as per the as per the zones of the Billing and Billed entities.</p> <ul style="list-style-type: none"> If settlement method is ACH then system will default the value to USD. This can be changed to any currency as allowed by ACH. When Settlement Method is M; value can be any currency as allowed by ACH. This field is optional when settlement method is Bilateral. When Settlement via ICH using Special Agreement it can be any currency. <p>Note: In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership and ICH zone of the parent member will be considered for determination/validation of Settlement Method.</p>
Total Amount in Clearance Currency	Displays the value after dividing Amount in Billing Currency by the Exchange Rate	The value is derived by the system.



Field	Description	Remarks
Digital Signature	Displays as per the member profile set up of the billing entity.	Digital Signature is auto displayed as per the Member Profile set-up of the billing entity In case Member Profile states that Digital Signature is required on the submitted invoices, but you don't want a digital signature on the invoice being captured, the value can be changed to No. However, if the Member Profile set-up states that Digital Signature is not required or if the countries stated in the Billing & Billed Location ID are not supported for digital signature, then the value of this field can not be Yes.
CH Agreement Indicator	It indicates the Clearing House Agreement Indicator	-
CH Due Date	It indicates the earliest date on which the Clearing House should settle the Invoice/Credit Note	-
Invoice Template Language	It indicates Invoice Template Language	-
Rejection Invoice	Radio Button.	You must click to select the radio button.
Rejected Invoice	The number of the invoice to be rejected.	For example, AB12345678.
Billed In	The Billing Month in which invoice being rejected and submitted for the settlement.	For example, 2011-May.
Period	The period during which the invoice being rejected and submitted for the settlement.	If invoice exists in database, the Period will be auto-populated. The periods displayed are as follows: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4

Field	Description	Remarks
Rejection Stage	This is the rejection stage.	<p>For first rejection, 1 and applied only when the settlement method is ICH or Bilateral.</p> <ul style="list-style-type: none"> If rejection stage 2 is selected, a validation error is displayed on click of Save Invoice if Settlement Method is 'ICH' or 'Bilateral' or 'M -Settlement as per ICH rules'. Rejection Stage 2 should be selected only if Settlement Method is 'ACH'. If invoice exists in database, the Rejection Stage will be auto-populated.
Note	Pre-defined list or you can define a specific note different from the available drop down	For example, Payment Terms.
Note Description	The description of the notes.	<p>For example, Internal Customer Number.</p> <p>Any specific information that is necessary to be stated on the invoice.</p>
Additional Details	Pre-defined list of additional details or you can define specific additional detail different from the available drop down.	Any additional information to be stated that needs to be shown on the PDF.

Procedure:

1. Enter Billed Member.
2. Enter **Invoice Number**.
3. Select **Invoice Date** from the date picker.
4. Select applicable **Charge Category**.
5. Enter **Location (Airport/City Code)**.
6. Enter P.O. Number (Purchase Order Number).
7. If required, click hyperlink to view or modify the **Billing Member- Location ID**.
8. If required, click hyperlink to view/modify the **Billed Member- Location ID**.
9. If required, click **Contact of Billing Member** hyperlink to add the contact details of the billing member.
10. If required, click hyperlink to add the **Contact of Billed Member**.
11. If required, select applicable **Settlement Method** from the drop-down list.
12. If required, select applicable **Billing Year/Month/Period**.
13. If required, select applicable **Currency of Billing**.
14. Enter the applicable **Tax Amount** on the entire invoice.
15. Enter applicable **VAT Amount** on the entire invoice.
16. Enter applicable **Add/Deduct Charge** on the invoice.
17. **Total Amount in Billing Currency** displays the total of the Line Net Amount and the Tax, VAT and Add/Deduct charge applied on the invoice header.
18. The current month Exchange Rate as per the Currency of Billing and Currency of Clearance for the stated Billing Year/Month/Period will be displayed. If required, select applicable **Currency of Clearance** to change.
19. Total Amount in Clearance Currency is the total derived after dividing Amount in Billing Currency by the Exchange Rate.



20. If required, select applicable **Digital Signature** option from the drop-down list.
21. Click Rejection Invoice radio button.
22. Enter **Invoice Number** of the invoice being rejected.
23. If required, select applicable billing month from the **Billed In** drop-down list.
24. If required, select applicable **Period** from the drop-down list.
25. If required, select applicable **Rejection Stage** from the drop-down list.
26. Enter **Note**.
27. Enter details of the notes in the **Note Description** text box.
28. Enter **Additional Details**.
29. Enter additional details in the **Additional Details Description** text box.
30. Enter **Payment Details** only if settlement method is **Bilateral**.
31. Click **Save Invoice Header**. A confirmation message is displayed.

Related topics:

[***Creating Line Item***](#)

[***Adding Line Item Detail***](#)

[***Editing Line Item***](#)

[***Editing Line Item Detail***](#)

[***Validating Invoices/Credit Note***](#)

[***Submitting Invoices/Credit Note***](#)

3.4.2 Rejecting Invoice via Billing History

To reject invoice via billing history, click **Miscellaneous** tab and then click **View Billing History**. The **Billing History** screen is displayed.

- The fields marked with (*) are mandatory.
- A blue field by default is a drop down list. The list is displayed only when you start typing in the given field or when you press **DOWN ARROW** key on the Keyboard.
- A grayed field by default is auto populated with the data already present in the system.

Field	Description	Remarks
*Billing Type	By default, displays Payables.	Valid values are: <ul style="list-style-type: none"> • Payables • Receivables Do not change the Billing Type to Receivables when you want to reject received invoice.
*Billing Year/Month	By default, displays the current year and month.	For example, 2011-4 Note that selecting a future month does not guarantee invoice creation. See fields Settlement Method and Exchange Rate. If the system needs to populate Exchange Rate, but does not find it for the future month, it will result in an error while saving the data
*Billing Period	By default, displays the current billing period.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
*Member Code	Alphanumeric code that uniquely identifies the member in the Member Profile.	For example, NW-012-Northwest In case of Payables, the Billing Member Code should be entered. In case of Receivables, the Billed Member Code should be entered.



Field	Description	Remarks
*Billed from/to Location ID	The Location IDs offered in this List Box will be filtered to those that are associated with the user (Active as well as Inactive)	<ul style="list-style-type: none"> • When the 'Location Association Type' of the user is "None" <ul style="list-style-type: none"> ▪ The List Box field will NOT offer any Location IDs • When the 'Location Association Type' of the user is "All Location IDs" <ul style="list-style-type: none"> ▪ The List Box field will offer ALL Active as well as Inactive Location ID(s) of the Billed Member • When the 'Location Association Type' of the user is "Specific Location IDs" <ul style="list-style-type: none"> ▪ The List Box field will offer only those Location ID(s) of the Billing Member that are associated with the user, whether Active or Inactive
Invoice Number	Invoice Number of the invoice that you want to search	For example, AB12345678 You can exempt this entry if you do not know the invoice number.
Charge Category	By default, displays Please Select.	Wide range of categories. For example, ATC, Airport, Engineering.
Rejection Stage	By default, displays Please Select.	Valid values are: <ul style="list-style-type: none"> • 1 • 2

Procedure:

1. If required, select applicable **Billing Type**.
 2. If required, select **Billing Year/Month**.
 3. If required, select applicable **Billing Period**.
 4. Enter **Member Code**.
 5. If required, enter **Invoice Number**.
 6. If required, select applicable **Charge Category** from the drop-down list.
 7. If required, select applicable **Rejection Stage** from the drop-down list.
 8. Click **Search**. The records are displayed in the **Search Results** table.
 9. Select the record/invoice to reject and then click show details icon. **View Miscellaneous** screen is displayed.
 10. Scroll down to select the line items to reject.
 11. Click **Reject** button. The **Create Miscellaneous Invoice** screen is displayed.
- The following fields are auto-displayed on the Create Miscellaneous screen.
- Billed Member
 - Billing and Billed Location ID
 - Contact Names
 - Exchange Rate
 - Charge Category
 - Amount in Billing Currency and Clearance Currency

- Settlement Method
- Rejection Radio Button
- Rejected Invoice Number
- Billed In
- Period
- Rejection Stage

Note: The following table describes various fields on the Create Miscellaneous screen.

Field	Description	Remarks
*Invoice Number	Invoice Number consists of total 10 Alphanumeric characters.	For example, AB12345678 Special characters like hyphen, dot, slash not allowed The invoice number will be different than the invoice you are rejecting. Invoice number will not be case sensitive. Invoice Number 'ab12345678' will be considered as a duplicate invoice if 'AB12345678' has already been submitted.
*Invoice Date	Displays the current date, month and year.	By default, displays the current date, month and year. Please note that new date is not greater than the current billing period's closure date You can select different date.
Location (Airport/City Code)	Location Code of where service was provided.	A valid IATA Airport/City code or UN Location code. For example, CNY.
P.O. Number	Indicates the reference to purchase order, if any.	If there is a reference to any Purchase Order against which the Credit Note is being raised, you will enter P.O. Number
*Billing Member's Location ID	By default, displays the Location ID of the billing member as stated in the invoice being rejected.	For example, Main-New York-US-USD.
Billed Member's Location ID	By default, displays the Location ID of the billed member as stated in the invoice being rejected.	For example, Main-Mumbai-IN-USD.
Contact of Billing Member	By default, displays the contact name of the billing member as stated in the invoice being rejected.	For example, Sam.
Contact of Billed Member	By default, displays the contact name of the billed member as stated in the invoice being rejected.	For example, John.



Field	Description	Remarks
<p>*Settlement Method</p>	<p>By default, based on the members, applicable method of invoice settlement is displayed.</p>	<p>Valid values are as follows:</p> <ul style="list-style-type: none"> ☐ I: Settlement via ICH <ul style="list-style-type: none"> • Applicable when both billing and billed members are ICH members • Applicable for ICH Inter-Clearance Billings (ICH member billing ACH member) • A: Settlement via ACH • Applicable when both billing and billed members are ACH members. • If both billing and billed members are dual members; but have indicated in the profile that they will bill each other Passenger billings via the ICH; then ACH cannot be used. ☐ M: Settlement via ACH using RAM Rule <ul style="list-style-type: none"> • Applicable for ACH Inter-clearance Billings (ACH member billing ICH member) • Applicable for settlement via ACH (ACH member billing ACH member) based on RAM rule. • B: Bilateral Settlement (direct settlement between members not involving any clearing house). • Where settlement is possible via a clearing house (ICH/ACH based on both the members' clearing house membership status), the default value will be set as ACH/ICH/ACH using RAM Rule as appropriate. ☐ X: Settlement via Special ICH Agreement <ul style="list-style-type: none"> • Allowed when both Billing Member and Billed Member are ICH members and when they are part of a Special ICH Agreement



Field	Description	Remarks
		<p><input type="checkbox"/> A/I/M/X can be changed to Bilateral if required.</p> <p><input type="checkbox"/> A can be changed to M if required.</p> <p>When settlement is not possible via a clearing house, the default value will be set as Bilateral. It should not be changed to any other value.</p> <p>Note:</p> <p>In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership of the parent member will be considered for determination/validation of Settlement Method billing or billed member</p>
<p>*Billing Year/Month/Period</p>	<p>Displays the invoice submission year, month and period.</p>	<p>By default, the current year, month and period is displayed. You can select the previous closed period if the late submission window is open and you want to submit the invoice in the previous period.</p> <p>One of the future four billing periods can also be selected if the invoice is to be submitted in the future period.</p> <p>Note that selecting a future month does not guarantee invoice creation. See fields Settlement Method and Exchange Rate. If the system needs to populate Exchange Rate, but does not find it for the future month, it will result in an error while saving the data</p>



Field	Description	Remarks
<p>*Currency of Billing</p>	<p>Displays the currency code of the billing member.</p>	<p>Valid values are as follows:</p> <ul style="list-style-type: none"> ▪ When Settlement Method is I: <ul style="list-style-type: none"> • If both Billing/Billed airlines are in Zone A; value should be GBP. • If both the Billing & Billed airlines are in Zone D; value should be EUR. • If both Billing/Billed airlines are in Zone B, value should be USD. • If Billing & Billed Airlines are in different ICH zones; or when the Billed Airline is an ACH member (inter-clearance billing); value should be USD. ▪ When Settlement Method is M (ACH Inter-clearance Billings); value should be USD. ▪ When Settlement Method is M (ACH member billing ACH member based on RAM rule); value can be any currency. ▪ When Settlement Method is A value can be any currency. ▪ When Settlement Method is B it can be any currency. ▪ When Settlement is X it can be any currency. <p>Note: In case of merger scenarios, where the billing member or billed member is merged into another member, the settlement method will be considered as that of the final parent member of billing or billed member.</p>
<p>TAX Amount</p>	<p>The tax applicable on the entire invoice.</p>	<p>The grayed out field is a derived field. It is the sum of the Tax applied at the Invoice Header and Total Tax Amount stated in all Line Items.</p>
<p>VAT Amount</p>	<p>The VAT applicable on the entire invoice.</p>	<p>The grayed out field is a derived field. It is the sum of the VAT applied at the Invoice Header and Total VAT Amount stated in all Line Items.</p>
<p>Add/Deduct Charge</p>	<p>The Add/Deduction charge applicable on the entire invoice.</p>	<p>The grayed out field is a derived field. It is the sum of the Add/Deduct Charge applied at the Invoice Header and Total Add/Deduct Charge Amount stated in all Line Items.</p>



Field	Description	Remarks
Total Amount in Billing Currency	Displays the sum of the Line Net Amount and the Tax, VAT and Add/Deduct charge applied on the invoice header.	The value will be calculated by the system and displayed here. It will show the sum of the Line Net Total of the Line Items selected for rejection.
*Exchange Rate	Displays with the FDR of the stated Billing Year Month applicable for the stated Billing and Clearance currencies.	<ul style="list-style-type: none"> • For settlement method I/A/M this field is Auto-populated with the exchange rate (Five Day Rate) of the original Billing Year Month applicable for the stated Billing and Clearance currencies. The field will be disabled. If the original Billing Month can not be found in the system and the rejection invoice being raised is a 2nd Stage rejection invoice then the exchange rate (Five Day Rate) of the billing month stated in the field Billed In will be populated and the field will be disabled. • This is optional for the Bilateral Settlement this will not be auto-populated and will have to be keyed in by the user if required. • It should not be zero or negative value.
Currency of Clearance	Displays the applicable Clearance Currency as per the zones of the Billing and Billed entities.	<p>By default, displays the applicable Clearance Currency as per the zones of the Billing and Billed entities.</p> <ul style="list-style-type: none"> • If settlement method is ACH then system will default the value to USD. This can be changed to any currency allowed by ACH. • When Settlement Method is M; value can be any currency as allowed by ACH. • This field is optional when settlement method is Bilateral. • When Settlement via ICH using Special Agreement it can be any currency. <p>Note: In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership and ICH zone of the parent member will be considered for determination/validation of Settlement Method.</p>

Field	Description	Remarks
Total Amount in Clearance Currency	Displays the value after dividing Amount in Billing Currency by the Exchange Rate.	The value is derived by the system.
Digital Signature	Displays as per the member profile set up of the billing entity.	<p>Digital Signature is auto displayed as per the Member Profile set-up of the billing entity.</p> <ul style="list-style-type: none"> In case Member Profile states that Digital Signature is required on the submitted invoices, but you don't want a digital signature on the invoice being captured, the value can be changed to No. However, if the Member Profile set-up states that Digital Signature is not required or if the countries stated in the Billing & Billed Location ID are not supported for digital signature, then the value of this field can not be Yes.
CH Agreement Indicator	It indicates the Clearing House Agreement Indicator	-
CH Due Date	It indicates the earliest date on which the Clearing House should settle the Invoice/Credit Note	-
Invoice Template Language	It indicates Invoice Template Language	-
Rejection Invoice radio button	Radio Button.	This is auto-selected and disabled.
Rejected Invoice	The number of the invoice to be rejected.	For example, AB12345678 This is auto-populated and disabled.
Billed In	The Billing Month in which invoice being rejected and submitted for the settlement.	For example, 2011-May This is auto-populated and disabled.
Period	The period during which the invoice being rejected and submitted for the settlement.	<p>Valid value are:</p> <ul style="list-style-type: none"> 1 2 3 4 <p>This field is generated automatically.</p>
Rejection Stage	This is the rejection stage.	<p>For first rejection, 1 and applied only when the settlement method is ICH or Bilateral or 'M'.</p> <ul style="list-style-type: none"> For second stage Rejection, 2 and applied only when the settlement method is ACH. This is auto-populated and disabled.



Field	Description	Remarks
Note	Pre-defined list of notes or you can define a specific note different from the available drop down	For example, Payment Terms.
Note Description	The description of the notes.	For example, Internal Customer Number XXXXXXXXXXXX Any specific information that is necessary to be stated on the invoice.
Additional Details	Pre-defined list of additional details or you can define a specific additional detail different from the available drop down.	Any additional information to be stated that needs to be shown on the PDF.
Additional Details Description	The additional details.	Any additional information that supports the invoice. This information will not be printed on the invoice.

Procedure:

1. Enter **Invoice Number**.
2. Select **Invoice Date** from the date picker.
3. **Charge Category** is auto-populated and disabled.
4. Enter **Location (Airport/City Code)**.
5. Enter P.O. Number (Purchase Order Number).
6. If required, select applicable **Settlement Method** from the drop-down list.
7. If required, select applicable **Billing Year/Month/Period**.
8. If required, select applicable **Currency of Billing**.
9. Enter the applicable **Tax** Amount on the entire invoice.
10. Enter applicable **VAT** Amount on the entire invoice.
11. Enter applicable **Add/Deduct Charge** on the invoice.
12. **Total Amount** in **Billing Currency** displays the total of the **Line Net Amount** and the **Tax, VAT** and **Add/Deduct charge**.
13. If required, enter applicable **Exchange Rate** in case this field is enabled.
14. If required, select applicable **Currency of Clearance** to change.
15. **Total Amount** in **Clearance Currency** is the total derived after dividing **Amount** in **Billing Currency** by the **Exchange Rate**.
16. If required, select applicable **Digital Signature** option from the drop-down list.
17. **Rejection invoice** radio button will be pre-selected.
18. **Invoice Number** of the invoice being rejected is auto-populated and disabled.
19. **Billed In Month** of the invoice being rejected is auto-populated and disabled.
20. **Period** of the invoice being rejected is auto-populated and disabled.
21. **Rejection Stage** is auto-populated and disabled.
22. Enter **Note**.
23. Enter details of the notes in the **Note Description** text box.
24. Enter **Additional Details**.
25. Enter additional details in the **Additional Details Description** text box.
26. Enter **Payment Details** only if settlement method is **Bilateral**.
27. Click **Save Invoice**. A conformation message is displayed.

Note: The Edit Miscellaneous screen will show the list of line items selected for rejection and the Amount in Billing Currency and Amount in Clearance Currency will be auto-displayed.

Related topics:

- Editing Line Item**
- Validating Invoices/Credit Note**
- Submitting Invoices/Credit Note**



3.4.3 Rejecting Invoice via Payables

To reject invoice via **Payables**, click **Miscellaneous** menu and then point to **Payables** and then click **Invoice Search**. Invoice Search screen is displayed.

- Fields marked with red (*) are mandatory.
- A blue field by default is a drop down list. The list is displayed only when you start typing in the given field or when you press the down-arrow key on the keyboard.

The following table describes various fields appearing on the screen.

Field	Description	Remarks
*Billing Year/Month	By default, displays the current year and month.	For example, 2011-Apr.
*Billing Period	By default, displays the current billing period.	For example, 3.
*Transaction Type	By default, displays All.	Valid values are: <ul style="list-style-type: none"> • All • Original Invoice • Rejection Invoice • Correspondence Invoice • Credit Note
Billing Member	Alphanumeric code that uniquely identifies the member in the Member Profile.	For example, NW-012-Northwest.
*Billed to Location ID	The Location IDs offered in this List Box will be filtered to those that are associated with the user (Active as well as Inactive).	<ul style="list-style-type: none"> • When the 'Location Association Type' of the user is "None" <ul style="list-style-type: none"> ▪ The List Box field will NOT offer any Location IDs • When the 'Location Association Type' of the user is "All Location IDs" <ul style="list-style-type: none"> ▪ The List Box field will offer ALL Active as well as Inactive Location ID(s) of the Billed Member • When the 'Location Association Type' of the user is "Specific Location IDs" <ul style="list-style-type: none"> ▪ The List Box field will offer only those Location ID(s) of the Billing Member that are associated with the user, whether Active or Inactive.



Field	Description	Remarks
Invoice/Credit Number	Invoice/ Credit Note Number of the Invoice/ Credit Note you want to search.	For example, AB12345678.
SMI	By default, displays All.	Valid values are: <ul style="list-style-type: none"> • All • I - ICH • A - ACH • B -Bilateral • R - Adjustments Due to protest • M - ACH using IATA Rules (MITA)
Charge Category	By default, displays All.	Wide range of charge categories of the invoice. For example, All, ATC, Airport, Cargo.
Location	Location code of where service was provided.	-
CH Agreement Indicator	It indicates the Clearing House Agreement Indicator	-
CH Due Date	It indicates the earliest date on which the Clearing House should settle the Invoice/Credit Note	-
Invoice Template Language	It indicates Invoice Template Language	-

Procedure:

1. Select applicable **Billing Year/Month** from the drop-down list.
2. Select applicable **Billing Period** from the drop-down list.
3. If required, select applicable **Transaction Type** from the drop-down list.
4. If required, enter **Billing Member**.
5. If required, enter **Invoice/Credit Note Number**.
6. If required, select applicable **SMI** from the drop-down list.
7. If required, select applicable **Charge Category** from the drop-down list.
8. If required, enter **Location Code**.
9. Click **Search**. The records are displayed in the **Search Results** table.
10. Select the record/invoice to reject and then click **Reject** icon. **View Miscellaneous Invoice** screen is displayed.
11. Scroll down to select the line items to reject.
12. Click **Reject** button **Create Miscellaneous** screen is displayed.

The following fields are auto-displayed on the Create Miscellaneous screen.

- Billed Member
- Billing and Billed Location ID
- Contact Names
- Exchange Rate
- Charge Category
- Amount in Billing Currency and Clearance Currency
- Settlement Method
- Rejection Radio Button
- Rejected Invoice Number
- Billed In
- Period



- Rejection Stage

The procedure to Create Rejection Invoice:

1. Enter **Invoice Number**.
2. Select **Invoice Date** from the date picker.
3. Charge Category is auto-populated and disabled.
4. Enter **Location (Airport/City Code)**.
5. Enter **P.O. Number (Purchase Order Number)**.
6. If required, select applicable **Billing Year/Month/Period**.
7. If required, select applicable **Currency of Billing**.
8. Enter the applicable **Tax** Amount on the entire invoice.
9. Enter applicable **VAT** Amount on the entire invoice.
10. Enter applicable **Add/Deduct Charge** on the invoice.
11. Total Amount in Billing Currency displays the total of the Line Net Amount and the Tax, VAT and Add/Deduct charge.
12. If required, enter applicable **Exchange Rate** in case this field is enabled.
13. If required, select applicable Currency of Clearance to change.
14. **Total Amount in Clearance Currency** is the total derived after dividing Amount in Billing Currency by the Exchange Rate.
15. If required, select applicable **Digital Signature** option from the drop-down list.
16. **Rejection invoice** radio button will be pre-selected.
17. **Invoice Number** of the invoice being rejected is auto-populated and disabled.
18. **Billed In Month** of the invoice being rejected is auto-populated and disabled.
19. Period of the invoice being rejected is auto-populated and disabled.
20. **Rejection Stage** is auto-populated and disabled.
21. Enter **Note**.
22. Enter details of the notes in the **Note Description** text box.
23. Enter **Additional Details**.
24. Enter additional details in the **Additional Details Description** text box.
25. Enter **Payment Details** only if settlement method is **Bilateral**.
26. Click **Save Invoice**. A message is displayed.

Note: The Edit Miscellaneous screen will show the list of line items selected for rejection and the Amount in Billing Currency and Amount in Clearance Currency will be auto-displayed.

Related topics

[***Creating Line item***](#)

[***Adding line Item***](#)

[***Editing Line Item***](#)

[***Editing Line Item Detail***](#)

[***Validating Invoices/Credit Note***](#)

[***Submitting Invoices/Credit Note***](#)



3.5 Working with Correspondence Invoices

In Miscellaneous, you can create correspondence invoices in two ways.

1. Creating Correspondence Invoice via Receivables.
2. Creating Correspondence Invoice via Billing History and Correspondence.



3.5.1 Creating Correspondence Invoice via Receivables

To create correspondence invoice via **Receivables**, click **Miscellaneous** tab and then point to **Receivables** and then click **Create Invoice**. The **Create Miscellaneous Correspondence Invoice** screen is displayed.

- The fields marked with (*) are mandatory.
- By default, blue field is a drop-down list. The list is displayed only when you type first few letters in the text box or press down-arrow key on the Keyboard.
- By default, grayed field is auto populated with the data already present in the system.

The screenshot shows the 'Create Miscellaneous Invoice' form. Key fields include:

- Billed Member:** Text input field.
- Invoice Number:** Text input field.
- Invoice Date:** Date picker (27-Oct-15).
- Charge Category:** Drop-down menu.
- Location (Airport/City Code):** Text input field.
- Settlement Method:** Drop-down menu.
- Billing Year/Month/Period:** Drop-down menu.
- Currency of Billing:** Drop-down menu (USD-US Dollar).
- Currency of Clearance:** Drop-down menu (USD).
- Exchange Rate:** Text input field (1.00000).
- Original Invoice:** Radio button.
- Rejection Invoice:** Radio button.
- Correspondence Invoice:** Radio button (selected).
- Authority to Bill received:** Radio button (selected).
- Expired:** Radio button.
- Notes:** Text area with a '+' icon.
- Additional Details:** Text area with a '+' icon.

Field	Description	Remark
*Billed Member	Unique alphanumeric code that identifies the member in the Member Profile.	For example, AF-057-Air France.
*Invoice Number	Invoice Number consists of total 10 Alphanumeric characters.	For example, AB12345678 Special characters like hyphen, dot, slash are not allowed. Invoice number will not be case sensitive. Invoice Number 'ab12345678' will be considered as a duplicate invoice if 'AB12345678' has already been submitted.
*Invoice Date	Displays the current date, month and year.	By default, displays the current date, month and year. Please note that invoice date is not greater than the current billing period's closure date.
*Charge Category	Indicates the broad category of charges that can be applied on the invoice.	For example, Engineering.



Field	Description	Remark
Location (Airport/City Code)	Location Code of where service was provided.	A valid IATA Airport/City code or UN Location code. For example, CNY Please refer the Charge Category and Charge Code combination for which it is mandatory to populate a Location code at either this level or the Line Item level.
P.O. Number	Indicates the reference to purchase order, if any.	If there is a reference to any Purchase Order against which the invoice is being raised, you will enter P.O. Number
*Billing Member's Location ID	Displays the locations of the billing member associated with the user creating or modifying the invoice.	For example, Main-New York-US-USD.
Billed Member's Location ID	Displays the Main location of the billed member.	For example, Main-Mumbai-IN-USD.
Contact of Billing Member	The name of the person/supervisor sending the invoice.	For example, Sam.
Contact of Billed Member	The name of the invoice receiver.	For example, John.



Field	Description	Remark
<p>*Settlement Method</p>	<p>The invoice settlement method.</p>	<p>Valid values are as follows:</p> <ul style="list-style-type: none"> ☐ I: Settlement via ICH <ul style="list-style-type: none"> • Applicable when both billing and billed members are ICH members • Applicable for ICH Inter-Clearance Billings (ICH member billing ACH member) ▪ A: Settlement via ACH <ul style="list-style-type: none"> • Applicable when both billing and billed members are ACH members. • If both billing and billed members are dual members; but have indicated in the profile that they will bill each other Passenger billings via the ICH; then ACH cannot be used. ☐ M: Settlement via ACH using RAM Rule <ul style="list-style-type: none"> • Applicable for ACH Inter-clearance Billings (ACH member billing ICH member) • Applicable for settlement via ACH (ACH member billing ACH member) based on RAM rule. ▪ B: Bilateral Settlement (direct settlement between members not involving any clearing house). <ul style="list-style-type: none"> • Where settlement is possible via a clearing house (ICH/ACH based on both the members' clearing house membership status), the default value will be set as ACH/ICH/ACH using RAM Rule as appropriate. ☐ X: Settlement via Special ICH Agreement <ul style="list-style-type: none"> • Allowed when both Billing Member and Billed Member are ICH members and when they are part of a Special ICH Agreement ☐ A/I/M/X can be changed to Bilateral if required. ☐ A can be changed to M if required.



Field	Description	Remark
		<p>When settlement is not possible via a clearing house, the default value will be set as Bilateral. It should not be changed to any other value.</p> <p>Note: In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership of the parent member will be considered for determination/validation of Settlement Method billing or billed member.</p>
<p>*Billing Year/Month/Period</p>	<p>Displays the invoice submission year, month and period.</p>	<p>By default, the current year, month and period is displayed.</p> <p>The previously closed period can be selected only if the late submission window is open.</p> <p>One of the future four billing periods can also be selected if the invoice is to be submitted in the future period.</p> <p>Note that selecting a future month does not guarantee invoice creation. See fields Settlement Method and Exchange Rate. If the system needs to populate Exchange Rate, but does not find it for the future month, it will result in an error while saving the data</p>



Field	Description	Remark
*Currency of Billing	Displays the currency code of the billing member.	<p>Valid values are as follows:</p> <ul style="list-style-type: none"> ▪ When Settlement Method is I: <ul style="list-style-type: none"> • If both Billing/Billed airlines are in Zone A; value should be GBP. • If both the Billing & Billed airlines are in Zone D; value should be EUR. • If both Billing/Billed airlines are in Zone B, value should be USD. • If Billing & Billed Airlines are in different ICH zones; or when the Billed Airline is an ACH member (inter-clearance billing); value should be USD. ▪ When Settlement Method is M (ACH Inter-clearance Billings); value should be USD. ▪ When Settlement Method is M (ACH member billing ACH member based on RAM rule); value can be any currency. ▪ When Settlement Method is A value can be any currency. ▪ When Settlement Method is B it can be any currency. ▪ When Settlement is X it can be any currency. <p>Note:</p> <ul style="list-style-type: none"> • In case of merger scenarios, where the billing member or billed member is merged into another member, the settlement method will be considered as that of the final parent member of billing or billed member.
TAX Amount	The tax applicable on the entire invoice.	It is the sum of the Tax applied at the Invoice Header and Total Tax Amount stated in all Line Items.
VAT Amount	The VAT applicable on the entire invoice.	It is the sum of the VAT applied at the Invoice Header and Total VAT Amount stated in all Line Items.
Add/Deduct Charge	The Add/Deduction charge applicable on the entire invoice	It is the sum of the Add/Deduct Charge applied at the Invoice Header and Total Add/Deduct Amount stated in all Line Items.
Total Amount in Billing Currency	Displays the sum of the Line Net Amount and the Tax, VAT and Add/Deduct charge applied at the invoice header.	The value will be calculated by the system and displayed here.

Field	Description	Remark
*Exchange Rate	Displays the FDR of the stated Billing Year Month applicable for the stated Billing and Clearance currencies.	<ul style="list-style-type: none"> The value will be automatically generated for settlement method I/A/M. This is optional for the Bilateral Settlement this will not be auto-populated and will have to be keyed in by the user if required. This field is mandatory for Settlement Method ICH using Special Agreement; the value should be entered by the user. It should not be zero or negative value.
Currency of Clearance	Displays the applicable Clearance Currency as per the zones of the Billing and Billed entities.	<p>By default, displays the applicable Clearance Currency as per the zones of the Billing and Billed entities.</p> <ul style="list-style-type: none"> If settlement method is ACH then system will default the value to USD. This can be changed to any currency as allowed by ACH. When Settlement Method is M; value can be any currency as allowed by ACH. This field is optional when settlement method is Bilateral. When Settlement method is ICH Special Agreement it can be any currency. <p>Note: In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership and ICH zone of the parent member will be considered for determination/validation of Settlement Method.</p>
Total Amount in Clearance Currency	Displays the value after dividing Amount in Billing Currency by the Exchange Rate.	The value is derived by the system.
Digital Signature	Displays as per the member profile set up of the billing entity.	<p>Digital Signature is auto displayed as per the Member Profile set-up of the billing entity.</p> <p>In case Member Profile states that Digital Signature is required on the submitted invoices, but you don't want a digital signature on the invoice being captured, the value can be changed to No.</p> <p>However, if the Member Profile set-up states that Digital Signature is not required or if the countries stated in the Billing & Billed Location ID are not supported for digital signature, then the value of this field can not be Yes.</p>



Field	Description	Remark
CH Agreement Indicator	It indicates the Clearing House Agreement Indicator	-
CH Due Date	It indicates the earliest date on which the Clearing House should settle the Invoice/Credit Note	-
Invoice Template Language	It indicates Invoice Template Language	-
Correspondence Invoice	Radio Button.	You need to click to select the radio button when you create correspondence invoice.
Correspondence Reference #	The reference number of the correspondence against which this invoice is being created.	-
Rejected Invoice #	The number of the rejected invoice.	-
Authority to Bill	Radio Button	This should be selected if the Authority To Bill was granted.
Expired	Radio Button	This should be selected if the Correspondence had expired.
Note	Pre-defined list of notes or you can define a specific note different from the available drop down.	For example, Payment Terms.
Note Description	The description of the notes.	For example, Internal Customer Number XXXXXXXXXX Any specific information that is necessary to be stated on the invoice.
Additional Details	Pre-defined list of additional details or you can define a specific additional detail different from the available drop down.	Any additional information to be stated on the invoice.
Additional Details Description	The additional details.	Any additional information that supports the invoice. This information will not be printed on the invoice.

Procedure:

1. Enter **Billed Member**.
2. Enter **Invoice Number**.
3. Select **Invoice Date** from the date picker.
4. Select applicable **Charge Category**.
5. Enter **Location (Airport/City Code)**.
6. Enter **P.O. Number (Purchase Order Number)**.
7. If required, select applicable **Billing Year/Month/Period**.
8. If required, select applicable **Currency of Billing**.
9. Enter the applicable **Tax** Amount on the entire invoice.
10. Enter applicable **VAT** Amount on the entire invoice.
11. Enter applicable **Add/Deduct Charge** on the invoice.
12. **Total Amount in Billing Currency** displays the total of the Line Net Amount and the Tax, VAT and Add/Deduct charge.
13. Enter applicable **Exchange Rate**.



14. If required, select applicable **Currency of Clearance** to change.
15. Total **Amount in Clearance Currency** is the total derived after dividing **Amount in Billing Currency** by the **Exchange Rate**.
16. If required, select applicable **Digital Signature** option from the drop-down list.
17. Click to select the **Correspondence Invoice** radio button.
18. Enter applicable **Correspondence Reference #** and then press **Tab** key.
19. **Rejected Invoice** number gets auto-displayed.
20. If applicable, **Authority to Bill** received is auto-selected and disabled.
21. If applicable, **Expired** is auto-selected and disabled.
22. Enter **Note**.
23. Enter details of the notes in the **Note Description** text box.
24. Enter **Additional Details**.
25. Enter additional details in the **Additional Details Description** text box.
26. Enter Payment Details only if settlement method is Bilateral.
27. Click **Save** Invoice Header. A message "Invoice Header created successfully" along with a new Create Line Item screen is displayed.

See also:

[Creating Line item](#)

Adding line Item

Editing Line Item

Editing Line Item Detail

Validating Invoices/Credit Note

Submitting Invoices/Credit Note

3.5.2 Creating Correspondence Invoice via Billing History and Correspondence

To create Correspondence Invoice

1. **Search the correspondence.**
2. Select the invoice from the **Search Result** section.
3. Click **Correspondence Invoice** icon for the invoice.
4. The **Create Miscellaneous Invoice** screen is displayed.

For field description refer to topic **Creating Invoice Header**.

The procedure to create Correspondence Invoice is as follows:

1. Enter **Invoice Number**. If required select or enter the following fields:
2. Change **Invoice Date** from the date picker.
3. Enter to change the **Location**.
4. Enter to change the **P.O. Number**.
5. Select to change the **Billing Member's Location ID** from the drop-down list.
6. Select to change the **Billed Member's Location ID** from the drop-down list.
7. Enter to change the **Contact of Billing Member**.
8. Enter to change the **Contact of Billed Member**.
9. Select to change the **Settlement Method** from the drop-down list.
10. Select to change the **Billing Year/Month/Period** from the drop-down list.
11. Click the **Tax Amount** hyperlink to enter the Tax Amount.
12. Click the **VAT Amount** hyperlink to enter the VAT Amount.
13. Click the **Add/Deduct Charge** hyperlink to enter the Add/Deduct Charge.
14. Select to change the **Currency of Clearance** from the drop-down list.
15. Select to change the **Digital Signature** from the drop-down list.
16. Enter to change the **CH Agreement Indicator**.
17. Change **CH Due Date** from the date picker.
18. Select to change the **Invoice Template Language** from the drop down list.
19. Enter **Note**.
20. Enter the **Note Description**.
21. Enter the **Additional Details**.
22. Enter the Additional Details Description.
23. Click **Save Invoice Header**. A confirmation message is displayed.

Related topics

[Creating Line item](#)

[Adding line Item](#)

[Editing Line Item](#)

[Editing Line Item Detail](#)

[Validating Invoices/Credit Note](#)

[Submitting Invoices/Credit Note](#)


3.5.3 Close a Correspondence

In some cases, the initiator of the correspondence agrees to not pursue a correspondence case anymore. Hence, the initiating member of a correspondence can close the case under certain circumstances. When this happens, the correspondence will be set with status as 'Closed' and with a new sub-status 'Accepted by Correspondence Initiator'.

To close correspondence, the steps are as follows:

1. Click **Miscellaneous** menu.
2. Click **Billing History and Correspondence** submenu.
3. The **Billing History** screen is displayed.
4. Select an a correspondence (from the **Search Results** section)



5. Click **Show/Create Correspondence**  icon in the search menu
6. The **View Correspondence** screen is displayed

Stage No.	Correspondence Date	Correspondence Amount	No. of Attachments
1	30-Mar-15	865.65	0
2	30-Mar-15	865.65	0

The fields and buttons are as described in the following tables.

Fields	Description	Remarks
From Member	Entity initiating correspondence.	Entity receiving the last rejection invoice.



Fields	Description	Remarks
To Member	Entity raising the last rejection invoice.	-
Correspondence Date	Current date on which correspondence is initiated.	-
Correspondence Reference Number	Unique number generated by SIS.	When correspondence is initiated for the first time SIS generates unique number. Any subsequent correspondence will continue with the same correspondence reference number.
Correspondence Stage	It indicates number of stages for correspondence.	-
*To E-mail	E-mail ID's of the member as per member profile.	-
Additional E-mail ID(s) pertaining to Initiator	Additional E-mail ID's pertaining to Initiator can be entered.	<ul style="list-style-type: none"> This can be modified only by the initiator. The email ids entered in this field will be retained for modification through subsequent stages.
Additional E-mail ID(s) pertaining to Non-Initiator	Additional E-mail ID's pertaining to Non-Initiator can be entered.	<ul style="list-style-type: none"> This can be modified only by the Non-initiator. This will be retained through subsequent stages for further modification.
Our Reference	To exchange data on bilateral basis.	
Your Reference	-	It s generated automatically. It is valid for subsequent stages of Correspondence.
Amount to be settled	Amount not accepted by the billed member.	-
Authority to Bill	Permission granted by entity to issue an invoice.	Authority to Bill is issued when the entity grants its approval to the other party to Invoice. When such approval is granted the entity specifies the amount for which the approval is provided. The entity receiving the authority can either raise an Invoice for the amount approved or continue with the Correspondence if it doesn't agree with the approval amount.



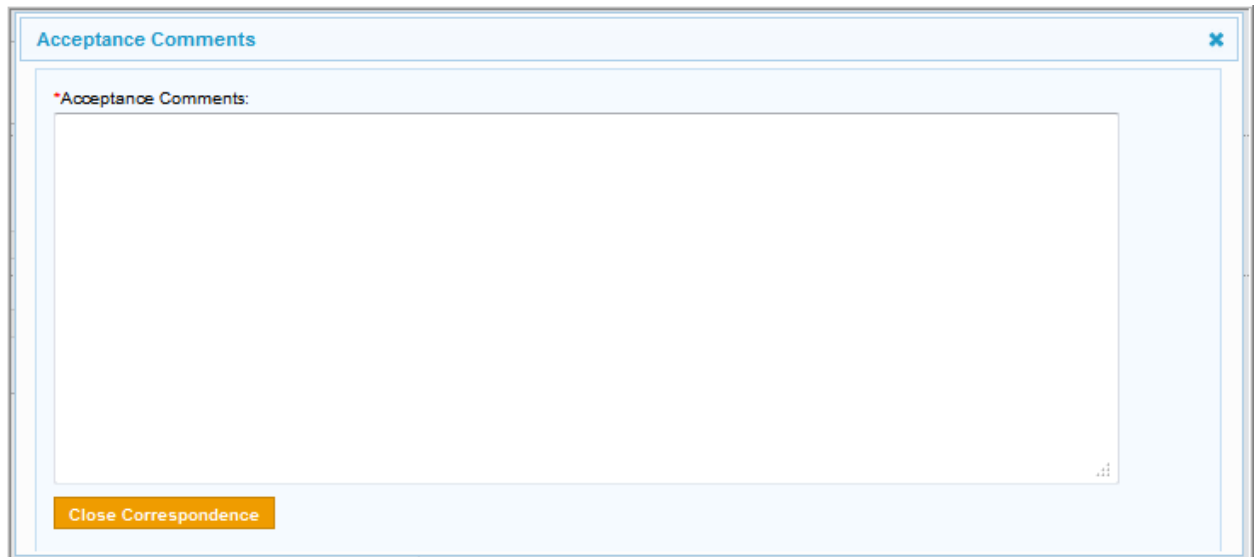
Fields	Description	Remarks
Correspondence Status	It indicates status of correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Open status indicates the correspondence is in process. • Close status indicates that the correspondence is over and final bill has been generated. • Expired indicates when the entity does not respond to the correspondence by the time limit. SIS will not allow any further correspondences reply on correspondences which are remarked as expired.
Correspondence Sub Status	It indicates the sub status of the correspondence.	Valid values are: <ul style="list-style-type: none"> • All • Received • Saved • Responded • Ready For Submit • Pending • Billed • Due to Expiry • Accepted By Correspondence Initiator Note: The values of Correspondence Sub Status will be shown based on selected Correspondence Status
*Subject	It is the subject for the e-mail.	-
*Correspondence Text	Additional details about the correspondence.	-

Buttons	Description	Remarks
Ready to Submit	Click Ready to Submit for the authorized member to submit.	-
Reply	Click Reply to respond to the initiated correspondence.	The Create Correspondence screen is displayed for replying the initiated correspondence.
Download PDF	Click Download PDF to print the document with correspondence details.	
Attachments	Click Attachment to attach supporting documents to the correspondence.	-
Back	Click Back to go back to Billing History screen.	-

Buttons	Description	Remarks
Close Correspondence	Click on Close Correspondence to close the existing correspondence	Only the Member who initiated a correspondence can close the case Note: Only those correspondences will be closed that are Saved.

To Close Correspondence, the steps are as follows:

1. Verify the correspondence details in the **View Correspondence** screen:
 - **From Member**
 - **To Member**
 - **Correspondence Date**
 - **Correspondence Reference Number**
 - **Correspondence Stage**
 - **To E-mail**
 - **Additional E-mail ID(s) pertaining to Initiator**
 - **Additional E-mail ID(s) pertaining to Non-Initiator**
 - **Our Reference**
 - **Your Reference**
 - **Amount to be settled**
 - **Authority to Bill**
 - **Correspondence Owner**
 - **Correspondence Status**
 - **Correspondence Sub Status**
 - **Subject**
 - **Correspondence Text**
2. Click **Close Correspondence** button
3. The system will prompt for confirmation
4. Click on **OK**
5. The system will prompt to enter acceptance comments



6. Click on **Close Correspondence**



3.6 Validating and Submitting Created Invoices/Credit Notes

3.6.1 Validating Invoices/Credit Notes

- To ensure that there are no validation errors, credit note/invoice has to be validated.
- On the main menu, click Miscellaneous tab and then point to Receivables and then click Manage Invoice. Invoice Search screen is displayed.

Actions	Billing Period	Billed Member	Billing Member's Location ID	Invoice/Credit Note Owner	Transaction Type	Invoice/Credit Note Number	Invoice/Credit Note Status	Charge Category	SMI	Billing Currency	Billing Amount	Exch
	Aug 2018 P1	XB-31450320016-SKYGATE TRANSPORT LTD	17	SYSTEM USER	Original Invoice	125003947	Presented	Service Provider	B	HUF	210,169,500	
	Aug 2018 P1	XB-31470910015-CPN CARDO PARTNER NETWORK	17	SYSTEM USER	Original Invoice	125003957	Presented	Service Provider	B	HUF	13,053,951,300	
	Aug 2018 P1	XB-31470900016-RGW EXPRESS LTD	17	SYSTEM USER	Original Invoice	125003956	Presented	Service Provider	B	HUF	421,563,790	

Field	Description	Remark
*Billing Year/Month	Indicates billing year and month	
*Billing Period	By default, displays the current open period.	For example, 4.
Transaction Type	By default, displays All.	<ul style="list-style-type: none"> • All • Original Invoice • Rejection Invoice • Correspondence Invoice • Credit Note
Invoice/Credit Note Status	By default, displays All.	Wide range of status types. For example, All, Open, Ready for submission.



Field	Description	Remark
*Billed from Location ID	The Location IDs offered in this List Box will be filtered to those that are associated with the user (Active as well as Inactive).	<ul style="list-style-type: none"> When the 'Location Association Type' of the user is "None" <ul style="list-style-type: none"> The List Box field will NOT offer any Location IDs When the 'Location Association Type' of the user is "All Location IDs" <ul style="list-style-type: none"> The List Box field will offer ALL Active as well as Inactive Location ID(s) of the Billing Member When the 'Location Association Type' of the user is "Specific Location IDs" <ul style="list-style-type: none"> The List Box field will offer only those Location ID(s) of the Billing Member that are associated with the user, whether Active or Inactive
Invoice Number	Invoice Number consists of total 10 Alphanumeric characters.	For example, AB12345678 Special characters like hyphen, dot, slash are not allowed.
Charge Category	By default, displays the charge category as All.	Wide range of charge category. For example, Airport, Cargo, Engineering.
Rejection Stage	By default, displays Please Select	1 and 2.

- Fields marked with red (*) are mandatory.
- A blue field by default is a drop down list. The list is displayed only when you start typing in the given field or when you press DOWN-ARROW key on the Keyboard.
- By default the last five Open invoices are displayed in the Search Results table.
- Note that the invoices/credit note in OPEN status can be validated
- Select and open one invoice to be validated



If the invoice to be validated is not listed, enter the following search criteria:

1. Enter Billing Year/Month.
2. Select applicable Billing Period.
3. Enter Transaction Type.
4. Select applicable Invoice/Credit Note Status from the drop-down list.
5. Enter Billed Member.
6. Select name of the owner from the Invoice/Credit Note Owner drop-down list.
7. Enter Invoice/ Credit Note Number.
8. Select applicable SMI from the drop-down list.
9. Select applicable Charge Category from the drop-down list.
10. Enter applicable location code in the Location text box.
11. Enter the File Name.
12. Select applicable Submission Method from the drop-down list.
13. Click Search. The records are displayed in the Search Results table.
14. Select the record/invoice from the search results table to validate and then click validate icon.
15. A confirmation message is displayed.
16. Click OK to confirm. The record gets validated.
17. If successfully validated, a confirmation message is displayed.
18. If not, an error message is displayed.
19. Click the edit icon to view the validation errors.
20. The Edit Miscellaneous Invoice screen is displayed along with the error description at the base of the screen.
21. Rectify the error accordingly and then click Save Invoice.
22. To return to Manage Invoice screen, click Back to Manage Invoice.
23. On successful validation, the invoice status in the search result gets updated to Ready for Submission.
24. Note:
 - d. Once the invoice is validated, validation button changes to Submit button.
 - e. Click respective icons in the search results to edit miscellaneous invoice, validate and delete created invoice from the search results.



Related Topics

- [Validating Invoices/Credit Note](#)
- [Submitting Invoices/Credit Note](#)
- [Deleting Invoices/Credit Note](#)

3.6.2 Submitting Invoices/Credit Notes

- Once the credit note/invoice has been validated, you can submit the credit note/invoice only if you have the permission to submit a credit note.
- On the main menu, click Miscellaneous tab and then point to Receivables and then click Manage Invoice. Invoice Search screen is displayed.

Field	Description	Remark
*Billing Year/Month	By default, displays the current year and month.	For example, 2011-Apr. Note: Future submissions can be done if profile of billing member allows for submission of future billing for Miscellaneous invoices
*Billing Period	By default, displays the current open period.	For example, 4.
Transaction Type	By default, displays All.	<ul style="list-style-type: none"> • All • Original Invoice • Rejection Invoice • Correspondence Invoice • Credit Note
Invoice/Credit Note Status	By default, displays All.	Wide range of status types. For example, All, Open, Ready for submission.



Field	Description	Remark
Billed Member	Alphanumeric code that uniquely identifies the member in the Member Profile.	For example, NW-012-Northwest.
*Billed from Location ID	The Location IDs offered in this List Box will be filtered to those that are associated with the user (Active as well as Inactive).	<ul style="list-style-type: none"> • When the 'Location Association Type' of the user is "None" <ul style="list-style-type: none"> ▪ The List Box field will NOT offer any Location IDs • When the 'Location Association Type' of the user is "All Location IDs" <ul style="list-style-type: none"> ▪ The List Box field will offer ALL Active as well as Inactive Location ID(s) of the Billing Member • When the 'Location Association Type' of the user is "Specific Location IDs" <ul style="list-style-type: none"> ▪ The List Box field will offer only those Location ID(s) of the Billing Member that are associated with the user, whether Active or Inactive
Invoice/Credit Note Owner	Name of the invoice/credit note owner.	By Default, displays All.
Invoice/Credit Note Number	Invoice Number consists of total 10 Alphanumeric characters.	For example, AB12345678 Special characters like hyphen, dot, slash are not allowed.
SMI	By default, displays the SMI as All.	<ul style="list-style-type: none"> • ICH • ACH • Bilateral • R- Adjustments Due to Protest • M- ACH using IATA Rules
Charge Category	By default, displays the charge category as All.	Wide range of charge category. For example, Airport, Cargo, Engineering.
Location	Name of the respective location.	When the location code is entered in search criteria, all invoices where this location code is stated at the invoice header level will be displayed in the Search Results list.
File Name	Name of the file.	--
Submission Method	Method of submission	If the invoice you are searching was captured on IS-Web, select IS-Web. If the invoice was sent as an IS-XML then select IS-XML

- Fields marked with red (*) are mandatory.
- A blue field by default is a drop down list. The list is displayed only when you start typing in the given field or when you press DOWN-ARROW key on the Keyboard.
- By default the last five open invoices are displayed in the Search Results table.



- If the invoice to be submitted is not listed, enter the following search criteria.
 1. Enter Billing Year/Month.
 2. Select applicable Billing Period.
 3. Enter Transaction Type.
 4. Select applicable Invoice/ Credit Note Status from the drop-down list.
 5. Enter Billed Member.
 6. Select name of the owner from the Invoice/Credit Note Owner drop-down list.
 7. Enter Invoice/ Credit Note Number.
 8. Select applicable SMI from the drop-down list.
 9. Select applicable Charge Category from the drop-down list.
 10. Enter applicable location code in the Location text box.
 11. Enter the File Name.
 12. Select applicable Submission Method from the drop-down list.
 13. Click Search. The records are displayed in the Search Results table.
 14. Select the record/invoice from the search results table to submit and click to select the check box. You can also select multiple invoices from the search results to submit at a time.
 15. Click Submit Selected Invoices.
 16. If successfully validated, a confirmation message is displayed.
 17. If not, an error message is displayed.
 18. On successful submission, the status of the invoice is updated to Ready for Submission.
- Note: Click respective icons to edit miscellaneous invoice, validate and delete created invoice from the search results.

Preview PDF

- Every time an Invoice or Credit Note is successfully validated, and is set with status 'Ready for Submission' then a preview PDF of the Invoice or Credit Note is created by the system
- This PDF can be viewed or downloaded by the user by clicking on PREVIEW INVOICE button from the Invoice Header/Credit Note screen



- Preview Invoice button will be available only when the Invoice/Credit Note has status 'Ready for Submission'.
- Preview Invoice option is available for all MISC Invoice types:
 - Original Invoice
 - Rejection Invoice
 - Correspondence Invoice
 - Credit Note
- Please note that Preview Invoice button will be not be invoked or shown in the screen in case of an Invoice or Credit Note is modified after being set with status 'Ready for Submission' and its status is reverted back to 'Open'
- Also note that the preview PDF will NOT be Digitally Signed

Miscellaneous Invoice													
Billing Entity Name SIS Air Entity Designator & Num.Code TT-T001 Location ID 1 Contact Person Finance Building Street DEL City DEL State/Region Zip/Postal Code Country INDIA Tax/VAT Registration # Company Registration #				Invoice # INV0001 Date 2018-04-10 Month/Year Apr 18 Period 01 Tax Invoice Number Charge Category Finance Currency of Billing USD Currency of Clearance USD Settlement Method BILATERAL PO Number Location Code Transmitter Code TT-T001 Transmitter Name Omur Air Tasimacilik A.S. Attachments No Line Item Details No				Billed Entity Name Wings Air Entity Designator & Num.Code TT-T002 Location ID 1 Contact Person Finance Building Street DEL City DEL State/Region Zip/Postal Code Country INDIA Tax/VAT Registration # Company Registration #					
Line #	Date of Service	Charge Code	Loc. Code	Product Id	Description	Quantity	Unit	Price	Base Amount	Additional Amount	Tax	VAT	Line Amount
1	2018-04-01 to 2018-04-30	Misc	LON		test	1	EA	56.00	56.00	0.00	0.00	0.00	56.00
Line Item Sub Total									56.00	0.00	0.00	0.00	
Invoice Header Sub Total										0.00	0.00	0.00	
Total Invoice Base Amount													56.00
Total Invoice Additional Amount													0.00
Total Invoice Tax Amount													0.00
Total Invoice VAT Amount													0.00
Total Due in Currency of Billing													56.00
Total Due in Currency of Clearance Exchange Rate 1.00000													56.00
Payment Terms													
Description	Due Date	Due Days	Days	Bank Information	Contact Person	Bank Code	Branch Code						
IBAN				SHIFT	Bank Account No	Bank Account Name	Bank Currency Code	Reference Invoice Number					
INV0001													

Related Topics

Validating Invoices/Credit Note

Submitting Invoices/Credit Note

Deleting Invoices/Credit Note

3.6.3 Deleting Invoices/Credit Notes

- To delete invoices, click Miscellaneous tab and then point to Receivables and then click Manage Invoice. Invoice Search screen is displayed.



IATA

SIS Simplified Invoicing and Settlement Welcome Rohit Panwar Alerts (22) Messages (0) Home Contact IS Help Desk Help AA-001 Log Off

Passenger Cargo Miscellaneous UATP Reports General Profile and User Management

Home >> Miscellaneous >> Receivables >> Manage Invoice / Document Package

SIS Air

Invoice / Document Package Search

Search Criteria

* Billing Year/Month: 2020-Jul	* Billing Period: All	Transaction Type: All	Invoice/Credit Note Status: All	Billed Member: Location:	* Billed from Location ID: Main UATP 1 2 3 4 5
Invoice/Credit Note Owner: All	Invoice/Credit Note Number:	SMI: All	Charge Category: All		
File Name:	Submission Method: All	Payment Status as per Billing Member: All	Payment Status as per Billed Member: All		

Search Results

Actions	Billing Period	Billed Member	Billing Member's Location ID	Invoice/Credit Note Owner	Transaction Type	Invoice/Credit Note Number	Invoice/Credit Note Status	Charge Category	SMI	Billing Currency	Billing Amount	Exchange
	Jul 2020 P4	BA-125-British Airways1	Main	Rohit Panwar	Original Invoice	UTF8TES215	Open	Finance	I	USD	1,120	
	Jul 2020 P4	XB-92K-JETSTREAM INTERNATIONAL(PAKISTAN)	34	Rishav Anand	Rejection Invoice	3dpassr	Presented	Finance	I	AMD	29,455,609,411.03	4
	Jul 2020 P1	BA-125-British Airways1	3	Bruno Roussel	Original Invoice	MLOC301	Presented	Finance	I	USD	4,000,000	

Page 1 of 1 View 1 - 3 of 3

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Field	Description	Remark
*Billing Year/Month	By default, displays the current year and month.	For example, 2011-Apr.
*Billing Period	By default, displays the current open period.	For example, 4.
Transaction Type	By default, displays All.	<ul style="list-style-type: none"> All Original Invoice Rejection Invoice Correspondence Invoice Credit Note
Invoice/Credit Note Status	By default, displays All.	Wide range of status types. For example, All, Open, Ready for submission.
Billed Member	Alphanumeric code that uniquely identifies the member in the Member Profile.	For example, NW-012-Northwest.



Field	Description	Remark
*Billed from Location ID	The Location IDs offered in this List Box will be filtered to those that are associated with the user (Active as well as Inactive).	<ul style="list-style-type: none"> When the 'Location Association Type' of the user is "None" <ul style="list-style-type: none"> The List Box field will NOT offer any Location IDs When the 'Location Association Type' of the user is "All Location IDs" <ul style="list-style-type: none"> The List Box field will offer ALL Active as well as Inactive Location ID(s) of the Billing Member When the 'Location Association Type' of the user is "Specific Location IDs" <ul style="list-style-type: none"> The List Box field will offer only those Location ID(s) of the Billing Member that are associated with the user, whether Active or Inactive
Invoice/Credit Note Owner	Name of the invoice/credit note owner.	By Default, displays All.
Invoice/Credit Note Number	Invoice Number consists of total 10 Alphanumeric characters.	For example, AB12345678 Special characters like hyphen, dot, slash are not allowed.
SMI	By default, displays the SMI as All.	<ul style="list-style-type: none"> ICH ACH Bilateral R- Adjustments Due to Protest M- ACH using IATA Rules
Charge Category	By default, displays the charge category as All.	Wide range of charge category. For example, Airport, Cargo, Engineering.
Location	Name of the respective location.	When the location code is entered in search criteria, all invoices where this location code is stated at the invoice header level will be displayed in the Search Results list.
File Name	Name of the file.	--
Submission Method	Method of submission	If the invoice you are searching was captured on IS-Web, select IS-Web. If the invoice was sent as an IS-XML then select IS-XML

- Fields marked with red (*) are mandatory.
- A blue field by default is a drop down list. The list is displayed only when you start typing in the given field or when you press DOWN-ARROW key on the Keyboard.
- By default the last five open invoices are displayed in the Search Results table.

Note:

- Once the invoice is submitted, it cannot be deleted.
- If the invoice to delete is not listed, then enter the following search criteria:

**Procedure:**

1. Enter Billing Year/Month.
2. Select applicable Billing Period.
3. Enter Transaction Type.
4. Select applicable Invoice/Credit Note Status from the drop-down list.
5. Enter Billed Member.
6. Select name of the owner in the Invoice/ Credit Note Owner text box.
7. Enter Invoice/ Credit Note Number.
8. Select applicable SMI from the drop-down list.
9. Select applicable Charge Category from the drop-down list.
10. Enter applicable location code in the Location text box.
11. Enter the File Name.
12. Select applicable Submission Method from the drop-down list.
13. Click Search. The records are displayed in the Search Results table.
14. Select the record to delete from the search list and then click to select the check box.
15. Click delete icon. A confirmation message is displayed.
16. Click OK to confirm. The selected record gets deleted.

Related Topics***Viewing Billing History for Invoices/Credit Note***



3.7 Searching Invoices

In Miscellaneous, you can search specific invoice to edit and make required changes, if any. There are three ways to carry out invoice search.

1. Searching Invoice via Receivables.
2. Searching Invoice/Correspondence via Billing History and Correspondence.
3. Searching Invoice via Payables.

3.7.1 Searching Invoice via Receivables

To search invoices, click **Miscellaneous** menu and then point to **Receivables** and then **Manage Invoice**. **Invoice Search** screen is displayed.

- Fields marked with red (*) are mandatory.
- A blue field by default is a drop down list. The list is displayed only when you start typing in the given field or when you press down-arrow key on the keyboard.
- By default the last five open invoices are displayed in the Search Results table. If the invoice is not listed, enter the search criteria to find the invoice. You can also view previous invoices through pagination control at the bottom of the search results.

Actions	Billing Period	Billed Member	Billing Member's Location ID	Invoice/Credit Note Owner	Transaction Type	Invoice/Credit Note Number	Invoice/Credit Note Status	Charge Category	SMI	Billing Currency	Billing Amount	Exch
	Feb 2018 P1	AC-014-AIR CANADA	1	SYSTEM USER	Original Invoice	9902377702	Presented	Ground Handling	A	USD	134,500	
	Feb 2018 P1	LA-045-LATAM Airlines Group	Main	Carmetta Lee	Rejection Invoice	1800063314	Presented	Ground Handling	I	USD	30,940,000	
	Feb 2018 P1	IB-075-IBERIA OPERADORA	Main	Carmetta Lee	Rejection Invoice	1800063321	Presented	Ground Handling	I	EUR	127,940	
	Feb 2018 P1	MS-077-EGYPTAIR	Main	Carmetta Lee	Rejection Invoice	1800063322	Presented	Ground Handling	I	USD	55,000	
	Feb 2018 P1	LY-114-EL AL ISRAEL AIRLINES LTD.	1	SYSTEM USER	Original Invoice	9902377707	Presented	Ground Handling	I	USD	121,670	

Field	Description	Remark
*From Period	By default, displays the current open period. If the current open period is not available then displays the previous closed billing period.	For example, 2020-Feb-01.
*To Period	By default, displays the current open period. If the current open period is not available then displays the previous closed billing period.	For example, 2020-Feb-01.

Field	Description	Remark
Transaction Type	By default, displays All.	Valid values are: <ul style="list-style-type: none"> • All • Original Invoice • Rejection Invoice • Correspondence Invoice • Credit Note
Invoice/Credit Note Status	By default, displays All.	Wide range of status types. For example, All Open, Ready for submission.
Billed Member	Alphanumeric code that uniquely identifies the member in the Member Profile.	For example, NW-012-Northwest
*Billed from Location ID	The Location IDs offered in this List Box will be filtered to those that are associated with the user (Active as well as Inactive)	<ul style="list-style-type: none"> • When the 'Location Association Type' of the user is "None" <ul style="list-style-type: none"> ▪ The List Box field will NOT offer any Location IDs • When the 'Location Association Type' of the user is "All Location IDs" <ul style="list-style-type: none"> ▪ The List Box field will offer ALL Active as well as Inactive Location ID(s) of the Billing Member • When the 'Location Association Type' of the user is "Specific Location IDs" <ul style="list-style-type: none"> ▪ The List Box field will offer only those Location ID(s) of the Billing Member that are associated with the user, whether Active or Inactive
Invoice/Credit Note Owner	Name of the invoice/credit note owner.	The name should be maximum 10 characters with no hyphen, no Space and no special characters. Archived user will not be shown in the dropdown.
SMI	By default, displays the SMI as All	Valid values are: <ul style="list-style-type: none"> • ICH • ACH • Bilateral • R- Adjustments Due to Protest • M- ACH using IATA Rules
Charge Category	By default, displays All.	Wide range of charge list. For example, All, ATC, Airport.
Location	Location Code of where service was provided.	When the location code is entered in search criteria, all invoices where this location code is stated at the invoice header level will be displayed in the Search Results list.
File Name	Name of the respective file.	-

Field	Description	Remark
Submission Method	Method of invoice submission.	If the invoice you are searching was captured on IS-Web, select IS-Web. If the invoice was sent as an IS-XML then select IS-XML.
Payment Status as per Billing Member	By default, displays All.	This will contain the Payment Status of the MISC Invoice Credit Notes as per the Billing Member
Payment status as per Billed Member	By default, displays All.	This will contain the Payment Status of the MISC Invoice Credit Notes as per the Billed Member

Procedure:

1. Select **Billing Year/Month**.
2. Select applicable **Billing Period**.
3. If required, select **Transaction Type**.
4. Select applicable **Invoice/Credit Note Status** from the drop-down list.
5. If required, enter **Billed Member**.
6. Select name of the owner in the **Invoice/Credit Note Owner** drop-down list.
7. Enter **Invoice/ Credit Note Number**.
8. Select applicable **Charge Category** from the drop-down list.
9. Select applicable **SMI** from the drop-down list.
10. Select applicable **Charge Category** from the drop-down list.
11. Enter applicable location code in the **Location** text box.
12. If required, enter the **File Name**.
13. Select applicable **Submission Method** from the drop-down list.
14. Select applicable **Payment status as per Billing Member** from the drop-down list.
15. Select applicable **Payment status as per Billed Member** from the drop-down list.
16. Click **Search**. The records are displayed in the **Search Results** table.
17. If required, you can click **Clear** button to clear the search criteria.

Related topics

[Creating Line item](#)

[Adding line Item](#)

[Editing Line Item](#)

[Editing Line Item Detail](#)

[Validating Invoices/Credit Note](#)

[Submitting Invoices/Credit Note](#)

3.7.2 Searching Correspondence via Billing History and Correspondence

To search a Correspondence, the steps are as follows:

1. Click **Miscellaneous** menu.
2. Click **Billing History and Correspondence** submenu.
3. The **Billing History** screen is displayed.



The following table describes various fields appearing in the **Correspondence Search Criteria** section.

Field	Description	Remark
*From Date	By default, displays the current date-month-year.	For example, 06-May-11.
*To Date	By default, displays the current date-month-year.	For example, 06-May-11.
Member Code	Alphanumeric code that uniquely identifies the member in the Member Profile.	For example, NW-012-Northwest. This should be the member code of the other entity.
Correspondence Owner	Name of the person who owns the correspondence.	Valid values are: <ul style="list-style-type: none"> • All • Name of the person Archived user will not be shown in the dropdown.
Correspondence Initiating Member	The member who initiated the correspondence.	Valid values are: <ul style="list-style-type: none"> • Self • Other Carrier • Either
Correspondence Ref. No	Reference number of the correspondence.	-
Billing Member's Location ID	Displays the MAIN location of the billing member.	For example, Main-New York-US-USD

Field	Description	Remark
Correspondence Sub Status	By default, displays Received.	Valid values are: <ul style="list-style-type: none"> • All • Received • Saved • Responded • Ready For Submit • Pending • Billed • Due to Expiry • Accepted By Correspondence Initiator Note: The values of Correspondence Sub Status will be shown based on selected Correspondence Sub Status
Authority to Bill	Select the requisite option from the drop-down list if you want to search for Correspondence with Authority to Bill .	Valid values are: <ul style="list-style-type: none"> • All (default value) • Received for a Higher Amount • Received for Full Amount • Received for a Partial Amount • Received for any Amount • Not Available
Number of days to Expiry	It indicates the number of days remained for the correspondence expiry.	-

The procedure to search Correspondence is as follows:

1. Enter the details for the following fields:

- **From Date**
- **To Date**
- **Member Code**
- **Correspondence Owner**
- **Correspondence Initiating Member**
- **Correspondence Ref. No**
- **Billing Member's Location ID**
- **Correspondence Sub Status**
- **Authority to Bill**
- **Number of days to Expiry**

2. Click **Search**.

3. The results are displayed in the **Search Result** section.

4. Each correspondence displayed in the list has four options:

- **Viewing Audit Trail**
- **Create Correspondence**
- **Create Correspondence Invoice**
- **Close Correspondence (explained in a separate section)**

Related topics

Editing Line Item

[Editing Line Item Detail](#)

Validating Invoices/Credit Note

Submitting Invoices/Credit Note

Deleting Invoices/Credit Note





3.7.3 Searching Invoice via Payables

To search invoice via Payables, click **Miscellaneous** menu and then point to **Payables** and then click **Invoice Search**. **Invoice Search** screen is displayed.

- Fields marked with red (*) are mandatory.
- A blue field by default is a drop down list. The list is displayed only when you type first few letters in or when you press the down-arrow key on the keyboard.

The following table describes various fields appearing on the screen.

Field	Description	Remark
*From Period	By default, displays the previous closed billing period.	For example, 2020-Feb-01.
*To Period	By default, displays the previous closed billing period.	For example, 2020-Feb-01.
Transaction Type	By default, displays All	Valid values are: <ul style="list-style-type: none"> • All • Original Invoice • Rejection Invoice • Correspondence Invoice • Credit Note
Billing Member	Alphanumeric code that uniquely identifies the member in the Member Profile.	For example, NW-012-Northwest.



Field	Description	Remark
*Billed to Location ID	The Location IDs offered in this List Box will be filtered to those that are associated with the user (Active as well as Inactive).	<ul style="list-style-type: none"> • When the 'Location Association Type' of the user is "None" <ul style="list-style-type: none"> ▪ The List Box field will NOT offer any Location IDs • When the 'Location Association Type' of the user is "All Location IDs" <ul style="list-style-type: none"> ▪ The List Box field will offer ALL Active as well as Inactive Location ID(s) of the Billed Member • When the 'Location Association Type' of the user is "Specific Location IDs" <ul style="list-style-type: none"> ▪ The List Box field will offer only those Location ID(s) of the Billing Member that are associated with the user, whether Active or Inactive
Invoice/Credit Number	Alphanumeric code that uniquely identifies the member in the Member Profile.	For example, AB12345678.
SMI	By default, displays All.	Valid values are: <ul style="list-style-type: none"> • All • I - ICH • A - ACH • B - Bilateral • R - Adjustments Due to protest • M - ACH using IATA Rules (MITA)
Charge Category	By default, displays All.	Wide range of charge categories of the invoice. For example, All, ATC, Airport, Cargo.
Location	Location Code of where the service was provided.	When the location code is entered in search criteria, all invoices where this location code is stated at the invoice header level will be displayed in the Search Results list.
Payment status as per Billing Member	By default, displays All.	This will contain the Payment Status of the MISC Invoice Credit Notes as per the Billing Member
Payment status as per Billed Member	By default, displays All.	This will contain the Payment Status of the MISC Invoice Credit Notes as per the Billed Member



Procedure:

1. Select applicable **Billing Year/Month** from the drop-down list.
2. Select applicable **Billing Period** from the drop-down list.
3. Select applicable **Transaction Type** from the drop-down list.
4. If required, enter **Billing Member**.
5. If required, enter **Invoice/Credit Note Number**.
6. Select applicable **SMI** from the drop-down list.
7. Select applicable **Charge Category** from the drop-down list.
8. If required, enter **Location**.
9. Select the applicable **Payment status as per Billing Member** from the drop-down list.
10. Select the applicable **Payment status as per Billed Member** from the drop-down list.
11. Click **Search**. The records are displayed in the **Search Results** table.
12. If required, click **Clear** to clear the entered search criteria.

Related topics

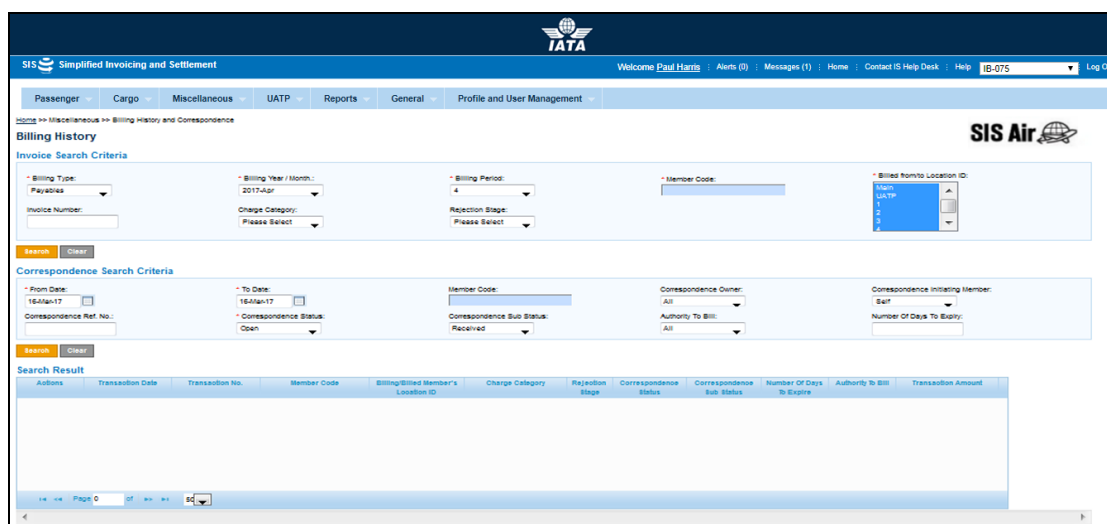
Rejecting Invoice via Payables



3.7.4 Searching Invoice via Billing History

To search invoice via **Billing History and Correspondence**, click **Miscellaneous** menu and then click **Billing History and Correspondence**. **Billing History** screen is displayed.

- Fields marked with red (*) are mandatory.
- A blue field by default is a drop down list. The list is displayed only when you type first few letters in or when you press the down-arrow key on the keyboard.



The following table describes various fields appearing on the screen.

Field	Description	Remark
*Billing Type	By default, displays Payables.	Valid values are: <ul style="list-style-type: none"> • Payables • Receivables
*Billing Year/Month	By default, displays the current open Billing Month.	For example, 2011-Apr.
*Billing Period	By default, displays the current open billing period.	For example, 4.
*Member Code	Alphanumeric code of the billing member	For example, NW-012-Northwest.
*Billed from/to Location ID	The Location IDs offered in this List Box will be filtered to those that are associated with the user (Active as well as Inactive).	<ul style="list-style-type: none"> • When the 'Location Association Type' of the user is "None" <ul style="list-style-type: none"> ▪ The List Box field will NOT offer any Location IDs • When the 'Location Association Type' of the user is "All Location IDs" <ul style="list-style-type: none"> ▪ The List Box field will offer ALL Active as well as Inactive Location ID(s) of the Billed Member • When the 'Location Association Type' of the user is "Specific

		<p>Location IDs”</p> <ul style="list-style-type: none"> ▪ The List Box field will offer only those Location ID(s) of the Billing Member that are associated with the user, whether Active or Inactive
Invoice Number	Invoice Number consists of total 10 Alphanumeric characters.	For example, AB12345678. Special characters like hyphen, dot, slash are not allowed.
Charge Category	By default, displays the charge category as All	Wide range of charge category. For example, Airport, Cargo, Engineering.
Rejection Stage	By default, displays Please Select.	1 and 2.

Procedure:

1. Select applicable **Billing Type**.
2. Enter **Billing Year/Month**.
3. Select applicable **Billing Period**.
4. Enter **Member Code**.
5. Enter **Invoice Number**.
6. Select applicable **Charge Category** from the drop-down list.
7. Select applicable **Rejection Stage** from the drop-down list.
8. Click **Search**. The records are displayed in the **Search Results** table.
9. If required, click **Clear** to clear the entered invoice search criteria.



3.7.5 Payment Status Popup

3.7.5.1 For Invoice Search- Receivables- Manage Invoice

A) Pop-up Payment Status as per Billing Member

To view the Payment status popup for Receivables, the steps are as follows:

1. Click Miscellaneous Menu.
2. Click Receivables submenu
3. Click Manage Invoice submenu
4. Enter values for the search fields
5. Search the Invoice.
6. Select the invoice displayed in the **Search Results** section.
7. Click the link under the column **Payment Status as per Billing Member**.

The **Payment Status as per Billing Member (Receivables)** popup will be displayed.

- Fields marked with red (*) are mandatory.

The fields and buttons on the **Popup** screen are as described in the following tables.

Fields	Description	Remark
*Payment Status as per Billing Member	This will contain the Payment Status of the MISC Invoice Credit Notes as per the Billing Member	It is a mandatory field.
Currency of Amount Received	Currency of the amount received for a transaction as per billing member.	It will populate valid currency codes
Amount Received	The amount received for a transaction as per billing member	
Currency of Total Amount Received	Currency of the amount received for all the transactions as per billing member.	It will populate valid currency codes
Total Amount Received	The total amount received for all the transactions as per billing member	



Fields	Description	Remark
Remarks	User defined description	
Date of Wire Transfer Receipt	The Date of Wire Transfer Receipt of Payment Status fields as per Billing Member	Enter the requisite date or select from the date picker
Reference Number	Payment reference number of payment status as per billing member	

Buttons	Function
Update	It Updates the Payment Status after passing the requisite validations. Note: The Update functionality is available for Payment Status for Receivables as per Billing Member only and is applicable for bilateral invoices / credit notes and not for clearing house invoice/ credit notes.
Clear	It clears and resets the update fields.
Revert	It reverts the payment status. Note: The Revert functionality is available for Payment Status for Receivables as per Billing Member only.

A) Pop-up Payment Status as per Billed Member

To view the Payment status popup for Receivables, the steps are as follows:

1. Click Miscellaneous Menu.
2. Click Receivables submenu
3. Click Manage Invoice submenu
4. Enter values for the search fields
5. Search the Invoice.
6. Select the invoice displayed in the **Search Results** section.
7. Click the link under the column **Payment Status as per Billed Member**.

The **Payment Status as per Billed Member (Receivables)** popup will be displayed.

Note: The Payment status history is displayed and the Update functionality is not available for Payment Status as per Billed Member (Receivables).

3.7.5.2 For Invoice Search- Payables- Invoice Search / View Daily Bilateral Invoices



B) Pop-up Payment Status as per Billing Member

To view the Payment status popup for Receivables, the steps are as follows:

1. Click Miscellaneous Menu.
2. Click Payables submenu.
3. Click Invoice Search or View Daily Bilateral Invoices.
4. Enter values for the search fields.
5. Search the Invoice.
6. Select the invoice displayed in the **Search Results** section.
7. Click the link under the column **Payment Status as per Billing Member**.

The **Payment Status as per Billing Member (Payables)** popup will be displayed.

Payment Status as per Billing Member (Payables)								
Payment Status History								
Payment Status	Time Stamp UTC	Remarks	Currency of Amount Received	Amount Received	Currency of Total Amount Received	Total Amount Received	Date of Wire Transfer Receipt	Reference Number
File Delivered to Billed Member	19-Sep-16 09:10							
Delivered	17-Sep-16 01:05							

Page 1 of 1 | View 1 - 2 of 2

Close

Note: The Payment status history is displayed and the Update functionality is not available for Payment Status as per Billing Member (Payables).

C) Pop-up Payment Status as per Billed Member

To generate the Payment status popup for Receivables, the steps are as follows:

1. Click Miscellaneous Menu.
2. Click Receivables submenu
3. Click Manage Invoice submenu
4. Enter values for the search fields
5. Search the Invoice.
6. Select the invoice displayed in the **Search Results** section.
7. Click the link under the column **Payment Status as per Billed Member**.

The **Payment Status as per Billed Member (Payables)** popup will be displayed.

- Fields marked with red (*) are mandatory.

Payment Status as per Billed Member (Payables)												
Update Payment Status												
*Payment Status as per Billed Member:		Currency of Amount Paid:		Amount Paid:		Currency of Total Amount Paid:		Total Amount Paid:				
Please Select		Please Select		0.000		Please Select		0.000				
Remarks:				Date of Wire Transfer Execution:			Reference Number:					
<input type="text"/>				DD-MMM-YY			<input type="text"/>					
<p>Update Clear Revert</p>												
Payment Status History												
Payment Status	Time Stamp UTC	Updated By	File Name	User Name	Remarks	Currency of Amount Paid	Amount Paid	Currency of Total Amount Paid	Total Amount Paid	Date of Wire Transfer Execution	Reference Number	
billed psum dolor sit amet, consectetur adipiscing elit. Donec sed ligula vestibulum, maximus nisi u	22-Sep-16 09:43	User		User identity withheld as per profile preference								
billed psum dolor sit amet, consectetur adipiscing elit. Donec sed ligula vestibulum, maximus nisi u	22-Sep-16 09:37	User		User identity withheld as per profile preference							REF5001	

Page 1 of 2 | View 1 - 5 of 8

Close



The fields and buttons on the **Popup** screen are as described in the following tables.

Fields	Description	Remark
*Payment Status as per Billed Member	This will contain the Payment Status of the MISC Invoice Credit Notes as per the Billing Member	It is a mandatory field.
Currency of Amount Received	Currency of the amount received for a transaction as per billing member.	It will populate valid currency codes
Amount Received	The amount received for a transaction as per billing member	
Currency of Total Amount Received	Currency of the amount received for all the transactions as per billing member.	It will populate valid currency codes
Total Amount Received	The total amount received for all the transactions as per billing member	
Remarks	User defined description	
Date of Wire Transfer Receipt	The Date of Wire Transfer Receipt of Payment Status fields as per Billed Member	Enter the requisite date or select from the date picker
Reference Number	Payment reference number of payment status as per billed member	

Buttons	Function
Update	It Updates the Payment Status after passing the requisite validations. Note: The Update functionality is available for Payment Status for Payables as per Billed Member only.
Clear	It clears and resets the update fields.
Revert	It reverts the payment status. Note: The Revert functionality is available for Payment Status for Payables as per Billed Member only.

3.7.6 Initiating Correspondence

To create correspondence, the steps are as follows:

1. Search the Invoice or **Search the Correspondence**.
2. Select the invoice/correspondence displayed in the **Search Results** section.
3. Click the Initiate Correspondence/ **Show/Create Correspondence** icon for the invoice.
4. The **Correspondence** screen is displayed.



- Fields marked with red (*) are mandatory.
- A blue field by default is a drop down list. The list is displayed only when you start typing in the given field or when you press down-arrow key on the keyboard.
- You can view more correspondences if any through pagination control at the bottom of the **Search Results** table.

The fields and buttons on the **Correspondence** screen are as described in the following tables.

Fields	Description	Remark
From Member	Displays the code of the Airline/Member from whom the correspondence is sent.	For example, AF-157.

Fields	Description	Remark
To Member	Displays the code of the Airline/Member to whom the correspondence is sent.	For example, IB-075.
Correspondence Date	Displays the date on which the correspondence is sent.	For example, 24-Mar-11.
Correspondence Reference Number	Displays the auto-generated correspondence reference number for the created correspondence.	-
Correspondence Stage	Displays the correspondence stage.	-
To E-Mail ID (s)	Displays the E-Mail ID of the member as defined in the Member Profile.	-
Additional E-mail ID(s) pertaining to Initiator	Additional E-mail ID's pertaining to Initiator can be entered.	This can be modified only by the initiator.
Additional E-mail ID(s) pertaining to Non-Initiator	Additional E-mail ID's pertaining to Non-Initiator can be entered.	This can be modified only by the Non-initiator.
Subject	It is the subject for the correspondence.	This can be changed at any stage of the correspondence.
Charge Category	Displays the applied Charge Category.	For example, Ground Handling.
Our Reference	Displays the reference code of the entity sending the correspondence.	-
Your Reference	Displays the reference code of the correspondence sent from the other member/person.	-
Amount To Be Settled	Displays the currency code and the amount to be settled.	If required, you can edit the amount as required.
Authority To Bill	If the check box is selected, indicates that member grants authority to the other member to raise a correspondence invoice for the amount stated in correspondence. If the check box is not selected, indicates that member does not grant the authority.	This check box is disabled when the logged in member is the correspondence initiating member. This means that the member who has raised the first correspondence can not grant authority to bill.



Fields	Description	Remark
Correspondence Text	It indicates additional details about the correspondence.	Free text to provide additional details about the Correspondence The following formatting options are available <ul style="list-style-type: none"> ○ Bold ○ Italics ○ Underline ○ Strikethrough ○ Subscript ○ Superscript ○ Font Type ○ Font Size ○ Font Color ○ Align ○ Ordered List ○ Unordered List ○ Decrease Indent ○ Increase Indent ○ Quote ○ Insert Horizontal Line ○ Undo ○ Redo ○ Insert Image
Correspondence Owner	Displays the name of the correspondence owner.	-
Correspondence Status	Displays the status of the invoice.	For example, Open.
Correspondence Sub Status	Displays the Sub Status of the invoice.	For example, Ready For Submit.

Buttons	Function
Save	You can only save the created correspondence.
Send	You can send the correspondence.
Ready To Submit	You cannot send the correspondence. This button allows keeping the correspondence ready for submission depending on the administration rights given to you.
Attachments	You can link supporting documents, which needs to be linked to the correspondence.
Back	You can go back to the previous screen.

The procedure to create correspondence is as follows:

1. Enter the details for the following fields in the **Correspondence Details** section:

- From Member
- To Member
- Correspondence Date
- Correspondence Reference Number
- Correspondence Stage
- To E-Mail IDs
- Additional E-mail ID(s) pertaining to Initiator
- Additional E-mail ID(s) pertaining to Non-Initiator
- Subject
- Charge Category



- Our Reference
 - Your Reference
 - Amount to be Settled
 - Authority to Bill
 - Correspondence Text
 - Correspondence Owner
 - Correspondence Status
 - Correspondence Sub Status
2. Click Attachments to attach any supporting documents.
 3. Click **Save** to save the correspondence.

Note: Select the appropriate button from **Save**, **Ready to Submit** and **Send**.

Viewing Linked Rejections

The following details are displayed in the Linked Rejections table

Details
Billing Member
Billing Period
Invoice Number

Procedure:

1. Click number in the **Invoice Number** column to view the rejection invoice to which the correspondence is linked.
2. The View Miscellaneous Invoice screen is displayed.
3. You can also view line items.

Viewing Correspondence History

The following details are displayed in the Correspondence History table:

Details
Stage No.
Correspondence Date
Correspondence Amount
No. of Attachments

Procedure:

1. Click number in the **Stage No.** column to view the correspondence. **Correspondence Details** screen is displayed.
2. You can view correspondence details of the selected correspondence stage on this screen.



3.8 Working with Credit Note

1. Create Credit Note Header
2. Add Line Item
3. Add Line Item Detail

3.8.1 Creating Miscellaneous Credit Note Header

When an amount on an invoice has a negative value, the invoice is classified as a credit note and when it is printed, it has the title. Then you create a credit note by following the same procedure that you use to create an ordinary invoice.

To create credit note, click **Miscellaneous** menu and then point to **Receivables** and then click **Create Credit Note**. **Create Miscellaneous Credit Note** screen is displayed.

- The fields marked with (*) are mandatory.
- By default, a blue field is a drop-down list. The list is displayed only when you type first few letters press the down-arrow key on the keyboard.
- By default, a grayed field is a derived or auto populated with the data already present in the system.

The following table describes various fields appearing on the screen.

Field	Description	Remark
*Billed Member	Alphanumeric code that uniquely identifies the member in the Member Profile.	For example, AF-057-Air France.



Field	Description	Remark
*Credit Note Number	Credit Note Number consists of total 10 Alphanumeric characters.	For example, AB12345678. Special characters like hyphen, dot, slash are not allowed. Credit Note number will not be case sensitive for example, Credit Note Number 'ab12345678' will be considered as a duplicate Credit Note if 'AB12345678' has already been submitted.
*Credit Note Date	Displays the current date, month and year.	By default, displays the current date, month and year. Please note that new date is not greater than the current billing period's closure date.
*Charge Category	Indicates the broad category of charges that can be applied on the invoice	For example, Engineering.
Location (Airport/City Code)	Location Code where service was provided.	A valid IATA Airport/City code or UN Location code. For example, CNY. <ul style="list-style-type: none"> Location Code is always mandatory at either Credit Note header level or Line Item level If Location Code is defined at Credit Note header level, it cannot be defined for any Line Item
P.O. Number	Indicates the reference to purchase order, if any.	If there is a reference to any Purchase Order against which the Credit Note is being raised, you will enter P.O. Number.
*Billing Member's Location ID	Displays the locations of the billing member associated with the user creating or modifying the Credit Note.	For example, Main-New York-US-USD.
Billed Member's Location ID	Displays the Main location of the billed member.	For example, Main-Mumbai-IN-USD.
Contact of Billing Member	The name of the person/supervisor sending the credit note.	For example, Sam.
Contact of Billed Member	The name of the credit note receiver.	For example, John.



Field	Description	Remark
<p>*Settlement Method</p>	<p>The credit note settlement method.</p>	<p>Valid values are as follows:</p> <ul style="list-style-type: none"> ☐ I: Settlement via ICH <ul style="list-style-type: none"> • Applicable when both billing and billed members are ICH members • Applicable for ICH Inter-Clearance Billings (ICH member billing ACH member) • A: Settlement via ACH • Applicable when both billing and billed members are ACH members. • If both billing and billed members are dual members; but have indicated in the profile that they will bill each other Passenger billings via the ICH; then ACH cannot be used. ☐ M: Settlement via ACH using RAM Rule <ul style="list-style-type: none"> • Applicable for ACH Inter-clearance Billings (ACH member billing ICH member) • Applicable for settlement via ACH (ACH member billing ACH member) based on RAM rule. • B: Bilateral Settlement (direct settlement between members not involving any clearing house). • Where settlement is possible via a clearing house (ICH/ACH based on both the members' clearing house membership status), the default value will be set as ACH/ICH/ACH using RAM Rule as appropriate. ☐ X: Settlement via Special ICH Agreement <ul style="list-style-type: none"> • Allowed when both Billing Member and Billed Member are ICH members and when they are part of a Special ICH Agreement ☐ A/I/M/X can be changed to Bilateral if required. ☐ A can be changed to M if required.

Field	Description	Remark
		<p>When settlement is not possible via a clearing house, the default value will be set as Bilateral. It should not be changed to any other value.</p> <p>Note: In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership of the parent member will be considered for determination/validation of Settlement Method billing or billed member</p>
<p>*Billing Year/Month/Period</p>	<p>Displays the credit note submission year, month and period.</p>	<p>By default, the current year, month and period is displayed. You can select the previous closed period if the late submission window is open and you want to submit the credit note in the previous period.</p> <p>One of the future four billing periods can also be selected if the credit note is to be submitted in the future period.</p> <p>Note that selecting a future month does not guarantee invoice creation. See fields Settlement Method and Exchange Rate. If the system needs to populate Exchange Rate, but does not find it for the future month, it will result in an error while saving the data</p>



Field	Description	Remark
* Currency of Billing	Displays the currency code of the billing member.	<p>Valid values are as follows:</p> <ul style="list-style-type: none"> • When Settlement Method is I: • If both Billing/Billed airlines are in Zone A; value should be GBP. • If both the Billing & Billed airlines are in Zone D; value should be EUR. • If both Billing/Billed airlines are in Zone B, value should be USD. • If Billing & Billed Airlines are in different ICH zones; or when the Billed Airline is an ACH member (inter-clearance billing); value should be USD. <ul style="list-style-type: none"> ▪ When Settlement Method is M (ACH Inter-clearance Billings); value should be USD. ▪ When Settlement Method is M (ACH member billing ACH member based on RAM rule); value can be any currency. ▪ When Settlement Method is A value can be any currency. ▪ When Settlement Method is B it can be any currency. ▪ When Settlement is X it can be any currency. <p>Note:</p> <p>In case of merger scenarios, where the billing member or billed member is merged into another member, the settlement method will be considered as that of the final parent member of billing or billed member.</p>
TAX Amount	The tax applicable on the entire credit note.	The grayed out field is a derived field. It is the sum of the Tax applied at the Credit Note Header and Total Tax Amount stated in all Line Items.
VAT Amount	The VAT applicable on the entire credit note.	The grayed out field is a derived field. It is the sum of the VAT applied at the Credit Note Header and Total VAT Amount stated in all Line Items.
Add/Deduct Charge	The Add/Deduction charge applicable on the entire credit note.	The grayed out field is a derived field. It is the sum of the Add/Deduct Charge applied at the Credit Note Header and Total Add/Deduct Charge Amount stated in all Line Items.



Field	Description	Remark
Total Amount in Billing Currency	Displays the sum of the Line Net Amount and the Tax, VAT and Add/Deduct charge.	The value will be derived by the system and displayed.
*Exchange Rate	Displays with the FDR of the stated Billing Year Month applicable for the stated Billing and Clearance currencies.	<ul style="list-style-type: none"> • The value will be auto-populated for settlement method I/A/M. • This is optional for the Bilateral Settlement this will not be auto-populated and will have to be keyed in by the user if required. • This field is mandatory for Settlement Method ICH using Special Agreement and the value should be entered by the user. • It should not be zero or negative value.
Currency of Clearance	Displays the applicable Clearance Currency as per the zones of the Billing and Billed entities	<p>By default, displays the applicable Clearance Currency as per the zones of the Billing and Billed entities</p> <ul style="list-style-type: none"> • If settlement method is ACH then system will default the value to USD. This can be changed to any currency as allowed by ACH. • When Settlement Method is M; value can be any currency as allowed by ACH. • This field is optional when settlement method is Bilateral. • When Settlement method is ICH using Special Agreement it can be any currency <p>Note: In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership and ICH zone of the parent member will be considered for determination/validation of Settlement Method</p>
Total Amount in Clearance Currency	Displays the value after dividing Amount in Billing Currency by the Exchange Rate.	The value is derived by the system.

Field	Description	Remark
Digital Signature	Displays as per the member profile set up of the billing entity.	If Member Profile states that Digital Signature is required on the invoices submitted, but you do not want a digital signature, you can change the value No. However, if the Member Profile set-up states that Digital Signature is not required or if the countries stated in the Billing & Billed Location ID do not support digital signature, the value cannot be changed to Yes.
CH Agreement Indicator	It indicates the Clearing House Agreement Indicator	-
CH Due Date	It indicates the earliest date on which the Clearing House should settle the Invoice/Credit Note	-
Invoice Template Language	It indicates Invoice Template Language	-
Dispute Reference Number #	Displays the dispute reference number for the created dispute generated automatically by the system.	Any subsequent dispute will continue with the same dispute reference number.
Original Invoice Number #	Original Invoice Number of which linking errors to correct.	You can exempt this entry if you do not know the invoice number.
Original Invoice Billing Year	Displays the year of original invoice linked to the Dispute Reference Number.	-
Original Invoice Billing Month	Displays the month of original invoice linked to the Dispute Reference Number.	-
Original Invoice Billing Period	Displays the period of original invoice linked to the Dispute Reference Number	-
Note	Pre-defined list of notes or you can define specific note different from the available drop down	Specific notes required on the PDF, and if you cannot specify in the invoice header. For example, Payment Terms.
Note Description	The detail of the notes.	-
Additional Details	Pre-defined list of additional details or you can define specific additional details different from the available drop down	Any additional information to be stated on the invoice.
Additional Details Description	The additional details.	Any additional information that supports the invoice. This information will not be printed on the invoice.

Procedure:

1. Enter **Billed Member**.
2. Enter **Credit Note Number**.
3. Select **Credit Note Date** from the date picker.
4. Select applicable **Charge Category**.



5. Enter **Location (Airport/City Code)**.
6. Enter **P.O. Number (Purchase Order Number)**.
7. If required, click the **Billing Member- Location ID** hyperlink to view/modify.
8. If required, click the **Billed Member- Location ID** hyperlink to view/modify.
9. Enter name of the person/supervisor sending the invoice in the text box.
10. Enter the applicable **Tax** Amount on the entire invoice.
11. Enter the applicable **VAT** Amount on the entire invoice.
12. If you enter multiple **VAT** amounts, the calculated amounts for multiple **VAT** will be displayed in the **VAT Derived List**.
13. Enter the applicable **Add/Deduct Charge** on the entire invoice.
14. **Total Amount in Billing Currency** displays the total of the **Line Net Amount** and the **Tax, VAT** and **Add/Deduct** charge applied on the **Credit Note header**.
15. The current month **Exchange Rate** as per the **Currency of Billing** and **Currency of Clearance** for the stated **Billing Year/Month/Period** will be auto-populated.
16. If required, select applicable **Currency of Clearance** to change.
17. **Total Amount in Clearance Currency** is the total derived after dividing **Amount in Billing Currency** by the **Exchange Rate**.
18. If required, select applicable **Digital Signature** option from the drop-down list.
19. Enter **Note**.
20. Enter details of the notes in the **Note Description** text box.
21. Enter **Additional Details**.
22. Enter additional details in the **Additional Details Description** text box.
23. Click **Save Credit Note Header**. A confirmation message is displayed.

Related topics

Editing Line Item

[*Editing Line Item Detail*](#)

Validating Invoices/Credit Note

Submitting Invoices/Credit Note

Deleting Invoices/Credit Note



3.8.2 Creating Line Item

After the header is created successfully, the Create Line Item screen is displayed.

The Invoice Header section displays the following fields:

Field	Description
Credit Note Number	Displays the number of the credit note.
Credit Note Date	Displays the date on which credit note is created.
Billed Member	Displays the Numeric & alpha code and the commercial name of the billed member or airline.
Charge Category	Displays the name of the Charge Category.
Billing Amount	Displays the invoice amount in Billing Currency.
Credit Note Status	Displays the status of the credit note whether Open/IS-Web Validation Error/Ready for Submission/Ready for Billing/Submitted.
Billing Period	Displays the billing month period of the credit note.

The following table describes various fields appearing in the Line Item section.

Field	Description	Remark
Line Item #	Auto generated by the system.	For example, Line Item # 1 will be incremented while adding a new line item.
*Charge Code	The list of codes to specify the nature of the service charged.	<p>Only applicable charge codes for the selected Charge Category will be shown.</p> <p>For example, If Engineering is selected, only following values will be listed. You can select any one.</p> <ul style="list-style-type: none"> • Handling LM • Lease • Loans • MRO Maintenance • MRO Repairs and Overhaul • Pool • Sales and Purchase • Misc
Location (Airport/City Code)	The location where service was provided.	<p>If there was no location entered in the credit note header; you should enter a location code.</p> <ul style="list-style-type: none"> • Location Code is always mandatory at either Credit Note header level or Line Item level • If Location Code is defined at Credit Note header level, it cannot be defined for any Line Item
P.O. Line Number	Line Item Number in the Purchase Order.	Enter only if the P.O. number is entered in the credit note header.
Product ID	Specific code of the product.	Only entered if specific code is applicable.
Charge Code Type	This further defines the Charge Code	<p>This field will appear only for certain Charge Category Charge Code combination.</p> <p>Only applicable charge code types for the selected charge code will be shown.</p>
*Description	Description of the service provided.	-

Field	Description	Remark
Service Start Date	By default, displays the first day of the Billing Month stated in the credit note header.	<p>For example, if the Billing Month Year is October 2011, the date 01-October-2011 will be populated here.</p> <ul style="list-style-type: none"> • Start Date cannot be greater than or equal to the Service End Date. • If the line item refers to a specific date on which goods or services were delivered then no service start date is required. • If the line item refers to a period during which goods or services were delivered, then the Service Start Date is required and refers to the start date of that period.
*Service End Date	By default this will be populated with the last day of the Billing Month stated in the credit note header.	<p>For example, if the Billing Month Year is October 2011, the date 31-October-2011 will be populated here.</p> <ul style="list-style-type: none"> • End Date cannot be less than or equal to the Service Start Date. • If the line item refers to a specific date on which goods or services were delivered, then the Service End Date refers to this specific date. • If the line item refers to a period during which goods or services were delivered, then the Service End Date refers to the end date of that period.

Field	Description	Remark
*Quantity	Quantity of service/products/goods provided.	<p>If you capture a Line Item detail, then the quantity that was entered at this level will be over-written with the details provided at the Line Item detail level as per rules stated below:</p> <p>Rule 1</p> <ul style="list-style-type: none"> • When the UOM Code, Unit Price, Scaling Factor are the same at all the Line Item Detail Level and the Minimum Quantity Flag is not checked for any of the line details. • In this scenario, the Quantity will be added up at the Line Item level, UOM Code, Unit Price & Scaling Factor will be the same as that in the Line Details. <p>Rule 2</p> <ul style="list-style-type: none"> • When either the UOM Code, Unit Price, Scaling Factor is different or the Minimum Quantity Flag is checked in even one Line Detail. • In this scenario, the Quantity will be 1, UOM Code will be Each and the Unit Price will be equal to the sum of the Line Detail Totals and Scaling Factor will be 1. • This is not applicable when only single Line Item Detail is captured and Minimum Quantity Flag is checked. In this scenario, values as provided at Line Item Detail should be replicated at Line Item level including value for Minimum Quantity Flag.



Field	Description	Remark
<p>*UOM Code</p>	<p>By default, displays Each.</p>	<p>You can change to the applicable unit of measure by selecting the unit of measure from the drop- down list or by typing the first few characters of the unit of measure.</p> <p>For example, Hours, Each, Kilogram.</p> <p>If you capture a Line Item detail, then the unit of measure that was entered at this level will be over-written with the details provided at the Line Item detail level as per rules stated below:</p> <p>Rule 1</p> <ul style="list-style-type: none"> • When the UOM Code, Unit Price, Scaling Factor are the same at all the Line Item Detail Level and the Minimum Quantity Flag is not checked for any of the line details: • In this scenario, the Unit of measure will be as stated at the Line Item detail level. <p>Rule 2</p> <ul style="list-style-type: none"> • When either the UOM Code, Unit Price, Scaling Factor is different or the Minimum Quantity Flag is checked in even one Line Detail. • In this scenario, the Unit of measure is Each. • This is not applicable when only single Line Item Detail is captured and Minimum Quantity Flag is checked. In this scenario, values as provided at Line Item Detail should be replicated at Line Item level including value for Minimum Quantity Flag.



Field	Description	Remark
<p>*Unit Price</p>	<p>The applicable Unit Price.</p>	<p>The rate will be stated in negative for the credit note.</p> <p>If you capture a Line Item detail, then the Unit Price that was entered at this level will be over-written with the details provided at the Line Item detail level as per rules stated below:</p> <p>Rule 1</p> <ul style="list-style-type: none"> • When the UOM Code, Unit Price, Scaling Factor are same for all the related Line Item detail level and the Minimum Quantity Flag is not selected for any Line Item details. • In this scenario, the Unit Price will be as stated at the Line Item Detail level. <p>Rule 2</p> <ul style="list-style-type: none"> • When either the UOM Code, Unit Price, Scaling Factor is different at even one related Line Item detail level or the Minimum Quantity Flag is selected in even one Line Detail. • In this scenario, the Unit Price will be equal to Line Total. • This is not applicable when only single Line Item Detail is captured and Minimum Quantity Flag is checked. In this scenario, values as provided at Line Item Detail should be replicated at Line Item level including value for Minimum Quantity Flag.

Field	Description	Remark
Scaling Factor	By default, displays 1 and indicates the number of units.	<p>For example, Unit price is per 1000 tons then the value in Scaling Factor will be '1000'. The default value can be changed as required.</p> <p>If you capture a Line Item detail, then the Unit Price that was entered at this level will be over-written with the details provided at the Line Item detail level as per rules stated below:</p> <p>Rule 1</p> <ul style="list-style-type: none"> When the UOM Code, Unit Price, Scaling Factor are same for all the related Line Item detail level and the Minimum Quantity Flag is not selected for any Line Item details. In this scenario, the Scaling Factor will be stated at the Line Item detail level. <p>Rule 2</p> <ul style="list-style-type: none"> When either the UOM Code, Unit Price, Scaling Factor is different at even one related Line Item detail level or the Minimum Quantity Flag is selected in even one Line Detail. In this scenario, the Scaling Factor will be 1. This is not applicable when only single Line Item Detail is captured and Minimum Quantity Flag is checked. In this scenario, values as provided at Line Item Detail should be replicated at Line Item level including value for Minimum Quantity Flag.
Line Total	Derived as total of Quantity and Unit Price divided by Scaling Factor.	<p>If Minimum Quantity Flag is selected at this level, then the Line Total will not be derived. You will have to enter the total value in this field.</p> <p>The value will be negative for a credit note.</p>
Tax Amount	The tax applicable on the line item.	The grayed out field is a derived field. It is the sum of the Tax applied at the Line Item and related Line Item Details.
VAT Amount	The VAT applicable on the line item.	The grayed out field is a derived field. It is the sum of the VAT applied at the Line Item and related Line Item Details.
Add/Deduct Charge	The additional/deduction charge applicable on the line item.	The grayed out field is a derived field. It is the sum of the Add/Deduct Charge applied at the Line Item and related Line Item Details.

Field	Description	Remark
Line Net Total	The total of the Line Total and total Tax total VAT and total Add/Deduct Charge.	This is a derived field.
Minimum Quantity Flag	Required only when the charge is a minimum charge for a service provided irrespective of the quantity.	<p>For example, there could be a minimum charge for carrying cargo up to 200 kilograms. In this case, you would need to show the quantity actually carried and the applicable charge. But there is no specific Unit Price for this amount. But since Unit Price is a mandatory field, you will need to state some value in it.</p> <p>You will select Minimum Quantity Flag check box to indicate that the charge is for a minimum quantity.</p> <p>If the check box is selected, then:</p> <ul style="list-style-type: none"> Line Total will not be derived and it will be mandatory. You will capture this value. The validation that the product of Unit Price and Quantity divided by the Scaling Factor should be equal to the Line Total will not be done.
Additional Details	Pre-defined list of additional details.	Any additional information to be stated on the invoice
Additional Details Description	The additional details.	<p>Any additional information that supports the invoice.</p> <p>This information will not be printed on the invoice.</p>

Procedure:

1. **Line Item #** will be auto-generated by the system.
2. Select applicable **Charge Code** from the drop-down list.
3. If required, enter code **Location (Airport/City Code)**.
4. If required, enter **P.O. Line Number**.
5. Enter any specific code in the **Product ID** text box.
6. Enter description text of the service provided in the **Description** text box.
7. Select applicable **Service Start Date** from the date picker.
8. Select applicable **Service End Date** from the date picker.
9. Enter **Quantity** of service/products/goods provided.
10. Select applicable **UOM Code** from the drop-down list.
11. Enter applicable **Unit Price**.
12. Enter applicable **Scaling Factor**.
13. If required, enter the total value in the **Line Total** box.
14. Enter **Tax** applicable on the **Line Item** being captured.
15. Enter **VAT** applicable on the **Line Item** being captured.
16. Enter **Add/Deduct Charge** applicable on the **Line Item** being captured.
17. **Line Net Total** displays the total of **Line Net Total** and total **Tax, VAT** and **Add/Deduct Charge**.
18. If required, select the **Minimum Quantity Flag** check box.
19. Enter **Additional Details**.
20. Enter additional details in the **Additional Details Description** text box.
21. Click **Save**. A confirmation message is displayed.
22. If required, edit details on the **Edit Line Item** screen.
23. You will not be automatically redirected to **Create Line Item Detail** screen. If you want to add line item detail, click **Add Line Item Detail** button. **Create Line Item Detail** screen is displayed.



The following table describes the functions of various buttons on the Edit Line Item screen.

Button	Description
Save	You can save the created line item details.
Attachments	You can insert attachments.
Back	You can go back to the Credit Note Header.

Related Topics

[Editing Line Item](#)

Editing Line Item Detail

Validating Invoices/Credit Note

Submitting Invoices/Credit Note

Deleting Invoices/Credit Note

Attaching Supporting Documents



3.8.3 Adding Line Item Detail

After the Line Item is created successfully, the Create Line Item Detail screen is displayed.

The screenshot displays the 'Create Line Item Detail' interface. At the top, a green banner indicates 'Line Item created successfully.' Below this, the 'Invoice Header' section shows: Invoice Number: SIS550055, Invoice Date: 09-Jun-2011, Billed Member: WI-221, Charge Category: ATC, and Billing Amount: AUD 625.000. The 'Line Item' section includes: Line Item Number: 1, Charge Code: Approach, Service Start Date: 01-Jun-11, Service End Date: 30-Jun-11, Location Code, Quantity: 1, UOM Code: EACH, Unit Price: 0.0000, Scaling Factor: 1, and Line Total: 0.000. The 'Line Item Detail' section contains fields for Service Start Date (1 Jun-2011), Service End Date (30 Jun-2011), Product ID, Description (ABC), Minimum Quantity Flag, Quantity (1), UOM Code (EA-EACH), Unit Price (10000.0000), Scaling Factor (1), Tax Amount (250.000), VAT Amount (150.000), Add/Deduct Charge (250.000), and Line Detail Net Total (10650.000). Further sections include Aircraft Details (Aircraft Reg. No: A10001, Max TakeOff Weight, Weight Factor, Aircraft Type Code: 345-Airbus Industrie), Flight Details (Flight No, Flight Date Time), Route Details (Location Code, Type, Flight Information Region, Distance, UOM Code), and Settlement Details (Amount, Name, Local Currency Code, Exchange Rate). A footer note states: 'The fields marked with '+' are recommended and will become mandatory after one year of SIS-go-live.' Navigation buttons at the bottom include 'First', 'Previous', 'Save And Add', 'Save And Duplicate', 'Save And Back', and 'Back'.

The Invoice Header section displays the following fields:

Field	Description
Credit Note Number	Displays the number of the credit note.
Credit Note Date	Displays the date on which credit note is created.
Billed Member	Displays the alphanumeric code and the commercial name of the billed member or airline.
Charge Category	Displays the name of the Charge Category.
Billing Amount	Displays the invoice amount in Billing Currency.



Field	Description
Credit Note Status	Displays the status of the credit note whether Open/Ready for Submission/ Ready for Billing/IS-Web Validation Error/ Submitted.
Billing Period	Displays the billing month period of the credit note.

The details of the Line Item for which the Line item detail is being captured are displayed in the Line Item section.

Field	Description
Line Item Number	Displays the Line Item number.
Charge Code	Displays the Charge Code for which the Line Item was captured.
Service Start Date	Displays the start date of the service provided. If the service was provided on a specific date then this will be blank.
Service End Date	Displays the end date of the service provided.
Location Code	Displays the location where service was provided. If the location was captured at the invoice header level then this will be blank.
Quantity	Displays the Quantity.
UOM Code	Displays the unit of measure.
Unit Price	Displays the applicable Unit Price.
Scaling Factor	Displays the scaling factor.
Line total	Displays the sum total of all related Line Detail Totals.
Tax	Displays the Tax applicable at the Line Item and related Line Item Detail levels.
VAT	Displays the VAT applicable at the Line Item and related Line Item Detail levels.
Add/ Deduct Charge	Displays the Additional Charge applicable at the Line Item and related Line Item Detail levels.
Line Net Total	Displays the net total of Line Total, Tax, VAT and Additional Charge.
Description	Displays the description of the service provided.

The following table describes various fields appearing in the Line Item Detail section.

Field	Description	Remark
Line Item Detail #	Auto generated by the system.	For example, Line Item Detail # 1. This number will increment when you click Save and Add New or Save and Duplicate or Save and Back on the Line Item Detail capture screen or Add Line Item Detail on the Line Item screen.



Field	Description	Remark
Service Start Date	Displays the Start Date as stated in the related Line Item level.	<p>You can either select a different date or leave it blank. If there is no Start Date, the auto-populated date should be cleared and the month set as Please Select.</p> <ul style="list-style-type: none"> • If the entered Start Date at this level is lesser than stated at the related Line Item level, then you will receive a warning message that this date is outside the date range stated at the related Line Item level and to confirm if the date range should be updated at higher level also. You can select a new Start Date or allow the system to update the date range at the higher level. • If the Line Item detail refers to a specific date on which goods or services were delivered, then no start date is required. If the Line Item detail refers to a period during which goods or services were delivered, then the Start Date is required and refers to the Start date of that period. • If there was no Start Date stated at the related Line Item level, then you cannot edit the start date.
*Service End Date	Displays the End Date as stated in the related Line Item level.	<p>If no Start Date stated at the related Line Item level, then you cannot edit end date.</p> <ul style="list-style-type: none"> • If the End Date entered at this level is greater than that stated at the related Line Item level, then you will receive a warning message that this date is outside the date range stated at the related Line Item level and confirm if the date range should be updated at higher level also. You can select a new End Date or allow the system to update the date range at the higher level. • Service End Date can not be lesser than or equal to the Service Start Date.
Product ID	Specific code of the product.	<p>If a Product ID is stated at the line item level, it will auto-populate here. If required, you can also change the product ID or clear it.</p> <p>If different Product ID is entered, you will see a warning.</p>
Description	Description of the service provided.	-



Field	Description	Remark
*Quantity	Quantity of service/products/goods.	-
*UOM Code	By default, displays Each.	If different, you can select the applicable unit of measure. For example, Hour, Kilogram, Liter.
*Unit Price	The applicable Unit Price.	The rate will be in the negative for a credit note.
Scaling Factor	By default, displays 1 and indicates the number of units for which the unit price is stated.	For example, If Unit Price is for multiple units, Unit price is per 1000 tons then the value in Scaling Factor will be '1000'. The default value can be changed as required.
Line Detail Total	Total of Quantity and Unit Price divided by Scaling Factor.	If Minimum Quantity Flag is selected at this level, then the Line Detail Total will not be derived. You will enter the total value in this field. The value should be negative for a credit note.
Tax Amount	The tax applicable only on the line item detail being captured.	The grayed out field is a derived field. It is the sum of the Tax applied at the Line Item Detail being captured.
VAT Amount	The VAT applicable only on the line item detail being captured.	The grayed out field is a derived field. It is the sum of the VAT applied at the Line Item Detail being captured.
Add/Deduct Charge Name	The additional charge/ deduction that is applicable only on the line item detail being captured	The grayed out field is a derived field. It is the sum of the Add/Deduct Charge applied at the Line Item Detail being captured.
Line Detail Net Total	Total of Line Detail Total and Tax, VAT and Additional Charge on the line detail being captured.	Total is derived by the system.

Procedure:

1. **Line Item Detail Number** is auto-generated by the system.
2. Select applicable **Service Start Date** from the date picker.
3. Select applicable **Service End Date** from the date picker.
4. If required, enter different **Product ID**.
5. Enter description text of the service provided in the **Description** text box.
6. Enter the quantity of service/ product/ goods provided
7. If required, select applicable unit of measure from the **UOM Code** drop-down list.
8. Enter applicable **Unit Price**.
9. Enter **Scaling Factor**.
10. **Line Detail Total** is derived as the product of **Quantity** and **Unit Price** divided by scaling factor.
11. Enter **Tax** applicable only on the line item detail being captured.
12. Enter **VAT** applicable only on the line item detail being captured.
13. Enter **Add/Deduct Charge** applicable only on the line item detail being captured.
14. **Note:** The fields in this section might or might not be visible on the screen. Refer only relevant fields for the stated **Charge Category** and **Charge Code**.
15. Click **Save** and **Back**. **Edit Line Item** screen is displayed.
16. If required, edit fields on the screen.
17. In **Line Item Details** table, you can click edit icon to edit **Line Item Detail** fields.

The following table describes functions of buttons on the Line Item Detail screen.



Field	Description
Save and Add	You can save present capture line item detail screen and open blank Line Item Detail screen.
Save and Duplicate	You can save current Line Item Detail screen and open Line Item screen with pre-populated values from the previous Line Item Detail screen except Service End Date. You need to enter the Service End Date.
Save and Back	You can save current Line Item Detail screen and open Edit Line Item screen. The screen displays the list of line item details.
Back	You will see a warning message regarding unsaved changes on the screen. To continue click Proceed or Cancel to continue with the same screen.

Related Topics

[Editing Line Item](#)

Editing Line Item Detail

Validating Invoices/Credit Note

Submitting Invoices/Credit Note

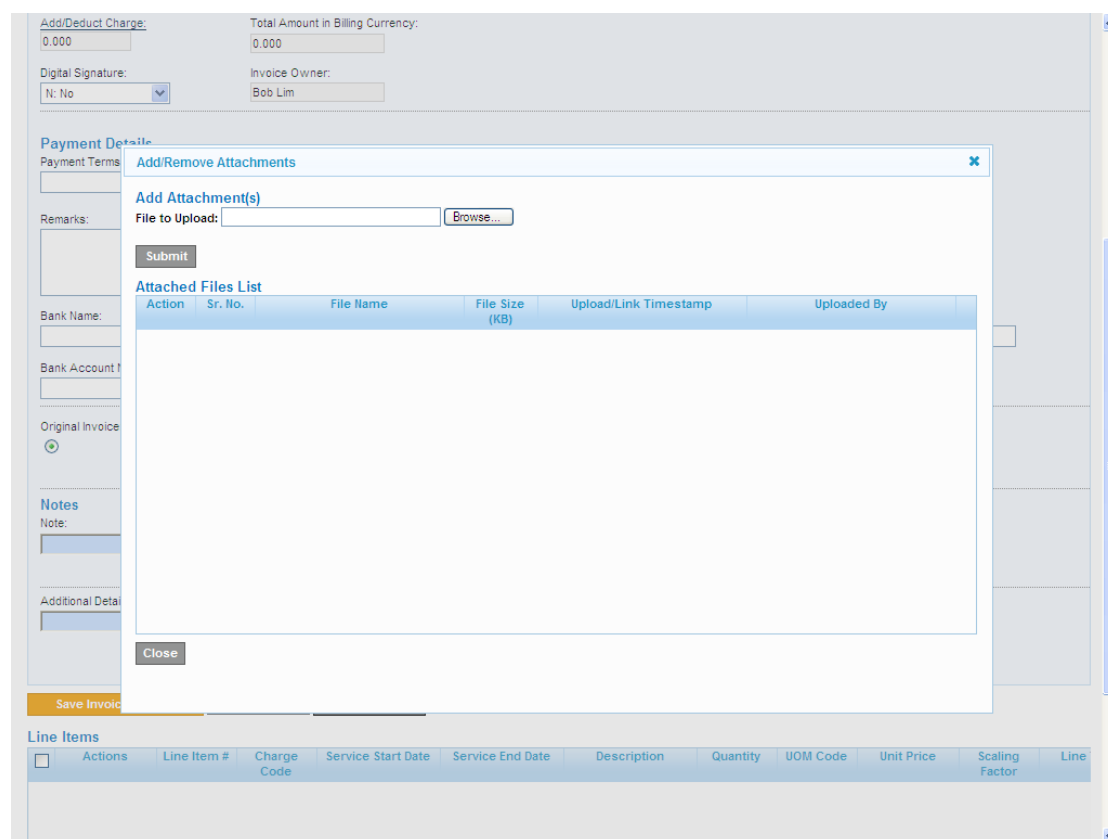
Deleting Invoices/Credit Note

3.9 Working with Supporting Documents

3.9.1 Attaching Supporting Documents

If there are any supporting documents, For example, Ramp Handling Form, Sales and Service Form; that needs to be linked to the invoice being captured, then click Attachments button as required on any of the listed screens.

- **Create Line Item**
- **Edit Line Item**
- **Edit Miscellaneous Invoice**



The screenshot displays the 'Add/Remove Attachments' dialog box overlaid on the main invoice form. The dialog includes a 'File to Upload' field with a 'Browse...' button and a 'Submit' button. Below the dialog is an 'Attached Files List' table with the following columns: Action, Sr. No., File Name, File Size (KB), Upload/Link Timestamp, and Uploaded By. The background form shows fields for 'Add/Deduct Charge' (0.000), 'Total Amount in Billing Currency' (0.000), 'Digital Signature' (N: No), and 'Invoice Owner' (Bob Lim). A 'Save Invoice' button is visible at the bottom left of the main form.

Adding an attachment:

1. Click **Attachments** button. **Add/ Remove Attachments** screen is displayed.
2. Click **Browse. File Upload** window is displayed.
3. Select applicable file to attach and then click **Open**. The file/path is inserted in the **File to upload** box.
4. Click **Submit**. The file gets attached in the **Attached Files List**.
5. If not, an error message is displayed.

Deleting the record from the Attached Files List:

1. Select the record from the list.
2. Click delete icon. A confirmation message is displayed.
3. Click **OK** to confirm. The added record gets deleted.



3.9.2 Correcting Supporting Document Linking Errors

To correct linking errors, click Miscellaneous menu and then Correct Supporting Document Linking Errors. Correct Supporting Document Linking Errors screen is displayed.

- A blue field by default is a drop down list. The list is displayed only when you start typing in the given field or when you press the down-arrow key on the keyboard.
- A grayed field by default is auto populated with the data already present in the system.

The following table describes various fields appearing on the screen.

Field	Description	Remark
Year/Month	By default, displays Please Select.	For example, 2011-Jun.
Billing Period	By default, displays All.	Valid values are: <ul style="list-style-type: none"> • All • 1 • 2 • 3 • 4
Billed Member	Alphanumeric code that uniquely identifies the member in the Member Profile.	-
Invoice Number	Invoice Number of which linking errors to correct.	You can exempt this entry if you do not know the invoice number.
Supporting File Name	The name of the supporting file.	You can exempt this entry if you do not know the file name.
Submission Date	The date on which supporting document was linked to the invoice.	For example, 06-May-11.

Procedure:

1. Select applicable **Year/Month**.
2. Select applicable **Billing Period**.
3. Enter **Billed Member**.
4. If required, enter **Invoice Number**.
5. Enter file name in the **Supporting File name** text box.
6. Select applicable **Submission Date** from the date picker.
7. Click **Search**. The search results will be displayed in the Search Results table.
8. Select the record from the list to rectify the error and then click edit icon. Modify Batch Header Information is displayed.
9. Click **Show Mismatched Transactions From BRD** button. Mismatch Transaction from BRD screen is displayed.

The following table describes various fields appearing on the screen.

Field	Description	Remark
Billing Year/Month	By default, displays current billing year and month.	For example, 2011-Jun

Field	Description	Remark
Billing Period	By default, displays current billing period.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
Billed Member	Alphanumeric code that uniquely identifies the member in the Member Profile.	-
Invoice Number	Invoice Number of which linking errors to correct.	You can exempt this entry if you do not know the invoice number.
Charge Category	By default, displays All.	Wide range of charge categories. For example, ATC, Airport, Cargo.
Mismatch Cases	Selecting of this check box displays mismatch cases.	This is checked by default.

Procedure:

1. Select applicable **Billing Year/Month**.
2. Select applicable **Billing Period**.
3. Enter **Billed Member**.
4. Enter **Invoice Number**.
5. Select applicable **Charge Category** from the drop-down list.
6. If required, click to unselect the **Mismatch Cases** check box.
7. Click **Search**. The search results will be displayed in the **Search Results table**.
8. Select the record to update and then click **Update** button.
9. Click **Close** or **X** to exit.
10. In **Modify Batch Header Information** section, click Link. A confirmation message is displayed.

Note: You will see an error message if incorrect/irrelevant details are entered.

Before linking, ensure that invoice status is **Ready for Billing**.

Related topics

Attaching Supporting Documents



3.9.3 Manage Supporting Documents

- Using Receivables submenu
- Using Payables submenu

3.9.3.1 Managing the Supporting Documents using Receivables submenu

To manage supporting documents, the steps are as follows:

1. Click **Miscellaneous** menu.
2. Click **Receivables** submenu.
3. Click **Manage Supporting Documents** option.
4. The **Manage Supporting Documents** screen is displayed.

The screenshot displays the 'Manage Supporting Documents' interface within the SIS Air application. At the top, there is a navigation menu with options like Passenger, Cargo, Miscellaneous, UATP, Reports, General, and Profile and User Management. The breadcrumb trail indicates the path: Home >> Miscellaneous >> Receivables >> Manage Supporting Documents. The main content area features a search criteria section with several dropdown menus and input fields. Below the search criteria, there are 'Search' and 'Clear' buttons. The search results are presented in a table with columns for Actions, Billing Period, Billed Member, Invoice No., Charge Category, Attachment Indicator Original, and No. of Attachments. The table is currently empty, and a pagination bar at the bottom shows 'Page 0 of 5'.





The fields and buttons are as described in the following tables.

Fields	Description	Remarks
*Billing Year/Month	The Clearance Month of the invoice (Year, Month).	
*Billing Period	The Clearance Period of the invoice (Year, Month and Period).	For Example, Period 3 of April-2013 is represented as 2013-Apr-3 <input type="checkbox"/> The periods displayed are as follows: <input type="checkbox"/> The current open period (default value). <input type="checkbox"/> The next 4 (future) periods; this may pertain to the next month also. <input type="checkbox"/> The previous closed period (if the late submission window is open in either of the clearing houses).
*Billed Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the member ID to whom the invoice is to be sent. For example, WI-023-Wings Airways
Invoice Number	Unique alphanumeric code that identifies the invoice.	The Invoice Number could be ten characters. For example, WI1234 Note: hyphen, space, and special characters (#, *, @, ~) are not allowed.
Charge Category	Indicates the broad category of charges that can be applied on the invoice.	For example, Engineering. Refer topic Charge Category/ Charge Code
Attachment Indicator - Original	It indicates whether the invoice has a supporting document attached.	Valid values are: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Both <input type="checkbox"/> Pending
Mismatch Cases	Select the check box if there are any mismatched cases.	-

The procedure to add a supporting document is as follows:

1. Search the invoice by entering the details for the fields in the **Search Criteria** section.
2. The results are displayed in the **Search Results** section.
3. Select the invoice from the list displayed in the **Search Results** section, for which you want to add the attachment.
4. Click **Icon Add/Remove**.
5. The **Add/Remove Attachments** screen is displayed.
6. Click **Browse** to search and add the attachment document.
7. The path of the document is displayed in the **File to Upload** field.
8. Click **Submit**.
9. The details of the added document are displayed in the **Attached Files List** section.
10. Click **Close** to exit.
11. A confirmation message is displayed on the **Manage Supporting Documents** screen indicating that the added attachment is uploaded successfully.
12. The **No. of Attachments** for the invoice is changed.

The procedure to delete a supporting document is as follows:

1. Search the invoice by entering the details for the fields in the **Search Criteria** section.
2. The results are displayed in the **Search Results** section.
3. Select the invoice from the list displayed in the **Search Results** section, for which you want to delete the attachment.
4. Click .
5. The **Add/Remove Attachments** screen is displayed.
6. Select the attachment from the list displayed in the **Attached Files List** section.
7. Click .
8. The selected attachment is deleted.

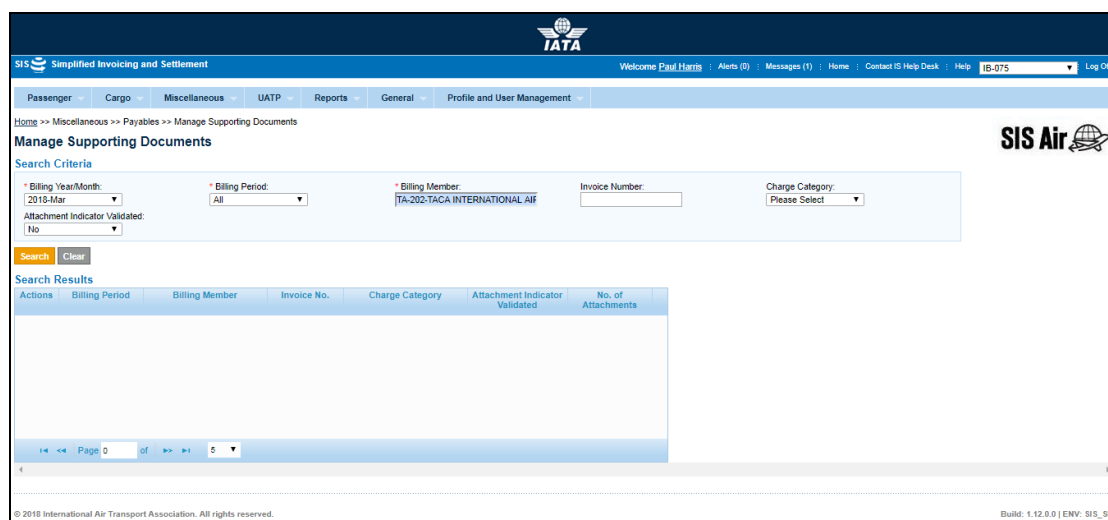
[Top](#)



3.9.3.2 Managing the Supporting Documents using Payables submenu

To manage supporting documents, the steps are as follows:

1. Click **Miscellaneous** menu.
2. Click **Payables** submenu.
3. Click **Manage Supporting Documents** option.
4. The **Manage Supporting Documents** screen is displayed.



The fields and buttons are as described in the following tables.

Fields	Description	Remarks
*Billing Year/Month	The Clearance Month of the invoice (Year, Month).	Note that selecting a future month does not guarantee invoice creation. See fields Settlement Method and Listing Evaluation to Billing Rate below. If the system needs to populate Listing Evaluation to Billing Rate ; but does not find it for the future month, it will result in an error while saving the data.
*Billing Period	The Clearance Period of the invoice (Year, Month and Period).	For Example, Period 3 of April-2013 is represented as 2013-Apr-3 <ul style="list-style-type: none"> □ The periods displayed are as follows: □ The current open period (default value). □ The next 4 (future) periods; this may pertain to the next month also. □ The previous closed period (if the late submission window is open in either of the clearing houses).



Fields	Description	Remarks
*Billed Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the member ID to whom the invoice is to be sent. For example, WI-023-Wings Airways
Invoice Number	Unique alphanumeric code that identifies the invoice.	The Invoice Number could be ten characters. For example, WI1234 Note: hyphen, space, and special characters (#, *, @, ~) are not allowed.
Charge Category	Indicates the broad category of charges that can be applied on the invoice.	For example, Engineering. Refer topic Charge Category/ Charge Code
Attachment Indicator - Validated	It indicates whether the invoice has a supporting document attached.	Valid values are: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Both
Mismatch Cases	Select the check box if there are any mismatched cases.	-



The procedure to view the supporting documents is as follows:

1. Search the invoice by entering the details for the fields in the **Search Criteria** section.
2. The results are displayed in the **Search Results** section.
3. Select the invoice from the list displayed in the **Search Results** section, for which you want to view the attachment.
4. Click **View**.
5. The **View Attachments** screen is displayed.
6. Select the attachment from the **Attached Files List** section.
7. The "**Do you want to Open or Save Attachment.txt (File Name)**" message is displayed.
8. Click **Open** to view the attachment.
 - OR**
 - Click **Save** to download the attachment to be viewed later.
 - OR**
 - Click **Cancel** to Exit.

[Top](#)

3.10 Downloading Invoices

In Miscellaneous, you can download specific invoices of your choice. There are two standard ways from where you can download the invoices.

1. Download invoice via Receivables.
2. Download invoice via Payables.



3.10.1 Choosing Invoice Download Options via Receivables

To search invoices, click **Miscellaneous** menu and then point to **Receivables** and then **Manage Invoice. Invoice Search** screen is displayed.

- Fields marked with red (*) are mandatory.
- A blue field by default is a drop down list. The list is displayed only when you start typing in the given field or when you press the down-arrow key on the keyboard.
- By default the last five open invoices are displayed in the Search Results table. If the invoice is not listed, enter the search criteria to find the invoice. You can also view more invoices through pagination control at the bottom of the search results.

Field	Description	Remark
*Billing Year/Month	By default, displays the current year and month.	For example, 2011-Apr.
*Billing Period	By default, displays the current open period.	For example, 4.
Transaction Type	By default, displays All.	Valid values are: <ul style="list-style-type: none"> • All • Original Invoice • Rejection Invoice • Correspondence Invoice • Credit Note
Invoice/Credit Note Status	By default, displays All.	Wide range of status types. For example, All Open, Ready for submission.
Billed Member	Alphanumeric code that uniquely identifies the member in the Member Profile.	For example, NW-012-Northwest
*Billed from Location ID	The Location IDs offered in this List Box will be filtered to those that are associated with the user (Active as well as Inactive).	<ul style="list-style-type: none"> • When the 'Location Association Type' of the user is "None" <ul style="list-style-type: none"> ▪ The List Box field will NOT offer any Location IDs • When the 'Location Association Type' of the user is "All Location IDs" <ul style="list-style-type: none"> ▪ The List Box field will offer ALL Active as well as Inactive Location ID(s) of the Billing Member • When the 'Location Association Type' of the user is "Specific Location IDs" <ul style="list-style-type: none"> ▪ The List Box field will offer only those Location ID(s) of the Billing Member that are associated with the user, whether Active or Inactive
Invoice/Credit Note Owner	Name of the invoice/credit note owner.	By default, displays All.



Field	Description	Remark
Invoice/Credit Note Number	Number of the respective invoice/credit note.	The Invoice Number should be <ul style="list-style-type: none"> • Maximum 10 characters • No hyphen • No Space • No Special Characters
SMI	By default, displays the SMI as All.	Valid values are: <ul style="list-style-type: none"> • ICH • ACH • Bilateral • R- Adjustments Due to Protest • M- ACH using IATA Rules
Charge Category	By default, displays All.	Wide range of charge list. For example, All, ATC, Airport.
Location	Location Code of where service was provided.	When the location code is entered in search criteria, all invoices where this location code is stated at the invoice header level will be displayed in the Search Results list.
File Name	Name of the respective file.	-
Submission Method	Method of invoice submission.	If the invoice you are searching was captured on IS-Web, select IS-Web. If the invoice was sent as an IS-XML then select IS-XML.

Procedure:

1. Select **Billing Year/Month**.
2. Select applicable **Billing Period**.
3. If required, select **Transaction Type**.
4. Select applicable **Invoice/Credit Note Status** from the drop-down list.
5. If required, enter **Billed Member**.
6. Select name of the owner in the **Invoice/Credit Note Owner** drop-down list.
7. Enter **Invoice/ Credit Note Number**.
8. Select applicable **Charge Category** from the drop-down list.
9. Select applicable **SMI** from the drop-down list.
10. Select applicable **Charge Category** from the drop-down list.
11. Enter applicable location code in the **Location** text box.
12. If required, enter the **File Name**.
13. Select applicable **Submission Method** from the drop-down list.
14. Click **Search**. The record(s) are displayed in the Search Results table.
15. To download invoice, click **Zip icon Choose invoice download options** window is displayed.
16. By default, **E-Invoicing Files** check box is disabled.
17. If you want to download only Listing Report, select the **Listing Report** check box.
18. If you want to download only Supporting Documents, click to select the **Supporting Documents** check box.
19. You can also click **Select All** to choose both the options.
20. Enter applicable .zip file name in the **Enter File Name** text box.
21. Click **Download Invoice**. A message confirmation message is displayed.

Related Topics

Viewing Billing History for Invoices/Credit Note



3.10.2 Choosing Invoice Download Options via Payables

To search invoice via **Payables**, click **Miscellaneous** menu and then point to **Payables** and then click **Invoice Search**. **Invoice Search** screen is displayed.

- Fields marked with red (*) are mandatory.
- A blue field by default is a drop down list. The list is displayed only when you type first few letters in or when you press the down-arrow key on the keyboard.

The following table describes various fields appearing on the screen.

Field	Description	Remark
*Billing Year/Month	By default, displays the previously closed year and month.	For example, 2011-Apr
*Billing Period	By default, displays the previously closed billing period.	For example, 3
Transaction Type	By default, displays All	Valid values are: <ul style="list-style-type: none"> • All • Original Invoice • Rejection Invoice • Correspondence Invoice • Credit Note
Billing Member	Alphanumeric code that uniquely identifies the member in the Member Profile.	For example, NW-012-Northwest
*Billed to Location ID	The Location IDs offered in this List Box will be filtered to those that are associated with the user (Active as well as Inactive).	<ul style="list-style-type: none"> • When the 'Location Association Type' of the user is "None" <ul style="list-style-type: none"> ▪ The List Box field will NOT offer any Location IDs • When the 'Location Association Type' of the user is "All Location IDs" <ul style="list-style-type: none"> ▪ The List Box field will offer ALL Active as well as Inactive Location ID(s) of the Billed Member • When the 'Location Association Type' of the user is "Specific Location IDs" <ul style="list-style-type: none"> ▪ The List Box field will offer only those Location ID(s) of the Billing Member that are associated with the user, whether Active or Inactive
Invoice/Credit Number	Alphanumeric code that uniquely identifies the member in the Member Profile.	For example, AB12345678



Field	Description	Remark
SMI	By default, displays All.	Valid values are: <ul style="list-style-type: none"> • All • I - ICH • A - ACH • B - Bilateral • R - Adjustments Due to protest • M - ACH using IATA Rules (MITA)
Charge Category	By default, displays All.	Wide range of charge categories of the invoice. For example, All, ATC, Airport, Cargo.
Location	Location Code of where the service was provided.	When the location code is entered in search criteria, all invoices where this location code is stated at the invoice header level will be displayed in the Search Results list.



Procedure:

1. Select applicable **Billing Year/Month** from the drop-down list.
2. Select applicable **Billing Period** from the drop-down list.
3. Select applicable **Transaction Type** from the drop-down list.
4. If required, enter **Billing Member**.
5. If required, enter **Invoice/Credit Note Number**.
6. Select applicable **SMI** from the drop-down list.
7. Select applicable **Charge Category** from the drop-down list.
8. If required, enter **Location**.
9. Click **Search**. The records are displayed in the Search Results table.
10. To download invoice, click **Zip icon**. **Choose invoice download options** window is displayed.
11. By default, **E-Invoicing Files** check box is disabled.
12. If you want to download only Listing Report, click to select the **Listing Report** check box.
13. If you want to download only Supporting Documents, click to select the **Supporting Documents** check box.
14. You can also click **Select All** to choose both the options.
15. Enter applicable .zip file name in the **Enter File Name** text box.
16. Click **Download Invoice**. A confirmation message is displayed.
17. If required, click **Clear** to clear the entered search criteria.

Related Topics

Viewing Billing History for Invoices/Credit Note



3.11 Viewing an Invoice

3.11.1 Viewing an Invoice using Invoice Search in Payables submenu

2 options to view an invoice:

- If daily delivery of billing invoices chosen, then invoices delivered on a daily basis will be visible on the new screen till they are presented (i.e. after the closure of the Billing Period)
- Once presented, all invoices will be shown in the Payables screen

Viewing an Invoice involves three steps:

- Viewing Miscellaneous Invoice
- Viewing Line Item
- Viewing Line item Detail

3.11.1.1 Viewing Miscellaneous Invoice

To view an invoice, the steps are as follows:

1. Search the Invoice to be viewed.
2. Select the invoice from the list displayed in the **Search Results** section.
3. Click
4. The **View Miscellaneous Invoice** screen is displayed.

The screenshot displays the 'View Miscellaneous Invoice' screen. At the top, there is a navigation bar with 'SIS Simplified Invoicing and Settlement' and 'SIS Air' logo. Below the navigation bar, the breadcrumb trail reads 'Home >> Miscellaneous >> Payables >> View Miscellaneous Invoice'. The main content area is divided into several sections:

- Invoice Header:** Contains fields for Billing Member (XB-E49-Nigerian Airspace Manager), Invoice Number (0091430807), Invoice Date (20-Oct-15), Charge Category (ATC), Location (ATC), P.O. Number, Billing Member's Location ID (Main-Ikeja-Lagos-NG), Billed Member's Location ID (Main-London-GB), Contact of Billing Member (efs@iata.org), Contact of Billed Member, Settlement Method (ICM), Billing Year/Month/Period (2015-Oct-2), Currency of Billing (USD-US Dollar), Tax Amount, Add/Deduct Charge (172420.800), Currency of Clearance (USD), Exchange Rate (1.00000), Total Amount in Billing Currency (172420.800), CH Agreement Indicator, CH Due Date (DD/MMM-YY), Invoice Owner (SYSTEM_USER), and Total Amount in Clearance Currency (172420.800).
- Notes:** Contains two notes. The first note describes the document's issuance by IATA EF Services. The second note states the invoice will be settled through IATA Clearing House.
- Additional Details:** Shows the Previous Invoice Number (0091430807).
- Attachments:** Shows Attachment Indicator - Original (Yes), Attachment Indicator - Validated (No), Number of Attachments (0), IS Validation, and Suspended Flag.
- Line Items Table:** A table with columns: Actions, Line Item #, Charge Code, Service Start Date, Service End Date, Description, Quantity, UOM Code, Unit Price, Scaling Factor, Line Total, Tax, VAT, and Add/ Deduct Charge. It lists three items: 10 Over-flight, 20 Over-flight, and 30 Approach.

At the bottom of the screen, there is a footer with copyright information: '© 2015 International Air Transport Association. All rights reserved.' and 'Build: SIS_REG | DR: SISMP'.

- The details for the invoice are displayed.
- Click **Back to Manage Invoice** to go back to the **Invoice Search** screen.

The procedure to View the Line Item is as follows:

1. Select the Line Item from the list displayed in the **Line Items** section.

2. Click .

3. The **View Line Item** screen is displayed.

The details for the Line Item are displayed.

Note:

If Payables Invoices/Credit Notes are searched for then only Presented Invoices/Credit Notes will be visible

Top



3.11.1.2 Viewing Line Item

Refer the procedure to view Line Item.

View Line Item

Invoice Header

Invoice Number: sisin02 Invoice Date: 08-Aug-2011 Billing Member: SI-154 Charge Category: Engineering
 Billing Amount: AUD 5,750,000
 Invoice Status: Presented Billing Period: Aug 2011 P1

Line Item

Line Item #: 1

* Charge Code: Handling LM Location (Airport/City Code): P.O. Line Number: Product ID:

* Description: Handling LM

* Service Start Date: 01-Aug-11 * Service End Date: 31-Aug-11 * Quantity: 1 * UOM Code: EA-EACH

* Unit Price: 5,000,000

Scaling Factor: 1 Line Total: 5,000,000 Tax Amount: 250,000 VAT Amount: 250,000

Add/Deduct Charge: 250,000

Line Net Total: 5,750,000

Additional Details: Additional Details Description:

Buttons: Add New Line Item | Add Line Item Detail | Attachments | Back

Actions	Line Detail #	Service Start Date	Service End Date	Description	Quantity	UOM Code	Unit Price	Scaling Factor	Line Detail Total	Tax	VAT	Add/D Chg
	1	01-Aug-11	31-Aug-11	Handling LM	1	EACH	5,000,000	1	5,000,000	250,000	250,000	

Page 1 of 1

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1. The details for the Line Item are displayed.
2. Click **Back** to go back to **View Miscellaneous Invoice** screen.

The procedure to view the Line Item details is as follows:

1. Select the Line Item Detail from the list displayed in the **Line Item Details** section.

2. Click .

3. The **View Line Item Details** screen is displayed.

The details for the Line Item are displayed.

Top



3.11.1.3 Viewing Line Item Details

Refer the procedure to view Line Item Detail.

Invoice Header				
Invoice Number: TST2015 Invoice Status: Open	Invoice Date: 25-Mar-2015 Billing Period: May 2015 P3	Billed Member: TA-XXXXXXXXXXXX	Charge Category: Finance	Billing Amount: USD 1,000,000
Line Item				
Line Item Number: 1 Quantity: 1 Tax: 0.000 Description: Test	Charge Code: Misc UOM Code: EA VAT: 0.000	Service Start Date: 01-Mar-15 Unit Price: 1,000,000 Add Charge/ Deduction: 0.000	Service End Date: 31-Mar-15 Scaling Factor: 1 Line Net Total: 1,000,000	Location Code: BOM Line Total: 1,000,000
Line Item Detail				
Line Item Detail #: 1 Service Start Date: 1 Mar-2015 Description: TEST	* Service End Date: 31 Mar-2015	Product ID:		
Minimum Quantity Flag: <input type="checkbox"/>	Quantity: 0.0000	* UOM Code: EA-Each	* Unit Price: 0.0000	Scaling Factor: 1
Line Detail Total: 0.000	Tax Amount:	VAT Amount:	Add/Deduct Charge:	Line Detail Net Total: 0.000
Optional Information				
Settlement Details Settlement Currency Code: [Please Select] Amount: Name: Days Overdue:		Local Currency Code: [Please Select] Call Day Name: Partial Payments Number: Date: [DD-MMM-YY]	Exchange Rate: Due Date Flag: [Please Select] Clearance Period: Suspended Airline: CT-XXXXXXXXXXXX	Daily Rate: Due Date: [DD-MMM-YY] Interest Rate: Invoice Ref. Number:
Fare Class: Select Optional Group: [Settlement Details] Add				


1. The details for the Line Item are displayed.
2. Click **Back** to go back to **View Line Item** screen.

Top



3.11.2 Viewing an Invoice using Billing History and Correspondence submenu

To view an invoice, the steps are as follows:

1. Search the Invoice to be viewed.
2. Select the invoice from the list displayed in the **Search Results** section.
3. Click .
4. The **View Miscellaneous Invoice** screen is displayed.

The screenshot shows the 'View Miscellaneous Invoice' interface. At the top, there's a navigation bar with 'SIS Air' and 'Simplified Invoicing and Settlement'. Below that, a breadcrumb trail reads 'Home >> Miscellaneous >> Payables >> View Miscellaneous Invoice'. The main content area is divided into several sections:

- Invoice Header:** Contains fields for Billing Member (XB-EST-NORMAN MANLEY INTER), Invoice Number (0091291349), Invoice Date (17-Jul-15), Charge Category (Airport), Location (Airport/City Code), P.O. Number, Billing Member's Location ID (Main-Fort Worth-US), Billed Member's Location ID (Main-Fort Worth-US), Contact of Billing Member (efis@iata.org), Contact of Billed Member, Settlement Method (BILATERAL), Billing Year/Month/Period (2015-Jul-2), Currency of Billing (USD-Jamaican Dollar), Tax Amount, VAT Amount, Add/Deduct Charge, Total Amount in Billing Currency (8393121.440), Currency of Clearance, Exchange Rate, Total Amount in Clearance Currency, Digital Signature (D: Default), CH Agreement Indicator, CH Due Date (DD-MMM-YY), and Invoice Owner (SYSTEM_USER).
- Payment Details:** Includes Payment Terms Code (DOT1), Payment due by (DD-MMM-YY) within () days, Get discount of (0.00) % in case payment made by (DD-MMM-YY) within () days, Remarks (Beneficiary IATA), Bank Name, IBAN, SWIFT, Bank Code, Branch Code, Bank Account Number, Bank Account Name, and Currency Code.
- Notes:** Contains three notes with descriptions: 'DO NOT PAY: Invoice deducted from BSP - JAMAICA sales', 'This document has been issued and transmitted by IATA EF Services, 33, Route de Aeroport, 1215 Geneva 15 Airport, on behalf of NMIA Airports Limited', and 'These amounts will be debited through BSP JAMAICA in accordance with your agreement'.
- Additional Details:** Includes Additional Details Description (0091291349) and Previous Invoice Number.
- Attachments:** Shows Attachment Indicator - Original (Yes), Attachment Indicator - Validated (Yes), Number of Attachments (2), IS Validation, and Suspended Flag.
- Line Items:** A table with columns: Actions, Line Item #, Charge Code, Service Start Date, Service End Date, Description, Quantity, UOM Code, Unit Price, Scaling Factor, Line Total, Tax, VAT, and Add/ Deduct Charge. It lists three items: 10 Fees (Boarding Bridge Fee), 20 Runway Charges (Landing), and 30 Parking (Parking).

At the bottom, there's a pagination control showing 'Page 1 of 1' and 'View 1 - 3 of 3'. A 'Back to Manage Invoice' button is also present.

- The details for the invoice are displayed.
- Click **Back to Billing History** to go back to the **Billing History** screen.

The procedure to initiate rejection for the line item is as follows:

1. Select the line item from the list displayed in the **Line Items** section.
2. Click **Reject**.
3. The **Create Miscellaneous Rejection Invoice** screen is displayed.
4. Enter the details for the Rejection invoice.

Viewing an Invoice involves three steps:

- Viewing Miscellaneous Invoice



- Viewing Line Item
- Viewing Line item Detail

Follow the procedure as Explained in **Viewing an Invoice using Invoice Search in Payables submenu**
 The procedure to View the Line Item is as explained in the Topic: **Viewing Line Item**.

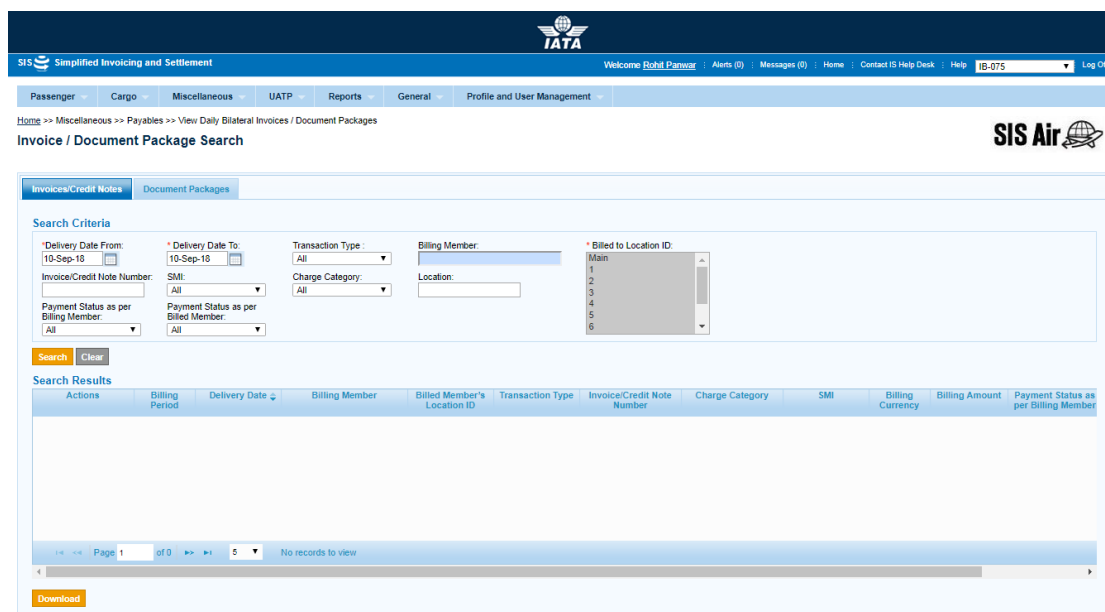
Note:


If Payables Invoices/Credit Notes are searched for then only Presented Invoices/Credit Notes will be visible

3.11.3 Viewing Daily Bilateral Invoices

To view daily bilateral invoice, the steps are as follows:

1. Go to Miscellaneous menu
2. Click on Payables menu
3. Click on View Daily Bilateral Invoices sub menu
4. In the Invoice Search screen search the Invoice to be viewed.



5. Select the invoice from the list displayed in the **Search Results** section.
6. Click .
7. The **View Miscellaneous Invoice** screen is displayed.



SIS Simplified Invoicing and Settlement Welcome Paul Harris | Alerts (0) | Messages (1) | Home | Contact IS Help Desk | Help | 18-075 | Log Off

Passenger - Cargo - Miscellaneous - UATP - Reports - General - Profile and User Management

View Miscellaneous Invoice

Invoice Header

Billing Member: XB-Q02-Heathrow Airport Limited	* Invoice Number: 1618822	* Invoice Date: 22-Oct-15	* Charge Category: ATG	Location (Airport/City Code): LHR
P.O. Number:	* Billing Member's Location ID: Main-Middlesex-GB	Billed Member's Location ID: Main-London-GB	Contact of Billing Member: michael.mccamy	Contact of Billed Member:
* Settlement Method: BILATERAL	* Billing Year/Month/Period: 2015-Oct-3	* Currency of Billing: GBP-Pound Sterling	Tax Amount:	VAT Amount: 0.000
Add/Deduct Charge:	Total Amount in Billing Currency: 397908.120	* Currency of Clearance:	* Exchange Rate:	Total Amount in Clearance Currency:
Digital Signature: N.No	CH Agreement Indicator:	CH Due Date: DD-MMM-YY	Invoice Owner: SYSTEM_USER	

Payment Details

Payment Terms Code: 14 Days Payment due by 05-Nov-15 within 14 days Get discount of 0.00 % in case payment made by DD-MMM-YY within days

Remarks: PAYMENT IS DUE 14 DAYS FROM THE INVOICE DATE

Bank Name: CITIBANK H10 USD	IBAN:	SWIFT: CITIUS33	Bank Code: 21000069	Branch Code: 930
Bank Account Number: 05358679	Bank Account Name: BRITISH AIRWAYS PLC	Currency Code: USD		

Original Invoice: Rejection Invoice: Correspondence Invoice:

Notes

Note: RemitTo

Note Description: Credit transfers may be made directly to our bank

Additional Details: CustomerAccountNo	Additional Details Description: 111092
Additional Details: InvoiceTitle	Additional Details Description: NAVIGATION SERVICE CHARGES
Additional Details: CustomerAddressID	Additional Details Description: 1

Attachment Indicator - Original: No Attachment Indicator - Validated: No Number of Attachments: 0 IS Validation: Suspended Flag:

Attachments

Actions	Line Item #	Charge Code	Service Start Date	Service End Date	Description	Quantity	UOM Code	Unit Price	Scaling Factor	Line Total	Tax	VAT	Add/ Deduct Charge
<input type="checkbox"/>	1	Approach	16-Oct-15	20-Oct-15	NAVIGATION SERVICE CHARGE	1	EA	397,908.1200	1	397,908.120	0	0.000	0

Page 1 of 1 View 1 - 1 of 1

[Back to Manage Invoice](#)

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Passenger - Cargo - Miscellaneous - UATP - Reports - General - Profile and User Management

Home >> Miscellaneous >> Payables >> View Daily Bilateral Invoices >> View Miscellaneous Invoice >> View Line Item >> View Line Item Detail

View Line Item Detail

Invoice Header

Invoice Number: Inv_Loc7	Invoice Date: 27-Aug-2014	Billing Member: AA-001	Charge Category: Service Provider	Billing Amount: USD 1,000,000
Invoice Status: Presented	Billing Period: Mar 2015 P4			

Line Item

Line Item Number: 1	Charge Code: CDA	Service Start Date: 01-Aug-14	Service End Date: 31-Aug-14	Location Code:
Quantity: 100	UOM Code: EA	Unit Price: 10.0000	Scaling Factor: 1	Line Total: 1,000,000
Tax: 0.000	VAT: 0.000	Add Charge Deduction: 0.000	Line Net Total: 1,000,000	

Line Item Detail

Line Item Detail # 1

Service Start Date: 01-Aug-2014 * Service End Date: 31-Aug-2014 Product ID:

Description: TEST

Minimum Quantity Flag:	* Quantity: 100.0000	* UOM Code: EA-Each	* Unit Price: 10.0000	Scaling Factor: 1
Line Detail Total: 1000.000	Tax Amount: 0.000	VAT Amount: 0.000	Add/Deduct Charge: 0.000	Line Detail Net Total: 1000.000

Settlement Details

* Exchange Rate: 2.03000	* Daily Rate: 1.25000	* Amount: 200.000	Name: Outstanding	* Invoice Ref. Number: (INV)
Settlement Currency Code: USD	Local Currency Code:	Call Day Name:	Partial Payments Number: 0.000	Date: DD-MMM-YY
Due Date: DD-MMM-YY	Days Overdue:			
Suspended Airline: CTAWWWWWWWWW	Fare Class:			

Optional Information



- The details for the invoice are displayed.

Viewing an Invoice involves three steps:


- Viewing Miscellaneous Invoice
- Viewing Line Item
- Viewing Line item Detail

Follow the procedure as Explained in **Viewing an Invoice using Invoice Search in Payables submenu**

3.12 Working with Audit Trail

3.12.1 Viewing Audit Trail

To view the Audit trail, the steps are as follows:

1. Search the Invoice.
2. Select the invoice from the list displayed in the **Search Results** section.
3. Click .
4. The **Billing History Audit Trail** screen is displayed.

Billing Period	Billing Member	Billed Member	Invoice Number	Invoice Date	Charge Category	PO Number	Net Amount
Aug 2011 P1	SI-154-SIS Airways	WI-221-Wings Airways	sisin02	08-Aug-11	Engineering		AUD 5,750,000


Line Item #	Charge Code	Description	Quantity	UOM Code	Unit Price	Currency Code	Gross Amount	Tax	VAT	Add/Deduct Charge	Net Amount
1	Handling LM	Handling LM	1	EACH	5,000.0000	AUD	5,000.000	250.000	250.000	250.000	5,750.000

Back Generate PDF Include Supporting Document(s)

5. Audit trail is displayed in descending chronological order.
6. Audit trail can be printed.
7. Click **Back** to view audit trail for another invoice or correspondence.

Generate PDF

- The audit trail screens provides an option to download the contents of the screen in PDF format with or without the supporting documents
- At the bottom of the screen, there button 'Generate PDF' will perform this function
- If checkbox 'Include Supporting Documents' is unchecked and this button is pressed, the PDF will be available for download instantly (without the supporting documents)
- If checkbox 'Include Supporting Documents' is checked and this button is pressed, the system will provide a zipped package of the PDF and the supporting documents. This package will not be available instantly. The user who requested for the package will be informed via email once the package is created and made available for download

 Generation of the audit trail package is in progress. You will be notified via email once it is ready for download. [File:MISC-Audit Trail-0-20130918-120918.zip]



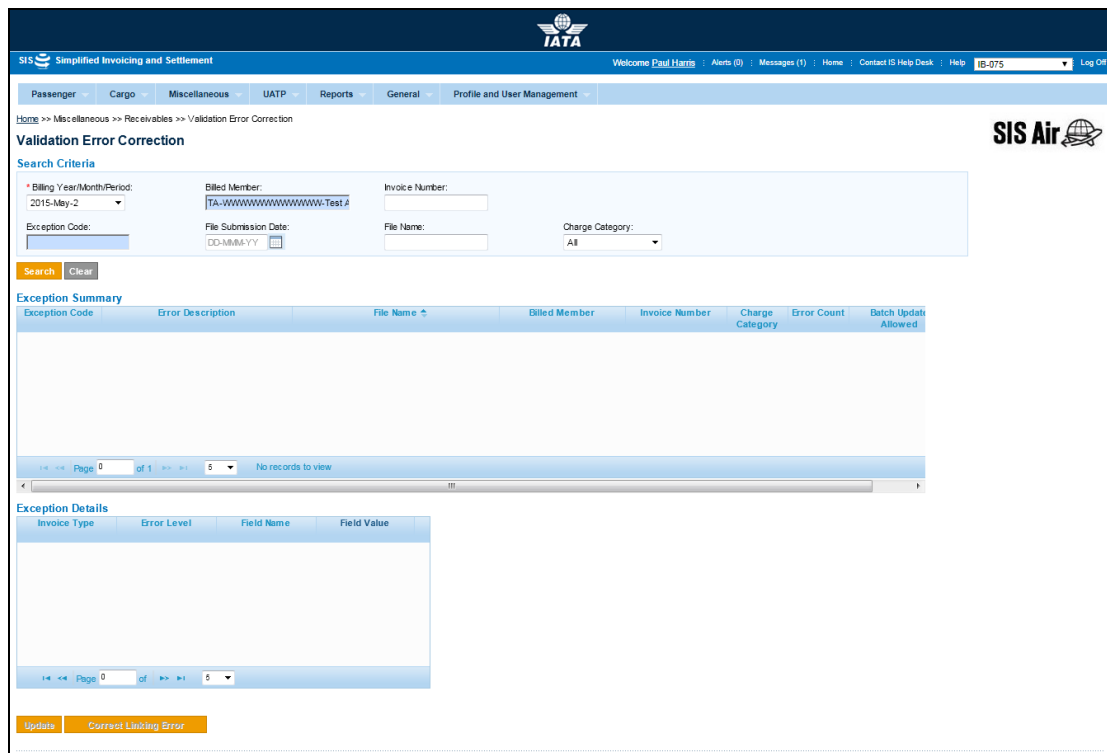
3.13 Validation Error Correction

You can use the **Validation Error Correction** screen correct validation errors related to **IS-IDEC** or **IS-XML** files. For error data to be visible on the screen (and subsequently corrected), the Invoice or Credit Note status should have status **Error – Correctable**.

3.13.1 Correcting Validation Errors

To correct the Validation Errors, the steps are as follows:

1. Click **Miscellaneous** menu.
2. Click **Receivables** submenu.
3. Click **Validation Error Correction** option.
4. The **Validation Error Correction** screen is displayed.



Note: The Sections/Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Sections/Fields	Description	Remarks
Search Criteria		



Sections/Fields	Description	Remarks
*Billing Year/Month/Period	It indicates the clearance Year/Month/Period of the Invoice/Credit Note/Correspondence Invoice	By default it displays the current Year/Month/Period.
Billed Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the ID of the member to whom the invoice is sent. For example, WI-023-Wings Airways
Invoice Number	Unique alphanumeric code that identifies the invoice.	-
Exception Code	It is the Exception Code assigned by the system and as received in the detailed validation report.	-
File Submission Date	The UTC date on which the file was submitted in IS.	Select the date from the Date Picker.
File Name	The name of the file.	-
Charge Category	It indicates the category of services being billed on an invoice.	Valid values are as follows: <ul style="list-style-type: none"> • ATC • Airport • Cargo • Engineering • Flight Ops • Finance • Ground Handling • IT Services • Mail • Miscellaneous • Partner Alliance • Property • Service Provider
Exception Summary	This section displays the results for the search performed.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Exception Code • Error Description • File Name • Billed Member • Invoice Number • Charge Category • Error Count • Batch Update Allowed



Sections/Fields	Description	Remarks
Exception Details	It displays the details for the Exception when an exception is selected in the Exception Summary section.	<p>The details for the following fields are displayed:</p> <ul style="list-style-type: none"> • Invoice Type • Error Level: For a failed invoice submission, it clearly states the level at which the error has occurred. For example, either at the header, source code, line item/line item details level and so on. • Field Name: It is the name of the field where the error has been triggered. • Field Value: It indicates the invalid value that has been entered. <p>By default, the details for the first record in the Exception Summary section are displayed.</p>

Buttons	Description	Remarks
Search	Click Search to search the details for the invoices with linking errors.	The results are displayed in the Exception Summary section.
Clear	Click Clear to clear the data in the Search Criteria section.	-
Update	Click Update to update the errors related to the fields in the record selected.	<p>The Update screen is displayed. Enter the new value for the field. This value is then validated as per the record structure validation.</p> <p>The data is saved when the value entered passes the validations; else you will receive a notification that no changes are done to the existing value.</p> <p>This button is enabled as per the error in the record selected.</p> <p>Note: Click Batch Update if there are similar errors to be corrected within the file to be updated.</p>
Correct Linking Error	Click Correct Linking Error to Correct the linking errors for the record selected.	<p>The Correct Linking Error screen will be displayed.</p> <p>This button is enabled as per the error in the record selected.</p> <p>The fields displayed are as per the record selected (Rejection Invoice, Correspondence Invoice).</p>

The procedure to search Invoices with validation errors is as follows:

1. Enter the details for the following fields:
 - **Billing Year/Month/Period**
 - **Billed Member**
 - **Invoice Number**
 - **Exception Code**
 - **File Submission Date**
 - **File Name**

- **Charge Category**
- 2. Click **Search**.
- 3. The results are displayed in the **Exception Summary** section.

The procedure to update the validation errors is as follows:

1. Select the record to be updated from the list displayed in the **Exception Details** section.
2. Click **Update**.
3. The **Update** screen is displayed.
4. Enter the value for the field to be updated.

Note: The data is saved when the value entered passes the validations. Else you will receive a notification that no changes are done to the existing value.

The procedure to correct the Linking Errors is as follows:

1. Select the record from the list displayed in the **Exception Details** section.
2. Click **Correct the Linking Errors**.
3. The **Correct the Linking Errors** screen is displayed.
4. Enter the value for the field to be updated.

Note: The data is saved when the value entered passes the validations. Else you will receive a notification that no changes are done to the existing value.

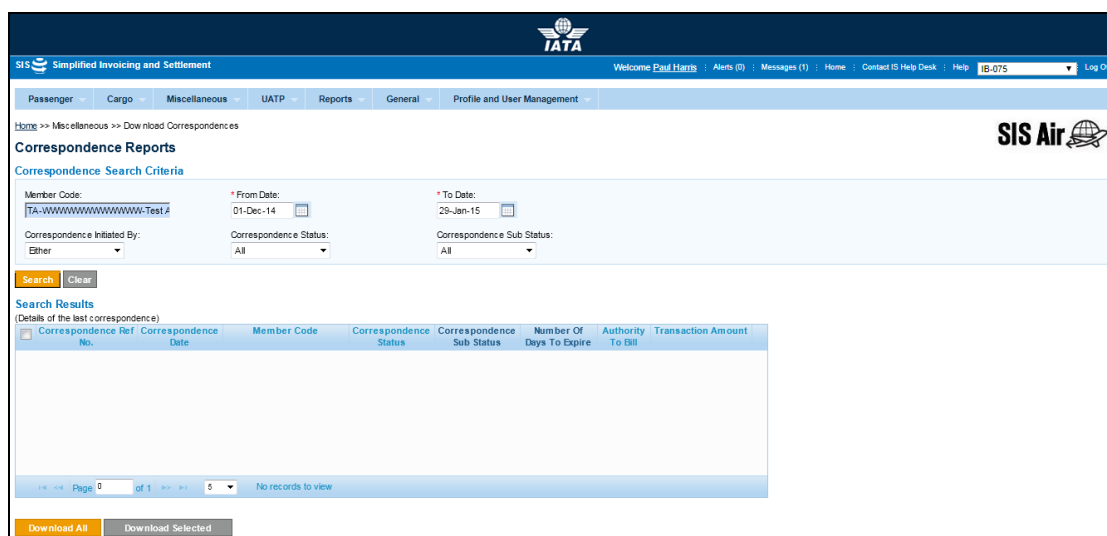


3.14 Downloading Correspondence Reports

Using this screen, you will be able to download the Correspondences (as per the selection criteria) in a PDF format.

To download the correspondences, the steps are as follows:

1. Click **Miscellaneous** menu.
2. Click **Download Correspondences** submenu.
3. The **Correspondence Reports** screen is displayed.



Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
Member Code	Unique alphanumeric code that identifies the member in the Member Profile.	It is the ID of the member with whom correspondence has happened. For example, WI-023-Wings Airways
*From Date	It is the date of start of correspondence.	The date can be added manually or by choosing a date from the calendar.
*To Date	It is the date of current correspondence.	The date can be added manually or by choosing a date from the calendar
Correspondence Initiated By	It indicates the member who initiates the correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Self • Other carrier • Either Entity receiving the last rejection invoice is always the initiating entity.

Fields	Description	Remarks
Correspondence Status	It indicates the status of correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Open • Closed • Expired
Correspondence Sub Status	It indicates the sub status of the correspondence.	Valid values are: <ul style="list-style-type: none"> • All • Received • Saved • Responded • Ready For Submit • Pending • Billed • Due to Expiry • Accepted By Correspondence Initiator Note: The values of Correspondence Sub Status will be shown based on selected Correspondence Sub Status

Buttons	Description	Remarks
Search	Click Search to search the details for the correspondence.	The results are displayed in the Search Results section.
Clear	Click Clear to clear the data in the Correspondence Search Criteria section.	-
Download All	Click Download All to generate a single zip file containing PDF files for all the correspondence in the Search Results section.	-
Download Selected	Click Download Selected to generate a single zip file containing PDF files for only the selected correspondence/s.	-

The procedure to search for the Correspondence to be downloaded is as follows:

- Enter the details for the following fields:
 - **Member Code**
 - **From Date**
 - **To Date**
 - **Correspondence Initiated By**
 - **Correspondence Status**
 - **Correspondence Sub Status**
- Click **Search**.
- The results are displayed in the **Search Results** section.

The procedure to download all the Correspondence is as follows:

- Click **Download All/ Download Selected**.
- The appropriate Correspondences from the **Search Results** section will be downloaded.



3. These correspondences will be zipped and an email notification is sent to the user who made this request with the URL to download this zip file.

Note:

- Supporting Documents that were a part of the correspondence/s will not be provided/ included in the Zip file.



3.15 Common Procedures

3.15.1 Entering Tax Amount

To enter the tax applicable on the entire invoice, line item or line item detail, click the Tax Amount hyperlink. Tax Breakdown capture screen is displayed.

Tax Breakdown ✕

Tax Breakdown Capture

*** Tax Name:**
Please Select ▼

Tax Base Amount:

Tax Percent:

Tax Calculated Amount:

Tax Category:
Please Select ▼

Tax Text:

Add

Tax Breakdown List

Action	Sr. No.	Tax Text	Tax Base Amount	Tax Percent	Tax Calculated Amount	Tax Category	Tax Name

Close

- Fields marked with red (*) are mandatory.

The following table describes various fields appearing on the Tax Breakdown screen.

Field	Description	Remark
*Tax Name	The name of the tax. If there is no specific tax name or code, then select only Tax.	<ul style="list-style-type: none"> This is mandatory field and system will not allow user to capture a blank value (i.e. Please Select) in this field.
Tax Base Amount	Amount on which the tax percent is applicable.	Entered if the tax is applicable as a percentage of a base amount.
Tax Percent	Applicable tax percent.	Entered if tax percent applicable.
Tax Calculated Amount	Calculated by the system if Tax base Amount & Tax Percent are populated.	If the tax is a fixed amount and not a percentage of the Base Amount then you can enter the Tax Calculated Amount without entering Base Amount and Tax Percent.
Tax Category	Specific category of tax.	-
Tax Text	Description or remarks of the tax.	For example, Sales tax at 5%.

Entering the tax applicable on the invoice, Line Item or Line Item Detail Level:

1. Select **Tax Name** from drop-down list.
2. If required, enter **Tax Base Amount**.



3. If required, enter **Tax Percent**.
4. Enter directly or press **Tab** key to get the **Tax Calculated Amount**.
5. Select applicable **Tax Category** from the drop-down list.
6. Enter description or remarks of the Tax in the **Tax Text** box.
7. Click **Add**. The added details get entered in the Tax Breakdown list table.

Deleting the record from the Tax Breakdown list:

If required, you can delete the record from the Tax Breakdown list.

1. Select the record from the list.
2. Click delete icon. A message conformation is displayed.
3. Click **OK** to confirm. The record is deleted.



3.15.2 Entering VAT Amount

To enter the VAT applicable on the entire invoice, click the **VAT Amount** hyperlink on the invoice header. **VAT Breakdown Capture** screen is displayed.

VAT Breakdown Capture

* VAT SubType: <input type="text" value="GST"/>	* VAT Base Amount: <input type="text"/>	VAT Percent: <input type="text"/>	VAT Calculated Amount: <input type="text"/>	VAT Category: <input type="text" value="Please Select"/>
Description: <input style="width: 100%;" type="text"/>				

Add

VAT Breakdown List							
Action	Sr. No.	Description	VAT SubType	VAT Base Amount	VAT Percent	VAT Calculated Amount	VAT Category
✖	1	VAT @ 5 %	GST	2500.000	5.000	125.000	Standard

Derived VAT List							
Sr. No.	Description	VAT SubType	VAT Base Amount	VAT Percent	VAT Calculated Amount	VAT Category	
No records to view							

Page 0 of 1 5 No records to view

Close

Field	Description	Remark
*VAT Subtype	By default, displays VAT.	-
*VAT Base Amount	The amount on which the VAT Percent is applicable.	-
VAT Percent	The applicable VAT Percent.	-
VAT Calculated Amount	The Calculated VAT Amount according to the VAT Base Amount and VAT Percent.	The amount is derived by the system.
VAT Category	The specific category of VAT.	For example, Standard, Exempt.
Description	Description or Remarks for the VAT.	For example, VAT at 5%

Entering the VAT applicable on the invoice:

1. Select applicable VAT Sub Type.
2. Enter **VAT Base Amount**.
3. Enter **VAT Percent**.
4. Press Tab key to get the **VAT Calculated Amount**.



5. Select applicable **VAT Category** from the drop-down list.
6. Enter description or remarks for the **VAT** in the **Description** text box.
7. Click **Add**. The entered details get added in the **VAT Breakdown list**.
8. Click **Close** or **X** to exit.

Deleting the record from the VAT Breakdown list:

If required, you can delete the record from the VAT Breakdown list.

1. Select the record from the list.
2. Click **Delete**. A confirmation message is displayed.
3. Click **OK** to confirm. The record gets deleted.
4. Click **Close** or **X** to exit.

VAT Derived List: The VAT captured at the Line Item and Line Item Detail levels will be added and displayed in the derived list.

The VAT amount at the lower levels is grouped by the following parameters;

1. VAT Sub-Type
2. VAT Category
3. VAT Text
4. VAT Percent

The following fields are displayed in the VAT Derived List section:

Field	Description
VAT Subtype	Applicable Subtype of the VAT.
VAT Base Amount	The amount on which the VAT Percent is applicable.
VAT Percent	The applicable VAT Percent.
VAT Calculated Amount	The Calculated VAT Amount according to the VAT Base Amount and VAT Percent.
VAT Category	The specific category of VAT.

3.15.3 Entering VAT for Line Item/Line Item Detail

To enter the VAT applicable on the entire invoice, click the **VAT Amount** hyperlink on the invoice header. **VAT Breakdown Capture** screen is displayed.

Field	Description	Remark
*VAT Subtype	By default, displays VAT.	-
*VAT Base Amount	The amount on which the VAT Percent is applicable.	-
VAT Percent	The applicable VAT Percent.	-
VAT Calculated Amount	The Calculated VAT Amount according to the VAT Base Amount and VAT Percent.	The amount is derived by the system.
VAT Category	The specific category of VAT.	For example, Standard, Exempt.
Description	Description or Remarks for the VAT.	For example, VAT at 5%

Entering the VAT applicable on the invoice:

1. Select applicable VAT Sub Type.
2. Enter **VAT Base Amount**.
3. Enter **VAT Percent**.
4. Press Tab key to get the **VAT Calculated Amount**.
5. Select applicable **VAT Category** from the drop-down list.
6. Enter description or remarks for the **VAT** in the **Description** text box.
7. Click **Add**. The entered details get added in the **VAT Breakdown list**.
8. Click **Close** or **X** to exit.

Deleting the record from the VAT Breakdown list:

If required, you can delete the record from the VAT Breakdown list.

1. Select the record from the list.
2. Click **Delete**. A confirmation message is displayed.
3. Click **OK** to confirm. The record gets deleted.
4. Click **Close** or **X** to exit.



3.15.4 Entering Add/Deduct Charge for the Invoice/Credit Note Header

To enter any Additional Charges or Deductions, click the hyperlink **Add/Deduct Charge**. **Add/Deduct Charge** Capture screen is displayed.

Add/Deduct Charge Breakdown ✕

Add/Deduct Charge Capture

* Add/Deduct Charge Name: Base Amount: Percent: * Calculated Amount:

Line Item Numbers:

Add

Add/Deduct Charge List

Action	Sr. No.	Add/Deduct Charge Name	Base Amount	Percent	Calculated Amount	Line Item Numbers
✕	1	Exempt	10000.000	5.000	500.000	

Close

Fields	Description	Remarks
* Add/Deduct Charge Name	The name of additional/deduction charge	For example, Handling Fee/Discount
Base Amount	The base amount	Enter only if additional charge or deduction is a percent of the base amount.
Percent	-	Enter only if additional charge or deduction is a percent of the base amount. Enter a negative percent in case of a deduction.
Calculated Amount	The amount calculated if additional charge or deduction is a percent of the base amount.	You can directly enter without entering base amount and percent if the additional/deduction charge is flat. Enter a negative value for a deduction.
Line Item	The line item numbers on which additional/deduction charges are applicable.	The numbers should be separated by a comma. For example, 1,3,4,6 and so on.

**Entering the Add/Deduct Charge applicable on the invoice:**

1. Enter **Add/Deduct Charge Name**.
2. If required, enter **Base Amount**.
3. If required, enter **Percent**.
4. Enter directly or press **Tab** key to get the Calculated Amount.
5. If required, enter applicable **Line Item Numbers**.
6. Click **Add**. The added details get entered in the Add/Deduct Charge List.

Deleting the record from the Add/Deduct Charge List:

1. Select the record from the list.
2. Click delete icon. A conformation message is displayed.
3. Click **OK** to confirm. The record gets deleted.



3.15.5 Entering Add/Deduct Charge for Line Item/Line Item Detail

To enter any additional charges or Deductions, click the **Add/Deduct Charge**. **Add/Deduct Charge Capture** screen is displayed.

✕

Add/Deduct Charge Capture

* Add/Deduct Charge Name:	Base Amount:	Percent:	* Calculated Amount:
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Add

Add/Deduct Charge List

Action	Sr. No.	Add/Deduct Charge Name	Base Amount	Percent	Calculated Amount
✕	1	Exempt	5000.000	5.000	250.000

Close

Field	Description	Remark
*Add/Deduct Charge Name	The name of the additional/deduction charge.	For example, Handling Fee/Discount.
Base Amount	The base amount.	Enter only if the additional charge or deduction is a percent of the base amount.
Percent	-	Enter only if the additional charge or deduction is a percent of a certain base amount. Enter a negative percent in case of a deduction.
Calculated Amount	The amount calculated if the additional charge or deduction is a percentage of the base amount.	You can directly enter without entering base amount and percent if the additional/deduction charge is flat. Enter a negative value for a deduction.

Entering the Add/Deduct Charge applicable on the line item/line item detail:

1. Enter **Add/Deduct Charge Name**.
2. If required, enter **Base Amount**.
3. If required, enter **Percent**.
4. Enter directly or press **Tab** key to get the **Calculated Amount**.
5. Click **Add**. The added details get entered in the **Add/Deduct Charge List**.

**Deleting the record from the Add/Deduct Charge List:**

1. Select the record from the list.
2. Click delete icon. A confirmation message is displayed.
3. Click **OK** to confirm. The record is deleted.



3.15.6 Viewing/Modifying Billing Member-Location ID

Click the hyperlink to view/modify the Billing Member- Location ID. **Billing Member’s Reference Data** screen is displayed.

Billing Member Reference Data
✕

Billing Member’s Reference Data

Location ID:

* Company Legal Name:

Company Registration ID:

Tax/VAT Registration #:

Add. Tax/VAT Registration #:

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

Invoice Footer Information:

* Country:

State/Province/Region:

Postal Code:

Ok
Cancel

The following table describes various fields appearing on the Billing Member’s Reference Data screen.

Field	Description	Remark
Location ID	Displays the MAIN Location ID of the billing member.	-
*Company Legal Name	Display company’s legal name.	For example, SIS Airways.
Company Registration ID	Display company’s registration number/ID.	-
Tax/VAT Registration #	Displays TAX/VAT Registration Number.	-
Add Tax/VAT Registration	Displays Additional Tax/VAT Registration Number if available.	-
*Address Line 1	Displays Line 1 of the Billing Member’s address.	-
Address Line 2	Displays Line 2 of the Billing Member’s address.	-
Address Line 3	Displays Line 3 of the Billing Member’s address.	-



Field	Description	Remark
*City	Displays the City name of the Billing Member.	-
Country	Displays the Country name of the Billing Member.	-
State/Province/Region	Displays the State/Province/Region name of the Billing Member.	-
Postal Code	Displays the Postal Code of the Billing Member.	-
Invoice Footer Information	Shows the legal text required on the invoice.	-

Modifying the Billing Member's Reference Data:

1. Select **Location ID** from the drop-down list. The following fields will get auto-populated and disabled.
2. **Company Legal Name.**
3. **Company Registration ID.**
4. **Tax/VAT Registration #.**
5. **Add Tax/VAT Registration #.**
6. **Address Line 1.**
7. **Address Line 2.**
8. **Address Line 3.**
9. **City.**
10. **Country.**
11. **State/Province/Region.**
12. **Postal Code.**
13. Enter **Invoice Footer Information.**
14. Click **OK** to confirm.

3.15.7 Viewing/Modifying Billed Member-Location ID

Click the hyperlink to view/modify the Billed Member- Location ID. Billed Member’s Reference Data screen is displayed.

Billed Member Reference Data
✕

Billed Member's Reference Data

Location ID:

<p>* Company Legal Name: <input type="text" value="Wings Airways"/></p> <p>Company Registration ID: <input type="text"/></p>	<p>Tax/VAT Registration #: <input type="text"/></p> <p>Additional Tax/VAT Registration #: <input type="text"/></p>
--	--

<p>* Address Line 1: <input type="text" value="New Avenue"/></p> <p>Address Line 2: <input type="text"/></p> <p>Address Line 3: <input type="text"/></p> <p>* City: <input type="text" value="Delhi"/></p>	<p>* Country: <input type="text" value="INDIA"/></p> <p>State/Province/Region: <input type="text"/></p> <p>Postal Code: <input type="text"/></p>
--	---

The following table describes various fields appearing on the Billed Member’s Reference Data screen.



Field	Description	Remark
Location ID	Displays the MAIN Location ID of the billed member.	-
*Company Legal Name	Display company's legal name	For example, SIS Airways.
Company Registration ID	Display company's registration number/ID.	-
Tax/VAT Registration #	Displays TAX/VAT Registration Number.	-
Add. Tax/VAT Registration	Displays Additional Tax/VAT Registration Number.	-
*Address Line 1	Displays Line 1 of the Billed Member's address.	-
Address Line 2	Displays Line 2 of the Billed Member's address.	-
Address Line 3	Displays Line 3 of the Billed Member's address.	-
*City	Displays the City name of the Billed Member.	-
Country	Displays the Country name of the Billed Member	-
State/Province/Region	Displays the State/Province/Region name of the Billed Member.	-
Postal Code	Displays the Postal Code of the Billed Member.	-
Invoice Footer Information	Shows the legal text required on the invoice.	-

Note:

- Capture of Billed Member Reference Data capture is based on Location ID only
- The procedure to change the reference data of the contact is possible only by selecting a different Location ID

3.15.8 Adding/ Modifying Contact of Billing Member- Additional Details

Click the **Contact of Billing Member** hyperlink to add/ modify the contact details of the billing member. Contact of Billing Member- Additional Details screen is displayed.

The following table describes various fields appearing on the Contact of Billing Member-Additional Details.

Field	Description	Remark
Contact Type	Mode of contact.	For example, Telephone.
Contact Value	Value or data of the Contact Type.	For example, 020-65231100.
Description	Specific remarks for the Contact Type.	-

Modifying the contact details of Billing Member:

1. Select applicable **Contact Type**.
2. Enter **Contact Value**.
3. Enter **Description**.
4. Click **Add**. The details get entered in the **Contact Details List**.

Deleting the record from the list:

To delete the record:

1. Select the record from the list.
2. Click **delete icon**.
3. Click **OK** to confirm. The record is deleted.

3.15.9 Adding/ Modifying Contact of Billed Member-Additional Details

Click the hyperlink to add/ modify the Contact of Billed Member- Additional Details.
The following table describes various fields appearing on the Contact of Billed Member-Additional Details.

Field	Description	Remark
Contact Type	Mode of contact.	For example, Telephone.
Contact Value	Value or data of the Contact Type.	For example, 020-65231100.
Description	Specific remarks for the Contact Type.	Specific remarks for the Contact Type.

Modifying the contact details of Billed Member:

1. Select applicable **Contact Type**.
2. Enter **Contact Value**.
3. Enter **Description**.
4. Click **Add**. The added details get entered in the **Contact Details List**.

Deleting the record from the list:

To delete the record:

1. Select the record from the list.
2. Click delete icon.
3. Click **OK** to confirm. The record is deleted.

3.15.10 Dynamic Fields

Mail Details

Fields	Description
Mail No.	AV Number.
Mail Category	Type of Mail Category.
Mail Class	Type of Mail Class.
Number Of Bags	Number of bags of mail category.
Container No.	If a container has been used the number of the container will be stated here.
Bag No.	Bag number of mail.
Consignment No.	Consignment number of mail.

Aircraft Details

Fields	Description
Aircraft Reg. No:	Registration number of the aircraft with no hyphen between the nationality prefix and the remaining characters.
Max Take off Weight: UOM Code	Maximum weight while take off and UOM Code.
Aircraft Type Code	IATA Aircraft Types.
Aircraft Type Code ICAO	ICAO Aircraft Types
Noise Class	Noise Class.
Weight Factor	Weight related factor used in formula to calculate charges.
Aircraft Type Name	Aircraft Type Name.
Engine Type	Engine Type.
Engine No	Serial number of the engine.
Part No	Number of the part used.
Cabin Class	A class of accommodations on some passenger ships lower than first class and higher than tourist class.
Emission Class	Emission Class.
APU	APU
Airframe	Airframe details.
Landing Gear Left Main	Landing Gear Left Main.
Landing Gear Left Wing	Landing Gear Left Wing.
Landing Gear Nose	Landing Gear Nose.
Landing Gear Right Main	Landing Gear Right Main.
Landing Gear Right Wing	Landing Gear Right Wing.



Fields	Description
MaxSeatCapacity	Maximum Seat Capacity.
ActualSeatConfig	Actual Seat Configuration.
Type Of Weight	Use to define weight type.

Flight Details

Fields	Description
Flight No	Unique flight identifier: Shown in field 7 of the ICAO flight plan consisting of either the aircraft reg. or the flight number (which itself consists of the two or three character airline designator code followed by an up to 4 digit number with optional Quebec single suffix letter).
Flight Date Time	Date-Time allowing identifying the flight the service is related to. Time is optional.
Flight Direction	Flight Direction.
Passenger Count: Type	Count of passengers.
Flight Type Code	IATA service type code that distinguishes the type of flight.
Flight Zone	Zone of the flight.
Simulator No	Used for trainings.
Bag Count: Type	Count of bags.
Flight DateTime Schedule	Flight date time schedule.

Route Details

Fields	Description
Location Code: Type:	Airport Code.
Location Code ICAO: Type	ICAO Airport Code.
Waypoint Code-Type	Waypoint identifying when the service of the flight started (Entry), ended (Exit), or any intermediate waypoint (intermediate).
Country Code	Country Code.
Subdivision Code	Subdivision Code.
Flight Information Region	Flight Information Region.
Latitude	Route points coordinate (latitude).
Longitude	Route points coordinate (longitude).
Route Date Time: Type	Date and Time of the Routing indicating the type of routing; if it is for Entry/Exit or intermediate route.
Distance: UOM Code	Total distance covered with the unit of measure code.
Distance Factor	Distance-related factor used in formula to calculate charges.
Distance Type	Indicates if the distance is measured as Greater Circle or as actual.

Fields	Description
Airspace Corridor Code	Code name of the airspace corridor used by the particular flight; usually required by ATC's.
Route Data: Name	Name of the route.
UTC Offset	GMT Offset time.

Parking Details

Fields	Description
Stand No	Stand Number of the parking.
Stand Type	Stand Type of the parking.
On Stand Date Time	Date and Time when the aircraft was parked.
Off Stand Date Time	Date and Time when the aircraft was removed from parking.

Employee Details

Fields	Description
Staff ID	ID of the Staff.
Staff Name	Name of the Staff.
Staff Fore Name	Fore Name of the Staff.
Staff Surname	Surname of the Staff.
Pass No	Pass number.
Pass Issue Date	Issue date of pass.
Pass Expiry Date	Expiry Date of pass.
Issue Description	Reason for issue.

Area Details

Fields	Description
Area ID	Area ID.
Area Name	Name of Area.
Area Location ID	Location ID of Area.
Area Location Name	Location Name of Area.
Address	Address of Area.
Area Size @UOM Code	Total area of the location/ property.
Area Type	Type of Area.
Agreement Number	Agreement Number.

Desk Gate Details

Fields	Description
Desk ID	Desk ID.
Desk Location Name	Desk Location Name.
Desk Type	Desk Type.



Consumption Details

Fields	Description
Meter ID	Meter ID.
Meter Location Name	Meter Location Name.
Start Reading	The start of the meter reading.
Start Date Time	The date and time when the reading was started.
Start Estimate	Start Estimate.
End Reading	The end of the meter reading.
End Date Time	The date and time when the reading was completed.
End Estimate	End Estimate.
Consumed Units @UOM Code	Number of units consumed with the unit of measure.
Temperature @UOM @Type	Temperature of jet fuel
Density @UOM @Type	Density of jet fuel
Utilisation @Type	Use to define type of utilisation.
Prorate	Prorate
Flight Hours	Use to define flight hours.
Flight Cycles	Used to define flight cycles.

Settlement Details

Fields	Description
Amount: Name:	Amount of deposit/ interest/ instalment/ security/ outstanding etc.
Fare Class	Fare Class.
Settlement Currency Code	Defines the settlement currency.
Local Currency Code	The base currency.
Exchange Rate	The exchange rate used to convert local amount to foreign currency.
Daily Rate	The daily exchange rate.
Call Day Name	The day the payment is received and from which the penalty is calculated.
Due Date Flag	To indicate if a due date is applicable.
Due Date	Date on which payment is due.
Days Overdue	Number of days overdue.
Partial Payments: Number	Payments done partially.
Clearance Period	The period to which the penalty applies.
Interest Rate	The interest rate charge for the payment not made.
Suspended Airline	Numeric Airline Code.
Invoice Ref. Number	Reference number of the invoice.

Service Provider Details

Fields	Description
Member Code	SITA specific member code.
Numeric Customer Code	SITA specific numeric member code.
Product Group	Group of Product.
Product Name	Name of Product.
Activity Date	Date of Activity.
Station Code	Station where service is provided.

Passenger Details

Fields	Description
Passenger Name	Name of the passenger.
Ticket No	Ticket Number.
RelatedFlightNumber	Use to define related flight number.
RelatedFlightDateTime	Use to define related flight time date.
Passenger@Type	Use to define type of passenger.

Other Details

Fields	Description
Contract No.	Contract number on which the invoice is based.
Pool No.	For charge category Engineering, Charge Code Pool.
Receipt No.	To define the aviation fuel delivery receipt number.
Reference No @ Name	To define any reference numbers not defined specifically.
Recipient	For charge category Service Provider.
Mishandling Type	To indicate the type of claim in case of mishandled baggage.

Catering Details

Fields	Description
Meal Type/Name	Type of Meal.
Invoice Op Code	The operational status of the flight.
Invoice Disbursement Date	This is the date invoice has been approved for disbursements.
Service Flight Number	Service Flight Number on the invoice.
Service Flight Date	Service Flight departure Date on the invoice.
Board Flight Date	Date of Flight to which catering is loaded.
Board Flight Number	Flight to which catering is loaded.
Facility	Identifies the Facility from where the catering is provided.
Meal Code	Define a specific Meal code as required by the airline.



Accommodation Details

Fields	Description
RoomCategory @Name	Use to define category of Room
RoomType @Name	To define type of Room used
BedType @Name	Use to define type of bed
NumberOfBed	Total Number of beds
TypeOfStay	Used to define type of Stay
EmployeeType	Used to define type of occupant
VoucherCode	Voucher identification
GuestNo	Number of guest in the room

Car Details

Fields	Description
CarCategory @Name	Category of Car
CarType @Name	Type of Car
CarTransmission @Name	Use to define transmission type of Car
CarAirFuelCondition @Name	Use to define Car Air Fuel Condition

Fuel Details

Fields	Description
Previous Ticket Number	Use to define previous ticket number.
Transaction Date	Use to define transaction date.
Delivery Ticket Number	Use to define delivery ticket number.
Unique Ticket ID	Use to define unique ticket ID.
Ticket Source	Use to define source of ticket.
Ticket Status	Use to define Status of ticket.
Ticket Type	Use to define type of ticket.
Ticket Cancel Operator	Use to define cancel operator of ticket.
Airport Of Delivery Of Ticket	Use to define airport of delivery of ticket.
Bill Of Lading	Use to define loading of bill.
Bill Of Lading Date	Use to define loading date of bill.
Carnet Number	Use to define number of carnet.
Carnet Holder Name	Use to define name of carnet holder.
Company Issued Equipment ID	Use to define company issued equipment id.
Fueling Equipment ID	Use to define equipment id of fueling.
Date Of Delivery Of	Use to define delivery date of ticket.



Fields	Description
Ticket	
Delivery Reference Value @Type	Use to define type of delivery reference value
Midpoint Delivery Date	Use to define midpoint delivery date.
Into Plane Code	Use to define into plane code.
Into Plane Name	Use to define into plane name.
IP Transaction Code	Use to define IP transaction code.
IP Transaction Name	Use to define IP transaction name.
BM Transaction Code	Use to define BM transaction code.
Fueling Type	Use to define fueling type.
Fuel Operation Base	Use to define fuel operation base.
Item Tax Invoice Number	Use to define item tax invoice number.
Product ID Customs	Use to define product ID custom.
Item Reference Local Date Type	Use to define type of item reference local date.
Item Reference GMT Date Type	Use to define type of item reference GNTD.

Pricing Details

Fields	Description
Pricing Element	Use to define pricing element.
Pricing Currency Code	Use to define to pricing currency code.
Exchange Rate	Use to define exchange rate.
Pricing Unit Rate Type	Use to define type of pricing unit rate.
Quantity UOMCode	Use to define Quantity UOM code.
Quantity Flag	Use to define flag of quantity.
Quantity Type	Use to define type of quantity.
Local Amount Currency Code	Use to define local amount currency code.
Tolerance Level Type	Use to define type of tolerance level.
Payment Type	Use to define type of payment.
Conversion Mechanism	Use to define conversion mechanism.

Transportation Details

Fields	Description
Transportation Type	Type of Transportation
Transportation Routing	Use to define routing transportation
Transportation Reference Code	Use to define reference code transportation
Transportation Reference Value	Use to define reference value transportation

Fields	Description
Transportation Amount	Use to define amount transportation
Movement Direction To	Use to define start of movement direction.
Movement Direction From	Use to define from

ULD Details

Fields	Description
Container Serial Number	Use to define container serial number.
Customer Order Number	Use to define customer order number.
Start Of Lease	Use to define start of lease.
EndOfLease	Use to define end of lease.
ReleaseLocation	Use to define relase location.
BookedReturnLocation	Use to define booked return location.
ReturnLocation	Use to define return location.
LeaseType	Use to define type of lease.
ServiceLevel	Use to define service level.
BookedEndofLease	Use to define booked end of lease.
BookedLeaseDays	Use to define booked lease days.

Air Way Bill Details MISC

Fields	Description
AWB Serial Number	Use to define AWB serial number.
AWB Check Digit	Use to define AWB check digit.
MAWB Number	Use to define MAWB number.
HAWB Number	Use to define HAWB number.
Origin Airport Code	Use to define origin airport code.
Destination Airport Code	Use to define destination airport code.
From Airport Code	Use to define from airport code.
To Airport Or Point Of Transfer Code	Use to define to airport code or point of transfer code.
Date Of Carriage Or Transfer	Use to define date of carriage or transfer.
Curr Adjustment Indicator	Use to define currency adjustment indicator.
Billed Weight	Use to define billed weight.
Proviso Req SPA	Use to define provision request SPA.

Fields	Description
Prorate Percentage	Use to define prorate percentage.
Part Shipment Indicator	Use to define part shipment indicator.
Filing Reference	Use to define flight reference.
KgLb Indicator	Use to define KgL indicator.
CCA Indicator	Use to define CCA indicator.
Our Ref	Use to define our reference.
Airline Own Use	Use to define airline own use.

Coupon Details MISC

Fields	Description
Ticket No	Use to define ticket number.
Passenger Type	Use to define passenger type..
Passenger Exemptions	Use to define passenger exemptions.
Itinerary	Use to define itinerary.
Reservation Booking Designator	Use to define reservation booking designator.
Fare Basis Ticket Designator	Use to define fare basis ticket designator.
Currency Sale	Use to define currency sale.
Fare Amount	Use to define fare amount.
Exchange Rate	Use to define exchange rate.
Point Of Sale	Use to define point of sale.
Issue Date	Use to define issue date.
TFC Code_IATA	Use to define TFC code IATA.
TFC CurrencyCode	Use to define currency code of TFC.
TFC Amount	Use to define TFC amount.
Coupon Total Amount	Use to define total amount of coupon.

Related Topics

Adding Line Item Details



3.15.11 Charge Category/ Charge Code

Charge Category	Charge Code
ATC	Approach
	Communication
	En-Route
	Meteorology
	Misc
	Oceanic
	Over Flight
Airport	Fees
	Lighting
	Misc
	Parking
	Passenger Services
	Runway Charges
	Security
	Utilities
	Pass and ID
Cargo	Block Space
	Code Share
	Commission
	Misc
	Storage
	ULD Demurrage
	ULD
Engineering	Handling LM
	Lease
	Loans
	Misc
	MRO Maintenance
	MRO Repairs and Overhaul
	Pool
	Sales and Purchase
	Ramp Handling
	Space Rental
	Finance
	Interest
	Penalty
	Maintenance Reserve
Flight Ops	Misc
	Training
Ground Handling	Baggage
	Baggage Delivery
	Cargo Handling
	Catering
	Cleaning
	Commission



Charge Category	Charge Code
	Crew Accommodation
	Crew Transportation
	Customs Service Charge
	Deicing
	Departure Stamps
	Immigration Fines
	Lounge
	Misc
	Mishandling Baggage
	Mishandling Passenger
	Motor Fuel
	Passenger Handling
	Passenger Transportation
	Passenger Security
	Ramp Handling
	Rent Equipment
	Stand
	STPC
	Utilities
	Limousine
FastTrack	
IT Services	Application Charges
	Communication Charges
	Financial Charges
	Misc
Mail	Mail
	Misc
Finance	Adjustments
	Deposit
	Interest
	Legal
	Misc
	Penalty
	Taxes
Partner Alliance	Block Share
	Code Share
	FF Redemption
	Joint Venture
	Misc
	Promotion
	FF Accrual
Property	Misc
	Rent
	Utilities
Service Provider	Assessment
	BSP
	CASS
	CDA
	Fees

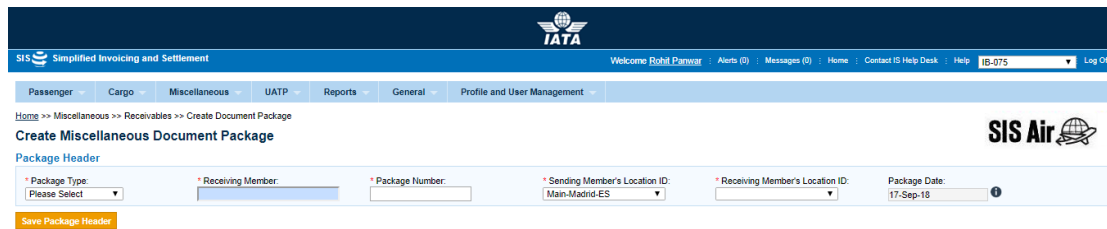


Charge Category	Charge Code
	FF Miles
	Publication
	Meetings and Conferences
	Misc
	Training
	GDS
	GSA Contract
	Hotel
	Trucking
Aviation Fuel	Fuel
	Into Plane
	Farm
	MISC

3.16 Document Package

3.16.1 Create Document Package

To create document package, click **Miscellaneous** menu and then point to **Receivables** and then click **Create Document Package**. **Create Document Package** screen is displayed.



- The fields marked with (*) are mandatory.
- By default, a blue field is a drop-down list. The list is displayed only when you type first few letters press the down-arrow key on the keyboard.
- By default, a grayed field is a derived or auto populated with the data already present in the system.

The following table describes various fields appearing on the Document Package Details.

Field	Description	Remark
* From Package Date	It is the date of start of package.	The date can be added manually or by choosing a date from the calendar.
* To Package Date	It is the date of current package.	The date can be added manually or by choosing a date from the calendar
Receiving Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the member ID to whom the document package is sent.
Sending Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the member ID from whom the document package is received. For example, WI-023-Wings Airways



Field	Description	Remark
Sent to Location ID	The Location IDs offered in this List Box will be filtered to those that are associated with the user (Active as well as Inactive).	<ul style="list-style-type: none"> • When the 'Location Association Type' of the user is "None" <ul style="list-style-type: none"> ▪ The List Box field will NOT offer any Location IDs • When the 'Location Association Type' of the user is "All Location IDs" <ul style="list-style-type: none"> ▪ The List Box field will offer ALL Active as well as Inactive Location ID(s) of the Billing Member • When the 'Location Association Type' of the user is "Specific Location IDs" <p>The List Box field will offer only those Location ID(s) of the Billing Member that are associated with the user, whether Active or Inactive</p>
Package Type	It indicates the Package Type.	<p>Valid value is one of the following:</p> <ul style="list-style-type: none"> • FOD • FTD • FTS • FXS • OPD • OTH • POD • WOD <p>Default value displayed is ALL</p>
Package Number	It indicates the unique Package Number	The Package Number can be up-to four characters.

3.16.2 Search Document Package

To search document package, click **Miscellaneous** menu and then point to **Receivables** and then click **Manage Invoice / Document Package. Search Document Package** screen is displayed.



- The fields marked with (*) are mandatory.
- By default, a blue field is a drop-down list. The list is displayed only when you type first few letters press the down-arrow key on the keyboard.
- By default, a grayed field is a derived or auto populated with the data already present in the system.

The following table describes various fields appearing on the Document Package Details.

Field	Description	Remark
* From Package Date	It displays the From Date for the Document Package.	The current date is displayed by default. To change the date, select from the Date picker.
* To Package Date	It displays the To Date for the File Document Package.	The current date is displayed by default. To change the date, select from the Date picker.
Receiving Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the member ID to whom the document package is sent.
Package Type	It indicates the Package Type.	Valid value is one of the following: <ul style="list-style-type: none"> • FOD • FTD • FTS • FXS • OPD • OTH • POD • WOD Default value displayed is ALL
Package Status	It indicates the Package Status.	Valid value is one of the following: <ul style="list-style-type: none"> • All • Open • Ready for Submission • Ready for Billing • Presented • Validation Error- WEB Invoice






Field	Description	Remark
		<ul style="list-style-type: none"> • Error-Non-Correctable • On Hold
Sent from Location ID	The Location IDs offered in this List Box will be filtered to those that are associated with the user (Active as well as Inactive).	<ul style="list-style-type: none"> • When the 'Location Association Type' of the user is "None" <ul style="list-style-type: none"> ▪ The List Box field will NOT offer any Location IDs • When the 'Location Association Type' of the user is "All Location IDs" <ul style="list-style-type: none"> ▪ The List Box field will offer ALL Active as well as Inactive Location ID(s) of the Billing Member • When the 'Location Association Type' of the user is "Specific Location IDs" <p>The List Box field will offer only those Location ID(s) of the Billing Member that are associated with the user, whether Active or Inactive</p>
Package Number	It indicates the unique Package Number	The Package Number can be up-to four characters.
Package Owner	It indicates the name of the person who has created the package.	
Submission Method	It indicates the method of submission of Invoices.	Valid values are: <ul style="list-style-type: none"> • ALL • IS-WEB • Input File Default value displayed is ALL .
File Name	It indicates the name of package file as received in IS.	

Procedure:

1. Enter **From Package Date**.
2. Enter **To Package Date**.
3. Enter **Receiving Member**.
4. Select applicable **Package Type from the drop-down list**.
5. Select applicable **Package Status** from the drop-down list.
6. Select applicable **Sent from Location ID** from the drop-down list.
7. Enter **Package Number**.
8. Select applicable **Package Owner** from the drop-down list.
9. Select applicable **Submission Method** from the drop-down list.
10. Enter the **File Name**.
11. Click **Search**. The records are displayed in the **Search Results** table.
12. If required, click **Clear** to clear the entered document package search criteria.

Buttons	Description	Remarks
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Buttons	Description	Remarks
	Click Edit to edit the details of the Document Package.	The Edit Miscellaneous Document Package screen is displayed as per the package selected.
	Click Validate to validate the document package.	The Document Package screen is displayed with the confirmation that the package is validated successfully.
	Click Delete to delete the select document package record.	The Invoice/Document Package Search screen is displayed with the confirmation that the record is deleted successfully.
Submit Selected Packages	Click Submit Selected Packages to submit the selected packages to the clearing houses for the settlement.	Document package can be submitted only after the validation checks are cleared.



3.17 Disputes

In Miscellaneous, you can create dispute in three ways. This section describes all three ways to create dispute.

1. Create Dispute via Receivables.
2. Create Dispute via Billing History and Correspondence.
3. Create Dispute via Payables.



3.17.1 Create Dispute via Receivables

To create dispute via receivables, click **Miscellaneous** tab and then point to **Receivables** and then click **Manage Invoice/Document Package**.

- Fields marked with red (*) are mandatory.
- A blue field by default is a drop down list. The list is displayed only when you start typing in the given field or when you press the down-arrow key on the keyboard.

Search Criteria

From Period: 2019-Oct-01 To Period: 2019-Dec-01 Transaction Type: All Invoice/Credit Note Status: All Billed Member: Main UATP
 Invoice/Credit Note Owner: All Invoice/Credit Note Number: SMI: Bruno Roussel Charge Category: All Location: 1
 File Name: Submission Method: All Payment Status as per Billing Member: All Payment Status as per Billed Member: All

Search Results

Actions	Billing Period	Billed Member	Billing Member's Location ID	Invoice/Credit Note Owner	Transaction Type	Invoice/Credit Note Number	Invoice/Credit Note Status	Charge Category	SMI	Billing Currency	Billing Amount	Exch
[Icons]	Nov 2019 P3	BA-125-British Airways	Main	DELETED DELETED	Original Invoice	MISCBIL100	Presented	Finance	B	USD	4,000,000	
[Icons]	Nov 2019 P3	BA-125-British Airways	Main	Bruno Roussel	Original Invoice	MISCVVT66	Presented	Finance	I	USD	2,000,000	
[Icons]	Nov 2019 P3	BA-125-British Airways	Main	DELETED DELETED	Original Invoice	MISC677711	Presented	Finance	I	USD	2,000,000	
[Icons]	Nov 2019 P3	BA-125-British Airways	Main	DELETED DELETED	Original Invoice	MISCBIL001	Presented	Finance	I	USD	3,000,000	
[Icons]	Dec 2019 P1	BA-125-British Airways	MAIN	SYSTEM USER	Original Invoice	121345	Presented	Ground Handling	B	DKK	3,452,900	

Procedure:

1. The following fields are auto-displayed on the Invoice/Document Package screen.
 - From Period
 - To Period
 - Transaction Type
 - Invoice/Credit Note Status
 - Invoice/Credit Note Owner
 - SMI
 - Charge Category
 - Submission Method
 - Payment Status as per Billing Member
 - Payment Status as per Billed Member
2. If required, select applicable **Billed Member**.
3. If required, select **Invoice/Credit Note Number**.
4. If required, select applicable **Location**.
5. If required, enter **File Name**.
6. If required, select applicable **Charge Category** from the drop-down list.
7. If required, select applicable **Rejection Stage** from the drop-down list.
8. Click **Search**. The records are displayed in the **Search Results** table.

The following table describes various fields appearing on the Edit Dispute screen.

Field	Description	Remarks
*From Period	It indicates the clearance year/month of the Invoice/Credit Note.	By default, it displays the current open period. If the current open period is not available, it displays the previous closed billing period.
*To Period	It indicates the clearance period of the Invoice/Credit Note.	By default, it displays the current open period. If the current open period is not available, it displays the previous closed billing period.
Transaction Type	It indicates the transaction to be searched.	Valid values are: <ul style="list-style-type: none"> • Original Invoice • Rejection Invoice • Correspondence Invoice • Credit Note Default value displayed is ALL .
Invoice/Credit Note Status	It indicates the status of Invoice/Credit Note.	Valid value is one of the following: <ul style="list-style-type: none"> • Open • Ready for submission • Ready for Billing • Claimed • Processing complete • Presented • Validation error-WEB Invoice Default value displayed is ALL
Billed Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the member ID to whom the invoice is to be sent. For example, WI-023-Wings Airways
Invoice/Credit Note Owner	It indicates the name of the person who has created the invoice or credit note.	-
Invoice/Credit Note Number	Unique alphanumeric code that identifies the invoice.	-
SMI	It indicates the Settlement Method for the Invoices/Credit Note.	Valid value is one of the following <ul style="list-style-type: none"> • ICH • ACH • Bilateral • Adjustments due to Protests • ACH using IATA Rule • PRO-FORMA Invoice • Invoice Settled through ISS (BSP/CASS) funds • ICH Special Agreement
Charge Category	Indicates the category of charges that can be applied on the invoice.	



Field	Description	Remarks
Location	Indicates the Location.	
File Name	It indicates the name of the file.	It is valid only for IS -WEB Invoices.
Submission Method	It indicates the method of submission of Invoices.	Valid values are: <ul style="list-style-type: none"> • IS-XML • IS-WEB Default value displayed is ALL .
Payment Status as per Billing Member	By default, displays All.	This will contain the Payment Status of the MISC Invoice Credit Notes as per the Billing Member
Payment Status as per Billed Member	By default, displays All.	This will contain the Payment Status of the MISC Invoice Credit Notes as per the Billed Member

Buttons	Description	Remarks
	Click View to view the Invoice/Credit Note.	The View Invoice screen is displayed.
	Click Zip to choose the Invoice/Credit Note download options.	You can choose from the options listed for the invoice to be downloaded: <ul style="list-style-type: none"> • E - Invoicing Files • Listing Report • Supporting Documents
	Click Reject to reject the selected invoice.	The View Invoice screen is displayed. For more information, refer topic Rejecting Invoices .
	Click PDF to download the Invoice/Credit Note in PDF format.	-
	Click Delete to delete the selected invoice.	-
	Click Validate to validate the selected invoice.	-
	Click Initiate Dispute to create the dispute.	-

10. Click **Initiate Dispute** icon. The **Create Dispute** screen is displayed.

Procedure:

- The following fields are auto-displayed on the Create Dispute screen.
 - From Member



- To Member
- Dispute Date
- Dispute Reference Number
- Dispute Stage
- Original Invoice Number
- Original Invoice Charge Category
- Original Invoice Date
- Currency of Original Invoice
- Total Amount of Original Invoice
- Dispute Owner
- To Email ID(s)
- Additional Email ID(s) pertaining to Non-Initiator
- Currency of Dispute
- Total Disputed Amount

2. If required, enter **Additional Email ID(s) pertaining to Initiator**.

3. Click **Save Dispute Header**.

Note: The following table describes various fields on the Create Dispute screen.

Fields	Description	Remarks
From Member	It indicates the entity initiating dispute.	For example, AF-157. It is generated automatically by the system.
To Member	It indicates the entity raising dispute.	For example, IB-075. It is generated automatically by the system.
Dispute Date	Displays the date on which the dispute is sent.	For example, 24-Mar-11. It is generated automatically by the system.
Dispute Reference Number	Displays the dispute reference number for the created dispute generated automatically by the system.	Any subsequent dispute will continue with the same dispute reference number.
Dispute Stage	Displays the dispute stage.	It is generated automatically by the system.
Original Invoice Number	This is the Original Invoice Number.	It is generated automatically by the system.
Original Invoice Charge Category	This is the charge category of the Original Invoice.	It is generated automatically by the system.
Original Invoice Date	This is the date of the Original Invoice.	It is generated automatically by the system.
Currency of Original Invoice	This is the currency of the Original Invoice.	It is generated automatically by the system.
Total Amount of Original Invoice	This is the total amount of the Original Invoice.	It is generated automatically by the system.
Dispute Owner	Displays the name of the person who has created the dispute.	It is generated automatically by the system.
To E-Mail ID (s)	Displays the E-Mail ID of the member as defined in the Member Profile.	It is generated automatically by the system.



Fields	Description	Remarks
Additional E-mail ID(s) pertaining to Non Initiator	Additional E-mail ID's pertaining to Non Initiator can be entered.	<ul style="list-style-type: none"> For multiple email ID's, separate each with ";". This can be modified only by the non initiator.
Additional E-mail ID(s) pertaining to Initiator	Additional E-mail ID's pertaining to Initiator can be entered.	<ul style="list-style-type: none"> For multiple email ID's, separate each with ";". This can be modified only by the initiator.
Currency of Dispute	It is the currency of dispute.	It is generated automatically by the system.
Total Disputed Amount	Displays the total disputed amount.	It is generated automatically by the system.

Once clicking on **Save Header Dispute**, the **Edit Dispute** screen is displayed.

The following table describes various fields on the Edit Dispute screen.

Fields	Description	Remarks
Line Item/Line Item Search Criteria		
Dynamic Field	It indicates the dynamic fields.	For example, Aircraft Reg. No, Flight Number. To select fields, click Dynamic Field.
Dynamic Field Value	It indicates the dynamic field value.	
Line Item Number	It indicates the line item numbers.	For example, Line Item 1 will be incremented while adding a new line item.



Fields	Description	Remarks
Line Item/Line Item Search Criteria		
Line Item Detail Number	It indicates the line item detail numbers.	It is auto-generated by the system.
Charge Code	It indicates the nature of the service charged.	For example, <ul style="list-style-type: none"> • ATCAN: If this is selected you need to enter Charge Code Type. • Chargeback • Fees • Misc
UOM Code	It indicates the unit of measure.	UOM Code can be Hours, Each, Kilogram and so on. If you capture a Line Item detail, then the unit of measure that was entered at this level will be over-written with the details provided at the Line Item detail level.
Service Start Date	It indicates the start date of that period during which the goods or services were delivered.	For example, if the Billing Month Year is October 2011, the date 01-October-2011 will be populated here. <ul style="list-style-type: none"> • Start Date can not be greater than or equal to the Service End Date. If the line item refers to a specific date on which goods or services were delivered then no service start date is required.
Service End Date	It indicates the end date of the period during which the goods or services were delivered.	For example, if the Billing Month Year is October 2011, the date 31-October-2011 will be populated here. <ul style="list-style-type: none"> • End Date can not be less than or equal to the Service Start Date. If the line item refers to a specific date on which goods or services were delivered, then the Service End Date refers to this specific date.

Buttons	Description	Remarks
Save Dispute Header	Click Save Dispute Header to save the details entered for the Dispute.	The Edit Dispute screen is displayed. You can add the details for the Line Item.
View Invoice Header Info	Click View Invoice Header Info to display Invoice Header details of Original invoice on which dispute is initiated.	The View Miscellaneous Invoice screen is displayed.
Search Line Items	Click Search Line Items to search the Line Items.	The results are displayed in the Search Results section.
Search Line Items Details	Click Search Line Items Details to search the Line Items Details.	The results are displayed in the Search Results section.
Clear	Click Clear to clear the data in the Line Item/Line Item Detail Search Results section.	
Mark For review	Click Mark For Review to mark the selected dispute for review.	Only open disputes with sub status Saved can be submitted for review.



Buttons	Description	Remarks
Send For Review	Click Send For Review to send the dispute for review.	-
Send	Click Send to send the dispute.	-
Back	Click Back to go to the Manage Disputes .	-

The procedure to **Add Invoice Level Dispute** is as follows:

1. Click **Add Invoice Level Dispute**.
2. The **Add Disputed Items** screen is displayed.

The following table describes various fields on the Add Disputed Items screen.

Fields	Description	Remarks
*Reason Code Description	It indicates the Reason Code Description.	The description of reason code which are applicable for disputed item level. For example, Invoice, Line Item, Line Item Detail.
Disputed Amount	It indicates the Disputed Amount.	-
*Disputed Field	It indicates the Disputed Field.	-
Original Field Value	It indicates the Original Value of disputed field.	-
Corrected Field Value	It indicates the Correct Value of disputed field.	-

Buttons	Description	Remarks
Add Attachments	Click Add Attachments to add support documents to the dispute.	The Add/Remove Attachments screen is displayed. You can attach supporting documents. To attach supporting documents, click Add Attachments.
Add to Dispute	Click Add to Dispute to add the disputed items.	The disputed items are added to the dispute.
Close	Click Close to close the existing popup.	-





Related topics:

[Create Dispute](#)

[Edit Dispute](#)

[Add Dispute](#)

[Initiate Dispute](#)



3.17.2 Create Dispute via Billing History and Correspondence

To create dispute via Billing History and Correspondence, click **Miscellaneous** tab and then click **Billing History and Correspondence**.

- Fields marked with red (*) are mandatory.
- A blue field by default is a drop down list. The list is displayed only when you start typing in the given field or when you press the down-arrow key on the keyboard.

The screenshot shows the SIS Billing History and Correspondence search interface. It includes search criteria for Invoices and Correspondence, and a search results table.

Invoice Search Criteria

- * Billing Type: Receivables
- * Billing Year / Month: 2018-Aug
- * Billing Period: All
- * Member Code: BA-125-British Airways
- * Billed from/to Location ID: Main
- Invoice Number: [Empty]
- Charge Category: Please Select
- Rejection Stage: Please Select

Correspondence Search Criteria

- * From Date: 20-May-18
- * To Date: 20-Nov-18
- Member Code: [Empty]
- Correspondence Owner: All
- Correspondence Initiating Member: Either
- Correspondence Ref. No.: [Empty]
- * Correspondence Status: All
- Correspondence Sub Status: All
- Authority To Bill: All
- Number Of Days To Expire: [Empty]

Search Result




Actions	Transaction Date	Transaction No.	Member Code	Billing/Billed Member's Location ID	Charge Category	Rejection Stage	Correspondence Status	Correspondence Sub Status	Number Of Days To Expire	Authority To Bill	Transaction Ar
	AUG-18 P2	11044433	125		Airport	0					GBP
	AUG-18 P1	11044301	125		Airport	0					GBP 10.55:
	AUG-18 P1	13012088	125		Finance	0					GBF

Procedure:

1. The following fields are auto-displayed on the Billing History screen.
 - Billing Type
 - Billing Year/Month
 - Billing Period
 - Billed From/to Location ID
2. If required, select applicable **Invoice Number**.
3. If required, select applicable **Charge Category** from the drop-down list.
4. If required, select applicable **Rejection Stage** from the drop-down list.
5. Click **Search**. The records are displayed in the **Search Results** table.

The following table describes various fields appearing on the Billing History screen.

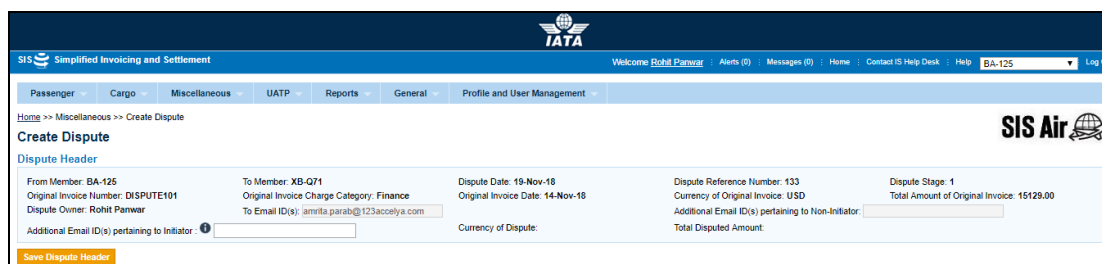
Field	Description	Remarks
*Billing Type	It indicates the Billing Type .	Valid values are: <ul style="list-style-type: none"> • Payables • Receivables Default value displayed is Payables .
*Billing Year/Month	It indicates the Billing Year/Month.	The current open Billing Month is displayed. For example, 2011-OCT.
*Billing Period	It indicates the Billing Period.	The current open Billing Period is displayed. For example, 2011-OCT.
Member Code	It indicates the alphanumeric code of the billing member.	For example, 221- Wings Airways
Billed From/to Location ID	The Location IDs offered in this List Box will be filtered to those that are associated with the user (Active as well as Inactive)	<ul style="list-style-type: none"> • When the 'Location Association Type' of the user is "None" <ul style="list-style-type: none"> ▪ The List Box field will NOT offer any Location IDs • When the 'Location Association Type' of the user is "All Location IDs" <ul style="list-style-type: none"> ▪ The List Box field will offer ALL Active as well as Inactive Location ID(s) of the Billed Member • When the 'Location Association Type' of the user is "Specific Location IDs" <ul style="list-style-type: none"> ▪ The List Box field will offer only those Location ID(s) of the Billing Member that are associated with the user, whether Active or Inactive
Invoice Number	It indicates the number of the invoice to be searched.	For example, AB12345678.
Charge Category	It indicates the Charge Category.	For UATP Module, the only applicable charge category is UATP .
Rejection Stage	It indicates the Rejection Stage of the Invoice.	Valid values are <ul style="list-style-type: none"> • 1 • 2

Buttons	Description	Remarks
	Click Show Audit Trail to view the billing history audit trail.	For more information, refer topic Viewing Audit Trail .
	Click View to view the Invoice/Credit Note.	The View Invoice screen is displayed.
	Click Zip to choose the Invoice/Credit Note download options.	You can choose from the options listed for the invoice to be downloaded: <ul style="list-style-type: none"> • E - Invoicing Files



Buttons	Description	Remarks
		<ul style="list-style-type: none"> Listing Report Supporting Documents
	Click Reject to reject the selected invoice.	The View Invoice screen is displayed. For more information, refer topic Rejecting Invoices .
	Click PDF to download the Invoice/Credit Note in PDF format.	-
	Click Delete to delete the selected invoice.	-
	Click Validate to validate the selected invoice.	-
	Click Initiate Dispute to create the dispute.	-
	Click Show Details to View Miscellaneous details.	-

10. Click **Initiate Dispute** icon. The **Create Dispute** screen is displayed.



Procedure:

4. The following fields are auto-displayed on the Create Dispute screen.

- From Member
- To Member
- Dispute Date
- Dispute Reference Date
- Dispute Stage
- Original Invoice Number
- Original Invoice Charge Category
- Original Invoice Date
- Currency of Original Invoice
- Total Amount of Original Invoice
- Dispute Owner
- To Email ID(s)
- Additional Email ID(s) pertaining to Non-Initiator

5. If required, enter **Additional Email ID(s) pertaining to Initiator**.

6. Click **Save Dispute Header**.

Note: The following table describes various fields on the Create Dispute screen.

Fields	Description	Remarks
From Member	It indicates the entity initiating dispute.	For example, AF-157. It is generated automatically by the system.
To Member	It indicates the entity raising dispute.	For example, IB-075. It is generated automatically by the system.
Dispute Date	Displays the date on which the dispute is sent.	For example, 24-Mar-11. It is generated automatically by the system.
Dispute Reference Number	Displays the dispute reference number for the created dispute generated automatically by the system.	Any subsequent dispute will continue with the same dispute reference number.
Dispute Stage	Displays the dispute stage.	It is generated automatically by the system.
Original Invoice Number	This is the Original Invoice Number.	It is generated automatically by the system.
Original Invoice Charge Category	This is the charge category of the Original Invoice.	It is generated automatically by the system.
Original Invoice Date	This is the date of the Original Invoice.	It is generated automatically by the system.
Currency of Original Invoice	This is the currency of the Original Invoice.	It is generated automatically by the system.
Total Amount of Original Invoice	This is the total amount of the Original Invoice.	It is generated automatically by the system.
Dispute Owner	Displays the name of the person who has created the dispute.	It is generated automatically by the system.
To E-Mail ID (s)	Displays the E-Mail ID of the member as defined in the Member Profile.	It is generated automatically by the system.
Additional E-mail ID(s) pertaining to Initiator	Additional E-mail ID's pertaining to Initiator can be entered.	<ul style="list-style-type: none"> For multiple email ID's, separate each with ";". This can be modified only by the initiator.
Additional E-mail ID(s) pertaining to Non Initiator	Additional E-mail ID's pertaining to Non Initiator can be entered.	<ul style="list-style-type: none"> For multiple email ID's, separate each with ";". This can be modified only by the initiator.
Currency of Dispute	It is the currency of dispute.	It is generated automatically by the system.
Total Disputed Amount	Displays the total disputed amount.	It is generated automatically by the system.

Once clicking on **Save Header Dispute**, the **Edit Dispute** screen is displayed.



The screenshot displays the 'Edit Dispute' interface. It includes a navigation bar at the top with 'SIS Simplified Invoicing and Settlement' and 'IATA' branding. A success message is shown at the top left. The main area is divided into several sections: 'Dispute Header' with fields for member information, invoice numbers, dates, and amounts; 'Line Item/Line Item Detail Search Criteria' with a table of search results; and 'Disputed Items' which is currently empty. The search results table has columns for Actions, Line Item #, Charge Code, Service Start Date, Service End Date, Description, Quantity, UOM Code, Unit Price, Scaling Factor, Line Total, and Tax. The results show one line item with a charge code of CASS and a total of 587500. The 'Disputed Items' table has columns for Action, Disputed Item, Line Item #, Line Item Detail #, Disputed Amount, Reason Code Description, Disputed Field, and Disputed Field Original.

The following table describes various fields on the Edit Dispute screen.

Fields	Description	Remarks
Line Item/Line Item Search Criteria		
Dynamic Field	It indicates the dynamic fields.	For example, Aircraft Reg. No, Flight Number. To select fields, click Dynamic Field.
Dynamic Field Value	It indicates the dynamic field value.	
Line Item Number	It indicates the line item numbers.	For example, Line Item 1 will be incremented while adding a new line item.
Line Item Detail Number	It indicates the line item detail numbers.	It is auto-generated by the system.
Charge Code	It indicates the nature of the service charged.	For example, <ul style="list-style-type: none"> • ATCAN: If this is selected you need to enter Charge Code Type. • Chargeback • Fees • Misc
UOM Code	It indicates the unit of measure.	UOM Code can be Hours, Each, Kilogram and so on. If you capture a Line Item detail, then the unit of measure that was entered at this level will be over-written with the details provided at the Line Item detail level.



Fields	Description	Remarks
Line Item/Line Item Search Criteria		
Service Start Date	It indicates the start date of that period during which the goods or services were delivered.	<p>For example, if the Billing Month Year is October 2011, the date 01-October-2011 will be populated here.</p> <ul style="list-style-type: none"> Start Date can not be greater than or equal to the Service End Date. <p>If the line item refers to a specific date on which goods or services were delivered then no service start date is required.</p>
Service End Date	It indicates the end date of the period during which the goods or services were delivered.	<p>For example, if the Billing Month Year is October 2011, the date 31-October-2011 will be populated here.</p> <ul style="list-style-type: none"> End Date can not be less than or equal to the Service Start Date. <p>If the line item refers to a specific date on which goods or services were delivered, then the Service End Date refers to this specific date.</p>

Buttons	Description	Remarks
Save Dispute Header	Click Save Dispute Header to save the details entered for the Dispute.	The Create Line Item screen is displayed. You can add the details for the Line Item.
View Invoice Header Info	Click View Invoice Header Info to display Invoice Header details of Original invoice on which dispute is initiated.	The View Miscellaneous Invoice screen is displayed.
Search Line Items	Click Search Line Items to search the Line Items.	The results are displayed in the Search Results section.
Search Line Items Details	Click Search Line Items Details to search the Line Items Details.	The results are displayed in the Search Results section.
Clear	Click Clear to clear the data in the Line Item/Line Item Detail Search Results section.	-
Mark For review	Click Mark For Review to mark the selected dispute for review.	Only open disputes with sub status Saved can be submitted for review.
Send For Review	Click Send For Review to send the dispute for review.	-
Send	Click Send to send the dispute.	-
Back	Click Back to go to the Manage Disputes .	-



The procedure to **Add Invoice Level Dispute** is as follows:

3. Click **Add Invoice Level Dispute**.
4. The **Add Disputed Items** screen is displayed.

The following table describes various fields on the Add Disputed Items screen.

Fields	Description	Remarks
*Reason Code Description	It indicates the Reason Code Description.	The description of reason code which are applicable for disputed item level. For example, Invoice, Line Item, Line Item Detail.
Disputed Amount	It indicates the Disputed Amount.	-
*Disputed Field	It indicates the Disputed Field.	-
Original Field Value	It indicates the Original Value of disputed field.	-
Corrected Field Value	It indicates the Correct Value of disputed field.	-

Buttons	Description	Remarks
Add Attachments	Click Add Attachments to add support documents to the dispute.	The Add/Remove Attachments screen is displayed. You can attach supporting documents. To attach supporting documents, click Add Attachments.
Add to Dispute	Click Add to Dispute to add the disputed items.	The disputed items are added to the dispute.
Close	Click Close to close the existing popup.	-



Related topics:

[Create Dispute](#)

[Edit Dispute](#)

[Add Dispute](#)

[Initiate Dispute](#)



3.17.3 Create Dispute via Payables

To create dispute via payables, click **Miscellaneous** tab and then point to **Payables** and then click **Invoice/Document Package Search**.

- Fields marked with red (*) are mandatory.
- A blue field by default is a drop down list. The list is displayed only when you start typing in the given field or when you press the down-arrow key on the keyboard.

Procedure:

1. The following fields are auto-displayed on the Invoice/Document Package Search screen.
 - From Period
 - To Period
 - Transaction Type
 - SMI
 - Charge Category
 - Payment Status as per Billing Member
 - Payment Status as per Billed Member
2. If required, select applicable **Billing Member**.
3. If required, select **Invoice/Credit Note Number**.
4. If required, select applicable **Location**.
5. Click **Search**. The records are displayed in the **Search Results** table.



The following table describes various fields appearing on the Edit Dispute screen.

Field	Description	Remarks
*From Period	It indicates the clearance year/month of the Invoice/Credit Note.	By default, it displays the previous closed billing period.
*Billing Period	It indicates the clearance period of the Invoice/Credit Note.	By default, it displays the previous closed billing period.
Transaction Type	It indicates the transaction to be searched.	Valid values are: <ul style="list-style-type: none"> • Original Invoice • Rejection Invoice • Correspondence Invoice • Credit Note Default value displayed is ALL .
Billing Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the member ID from whom the invoice is received. For example, WI-023-Wings Airways
Billed to Location ID	The Location IDs offered in this List Box will be filtered to those that are associated with the user (Active as well as Inactive).	<ul style="list-style-type: none"> • When the 'Location Association Type' of the user is "None" <ul style="list-style-type: none"> ▪ The List Box field will NOT offer any Location IDs • When the 'Location Association Type' of the user is "All Location IDs" <ul style="list-style-type: none"> ▪ The List Box field will offer ALL Active as well as Inactive Location ID(s) of the Billed Member • When the 'Location Association Type' of the user is "Specific Location IDs" The List Box field will offer only those Location ID(s) of the Billing Member that are associated with the user, whether Active or Inactive.
Invoice/Credit Note Number	Unique alphanumeric code that identifies the invoice.	-
SMI	It indicates the Settlement Method for the Invoices/Credit Note.	Valid value is one of the following <ul style="list-style-type: none"> • ICH • ACH • Bilateral • Adjustments due to Protests • ACH using IATA Rule • PRO-FORMA Invoice • Invoice Settled through ISS (BSP/CASS) funds • ICH Special Agreement



Field	Description	Remarks
Charge Category	Indicates the category of charges that can be applied on the invoice.	
Location	Indicates the Location.	
Payment Status as per Billing Member	By default, displays All.	This will contain the Payment Status of the MISC Invoice Credit Notes as per the Billing Member
Payment Status as per Billed Member	By default, displays All.	This will contain the Payment Status of the MISC Invoice Credit Notes as per the Billed Member

Buttons	Description	Remarks
	Click View to view the Invoice/Credit Note.	The View Invoice screen is displayed.
	Click Zip to choose the Invoice/Credit Note download options.	You can choose from the options listed for the invoice to be downloaded: <ul style="list-style-type: none"> • E - Invoicing Files • Listing Report • Supporting Documents
	Click Reject to reject the selected invoice.	The View Invoice screen is displayed. For more information, refer topic Rejecting Invoices .
	Click PDF to download the Invoice/Credit Note in PDF format.	-
	Click Delete to delete the selected invoice.	-
	Click Validate to validate the selected invoice.	-
	Click Initiate Dispute to create the dispute.	-
	Click Attachement to view the attachments.	-

10. Click **Initiate Dispute** icon. The **Create Dispute** screen is displayed.

Procedure:

- The following fields are auto-displayed on the Create Dispute screen.
 - From Member
 - To Member
 - Dispute Date



- Dispute Reference Date
- Dispute Stage
- Original Invoice Number
- Original Invoice Charge Category
- Original Invoice Date
- Currency of Original Invoice
- Total Amount of Original Invoice
- Dispute Owner
- To Email ID(s)
- Additional Email ID(s) pertaining to Non-Initiator

2. If required, enter **Additional Email ID(s) pertaining to Initiator**.
3. Click **Save Dispute Header**.

Note: The following table describes various fields on the Create Dispute screen.

Fields	Description	Remarks
From Member	It indicates the entity initiating dispute.	For example, AF-157. It is generated automatically by the system.
To Member	It indicates the entity raising dispute.	For example, IB-075. It is generated automatically by the system.
Dispute Date	Displays the date on which the dispute is sent.	For example, 24-Mar-11. It is generated automatically by the system.
Dispute Reference Number	Displays the dispute reference number for the created dispute generated automatically by the system.	Any subsequent dispute will continue with the same dispute reference number.
Dispute Stage	Displays the dispute stage.	It is generated automatically by the system.
Original Invoice Number	This is the Original Invoice Number.	It is generated automatically by the system.
Original Invoice Charge Category	This is the charge category of the Original Invoice.	It is generated automatically by the system.
Original Invoice Date	This is the date of the Original Invoice.	It is generated automatically by the system.
Currency of Original Invoice	This is the currency of the Original Invoice.	It is generated automatically by the system.
Total Amount of Original Invoice	This is the total amount of the Original Invoice.	It is generated automatically by the system.
Dispute Owner	Displays the name of the person who has created the dispute.	It is generated automatically by the system.
To E-Mail ID (s)	Displays the E-Mail ID of the member as defined in the Member Profile.	It is generated automatically by the system.
Additional E-mail ID(s) pertaining to Non Initiator	Additional E-mail ID's pertaining to Non Initiator can be entered.	<ul style="list-style-type: none"> • For multiple email ID's, separate each with ";". • This can be modified only by the non initiator.



Fields	Description	Remarks
Additional E-mail ID(s) pertaining to Initiator	Additional E-mail ID's pertaining to Initiator can be entered.	<ul style="list-style-type: none"> For multiple email ID's, separate each with ";". This can be modified only by the initiator.
Currency of Dispute	It is the currency of dispute.	It is generated automatically by the system.
Total Disputed Amount	Displays the total disputed amount.	It is generated automatically by the system.

Once clicking on **Save Header Dispute**, the **Edit Dispute** screen is displayed.

The following table describes various fields on the Edit Dispute screen.

Fields	Description	Remarks
Line Item/Line Item Search Criteria		
Dynamic Field	It indicates the dynamic fields.	For example, Aircraft Reg. No, Flight Number. To select fields, click Dynamic Field.
Dynamic Field Value	It indicates the dynamic field value.	
Line Item Number	It indicates the line item numbers.	For example, Line Item 1 will be incremented while adding a new line item.
Line Item Detail Number	It indicates the line item detail numbers.	It is auto-generated by the system.



Fields	Description	Remarks
Line Item/Line Item Search Criteria		
Charge Code	It indicates the nature of the service charged.	For example, <ul style="list-style-type: none"> • ATCAN: If this is selected you need to enter Charge Code Type. • Chargeback • Fees • Misc
UOM Code	It indicates the unit of measure.	UOM Code can be Hours, Each, Kilogram and so on. If you capture a Line Item detail, then the unit of measure that was entered at this level will be over-written with the details provided at the Line Item detail level.
Service Start Date	It indicates the start date of that period during which the goods or services were delivered.	For example, if the Billing Month Year is October 2011, the date 01-October-2011 will be populated here. <ul style="list-style-type: none"> • Start Date can not be greater than or equal to the Service End Date. If the line item refers to a specific date on which goods or services were delivered then no service start date is required.
Service End Date	It indicates the end date of the period during which the goods or services were delivered.	For example, if the Billing Month Year is October 2011, the date 31-October-2011 will be populated here. <ul style="list-style-type: none"> • End Date can not be less than or equal to the Service Start Date. If the line item refers to a specific date on which goods or services were delivered, then the Service End Date refers to this specific date.

Buttons	Description	Remarks
Save Dispute Header	Click Save Dispute Header to save the details entered for the Dispute.	The Create Line Item screen is displayed. You can add the details for the Line Item.
View Invoice Header Info	Click View Invoice Header Info to display Invoice Header details of Original invoice on which dispute is initiated.	The View Miscellaneous Invoice screen is displayed.
Search Line Items	Click Search to search the Line Items.	The results are displayed in the Search Results section.
Search Line Items Details	Click Search to search the Line Items Details.	The results are displayed in the Search Results section.
Clear	Click Clear to clear the data in the Line Item/Line Item Detail Search Results section.	
Mark For review	Click Mark For Review to mark the selected dispute for review.	Only open disputes with sub status Saved can be submitted for review.
Send For Review	Click Send For Review to send the dispute for review.	



Buttons	Description	Remarks
Send	Click Send to send the dispute.	
Back	Click Back to go to the Manage Disputes .	

The procedure to **Add Invoice Level Dispute** is as follows:

5. Click **Add Invoice Level Dispute**.
6. The **Add Disputed Items** screen is displayed.

The following table describes various fields on the Add Disputed Items screen.

Fields	Description	Remarks
*Reason Code Description	It indicates the Reason Code Description.	The description of reason code which are applicable for disputed item level. For example, Invoice, Line Item, Line Item Detail.
Disputed Amount	It indicates the Disputed Amount.	-
*Disputed Field	It indicates the Disputed Field.	-
Original Field Value	It indicates the Original Value of disputed field.	-
Corrected Field Value	It indicates the Correct Value of disputed field.	-

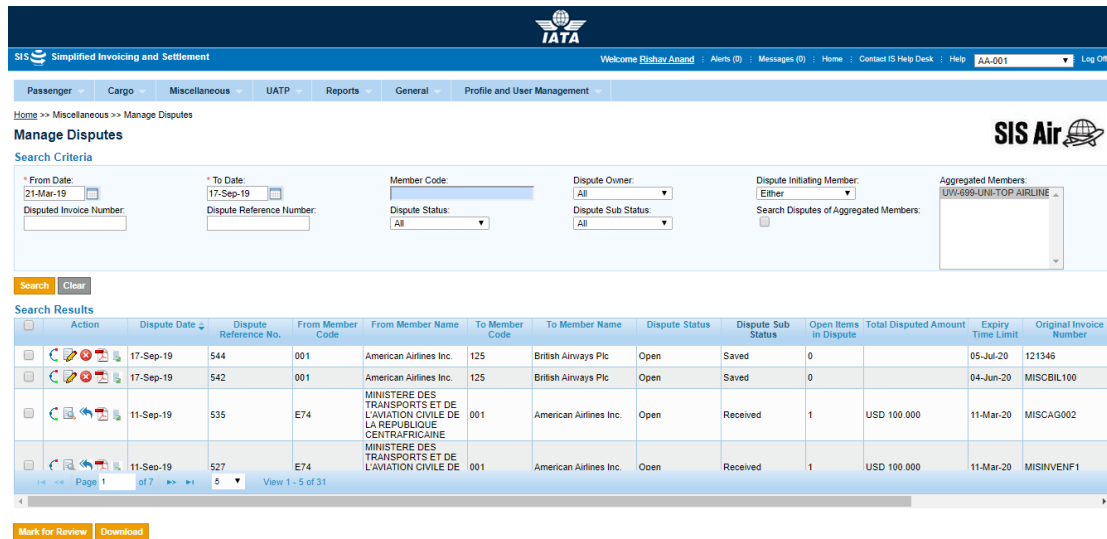
Buttons	Description	Remarks
Add Attachments	Click Add Attachments to add support documents to the dispute.	The Add/Remove Attachments screen is displayed. You can attach supporting documents. To attach supporting documents, click Add Attachments.
Add to Dispute	Click Add to Dispute to add the disputed items.	The disputed items are added to the dispute.
Close	Click Close to close the existing popup.	-



3.17.4 Manage Disputes

To Manage Disputes, the steps are as follows:

1. Click **Miscellaneous** menu.
2. Click **Manage Disputes** submenu.
3. The **Manage Disputes** screen is displayed.



Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
*From Date	It is the date of start of dispute.	The date can be added manually or by choosing a date from the calendar.
*To Date	It is the date of current dispute.	The date can be added manually or by choosing a date from the calendar.
Member Code	Unique alphanumeric code that identifies the member in the Member Profile.	It is the ID of the member with whom correspondence has happened. For example, WI-023-Wings Airways
Dispute Owner	It indicates the name of the person who has created the dispute.	
Dispute Initiating Member	It is the member who initiates the dispute.	Valid values are as follows: <ul style="list-style-type: none"> • Either • Self • Othe

Fields	Description	Remarks
Dispute Invoice Number	Unique alphanumeric ID that identifies the invoice.	<p>The Invoice Number can be up-to ten characters (English letters and numbers only). For example, WI1234</p> <ul style="list-style-type: none"> Spaces and special characters (#, *, @, ~, -, and so on) should not be used. Letters are case insensitive. For example, wi1234 will be considered equal to WI1234 when performing duplicate checks. <p>Should not be duplicated by the billing airline within a calendar year across all Billing Categories.</p>
Dispute Reference Number	Displays the dispute reference number for the created dispute generated automatically by the system.	Any subsequent dispute will continue with the same dispute reference number.
Dispute Status	It indicates the status of dispute.	<p>Valid values are as follows:</p> <ul style="list-style-type: none"> All Open Closed
Dispute Sub Status	It indicates the sub status of the dispute.	<p>Valid values are:</p> <ul style="list-style-type: none"> All Review In Progress Review Completed Sent Received Accepted By Billed Member Pending for Credit Note Expired Settled <p>Note: The values of Dispute Sub Status will be shown based on selected Dispute Sub Status</p>
Search Disputes of Aggregated Members	Displays the list of all the members aggregated by the logged in Member.	By default, all the Members in the list should be selected

Buttons	Description	Remarks
Search	Click Search to search the details for the correspondence.	The results are displayed in the Search Results section.
Clear	Click Clear to clear the data in the Correspondence Search Criteria section.	-
Mark For Review	Click Mark For Review to mark the selected invoice for review.	Only open disputes with sub status Saved can be submitted for review.
Download	Click Download to download the search result section.	Downloaded in CSV format.



Click **Edit**  icon. The **Create Dispute** screen is displayed.

Procedure:

1. The following fields are auto-displayed on the Create Dispute screen.
 - From Member
 - To Member
 - Dispute Date
 - Dispute Reference Date
 - Dispute Stage
 - Original Invoice Number
 - Original Invoice Charge Category
 - Original Invoice Date
 - Currency of Original Invoice
 - Total Amount of Original Invoice
 - Dispute Owner
 - To Email ID(s)
 - Additional Email ID(s) pertaining to Non-Initiator
2. If required, enter **Additional Email ID(s) pertaining to Initiator**.
3. Click **Save Dispute Header**.

Note: The following table describes various fields on the Create Dispute screen.

Fields	Description	Remarks
From Member	It indicates the entity initiating dispute.	For example, AF-157. It is generated automatically by the system.
To Member	It indicates the entity raising dispute.	For example, IB-075. It is generated automatically by the system.
Dispute Date	Displays the date on which the dispute is sent.	For example, 24-Mar-11. It is generated automatically by the system.
Dispute Reference Number	Displays the dispute reference number for the created dispute generated automatically by the system.	Any subsequent dispute will continue with the same dispute reference number.
Dispute Stage	Displays the dispute stage.	It is generated automatically by the system.
Original Invoice Number	This is the Original Invoice Number.	It is generated automatically by the system.
Original Invoice Charge Category	This is the charge category of the Original Invoice.	It is generated automatically by the system.



Fields	Description	Remarks
Original Invoice Date	This is the date of the Original Invoice.	It is generated automatically by the system.
Currency of Original Invoice	This is the currency of the Original Invoice.	It is generated automatically by the system.
Total Amount of Original Invoice	This is the total amount of the Original Invoice.	It is generated automatically by the system.
Dispute Owner	Displays the name of the person who has created the dispute.	It is generated automatically by the system.
To E-Mail ID (s)	Displays the E-Mail ID of the member as defined in the Member Profile.	It is generated automatically by the system.
Additional E-mail ID(s) pertaining to Non Initiator	Additional E-mail ID's pertaining to Initiator can be entered.	<ul style="list-style-type: none"> For multiple email ID's, separate each with ";". This can be modified only by the initiator.
Additional E-mail ID(s) pertaining to Initiator	Additional E-mail ID's pertaining to Initiator can be entered.	<ul style="list-style-type: none"> For multiple email ID's, separate each with ";". This can be modified only by the initiator.
Currency of Dispute	It is the currency of dispute.	It is generated automatically by the system.
Total Disputed Amount	Displays the total disputed amount.	It is generated automatically by the system.

Once clicking on **Save Header Dispute**, the **Edit Dispute** screen is displayed.

The following table describes various fields on the Edit Dispute screen.

Fields	Description	Remarks
Line Item/Line Item Search Criteria		
Dynamic Field	It indicates the dynamic fields.	For example, Aircraft Reg. No, Flight Number. To select fields, click Dynamic Field.
Dynamic Field Value	It indicates the dynamic field value.	
Line Item Number	It indicates the line item numbers.	For example, Line Item 1 will be incremented while adding a new line item.
Line Item Detail Number	It indicates the line item detail numbers.	It is auto-generated by the system.
Charge Code	It indicates the nature of the service charged.	For example, <ul style="list-style-type: none"> • ATCAN: If this is selected you need to enter Charge Code Type. • Chargeback • Fees • Misc
UOM Code	It indicates the unit of measure.	UOM Code can be Hours, Each, Kilogram and so on. If you capture a Line Item detail, then the unit of measure that was entered at this level will be over-written with the details provided at the Line Item detail level.
Service Start Date	It indicates the start date of that period during which the goods or services were delivered.	For example, if the Billing Month Year is October 2011, the date 01-October-2011 will be populated here. <ul style="list-style-type: none"> • Start Date can not be greater than or equal to the Service End Date. If the line item refers to a specific date on which goods or services were delivered then no service start date is required.
Service End Date	It indicates the end date of the period during which the goods or services were delivered.	For example, if the Billing Month Year is October 2011, the date 31-October-2011 will be populated here. <ul style="list-style-type: none"> • End Date can not be less than or equal to the Service Start Date. If the line item refers to a specific date on which goods or services were delivered, then the Service End Date refers to this specific date.

Buttons	Description	Remarks
Save Dispute Header	Click Save Dispute Header to save the details entered for the Dispute.	The Create Line Item screen is displayed. You can add the details for the Line Item.
View Invoice Header Info	Click View Invoice Header Info to display Invoice Header details of Original invoice on which dispute is initiated.	The View Miscellaneous Invoice screen is displayed.



Buttons	Description	Remarks
Search Line Items	Click Search to search theLine Items.	The results are displayed in the Search Results section.
Search Line Items Details	Click Search to search the Line Items Details.	The results are displayed in the Search Results section.
Clear	Click Clear to clear the data in the Line Item/Line Item Detail Search Results section.	-
Mark For review	Click Mark For Review to mark the selected dispute for review.	Only open disputes with sub status Saved can be submitted for review.
Send For Review	Click Send For Review to send the dispute for review.	-
Send	Click Send to send the dispute.	-
Back	Click Back to go to the Manage Disputes .	-

The procedure to **Add Invoice Level Dispute** is as follows:

7. Click **Add Invoice Level Dispute**.
8. The **Add Disputed Items** screen is displayed.

The following table describes various fields on the Add Disputed Items screen.

Fields	Description	Remarks
*Reason Code Description	It indicates the Reason Code Description.	The description of reason code which are applicable for disputed item level. For example, Invoice, Line Item, Line Item Detail.
Disputed Amount	It indicates the Disputed Amount.	-
*Disputed Field	It indicates the Disputed Field.	-
Original Field Value	It indicates the Original Value of disputed field.	-
Corrected Field Value	It indicates the Correct Value of disputed field.	-

Buttons	Description	Remarks
---------	-------------	---------



Buttons	Description	Remarks
Add Attachments	Click Add Attachments to add support documents to the dispute.	The Add/Remove Attachments screen is displayed. You can attach supporting documents. To attach supporting documents, click Add Attachments.
Add to Dispute	Click Add to Dispute to add the disputed items.	The disputed items are added to the dispute.
Close	Click Close to close the existing popup.	-



UATP Module



4. UATP Module

4.1 Overview of UATP

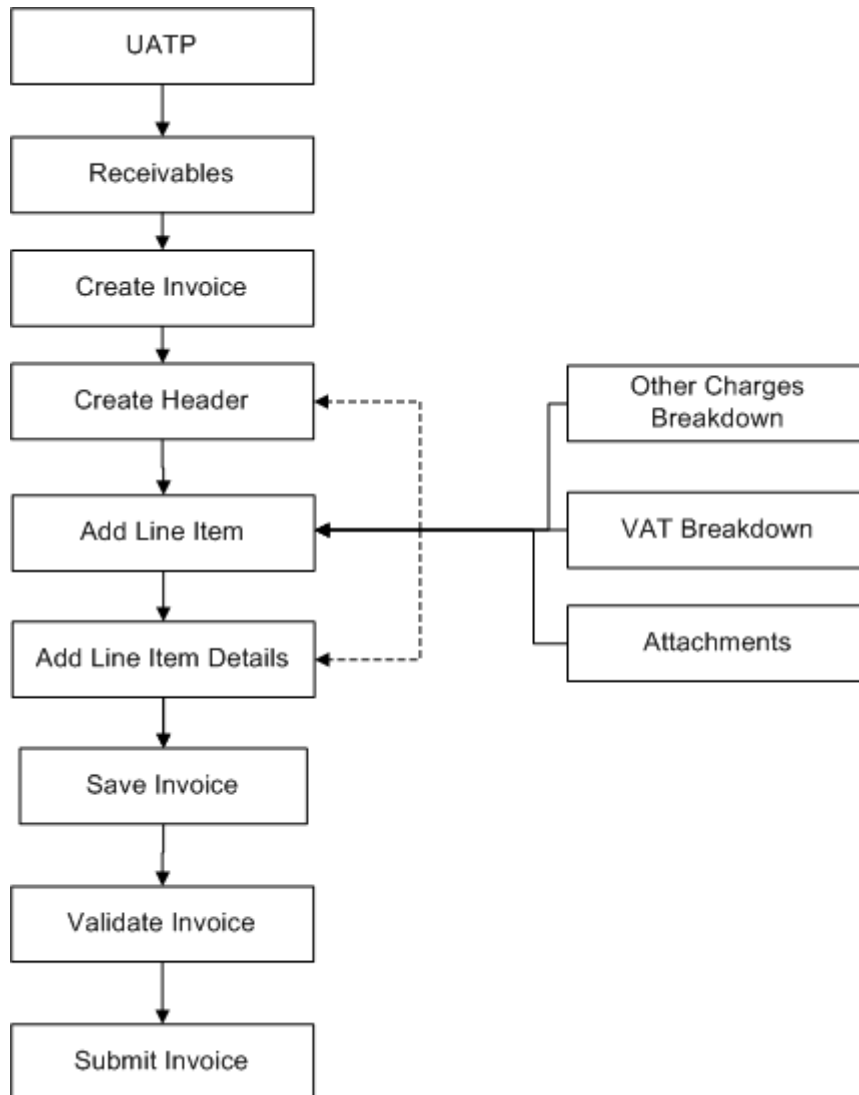
UATP tab facilitates

- Creating Invoices
- Rejecting Invoices
- Creating Correspondence Invoices
- Creating Correspondence
- Searching Invoices
- Validating and Submitting Invoices/Credit Notes
- Deleting Invoices/Credit Notes
- Creating Credit Notes
- Managing Invoices
- Managing Supporting Documents
- Viewing Billing History
- Correcting Supporting Document Linking Errors

4.2 Creating Invoices

4.2.1 Processes Related to Creating Invoices

Creating UATP Invoice:





4.2.2 Creating Invoice Header

To create Invoice Header, the steps are as follows:

1. Click **UATP** menu.
2. Click **Receivables** submenu.
3. Click **Create Invoice** option.
4. The **Create UATP Invoice** screen is displayed.

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A greyed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
*Billed Member	It is the combination of designator, prefix/accounting code and commercial name of the billed member.	For example, WI-221-Wings Airways



Fields	Description	Remarks
*Invoice Number	Unique alphanumeric ID that identifies the invoice.	<p>The Invoice Number can be up-to ten characters (English letters and numbers only). For example, WI1234</p> <ul style="list-style-type: none"> • Spaces and special characters (#, *, @, ~, -, and so on) should not be used. • Letters are case insensitive. For example, wi1234 will be considered equal to WI1234 when performing duplicate checks. • Should not be duplicated by the billing airline within a calendar year across all Billing Categories.
*Invoice Date	It is the date of the invoice.	By default, displays the current date, month and year. Please note that invoice date is not greater than the current billing period's closure date.
*Charge Category	Indicates the category of charges that can be applied on the invoice.	For UATP Module, the only applicable charge category is UATP .
P.O. Number	Indicates the reference to purchase order, if any.	If there is a reference to any Purchase Order against which the invoice is being raised, you can enter P.O. Number.
Billing Member's Location ID	Unique alphanumeric code that identifies member's location as per the member profile.	<p>It generates the legal reference data for the Member. Default location is the MAIN Location.</p> <ul style="list-style-type: none"> • Default location can be changed by selecting the desired location from the list. • Click Billing Member's Location ID to change any reference data for the Member. <p>The header can be saved without reference data, by selecting the blank value at the top of the list. However it should be ensured that reference data is captured before validating the invoice. Otherwise the validation process will result in an error.</p>



Fields	Description	Remarks
Billed Member's Location ID	Unique alphanumeric code that identifies member's location as per the member profile.	<p>It generates the legal reference data for the Member. Default location is the MAIN Location.</p> <ul style="list-style-type: none"> • Default location can be changed by selecting the desired location from the list. • Click Billed Member's Location ID to change any reference data for the Member. <p>The header can be saved without reference data, by selecting the blank value at the top of the list. However it should be ensured that reference data is captured before validating the invoice. Otherwise the validation process will result in an error.</p>
Contact of Billing Member	The name of the person/supervisor sending the invoice.	<p>For example, Sam. To add/edit the contact details, click Contact of Billing Member.</p>
Contact of Billed Member	The name of the invoice receiver.	<p>For example, John. To add/edit the contact details, click Contact of Billed Member.</p>
*Settlement Method	It is the Settlement Method of the invoice.	<p>By default, based on the members, applicable method of invoice the settlement is displayed. This can be changed to Bilateral Settlement.</p> <ul style="list-style-type: none"> • ICH • ACH • Bilateral • ACH Interclearance Billings or Intra ACH Billings using IATA <p>Note: In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership of the parent member will be considered for determination/validation of Settlement Method</p>
*Billing Year/ Month/ Period	It is the Clearance Period of the invoice (Year, Month and Period).	<p>By default, the current year, month and period is displayed.</p> <ul style="list-style-type: none"> • The previously closed period can be selected only if the late submission window is open. • One of the future four billing periods can also be selected if the invoice is to be submitted in the future period.



Fields	Description	Remarks
*Currency of Billing	It is the currency in which the invoices are billed.	Valid values are as follows: <ul style="list-style-type: none"> □ When Settlement Method is ICH: <ul style="list-style-type: none"> • If both Billing/Billed airlines are in Zone A; value should be GBP. • If both the Billing & Billed airlines are in Zone D; value should be EUR. • If both Billing/Billed airlines are in Zone B, value should be USD. • If Billing & Billed Airlines are in different ICH zones; or when the Billed Airline is an ACH member (inter-clearance billing); value should be USD. • When Settlement Method is ACH using IATA Rule (ACH Inter-clearance Billings): Value should be USD. • When Settlement Method is ACH using IATA Rule (ACH member billing ACH member based on RAM rule): Value should be USD or CAD. • When Settlement Method is ACH: Value should be USD or CAD. • When Settlement Method is Bilateral: It can be any currency.
Tax Amount	The tax applicable on the entire invoice.	It is the sum of the Tax applied at the Invoice Header and Total Tax Amount stated in all Line Items. To enter Tax amount click Tax Amount .
VAT Amount	The VAT applicable on the entire invoice.	It is the sum of the VAT applied at the Invoice Header and Total VAT Amount stated in all Line Items. To enter VAT amount, click VAT Amount.
Add/ Deduct Charge	The Add/Deduction charge applicable on the entire invoice.	It is the sum of the Add/Deduct Charge applied at the Invoice Header and Total Add/Deduct Amount stated in all Line Items. To enter Add/Deduct charge, click Add/Deduct Charge.
Total Amount in Billing Currency	Displays the sum of the Line Net Amount and the Tax, VAT and Add/Deduct charge applied at the invoice header.	The value will be calculated by the system and displayed here.
*Exchange Rate	Displays the FDR of the stated Billing Year Month applicable for the stated Billing and Clearance currencies.	The value will be automatically generated. This field is not displayed for the Bilateral Settlement.



Fields	Description	Remarks
*Currency of Clearance	Displays the applicable Clearance Currency as per the zones of the Billing and Billed entities.	By default, displays the applicable Clearance Currency as per the zones of the Billing and Billed entities. <ul style="list-style-type: none"> • If settlement method is ACH then system will default the value to USD. This can be changed to CAD if required. • This field is not visible when settlement method is Bilateral. Note: In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership and ICH Zone of the parent member will be considered for determination/validation of Settlement Method
Total Amount in Clearance Currency	Displays the value after dividing Amount in Billing Currency by the Exchange Rate .	The value is derived by the system and cannot be viewed when the settlement method is Bilateral.
Digital Signature	It is a flag indicating whether digital signature is required or not.	Valid value are as follows: <ul style="list-style-type: none"> • N: No • Y: Yes • D: Default (as per profile settings) Note: If digital signature requirement indicate an 'N' as per profile settings, it should not be changed to "Y".
Payment Details: Fields are enabled only if the settlement method is Bilateral .		
Payment Terms Code	It indicates a code defined for the payment terms.	For example, 15NET, 14 DAYS, and so on.
Payment Due By	Indicates the date by which the payment is due.	Select from the date picker. Enter the no. of days for the payment in the Within Days field.
Get Discount	Indicates the discount % if the payment is made with the due date suggested.	Select from the date picker. Enter the no. of days for the payment in the Within Days field.
Remarks	Enter remarks if any.	-
Bank Details	It displays the Bank details of the member as listed in the member profile.	Values for the following fields is displayed: <ul style="list-style-type: none"> • Bank Name • IBAN • SWIFT • Bank Code • Branch Code • Bank Account Number • Bank Account Name • Currency Code
Note	Pre-defined list of notes or you can define a specific note different from the available drop down.	For example, Payment Terms.

Fields	Description	Remarks
Note Description	The description of the notes.	For example, Internal Customer Number. Any specific information that is necessary to be stated on the PDF invoice.
Additional Details	Pre-defined list of additional details or you can define a specific detail different from the available drop-down.	Any additional information to be stated that needs to be shown on the PDF.
Additional Details Description	The additional details you may want to enter.	Any additional information that supports the invoice. This information will not be printed on the invoice.

Buttons	Description	Remarks
Original Invoice	It indicates an Original Invoice .	This option is selected by default.
Rejection Invoice	It indicates a Rejection Invoice .	When this option is selected, the following fields appear on the Create UATP Invoice screen. Enter the values for the Rejection Invoice Details. <ul style="list-style-type: none"> • Rejected Invoice # • Billed In • Period • Rejection Stage
Correspondence Invoice	It indicates a Correspondence Invoice .	When this option is selected, the following fields appear on the Create UATP Invoice screen. Enter the values for the Rejection Invoice Details. <ul style="list-style-type: none"> • Correspondence Reference # • Rejected Invoice # • Authority to Bill Received • Expired
Save Invoice Header	Click Save Invoice Header to save the details entered for the Invoice.	The Create Line Item screen is displayed. You can add the details for the Line Item.

The procedure to create an Invoice Header is as follows:

1. Enter the details for the following fields:
 - **Billed Member**
 - **Invoice Number**
 - **Invoice Date**
 - **Charge Category**
 - **P.O. Number**
 - **Billing Member's Location ID**
 - **Billed Member's Location ID**
 - **Contact of Billing Member**
 - **Contact of Billed Member**
 - **Settlement Method**
 - **Billing Year/ Month/ Period**
 - **Currency of Billing**
 - **Tax Amount**



- **VAT Amount**
 - **Add/ Deduct Charge**
 - **Total Amount in Billing Currency**
 - **Exchange Rate**
 - **Currency of Clearance**
 - **Total Amount in Clearance Currency**
 - **Digital Signature**
 - Enter the **Payment Details** in case the settlement method is Bilateral.
 - **Note**
 - **Note Description**
 - **Additional Details**
 - **Additional Details Description**
2. Select **Original Invoice** option.
 3. Click **Save Invoice Header**.
 4. The **Create Line Item** screen is displayed with the confirmation that the Invoice Header is created successfully.

Related Topics

[Creating Line Item](#)

[Creating Line Item Detail](#)

[Creating Rejection Invoice](#)

[Creating Correspondence Invoice](#)

[Validating Invoice](#)

[Submitting Invoice](#)

[Deleting Invoice](#)



4.2.3 Creating Line Item

To create the Line Item, the steps are as follows:

1. Create Invoice Header.
2. The **Create Line Item** screen is displayed.

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Sections/Fields	Description	Remarks
Invoice Header	The details listed for the header are displayed.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Invoice Number • Invoice Date • Billed Member • Charge Category • Billing Amount • Invoice Status • Billing Period
Line Item		
Line Item #	It indicates the Line Item Number.	It is generated automatically by the system. For example, Line Item # 1 will be incremented while adding a new line item.



Sections/Fields	Description	Remarks
Charge Code	It indicates the nature of the service charged.	Valid values are: <ul style="list-style-type: none"> • ATCAN: If this is selected you need to enter Charge Code Type. • Chargeback • Fees • Misc
Charge Code Type	It is valid only if the Charge Code selected is ATCAN .	Valid value is Commission .
Description	It indicates the description for the service provided.	-
Service Start Date	It indicates the start date of that period during which the goods or services were delivered.	For example, if the Billing Month Year is October 2011, the date 01-October-2011 will be populated here. <ul style="list-style-type: none"> • Start Date can not be greater than or equal to the Service End Date. • If the line item refers to a specific date on which goods or services were delivered then no service start date is required.
Service End Date	It indicates the end date of the period during which the goods or services were delivered.	For example, if the Billing Month Year is October 2011, the date 31-October-2011 will be populated here. <ul style="list-style-type: none"> • End Date can not be less than or equal to the Service Start Date. • If the line item refers to a specific date on which goods or services were delivered, then the Service End Date refers to this specific date.

Sections/Fields	Description	Remarks
Quantity	It indicates the Quantity of service/products/goods provided.	<p>If you capture a Line Item detail, then the quantity that was entered at this level will be over-written with the details provided at the Line Item detail level as per rules stated below:</p> <p>Rule 1</p> <ul style="list-style-type: none"> When the UOM Code, Unit Price, Scaling Factor are the same at all the Line Item Detail Level and the Minimum Quantity Flag is not checked for any of the line details. In this scenario, the Quantity will be added up at the Line Item level, UOM Code, Unit Price & Scaling Factor will be the same as that in the Line Details. <p>Rule 2</p> <ul style="list-style-type: none"> When either the UOM Code, Unit Price, Scaling Factor is different or the Minimum Quantity Flag is checked in even one Line Detail. In this scenario, the Quantity will be 1, UOM Code will be Each and the Unit Price will be equal to the sum of the Line Detail Totals and Scaling Factor will be 1.
UOM Code	It indicates the unit of measure.	<p>Default value displayed is Each.</p> <ul style="list-style-type: none"> UOM Code can be Hours, Each, Kilogram and so on. If you capture a Line Item detail, then the unit of measure that was entered at this level will be over-written with the details provided at the Line Item detail level.
Unit Price	The applicable Unit Price.	If you capture a Line Item detail, then the Unit Price that was entered at this level will be over-written with the details provided at the Line Item detail level.
Scaling Factor	It indicates the number of units.	<p>For example, Unit price is per 1000 tons then the value in Scaling Factor will be '1000'. The default value can be changed as required.</p> <p>If you capture a Line Item detail, then the Scaling factor that was entered at this level will be over-written with the details provided at the Line Item detail level. Default value displayed is 1.</p>
Line Total	It indicates the Line Total.	It is derived from total of Quantity and Unit Price divided by Scaling Factor .



Sections/Fields	Description	Remarks
Tax Amount	It indicates the Total Tax Amount.	Derived as the sum of tax applicable on the line item and the related line item details. To enter Tax Amount, click Tax Amount .
VAT Amount	It indicates the Total VAT Amount.	Derived as the sum of tax applicable on the line item and the related line item details. To enter VAT Amount, click VAT Amount .
Add/Deduct Charge	It indicates the Total Add/Deduct Charge.	Derived as the sum of tax applicable on the line item and the related line item details. To enter Add/Deduct Charge, click Add/Deduct Charge .
Line Net Total	It indicates the Line Net Total.	It is the total of the Line Total, Tax Amount, VAT Amount and Add/Deduct Charge .
Additional Details	It indicates any additional information to be stated that needs to be shown on the PDF.	A pre-defined list of additional details is available or you can define specific details.
Additional Details Description	It indicates any additional information that supports the invoice.	This information provided is not printed on the invoice.

Buttons	Description	Remarks
Save	Click Save to save the details entered for the Line Item .	The Edit Line Item screen is displayed with the confirmation that the Line Item is created successfully.
Attachments	Click Attachments to add support documents to the Line Item.	The Add/Remove Attachments screen is displayed. You can attach supporting documents. To attach supporting documents, click Attachments.
Back	Click Back to go to the Edit UATP Invoice .	A warning message is displayed if you click Back prior to saving any changes/additions to the screen.

The procedure to create a Line Item is as follows:

1. Enter the details for the following fields:

- **Charge Code**
- **Description**
- **Service Start Date**
- **Service End Date**
- **Quantity**
- **UOM Code**
- **Unit Price**
- **Scaling Factor**
- **Line Total**
- **Tax Amount**
- **VAT Amount**
- **Add/Deduct Charge**
- **Line Net Total**



- **Additional Details**
 - **Additional Details Description**
2. Click **Save**.
 3. The **Edit Line Item** screen is displayed with the confirmation that the Line Item is created successfully.

Related Topics

[Creating Line Item Detail](#)

[Attaching Supporting Documents](#)



4.2.4 Creating Line Item Detail

To create Line Item detail, the steps are as follows:

1. Create Line Item for the Invoice.
2. The **Create Line Item Detail** screen is displayed.

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Sections/Fields	Description	Remarks
Invoice Header	The details listed for the header are displayed.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Invoice Number • Invoice Date • Billed Member • Charge Category • Billing Amount • Invoice Status • Billing Period

Sections/Fields	Description	Remarks
Line Item	The details listed for the Line Item are displayed.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Line Item # • Charge Code • Service Start Date • Service End Date • Location (Airport/City Code) • Quantity • UOM Code • Unit Price • Scaling Factor • Line Total • Tax • VAT • Add/Deduct Charge • Line Net Total • Description
Line Item Detail		
Line Item Detail #	It indicates the Line Item Number.	It is generated automatically by the system. For example, Line Item # 1 will be incremented while adding a new line item.
Service Start Date	It indicates the start date of that period during which the goods or services were delivered.	For example, if the Billing Month Year is October 2011, the date 01-October-2011 will be populated here. <ul style="list-style-type: none"> • Start Date can not be greater than or equal to the Service End Date. • If the line item refers to a specific date on which goods or services were delivered then no service start date is required.
Service End Date	It indicates the end date of the period during which the goods or services were delivered.	For example, if the Billing Month Year is October 2011, the date 31-October-2011 will be populated here. <ul style="list-style-type: none"> • End Date can not be less than or equal to the Service Start Date. • If the line item refers to a specific date on which goods or services were delivered, then the Service End Date refers to this specific date.
Product ID	It indicates specific code of the product.	-
Description	It indicates the description for the service provided.	-



Sections/Fields	Description	Remarks
Quantity	It indicates the Quantity of service/products/goods provided.	<p>If you capture a Line Item detail, then the quantity that was entered at this level will be over-written with the details provided at the Line Item detail level as per rules stated below:</p> <p>Rule 1</p> <ul style="list-style-type: none"> When the UOM Code, Unit Price, Scaling Factor are the same at all the Line Item Detail Level and the Minimum Quantity Flag is not checked for any of the line details. In this scenario, the Quantity will be added up at the Line Item level, UOM Code, Unit Price & Scaling Factor will be the same as that in the Line Details. <p>Rule 2</p> <ul style="list-style-type: none"> When either the UOM Code, Unit Price, Scaling Factor is different or the Minimum Quantity Flag is checked in even one Line Detail. In this scenario, the Quantity will be 1, UOM Code will be Each and the Unit Price will be equal to the sum of the Line Detail Totals and Scaling Factor will be 1.
UOM Code	It indicates the unit of measure.	<p>Default value displayed is Each.</p> <ul style="list-style-type: none"> UOM Code can be Hours, Each, Kilogram and so on. If you capture a Line Item detail, then the unit of measure that was entered at this level will be over-written with the details provided at the Line Item detail level.
Unit Price	The applicable Unit Price.	<p>If you capture a Line Item detail, then the Unit Price that was entered at this level will be over-written with the details provided at the Line Item detail level.</p>
Scaling Factor	It indicates the number of units.	<p>For example, Unit price is per 1000 tons then the value in Scaling Factor will be '1000'. The default value can be changed as required.</p> <p>If you capture a Line Item detail, then the Scaling Factor that was entered at this level will be over-written with the details provided at the Line Item detail level. Default value displayed is 1.</p>
Line Detail Total	It indicates the Line Detail Total.	<p>It is derived from total of Quantity and Unit Price divided by Scaling Factor.</p>
Tax Amount	It indicates the Total Tax Amount.	<p>Derived as the sum of Tax applicable on the line item and the related line item details.</p> <p>To enter Tax Amount, click Tax Amount.</p>

Sections/Fields	Description	Remarks
VAT Amount	It indicates the Total VAT Amount.	Derived as the sum of VAT applicable on the line item and the related line item details. To enter VAT Amount, click VAT Amount .
Add/Deduct Charge	It indicates the Total Add/Deduct Charge.	Derived as the sum of Add/Deduct charge applicable on the line item and the related line item details. To enter Add/Deduct Charge, click Add/Deduct Charge .
Line Detail Net Total	It indicates the Line Net Total.	It is the total of the Line Total, Tax Amount, VAT Amount and Add/Deduct Charge .
Optional Information	Select the optional group information to be added from the list displayed.	The details for the following Optional Groups can be added to the Line Item Detail: <ul style="list-style-type: none"> • Desk-Gate Details • Area Details • Route Details • Aircraft Details • Flight Details • Settlement Details • Mail Details • Consumption Details • Other Details • Passenger Details • Employee Details • Service Provider Details • Misc Details • UATP Details • Parking Details For more information on the fields displayed for each optional group, click Optional Group Fields .

Buttons	Description	Remarks
Save and Add	Click Save and Add to save the details entered for the Line Item Detail and add new Line Item Detail .	The Create Line Item Detail screen is displayed with the confirmation that the Line Item Detail is created successfully.
Save and Duplicate	Click Save and Duplicate save the details entered for the Line Item Detail and add similar new Line Item Detail .	The Line Item Detail screen is displayed with the values from the previous Line Item Detail screen except Service End Date .
Save and Back	Click Save and Back to save the details entered for the Line Item Details and go back to the Edit Line Item screen.	The Edit Line Item screen is displayed with the confirmation that the Line Item Detail is created successfully.
Back	Click Back to go to the Edit Line Item screen.	A warning message is displayed if you click Back prior to saving any changes/additions to the screen.

Buttons	Description	Remarks
First	Click First to View/Edit the details entered for the first Line Item detail.	The Edit Line Item Detail screen is displayed with the details for the first line item.
Previous	Click Previous to View/Edit the details entered for the previous Line Item detail.	The Edit Line Item Detail screen is displayed with the details for the previous line item.
Next	Click Next to View/Edit the details entered for the next Line Item detail.	The Edit Line Item Detail screen is displayed with the details for the next line item.
Last	Click Last to View/Edit the details entered for the last Line Item detail.	The Edit Line Item Detail screen is displayed with the details for the last line item.

The procedure to create a Line Item Detail is as follows:

1. Enter the details for the following fields:

- **Service Start Date**
- **Service End Date**
- **Product ID**
- **Description**
- **Quantity**
- **UOM Code**
- **Unit Price**
- **Scaling Factor**
- **Line Detail Total**
- **Tax Amount**
- **VAT Amount**
- **Add/Deduct Charge**
- **Line Detail Net Total**
- **Optional Group Fields**

2. Click **Save and Back**.

Note: You can select from the following options:

- **Save and Add**
- **Save and Duplicate**
- **Save and Back**

OR

- **Back**

3. The **Edit Line Item** screen is displayed with the confirmation that the Line Item Detail is created successfully.

Related Topics

[Validating Invoice](#)

[Submitting Invoice](#)

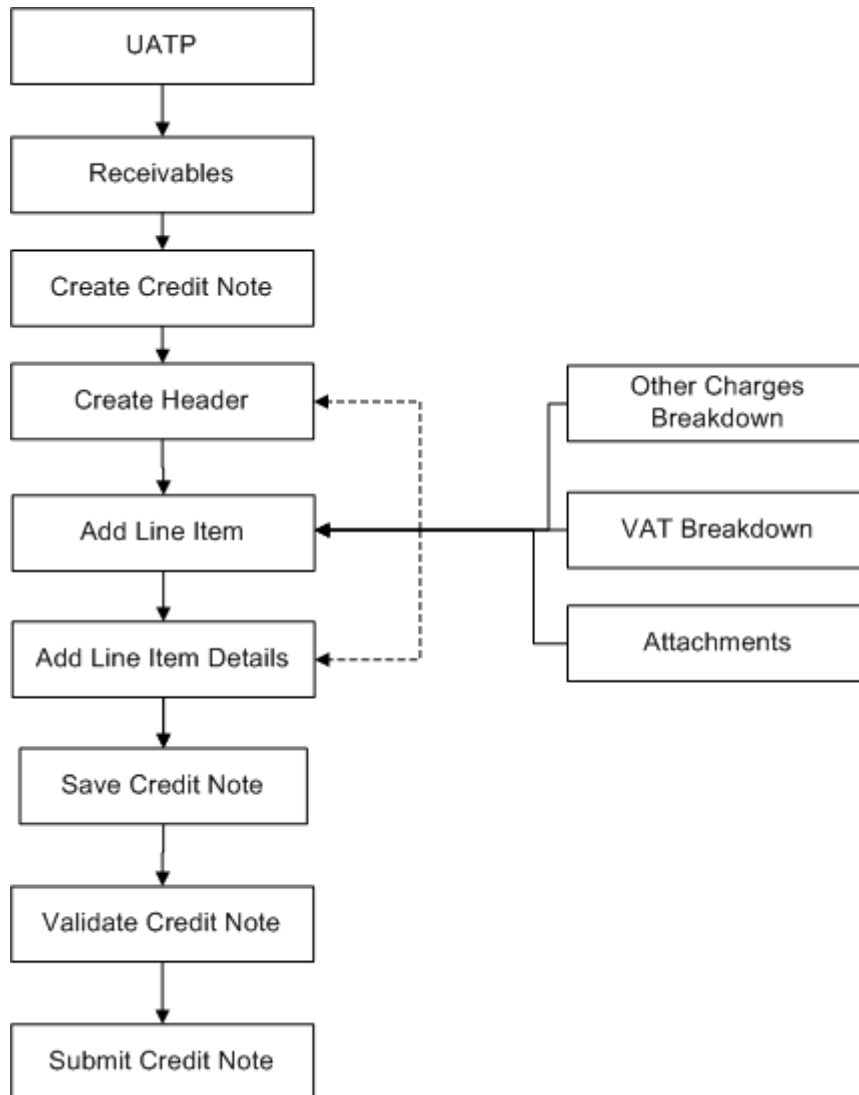
[Deleting Invoice](#)

[Optional Group Fields](#)

4.3 Creating Credit Note

4.3.1 Processes for Credit Note

Creating Credit Note





4.3.2 Creating Credit Note Header

To create Credit Note Header, the steps are as follows:

1. Click **UATP** menu.
2. Click **Receivables** submenu.
3. Click **Create Credit Note** option.
4. The **Create UATP Credit Note** screen is displayed.

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
*Billed Member	It is the combination of designator, prefix/accounting code and commercial name of the billed member.	For example, WI-221-Wings Airways

Fields	Description	Remarks
*Credit Note Number	Unique alphanumeric ID that identifies the Credit Note.	<p>The Credit Note Number can be up-to ten characters (English letters and numbers only).</p> <p>For example, W11234</p> <ul style="list-style-type: none"> • Spaces and special characters (#, *, @, ~, -, and so on) should not be used. • Letters are case insensitive. For example, w11234 will be considered equal to W11234 when performing duplicate checks. • Should not be duplicated by the billing airline within a calendar year across all Billing Categories.
*Credit Note Date	It is the date of the Credit Note.	<p>By default, displays the current date, month and year.</p> <p>Please note that Credit Note date is not greater than the current billing period's closure date.</p>
*Charge Category	Indicates the category of charges that can be applied on the invoice.	For UATP Module, the only applicable charge category is UATP .
P.O. Number	Indicates the reference to purchase order, if any.	If there is a reference to any Purchase Order against which the invoice is being raised, you can enter P.O. Number.
Billing Member's Location ID	Unique alphanumeric code that identifies member's location as per the member profile.	<p>It generates the legal reference data for the Member.</p> <p>Default location is the MAIN Location.</p> <ul style="list-style-type: none"> • Default location can be changed by selecting the desired location from the list. • Click Billing Member's Location ID to change any reference data for the Member. <p>The header can be saved without reference data, by selecting the blank value at the top of the list. However it should be ensured that reference data is captured before validating the invoice. Otherwise the validation process will result in an error.</p>



Fields	Description	Remarks
Billed Member's Location ID	Unique alphanumeric code that identifies member's location as per the member profile.	<p>It generates the legal reference data for the Member. Default location is the MAIN Location.</p> <ul style="list-style-type: none"> • Default location can be changed by selecting the desired location from the list. • Click Billed Member's Location ID to change any reference data for the Member. <p>The header can be saved without reference data, by selecting the blank value at the top of the list. However it should be ensured that reference data is captured before validating the invoice. Otherwise the validation process will result in an error.</p>
Contact of Billing Member	The name of the person/supervisor sending the invoice.	<p>For example, Sam. To add/edit the details of the contact, click Contact of Billing Member.</p>
Contact of Billed Member	The name of the invoice receiver.	<p>For example, John. To add/edit the details of the contact, click Contact of Billed Member.</p>
*Settlement Method	It is the Settlement Method of the invoice.	<p>By default, based on the members, applicable method of invoice the settlement is displayed. This can be changed to Bilateral Settlement.</p> <ul style="list-style-type: none"> • ICH • ACH • Bilateral • Adjustments due to Protests • ACH using IATA Rules (MITA) <p>Note: In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership of the parent member will be considered for determination/validation of Settlement Method</p>
*Billing Year/ Month/ Period	The Clearance Period of the invoice (Year, Month and Period).	<p>By default, the current year, month and period is displayed.</p> <ul style="list-style-type: none"> • The previously closed period can be selected only if the late submission window is open. • One of the future four billing periods can also be selected if the invoice is to be submitted in the future period.



Fields	Description	Remarks
*Currency of Billing	It is the currency of billing of the invoice.	By default, displays the currency code of the billing member as defined in the MAIN Location ID. <ul style="list-style-type: none"> You can also select different currency code if the invoicing currency varies with the default value. If currency is not defined for the MAIN location, then Please Select is displayed. You can select the currency in which the Credit Note has to be raised.
Tax Amount	The tax applicable on the entire invoice.	It is the sum of the Tax applied at the Invoice Header and Total Tax Amount stated in all Line Items. To enter Tax amount click Tax Amount .
VAT Amount	The VAT applicable on the entire invoice.	It is the sum of the VAT applied at the Invoice Header and Total VAT Amount stated in all Line Items. To enter VAT amount, click VAT Amount.
Add/ Deduct Charge	The Add/Deduction charge applicable on the entire invoice.	It is the sum of the Add/Deduct Charge applied at the Invoice Header and Total Add/Deduct Amount stated in all Line Items. To enter Add/Deduct charge, click Add/Deduct Charge.
Total Amount in Billing Currency	Displays the sum of the Line Net Amount and the Tax, VAT and Add/Deduct charge applied at the invoice header.	The value will be calculated by the system and displayed here.
*Exchange Rate	Displays the FDR of the stated Billing Year Month applicable for the stated Billing and Clearance currencies.	The value will be automatically generated. This field is not displayed for the Bilateral Settlement.
*Currency of Clearance	Displays the applicable Clearance Currency as per the zones of the Billing and Billed entities.	If settlement method is ACH then system will default the value to USD. This can be changed to CAD if required. This field is not visible when settlement method is Bilateral . Note: In case of merger scenarios, where the billing member or billed member is merged into another parent member, the Clearing House membership and ICH Zone of the parent member will be considered for determination/validation of Settlement Method
Total Amount in Clearance Currency	Displays the value after dividing Amount in Billing Currency by the Exchange Rate.	The value is derived by the system and cannot be viewed when the settlement method is Bilateral .



Fields	Description	Remarks
Digital Signature	It is a flag indicating whether digital signature is required or not.	Valid value are as follows: <ul style="list-style-type: none"> • N: No • Y: Yes • D: Default (as per profile settings) Note: If digital signature requirement indicate an 'N' as per profile settings, it should not be changed to "Y".
Credit Note Owner	It indicates the name of the Credit Note Owner.	-
Payment Details: Fields are enabled only if the settlement method is Bilateral .		
Payment Terms Code	It indicates a code defined for the payment terms.	For example, 15NET, 14 DAYS, and so on.
Payment Due By	Indicates the date by which the payment is due.	Select from the date picker. Enter the no. of days for the payment in the Within Days field.
Get Discount	Indicates the discount % if the payment is made with the due date suggested.	Select from the date picker. Enter the no. of days for the payment in the Within Days field.
Remarks	Enter remarks if any.	-
Bank Details	It displays the Bank details of the member as listed in the member profile.	Values for the following fields is displayed: <ul style="list-style-type: none"> • Bank Name • IBAN • SWIFT • Bank Code • Branch Code • Bank Account Number • Bank Account Name • Currency Code
Note	Pre-defined list of notes or you can define a specific note different from the available drop down.	For example, Payment Terms.
Note Description	The description of the notes.	For example, Internal Customer Number. Any specific information that is necessary to be stated on the PDF invoice.
Additional Details	Pre-defined list of additional details or you can define a specific detail different from the available drop-down.	Any additional information to be stated that needs to be shown on the PDF.
Additional Details Description	The additional details you may want to enter.	Any additional information that supports the invoice. This information will not be printed on the invoice.

Buttons	Description	Remarks
Save Credit Note	Click Save Credit Note to save the details entered for the Credit Note Header .	The Create Line Item screen is displayed with the confirmation that the Line Item is created successfully.

The procedure to create a Credit Note Header is as follows:



1. Enter the details for the following fields:
 - **Billed Member**
 - **Credit Note Number**
 - **Credit Note Date**
 - **Charge Category**
 - **P.O. Number**
 - **Billing Member's Location ID**
 - **Billed Member's Location ID**
 - **Contact of Billing Member**
 - **Contact of Billed Member**
 - **Settlement Method**
 - **Billing Year/ Month/ Period**
 - **Currency of Billing**
 - **Tax Amount**
 - **VAT Amount**
 - **Add/ Deduct Charge**
 - **Total Amount in Billing Currency**
 - **Exchange Rate**
 - **Currency of Clearance**
 - **Total Amount in Clearance Currency**
 - **Digital Signature**
 - Enter the **Payment Details** in case the settlement method is Bilateral.
 - **Note**
 - **Note Description**
 - **Additional Details**
 - **Additional Details Description**
2. Click **Save Credit Note**.
3. The **Create Line Item** screen is displayed with the confirmation that the Credit Note Header is created successfully.

Related Topics

[Creating Line Item](#)

[Creating Line Item Detail](#)

[Validating Invoice](#)

[Submitting Invoice](#)

[Deleting Invoice](#)

4.3.3 Creating Line Item

To create a Line Item for the Credit Note, the steps are as follows:

1. Create Credit Note Header.
2. The **Create Line Item** screen is displayed.



Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Sections/Fields	Description	Remarks
Invoice Header	The details listed for the header are displayed.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Credit Note Number • Credit Note Date • Billed Member • Charge Category • Billing Amount • Credit Note Status • Billing Period
Line Item		
Line Item #	It indicates the Line Item Number.	It is generated automatically by the system. For example, Line Item # 1 will be incremented while adding a new line item.
Charge Code	It indicates the nature of the service charged.	Valid values are: <ul style="list-style-type: none"> • ATCAN: If this is selected you need to enter Charge Code Type. • Chargeback • Fees • Misc
Charge Code Type	It is valid only if the Charge Code selected is ATCAN .	Valid value is Commission .
P.O. Line Number	It indicates the Line Item Number in the Purchase Order .	Enter the P.O. Line Number only if it is specified at the invoice header.



Sections/Fields	Description	Remarks
Product ID	It indicates specific code of the product.	-
Description	It indicates the description for the service provided.	-
Service Start Date	It indicates the start date of that period during which the goods or services were delivered.	<p>For example, if the Billing Month Year is October 2011, the date 01-October-2011 will be populated here.</p> <ul style="list-style-type: none"> Start Date can not be greater than or equal to the Service End Date. If the line item refers to a specific date on which goods or services were delivered then no service start date is required.
Service End Date	It indicates the end date of the period during which the goods or services were delivered.	<p>For example, if the Billing Month Year is October 2011, the date 31-October-2011 will be populated here.</p> <ul style="list-style-type: none"> End Date can not be less than or equal to the Service Start Date. If the line item refers to a specific date on which goods or services were delivered, then the Service End Date refers to this specific date.
Quantity	It indicates the Quantity of service/products/goods provided.	<p>If you capture a Line Item detail, then the quantity that was entered at this level will be over-written with the details provided at the Line Item detail level as per rules stated below:</p> <p>Rule 1</p> <ul style="list-style-type: none"> When the UOM Code, Unit Price, Scaling Factor are the same at all the Line Item Detail Level and the Minimum Quantity Flag is not checked for any of the line details. In this scenario, the Quantity will be added up at the Line Item level, UOM Code, Unit Price & Scaling Factor will be the same as that in the Line Details. <p>Rule 2</p> <ul style="list-style-type: none"> When either the UOM Code, Unit Price, Scaling Factor is different or the Minimum Quantity Flag is checked in even one Line Detail. In this scenario, the Quantity will be 1, UOM Code will be Each and the Unit Price will be equal to the sum of the Line Detail Totals and Scaling Factor will be 1.



Sections/Fields	Description	Remarks
UOM Code	It indicates the unit of measure.	Default value displayed is Each . <ul style="list-style-type: none"> • UOM Code can be Hours, Each, Kilogram and so on. • If you capture a Line Item detail, then the unit of measure that was entered at this level will be over-written with the details provided at the Line Item detail level.
Unit Price	The applicable Unit Price.	If you capture a Line Item detail, then the Unit Price that was entered at this level will be over-written with the details provided at the Line Item detail level. Since this is a Credit Note, please make sure that you enter a negative value.
Scaling Factor	It indicates the number of units.	For example, Unit price is per 1000 tons then the value in Scaling Factor will be '1000'. The default value can be changed as required. If you capture a Line Item detail , then the Scaling Factor that was entered at this level will be over-written with the details provided at the Line Item detail level. Default value displayed is 1.
Line Total	It indicates the Line Total.	It is derived from total of Quantity and Unit Price divided by Scaling Factor .
Tax Amount	It indicates the Total Tax Amount.	Derived as the sum of Tax applicable on the line item and the related line item details. To enter Tax Amount, click Tax Amount .
VAT Amount	It indicates the Total VAT Amount.	Derived as the sum of VAT applicable on the line item and the related line item details. To enter VAT Amount, click VAT Amount .
Add/Deduct Charge	It indicates the Total Add/Deduct Charge.	Derived as the sum of Add/Deduct charge applicable on the line item and the related line item details. To enter Add/Deduct Charge, click Add/Deduct Charge .
Line Net Total	It indicates the Line Net Total.	It is the total of the Line Total , Tax Amount , VAT Amount and Add/Deduct Charge .
Additional Details	It indicates any additional information to be stated that needs to be shown on the PDF.	A pre-defined list of additional details is available or you can define specific details.
Additional Details Description	It indicates any additional information that supports the invoice.	This information provided is not printed on the invoice.

Buttons	Description	Remarks
Save	Click Save to save the details entered for the Line Item .	The Edit Line Item screen is displayed with the confirmation that the Line Item is created successfully.
Attachments	Click Attachments to add support documents to the Line	The Add/Remove Attachments screen is displayed.



	Item.	You can attach supporting documents. Click Attachments to attach supporting documents.
Back	Click Back to go to the Edit UATP Credit Note .	A warning message is displayed if you click Back prior to saving any changes/additions to the screen.

The procedure to create a Line Item is as follows:

1. Enter the details for the following fields:
 - **Charge Code**
 - **Location (Airport/City Code)**
 - **P.O. Line Number**
 - **Product ID**
 - **Description**
 - **Service Start Date**
 - **Service End Date**
 - **Quantity**
 - **UOM Code**
 - **Unit Price**
 - **Scaling Factor**
 - **Line Total**
 - **Tax Amount**
 - **VAT Amount**
 - **Add/Deduct Charge**
 - **Line Net Total**
 - **Additional Details**
 - **Additional Details Description**
2. Click **Save Line item**.
3. The **Edit Line Item** screen is displayed with the confirmation that the Line Item is created successfully.

Related Topics

[Creating Line Item Detail](#)

[Attaching Supporting Documents](#)



4.3.4 Creating Line Item Detail

To create a Line Item, the steps are as follows:

1. Create Line Item for the Credit Note.
2. Click **Add Line Item Detail** located on the **Edit Line Item** screen.
3. The **Create Line Item Detail** screen is displayed.

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Sections/Fields	Description	Remarks
Invoice Header	The details listed for the header are displayed.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Credit Note Number • Credit Note Date • Billed Member • Charge Category • Billing Amount • Credit Note Status • Billing Period



Sections/Fields	Description	Remarks
Line Item	The details listed for the Line Item are displayed.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Line Item Number • Charge Code • Charge Code Type • Service Start Date • Service End Date • Quantity • UOM Code • Unit Price • Scaling Factor • Line Total • Tax • VAT • Add Charge/Deduction • Line Net Total • Description
Line Item Detail		
Line Item Detail #	It indicates the Line Item Number.	It is generated automatically by the system. For example, Line Item # 1 will be incremented while adding a new line item.
Service Start Date	It indicates the start date of that period during which the goods or services were delivered.	For example, if the Billing Month Year is October 2011, the date 01-October-2011 will be populated here. <ul style="list-style-type: none"> • Start Date can not be greater than or equal to the Service End Date. • If the line item refers to a specific date on which goods or services were delivered then no service start date is required.
Service End Date	It indicates the end date of the period during which the goods or services were delivered.	For example, if the Billing Month Year is October 2011, the date 31-October-2011 will be populated here. <ul style="list-style-type: none"> • End Date can not be less than or equal to the Service Start Date. • If the line item refers to a specific date on which goods or services were delivered, then the Service End Date refers to this specific date.
Product ID	It indicates specific code of the product.	-
Description	It indicates the description for the service provided.	-



Sections/Fields	Description	Remarks
Quantity	It indicates the Quantity of service/products/goods provided.	<p>If you capture a Line Item detail, then the quantity that was entered at this level will be over-written with the details provided at the Line Item detail level as per rules stated below:</p> <p>Rule 1</p> <ul style="list-style-type: none"> When the UOM Code, Unit Price, Scaling Factor are the same at all the Line Item Detail Level and the Minimum Quantity Flag is not checked for any of the line details. In this scenario, the Quantity will be added up at the Line Item level, UOM Code, Unit Price & Scaling Factor will be the same as that in the Line Details. <p>Rule 2</p> <ul style="list-style-type: none"> When either the UOM Code, Unit Price, Scaling Factor is different or the Minimum Quantity Flag is checked in even one Line Detail. In this scenario, the Quantity will be 1, UOM Code will be Each and the Unit Price will be equal to the sum of the Line Detail Totals and Scaling Factor will be 1.
UOM Code	It indicates the unit of measure.	<p>Default value displayed is Each.</p> <ul style="list-style-type: none"> UOM Code can be Hours, Each, Kilogram and so on. If you capture a Line Item detail, then the unit of measure that was entered at this level will be over-written with the details provided at the Line Item detail level.
Unit Price	The applicable Unit Price.	<p>If you capture a Line Item detail, then the Unit Price that was entered at this level will be over-written with the details provided at the Line Item detail level.</p>
Scaling Factor	It indicates the number of units.	<p>For example, Unit price is per 1000 tons then the value in Scaling Factor will be '1000'. The default value can be changed as required.</p> <p>If you capture a Line Item detail, then the Scaling Factor that was entered at this level will be over-written with the details provided at the Line Item Detail level. Default value displayed is 1.</p>
Line Detail Total	It indicates the Line Detail Total.	<p>It is derived from total of Quantity and Unit Price divided by Scaling Factor.</p>
Tax Amount	It indicates the Total Tax Amount.	<p>Derived as the sum of Tax applicable on the line item and the related line item details.</p> <p>To enter Tax Amount, click Tax Amount.</p>

Sections/Fields	Description	Remarks
VAT Amount	It indicates the Total VAT Amount.	Derived as the sum of VAT applicable on the line item and the related line item details. To enter VAT Amount, click VAT Amount .
Add/Deduct Charge	It indicates the Total Add/Deduct Charge.	Derived as the sum of Add/Deduct charge applicable on the line item and the related line item details. To enter Add/Deduct Charge, click Add/Deduct Charge .
Line Detail Net Total	It indicates the Line Net Total.	It is the total of the Line Total, Tax Amount, VAT Amount and Add/Deduct Charge .
Optional Information	Select the optional group information to be added from the list displayed.	The details for the following Optional Groups can be added to the Line Item Detail: <ul style="list-style-type: none"> • Desk-Gate Details • Area Details • Route Details • Aircraft Details • Flight Details • Settlement Details • Mail Details • Consumption Details • Other Details • Passenger Details • Employee Details • Service Provider Details • Misc Details • UATP Details • Parking Details For more information on the fields displayed for each optional group, click Optional Group Fields .

Buttons	Description	Remarks
Save and Add	Click Save and Add to save the details entered for the Line Item Detail and add new Line Item Detail .	The Create Line Item Detail screen is displayed with the confirmation that the Line Item Detail is created successfully.
Save and Duplicate	Click Save and Duplicate save the details entered for the Line Item Detail and add similar new Line Item Detail .	The Line Item Detail screen is displayed with the values from the previous Line Item Detail screen except Service End Date .
Save and Back	Click Save and Back to save the details entered for the Line Item Details and go back to the Edit Line Item screen.	The Edit Line Item screen is displayed with the confirmation that the Line Item Detail is created successfully.
Back	Click Back to go to the Edit Line Item screen.	A warning message is displayed if you click Back prior to saving any changes/additions to the screen.

Buttons	Description	Remarks
First	Click First to View/Edit the details entered for the first Line Item detail.	The Edit Line Item Detail screen is displayed with the details for the first line item.
Previous	Click Previous to View/Edit the details entered for the previous Line Item detail.	The Edit Line Item Detail screen is displayed with the details for the previous line item.
Next	Click Next to View/Edit the details entered for the next Line Item detail.	The Edit Line Item Detail screen is displayed with the details for the next line item.
Last	Click Last to View/Edit the details entered for the last Line Item detail.	The Edit Line Item Detail screen is displayed with the details for the last line item.

The procedure to create a Line Item Detail is as follows:

1. Enter the details for the following fields:

- **Service Start Date**
- **Service End Date**
- **Product ID**
- **Description**
- **Quantity**
- **UOM Code**
- **Unit Price**
- **Scaling Factor**
- **Line Detail Total**
- **Tax Amount**
- **VAT Amount**
- **Add/Deduct Charge**
- **Line Detail Net Total**
- **Optional Group Fields**

2. Click **Save and Back**.

Note: You can select from the following options:

- **Save and Add**
- **Save and Duplicate**
- **Save and Back**

OR

- **Back**

3. The **Edit Line Item** screen is displayed with the confirmation that the Line Item Detail is created successfully.



Related Topics

[Validating Invoice](#)

[Submitting Invoice](#)

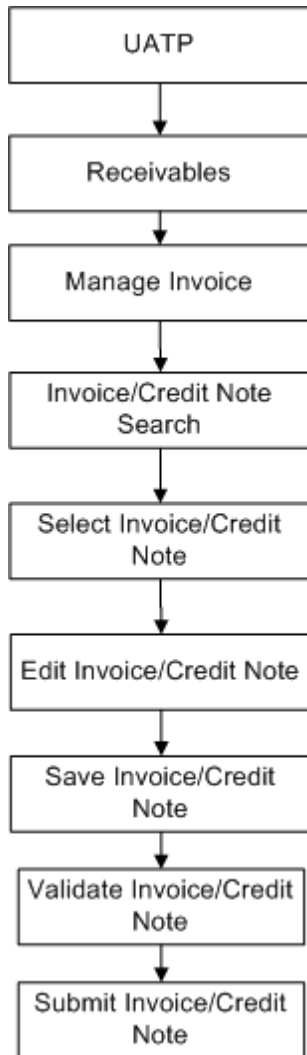
[Deleting Invoice](#)

[Optional Group Fields](#)

4.4 Editing Invoices

4.4.1 Processes for editing Invoice/Credit Note

Editing Invoice/Credit Note





4.4.2 Searching for an Invoice/Credit Note

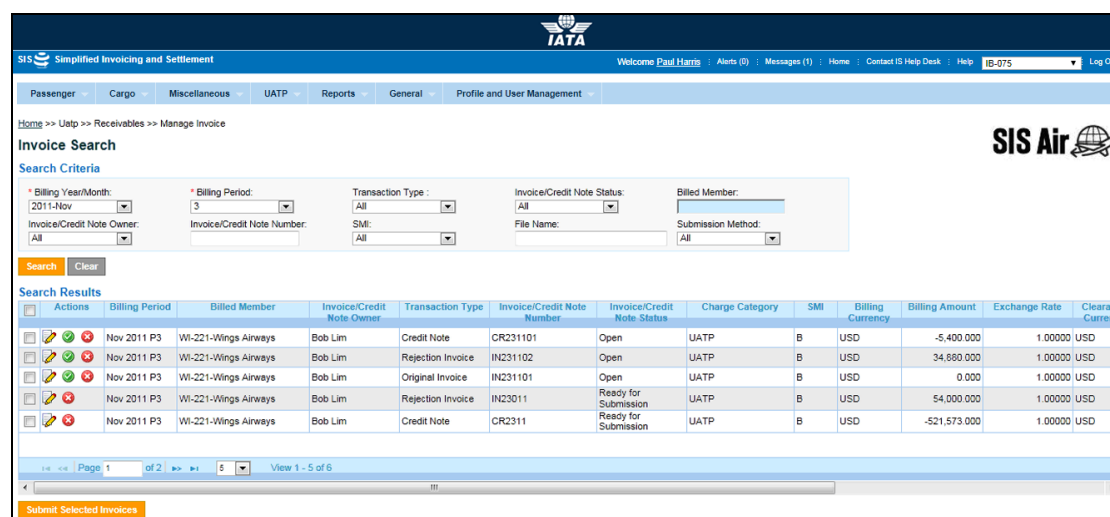
Invoices can be searched using:

- Receivables submenu
- Payables submenu
- Billing History and Correspondence submenu

4.4.2.1 Searching for Invoice/Credit Note using Receivables submenu

To search an Invoice/Credit Note, the steps are as follows:

1. Click **UATP** menu.
2. Click **Receivables** submenu.
3. Click **Manage Invoice** option.
4. The **Invoice Search** screen is displayed.






Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
*Billing Year/Month	It indicates the clearance year/month of the Invoice/Credit Note.	By default it displays the current year/month.
*Billing Period	It indicates the clearance period of the Invoice/Credit Note.	By default it displays the current period.

Fields	Description	Remarks
Transaction Type	It indicates the transaction to be searched.	Valid values are: <ul style="list-style-type: none"> • Original Invoice • Rejection Invoice • Correspondence Invoice • Credit Note Default value displayed is ALL .
Invoice/Credit Note Status	It indicates the status of Invoice/Credit Note.	Valid value is one of the following: <ul style="list-style-type: none"> • Open • Ready for submission • Ready for Billing • Claimed • Processing complete • Presented • Validation error-WEB Invoice Default value displayed is ALL
Billed Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the member ID to whom the invoice is to be sent. For example, WI-023-Wings Airways
Invoice/Credit Note Owner	It indicates the name of the person who has created the invoice or credit note.	-
Invoice/Credit Note Number	Unique alphanumeric code that identifies the invoice.	-
SMI	It indicates the Settlement Method for the Invoices/Credit Note.	Valid value is one of the following <ul style="list-style-type: none"> • ICH • ACH • Bilateral • Adjustments due to Protests • ACH using IATA Rule
File Name	It indicates the name of the file.	It is valid only for IS -WEB Invoices.
Submission Method	It indicates the method of submission of Invoices.	Valid values are: <ul style="list-style-type: none"> • IS-XML • IS-WEB Default value displayed is ALL .

Buttons	Description	Remarks
	Click Edit to edit the details of the Invoice/Credit Note.	The Edit UATP Invoice or Edit UATP Credit Note screen is displayed as per the Invoice/Credit Note selected.
	Click Validate to validate the Invoice/Credit Note.	The Invoice Search screen is displayed with the confirmation that the Invoice/Credit Note is validated successfully.
	Click Delete to delete the selected Invoice/Credit Note.	The Invoice Search screen is displayed with the confirmation that the Invoice/Credit Note is deleted successfully.

Buttons	Description	Remarks
Submit Selected Invoices	Click Submit Selected Invoices to submit the selected invoices to the clearing houses for the settlement.	Invoices can be submitted only after the validation checks are cleared. After the Invoice is submitted the buttons Edit, Validate and Delete change to View, Zip, and PDF as explained in the topic Searching Invoice/Credit Note using Payables submenu.

The procedure to search an Invoice/Credit Note is as follows:

1. Enter the details for the following fields:
 - **Billing Year/Month**
 - **Billing Period**
 - **Transaction Type**
 - **Invoice/Credit Note Status**
 - **Billed Member**
 - **Invoice/Credit Note Owner**
 - **Invoice/Credit Note Number**
 - **SMI**
 - **File Name**
 - **Submission Method**
2. Click **Search**.
3. The results are displayed in the **Search Results** section.



4.4.2.2 Searching for Invoice/Credit Note using Payables submenu

Refer topic: **Searching for Invoice/Credit Note using Payables submenu**

4.4.2.3 Searching for Invoice/Credit Note using Billing history and Correspondence submenu

Refer Topic: **Searching for Invoice/Credit Note using Billing history and Correspondence submenu**

Related Topics

[Searching for Invoice/Credit Note using Payables submenu](#)

[Searching for Invoice/Credit Note using Billing History and Correspondence submenu](#)

[Validating Invoice](#)


[Submitting Invoice](#)

[Deleting Invoice](#)



4.4.3 Editing UATP Invoice

To edit an UATP Invoice, the steps are as follows:

1. Search the Invoice using **Receivables** submenu.
2. Select the invoice to be edited from the list displayed in the **Search Results** section.
3. Click .
4. The **Edit UATP Invoice** screen is displayed.

The screenshot displays the 'Edit UATP Invoice' interface. At the top, there's a navigation bar with 'Passenger', 'Cargo', 'Miscellaneous', 'UATP', 'Reports', 'General', and 'Profile and User Management'. Below this, the 'Edit UATP Invoice' form is shown with several sections:

- Invoice Header:** Contains fields for Billed Member (WI-221-WINGSAR), Invoice Number (UG9803720), Invoice Date (05-Jun-13), Charge Category (UATP), P.O. Number, Billing Member's Location ID (Man-MUMBAI-IN), Billed Member's Location ID (Man-Phoenix-US), Settlement Method (ICH), Billing Year/Month/Period (2013-May-4), Currency of Billing (USD-US Dollar), Tax Amount, Add/Deduct Charge, Digital Signature (D. Default), Invoice Owner (SYSTEM USER), Invoice Template Language, Contact of Billing Member, Contact of Billed Member, VAT Amount, Currency of Clearance (USD), and Total Amount in Clearance Currency (269.510).
- Notes:** A section for adding notes with a 'Note Description' field.
- Additional Details:** A section for additional details with an 'Additional Details Description' field.
- Line Items:** A table with columns: Actions, Line Item #, Charge Code, Charge Code Type, Service Start Date, Service End Date, Description, Quantity, UOM Code, Unit Price, Scaling Factor, Line Total, Tax, VAT, and Ad. C. It lists three items:

Line Item #	Charge Code	Charge Code Type	Service Start Date	Service End Date	Description	Quantity	UOM Code	Unit Price	Scaling Factor	Line Total	Tax	VAT	Ad. C.
1	ATCAN		31-May-13		I-ATCAN-098-037-020	1	EA	97.5900	1	97.590	0	0	
2	ATCAN		29-May-13		I-ATCAN-098-037-020	1	EA	176.7200	1	176.720	0	0	
3	ATCAN	Commission	04-Jun-13		C-ATCAN-098-037-020	1	EA	-4.8000	1	-4.800	0	0	

At the bottom, there are buttons for 'Save Invoice Header', 'Add Line Item', and 'Attachments'. The page footer shows 'Page 1 of 1' and 'View 1 - 3 of 3'.

Note: Sections/Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.



Sections/Fields	Description	Remarks
Invoice Header	The details listed for the header are displayed.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Invoice Number • Invoice Date • Billed Member • Charge Category • Billing Amount • Invoice Status • Billing Period
Payment Details	The payment details are displayed.	The fields displayed are similar as explained in the topic Creating Invoice Header .
Line Items	Displays the details for the Line Items added to the invoice.	The details for the fields displayed are as explained in the topic Creating Line Item .

Buttons	Description	Remarks
Save Invoice Header	Click Save Invoice Header to save any details edited for the Header fields.	The Edit UATP Invoice screen is displayed with the confirmation that the Invoice Header is updated successfully.
Add Line Item	Click Add Line Item to add a new Line Item to the invoice.	The Create Line Item Detail screen is displayed with the confirmation that the Line Item is created successfully.
Attachments	Click Attachments to add support documents to the Line Item.	The Add/Remove Attachments screen is displayed.
Validate Invoice	Click Validate Invoice to validate the invoice as per SIS specifications and set the invoice status as Ready for Submission .	<p>The invoice status is changed to Ready for Submission after all the validation checks are cleared.</p> <ul style="list-style-type: none"> • Details of un-cleared validation checks are reported on the screen. This will enable you to take further corrective action. <p>If all validation checks are cleared, Validate Invoice button changes to Submit Invoice. Click Submit Invoice to submit the invoice. After the invoice is submitted, the invoice status changes to Ready for Billing.</p>
Back to Manage Invoice	Click Back to go back to the Invoice Search screen.	A warning message is displayed if you click Back prior to saving any changes/additions to the screen.

The procedure to edit the header details is as follows:

1. Edit the details for the Header.
2. Click **Save Invoice Header**.
3. The **Edit UATP Invoice** screen is displayed with the confirmation that the Invoice Header is updated successfully.

The procedure to add a Line Item is as follows:

1. Click **Add Line Item**.



2. The **Create Line Item** screen is displayed.
3. Add the details for the Line Item.

For more information refer topic **Creating Line Item**.

The procedure to attach support documents is as follows:

1. Click **Attachments**.
2. The **Add/Remove Attachments** screen is displayed.

For more information refer topic **Attaching Supporting Documents**.

Related Topics

[Editing Line Item](#)

[Attaching Supporting Documents](#)

[Validating Invoice](#)


[Submitting Invoice](#)

[Deleting Invoice](#)



4.4.4 Editing Line Item

To edit Line Item, the steps are as follows:

1. Edit UATP Invoice.
2. Select the Line item to be edited from the list displayed in the **Line Items** section.
3. Click .
4. The **Edit Line Item** screen is displayed.

Invoice Header

Invoice Number: IN241103 Invoice Date: 24-Nov-2011 Billed Member: WI-221 Charge Category: UATP Billing Amount: USD 6,510,000

Invoice Status: Open Billing Period: Nov 2011 P3

Line Item

Line Item #: 1

* Charge Code: ATCAR Charge Code Type: Please Select

* Description: Commission

Service Start Date: 01-Nov-11 * Service End Date: 30-Nov-11 * Quantity: 14 * UOM Code: EA-Each * Unit Price: 465.0000

Scaling Factor: 1 Line Total: 6510.000 Tax Amount: VAT Amount: Add/Deduct Charge:

Line Net Total: 6510.000

Additional Details: Additional Details Description:

Line Item Details

Actions	Line Detail #	Service Start Date	Service End Date	Description	Quantity	UOM Code	Unit Price	Scaling Factor	Line Detail Total	Tax	VAT	Add/ Ded Charge
	1	01-Nov-11	30-Nov-11	Commission	14	Each	465.0000	1	6,510.000	0.000	0.000	

Note: Sections/Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Sections/Fields	Description	Remarks
Invoice Header	The details listed for the header are displayed.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Invoice Number • Invoice Date • Billed Member • Charge Category • Billing Amount • Invoice Status • Billing Period
Line Item	Displays the details for the Line Items added to the invoice.	The details for the fields displayed are as explained in the topic Creating Line Item .
Line Item Details	Displays the details for the Line Item Details added to the invoice.	The details for the fields displayed are as explained in the topic Creating Line Item Detail .

Buttons	Description	Remarks
Save	Click Save to save the details edited for the Line Item .	The Edit Line Item screen is displayed with the confirmation that the Line Item is created successfully.
Add New Line Item	Click Add New Line Item to add new Line Item to the Invoice.	The Create Line Item screen is displayed. For more information refer topic Creating Line Item .
Add Line Item Detail	Click Add Line Item Detail to add a Line Item Detail to the Invoice.	The Create Line Item Detail screen is displayed. For more information refer topic Creating Line Item Detail .
Attachments	Click Attachments to add support documents to the Line Item.	The Add/Remove Attachments screen is displayed.
Back	Click Back to go to the Edit Line Item screen.	A warning message is displayed if you click Back prior to saving any changes/additions to the screen.

The procedure to edit the Line Item is as follows:

1. Edit the details for the Line Item.
2. Click **Save**.
3. The **Edit Line Item** screen is displayed with the confirmation that the Line Item is updated successfully.

The procedure to add a Line Item is as follows:

9. Click **Add Line Item**.
10. The **Create Line Item** screen is displayed.
11. Add the details for the Line Item.
For more information refer topic **Creating Line Item**.

The procedure to add a Line Item Detail is as follows:

1. Click **Add Line Item Detail**.
2. The **Create Line Item Detail** screen is displayed.
3. Add the details for the Line Item Detail.
For more information refer topic **Creating Line Item Detail**.



The procedure to attach support documents is as follows:

1. Click **Attachments**.
2. The **Add/Remove Attachments** screen is displayed.

For more information refer topic **Attaching Supporting Documents**.

Related Topics

[Editing Line Item Detail](#)

[Attaching Supporting Documents](#)

[Validating Invoice](#)


[Submitting Invoice](#)

[Deleting Invoice](#)



4.4.5 Editing Line Item Detail

To edit the Line Item Detail, the steps are as follows:

1. Edit the Line Item.
2. Select the **Line Item Detail** to be edited from the list displayed in the **Line Item Details** section.
3. Click .
4. The **Edit Line Item Detail** screen is displayed.

The screenshot displays the 'Edit Line Item Detail' interface. At the top, there's a navigation bar with 'SIS Air' branding and user information. Below that, a breadcrumb trail shows the path: Home >> Uatp >> Receivables >> Edit Uatp Invoice >> Edit Line Item >> Edit Line Item Detail. The main content area is divided into several sections:

- Invoice Header:** Contains fields for Invoice Number (IN241103), Invoice Status (Open), Invoice Date (24-Nov-2011), Billing Period (Nov 2011 P3), Billed Member (WI-221), Charge Category (UATP), and Billing Amount (USD 6,510,000).
- Line Item:** Shows Line Item Number (1), Quantity (14), Charge Code (ATCAN), UOM Code (EA-Each), Charge Code Type (Commission), Unit Price (465.0000), Service Start Date (01-Nov-11), Service End Date (30-Nov-11), Scaling Factor (1), and Line Total (6,510,000).
- Line Item Detail:** A form with fields for Line Item Detail # (1), Service Start Date (Nov-2011), Service End Date (30 Nov-2011), Product ID, Description (Commission), Quantity (14), UOM Code (EA-Each), Unit Price (465.0000), Scaling Factor (1), Line Detail Total (6510.000), Tax Amount (0.000), VAT Amount (0.000), and Add/Deduct Charge (0.000).
- UATP Details:** Includes Signed For Currency Code (AZM), Signed For Amount (42314), Daily Exchange Rate (43.00), Original Invoice Number (IN1711), Original Invoice Date (17-Nov-11), Rejection Reason Code, Rejected Commissions, Rejected Invoice No., and Rejected Invoice Date (DD-MMM-YY).
- Passenger Details:** Shows Passenger Name (ABC) and Ticket No. (123422).

At the bottom, there are navigation buttons: First, Previous, Next, Last, Save And Add, Save And Duplicate, Save And Back, and Back. A note at the bottom states: 'The fields marked with * are recommended and will become mandatory after one year of SIS-go-live.'

Note: Sections/Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.



Sections/Fields	Description	Remarks
Invoice Header	The details listed for the header are displayed.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Invoice Number • Invoice Date • Billed Member • Charge Category • Billing Amount • Invoice Status • Billing Period
Line Item	Displays the details for the Line Item added to the invoice.	The details for the fields displayed are as explained in the topic Creating Line Item .
Line Item Details	Displays the details for the Line Item Details added to the invoice.	The details for the fields displayed are as explained in the topic Creating Line Item Detail .

Buttons	Description	Remarks
Save and Add	Click Save and Add to save the details for the Line Item and add new Line Item Details.	The Create Line Item Detail screen is displayed.
Save and Duplicate	Click Save and Duplicate save the details entered for the Line Item Detail and add similar new Line Item Detail .	The Line Item Detail screen is displayed with the values from the previous Line Item Detail screen except Service End Date .
Save and Back	Click Save to save the details edited for the Line Item Detail and go back to the Edit Line Item screen.	The Edit Line Item screen is displayed. The details edited for the fields are displayed in the Line Item Details section.
Back	Click Back to go back to the Edit Line Item screen.	A warning message is displayed if you click Back prior to saving any changes/additions to the screen.

The procedure to edit the Line Item Details is as follows:

1. Edit the details for the fields.
2. Click **Save and Back** to save the details edited for the **Line Item Detail** and go back to the **Edit Line Item** screen.

Note: You can select from the following options:

- **Save and Add**
- **Save and Duplicate**
- **Save and Back**

OR

- Click **Back** to go back to the **Edit Line Item** screen.

The procedure to add a Line Item Detail is as follows:

1. Click **Add Line Item Detail**.
2. The **Create Line Item Detail** screen is displayed.
3. Add the details for the Line Item Detail.

For more information refer topic **Creating Line Item Detail**.



Related Topics

[Attaching Supporting Documents](#)

[Validating Invoice](#)

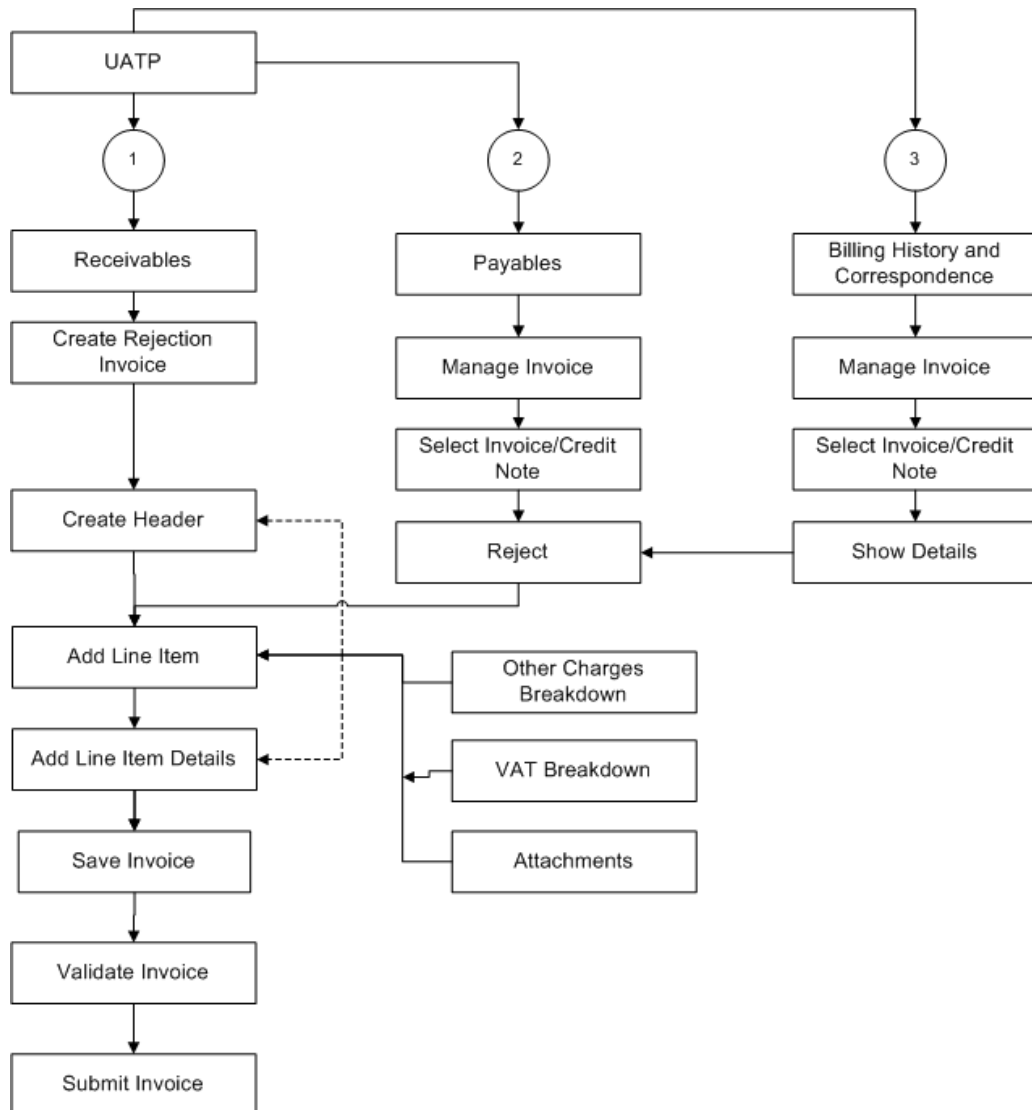
[Submitting Invoice](#)

[Deleting Invoice](#)

4.5 Rejecting Invoices

4.5.1 Processes for Rejection

Creating Rejection Invoice



4.5.2 Rejecting Invoice via Receivables

To reject an Invoice, the steps are as follows:

1. Click **UATP** menu.
2. Click **Receivables** submenu.
3. Click **Create Invoice** option.
4. The **Create UATP Invoice** screen is displayed.



Note: Sections/Fields and Buttons are as explained in the topic **Creating Invoice Header**. When you select the **Rejection Invoice** option the following fields are displayed.

Fields	Description	Remarks
*Rejected Invoice #	It indicates the number of the invoice to be rejected.	For example, IN111111.
*Billed In	It indicates the Billing Month in which invoice is being rejected and submitted for the settlement.	For example, 2011-OCT.
*Period	It indicates the period during which the invoice is being rejected and submitted for the settlement.	If invoice exists in database, the Period will be generated automatically.
*Rejection Stage	It indicates the rejection stage.	If invoice exists in database, the Rejection Stage is generated automatically. For first rejection, the rejection stage is 1 and applied only when the settlement method is ICH or Bilateral. <ul style="list-style-type: none"> □ If rejection stage 2 is selected, a validation error is displayed on click of Save Invoice if Settlement Method is 'ICH' or 'Bilateral' or 'M -Settlement as per ICH rules'. □ Rejection Stage 2 should be selected only if Settlement Method is 'ACH'.

The procedure to create a Rejection Invoice Header is as follows:

1. Enter the details for the following fields:

- **Billed Member**



- **Invoice Number**
 - **Invoice Date**
 - **Charge Category**
 - **P.O. Number**
 - **Billing Member's Location ID**
 - **Billed Member's Location ID**
 - **Contact of Billing Member**
 - **Contact of Billed Member**
 - **Settlement Method**
 - **Billing Year/ Month/ Period**
 - **Currency of Billing**
 - **Tax Amount**
 - **VAT Amount**
 - **Add/ Deduct Charge**
 - **Total Amount in Billing Currency**
 - **Exchange Rate**
 - **Currency of Clearance**
 - **Total Amount in Clearance Currency**
 - **Digital Signature**
 - Enter the **Payment Details** in case the settlement method is Bilateral.
2. Select **Rejection Invoice** option.
 3. Enter the details for the following fields:
 - **Rejected Invoice #**
 - **Billed In**
 - **Period**
 - **Rejection Stage**
 - **Note**
 - **Note Description**
 - **Additional Details**
 - **Additional Details Description**
 4. Click **Save Invoice Header**.
 5. The **Create Line Item** screen is displayed with the confirmation that the Invoice Header is created successfully.
You can add the details for the **Line Item** and **Line Item Details** for the **Rejection Invoice**.

Related Topics

[Creating Line Item](#)

[Creating Line Item Detail](#)


[Validating Invoice](#)

[Submitting Invoice](#)

[Deleting Invoice](#)

4.5.3 Rejecting Invoice via Payables

To reject an invoice, the steps are as follows:

1. Search the Invoice using **Payables** submenu.
2. Select the Invoice to be rejected from the list displayed in the **Search Results** section.
3. Click  .
4. The **View UATP Invoice** screen is displayed.
5. Select the Line Item to be rejected from the List displayed in the **Line Items** section.
6. Click **Reject**.
7. The **Create UATP Invoice** screen is displayed. The **Rejection Invoice** option is selected by default.

Note: The Fields and Buttons displayed are as explained in the topic **Rejecting Invoice via Receivables**.

Related Topics

[Creating Line Item](#)

[Creating Line Item Detail](#)


[Validating Invoice](#)

[Submitting Invoice](#)

[Deleting Invoice](#)

4.5.4 Rejecting Invoice via Billing History

To reject an invoice, the steps are as follows:

1. Search the Invoice using **Billing History and Correspondence** submenu.
2. Select the Invoice to be rejected from the list displayed in the **Search Results** section.
3. Click  .
4. The **Create UATP Invoice** screen is displayed.

Note: The Fields and Buttons displayed are as explained in the topic **Rejecting Invoice via Receivables**.

Related Topics

[Creating Line Item](#)

[Creating Line Item Detail](#)

[Validating Invoice](#)

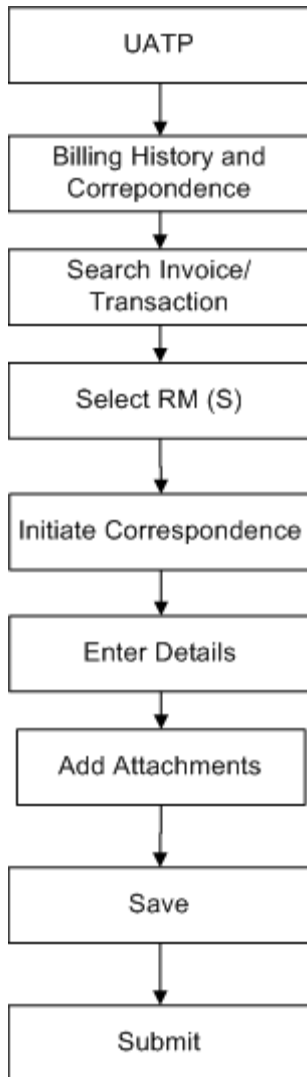
[Submitting Invoice](#)

[Deleting Invoice](#)

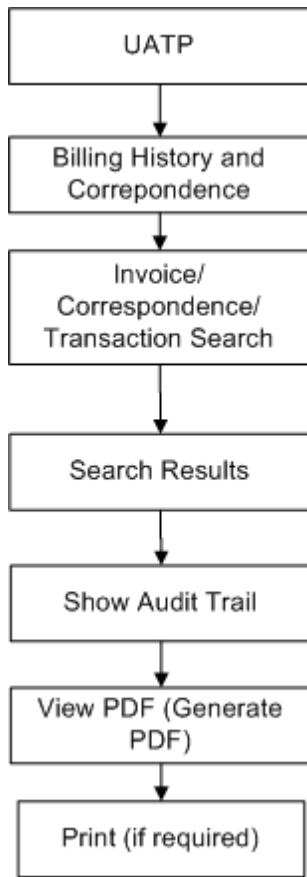
4.6 Working with Correspondence

4.6.1 Processes for Correspondence

Initiating Correspondence

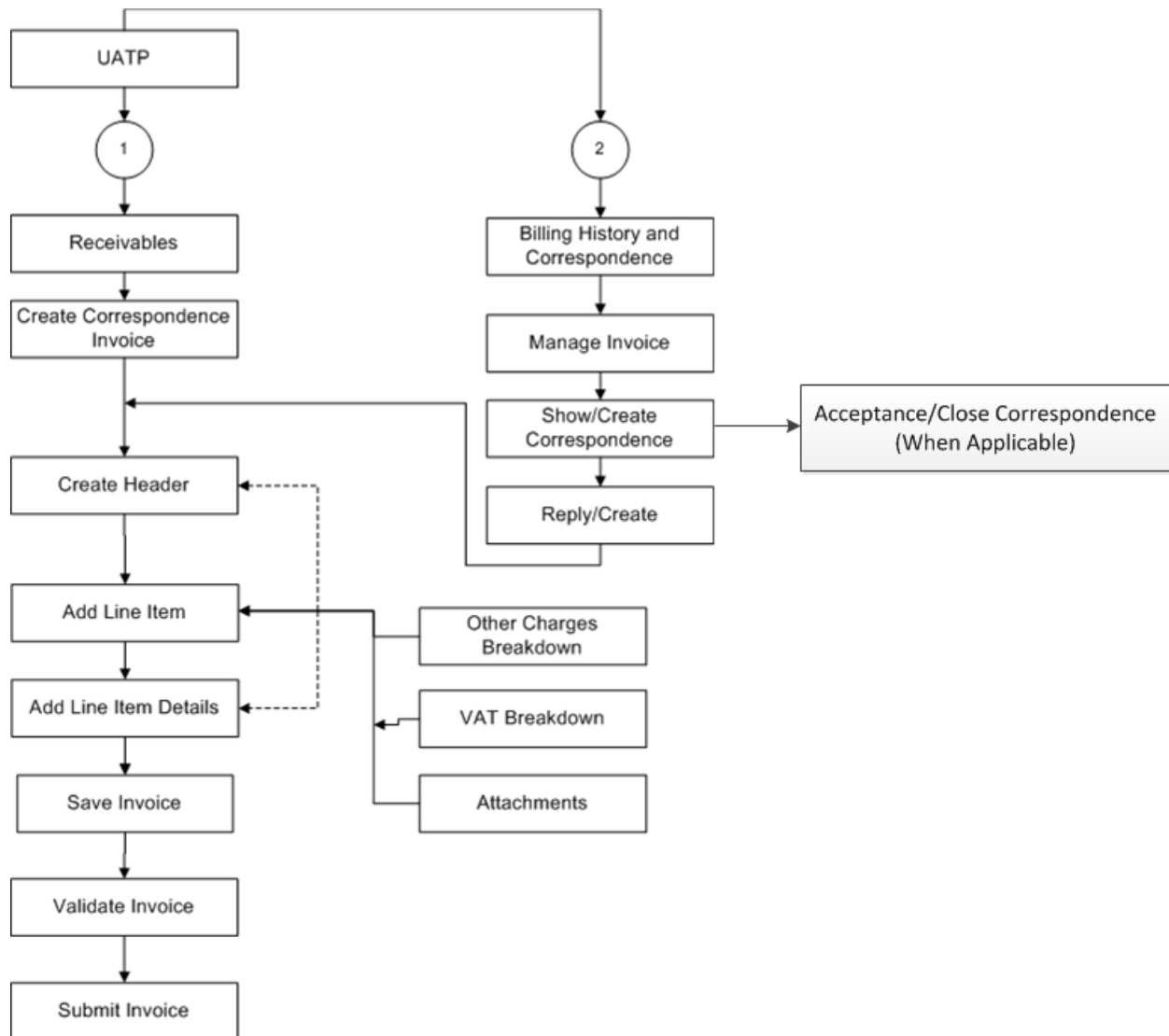


Managing Correspondence






Creating Correspondence Invoice





4.6.2 Initiating Correspondence

To Initiate Correspondence, the steps are as follows:

1. Search the Invoice using **Billing History and Correspondence** submenu.
2. Select the invoice displayed in the **Search Results** section.
3. Click  for the invoice.
4. The **Correspondence** screen is displayed.

Note: The Sections/Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Sections	Description	Remarks
Correspondence Details	It displays the details of the correspondence to be initiated.	The fields displayed are as explained in the following table.



Sections	Description	Remarks
Linked Rejections	It displays the details for the rejection invoices for which the correspondence was originally initiated.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Billing Member • Billing Period • Invoice Number
Correspondence History	It displays the details for the no. of correspondences between the Billed and the Billing Member.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Stage No. • Correspondence Date • Correspondence Amount • No. of Attachments

Fields	Description	Remarks
From Member	It indicates the entity initiating correspondence.	For example, AF-157. It is generated automatically by the system.
To Member	It indicates the entity raising the last rejection invoice.	For example, IB-075. It is generated automatically by the system.
Correspondence Date	Displays the date on which the correspondence is sent.	For example, 24-Mar-11. It is generated automatically by the system.
Correspondence Reference Number	Displays the correspondence reference number for the created correspondence generated automatically by the system.	Any subsequent correspondence will continue with the same correspondence reference number.
Correspondence Stage	Displays the correspondence stage.	It is generated automatically by the system.
To E-Mail ID (s)	Displays the E-Mail ID of the member as defined in the Member Profile.	It is generated automatically by the system.
Additional E-mail ID(s) pertaining to Initiator	Additional E-mail ID's pertaining to Initiator can be entered.	<ul style="list-style-type: none"> • For multiple email ID's, separate each with ";". • This can be modified only by the initiator.
Additional E-mail ID(s) pertaining to Non-Initiator	Additional E-mail ID's pertaining to Non-Initiator can be entered.	This can be modified only by the Non-initiator.
Subject	It is the Subject for the Correspondence.	This can be changed at any stage of the correspondence.
Charge Category	Displays the applied Charge Category.	For UATP, the only applicable Charge Category is UATP.
Our Reference	Displays the reference code of the entity sending the correspondence.	-
Your Reference	Displays the reference code of the correspondence sent from the other member/person.	-
Amount To Be Settled	Displays the currency code and the amount to be settled.	If required, you can edit the amount as required.

Fields	Description	Remarks
Authority To Bill	It indicates the permission granted by entity to issue an invoice.	If the check box is selected, indicates that member grants authority to the other member to raise a correspondence invoice for the amount stated in correspondence. If the check box is not selected, indicates that member does not grant the authority. This check box is disabled when the logged in member is the correspondence initiating member. This means that the member who has raised the first correspondence cannot grant authority to bill.
Correspondence Owner	Displays the name of the correspondence owner.	It is generated automatically by the system.
Correspondence Status	Displays the status of the invoice.	Valid values are as follows: <ul style="list-style-type: none"> • Open status indicates the correspondence is in process. • Close status indicates that the correspondence is over and final bill has been generated. • Expired indicates when the entity does not respond to the correspondence by the time limit. SIS will not allow any further correspondence reply on correspondences which are remarked as expired.
Correspondence Text	Enter the details for the Correspondence.	-

Buttons	Description	Remarks
Save	Click Save to save the correspondence and send it on a later date.	Edit Correspondence screen is displayed with the confirmation that correspondence is created successfully.
Send	Click Send to send the correspondence.	-
Ready To Submit	Click Ready to Submit for the authorized member to submit.	-
Attachments	Click Attachment to attach supporting documents to the correspondence.	-
Back	Click Back to go back to Billing History and correspondence screen.	-
Close Correspondence	Click on Close Correspondence to close the existing correspondence	Only the Member who initiated a correspondence can close the case Note: Only those correspondences will be closed that are Saved.



The procedure to create an Invoice Header is as follows:

1. Enter the details for the following fields:
 - **From Member**
 - **To Member**
 - **Correspondence Date**
 - **Correspondence Reference Number**
 - **Correspondence Stage**
 - **To E-Mail ID (s)**
 - **Additional E-mail ID(s) pertaining to Initiator**
 - **Additional E-mail ID(s) pertaining to Non-Initiator**
 - **Subject**
 - **Charge Category**
 - **Our Reference**
 - **Your Reference**
 - **Amount To Be Settled**
 - **Authority To Bill**
 - **Correspondence Owner**
 - **Correspondence Status**
 - **Correspondence Text**
3. Click **Save** to save the details entered. The **Edit Correspondence** screen is displayed with the confirmation that the Correspondence is created successfully.

Note: Select from the following options to save the details for the correspondence.

- **Save**
- **Send**
- **Ready to Submit**

OR

- Click **Back** to go back to the **Billing History** screen.

Note: User can close a correspondence from Edit Correspondence screen. Once correspondence close button is clicked the system will prompt user to enter the Acceptance Comments and the correspondence status will be **Closed**

Related Topics

[Managing Correspondence](#)

[Creating Correspondence Invoice - Receivables](#)

[Creating Correspondence Invoice - Billing History and Correspondence](#)


4.6.3 Close a Correspondence

In some cases, the initiator of the correspondence agrees to not pursue a correspondence case anymore. Hence, the initiating member of a correspondence can close the case under certain circumstances. When this happens, the correspondence will be set with status as 'Closed' and with a new sub-status 'Accepted by Correspondence Initiator'.

To close correspondence, the steps are as follows:

1. Click **UATP** menu.
2. Click **Billing History and Correspondence** submenu.
3. The **Billing History** screen is displayed.
4. Select a correspondence (from the **Search Results** section)



5. Click **Show/Create Correspondence**  icon in the search menu
6. The **Edit Correspondence** screen is displayed

Billing Member	Billing Period	Invoice Number
TT-777-SIS Airways	Mar 2015 P1	SRGSTREL04

Stage No.	Correspondence Date	Correspondence Amount	No. of Attachments
1	30-Mar-15	896.76	0

The fields and buttons are as described in the following tables.

Fields	Description	Remarks
--------	-------------	---------



Fields	Description	Remarks
From Member	Entity initiating correspondence.	Entity receiving the last rejection invoice.
To Member	Entity raising the last rejection invoice.	-
Correspondence Date	Current date on which correspondence is initiated.	-
Correspondence Reference Number	Unique number generated by SIS.	When correspondence is initiated for the first time SIS generates unique number. Any subsequent correspondence will continue with the same correspondence reference number.
Correspondence Stage	It indicates number of stages for correspondence.	-
*To E-mail	E-mail ID's of the member as per member profile.	-
Additional E-mail ID(s) pertaining to Initiator	Additional E-mail ID's pertaining to Initiator can be entered.	This can be modified only by the initiator. The information entered here will be inherited when a reply is sent by the Non-Initiator.
Additional E-mail ID(s) pertaining to Non-Initiator	Additional E-mail ID's pertaining to Non-Initiator can be entered.	This can be modified only by the Non-initiator. The information entered here will be inherited when a reply is sent by the Initiator.
Our Reference	To exchange data on bilateral basis.	
Your Reference	-	It s generated automatically. It is valid for subsequent stages of Correspondence.
Amount to be settled	Amount not accepted by the billed member.	-
Authority to Bill	Permission granted by entity to issue an invoice.	Authority to Bill is issued when the entity grants its approval to the other party to Invoice. When such approval is granted the entity specifies the amount for which the approval is provided. The entity receiving the authority can either raise an Invoice for the amount approved or continue with the Correspondence if it doesn't agree with the approval amount.



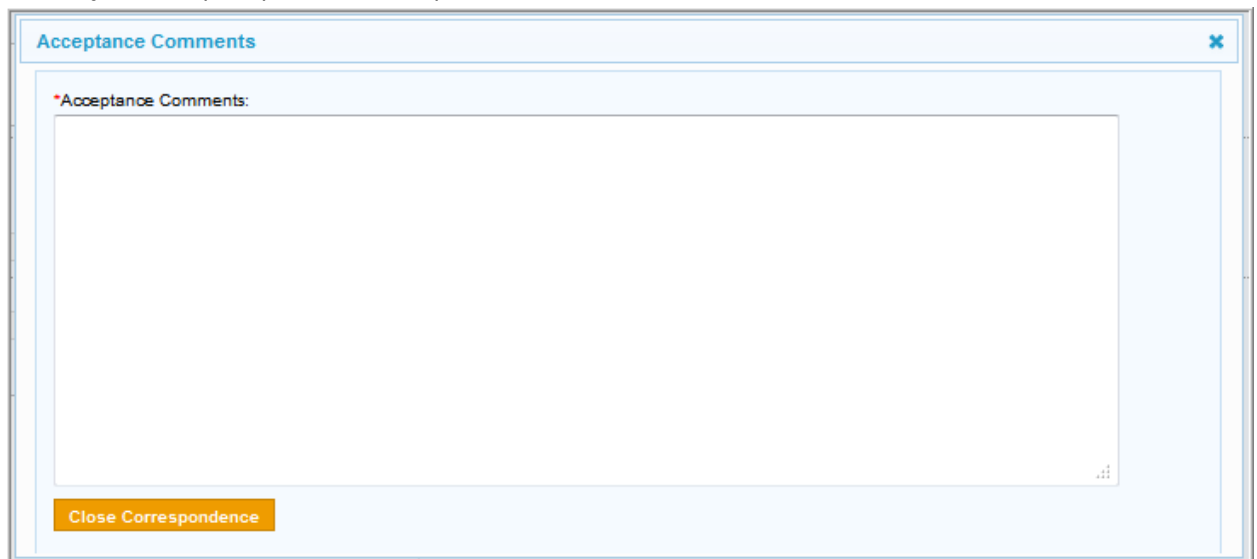
Fields	Description	Remarks
Correspondence Status	It indicates status of correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Open status indicates the correspondence is in process. • Close status indicates that the correspondence is over and final bill has been generated. • Expired indicates when the entity does not respond to the correspondence by the time limit. SIS will not allow any further correspondences reply on correspondences which are remarked as expired.
Correspondence Sub Status	It indicates the sub status of the correspondence.	Valid values are: <ul style="list-style-type: none"> • All • Received • Saved • Responded • Ready For Submit • Pending • Billed • Due to Expiry • Accepted By Correspondence Initiator Note: The values of Correspondence Sub Status will be shown based on selected Correspondence Sub Status
*Subject	It is the subject for the e-mail.	-
*Correspondence Text	Additional details about the correspondence.	-

Buttons	Description	Remarks
Ready to Submit	Click Ready to Submit for the authorized member to submit.	-
Reply	Click Reply to respond to the initiated correspondence.	The Create Correspondence screen is displayed for replying the initiated correspondence.
Download PDF	Click Download PDF to print the document with correspondence details.	
Attachments	Click Attachment to attach supporting documents to the correspondence.	-
Back	Click Back to go back to Billing History screen.	-

Buttons	Description	Remarks
Close Correspondence	Click on Close Correspondence to close the existing correspondence	Only the Member who initiated a correspondence can close the case Note: Only those correspondences will be closed that are Saved.

To Close Correspondence, the steps are as follows:

1. Verify the correspondence details in the **View Correspondence** screen:
 - **From Member**
 - **To Member**
 - **Correspondence Date**
 - **Correspondence Reference Number**
 - **Correspondence Stage**
 - **To E-mail**
 - **Additional E-mail ID(s) pertaining to Initiator**
 - **Additional E-mail ID(s) pertaining to Non-Initiator**
 - **Our Reference**
 - **Your Reference**
 - **Amount to be settled**
 - **Authority to Bill**
 - **Correspondence Owner**
 - **Correspondence Status**
 - **Correspondence Sub Status**
 - **Subject**
 - **Correspondence Text**
2. Click **Close Correspondence** button
3. The system will prompt for confirmation
4. Click on **OK**
5. The system will prompt to enter acceptance comments




6. Click on **Close Correspondence**



4.6.4 Managing Correspondence

To manage correspondence, the steps are as follows:

1. Search the Correspondence using **Billing History and Correspondence** submenu.
2. Select an correspondence (from the **Search Results** section).
3. Click  (for the desired correspondence).
4. The **Correspondence** screen is displayed.

Note: The fields displayed are as explained in the topic **Initiating Correspondence**. Sections and Buttons are as described in the tables.

Sections	Description	Remarks
Correspondence Details	It displays the details of the correspondence to be initiated.	The fields displayed are as explained in the topic Initiating Correspondence .
Linked Rejections	It displays the details for the rejection invoices for which the correspondence was originally initiated.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Billing Member • Billing Period • Invoice Number
Correspondence History	It displays the details for the no. of correspondences between the	The details for the following fields are displayed:



	Billed and the Billing Member.	<ul style="list-style-type: none"> • Stage No. • Correspondence Date • Correspondence Amount • No. of Attachments
--	--------------------------------	---

Buttons	Description	Remarks
Reply	Click Reply to respond to the initiated correspondence.	The Create Correspondence screen is displayed for replying the initiated correspondence. Note: This button is not available if you are viewing self (responded) correspondence.
Download PDF	Click Download PDF to print the document with correspondence details.	-
Attachments	Click Attachments to attach supporting documents if any.	-
Back	Click Back to go back to Billing History and Correspondence screen.	Any unsaved data will be deleted.
Close Correspondence	Click on Close Correspondence to close the existing correspondence	Only the Member who initiated a correspondence can close the case Note: Only those correspondences will be closed that are Saved.

The procedure to Manage Correspondence is as follows:

1. Click **Reply**.
2. The **Create Correspondence** screen is displayed for replying the initiated correspondence.

For more information refer to topic **Initiating Correspondence**.

Note: User can close a correspondence from Edit Correspondence screen. Once correspondence close button is clicked the system will prompt user to enter the Acceptance Comments and the correspondence status will be **Closed**

Related Topics

[Creating Correspondence Invoice - Receivables](#)

[Creating Correspondence Invoice - Billing History and Correspondence](#)

4.6.5 Create Correspondence Invoice via Receivables

To create Correspondence Invoice, the steps are as follows:

1. Click **UATP** menu.
2. Click **Receivables** submenu.
3. Click **Create Invoice** option.
4. The **Create UATP Invoice** screen is displayed.



Note: Sections/Fields and Buttons are as explained in the topic **Creating Invoice Header**. When you select the **Correspondence Invoice** option the following fields are displayed.

Fields	Description	Remarks
Correspondence Reference #	It indicates the reference number of the correspondence against which this invoice is being created.	-
Rejected Invoice #	It indicates the number of the invoice to be rejected.	For example, IN111111.

Buttons	Description	Remarks
Authority to Bill Received	Select this if the Authority To Bill was granted.	-
Expired	Select this if the Correspondence has expired.	-

The procedure to create a Correspondence Invoice Header is as follows:

1. Enter the details for the following fields:

- **Billed Member**
- **Invoice Number**
- **Invoice Date**
- **Charge Category**
- **P.O. Number**
- **Billing Member's Location ID**
- **Billed Member's Location ID**
- **Contact of Billing Member**
- **Contact of Billed Member**

- **Settlement Method**
 - **Billing Year/ Month/ Period**
 - **Currency of Billing**
 - **Tax Amount**
 - **VAT Amount**
 - **Add/ Deduct Charge**
 - **Total Amount in Billing Currency**
 - **Exchange Rate**
 - **Currency of Clearance**
 - **Total Amount in Clearance Currency**
 - **Digital Signature**
 - Enter the **Payment Details** in case the settlement method is Bilateral.
2. Select **Correspondence Invoice** option.
 3. Enter the details for the following fields:
 - **Correspondence Reference #**
 - **Rejected Invoice #**
 - **Note**
 - **Note Description**
 - **Additional Details**
 - **Additional Details Description**
 4. Click **Save Invoice Header**.
 5. The **Create Line Item** screen is displayed with the confirmation that the Invoice Header is created successfully.
- You can add the details for the **Line Item** and **Line Item Details** for the **Correspondence Invoice**.

Related Topics

[Creating Line Item](#)

[Creating Line Item Detail](#)


[Validating Invoice](#)

[Submitting Invoice](#)

[Deleting Invoice](#)

4.6.6 Create Correspondence Invoice via Billing History and Correspondence

To create Correspondence Invoice, the steps are as follows:

1. Search the Invoice using **Billing History and Correspondence** submenu.
2. Select the Invoice from the list displayed in the **Search Results** section.
Note: The invoice should be a first stage rejection in case of ICH invoices.
3. Click  .
4. The **Create UATP Invoice** screen is displayed.

Note: Sections/Fields and Buttons are as explained in the topic **Creating Correspondence via Receivables**.

Related Topics

[Creating Line Item](#)

[Creating Line Item Detail](#)

[Validating Invoice](#)

[Submitting Invoice](#)

[Deleting Invoice](#)

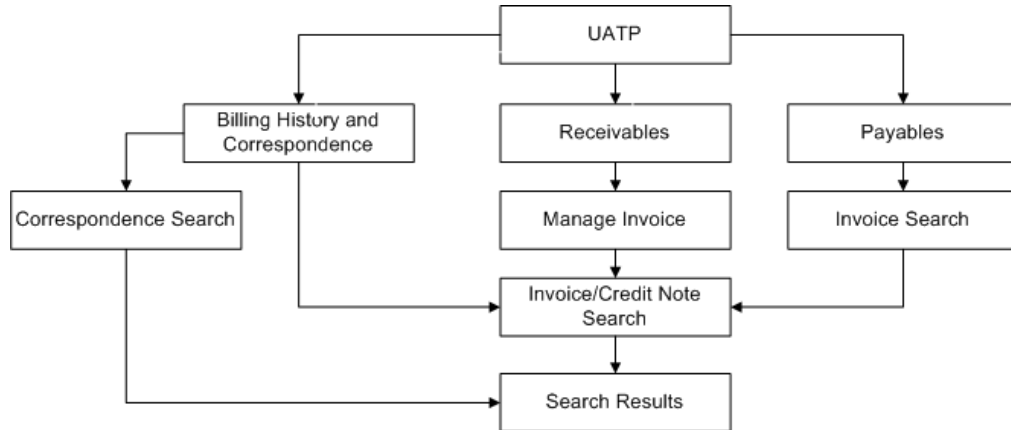


4.7 Searching Invoices/Credit Note

4.7.1 Searching Invoices/Credit Note/Correspondence

Processes for Searching Invoice:

Searching an Invoice/Credit Note/Correspondence





4.7.2 Searching Invoice/Credit Note via Receivables

Refer topic [Searching for Invoices/Credit Note](#).

Related Topics

[Viewing an Invoice](#)

[Creating Rejection Invoice](#)

[Creating Correspondence Invoice](#)

[Validating Invoice](#)

[Submitting Invoice](#)

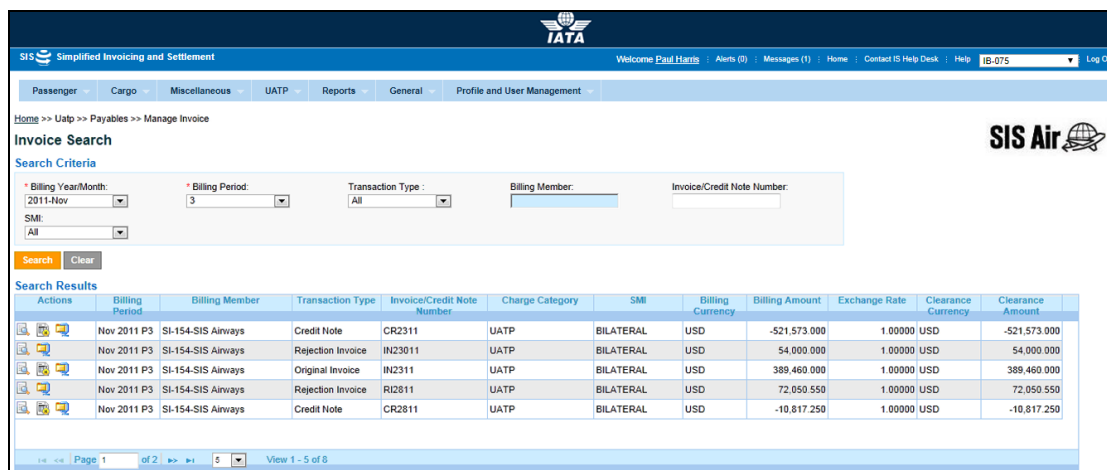
[Deleting Invoice](#)



4.7.3 Searching Invoice/Credit Note via Payables

To search an Invoice/Credit Note, the steps are as follows:

1. Click **UATP** menu.
2. Click **Payables** submenu.
3. Click **Manage Invoice** option.
4. The **Invoice Search** screen is displayed.







Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
*Billing Year/Month	It indicates the clearance year/month of the Invoice/Credit Note.	By default it displays the current year/month.
*Billing Period	It indicates the clearance period of the Invoice/Credit Note.	By default it displays the current period.
Transaction Type	It indicates the transaction to be searched.	Valid values are: <ul style="list-style-type: none"> • Original Invoice • Rejection Invoice • Correspondence Invoice • Credit Note Default value displayed is ALL .
Billing Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the member ID from whom the invoice is received. For example, WI-023-Wings Airways
Invoice/Credit Note Number	Unique alphanumeric code that identifies the invoice.	-



Fields	Description	Remarks
SMI	Unique alphanumeric code that identifies the invoice.	Valid value is one of the following <ul style="list-style-type: none"> • ICH • ACH • Bilateral • Adjustments due to Protests • ACH using IATA Rule

Buttons	Description	Remarks
	Click View to view the Invoice/Credit Note.	The View UATP Invoice or View UATP Credit Note screen is displayed.
	Click Zip to choose the Invoice/Credit Note download options.	You can choose from the options listed for the invoice to be downloaded: <ul style="list-style-type: none"> • E - Invoicing Files • Listing Report • Supporting Documents
	Click Reject to reject the selected invoice.	The View UATP Invoice screen is displayed. For more information, refer topic Rejecting Invoices .
	Click PDF to download the Invoice/Credit Note in PDF format.	-

The procedure to search an Invoice/Credit Note is as follows:

1. Enter the details for the following fields:
 - **Billing Year/Month**
 - **Billing Period**
 - **Transaction Type**
 - **Billing Member**
 - **Invoice/Credit Note Number**
 - **SMI**
2. Click **Search**.
3. The results are displayed in the **Search Results** section.

Related Topics

- [Viewing an Invoice](#)
- [Creating Rejection Invoice](#)
- [Validating Invoice](#)
- [Submitting Invoice](#)
- [Deleting Invoice](#)



4.7.4 Billing History

Using the Billing history screen you can:

- Search for Invoice
- Search for Correspondence

Note:

- When you search for an Invoice, the **Search Results** section will contain a list of Invoices. The details for the **Rejection Stage** (if any), **Reason Code** will be displayed for the Invoice.
- When you search for Correspondence, the **Search Results** section will contain a list of Correspondences. The details for **Correspondence Status**, **Correspondence Sub Status**, **No. of Days to Expiry** and **Authority to Bill** will be displayed for the Correspondence.

4.7.4.1 Searching Invoice/Credit Note using Billing History and Correspondence submenu

To search an Invoice/Credit Note, the steps are as follows:

1. Click **UATP** menu.
2. Click **Billing History and Correspondence** submenu.
3. The **Billing History** screen is displayed.

The screenshot displays the 'Billing History' section of the SIS application. It includes search criteria for Invoices and Correspondences, and a search results table.

Invoice Search Criteria:

- * Billing Type: Receivables
- * Billing Year / Month: 2011-Nov
- * Billing Period: All
- * Member Code: WI-221-Wings Airways
- Invoice Number: (empty)
- Charge Category: Please Select
- Rejection Stage: Please Select

Correspondence Search Criteria:

- * From Date: 24-Nov-11
- * To Date: 24-Nov-11
- Member Code: (empty)
- Correspondence Owner: All
- Correspondence Initiating Member: Self
- Correspondence Ref. No.: (empty)
- * Correspondence Status: Open
- Correspondence Sub Status: Received
- Authority To Bill: (checkbox)
- Number Of Days To Expiry: (empty)

Search Result Table:

Actions	Transaction Date	Transaction No.	Member Code	Charge Category	Rejection Stage	Correspondence Status	Correspondence Sub Status	Number Of Days To Expiry	Authority To Bill	Transaction Amount
	NOV-11 P3	CR2311	154	UATP	0					USD -521573.000
	NOV-11 P3	IN23011	154	UATP	1					USD 54000.000

Page 1 of 1, View 1 - 2 of 2

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
*Billing Type	It indicates the Billing Type .	Valid values are: <ul style="list-style-type: none"> • Payables • Receivables Default value displayed is Payables .
*Billing Year/Month	It indicates the Billing Year/Month.	The current open Billing Month is displayed. For example, 2011-OCT.
*Billing Period	It indicates the Billing Period.	The current open Billing Period is displayed. For example, 2011-OCT.
*Member Code	It indicates the alphanumeric code of the billing member.	For example, 221- Wings Airways
Invoice Number	It indicates the number of the invoice to be searched.	For example, AB12345678.
Charge Category	It indicates the Charge Category.	For UATP Module, the only applicable charge category is UATP .
Rejection Stage	It indicates the Rejection Stage of the Invoice.	Valid values are <ul style="list-style-type: none"> • 1 • 2

The procedure to create an Invoice Header is as follows:

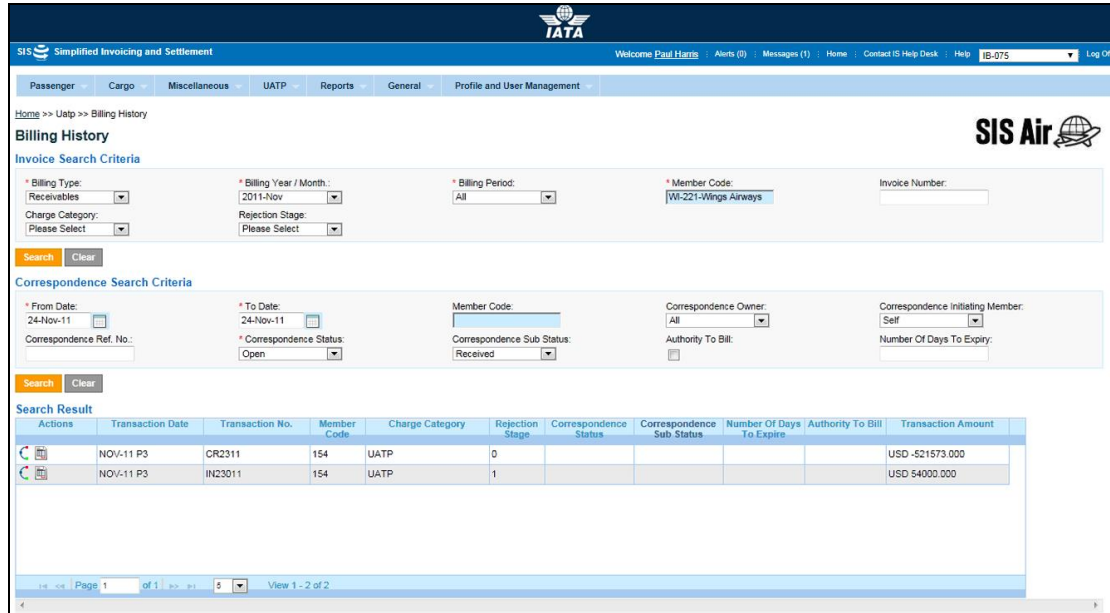
- Enter the details for the following fields:
 - **Billing Type**
 - **Billing Year/Month**
 - **Billing Period**
 - **Member Code**
 - **Invoice Number**
 - **Charge Category**
 - **Rejection Stage**
- Click **Search**.
- The results are displayed in the **Search Results** section.



4.7.4.2 Searching Correspondence using Billing History and Correspondence submenu

To search an Invoice/Credit Note, the steps are as follows:

1. Click **UATP** menu.
2. Click **Billing History and Correspondence** submenu.
3. The **Billing History** screen is displayed.



Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A greyed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
Correspondence Search Criteria		
*From Date	It is the date of start of correspondence.	The date can be added manually or by choosing a date from the calendar.
*To Date	It is the date of current correspondence.	The date can be added manually or by choosing a date from the calendar
Member Code	Unique alphanumeric ID that identifies the member in the Member Profile.	For example, WI-221-Wings Airways
Correspondence Owner	Name of the person who is initiating the correspondence.	-
Correspondence Initiating Member	It is the member who initiates the correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Self • Other carrier • Either Note: Entity receiving the last rejection is always the initiating entity.

Fields	Description	Remarks
Correspondence Ref No.	It is the unique Correspondence Reference Number generated by system, when a correspondence is initiated for the first time in SIS.	Any subsequent correspondence will continue with the same Correspondence Reference number. <ul style="list-style-type: none"> Links the rejection memo/billing memo/ credit memo based on "Authority to Bill" or expiry of correspondence case. Should match the audit trail information maintained in SIS.
*Correspondence Status	It indicates the status of correspondence.	Valid values are as follows: <ul style="list-style-type: none"> Open status indicates that the correspondence in process. Closed status indicates that the correspondence is over and final bill has been generated. Expired indicates when the entity does not respond to the correspondence by the time limit. SIS will not allow any further correspondence reply on correspondences which are marked as expired.
Correspondence Sub Status	It indicates the sub status of the correspondence.	Valid values are: <ul style="list-style-type: none"> All Received Saved Responded Ready For Submit Pending Billed Due to Expiry Accepted By Correspondence Initiator <p>Note: The values of Correspondence Sub Status will be shown based on selected Correspondence Sub Status</p>
Authority to Bill	Select the Check box if you want to search for Correspondence with Authority to Bill .	-
Number of Days To Expiry	It indicates the time limit for action.	Each correspondence has a time limit for action to be taken on it. The time limit is governed by the rules of the respective clearing house.

The procedure to search a Correspondence is as follows:

- Enter the details for the following fields in the **Correspondence Search Criteria** section:
 - From Date**
 - To Date**
 - Member Code**
 - Correspondence Owner**



- **Correspondence Initiating Member**
 - **Correspondence Ref. No.**
 - **Correspondence Status**
 - **Correspondence Sub Status**
 - **Authority to Bill**
 - **Number Of Days to Expiry**
2. Click **Search**.
 3. The results are displayed in the **Search Results** section.

Related Topics

[Viewing an Invoice](#)

[Creating Rejection Invoice](#)

[Creating Correspondence Invoice](#)

[Validating Invoice](#)

[Submitting Invoice](#)

[Deleting Invoice](#)



4.8 Working with Supporting Documents

4.8.1 Managing Supporting Documents

You can manage Supporting Documents using:

- Receivables submenu
- Payables submenu

4.8.1.1 Managing Supporting Documents using Receivables submenu

To manage the Supporting Documents, the steps are as follows:

1. Click **UATP** menu.
2. Click **Receivables** submenu.
3. Click **Manage Supporting Documents** option.
4. The **Manage Supporting Documents** screen is displayed.

Actions	Billing Period	Billed Member	Invoice No.	Billing Code	Batch No.	Sequence No.	RM/CM No.	AWB No.	Attachment Indicator Original	No. of Attachments
	NOV/2011 P2	WI-221	IN17011	BM			BM1711	2625736	Yes	1
	NOV/2011 P2	WI-221	IN17011	CC					No	0
	NOV/2011 P2	WI-221	IN17011	CC	3547	3245		2345676	No	0
	NOV/2011 P2	WI-221	IN17011	RM	43567	24657	RM1411		No	0
	NOV/2011 P2	WI-221	IN17011	RM			RM1411	1234676	Yes	1

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.


Fields	Description	Remarks
*Billing Year/Month	It is the clearance Year/Month of the Invoice.	Default value displayed is the current Year/Month
*Billing Period	It is the clearance Period of the Invoice.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4 Default value displayed is ALL .

Fields	Description	Remarks
*Billed Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the member ID to whom the invoice is to be sent. For example, WI-023-Wings Airways
Invoice Number	Unique alphanumeric code that identifies the invoice.	For example, WI1234
Attachment Indicator Original	It indicates whether the invoice has a supporting document attached.	Valid values are: <ul style="list-style-type: none"> • Yes • No • Both
Mismatch Cases	Select the check box if there are any mismatched cases.	-



The procedure to search an Invoice is as follows:

1. Enter the details for the following fields:
 - **Billing Year/Month**
 - **Billing Period**
 - **Billed Member**
 - **Invoice Number**
 - **Attachment Indicator Original**
 - **Mismatch Cases**
2. Click **Search**.
3. The results are displayed in the **Search Results** section.

The procedure to add a supporting document is as follows:

1. Search the invoice.
2. Select the invoice from the list displayed in the **Search Results** section, for which you want to add the attachment.
3. Click .
4. The **Add/Remove Attachments** screen is displayed.
5. Click **Browse** to search and add the attachment document.
6. The path of the document is displayed in the **File to Upload** field.
7. Click **Submit**.
8. The details of the added document are displayed in the **Attached Files List** section.
9. Click **Close** to exit.
10. A confirmation message is displayed on the **Manage Supporting Documents** screen indicating that the added attachment is uploaded successfully.
11. The **No. of Attachments** for the invoice is changed.

The procedure to delete a supporting document is as follows:

1. Search the invoice by entering the details for the fields in the **Search Criteria** section.
2. The results are displayed in the **Search Results** section.
3. Select the invoice from the list displayed in the **Search Results** section, for which you want to delete the attachment.
4. Click .
5. The **Add/Remove Attachments** screen is displayed.
6. Select the attachment from the list displayed in the **Attached Files List** section.
7. Click .



- The selected attachment is deleted.

4.8.1.2 Managing Supporting Documents using Payables submenu

To manage the Supporting Documents, the steps are as follows:

- Click **UATP** menu.
- Click **Payables** submenu.
- Click **Manage Supporting Documents** option.
- The **Manage Supporting Documents** screen is displayed.

Search Criteria

* Billing Year/Month: 2011-Nov
 * Billing Period: All
 * Billing Member: SI-154-SIS Airways
 Invoice Number:
 Attachment Indicator Validated: Both

Search Results

Actions	Billing Period	Billed Member	Invoice No.	Attachment Indicator Validated	No. of Attachments
	NOV 2011 P3	SI-154	IN1601	No	2
	NOV 2011 P3	SI-154	IN1602	No	1
	NOV 2011 P3	SI-154	IN2311	Yes	1
	NOV 2011 P3	SI-154	IN2811	No	1
	NOV 2011 P3	SI-154	RI2811	No	0
	NOV 2011 P3	SI-154	CR2811	No	0
	NOV 2011 P3	SI-154	CR2311	No	1

Page 1 of 1 | View 1 - 8 of 8

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.


Fields	Description	Remarks
*Billing Year/Month	It is the clearance Year/Month of the Invoice.	Default value displayed is the current Year/Month
*Billing Period	It is the clearance Period of the Invoice.	Valid values are: <ul style="list-style-type: none"> 1 2 3 4 Default value displayed is ALL .
*Billed Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the member ID to whom the invoice is to be sent. For example, WI-023-Wings Airways
Invoice Number	Unique alphanumeric code that identifies the invoice.	For example, WI1234

Fields	Description	Remarks
Attachment Indicator Validated	It indicates whether the invoice had a supporting document attached.	Valid values are: <ul style="list-style-type: none"> • Yes • No • Both

The procedure to search an Invoice is as follows:

1. Enter the details for the following fields:
 - **Billing Year/Month**
 - **Billing Period**
 - **Billed Member**
 - **Invoice Number**
 - **Attachment Indicator Validated**
2. Click **Search**.
3. The results are displayed in the **Search Results** section.

The procedure to view the supporting documents is as follows:

1. Search the invoice.
2. Select the invoice from the list displayed in the **Search Results** section, for which you want to view the attachment.
3. Click .
4. The **View Attachments** screen is displayed.
5. Select the attachment from the **Attached Files List** section.
6. The "**Do you want to Open or Save (File Name)**" message is displayed.
7. Click **Open** to view the attachment.
 - OR**
 - Click **Save** to download the attachment to be viewed later.
 - OR**
 - Click **Cancel** to Exit.

Related Topics

[Correcting Support Documents Linking Errors](#)



4.8.2 Correcting Support Documents Linking Errors

To Correct Supporting Document Linking Error, the steps are as follows:

1. Click **UATP** menu.
2. Click **Receivables** submenu.
3. Click **Correct Supporting Document Linking Error** option.
4. The **Correct Supporting Document Linking Error** screen is displayed.

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
Billing Year/Month	It is the clearance Year/Month of the Invoice.	Default value displayed is the current Year/Month
Billing Period	It is the clearance Period of the Invoice.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4 Default value displayed is ALL .
Billed Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the member ID to whom the invoice is to be sent. For example, WI-023-Wings Airways
Invoice Number	Unique alphanumeric code that identifies the invoice.	For example, WI1234
Supporting Document File Name	It indicates the name of the Supporting File.	You can exempt this entry if you do not know the file name.
Submission Date	The UTC date on which the file was submitted in IS.	Select the date from the Date Picker.



The procedure to search an Invoice is as follows:

1. Enter the details for the following fields:
 - **Billing Year/Month**
 - **Billing Period**
 - **Billed Member**
 - **Invoice Number**
 - **Supporting Document File Name**
 - **Submission Date**
2. Click **Search**.
3. **Search Results** will display the invoice details with attachment error.
4. Select the record from the list displayed in the **Search Results** section. The details of the record are displayed in the **Modify Batch Header Information** section.
5. Click **Show Mismatched Transactions in BRD**. The Mismatch Transaction BRD screen is displayed. Select the record displayed and click **Update** to update the linking.
6. Click **Close** or **X** to exit.
7. In **Modify Batch Header Information** section, click **Link**. A confirmation message is displayed.

Note: You will see an error message if incorrect/irrelevant details are entered. Before linking, ensure that invoice status is **Ready for Billing**.


4.9 Downloading Invoices

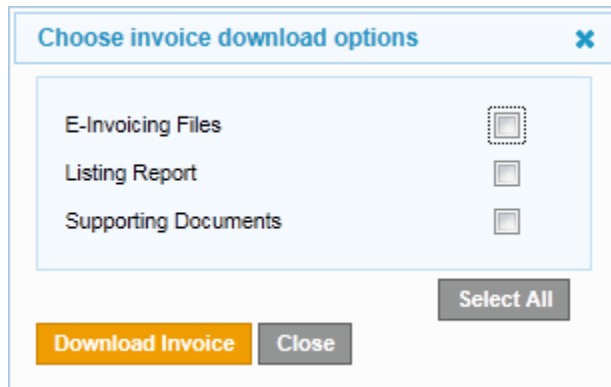
In UATP, you can download specific invoices of your choice. There are two standard ways from where you can download the invoices.

- Download invoice using Receivables submenu.
- Download invoice using Payables submenu.

4.9.1 Choosing Invoice Download Options using Payables submenu

To download the invoices using Payables submenu, the steps are as follows:

1. Search the Invoice using **Payables** submenu.
2. The results are displayed in the **Search Results** section.
3. Select the invoice you want to download from the list displayed.
4. Click .
5. The **Choose Invoice Download Options** screen is displayed.




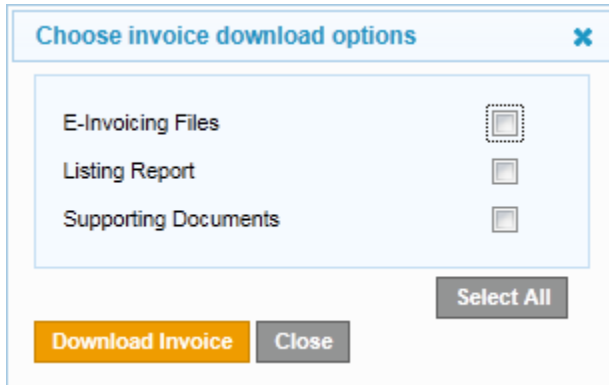
6. If you want to download only E- Invoicing Files, click to select the **E- Invoicing Files** check box.
7. If you want to download only Listing Report, click to select the **Listing Report** check box.
8. If you want to download only Supporting Documents, click to select the **Supporting Documents** check box.
9. Click **Download Invoice**. A confirmation message is displayed.

Note: You can select all of the options for downloading an invoice. Click **Select All** to select all the options to download an invoice.

4.9.2 Choosing Invoice Download Options using Receivables submenu

To download the invoices using Receivables submenu, the steps are as follows:

1. Search the Invoice using **Receivables** submenu.
2. The results are displayed in the **Search Results** section.
3. Select the invoice you want to download from the list displayed.
4. Click .
5. The **Choose Invoice Download Options** screen is displayed.



6. If you want to download only E- Invoicing Files, click to select the **E- Invoicing Files** check box.
7. If you want to download only Listing Report, click to select the **Listing Report** check box.
8. If you want to download only Supporting Documents, click to select the **Supporting Documents** check box.
9. Click **Download Invoice**. A confirmation message is displayed.

Note: You can select all of the options for downloading an invoice. Click **Select All** to select all the options to download an invoice.

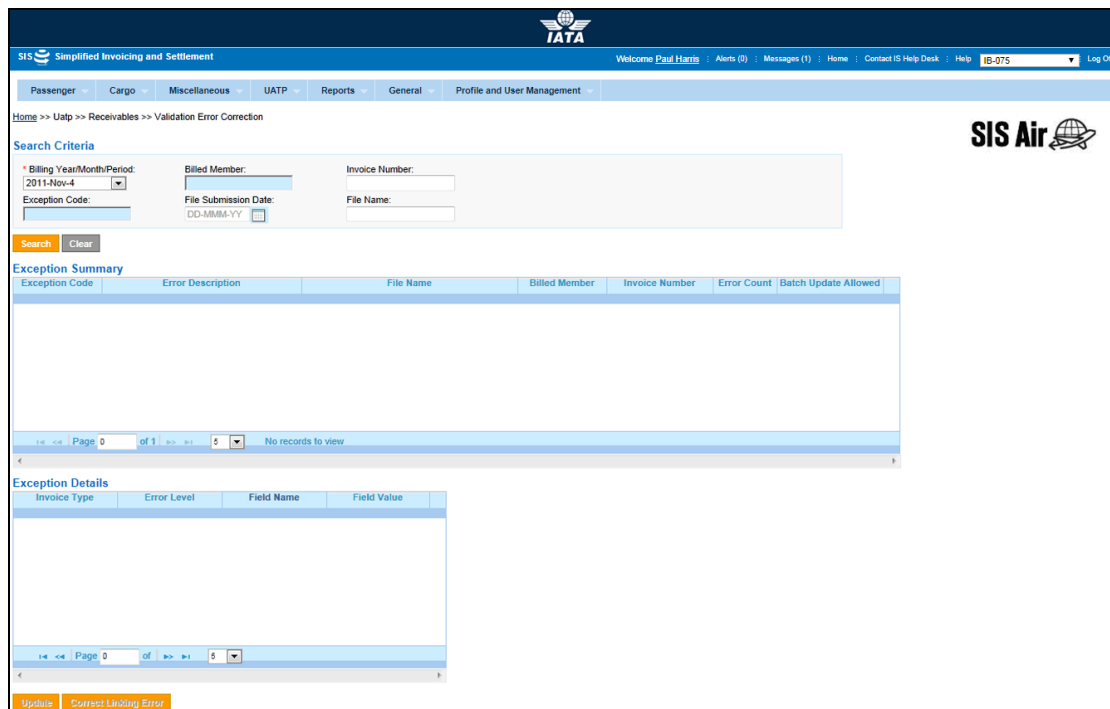


4.10 Correcting Validation Errors

You can use the **Validation Error Correction** screen correct validation errors related to **IS-IDEC** or **IS-XML** files. For error data to be visible on the screen (and subsequently corrected), the Invoice or Credit Note status should have status **Error – Correctable**.

To correct the Validation Errors, the steps are as follows:

1. Click **UATP** menu.
2. Click **Receivables** submenu.
3. Click **Validation Error Correction** option.
4. The **Validation Error Correction** screen is displayed.



Note: The Sections/Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Sections/Fields	Description	Remarks
Search Criteria		
*Billing Year/Month/Period	It indicates the clearance Year/Month/Period of the Invoice/Credit Note/Correspondence Invoice	By default it displays the current Year/Month/Period.
Billed Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the ID of the member to whom the invoice is sent. For example, WI-023-Wings Airways
Invoice Number	Unique alphanumeric code that identifies the invoice.	-



Sections/Fields	Description	Remarks
Exception Code	It is the Exception Code assigned by the system and as received in the detailed validation report.	-
File Submission Date	The UTC date on which the file was submitted in IS.	Select the date from the Date Picker.
File Name	The name of the file.	-
Exception Summary	This section displays the results for the search performed.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Exception Code • Error Description • File Name • Billed Member • Invoice Number • Error Count • Batch Update Allowed
Exception Details	It displays the details for the Exception when an exception is selected in the Exception Summary section.	The details for the following fields are displayed: <ul style="list-style-type: none"> • Invoice Type • Error Level: For a failed invoice submission, it clearly states the level at which the error has occurred. For example, either at the header, source code, line item/line item details level and so on. • Field Name: It is the name of the field where the error has been triggered. • Field Value: It indicates the invalid value that has been entered. <p>By default, the details for the first record in the Exception Summary section are displayed.</p>

Buttons	Description	Remarks
Search	Click Search to search the details for the invoices with linking errors.	The results are displayed in the Exception Summary section.
Clear	Click Clear to clear the data in the Search Criteria section.	-
Update	Click Update to update the errors related to the fields in the record selected.	The Update screen is displayed. Enter the new value for the field. This value is then validated as per the record structure validation. The data is saved when the value entered passes the validations; else you will receive a notification that no changes are done to the existing value. This button is enabled as per the error in the record selected. Note: Click Batch Update if there are similar errors to be corrected within the file to be updated.



Buttons	Description	Remarks
Correct Linking Error	Click Correct Linking Error to Correct the linking errors for the record selected.	The Correct Linking Error screen will be displayed. This button is enabled as per the error in the record selected. The fields displayed are as per the record selected (Rejection Invoice, Correspondence Invoice).

The procedure to search Invoices with validation errors is as follows:

1. Enter the details for the following fields:
 - **Billing Year/Month/Period**
 - **Billed Member**
 - **Invoice Number**
 - **Exception Code**
 - **File Submission Date**
 - **File Name**
2. Click **Search**.
3. The results are displayed in the **Exception Summary** section.

The procedure to update the validation errors is as follows:

1. Select the record to be updated from the list displayed in the **Exception Details** section.
2. Click **Update**.
3. The **Update** screen is displayed.
4. Enter the value for the field to be updated.

Note: The data is saved when the value entered passes the validations. Else you will receive a notification that no changes are done to the existing value.

The procedure to correct the Linking Errors is as follows:

1. Select the record from the list displayed in the **Exception Details** section.
2. Click **Correct the Linking Errors**.
3. The **Correct the Linking Errors** screen is displayed.
4. Enter the value for the field to be updated.

Note: The data is saved when the value entered passes the validations. Else you will receive a notification that no changes are done to the existing value.

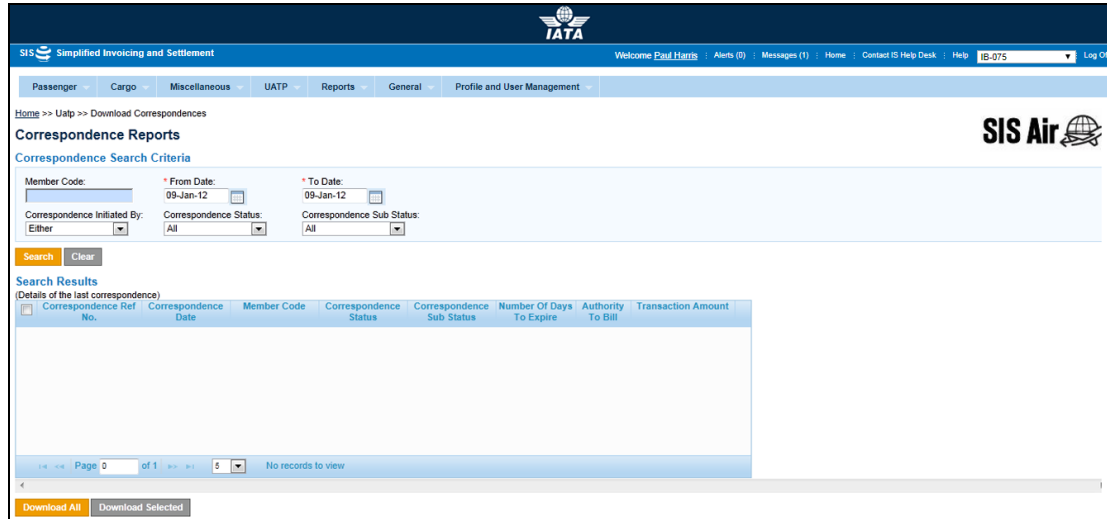


4.11 Downloading Correspondence Reports

Using this screen, you will be able to download the Correspondences (as per the selection criteria) in a PDF format.

To download the correspondences, the steps are as follows:

1. Click **UATP** menu.
2. Click **Download Correspondences** submenu.
3. The **Correspondence Reports** screen is displayed.



Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A grayed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
Member Code	Unique alphanumeric code that identifies the member in the Member Profile.	It is the ID of the member with whom correspondence has happened. For example, WI-023-Wings Airways
*From Date	It is the date of start of correspondence.	The date can be added manually or by choosing a date from the calendar.
*To Date	It is the date of current correspondence.	The date can be added manually or by choosing a date from the calendar
Correspondence Initiated By	It indicates the member who initiates the correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Self • Other carrier • Either Entity receiving the last rejection invoice is always the initiating entity.



Fields	Description	Remarks
Correspondence Status	It indicates the status of correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Open • Closed • Expired
Correspondence Sub Status	It indicates the sub status of the correspondence.	Valid values are: <ul style="list-style-type: none"> • All • Received • Saved • Responded • Ready For Submit • Pending • Billed • Due to Expiry • Accepted By Correspondence Initiator Note: The values of Correspondence Sub Status will be shown based on selected Correspondence Sub Status

Buttons	Description	Remarks
Search	Click Search to search the details for the correspondence.	The results are displayed in the Search Results section.
Clear	Click Clear to clear the data in the Correspondence Search Criteria section.	-
Download All	Click Download All to generate a single zip file containing PDF files for all the correspondence in the Search Results section.	-
Download Selected	Click Download Selected to generate a single zip file containing PDF files for only the selected correspondence/s.	-

The procedure to search for the Correspondence to be downloaded is as follows:

1. Enter the details for the following fields:
 - **Member Code**
 - **From Date**
 - **To Date**
 - **Correspondence Initiated By**
 - **Correspondence Status**
 - **Correspondence Sub Status**
2. Click **Search**.
3. The results are displayed in the **Search Results** section.

The procedure to download all the Correspondence is as follows:

1. Click **Download All/ Download Selected**.
2. The appropriate Correspondences from the **Search Results** section will be downloaded.



3. These correspondences will be zipped and an email notification is sent to the user who made this request with the URL to download this zip file.

Note:

- Supporting Documents that were a part of the correspondence/s will not be provided/ included in the Zip file.

4.12 Viewing Invoices/Credit Note

You can view an Invoice using:

- Receivables submenu
- Payables submenu
- Billing history and Correspondence submenu


Viewing an Invoice/Credit Note involves three steps:

- Viewing UATP Invoice/ Credit Note
- Viewing Line Item
- Viewing Line item Detail



4.12.1 Viewing an Invoice/Credit Note using Receivables submenu

To view an Invoice/Credit Note, the steps are as follows:

1. Search the Invoice/Credit Note using **Receivables** submenu.
2. Select the Invoice/Credit note to be viewed from the list displayed in the **Search Results** section.
3. Click .
4. The **View UATP Invoice/ Credit Note** screen is displayed.

View UATP Credit Note

Credit Note Header

* Billed Member: WI-221-WINGSAIR
 * Credit Note Number: U09000522
 * Credit Note Date: 19-Jun-13
 * Charge Category: UATP

P.O. Number:
 Billing Member's Location ID: Main-MUMBAI-IN
 Billed Member's Location ID: Main-Houston-US
 Contact of Billing Member:
 Contact of Billed Member:

* Settlement Method: ICH
 * Billing Year/Month/Period: 2013-Jun-2
 * Currency of Billing: USD-US Dollar
 Tax Amount:
 VAT Amount:

Add/Deduct Charge:
 Total Amount in Billing Currency: -712.510
 * Exchange Rate: 1.00000
 * Currency of Clearance: USD
 Total Amount in Clearance Currency: -712.510

Digital Signature: D. Default
 Credit Note Owner: SYSTEM_USER
 Invoice Template Language:

Notes

Note:
 Note Description:

Additional Details

Additional Details Description:

Attachments

Line Item List


Actions	Line Item #	Charge Code	Charge Code Type	Service Start Date	Service End Date	Description	Quantity	UOM Code	Unit Price	Scaling Factor	Line Total	Tax	VAT	Ad
	1	ATCAN			13-Jun-13	I-ATCAN-098-005-022	1	EA	-725.2000	1	-725.200	0	0	
	2	ATCAN	Commission		18-Jun-13	C-ATCAN-098-005-022	1	EA	12.6900	1	12.690	0	0	

Page 1 of 1 | View 1 - 2 of 2

[Back to Manage Invoice](#)

5. The details for the Invoice/Credit Note are displayed.
6. Click **Back to Manage Invoice** to go back to the **Invoice Search** screen.

The procedure to View the Line Item is as follows:

1. Select the Line Item from the list displayed in the **Line Item List** section.
2. Click .
3. The **View Line Item** screen is displayed.
 The details for the Line Item are displayed.

Related Topics

[Searching an Invoice/Credit Note using Receivables submenu](#)


[Viewing a Line Item](#)

[Viewing a Line Item Detail](#)




4.12.2 Viewing a Line Item

To view a Line Item, the steps are as follows:

1. View an Invoice/Credit Note.
2. Select the Line Item to be viewed from the list displayed in the **Line Item List** section.
3. Click .
4. The **View Line Item** screen is displayed.

5. The details for the Line Item are displayed.
6. Click **Back** to go back to **View UATP Invoice** screen.

The procedure to view the Line Item details is as follows:

1. Select the Line Item Detail from the list displayed in the **Line Item Details** section.
2. Click .
3. The **View Line Item Details** screen is displayed.
The details for the Line Item are displayed.

Related Topics


[Viewing an Invoice/Credit Note](#)

[Viewing a Line Item Detail](#)



4.12.3 Viewing a Line Item Detail

To view a Line Item, the steps are as follows:

1. View a Line Item for an Invoice/Credit Note.
2. Select the Line Item Detail to be viewed from the list displayed in the **Line Item Details** section.
3. Click .
4. The **View Line Item Detail** screen is displayed.

The screenshot displays the 'View Line Item Detail' interface. At the top, there is a navigation bar with the IATA logo and user information. Below this, a breadcrumb trail reads: Home >> Uatp >> Receivables >> View Uatp Credit Note >> View Line Item >> View Line Item Detail. The main content area is divided into several sections:

- Invoice Header:** Shows Credit Note Number: CR2311, Credit Note Date: 23-Nov-2011, Billed Member: WI-221, Charge Category: UATP, and Billing Amount: USD -521,573.000.
- Line Item:** Displays Line Item Number: 1, UOM Code: Each, VAT: Description: Fees, Charge Code: Fees, Unit Price: -40,121.0000, Add Charge/ Deduction, Service Start Date: 01-Nov-11, Service End Date: 30-Nov-11, Scaling Factor: 1, Line Total: -521,573.000, and Quantity: 13.
- Line Item Detail:** Provides a detailed view of the selected line item. It includes fields for Line Item Detail # (1), Service Start Date (Nov-2011), Service End Date (30 Nov-2011), Product ID, Description (Fees), Quantity (13), UOM Code (EA-Each), Unit Price (-40121.0000), Scaling Factor (1), Line Detail Total (-521573.000), Tax Amount (0.000), VAT Amount (0.000), Add/Deduct Charge (0.000), and Line Detail Net Total (-521573.000).

At the bottom of the screen, there are navigation buttons: First, Previous, Next, Last, and a prominent Back button.


5. The details for the Line Item are displayed.
6. Click **Back** to go back to **View Line Item** screen.

Related Topics

[Viewing an Invoice/Credit Note](#)

4.12.4 Viewing an Invoice/Credit Note using Payables submenu

To view an Invoice/Credit Note, the steps are as follows:

1. Search the Invoice/Credit Note using **Payables** submenu.
2. Select the Invoice/Credit note to be viewed from the list displayed in the **Search Results** section.
3. Click .
4. The **View UATP Invoice/ Credit Note** screen is displayed.
5. The details for the Invoice/Credit Note are displayed.
6. Click **Back to Manage Invoice** to go back to the **Invoice Search** screen.

Related Topics


[Searching an Invoice/Credit Note using Payables submenu](#)

[Viewing a Line Item](#)

[Viewing a Line Item Detail](#)

4.12.5 Viewing an Invoice/Credit Note using Billing History and Correspondence submenu

To view an Invoice/Credit Note, the steps are as follows:

1. Search the Invoice/Credit Note using **Billing History and Correspondence** submenu.
2. Select the Invoice/Credit note to be viewed from the list displayed in the **Search Results** section.
3. Click .
4. The **View UATP Invoice/ Credit Note** screen is displayed.
5. The details for the Invoice/Credit Note are displayed.
6. Click **Back to Manage Invoice** to go back to the **Invoice Search** screen.

Related Topics

[Searching an Invoice/Credit Note using Billing History and Correspondence submenu](#)

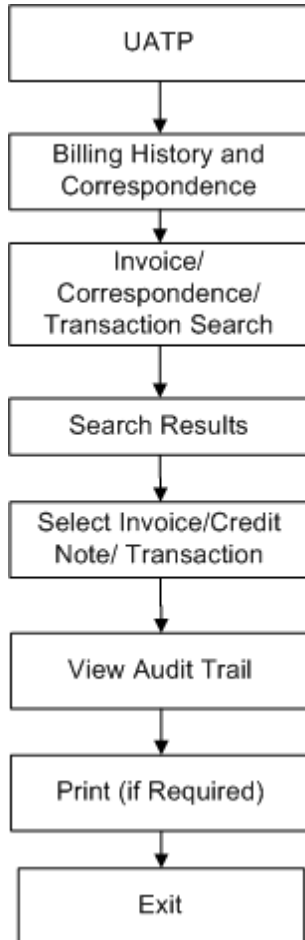
[Viewing a Line Item](#)

[Viewing a Line Item Detail](#)

4.13 Working with Audit Trail

4.13.1 Process for Audit trail


Viewing Audit Trail





4.13.2 Viewing Audit Trail

To view an Audit Trail, the steps are as follows:

1. Search the Invoice/Credit Note using **Billing History and Correspondence** submenu.
2. Select the Invoice/Credit Note from the list displayed in the **Search Results** section.
3. Click .
4. The **Billing History Audit Trail** screen is displayed.

Billing History Audit Trail
Stage 0, Original Invoice

Billing Period	Billing Member	Billed Member	Invoice Number	Invoice Date	Charge Category	PO Number	Net Amount
Nov 2011 P3	SI-154-SIS Airways	WI-221-Wings Airways	CR2311	23-Nov-11	UATP		USD -521,573.000

Line Item #	Charge Code	Description	Quantity	UOM Code	Unit Price	Currency Code	Gross Amount	Tax	VAT	Add/Deduct Charge	Net Amount
1	Fees	Fees	13	Each	-40,121.0000	USD	-521,573.000				-521,573.000

Supporting Document(s)
Attachment 1.txt


Back Generate PDF Include Supporting Document(s)

5. Audit trail is displayed in descending chronological order
6. Click **Generate PDF** to view the Audit Trail in PDF format.
7. Audit trail can be printed.
8. Click **Back** to go to the **Billing History** screen to view audit trail for another invoice or correspondence.

Generate PDF

- The audit trail screens provides an option to download the contents of the screen in PDF format with or without the supporting documents
- At the bottom of the screen, there button 'Generate PDF' will perform this function
- If checkbox 'Include Supporting Documents' is unchecked and this button is pressed, the PDF will be available for download instantly (without the supporting documents)

If checkbox 'Include Supporting Documents' is checked and this button is pressed, the system will provide a zipped package of the PDF and the supporting documents. This package will not be available instantly. The user who requested for the package will be informed via email once the package is created and made available for download

 Generation of the audit trail package is in progress. You will be notified via email once it is ready for download. [File:IATRAudit Trail-0-20130918-120918.zip]



4.14 Common Procedures

4.14.1 Tax Amount

To enter the tax applicable on the entire invoice, line item or line item detail, click the **Tax Amount** hyperlink. The **Tax Breakdown** capture screen is displayed.

Tax Breakdown Capture

* Tax Name: Tax Base Amount: Tax Percent: Tax Calculated Amount: Tax Category:

Tax Text:

Add

Tax Breakdown List

Action	Sr. No.	Tax Text	Tax Base Amount	Tax Percent	Tax Calculated Amount	Tax Category	Tax Name
✖	1	Tax @ 5%	423533.000	5.000	21176.650	Lower	Tax

Close

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A greyed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
*Tax Name	The name of the tax. If there is no specific tax name or code, then enter only Tax.	-
Tax Base Amount	Amount on which the tax percent is applicable.	Entered if the tax is applicable as a percentage of a base amount.
Tax Percent	It indicates applicable tax percent.	Entered if tax percent applicable.
Tax Calculated Amount	Calculated by the system if Tax base Amount & Tax Percent are populated.	If the tax is a fixed amount and not a percentage of the Base Amount then you can enter the Tax Calculated Amount without entering Base Amount and Tax Percent .



Fields	Description	Remarks
Tax Category	It indicates specific category of tax.	Valid values are: <ul style="list-style-type: none"> • Exempt • Higher • Lower • Out of Scope • Reverse Charge • Standard • Zero
Tax Text	It indicates description or remarks of the tax.	For example, Sales tax at 5%.
Tax Breakdown List	The details of the Tax added are displayed in the Tax Breakdown List section.	-

The procedure to add Tax applicable on the Invoice, Line Item and Line Item Details is as follows:

1. Enter the details for the following fields:

- **Tax Name**
- **Tax Base Amount**
- **Tax Percent**
- **Tax Calculated Amount**
- **Tax Category**
- **Tax Text**

2. Click **Add**.

3. The details are displayed in the **Tax Breakdown List** section.

The procedure to deleting the record from the Tax Breakdown list:

1. Select the record from the list.
2. Click **Delete**. A confirmation message is displayed.
3. Click **OK** to confirm.
4. Click **Close** or **X** to exit.



4.14.2 VAT Amount

To enter the VAT applicable on the entire invoice, click the **VAT Amount** hyperlink on the invoice header. **VAT Breakdown Capture** screen is displayed.

VAT Breakdown

VAT Breakdown Capture

*VAT SubType: *VAT Base Amount: VAT Percent: VAT Calculated Amount: VAT Category:

Description:

Add

VAT Breakdown List

Action	Sr. No.	Description	VAT SubType	VAT Base Amount	VAT Percent	VAT Calculated Amount	VAT Category
	1	VAT @ 5%	VAT	24525.000	5.000	1226.250	OutofScope

Derived VAT List

Sr. No.	Description	VAT SubType	VAT Base Amount	VAT Percent	VAT Calculated Amount	VAT Category
No records to view						

Page 0 of 1

Close

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A greyed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
*VAT Sub Type	It indicates the VAT Sub Type.	Valid values are: <ul style="list-style-type: none"> • VAT • GST • QST • HST • State • Federal • IVA Default value displayed is VAT .
*VAT Base Amount	Amount on which the VAT percent is applicable.	-
VAT Percent	It indicates applicable VAT percent.	-

Fields	Description	Remarks
VAT Calculated Amount	It is the Calculated VAT Amount according to the VAT Base Amount and VAT Percent .	The amount is derived by the system.
VAT Category	It indicates specific category of VAT .	Valid values are: <ul style="list-style-type: none"> • Exempt • Higher • Lower • Out of Scope • Reverse Charge • Standard • Zero
Description	It indicates description or remarks of the VAT .	For example, VAT at 5%.
Derived VAT List	It indicates the VAT added at the Line Item and Line Item Detail levels is added and displayed in the derived VAT list.	-

The procedure to add VAT applicable on the Invoice is as follows:

1. Enter the details for the following fields:
 - **VAT Sub Type**
 - **VAT Base Amount**
 - **VAT Percent**
 - **VAT Calculated Amount**
 - **VAT Category**
 - **Description**
2. Click **Add**.
3. The details are displayed in the **VAT Breakdown List** section.

The procedure to delete the record from the VAT Breakdown list:

1. Select the record from the list.
2. Click **Delete**. A confirmation message is displayed.
3. Click **OK** to confirm.
4. Click **Close** or **X** to exit.



4.14.3 VAT Amount at the Line Item and Line Item Detail Level

To enter the VAT applicable on the **Line Item** or **Line Item Detail** level, click the **VAT Amount** hyperlink. **VAT Breakdown Capture** screen is displayed.

x

VAT Breakdown Capture

* VAT SubType:	* VAT Base Amount:	VAT Percent:	VAT Calculated Amount:	VAT Category:
VAT <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please Select <input type="text"/>

Description

Add

VAT Breakdown List

Action	Sr. No.	Description	VAT SubType	VAT Base Amount	VAT Percent	VAT Calculated Amount	VAT Category

Close

Note: Fields and Buttons are as described in the topic **VAT Amount**.
The **VAT Derived List** is not available at when you add VAT at the **Line Item** or **Line Item Detail** level.



4.14.4 Add/Deduct Charge

To enter any additional charges or Deductions, click **Add/Deduct Charge** hyperlink. **Add/Deduct Charge Breakdown** screen is displayed.

✕
Add/Deduct Charge Breakdown

Add/Deduct Charge Capture

* Add/Deduct Charge Name:	Base Amount:	Percent:	* Calculated Amount:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Line Item Numbers:			
<input type="text"/>			

Add

Add/Deduct Charge List

Action	Sr. No.	Add/Deduct Charge Name	Base Amount	Percent	Calculated Amount	Line Item Numbers

Close

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A greyed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
*Add/Deduct Charge Name	The name of the additional/deduction charge.	-
Base Amount	Amount on which the Add/Deduct percent is applicable.	-
Percent	It indicates applicable Add/Deduct percent.	-
*Calculated Amount	The amount calculated if the additional charge or deduction is a percentage of the base amount.	You can directly enter without entering base amount and percent if the additional/deduction charge is flat. Enter a negative value for a deduction.
Line Item Numbers	It indicates the line item numbers.	This field is not available when you enter Add/Deduct charge at the Line Item or Line Item Detail level.
Add/Deduct Charge List	The details of the Add/Deduct Charge added are displayed in the Add/Deduct Charge List section.	-



The procedure to add the Add/Deduct charge applicable on the Invoice, Line Item and Line Item Details is as follows:

1. Enter the details for the following fields:
 - **Add/Deduct Charge Name**
 - **Base Amount**
 - **Percent**
 - **Calculated Amount**
 - **Line Item Numbers**
 - **Add/Deduct Charge List**
2. Click **Add**.
3. The details are displayed in the **Add/Deduct Charge List** section.

The procedure to deleting the record from the Add/Deduct Charge list:

1. Select the record from the list.
2. Click **Delete**. A confirmation message is displayed.
3. Click **OK** to confirm.
4. Click **Close** or **X** to exit.



4.14.5 Viewing/Modifying Billing Member's Location ID

Click the hyperlink to view/modify the Billing Member- Location ID. **Billing Member's Reference Data** screen is displayed.

Billing Member Reference Data
✕

Billing Member's Reference Data

Location ID:
 Clear Data

<p>* Company Legal Name: <input type="text" value="SIS Airways"/></p> <p>Company Registration ID: <input type="text" value="298988"/></p>	<p>Tax/VAT Registration #: <input type="text" value="T20301283"/></p> <p>Add. Tax/VAT Registration #: <input type="text" value="A1924792173"/></p>
---	--

<p>* Address Line 1: <input type="text" value="Globe centre"/></p> <p>Address Line 2: <input type="text"/></p> <p>Address Line 3: <input type="text"/></p> <p>* City: <input type="text" value="London"/></p> <p>Invoice Footer Information: <input type="text"/></p>	<p>* Country: <input type="text" value="UNITED KINGDOM"/></p> <p>State/Province/Region: <input type="text"/></p> <p>Postal Code: <input type="text"/></p>
--	--

Ok
Cancel

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A greyed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
Location ID	Displays the MAIN Location ID of the billing member.	-
Company Legal Name	Display company's legal name.	For example, SIS Airways.
Company Registration ID	Display company's registration number/ID.	-
Tax/VAT Registration #	Displays TAX/VAT Registration Number.	-
Add. Tax/VAT Registration #	Displays Additional Tax/VAT Registration Number if available.	-
Address Line 1	Displays Line 1 of the Billing Member's address.	-

Fields	Description	Remarks
Address Line 2	Displays Line 2 of the Billing Member's address.	-
Address Line 3	Displays Line 3 of the Billing Member's address.	-
Country	Displays the Country name of the Billing Member.	-
State/Province/Region	Displays the State/Province/Region name of the Billing Member.	-
Postal Code	Displays the Postal Code of the Billing Member.	-
City	Displays the City name of the Billing Member.	-
Invoice Footer Information	Shows the legal text required on the invoice.	-

To procedure to modify the details of the Billing Member's Reference Data is as follows:

1. Click **Clear Data**.
2. Enter the details for the following fields:
 - **Location ID**
 - **Company Legal Name**
 - **Company Registration ID**
 - **Tax/VAT Registration #**
 - **Add.Tax/VAT Registration #**
 - **Address Line 1**
 - **Address Line 2**
 - **Address Line 3**
 - **Country**
 - **State/Province/Region**
 - **Postal Code**
 - **City**
 - **Invoice Footer Information**
3. Click **OK**.
The details for the **Billing Member's Reference Data** are modified.



4.14.6 Viewing/Modifying Billed Member's Location ID

Click the hyperlink to view/modify the Billed Member- Location ID. **Billing Member's Reference Data** screen is displayed.

✕
Billed Member Reference Data

Billed Member's Reference Data

Location ID:

<p>* Company Legal Name: <input type="text" value="Wings Airways"/></p> <p>Company Registration ID: <input type="text"/></p>	<p>Tax/VAT Registration #: <input type="text"/></p> <p>Additional Tax/VAT Registration #: <input type="text"/></p>
--	--

<p>* Address Line 1: <input type="text" value="New Avenue"/></p> <p>Address Line 2: <input type="text"/></p> <p>Address Line 3: <input type="text"/></p>	<p>* Country: <input type="text" value="INDIA"/></p> <p>State/Province/Region: <input style="background-color: #e6f2ff;" type="text"/></p> <p>Postal Code: <input type="text"/></p>
---	--

* City:

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A greyed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
Location ID	Displays the MAIN Location ID of the billing member.	-
Company Legal Name	Display company's legal name.	For example, SIS Airways.
Company Registration ID	Display company's registration number/ID.	-
Tax/VAT Registration #	Displays TAX/VAT Registration Number.	-
Add.Tax/VAT Registration #	Displays Additional Tax/VAT Registration Number if available.	-
Address Line 1	Displays Line 1 of the Billed Member's address.	-
Address Line 2	Displays Line 2 of the Billed Member's address.	-



Fields	Description	Remarks
Address Line 3	Displays Line 3 of the Billed Member's address.	-
Country	Displays the Country name of the Billed Member.	-
State/Province/Region	Displays the State/Province/Region name of the Billed Member.	-
Postal Code	Displays the Postal Code of the Billed Member.	-
City	Displays the City name of the Billed Member.	-
Invoice Footer Information	Shows the legal text required on the invoice.	-

Note:

- Capture of Billed Member Reference Data capture is based on Location ID only
- The procedure to change the reference data of the contact is possible only by selecting a different Location ID

4.14.7 Adding/Modifying Contact of Billing Member-Additional Details

Click the **Contact of Billing Member** hyperlink to add/ modify the contact details of the billing member. **Contact of Billing Member- Additional Details** screen is displayed.

✕
Contact of Billing Member - Additional Details

Contact Details

*** Contact Type:**

*** Contact Value:**

Description

Add

Contact Details List

Action	Contact Type	Contact Value	Description
✕	Telephone	919555437657	

Close

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A greyed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
*Contact Type	It indicates the mode of contact.	Valid values are: <ul style="list-style-type: none"> Telephone Fax Telex AFTN SITA Email Website
*Contact Value	It indicates the value or data of the Contact Type.	For example, if Telephone is selected as Contact Type , then Contact Value is the Telephone number.

Fields	Description	Remarks
Description	It indicates specific remarks for the Contact Type.	-

The procedure to modify the contact details of Billing Member:

1. Select applicable **Contact Type**.
2. Enter **Contact Value**.
3. Enter **Description**.
4. Click **Add**. The details get entered in the **Contact Details List**.

The procedure to Deleting the record from the list is as follows:

1. Select the record from the list.
2. Click **delete icon**.
3. Click **OK** to confirm. The record is deleted.

4.14.8 Adding/Modifying Contact of Billed Member-Additional Details

Click the **Contact of Billed Member** hyperlink to add/ modify the contact details of the billed member. **Contact of Billed Member- Additional Details** screen is displayed.

✕
Contact of Billed Member - Additional Details

Contact Details

* Contact Type: Please Select ▼ * Contact Value:

Description:

Add

Contact Details List

Action	Contact Type	Contact Value	Description
✕	Website	www.abcde.com	

Close

Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A greyed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
*Contact Type	It indicates the mode of contact.	Valid values are: <ul style="list-style-type: none"> • Telephone • Fax • Telex • AFTN • SITA • Email • Website
*Contact Value	It indicates the value or data of the Contact Type.	For example, if Telephone is selected as Contact Type , then Contact Value is the Telephone number.

Fields	Description	Remarks
Description	It indicates specific remarks for the Contact Type.	-

The procedure to modify the contact details of Billed Member:

1. Select applicable **Contact Type**.
2. Enter **Contact Value**.
3. Enter **Description**.
4. Click **Add**. The details get entered in the **Contact Details List**.


The procedure to Deleting the record from the list is as follows:

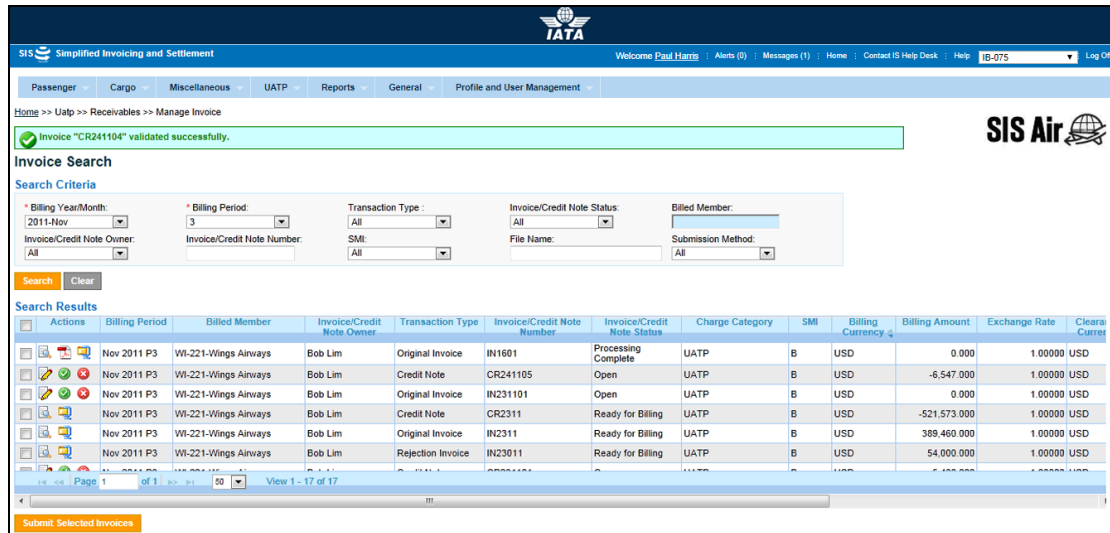
1. Select the record from the list.
2. Click **delete icon**.
3. Click **OK** to confirm. The record is deleted.



4.14.9 Validating Invoice/Credit Note

To validate an invoice, the steps are as follows:

1. Search the Invoice using **Receivables** submenu.
2. The **Validate Invoice** button  is displayed in the **Search Results** section.



The screenshot shows the SIS Air web application interface. At the top, there is a navigation bar with the IATA logo and user information. Below the navigation bar, a green banner displays the message: "Invoice 'CR241104' validated successfully." Below this, the "Invoice Search" section contains various filters such as "Billing Year/Month", "Billing Period", "Transaction Type", "Invoice/Credit Note Status", and "Billed Member". The "Search Results" section displays a table with columns: Actions, Billing Period, Billed Member, Invoice/Credit Note Owner, Transaction Type, Invoice/Credit Note Number, Invoice/Credit Note Status, Charge Category, SMI, Billing Currency, Billing Amount, Exchange Rate, and Clear Currency. The table lists several invoices with their respective statuses, including "Original Invoice", "Credit Note", and "Rejection Invoice".

3. Click **Validate Invoice** button, if all the system checks are validated for the invoice then the Invoice is marked as **Ready for Submission** else for any error in validation checks **Validation Errors** screen is displayed.

Validation Errors

Code	Description
BMISC_10217	Amount in a credit note can not be positive
BPAXNS_10114	No transactions found

The following table describes the fields in the Validation Errors section displayed on the **Edit UATP Invoice/Credit Note** screen.

Fields	Description	Remarks
Code	It displays Error Code specified for the validation error.	The error codes are pre defined in the system.
Description	It displays a detailed description of the validation error occurred.	The description of error makes it easier for the user to correct the invoice as per system validations.

4.14.10 Submitting Invoice/Credit Note



To submit an Invoice/Credit Note, the steps are as follows:

1. Search the Invoice using **Receivables** submenu.
2. Select the invoice you want to submit from **Search Results** section.
3. Check if the Invoice/Credit note Status is **Ready for Submission**.
4. Click **Submit Selected Invoices**.
5. The **Invoice Search** screen is displayed with the confirmation that the Invoice/Credit Note is submitted successfully.

Home >> Uatp >> Receivables >> Manage Invoice

1 invoice(s) submitted successfully.

Invoice Search

Search Criteria

Billing Year/Month: 2011-Nov
 Billing Period: 3
 Transaction Type: All
 Invoice/Credit Note Status: All
 Billed Member:
 Invoice/Credit Note Owner: All
 Invoice/Credit Note Number:
 SMI: All
 File Name:
 Submission Method: All

Search Clear

Search Results

Actions	Billing Period	Billed Member	Invoice/Credit Note Owner	Transaction Type	Invoice/Credit Note Number	Invoice/Credit Note Status	Charge Category	SMI	Billing Currency	Billing Amount	Exchange Rate	Clear Current
	Nov 2011 P3	WI-221-Wings Airways	Bob Lim	Original Invoice	IN2311	Ready for Billing	UATP	B	USD	389,460,000	1.00000	USD
	Nov 2011 P3	WI-221-Wings Airways	Bob Lim	Rejection Invoice	RI2811	Ready for Billing	UATP	B	USD	72,050,550	1.00000	USD
	Nov 2011 P3	WI-221-Wings Airways	Bob Lim	Credit Note	CR2811	Ready for Billing	UATP	B	USD	-10,817,250	1.00000	USD
	Nov 2011 P3	WI-221-Wings Airways	Bob Lim	Original Invoice	IN2811	Ready for Billing	UATP	B	USD	6,722,850	1.00000	USD
	Nov 2011 P3	WI-221-Wings Airways	Bob Lim	Credit Note	IN1602	Processing Complete	UATP	B	USD	161,000	1.00000	USD
	Nov 2011 P3	WI-221-Wings Airways	Bob Lim	Original Invoice	IN1601	Processing Complete	UATP	B	USD	0,000	1.00000	USD

Page 1 of 1 View 1 - 17 of 17


Submit Selected Invoices

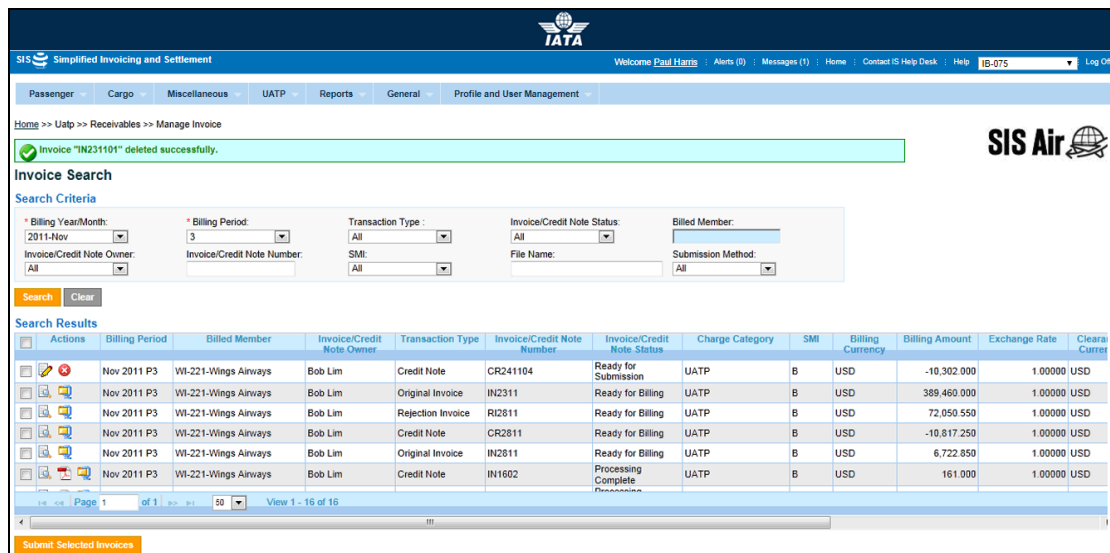
6. The selected invoice will be submitted to respective clearing house as mentioned in Member Profile.



4.14.11 Deleting Invoice/Credit Note

To delete an Invoice/Credit Note, the steps are as follows:

1. Search the Invoice using **Receivables** submenu.
2. Select the invoice you want to delete from **Search Results** section.
3. Click .
4. The **Invoice Search** screen is displayed with the confirmation that the Invoice/Credit Note is deleted successfully.



The screenshot shows the SIS Air web application interface. At the top, there is a navigation bar with the IATA logo and user information. Below the navigation bar, a green message box displays: "Invoice 'IN231101' deleted successfully." Below this, the "Invoice Search" section is visible, featuring a search criteria form with fields for Billing Year/Month, Billing Period, Transaction Type, Invoice/Credit Note Status, Billed Member, Invoice/Credit Note Owner, Invoice/Credit Note Number, SMI, File Name, and Submission Method. Below the search criteria, a "Search Results" table is displayed with the following data:

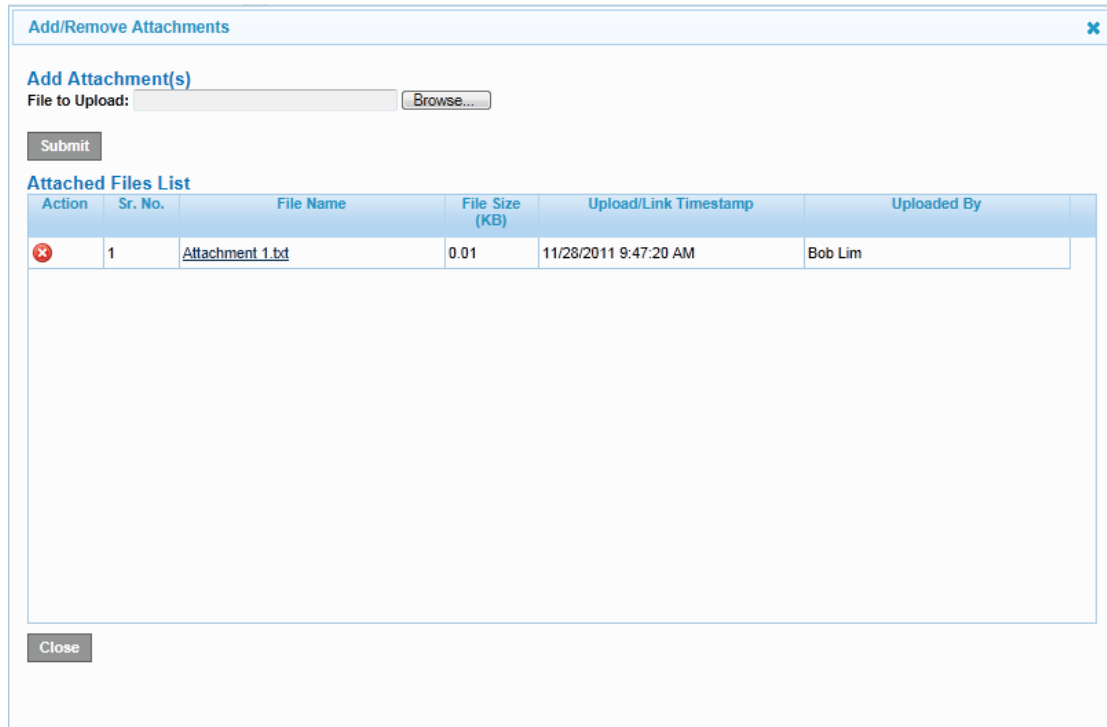
Actions	Billing Period	Billed Member	Invoice/Credit Note Owner	Transaction Type	Invoice/Credit Note Number	Invoice/Credit Note Status	Charge Category	SMI	Billing Currency	Billing Amount	Exchange Rate	Clear Current
	Nov 2011 P3	WI-221-Wings Airways	Bob Lim	Credit Note	CR241104	Ready for Submission	UATP	B	USD	-10,302,000	1.00000	USD
	Nov 2011 P3	WI-221-Wings Airways	Bob Lim	Original Invoice	IN2311	Ready for Billing	UATP	B	USD	389,460,000	1.00000	USD
	Nov 2011 P3	WI-221-Wings Airways	Bob Lim	Rejection Invoice	RI2811	Ready for Billing	UATP	B	USD	72,050,550	1.00000	USD
	Nov 2011 P3	WI-221-Wings Airways	Bob Lim	Credit Note	CR2811	Ready for Billing	UATP	B	USD	-10,817,250	1.00000	USD
	Nov 2011 P3	WI-221-Wings Airways	Bob Lim	Original Invoice	IN2811	Ready for Billing	UATP	B	USD	6,722,850	1.00000	USD
	Nov 2011 P3	WI-221-Wings Airways	Bob Lim	Credit Note	IN1802	Processing Complete	UATP	B	USD	161,000	1.00000	USD

At the bottom of the table, there is a pagination control showing "Page 1 of 1" and "View 1 - 16 of 16". A "Submit Selected Invoices" button is located at the bottom left of the interface.

4.14.12 Attachments

To attach supporting documents/attachments, the steps are as follows:


1. Click **Attachment**.
2. The **Add/Remove Attachment** screen is displayed.



Add/Remove Attachments [Close]

Add Attachment(s)
 File to Upload:


Attached Files List

Action	Sr. No.	File Name	File Size (KB)	Upload/Link Timestamp	Uploaded By
	1	Attachment 1.txt	0.01	11/28/2011 9:47:20 AM	Bob Lim

The procedure to attach supporting documents is as follows:

1. Click **Browse** to search the file/files to be attached as supporting documents.
2. Details of the attached files will be displayed in the **Attached Files List** window.
3. Click **Close** after all files are attached.

The procedure to delete the attachment from the **Attached Files List** is as follows:

1. Select the attachment from the list displayed in the **Attached Files List** section.
2. Click  .
3. The selected attachment is deleted from the list.



4.14.13 Optional Group Fields

- **Desk-Gate Details**

Fields	Description
Desk ID	Desk ID.
Desk Location Name	Desk Location Name.
Desk Type	Desk Type.

- **Area Details**

Fields	Description
Area ID	Area ID.
Area Name	Name of Area.
Area Location ID	Location ID of Area.
Area Location Name	Location Name of Area.
Address Line 1,2,3	Address of Area.
City Name	Name of City.
Subdivision Code	Subdivision Code.
Subdivision Name	Subdivision Name.
Country Code	Country Code.
Country Code ICAO	ICAO Country Code.
Country Name	Country Name. Select from the list.
Postal Code	Postal Code.
Area Size @UOM Code	Total area of the location/ property.
Area Type	Type of Area.
Agreement Number	Agreement Number.

- **Route Details**

Fields	Description
Location Code: Type:	Airport Code.
Location Code ICAO: Type	ICAO Airport Code.
Country Code	Country Code.
Country Code ICAO	ICAO Country Code.
Subdivision Code	Subdivision Code.
Waypoint Code-Type	Waypoint identifying when the service of the flight started (Entry), ended (Exit), or any intermediate waypoint (intermediate).
Flight Information Region	Flight Information Region.
Latitude	Route points coordinate (latitude).
Longitude	Route points coordinate (longitude).
Route Date Time: Type	Date and Time of the Routing indicating the type of routing; if it is for Entry/ Exit or intermediate route.
Distance: UOM Code	Total distance covered with the unit of measure code.
Distance Factor	Distance-related factor used in formula to calculate charges.
Distance Type	Indicates if the distance is measured as Greater Circle or as actual.



Airspace Corridor Code	Code name of the airspace corridor used by the particular flight; usually required by ATC's.
Route Data: Name	Name of the route.

- Aircraft Details**

Fields	Description
Aircraft Reg. No:	Registration number of the aircraft with no hyphen between the nationality prefix and the remaining characters.
Max Take off Weight : UOM Code	Maximum weight while take off and UOM Code.
Weight Factor	Weight related factor used in formula to calculate charges.
Aircraft Type Code	IATA Aircraft Types.
Aircraft Type Code ICAO	ICAO Aircraft Types
Aircraft Type Name	Aircraft Type Name.
Engine Type	Engine Type.
Engine No	Serial number of the engine.
Part No	Number of the part used.
Cabin Class	A class of accommodations on some passenger ships lower than first class and higher than tourist class.
Noise Class	Noise Class.
Emission Class	Emission Class.

- Flight Details**

Fields	Description
Flight No	Unique flight identifier: Shown in field 7 of the ICAO flight plan consisting of either the aircraft reg. or the flight number (which itself consists of the two or three character airline designator code followed by an up to 4 digit number with optional Quebec single suffix letter).
Flight Date Time	Date and/or time of the flight. Time is optional.
Flight Direction	Indicate if the flight is an arrival or departure
Flight Type Code	IATA service type code that distinguishes the type of flight.
Passenger Count: Type	Count of passengers.
Flight Zone	Indicates if the flight is international or domestic.
Simulator No	Used for trainings.
Bag Count: Type	Count of bags.

- Settlement Details**

Fields	Description
Settlement Currency Code	Defines the settlement currency.
Local Currency Code	The base currency.
Exchange Rate	The exchange rate used to convert local amount to foreign currency.
Daily Rate	The daily exchange rate.
Amount: Name:	Amount of deposit/ interest/ instalment/ security/ outstanding etc.
Call Day Name	The day the payment is received and from which the penalty is calculated.
Due Date Flag	To indicate if a due date is applicable.



Fields	Description
Due Date	Date on which payment is due.
Fare Class	Fare Class.
Days Overdue	Number of days overdue.
Partial Payments: Number	Payments done partially.
Clearance Period	The period to which the penalty applies.
Interest Rate	The interest rate charge for the payment not made.
Suspended Airline	Numeric Airline Code.
Invoice Ref. Number	Reference number of the invoice.
Fare Class	Fare Class.

- **Mail Details**

Fields	Description
Mail No.	AV Number.
Mail Category	Type of Mail Category.
Mail Class	Type of Mail Class.
Number Of Bags	Number of bags of mail category.
Container No.	If a container has been used the number of the container will be stated here.
Bag No.	Bag number of mail.
Consignment No.	Consignment number of mail.

- **Consumption Details**

Fields	Description
Meter ID	Meter ID.
Meter Location Name	Meter Location Name.
Start Reading	The start of the meter reading.
Start Date Time	The date and time when the reading was started.
Start Estimate	Start Estimate.
End Reading	The end of the meter reading.
End Date Time	The date and time when the reading was completed.
End Estimate	End Estimate.
Consumed Units @UOM Code	Number of units consumed with the unit of measure.

- **Other Details**

Fields	Description
Contract No.	Contract number on which the invoice is based.
Pool No.	For charge category Engineering, Charge Code Pool.
Receipt No.	To define the aviation fuel delivery receipt number.
Reference No @ Name	To define any reference numbers not defined specifically.
Recipient	For charge category Service Provider.
Mishandling Type	To indicate the type of claim in case of mishandled baggage.

- **Passenger Details**



Fields	Description
Passenger Name	Name of the passenger.
Ticket No	Ticket Number.

- **Employee Details**

Fields	Description
Staff ID	ID of the Staff.
Staff Name	Name of the Staff.
Staff Fore Name	Fore Name of the Staff.
Staff Surname	Surname of the Staff.
Pass No	Pass number.
Pass Issue Date	Issue date of pass.
Pass Expiry Date	Expiry Date of pass.
Issue Description	Reason for issue.

- **Service Provider Details**

Fields	Description
Member Code	SITA specific member code.
Numeric Customer Code	SITA specific numeric member code.
Product Group	Group of Product.
Product Name	Name of Product.
Activity Date	Date of Activity.
Station Code	Station where service is provided.

- **Misc Details**

Fields	Description
Misc Data: This should be used if there is no field in the IS-XML standard that can be used for providing the required data.	
@ Name	The name of the data that is being provided should be stated here. Please note that this attribute is mandatory if the Misc Data node is provided.
@ UOM Code	If there is any unit of Measure code associated with the data value then a value should be provided here. This attribute is optional.

- **UATP Details**

Fields	Description
Signed for Currency Code	This is the code of the local currency when it is different from the invoice currency and the local amount has been converted in the invoice currency.
Signed for Amount	This is the Original Invoice Amount.
Daily exchange Rate	The Daily Exchange Rate used for converting local amount to invoice currency amount.
Original Invoice Number	This is the Original Invoice Number.
Original Invoice Date	This is the date of the Original Invoice.
Rejected Commissions	The amount of commission that is being rejected.
Rejected Invoice No.	It is the invoice number of the ATCAN invoice being rejected.
Rejected Invoice Date	The date of the ATCAN invoice being rejected.
Rejection Reason Code	The reason code indicating the rejection.

- **Parking Details**

Fields	Description
Stand No	Stand Number of the parking.
Stand Type	Stand Type of the parking.
On Stand Date Time	Date and Time when the aircraft was parked.
Off Stand Date Time	Date and Time when the aircraft was removed from parking.

Related Topics

[Creating Line Item Detail - Invoice](#)

[Creating Line Item Detail - Credit Note](#)



Reports Module



5. Reports Module

5.1 Overview of Reports

Reports module allows you to:

- View Invoice Status Details
- View File Status Details
- Manage Late Submissions
- Increment the Billing Period
- Download the Processing Dashboard Contents
- Generate SIS Usage Report
- Generate Member/Contact Details Report
- Generate User Permission Report
- Generate IS and CH Calendar Report
- Generate Invoice Deletion Audit Log Report
- Generate Invoice Reference Data Report
- Generate Top 10 Interline Partners – Receivables Report
- Generate Top 10 Interline Partners – Payables Report
- Generate Interline Payables analysis Report
- Generate Suspended Billings Report
- Access ICH Web Report
- Access ACH Settlement Reports
- Generate Interline Billing Summary Report
- Generate Pending Invoices In Error Report
- Generate Payables – Passenger Rejection Analysis – Non-Sampling Report (Passenger Related)
- Generate Receivables – Passenger Rejection Analysis – Non-Sampling Report (Passenger Related)
- Generate Payables – Passenger Interline Billing Summary Report (Passenger Related)
- Generate Receivables – Passenger Interline Billing Summary Report (Passenger Related)
- Receivables – Passenger Sampling Billing Analysis Report (Passenger Related)
- Generate Payables – Passenger Sampling Billing Analysis Report (Passenger Related)
- Generate Correspondence Status Report (Passenger Related)
- Generate Receivables - Supporting Documents Mismatch Report (Passenger Related)
- Generate Payables - RM BM CM Summary Report (Passenger Related)
- Generate Receivables - RM BM CM Summary Report (Passenger Related)
- Generate BVC Details Report (Passenger Related)
- Generate Receivables Invoice Summary Report
- Generate Receivables Charge Code Report
- Generate Payables Charge Code Report
- Generate Payables Invoice Summary Report
- Generate Correspondence Status Report (Miscellaneous Related)
- Receivable Supporting Documents Mismatch Report (Miscellaneous Related)
- Generate Correspondence Status Report (Cargo Related)
- Generate RM-BM-CM Details Report (Cargo Related)
- Generate Receivables- Cargo Submission Overview Report (Cargo Related)
- Generate Payables- Cargo Submission Overview Report (Cargo Related)
- Generate Receivables- Supporting Documents Mismatch Report (Cargo Related)
- Generate Payables- RM BM CM Summary Report (Cargo Related)
- Generate Receivables- RM BM CM Summary Report (Cargo Related)
- Generate Payables- Interline Billing Summary Report (Cargo Related)
- Generate Receivables- Interline Billing Summary Report (Cargo Related)
- Generate Receivables- Rejection Analysis Report (Cargo Related)



- Generate Payables- Rejection Analysis Report (Cargo Related)



Reports menu has the following submenus:

- Processing Dashboard
- SIS Usage Report
- SIS IS-WEB Usage Report
- Member/Contact Report
- User Permission Report
- IS and CH Calendar Report
- Invoice Deletion Audit Trial Report
- Invoice Reference Data
- Financial Controller
- Passenger
- Cargo
- Miscellaneous
- Download Offline Reports

We will discuss each submenu in detail.

5.2 Managing Processing Dashboard

Using the Processing Dashboard submenu you can:

- View Invoice Status Details
- View File Status Details
- Manage Late Submissions
- Increment the Billing Period
- Download the Processing Dashboard Contents



5.2.1 Viewing Invoice Status Details

To view invoice status, the steps are as follows:

1. Click **Reports** menu.
2. Click **Processing Dashboard** submenu.
3. The **IS Processing Dashboard** screen is displayed.

Note: The list of invoices in the search result is based on the default values selected in the **Search Criteria** and the **Billing Period**. Default values are **Quick Search** and **Current Billing Period**.

The screenshot displays the 'IS Processing Dashboard' interface. At the top, there is a navigation bar with the IATA logo and user information. Below this, a menu bar includes options like 'Passenger', 'Cargo', 'Miscellaneous', 'UATP', 'Reports', 'General', and 'Profile and User Management'. The main content area is titled 'IS Processing Dashboard' and features three tabs: 'Invoice Status', 'Billing File Status', and 'Document Package Status'. Under 'Invoice Status', there are search options for 'Quick Search' (selected) and 'Detail Search', and a 'Billing Period' selector set to 'Current'. A 'Search' button is present. Below the search criteria, a table titled 'Search Results' lists two invoices. The table has columns for 'Billing Period', 'SMI', 'Billing Member', 'Billing Member Name', 'Billed Member', 'Billed Member Name', 'Invoice Status', 'Invoice No.', 'Invoice Date', 'Billing Category', 'Invoice Carr.', 'Invoice Amount', and 'Clearance Curr.'. The first invoice is for '2020-Jun-03' with a value of 2,993,000 USD. The second invoice is for '2020-Jun-03' with a value of 2,993,000 USD. At the bottom of the dashboard, there are action buttons: 'Mark for Late Submission', 'Increment Billing Period', 'Download', and 'Delete'. A 'Status Key' section defines symbols for 'Failed', 'Pending', 'Successfully Completed', 'Suspended member', and 'Late Submission'.

Billing Period	SMI	Billing Member	Billing Member Name	Billed Member	Billed Member Name	Invoice Status	Invoice No.	Invoice Date	Billing Category	Invoice Carr.	Invoice Amount	Clearance Curr.
2020-Jun-03	B	IB-075	IBERIA OPERADORA	NZ-086	AIR NEW ZEALAND	Ready for Billing	MIBINL2	27 Aug 2015	Miscellaneous	USD	2,993,000	
2020-Jun-03	B	IB-075	IBERIA OPERADORA	NZ-086	AIR NEW ZEALAND	Ready for Billing	075MIBL1	27 Aug 2015	Miscellaneous	USD	2,993,000	

Sections	Description	Remarks
Search Criteria	It defines the method to search Invoices.	<p>There are two types of Search Criteria.</p> <ul style="list-style-type: none"> □ Quick Search: It is the default value set for searching an invoice. The list of Receivable Invoices for the Billing Member is displayed in the Search Results section. □ Detail Search: It is an optional search criterion for the invoices. You can search the invoices for <ul style="list-style-type: none"> • Clearance Year • Clearance Month • Period • Billing Member • Billed Member • Clearance Type • Billing Category • Invoice No. • Invoice Status • Submission Method • Daily Delivery Status
Billing Period	It indicates the billing period for searching the invoices.	<p>Options available are:</p> <ul style="list-style-type: none"> • Current • Previous <p>Default value is the current billing period.</p>
Status Key	It is a list of different icons used for the invoice status displayed in the search results section.	<p>Icons used describe the following status for an invoice</p> <ul style="list-style-type: none"> • Failed • Pending • Successfully Completed • Suspended Member • Late Submission

Sections	Description	Remarks
Search Results	It displays a list of invoices based on the Search Criteria selected.	Each search result displays details for the following fields: <ul style="list-style-type: none"> • Billing Period • Settlement Method Indicator • Billing Member • Billing Member Name • Billed Member • Billed Member Name • Invoice Status • Invoice Number • Invoice Date • Billing Category • Invoice Currency • Invoice Amount • Clearance Currency • Clearance Amount • Suspended/Late Submitted • Validation • Value Confirmation • Digital Signature • Settlement File Sent • Presented • Submission Method • Daily Delivery Status

Buttons	Description	Remarks
Mark for Late Submission	Click Mark for Late Submission to mark the selected invoice for late submission.	An invoice can be marked for late submission only if the Validation Status of the invoice is Pending .
Increment Billing Period	Click Increment Billing Period to increase the Billing period of the selected invoice.	The selected invoice can then be submitted in the following Billing Period .
Download	Click Download to download selected invoices.	The details for the list of invoices can be viewed in an Excel sheet or you can save the details to be viewed later.
Delete	Click Delete to delete selected invoices.	-

Note: The results displayed in the **Search Results** section are by default the Receivable Invoices for the **Billing Member**.

The procedure to view the Invoice Details is as follows:

1. Select the Invoice from the **Search Result** section.
2. Click **Invoice Number** for the Invoice.
3. The details for the invoice are displayed in the **Additional Details of Invoice** screen.



Additional Details of Invoice
✕

Billing Period: 2011-Jun-03	Clearance Type: B	Billed Member: WI-221	Billed Member Name: Wings Airways
Invoice No.: INVPNR201	Invoice Date: 23 Jun 2011	Billing Category: Passenger	Invoice Currency: USD
Invoice Amount: 72944.06			

Received in IS: 23 Jun 2011 09:41
 Source: IS-Web

Validation: Completed	23 Jun 2011 09:52
Billing Value Confirmation: -	23 Jun 2011 09:53
Digital Signature: -	
Settlement File to ICH: -	
Presented to Billing Member: Completed	23 Jun 2011 09:55



5.2.2 Changing the Search Criteria for the Invoices

To change the search criteria for the invoices, the steps are as follows:

1. [View Invoice Status Details](#).
2. Select **Detail Search** in the **Search Criteria** section.
3. The search window is displayed.

The Fields and Buttons are as described in the tables.

- A blue field by default is a drop down list. The list is displayed only when you start typing in the given field or when you press **down-arrow** key on the keyboard.
- A grayed field by default is auto populated with the data already present in the system.

Fields	Description	Remarks
Clearance Year	It is the Clearance Year of the invoice.	Select from the valid values <ul style="list-style-type: none"> • The current year • Previous year
Clearance Month	It is the Clearance Month of the invoice.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
Period	It is the Clearance Period of the invoice.	Select from the valid values <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
Billing Member	It is the combination of designator, accounting code and commercial name of the billed member.	Default is the Self entity. It is generated automatically and cannot be modified.



Fields	Description	Remarks
Billed Member	It is the combination of designator, accounting code and commercial name of the billed member.	For example, WI-221-Wings Airways
Clearance Type	It indicates the settlement method used for the invoices.	Valid values are as follows: <ul style="list-style-type: none"> • All • ICH • ACH • Bilateral • Adjustments due to Protests • ACH using IATA Rules (MITA) • Pro-Forma Invoice
Billing Category	It indicates the type of invoice.	Valid values are as follows: <ul style="list-style-type: none"> • Passenger • Cargo • Miscellaneous • UATP
Invoice No.	It indicates the invoice number (if known)	--
Invoice Status	It indicates the status of the invoice.	Default value is one of the following <ul style="list-style-type: none"> • All • Open • Ready for submission • Ready for Billing • Claimed • Processing complete • Presented • Validation error-WEB Invoice • Error-Correctable • Error-Non-Correctable • On hold • Ready for validations
Submission Method	It indicates the submission method of the invoice	It is a drop down field with default value as All. Other values are: <ul style="list-style-type: none"> • IS-IDEC • IS-XML • IS-WEB • Auto-Billing
Daily Delivery Status	It indicates the status of the daily delivery bilateral files	It is a drop down field with default value as ALL. Other values are: <ul style="list-style-type: none"> • Not Required • Pending • Completed

Brief description of the options listed in the Invoice Status is as follows:

Field	Options	Remarks
-------	---------	---------



Field	Options	Remarks
Invoice Status	All	It indicates that the status of the invoice can be any of the values (Open, Ready for Submission, Ready for Billing, Claimed, Processing Complete, Presented, Validation Error, Error Correctable, Error Non- Correctable, On Hold and Ready for Validations).
	Open	It indicates that the invoice is not yet submitted. Changes if any can be made to the invoice.
	Ready for Submission	After the Validation checks for the invoice are cleared, the status of the invoice changes to Ready for Submission . Note: Invoices/ Credit Note/ Form C can be modified even if it has status Ready for Submission . Upon the first modification the status will revert back to Open .
	Ready for Billing	When the invoice is submitted to the Billed Member, the status of the invoice changes to Ready for Billing . Note: No editing is possible for the invoices once the status is Ready for Billing .
	Claimed	The status of the invoice is marked as Claimed after the settlement is completed for the invoice.
	Processing Complete	The status of the invoice is marked as Processing Complete after the supporting documents are attached and finalized.
	Presented	When the legal invoice is created and is ready for download to the Billed member, the invoice status changes to Presented .
	Validation error-WEB invoice	If the validation checks for the invoice are not cleared, the status of the invoice changes to Validation error-WEB invoice . Details of un-cleared validation checks are reported on the screen. This will enable you to take further corrective action. The validation errors are further classified as Error Correctable and Error Non-Correctable .
	Error-Correctable	If an error can be rectified by the user, it is classified as Error-Correctable .
	Error-Non-Correctable	If an error cannot be rectified by the user, it is classified as Error-Non-Correctable . In such case you will have to delete the invoice in error and resubmit a new invoice.

Field	Options	Remarks
	On Hold	If multiple invoices are uploaded in a single file and some of the invoices are in error; then as per the member profile (Reject on File/ Reject on Invoice) all the other successfully validated invoices are put on hold. The status of the successfully validated invoices is changed to On Hold .
	Ready for Validations	It indicates that the invoice is ready for validation.

The procedure to change the Search Criteria for an invoice is as follows:

1. Select the values for the following fields
 - **Clearance Year**
 - **Clearance Month**
 - **Period**
 - **Billing Member**
 - **Billed Member**
 - **Clearance Type**
 - **Billing Category**
 - **Invoice No.**
 - **Invoice Status**
 - **Submission Method**
 - **Daily Delivery Status**
2. Click **Search**.
3. The results are displayed in the **Search Results** section.



5.2.3 Viewing Billing File Status Details

1. Click **Billing File Status** Tab.

Note: The list of files in the search result is based on the default values selected in the **Search Criteria** and the **Billing Period**. Default values are **Quick Search** and **Current Billing Period**.

Sections	Description	Remarks
Search Criteria	It defines the method to search Invoices.	<p>There are two types of Search Criteria.</p> <ul style="list-style-type: none"> ☐ Quick Search: It is the default value set for searching an invoice. The list of Receivable Invoices for the Billing Member is displayed in the Search Results section. ☐ Detail Search: It is an optional search criterion for the invoices. You can search the invoices for <ul style="list-style-type: none"> • Clearance Year • Clearance Month • Period • Billing Category
Billing Period	It indicates the billing period for searching the invoices.	<p>Options available are:</p> <ul style="list-style-type: none"> • Current • Previous <p>Default value is Current billing period.</p>



Sections	Description	Remarks
Search Results	It displays a list of invoices based on the search criteria selected.	Each Search Result displays details for the following fields: <ul style="list-style-type: none"> • File Generated Date • File Name • Billing Category • Billing Member • Billing Member Name • File Format • Received by IS • File Status • File Progress Status

Buttons	Description	Remarks
Mark for Late Submission	Click Mark for Late Submission to mark the selected invoice for late submission.	An invoice can be marked for late submission only if the Validation Status of the invoice is Pending .
Increment Billing Period	Click Increment Billing Period to increase the Billing period of the selected invoice.	The selected invoice can then be submitted in the following Billing Period .
Download	Click Download to download selected invoices.	The details of the list of files displayed in the Search Results section can be viewed in an Excel sheet or you can save the details to be viewed later.
Delete	Click Delete to delete selected invoices.	-

The procedure to view file status is as follows:

1. Select the file from the **Search Results** section.
2. Click **File Status** for the Invoice.
3. The details for the invoice are displayed in the **Additional Details of File** screen.

✕
Additional Details of File

Invoice Present: 0
 Passed Validation: 0
 Failed Validation: 0



5.2.4 Changing the Search Criteria for Files

To change the search criteria for the files, the steps are as follows:

1. Select **Detail Search** in the **Search Criteria** section.

The screenshot shows a search criteria form with the following fields and values:

- Clearance Year: 2010
- Clearance Month: Jan
- Period: 1
- Billing Member: IS-154-SIS Airways
- Billing Category: Passenger
- File Format: All
- File Status: All
- File Name: (empty)

A "Search" button is located at the bottom left of the form.

Fields	Description	Remarks
Clearance Year	It is the Clearance Year of the invoice.	Select from the default values <ul style="list-style-type: none"> • The current year • Previous year
Clearance Month	It is the Clearance Month of the invoice.	Select from the default values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
Period	It is the Clearance Period of the invoice.	Select from the default values <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
Billing Member	It is the combination of designator, accounting code and commercial name of the billed member.	Default is the Self entity. It is generated automatically and cannot be modified.
Billing Category	It indicates the type of invoice.	Valid values are as follows: <ul style="list-style-type: none"> • Passenger • Cargo • Miscellaneous • UATP
File Format	It indicates the type of file.	Valid values are as follows: <ul style="list-style-type: none"> • All • ISIDEC – Inbound • ISXML – Inbound • Form C XML

Fields	Description	Remarks
File Status	It indicates the status of the file.	Default value is one of the following <ul style="list-style-type: none">• All• File Received• Sanity Check Error• Sanity Check Passed Phase 1• Error in Validation• Successfully Validated
File Name	Name of the file through which invoices were submitted.	File name can be entered in full or part.

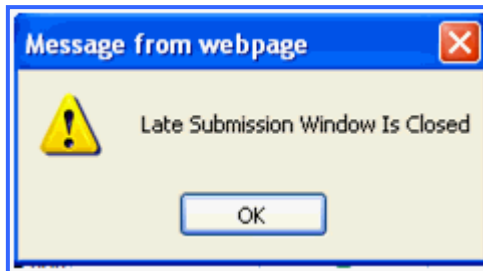
The procedure to change the Search Criteria for a file is as follows:

1. Select the values for the following fields
 - **Clearance Year**
 - **Clearance Month**
 - **Period**
 - **Billing Category**
 - **File Format**
 - **File Status**
 - **File Name**
2. Click **Search**.
3. The results will be displayed in the **Search Results** section.

5.2.5 Managing Late Submissions

To manage late submissions, the steps are as follows:

1. View Invoice Status Details.
2. Select the Invoice with a **Validation Status** as **Pending** in the **Search Results** section.
3. Click **Mark for Late Submission**.
4. The selected invoice is marked with the **Late Submission** icon as displayed in the **Status Key** section.
5. If the Late Submission window is closed a message window is displayed.



5.2.6 Incrementing the Billing Period

To increment the billing period, the steps are as follows:

1. View Invoice Status Details.
2. Select the Invoice from the **Search Results** section.
3. Click **Increment the Billing Period**.
4. The **Results of Invoice Action** window will be displayed with the **Status** for the invoice.

Results of Invoice Action ✕			
Billing Member Code	Billing Member Name	Invoice No.	Status
SI	SIS Airways	ssisi121	Ignored



5.2.7 Downloading the Processing Dashboard Contents

To download the Processing Dashboard contents, the steps are as follows:

1. View Invoice Status Details.
2. Click **Download** to download the list of invoices displayed in the **Search Results** section.
3. The details for the list of invoices can be viewed in an Excel sheet (CSV) or you can save the details to be viewed later.



5.2.8 Deleting Selected Invoice/Files

To delete the selected invoice, the steps are as follows:

1. View Invoice Status Details.
2. Select the Invoice from the **Search Results** section you want to delete.
3. Click **Delete**.

5.2.9 Viewing Document Package Status

Click **Document Package Status** Tab.

Note: The list of files in the search result is based on the default values selected in the **Search Criteria, From Package Date and To Package Date**.

Sections	Description	Remarks
* From Package Date	It displays the From Date for the Document Package.	The current date is displayed by default. To change the date, select from the Date picker.
* To Package Date	It displays the To Date for the File Document Package.	The current date is displayed by default. To change the date, select from the Date picker.
Sending Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the member ID to whom the package is sent. For example, WI-023-Wings Airways
Receiver Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the member ID from whom the package is received.



Sections	Description	Remarks
Sent to Location ID	The Location IDs offered in this List Box will be filtered to those that are associated with the user (Active as well as Inactive).	<ul style="list-style-type: none"> When the 'Location Association Type' of the user is "None" <ul style="list-style-type: none"> The List Box field will NOT offer any Location IDs When the 'Location Association Type' of the user is "All Location IDs" <ul style="list-style-type: none"> The List Box field will offer ALL Active as well as Inactive Location ID(s) of the Billing Member When the 'Location Association Type' of the user is "Specific Location IDs" <p>The List Box field will offer only those Location ID(s) of the Billing Member that are associated with the user, whether Active or Inactive</p>
Package Type	It indicates the Package Type.	Valid value is one of the following: <ul style="list-style-type: none"> FOD FTD FTS FXS OPD OTH POD WOD Default value displayed is ALL
Submission Method	It indicates the submission method for the transaction.	Valid values are: <ul style="list-style-type: none"> ALL IS-XML IS-WEB
Package File Status	It indicates the package file status.	Valid values are: <ul style="list-style-type: none"> ALL Sanity Check Error Error In Validation Successfully Validated
Package File Name	It indicates the name of package file as received in IS.	
Document Package Status	It indicates the Package Status.	Valid value is one of the following: <ul style="list-style-type: none"> All Open Ready for Submission Ready for Billing Presented Validation Error- WEB Invoice Error-Non-Correctable On Hold
Package Number	It indicates the unique Package Number	The Package Number can be up-to four characters.



Sections	Description	Remarks
Search Results	It displays a list of document packages based on the search criteria selected.	Each Search Result displays details for the following fields: <ul style="list-style-type: none"> • Package Date • Sending Member • Receiving Member • Package Number • Package Type • Package File Status • Document Package Status • Submission Method • Validation • Presented

Buttons	Description	Remarks
Search	Click Search to search the packages based on the search criteria.	An invoice can be marked for late submission only if the Validation Status of the invoice is Pending .
Download	Click Download to download selected packages.	The details of the list of files displayed in the Search Results section can be viewed in an Excel sheet or you can save the details to be viewed later.
Delete	Click Delete to delete selected packages.	-

The procedure to view document packages is as follows:

1. Enter **From Package Date**.
2. Enter **To Package Date**.
3. Enter **Sending**.
4. Select applicable **Package Type from the drop-down list**.
5. Select applicable **Package Status** from the drop-down list.
6. Select applicable **Sent from Location ID** from the drop-down list.
7. Enter **Package Number**.
8. Select applicable **Package Owner** from the drop-down list.
9. Select applicable **Submission Method** from the drop-down list.
10. Enter the **File Name**.
11. Click **Search**. The records are displayed in the **Search Results** table.
12. If required, click **Clear** to clear the entered document package search criteria.



5.3 Generating Reference Data Reports

In this topic we will learn how to generate:

- SIS Usage Report
- SIS IS-WEB Usage Report
- Member/Contact Details Report
- User Permission Report
- IS and CH Calendar Report
- Invoice Deletion Audit Log Report
- Invoice Reference Data Report



5.3.1 SIS Usage Report

To generate **SIS Usage Report**, the steps are as follows:

1. Click **Reports** menu.
2. Click **SIS Usage Report** submenu.
3. The **SIS Usage Report Screen** is displayed.

Fields	Description	Remarks
*From Billing Year	It indicates the billing year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years Default value is the Current Year.
*To Billing Year	It indicates the billing year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years Default value is the Current Year.
*From Billing Month	It indicates the billing month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec Default value is the Current Month.

Fields	Description	Remarks
*To Billing Month	It indicates the billing month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec Default value is the Current Month.
*From Period	It indicates the billing period that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • 1 • 2 • 3 • 4 Default value is the Current Period.
*To Period	It indicates the billing period that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • 1 • 2 • 3 • 4 Default value is the Current Period.
Download File Format	Allows to download report in two formats: <ul style="list-style-type: none"> • PDF • Excel 	On screen option is not available for this report

The procedure to generate SIS Usage Report is as follows:

- Enter the following details
 - **From Billing Year**
 - **To Billing Year**
 - **From Billing Month**
 - **To Billing Month**
 - **From Period**
 - **To Period**
- In Download File Format, select the format in which report is required to be generated.
- Click **Generate Report**.
- The Report for the selected criteria is displayed.

5.3.2 SIS IS-WEB Usage Report

To generate SIS IS-WEB Usage Report, the steps are as follows:

- Click **Reports** menu.
- Click **SIS IS-WEB Usage Report** submenu.



3. The **SIS IS-WEB Usage Report Screen** is displayed.

Fields	Description	Remarks
*From Billing Year	It indicates the billing year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Year of Current Billing Period • Previous Year Default value for these fields should be set as per the previously closed period.
*To Billing Year	It indicates the billing year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Year of Current Billing Period • Previous Year Default value for these fields should be set as per the previously closed period.
*From Billing Month	It indicates the billing month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec Default value for these fields should be set as per the previously closed period.
*To Billing Month	It indicates the billing month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec Default value for these fields should be set as per the previously closed period.

Fields	Description	Remarks
*From Period	It indicates the billing period that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • 1 • 2 • 3 • 4 Default value for these fields should be set as per the previously closed period.
*To Period	It indicates the billing period that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • 1 • 2 • 3 • 4 Default value for these fields should be set as per the previously closed period.

The procedure to generate SIS IS-WEB Usage Report is as follows:

1. Enter the following details

- **From Billing Year**
- **To Billing Year**
- **From Billing Month**
- **To Billing Month**
- **From Period**
- **To Period**

3. Click **Generate Offline CSV Report**.

4. This report will be generated offline and be made available to user in CSV format after it has been created. User will be sent an email containing a link to the zipped CSV file. Alternatively, this report may also be downloaded from screen 'Download Offline Reports' after user receives the email notification."

5.3.3 Member / Contact Details Report

Member Details Report

To generate member details report, the steps are as follows:

1. Click **Reports** menu.
2. Click **Member/ Contact Report** submenu.
3. The **Member and Contact Report** screen is displayed.



Sections/Fields	Description	Remarks
Report Criteria	It indicates the basic criteria for generating report.	Valid values are <ul style="list-style-type: none"> Member Details: It is the default value set for generating report. The report will be generated based on the Member Details and Display Options selected. Contact Details: Select the value to generate the contact detail report.
Member Details		
Member Name	It is the combination of designator, accounting code and commercial name of the billed member.	For example, WI-221-Wings Airways Select valid value from the drop- down list.
Country	It indicates the name of the Country of the member.	Select valid value from the list displayed.
ACH	It indicates if the member is an ACH member.	Select the check box to view the result for ACH member.
ICH	It indicates if the member is an ICH member.	Select the check box to view the result for ICH member.
Dual Members	It indicates if the member is an ACH and ICH member.	Select the check box to view the result for Dual member.
Non-CH Members	It indicates if the member is neither an ICH nor ACH member.	Select the check box to view the result for Non- CH member.
IATA Members	It indicates if the member is an IATA member.	Select the check box to view the result for IATA member.
Display Options		
Available Fields	It is a list of fields for which the report is to be generated for the member.	Select the fields from the list. The details of the member will be generated for these fields.



Sections/Fields	Description	Remarks
Selected Fields	It is a list of fields for which the report is to be generated for the member.	The fields selected in the Available Fields will be displayed in the Selected Fields .
Sort On/ Sort Order	It indicates the fields in the Selected Fields .	You can change the Sort Order for each field. Valid values for the Sort Order are <ul style="list-style-type: none"> • Ascending • Descending Default value set is Ascending .

Buttons	Description	Remarks
Include	Click Include to include the selected fields in Sort On/ Sort Order list.	-
Exclude	Click Exclude to exclude the selected fields from Sort On/ Sort Order list.	-
Generate Report	Click Generate Report to view the member details report.	The Member Information window will be displayed with the member details for the selected fields.
>	Click > to include the desired fields in the Selected Fields section.	-
>>	Click >> to include all the fields in the Sort On/ Sort Order section.	-
<	Click < to exclude the desired fields from the Selected Fields section.	-
<<	Click << to exclude all the fields from the Sort On/ Sort Order section.	-
Download	Click Download to download the generated report.	The report can be viewed in an excel sheet or you can save the details to be viewed later.
Exit	Click Exit to close the Member Information window.	-

The procedure to generate Member Details report the procedure is as follows:

1. Enter the following details:
 - **Member Name**
 - **Country**
2. Select the valid values from the following
 - **ACH Members**
 - **ICH Members**
 - **Dual Members**
 - **Non-CH Members**
 - **IATA Members**
3. Select the desired **Available Fields**.
4. Click >.
5. The fields will be displayed in the **Selected Fields**.
6. Click **Include**.
7. Select the **Sort Order** for each field.
8. Click **Generate Report**.
9. The **Member Information** screen will be displayed with the details for the **Selected Fields**.



10. Click **Download** to view the result or save it to be viewed later.

Member Information
✕

Member Prefix ↑	Member Designator	IS Membership Status	Member Legal Name
221	WI	ACTIVE	Wings Air

Page 1 of 1
View 1 - 1 of 1

10

Download
Exit



5.3.4 IS Contact Details Report

To generate IS contact details report, the steps are as follows:

1. Click **Reports** menu.
2. Click **Member/ Contact Report** submenu.
3. The **Member and Contact Report** screen is displayed.
4. Select **Contact Details** in the **Report Criteria** section.

Sections	Description	Remarks
Report Criteria	It indicates the basic criteria for generating report.	Valid values are <ul style="list-style-type: none"> • Member Details: It is the default value set for generating report. The report will be generated based on the Member Details and Display Options selected. • Contact Details: Select the value to generate the contact detail report.
Member Details		
Member Name	It is the combination of designator, accounting code and commercial name of the billed member.	For example, WI-221-Wings Airways Select valid value from the list displayed.
Country	It indicates the name of the Country of the member.	Select valid value from the list displayed.
ACH	It indicates if the member is an ACH member.	Select the check box to view the result for ACH Member .
ICH	It indicates if the member is an ICH member.	Select the check box to view the result for ICH Member .



Sections	Description	Remarks
Dual Members	It indicates if the member is an ACH and ICH member.	Select the check box to view the result for Dual Member .
Non-CH Members	It indicates if the member is neither an ICH nor ACH member.	Select the check box to view the result for Non- CH Member .
IATA Members	It indicates if the member is an IATA member.	Select the check box to view the result for IATA Member .
Contact Name	It indicates the name of the contact.	The field is valid only after the Member Name is selected.
E-mail	It indicates the E-mail of the contact.	The field is valid only after the Member Name is selected.
Report Display Options		
Tabular Format	It indicates the display option for the report.	If Tabular Format is selected the Contact Information window will be displayed with the report for the desired fields.
Address - Label Format	It indicates the display option for the report.	If Address – Label option is selected the generated report will be displayed in a .PDF format.
Display Options		
Available Fields	It is a list of fields for which the report is to be generated for the member.	Select the fields from the list. The details of the member will be generated for these fields.
Selected Fields	It is a list of fields for which the report is to be generated for the member.	The fields selected in the Available Fields will be displayed in the Selected Fields .
Sort On/ Sort Order	It indicates the fields in the Selected Fields .	You can change the Sort Order for each field. Valid values for the Sort Order are <ul style="list-style-type: none"> • Ascending • Descending Default Value set is Ascending .

Buttons	Description	Remarks
Include	Click Include to include the selected fields in Sort On/ Sort Order list.	-
Exclude	Click Exclude to exclude the selected fields from Sort On/ Sort Order list.	-
Generate Report	Click Generate Report to view the member details report.	The Member Information window will be displayed with the member details for the selected fields.
>	Click > to include the desired fields in the Selected Fields section.	-
>>	Click >> to include all the fields in the Sort On/ Sort Order section.	-
<	Click < to exclude the desired fields from the Selected Fields section.	-
<<	Click << to exclude all the fields from the Sort On/ Sort Order section.	-



Buttons	Description	Remarks
Exit	Click Exit to close the Member Information window.	-

The procedure to generate Contact Details report the procedure is as follows:

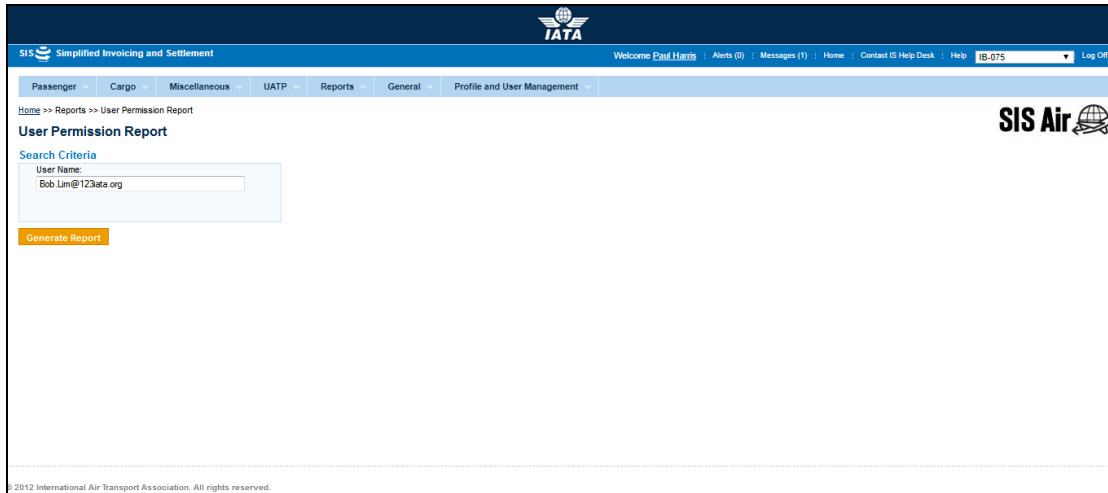
- Enter the following details:
 - Member Name**
 - Country**
- Select the valid values from the following
 - ACH Members**
 - ICH Members**
 - Dual Members**
 - Non-CH Members**
 - IATA Members**
 - Contact Name**
 - Contact E-mail**
- Select the appropriate **Report Display** option.
- Select the desired **Available Fields**.
- Click **>**.
- The fields will be displayed in the **Selected Fields**.
- Click **Include**.
- Select the **Sort Order** for each field.
- Click **Generate Report**.
- The **Contact Information** screen will be displayed with the details for the **Selected Fields**.



5.3.5 User Permission Report

To generate User Permission report, the steps are as follows:

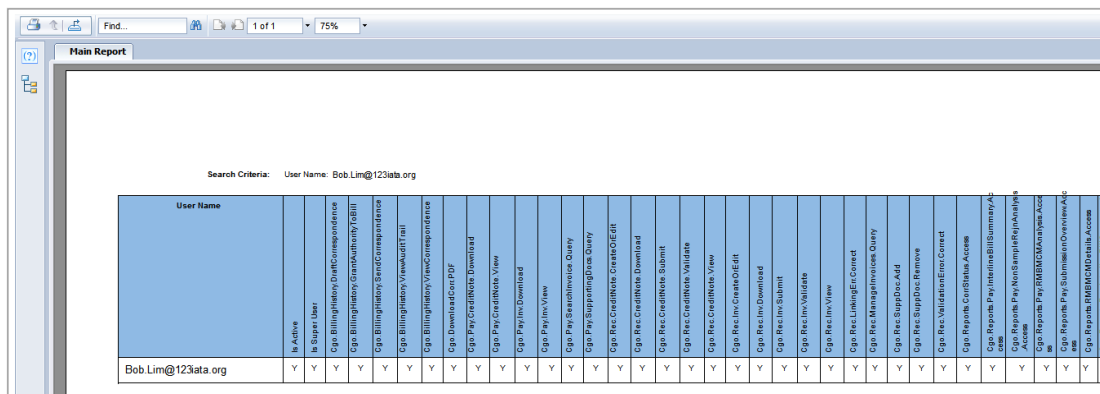
- Click **Reports** menu.
- Click **User Permission Report** submenu.
- The **User Permission Report** screen is displayed.



Fields	Description	Remarks
User Name	The user name can be of any user for the selected category.	<ul style="list-style-type: none"> This is a normal/non-auto-complete textbox that is always enabled and it is an optional field If user name is not entered then the application will display the details of all users If user name is entered here then results will be fetched for that particular user.

The procedure to generate User Permission Report is as follows:

- Enter the following details:
 - User Name (optional)**
- Click **Generate Report**.
- The report will be generated for the selected **User Name**.



Results set description:

- User Names will be displayed in rows
- For every user, User Information and Permissions Information will be displayed in columns
 - User Information will comprise 2 columns (i.e. 'Is Active' and 'Is Super User')
 - Permission Information will comprise all permissions applicable for the category of user (whether the user has the permission or not)



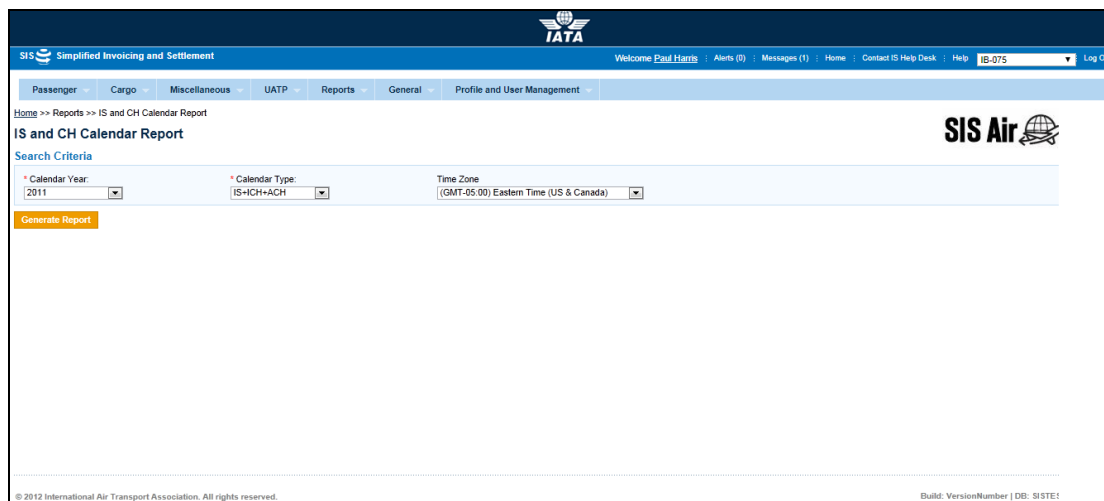
- Where permission is available for a user, it will be indicated with a 'Y'. Conversely, when permission is not available, it will be indicated with a blank.
- Sort criteria of rows will be in increasing/ascending order of User Name
- It is possible to export report results in Excel (data only) or PDF format



5.3.6 IS and CH Calendar Report

To generate IS and CH calendar report, the steps are as follows:

1. Click **Reports** menu.
2. Click **IS and CH Calendar Report** submenu.
3. The **IS and CH Calendar Report** screen is displayed.



Fields	Description	Remarks
*Clearance Year	It is the Clearance Year of the invoice.	Select from the valid values <ul style="list-style-type: none"> • The current year • Previous five years
*Calendar Type	It indicates the type of calendar to be viewed.	Valid values are as follows: <ul style="list-style-type: none"> • IS • ICH • ACH • IS + ICH • IS + ACH • ICH + ACH • IS + ICH + ACH
Time Zone	It indicates the time zone for which the report is to be generated.	Select the zone from the list.

The procedure to generate IS and CH Calendar Report is as follows:

1. Enter the following details:
 - **Clearance Year**
 - **Calendar Type**
 - **Time Zone**
2. Click **Generate Report**.
3. The report will be generated for the selected **Time Zone** and the selected **Calendar Type**.



IS and CH Calendar Report

01-Jan-2019 08:00:00 AM

Date	Simplified Interline Settlement (SIS)										Simplified Interline Settlement (SIS)										Simplified Interline Settlement (SIS)									
	IS	CH	IS	CH	IS	CH	IS	CH	IS	CH	IS	CH	IS	CH	IS	CH	IS	CH	IS	CH	IS	CH	IS	CH	IS	CH	IS	CH	IS	CH
01-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
02-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
03-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
04-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
05-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
06-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
07-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
08-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
09-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
10-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
11-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
12-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
13-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
14-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
15-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
16-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
17-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
18-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
19-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
20-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
21-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
22-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
23-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
24-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
25-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
26-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
27-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
28-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
29-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
30-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
31-Jan-2019	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1



5.3.7 Invoice Deletion Audit Trail Report

This report is used for members to determine details of invoices/credit-notes/Form-Cs deleted by their users.

Note:

- The invoice deletion audit trail report will display all details of invoices/credit-notes/Form-Cs deleted by IS-WEB users along with name of user and time of deletion details based on specified search criteria
- In case of deletion of 'On-Behalf' of invoices/credit-notes, the application will display the details of the transmitter's user who performed the deletion (for e.g. IATA user who deleted MISC CDA invoices, or UATP user who deleted UATP invoices)
- There are certain countries that have legal restrictions over the identity of users that make invoice changes i.e username should not be disclosed:
 - l. In order to comply with this, an existing profile field 'Hide User Names In Audit Trail' will be used. This field is located in SIS Member Profile screen. User can check/uncheck this field as per their requirement.
 - m. Based on this profile field the user information will be shown or hidden in the report

To generate Invoice Deletion Audit Trail report, the steps are as follows:

1. Click **Reports** menu
2. Click **Invoice Deletion Audit Trail Report** submenu
3. The **Invoice Deletion Audit Trail Report** screen is displayed.

Fields	Description	Remarks
*Billing Category	It is a mandatory field that indicates the type of invoice	Valid values are: <ul style="list-style-type: none"> • Passenger • Cargo • Miscellaneous • UATP
*Billing Year	It is a mandatory field that indicates year of current billing period	
*Billing Month	It is a mandatory field that indicates month of current billing period	



Fields	Description	Remarks
Billing Period	It indicates the Clearance Period that contained the transaction	Valid values: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
Billed Member	It is the combination of designator, accounting code and commercial name of the billed member	It is an auto-complete field
Invoice Number	Indicates the invoice number	
Deleted From/To Date	Date field on which the invoices are deleted. It is in DD-MMM-YY format	Note that Deleted To Date cannot be earlier than Deleted From Date
Deleted By (Username)	Name of the user that has performed the deletion of invoice or name of the user who has logged in	Note: <ul style="list-style-type: none"> • If 'Hide User Names In Audit Trail' is checked in SIS Member Profile screen then username will not be shown in the screen

The procedure to generate Invoice Deletion Audit Trail Report is as follows:

1. Enter the following details:

- Billing Category
- Billing Year
- Billing Month
- Billing Period
- Billed Member
- Invoice Number
- Deleted From Date
- Deleted To Date
- Deleted By (Username)

2. Click **Generate Report**.

3. The report will be generated for the selected search criteria.

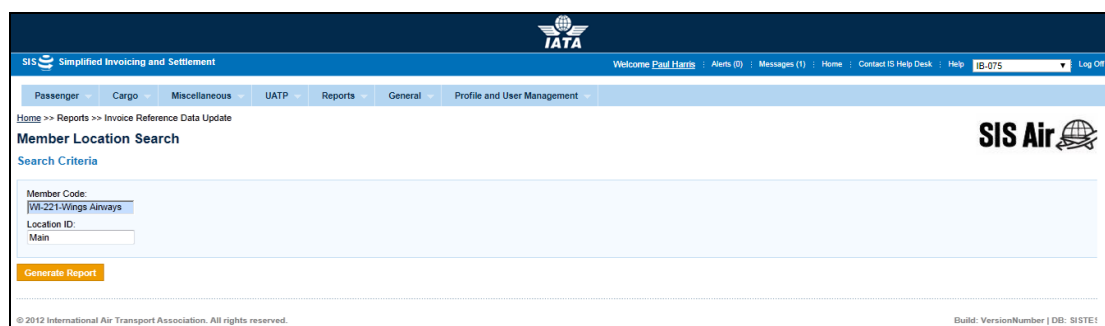


Field	Comments
Deleted On (UTC)	It will display the UTC date and time when the invoice/Form C was deleted <ul style="list-style-type: none"> • Date format will be dd-Mmm-yyyy hh:mm:ss in 24hour format (e.g. 24-Aug-2012 14:52:21)
Filename	It will display the name of file via which the invoice/Form C was submitted <ul style="list-style-type: none"> • If the submission method of the invoice/Form C is IS-WEB, it will display a blank value • If the submission method of a PAX invoice is Auto-Billing, it will be display auto billing invoice value

5.3.8 Invoice Reference Data Report

To generate invoice reference data, the steps are as follows:

1. Click **Reports** menu.
2. Click **Invoice Reference Data** submenu.
3. The **Member Location Search** screen is displayed.



Fields	Description	Remarks
Member Code	It is the combination of designator, accounting code and commercial name of the billed member.	For example, WI-221-Wings Airways
Location ID	It is a unique alphanumeric code that identifies member's location as per the member profile.	It can be the location ID of the main office of the selected member or can be other office location IDs. Default value will be Main Location ID. If no other location is specified the report will be generated for the Main office location of the selected member.

The procedure to generate Invoice Reference Data is as follows:

1. Enter the following details:
 - **Member code**
 - **Location ID**
2. Click **Generate Report**.
3. The report will be generated for the selected **Member** and the selected **Location ID**.

5.4 Generating Reports for Financial Controller

In this topic we will learn how to generate

- Interline Billing Summary Report
- Interline Payables Analysis Report
- Suspended Billings Report
- Pending Invoices In Error Report
- Top 10 Interline Partners – Receivables Report
- Top 10 Interline Partners – Payables Report
- Access ICH Web Report
- Access ACH Settlement Reports



5.4.1 Interline Billing Summary

To generate Interline Billing Summary report, the steps are as follows:

1. Click **Reports** menu.
2. Click **Financial Controller** submenu.
3. Click **Interline Billing Summary** option.
4. The **Interline Billing Summary** screen is displayed.

The fields are as explained in the following table.

Fields	Description	Remarks
*Billing Year	It indicates the Billing Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years
*Billing Month	It indicates the Billing Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
*Billing Period	It indicates the Billing Period that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • 1 • 2 • 3 • 4



Fields	Description	Remarks
Settlement Method	It indicates the Settlement Method used for the transaction.	Valid values are: <ul style="list-style-type: none"> • All • ICH • ACH • ICH & ACH • Bilateral • Adjustments Due to Protests • ACH Using IATA Rules (MITA) • No Settlement (PAX Form C) • ICH Special Agreement
*Currency Code	It indicates the currency to which the transaction is converted.	Select the value from the list displayed.
Member Code	It indicates the name of the billing member.	Enter a few characters or press the down arrow key on your keyboard. Select the member from the list displayed.
Totals Required	Select the check box if you require the Invoice Totals in the report.	-

The procedure to generate the Interline Billing Summary report is as follows:

- Enter the details for the following fields:
 - **Billing Year**
 - **Billing Month**
 - **Billing Period**
 - **Settlement Method**
 - **Currency Code**
 - **Member Code**
 - **Totals Required**
- Click **Generate Report**.
- The report will be generated for the selected values.

Interline Billing Summary																
Search Criteria: Billing Year: 2012, Billing Month: Dec, Billing Period: 4, Settlement Method: All, Currency Code: USD, Member Code: All, Totals Required: No																
Member Code	Member Name	Outward Billing Values Accepted For Settlement				Outward Billing Values Not Accepted For Settlement				Total	Incoming Billing Values Accepted For Settlement				Total	Net Difference
		P	U	C	M	P	U	C	M		P	U	C	M		
99121	WINGS AIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



5.4.2 Interline Payables Analysis Report

To generate Interline Payables Analysis Report, the steps are as follows:

1. Click **Reports** menu.
2. Click **Financial Controller** submenu.
3. Click Interline **Payables Analysis Report** option.
4. The **Interline Payables Analysis** screen is displayed.

The fields are as explained in the following table.

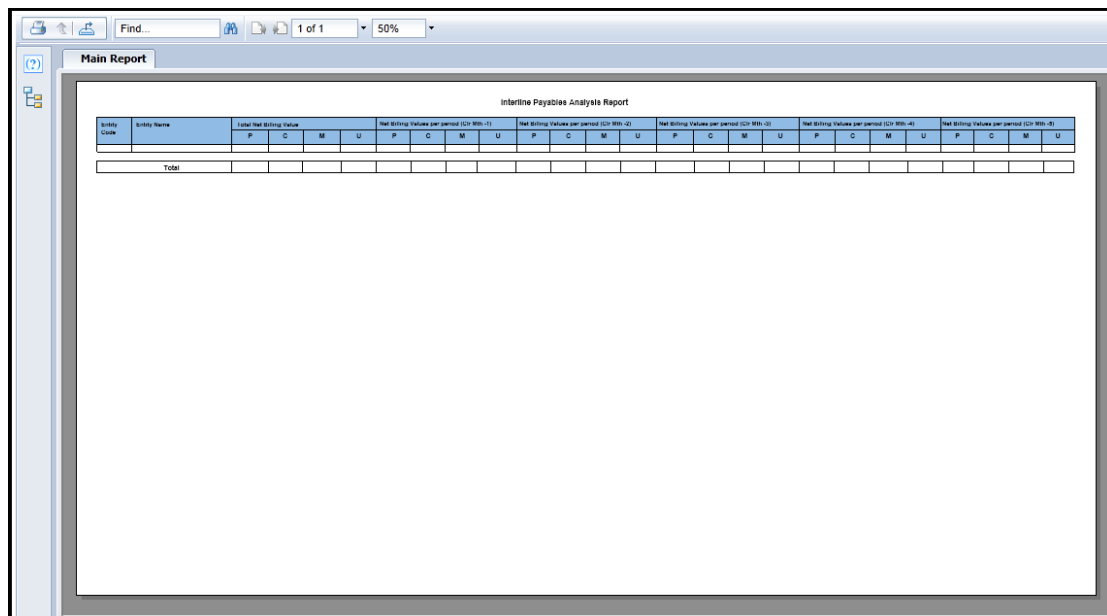
Fields	Description	Remarks
*Billing Year	It indicates the Billing Year that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • Current Year • Previous Five Years
*Period No	It indicates the billing period that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
*Currency	It indicates the currency to which the transaction is converted.	-
Billing Member	It is the member who generates the invoice.	It is the combination of designator, accounting code and commercial name of the billing member.
*Billing Month	It indicates the billing month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec



Fields	Description	Remarks
*Settlement Method	It indicates the Settlement Method used for the transaction.	Valid values are: <ul style="list-style-type: none"> • All • ICH • ACH • ICH and ACH • Bilateral • Adjustment Due to Protests • ACH using IATA Rules (MITA) • No Settlement (PAX Form C) • ICH Special Agreement
*Comparison Period	It indicates whether average net billing value of previous month or previous period should be displayed.	Valid values are: <ul style="list-style-type: none"> • Period • Month
Total Required	It indicates if the report should have the Invoice Total included.	-

The procedure to generate Interline Payables Analysis Report is as follows:

- Enter the following details
 - **Billing Year**
 - **Period No**
 - **Currency**
 - **Billing Member**
 - **Billing Month**
 - **Settlement Method**
 - **Comparison Period**
 - **Total Required**
- Click **Generate Report**.
- The Report for the selected criteria is displayed.





5.4.3 Suspended Billings Report

To generate suspended billings report, the steps are as follows:

1. Click **Reports** menu.
2. Click **Financial Controller** submenu.
3. Click **Suspended Billings** option.
4. The **Suspended Billings** screen is displayed.

Fields	Description	Remarks
*Billing Year From	It indicates the Billing Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years
*Billing year To	It indicates the Billing Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years
*Billing Month From	It indicates the Billing Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec



Fields	Description	Remarks
*Billing Month To	It indicates the Billing Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
*Billing Period From	It indicates the Billing Period that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
*Billing Period To	It indicates the Billing Period that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • 1 • 2 • 3 • 4



Fields	Description	Remarks
Clearing House	It indicates the Clearing used for the transaction.	Valid values are: <input type="checkbox"/> ALL <input type="checkbox"/> ICH: Settlement via ICH <ul style="list-style-type: none"> • Applicable when both billing and billed members are ICH members • Applicable for ICH Inter-Clearance Billings (ICH member billing ACH member). <input type="checkbox"/> ACH: Settlement via ACH <ul style="list-style-type: none"> • Applicable when both billing and billed members are ACH members • If both billing and billed members are dual members; but have indicated in the profile that they will bill each other Passenger billings via the ICH; then ACH cannot be used. <input type="checkbox"/> ACH using IATA Rules (MITA): Settlement via ACH <ul style="list-style-type: none"> • Applicable for ACH Inter-clearance Billings (ACH member billing ICH member) • Applicable for settlement via ACH (ACH member billing ACH member) based on IATA rules <input type="checkbox"/> Bilateral Settlement: Bilateral Settlement (direct settlement between members not involving any clearing house). <input type="checkbox"/> Adjustment due to Protest <input type="checkbox"/> No Settlement (PAX Form C) <input type="checkbox"/> ICH Special Agreement
Suspended Member Code	It is the combination of designator, accounting code and commercial name of the billed member.	Type the Member Code or press down-arrow key on the keyboard and select valid value from the drop-down list. For example, WI-221-Wings Airways.
Billing Category	It indicates the type of invoice.	Valid values are as follows: <ul style="list-style-type: none"> • All • Passenger • Cargo • Miscellaneous • UATP



The procedure to generate the suspended billings report is as follows:

1. Enter the details for the following fields:
 - **Billing Year From**
 - **Billing Year To**
 - **Billing Month From**
 - **Billing Month To**
 - **Billing Period From**
 - **Billing Period To**
 - **Clearing House**
 - **Suspended Member Code**
 - **Billing Category**
2. Click **Generate Report**.
3. The report will be generated for the selected values.

Suspended Billings

Search Criteria: Billing Year From:2013, Billing Month From:Jan, Billing Period From:1, Billing Year To:2013, Billing Month To:Jan, Billing Period To:1, Clearing House:All, Suspended Member Code:All, Billing Category:All

Billing Member Code	Billing Member Name	Billed Member Code	Billed Member Name	Suspended Member Code	Original Billing Month Period	Clearing House	Billing Category	Invoice Number	Invoice Currency	Invoice Amount	Suspension Month Period	Reinstatement Month Period	Resubmission Clearance Month	Resubmission Status	Remark	Adjustment

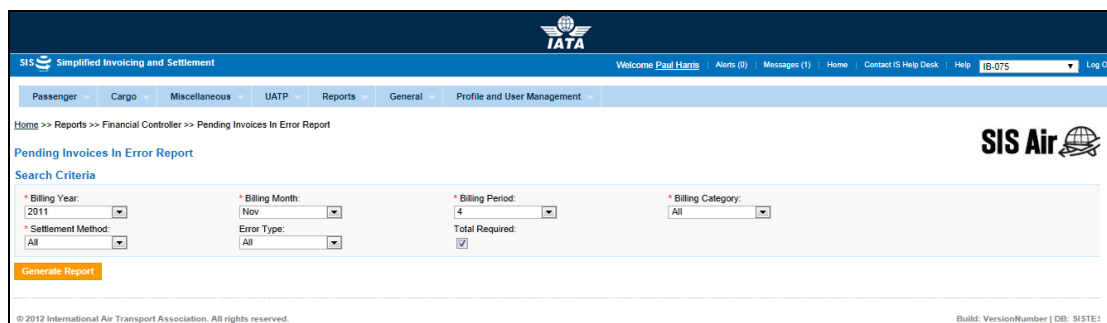
Page 1 of 1



5.4.4 Pending Invoices In Error Report

To generate Pending Invoices In Error Report, the steps are as follows:

1. Click **Reports** menu.
2. Click **Financial Controller** submenu.
3. Click **Pending Invoices In Error Report** option.
4. The **Pending Invoices In Error Report** screen is displayed.



The fields are as explained in the following table.

Fields	Description	Remarks
*Billing Year	It indicates the Clearance Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years
*Billing Month	It indicates the Clearance Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
*Billing Period	It indicates the Clearance Period that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
*Billing Category	It indicates the Billing Category .	Valid values are: <ul style="list-style-type: none"> • All • Passenger • Cargo • Miscellaneous • UATP

Fields	Description	Remarks
*Settlement Method	It indicates the Settlement Method used for the transaction.	Valid values are: <ul style="list-style-type: none"> • All • ICH • ACH • ICH & ACH • Bilateral • Adjustments Due to Protests • ACH Using IATA Rules (MITA) • No Settlement (PAX Form C) • ICH Special Agreement
Error Code	It indicates the error code for the invoice.	Valid values are: <ul style="list-style-type: none"> • All • Correctable • Non-Correctable
Total Required	Select the check box if you require the Invoice Totals in the report.	-

The procedure to generate the Pending Invoices In Error Report is as follows:

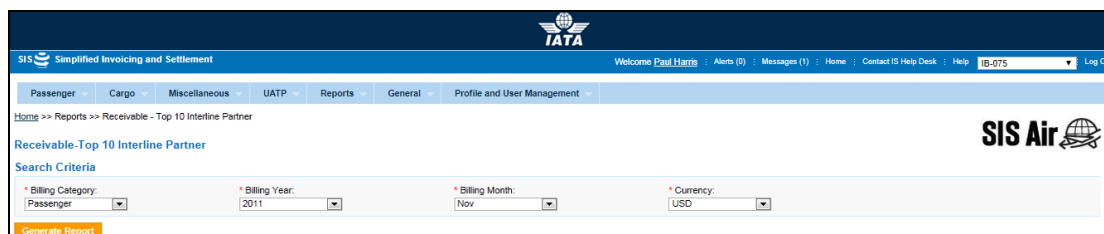
- Enter the details for the following fields:
 - **Billing Year**
 - **Billing Month**
 - **Billing Period**
 - **Billing Category**
 - **Settlement Method**
 - **Error Code**
 - **Total Required**
- Click **Generate Report**.
- The report will be generated for the selected values.



5.4.5 Top 10 Interline Partners - Receivables

To generate Top 10 Interline Partners - Receivables report, the steps are as follows:

1. Click **Reports** menu.
2. Click **Financial Controller** submenu.
3. Click **Top 10 Interline Partners - Receivables** option.
4. The **Receivables - Top 10 Interline Partner** screen is displayed.



The fields are as explained in the following table.

Fields	Description	Remarks
*Billing Category	It indicates the type of Invoice	Valid values are: <ul style="list-style-type: none"> • Passenger • Cargo • Miscellaneous • UATP
*Billing Year	It indicates the Billing Year that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • Current Year • Previous Five Years
*Billing Month	It indicates the billing month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
*Currency	It indicates the currency to which the transaction is converted.	-

The procedure to generate Top 10 Interline Partners - Receivables Report is as follows:

1. Enter the following details
 - **Billing Category**
 - **Billing Year**
 - **Billing Month**
 - **Currency**
2. Click **Generate Report**.
3. The Report for the selected criteria is displayed.



Find... 1 of 1 50%

Main Report

Top 10 Interline Partner Report- Receivables

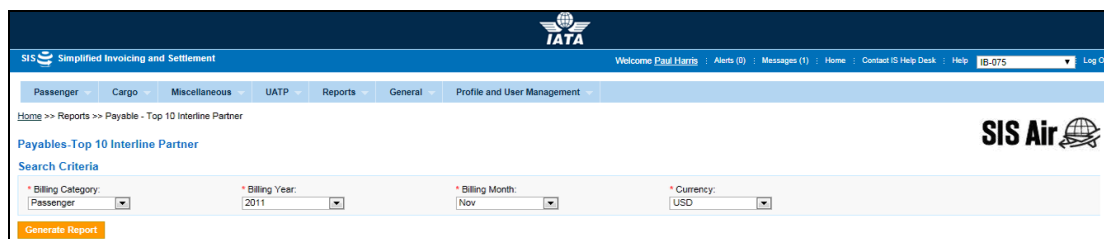
Billing Category	Billing Member Code	Billing Member Name	Billing Member Code	Billing Member Name	Currency Code	Total Invoice Billing											
						November 2011	October 2011	September 2011	August 2011	July 2011	June 2011	May 2011	April 2011	March 2011	February 2011	January 2011	December 2010



5.4.6 Top 10 Interline Partners - Payables

To generate Top 10 Interline Partners - Receivables report, the steps are as follows:

1. Click **Reports** menu.
2. Click **Financial Controller** submenu.
3. Click **Top 10 Interline Partners - Payables** option.
4. The **Payables - Top 10 Interline Partner** screen is displayed.



The fields are as explained in the following table.

Fields	Description	Remarks
*Billing Category	It indicates the type of Invoice	Valid values are: <ul style="list-style-type: none"> • Passenger • Cargo • Miscellaneous • UATP
*Billing Year	It indicates the Billing Year that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • Current Year • Previous Five Years
*Billing Month	It indicates the billing month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
*Currency	It indicates the currency to which the transaction is converted.	-

The procedure to generate Top 10 Interline Partners - Payables Report is as follows:

1. Enter the following details
 - **Billing Category**
 - **Billing Year**
 - **Billing Month**
 - **Currency**
2. Click **Generate Report**.
3. The Report for the selected criteria is displayed.



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Main Report

Top 10 Interline Partner Report- Payables

Billing Category	Billing Member Code	Billing Member Name	Billing Member Code	Billing Member Name	Currency Code	Total Invoice Billing											
						November 2011	October 2011	September 2011	August 2011	July 2011	June 2011	May 2011	April 2011	March 2011	February 2011	January 2011	December 2010

5.4.7 Access ICH Web Report

To access ICH web report, the steps are as follows:

1. Click **Reports** menu.
2. Click **Financial Controller** submenu.
3. Click **Access ICH Web Report** option.
4. The ICH web page is displayed.

Browser Compatibility with ICH Web Reports:

The ICH Web reporting functionality is fully supported only in versions of Internet Explorer (IE). Other Web browsers are not fully compatible with ICH Web and therefore SIS Operations will not be able to provide support for using the ICH Web reporting function in web browsers other than IE.



5.4.8 Access ACH Settlement Reports

To access ACH settlement report, the steps are as follows:

1. Click **Reports** menu.
2. Click **Financial Controller** submenu.
3. Click **Access ACH Settlement Reports** option.
4. The ACH settlement report page is displayed.

5.5 Generating Passenger Module Reports

In this topic we will learn how to generate:

- Receivables – Passenger Interline Billing Summary Report
- Receivables – Passenger Rejection Analysis – Non-Sampling Report
- Receivables – Passenger Sampling Billing Analysis Report
- Receivables - RM BM CM Summary Report
- Receivables - Supporting Documents Mismatch Report
- Payables – Passenger Interline Billing Summary Report
- Payables – Passenger Rejection Analysis – Non-Sampling Report
- Payables – Passenger Sampling Billing Analysis Report
- Payables - RM BM CM Summary Report
- Correspondence Status Report
- BVC Details Report



5.5.1 Receivables - Passenger Interline Billing Summary

To generate **Receivables - Passenger Interline Billing Summary** report for Passenger, the steps are as follows:

1. Click **Reports** menu.
2. Click **Passenger** submenu.
3. Click **Receivables** option.
4. Click **Interline Billing Summary** option.
5. The **Receivables - Passenger Interline Billing Summary** screen is displayed.

The fields are as explained in the following table.

Fields	Description	Remarks
*From Billing Year	It indicates the Clearance Year.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Three Years
*From Billing Month	It indicates the Clearance Month.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
*From Billing Period	It indicates the Billing Period of the transaction.	Select from the valid values <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
*To Billing Year	It indicates the Clearance Year.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Three Years

Fields	Description	Remarks
*To Billing Month	It indicates the Clearance Month.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
*To Billing Period	It indicates the Billing Period of the transaction.	Select from the valid values <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
Billed Member Code	It is the combination of designator, accounting code and commercial name of the billed member.	Type in a few characters or press the down arrow key on your keyboard. Select the member from the list displayed.

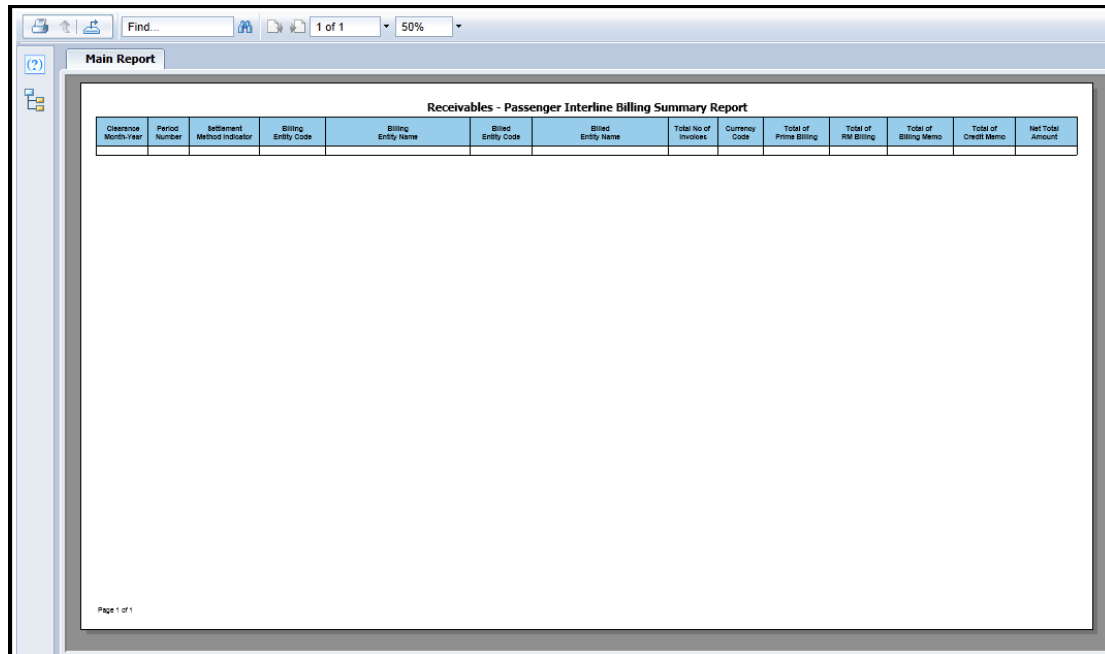


Fields	Description	Remarks
SMI	It indicates the Settlement Method used for the transaction.	Valid values are: <ul style="list-style-type: none"> • ALL • ICH: Settlement via ICH <ul style="list-style-type: none"> ▪ Applicable when both billing and billed members are ICH members ▪ Applicable for ICH Inter-Clearance Billings (ICH member billing ACH member). • ACH: Settlement via ACH <ul style="list-style-type: none"> ▪ Applicable when both billing and billed members are ACH members ▪ If both billing and billed members are dual members; but have indicated in the profile that they will bill each other Passenger billings via the ICH; then ACH cannot be used. • ACH using IATA Rules (MITA): Settlement via ACH <ul style="list-style-type: none"> ▪ Applicable for ACH Inter-clearance Billings (ACH member billing ICH member) ▪ Applicable for settlement via ACH (ACH member billing ACH member) based on IATA rules • Bilateral Settlement: Bilateral Settlement (direct settlement between members not involving any clearing house). • Adjustment due to Protest • No Settlement (PAX Form C) • ICH Special Agreement
*Currency Code	It indicates the currency to which the transaction is converted.	Select the value from the list displayed.

The procedure to generate Payables - Passenger Rejection Analysis - Non Sampling **Report** is as follows:

1. Enter the details for the following fields:
 - **From Billing Year**
 - **From Billing Month**
 - **From Billing Period**
 - **To Billing Year**

- **To Billing Month**
 - **To Billing Period**
 - **Billing Member Code**
 - **SMI**
 - **Currency Code**
2. Click **Generate Report**.
 3. The report for the selected values will be generated.



Receivables - Passenger Interline Billing Summary Report													
Clearance Month-Year	Period Number	Settlement Method Indicator	Billing Entity Code	Billing Entity Name	Billed Entity Code	Billed Entity Name	Total No of Invoices	Currency Code	Total of Prime Billing	Total of RW Billing	Total of Billing Memo	Total of Credit Memo	Net Total Amount
Page 1 of 1													

5.5.2 Receivables - Passenger Rejection Analysis - Non Sampling

To generate **Receivables - Passenger Rejection Analysis - Non Sampling Report for Passenger**, the steps are as follows:

1. Click **Reports** menu.
2. Click **Passenger** submenu.
3. Click **Receivables** option.
4. Click **Non Sampling Rejection Analysis** option.
5. The **Receivables - Passenger Rejection Analysis - Non Sampling** screen is displayed.



The screenshot shows the SIS Air web application interface. At the top, there is a navigation bar with the IATA logo and the text 'SIS Simplified Invoicing and Settlement'. Below this, there are tabs for 'Passenger', 'Cargo', 'Miscellaneous', 'UATP', 'Reports', 'General', and 'Profile and User Management'. The main content area is titled 'Receivables - Passenger Rejection Analysis - Non Sampling'. Underneath, there is a 'Search Criteria' section with four dropdown menus: 'From Billing Year', 'From Billing Month', 'To Billing Year', and 'To Billing Month'. There are also input fields for 'Billed Member Code' and 'Currency Code', and a checkbox for 'Include FIM Data'. A 'Generate Report' button is located below the search criteria. The footer of the page contains the copyright information: '© 2016 International Air Transport Association. All rights reserved.' and the build version: 'Build: 1.9.0.0 | DB: SIS_SIT'.

The fields are as explained in the following table.

Fields	Description	Remarks
*From Billing Year	It indicates the Clearance Year.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years
*From Billing Month	It indicates the Clearance Month.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
*To Billing Year	It indicates the Clearance Year.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years
*To Billing Month	It indicates the Clearance Month.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec



Fields	Description	Remarks
Billed Member Code	It indicates the name of the billing member.	Enter a few characters or press the down arrow key on your keyboard. Select the member from the list displayed.
*Currency Code	It indicates the currency to which the transaction is converted.	Select the value from the list displayed.
Include FIM Data	Select the check box if you want to include FIM Data.	-

The procedure to generate Payables - Passenger Rejection Analysis - Non Sampling **Report** is as follows:

- Enter the details for the following fields:
 - From Billing Year
 - From Billing Month
 - To Billing Year
 - To Billing Month
 - Billed Member Code
 - Currency Code
 - Include FIM Data
- Click **Generate Report**.
- The report for the selected values will be generated.

1 of 1 73%

main Report

Receivables - Passenger Rejection Analysis - Non Sampling Report

Search Criteria: Billing Year: 2016, Billing Month: Jul, Billing Member Code: P2-P02-Test Airline P2, Currency Code: USD, Include FIM Data: Yes

Outward Billing Month-Year	Billed Member Code	Billed Member Name	Currency Code	Total No of Prime Coupons	Total Value of Prime Coupons	1st Rejection - Rejected				2nd Rejection - Raised				3rd Rejection - R				
						No of Coupons Rejected (R1)	Total Rejected Amount (R1)	Rejected Received % by Count Vs Prime billing (R1)	Rejected Received % by Value Vs Prime billing (R1)	No of Coupons Rejected (R2)	Total Rejected Amount (R2)	Rejected Raised % by Count Vs Prime billing (R2)	Rejected Raised % by Value Vs Prime billing (R2)	Rejected by 1st Rej (R2)	Rejected by 1st Rej (R2)	No of Coupons Rejected (R3)	Total Rejected Amount (R3)	Rejected Received % by Count Vs Prime billing (R3)
JUL-16	P2-P02	Test Airline P2	USD	150	150,000.00	21	37,800.00	18.00	25.07	21	24,400.00	14.00	16.27	77.78	84.69	19	17,200.00	12.87

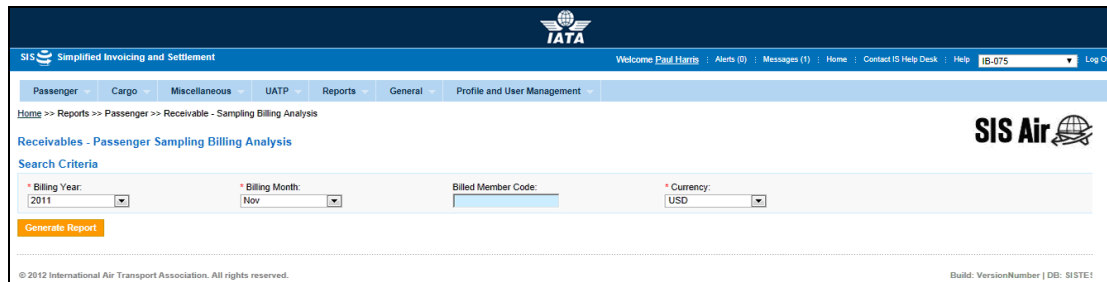
Tue Mar 29 2016 13:09:56 Page 1 of 1



5.5.3 Receivables - Passenger Sampling Billing Analysis

To generate **Receivables - Passenger Sampling Billing Analysis** report for Passenger, the steps are as follows:

1. Click **Reports** menu.
2. Click **Passenger** submenu.
3. Click **Receivables** option.
4. Click **Sampling Billing Analysis** option.
5. The **Receivables - Passenger Sampling Billing Analysis** screen is displayed.



The fields are as explained in the following table.

Fields	Description	Remarks
*Billing Year	It indicates the Clearance Year.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years
*Billing Month	It indicates the Clearance Month.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
Billed Member Code	It is the combination of designator, accounting code and commercial name of the billed member.	Type in a few characters or press the down arrow key on your keyboard. Select the member from the list displayed.
*Currency	It indicates the currency to which the transaction is converted.	Select the value from the list displayed.

The procedure to generate Payables - Passenger Rejection Analysis - Non Sampling **Report** is as follows:

1. Enter the details for the following fields:
 - **Billing Year**
 - **Billing Month**
 - **Billing Member Code**
 - **Currency**



2. Click **Generate Report**.
3. The report for the selected values will be generated.

Find... 1 of 1 50%

Main Report

Passenger Sampling Billing Analysis - Receivables

Provisional Billing Month	Entity Code	Entity Name	Currency Code	FORM A B		FORM C	FORM D E			FORM F			FORM YF				
				Total No. of Fine Coupons	Total Provisional Billing Amount	No Of UAF Coupons	No Of Coupons In Sample	Form E Evaluated Amount	Form E Adjustment Amount	Variation %	No Of Coupons Rejected	Total Rejected Amount	Rejection % by Count Vs Form D	Rejection % by Rejected Value Vs Form E Evaluation	No Of Coupons Rejected	Total Rejected Amount	Rejection % by Count Vs Form D



5.5.4 Receivables – RM BM CM Summary

To generate RM BM CM summary report, the steps are as follows:

1. Click **Reports** menu.
2. Click **Passenger** submenu.
3. Click **Receivables** option.
4. Click **RM BM CM Summary** option.
5. The **Receivables – RM BM CM Summary** screen is displayed.

Fields	Description	Remarks
*Billing Year	It indicates the year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years
*Billing Month	It indicates the month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
*Billing Period	It indicates the period that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • 1 • 2 • 3 • 4



Fields	Description	Remarks
Settlement Method	It indicates the Settlement Method used for the transaction.	Valid values are: <ul style="list-style-type: none"> <input type="checkbox"/> ALL <input type="checkbox"/> ICH: Settlement via ICH <ul style="list-style-type: none"> • Applicable when both billing and billed members are ICH members. • Applicable for ICH Inter-Clearance Billings (ICH member billing ACH member). <input type="checkbox"/> ACH: Settlement via ACH <ul style="list-style-type: none"> • Applicable when both billing and billed members are ACH members. • If both billing and billed members are dual members; but have indicated in the profile that they will bill each other Passenger billings via the ICH; then ACH cannot be used. <input type="checkbox"/> ACH using IATA Rules (MITA): Settlement via ACH <ul style="list-style-type: none"> • Applicable for ACH Inter-clearance Billings (ACH member billing ICH member). • Applicable for settlement via ACH (ACH member billing ACH member) based on IATA rules. <input type="checkbox"/> Bilateral Settlement: Bilateral Settlement (direct settlement between members not involving any clearing house) <input type="checkbox"/> ICH and ACH: Applicable when both billing and billed members are ACH and ICH members. <input type="checkbox"/> No Settlement(PAX Form C) <input type="checkbox"/> ICH Special Agreement
Memo Type	It indicates the type of memo for report generation.	Valid values are as follows: <ul style="list-style-type: none"> • Rejection Memo • Billing Memo • Credit Memo
Submission	It indicates the submission method of the invoices/memos.	Valid values are as follows: <ul style="list-style-type: none"> • IS – IDEC • IS – XML • IS – WEB
Member Code	It is the combination of designator, accounting code and commercial name of the billed member.	For example, WI-221-Wings Airways



Fields	Description	Remarks
Invoice Number	It is the unique alphanumeric ID that identifies the invoice.	The Invoice Number could be up-to ten characters (English letters and numbers only) For example, WI1234 <ul style="list-style-type: none"> • Spaces and special characters (#, *, @, ~, - etc.) should not be used. • Letters are case insensitive. For example, wi1234 will be considered equal to WI1234 when performing duplicate checks. • Should not be duplicated by the billing airline within a calendar year.
RM/BM/CM Number	An indication whether the rejected transaction was a Rejection Memo, Billing Memo or Credit Memo.	Enter the valid value for RM/BM/CM.
Source Code	It identifies individual transaction	Multiple values can be selected here by using the Control key. If no values are selected, then search will not be performed using Source Code

The procedure to generate RM BM CM report is as follows:

- Enter the details for the following fields:
 - **Billing Year**
 - **Billing Month**
 - **Billing Period**
 - **Settlement Method**
 - **Memo Type**
 - **Submission**
 - **Member Code**
 - **Invoice Number**
 - **RM/BM/CM Number**
 - **Source Code**
- Click **Download To CSV**.
- The report for the selected values will be generated in CSV.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Billing Month	Period Number	Settlement Method	Billed Entity Code	Invoice Number	Memo Type	Source Code	Memo Number	Stage	Reason Code	Currency Code	Total Gross Amount (Rejected/Billed/Credited)	Total UATP Amount (Rejected/Billed/Credited)	Total Handling Fee Amount (Rejected/Billed/Credited)	Total Other Commission Amo (Rejected/Billed/Credited)
1															
2															
3															
4															



5.5.5 Receivables – Supporting Documents Mismatch

To generate the supporting documents mismatch report, the steps are as follows:

1. Click **Reports** menu.
2. Click **Passenger** submenu.
3. Click **Receivables** option.
4. Click **Supporting Documents Mismatch** option.
5. The **Receivables – Supporting Documents Mismatch** screen is displayed.

Fields	Description	Remarks
Billing Month*	It indicates the month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
Period No. *	It indicates the period that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
Billing Year*	It indicates the year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years

Fields	Description	Remarks
Settlement Method	It indicates the Settlement Method used for the transaction.	<p>Valid values are:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ALL <input type="checkbox"/> ICH: Settlement via ICH <ul style="list-style-type: none"> • Applicable when both billing and billed members are ICH members. • Applicable for ICH Inter-Clearance Billings (ICH member billing ACH member). <input type="checkbox"/> ACH: Settlement via ACH <ul style="list-style-type: none"> • Applicable when both billing and billed members are ACH members. • If both billing and billed members are dual members; but have indicated in the profile that they will bill each other Passenger billings via the ICH; then ACH cannot be used. <input type="checkbox"/> ACH using IATA Rules (MITA): Settlement via ACH <ul style="list-style-type: none"> • Applicable for ACH Inter-clearance Billings (ACH member billing ICH member) • Applicable for settlement via ACH (ACH member billing ACH member) based on IATA rules. <input type="checkbox"/> Bilateral Settlement: Bilateral Settlement (direct settlement between members not involving any clearing house). <input type="checkbox"/> Adjustment due to Protest <input type="checkbox"/> No Settlement (PAX Form C) <input type="checkbox"/> ICH Special Agreement
Invoice Number	It is the unique alphanumeric ID that identifies the invoice.	<p>The Invoice Number could be up-to ten characters (English letters and numbers only)</p> <p>For example, WI1234</p> <ul style="list-style-type: none"> • Spaces and special characters (#, *, @, ~, - etc.) should not be used. • Letters are case insensitive. For example, wi1234 will be considered equal to WI1234 when performing duplicate checks. • Should not be duplicated by the billing airline within a calendar year.
Member Code	It is the combination of designator, accounting code and commercial name of the billed member.	For example, WI-221-Wings Airways

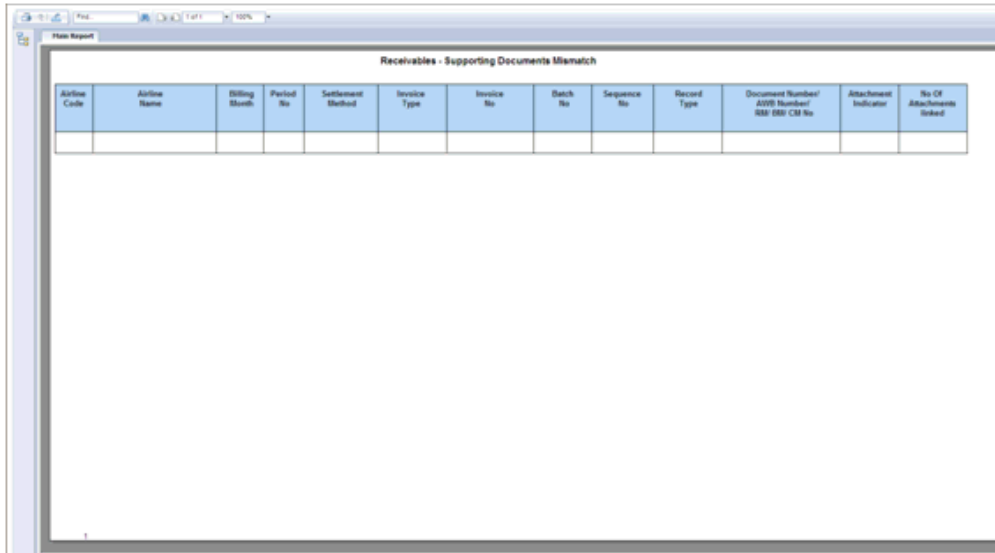
The procedure to generate Supporting Documents Mismatch report the steps are as follows:

1. Enter the details for the following fields:

- **Billing Month**
- **Period No.**
- **Billing Year**
- **Settlement Method**
- **Invoice Number**
- **Member Code**

2. Click **Generate Report**.

3. The report for the selected values will be generated.



Airline Code	Airline Name	Billing Month	Period No	Settlement Method	Invoice Type	Invoice No	Batch No	Sequence No	Record Type	Document Number/ AOB Number/ RR/ ER/ CM No	Attachment Indicator	No Of Attachments linked



5.5.6 Payables - Passenger Interline Billing Summary

To generate **Payables - Passenger Interline Billing Summary** report for Passenger, the steps are as follows:

1. Click **Reports** menu.
2. Click **Passenger** submenu.
3. Click **Payables - Passenger Interline Billing Summary** option.
4. The **Payables - Passenger Interline Billing Summary** screen is displayed.

The fields are as explained in the following table.

Fields	Description	Remarks
*From Billing Year	It indicates the Clearance Year.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Three Years
*From Billing Month	It indicates the Clearance Month.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
*From Billing Period	It indicates the Billing Period of the transaction.	Select from the valid values <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
*To Billing Year	It indicates the Clearance Year.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Three Years

Fields	Description	Remarks
*To Billing Month	It indicates the Clearance Month.	Select from the valid values <ul style="list-style-type: none">• Jan• Feb• Mar• Apr• May• Jun• Jul• Aug• Sep• Oct• Nov• Dec
*To Billing Period	It indicates the Billing Period of the transaction.	Select from the valid values <ul style="list-style-type: none">• 1• 2• 3• 4
Billing Member Code	It is the combination of designator, accounting code and commercial name of the billing member.	Type in a few characters or press the down arrow key on your keyboard. Select the member from the list displayed.

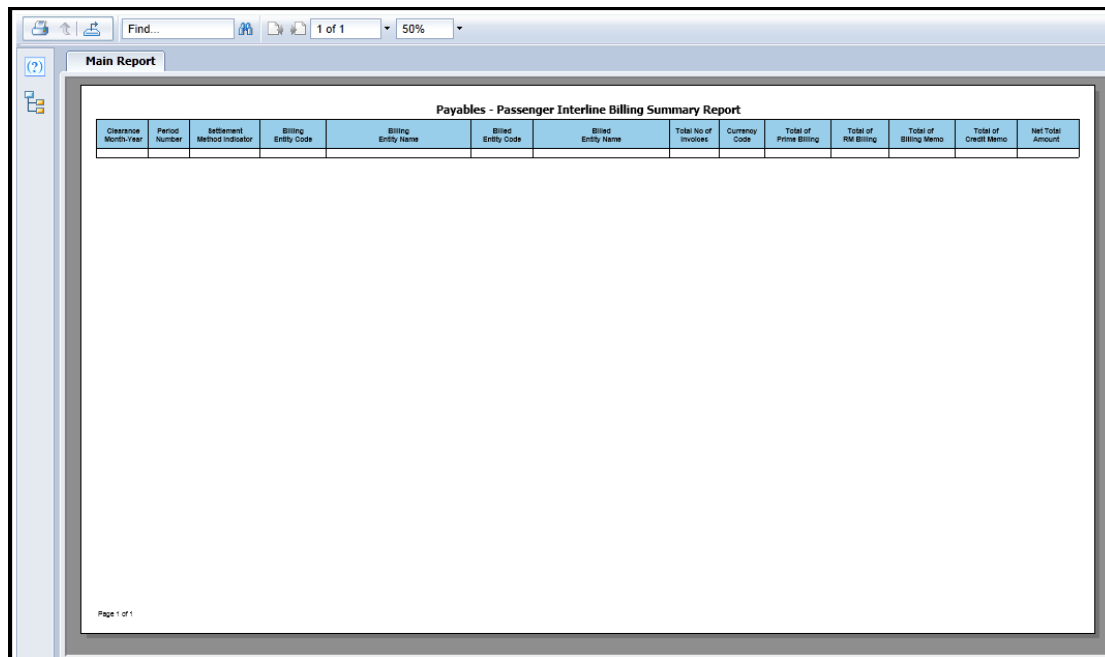


Fields	Description	Remarks
SMI	It indicates the Settlement Method used for the transaction.	Valid values are: <ul style="list-style-type: none"> • ALL • ICH: Settlement via ICH <ul style="list-style-type: none"> ▪ Applicable when both billing and billed members are ICH members ▪ Applicable for ICH Inter-Clearance Billings (ICH member billing ACH member). • ACH: Settlement via ACH <ul style="list-style-type: none"> ▪ Applicable when both billing and billed members are ACH members ▪ If both billing and billed members are dual members; but have indicated in the profile that they will bill each other Passenger billings via the ICH; then ACH cannot be used. • ACH using IATA Rules (MITA): Settlement via ACH <ul style="list-style-type: none"> ▪ Applicable for ACH Inter-clearance Billings (ACH member billing ICH member) ▪ Applicable for settlement via ACH (ACH member billing ACH member) based on IATA rules • Bilateral Settlement: Bilateral Settlement (direct settlement between members not involving any clearing house). • Adjustment due to Protest • No Settlement (PAX Form C) • ICH Special Agreement
*Currency Code	It indicates the currency to which the transaction is converted.	Select the value from the list displayed.

The procedure to generate Payables - Passenger Rejection Analysis - Non Sampling **Report** is as follows:

1. Enter the details for the following fields:
 - **From Billing Year**
 - **From Billing Month**

- **From Billing Period**
 - **To Billing Year**
 - **To Billing Month**
 - **To Billing Period**
 - **Billing Member Code**
 - **SMI**
 - **Currency Code**
2. Click **Generate Report**.
 3. The report for the selected values will be generated.



Clearance Month/Year	Period Number	Settlement Method Indicator	Billing Entity Code	Billing Entity Name	Billed Entity Code	Billed Entity Name	Total No of Invoices	Currency Code	Total of Prims Billing	Total of RM Billing	Total of Billing Memo	Total of Credit Memo	Net Total Amount
----------------------	---------------	-----------------------------	---------------------	---------------------	--------------------	--------------------	----------------------	---------------	------------------------	---------------------	-----------------------	----------------------	------------------

5.5.7 Payables - Passenger Rejection Analysis - Non Sampling

To generate **Payables - Passenger Rejection Analysis - Non Sampling Report for Passenger**, the steps are as follows:

1. Click **Reports** menu.
2. Click **Passenger** submenu.
3. Click **Payables** option.
4. Click **Non- Sample Rejection Analysis** option.
5. The **Payables - Passenger Rejection Analysis - Non Sampling** screen is displayed.



SIS Simplified Invoicing and Settlement
Welcome Paul Harris Alerts (0) Messages (1) Home : Contact Us Help Desk Help ID:075 Log Off

Passenger Cargo Miscellaneous UATP Reports General Profile and User Management

Home >> Reports >> Passenger >> Payables >> Non Sample Rejection Analysis
SIS Air

Payables - Passenger Rejection Analysis - Non Sampling

Search Criteria

* From Billing Year: Please Select	* From Billing Month: Please Select	* To Billing Year: Please Select	* To Billing Month: Please Select
Billing Member Code:	* Currency Code: USD	Include FM Data: <input checked="" type="checkbox"/>	

Generate Report

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Build: 1.9.0.0 | DB: SIS_017

The fields are as explained in the following table.

Fields	Description	Remarks
*From Billing Year	It indicates the Clearance Year.	Select from the valid values <ul style="list-style-type: none"> Current Year Previous Five Years
*From Billing Month	It indicates the Clearance Month.	Select from the valid values <ul style="list-style-type: none"> Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
*To Billing Year	It indicates the Clearance Year.	Select from the valid values <ul style="list-style-type: none"> Current Year Previous Five Years
*To Billing Month	It indicates the Clearance Month.	Select from the valid values <ul style="list-style-type: none"> Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec



Fields	Description	Remarks
Billing Member Code	It indicates the name of the billing member.	Enter a few characters or press the down arrow key on your keyboard. Select the member from the list displayed.
*Currency Code	It indicates the currency to which the transaction is converted.	Select the value from the list displayed.
Include FIM Data	Select the check box if you want to include FIM Data.	-

The procedure to generate Payables - Passenger Rejection Analysis - Non Sampling **Report** is as follows:

- Enter the details for the following fields:
 - **From BillingYear**
 - **From BillingMonth**
 - **To BillingYear**
 - **To BillingMonth**
 - **Billing Member Code**
 - **Currency Code**
 - **Include FIM Data**
- Click **Generate Report**.
- The report for the selected values will be generated.

sin Report

Payables - Passenger Rejection Analysis - Non Sampling Report

Search Criteria: Billing Year: 2018, Billing Month: Jan, Billing Member Code: P2-P02-Test Airline P2, Currency Code: USD, Include FIM Data: Yes

Inward Billing Month-Year	Billing Member Code	Billing Member Name	Currency Code	Total No of Prime Coupons	Total Value of Prime Coupons	1st Rejection - Raised			2nd Rejection - Received				No of Coupons Rejected (R3)	Total Rejected Amount (R3)	Rejection % by Cpn	
						No of Coupons Rejected (R1)	Total Rejected Amount (R1)	Rejection Raised % by Cpn (R1)	No of Coupons Rejected (R2)	Total Rejected Amount (R2)	Rejection Received % by Cpn (R2)	Rejection Received % by Cpn (R2)				Rejection Received % by Cpn (R2)

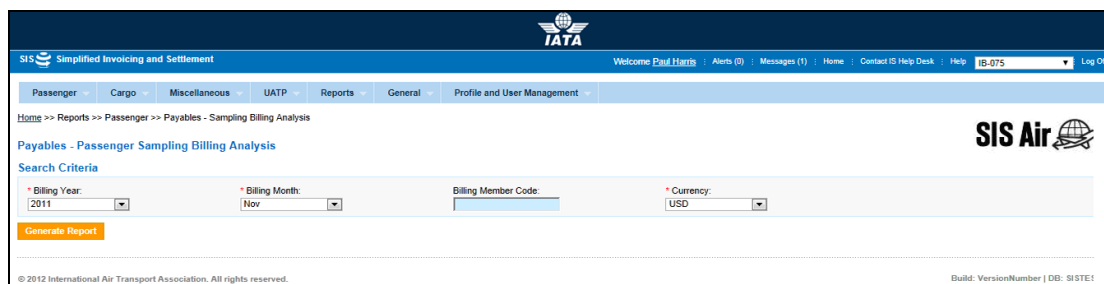
Tue Mar 29 2016 13:36:35 Page 1 of 1



5.5.8 Payables - Passenger Sampling Billing Analysis

To generate **Receivables - Passenger Sampling Billing Analysis** report for Passenger, the steps are as follows:

1. Click **Reports** menu.
2. Click **Passenger** submenu.
3. Click **Payables - Passenger Sampling Billing Analysis** option.
4. The **Payables - Passenger Sampling Billing Analysis** screen is displayed.



The fields are as explained in the following table.

Fields	Description	Remarks
*Billing Year	It indicates the Clearance Year.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years
*Billing Month	It indicates the Clearance Month.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
Billing Member Code	It is the combination of designator, accounting code and commercial name of the billing member.	Type in a few characters or press the down arrow key on your keyboard. Select the member from the list displayed.
*Currency	It indicates the currency to which the transaction is converted.	Select the value from the list displayed.

The procedure to generate Payables - Passenger Rejection Analysis - Non Sampling **Report** is as follows:

1. Enter the details for the following fields:
 - **Billing Year**
 - **Billing Month**
 - **Billing Member Code**
 - **Currency**



2. Click **Generate Report**.
3. The report for the selected values will be generated.

Find... 1 of 1 50%

Main Report

Passenger Sampling Billing Analysis - Payables

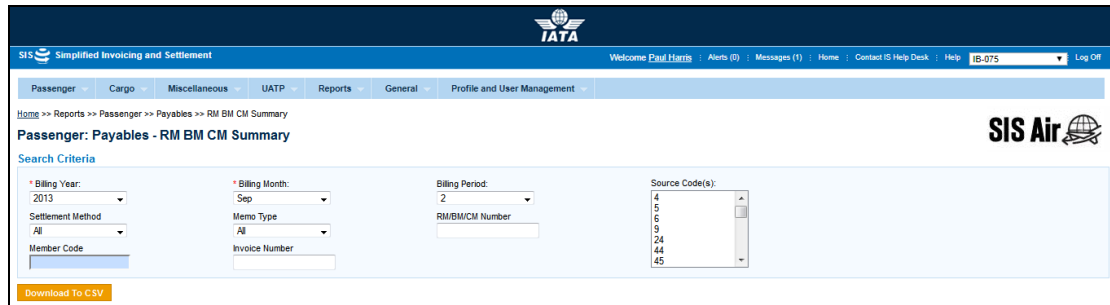
Provisional Billing Month	Entity Code	Entity Name	Currency Code	FORM A / B		FORM C		FORM D / E			FORM F			FORM X				
				Total No. of Price Coupons	Total Provisional Billing Amount	No Of Used Coupons	No Of Coupons In Sample	Form E Evaluated Amount	Form E Adjustment Amount	Variation %	No Of Coupons Rejected	Total Rejected Amount	Rejection % by Count Vs Form D	Rejection % by Rejected Value Vs Form E Evaluation	No Of Coupons Rejected	Total Rejected Amount	Rejection % by Count Vs Form D	Rejection % by Rejected Value Vs Form E Evaluation



5.5.9 Payables – RM BM CM Summary

To generate RM BM CM summary report, the steps are as follows:

1. Click **Reports** menu.
2. Click **Passenger** submenu.
3. Click **Payables – RM BM CM Summary** option.
4. The **Payables – RM BM CM Summary** screen is displayed.



Fields	Description	Remarks
*Billing Year	It indicates the year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years
*Billing Month	It indicates the month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
*Billing Period	It indicates the period that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • 1 • 2 • 3 • 4



Fields	Description	Remarks
Settlement Method	It indicates the Settlement Method used for the transaction.	Valid values are: <ul style="list-style-type: none"> <input type="checkbox"/> ALL <input type="checkbox"/> ICH: Settlement via ICH <ul style="list-style-type: none"> • Applicable when both billing and billed members are ICH members • Applicable for ICH Inter-Clearance Billings (ICH member billing ACH member). <input type="checkbox"/> ACH: Settlement via ACH <ul style="list-style-type: none"> • Applicable when both billing and billed members are ACH members. • If both billing and billed members are dual members; but have indicated in the profile that they will bill each other Passenger billings via the ICH; then ACH cannot be used. <input type="checkbox"/> ACH using IATA Rules (MITA): Settlement via ACH <ul style="list-style-type: none"> • Applicable for ACH Inter-clearance Billings (ACH member billing ICH member) • Applicable for settlement via ACH (ACH member billing ACH member) based on IATA rules. <input type="checkbox"/> Bilateral Settlement: Bilateral Settlement (direct settlement between members not involving any clearing house) <input type="checkbox"/> ICH and ACH: Applicable when both billing and billed members are ACH and ICH members. <input type="checkbox"/> No Settlement (PAX Form C) <input type="checkbox"/> ICH Special Agreement
Memo Type	It indicates the type of memo for report generation.	Valid values are as follows: <ul style="list-style-type: none"> • Rejection Memo • Billing Memo • Credit Memo
Member Code	It is the combination of designator, accounting code and commercial name of the billed member.	For example, WI-221-Wings Airways



Fields	Description	Remarks
Invoice Number	It is the unique alphanumeric ID that identifies the invoice.	The Invoice Number could be up-to ten characters (English letters and numbers only) For example, WI1234 <ul style="list-style-type: none"> • Spaces and special characters (#, *, @, ~, - etc.) should not be used. • Letters are case insensitive. For example, wi1234 will be considered equal to WI1234 when performing duplicate checks. • Should not be duplicated by the billing airline within a calendar year.
RM/BM/CM Number	An indication whether the rejected transaction was a Rejection Memo, Billing Memo or Credit Memo.	Enter the valid value for RM/BM/CM.
Source Code	It identifies individual transaction	Multiple values can be selected here by using the Control key. If no values are selected, then search will not be performed using Source Code

The procedure to generate RM BM CM report is as follows:

1. Enter the details for the following fields:

- **Billing Year**
- **Billing Month**
- **Billing Period**
- **Settlement Method**
- **Memo Type**
- **Submission**
- **Member Code**
- **Invoice Number**
- **RM/BM/CM Number**
- **Source Code**

2. Click **Download To CSV**.

3. The report for the selected values will be generated in CSV.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
	Billing Month	Period Number	Settlement Method	Billing Entity Code	Invoice Number	Memo Type	Source Code	Memo Number	Stage	Reason Code	Currency Code	Total Gross Amount (Rejected/Billed/Credite	Total UATP Amount (Rejected/Billed/Credite	Total Handling Fee Amount	Total Othe Amount
1															
2															
3															
4															
5															



5.5.10 Correspondence Status Report

To generate **Correspondence Status Report for Passenger**, the steps are as follows:

1. Click **Reports** menu.
2. Click **Passenger** submenu.
3. Click **Correspondence Status Report** option.
4. The **Pax: Correspondence Status Report** screen is displayed.

Fields	Description	Remarks
From Date*	It is the date of start of correspondence.	The date can be added by choosing a date from the calendar.
To Date*	It is the date of current correspondence.	The date can be added by choosing a date from the calendar.
Correspondence Ref. No.	When a Correspondence is initiated for the first time, SIS generates a unique Correspondence Reference Number. Any subsequent correspondence will continue with the same Correspondence Reference number.	Links the rejection memo/billing memo/ credit memo based on 'Authority to Bill' or expiry of correspondence case.
Correspondence Initiating Member	It is the member who initiates the correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Self • Other carrier • Either Entity receiving the last rejection invoice is always the initiating entity.
Member Code	It is the combination of designator, accounting code and commercial name of the billed member.	For example, WI-221-Wings Airways

Fields	Description	Remarks
Correspondence Status	It indicates status of correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Open status indicates the correspondence is in process. • Close status indicates that the correspondence is over and final bill has been generated. • Expired indicates when the entity does not respond to the correspondence by the time limit. SIS will not allow any further correspondence reply on correspondences which are remarked as expired.
Correspondence Sub Status	It indicates sub status of correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Received indicates that the entity has received the correspondence sent by other entity. • Saved indicates that the correspondence is been created and saved, not yet submitted. • Responded indicates that the correspondence is been sent to the other member. • Ready for Submit indicates that the correspondence is ready to be submitted to the other member. • Pending indicates that the correspondence is yet to be responded to. • Billed indicates that the correspondence is submitted • Due To Expiry indicates that the correspondence invoice is no more valid after a certain time period (typically 3 months) • Accepted By Correspondence Initiator indicates that the correspondence invoice is closed by the correspondence initiator
Correspondence Stage	It indicates number of stages for correspondence.	It is generated automatically by the system.
Expiring in (no. of days)	It indicates the time limit for action.	Each correspondence has a time limit for action to be taken on it. The time limit is governed by the rules of the respective clearing house.



Fields	Description	Remarks
Show only Authority to Bill Cases	It indicates to generate report for correspondence with permission granted by entity to issue an invoice.	Authority to Bill is issued when the entity grants its approval to the other party to Invoice. When such approval is granted the entity specifies the amount for which the approval is provided. The entity receiving the authority can either raise an Invoice for the amount approved or continue with the Correspondence if it doesn't agree with the approval amount.
Source Code	The Source Code of the 3 rd stage RM(s) that are linked to the correspondence	

The procedure to generate Correspondence Status Report is as follows:

- Enter the details for the following fields:
 - **From Date**
 - **To Date**
 - **Correspondence Ref. No.**
 - **Correspondence Initiating Member**
 - **Member Code**
 - **Correspondence Status**
 - **Correspondence Sub Status**
 - **Correspondence Stage**
 - **Expiring in (no. of days)**
 - **Show only Authority to Bill Cases**
 - **Source Code**
- Click **Generate Report**.
- The report for the selected values will be generated.

Main Report																
Passenger Correspondence Status Report																
Search Criteria: Correspondence Ref. No. : , From Date:20-Sep-13, To Date:20-Sep-13, Corr. Initiating Member:Self, Member Code:All, Correspondence Status:All, Correspondence Sub Status:All, Correspondence Stage > = , Expiring In (no of days): , Show only Authority to bill cases:No, SourceCode:																
Corr. Initiating Member Code	Corr. From Member Code	Corr. To Member Code	Corr. Status	Corr. Sub Status	Corr. Reference Number	Corr. Date	Corr. Stage	Source Code	Number of linked rejection memos	Linked rejection Invoice Number	Linked Rejection Invoice Billing Month	Currency Code	Amount to be settled	Authority to Bill Flag	No. Of Attachment	Expiry Date



5.5.11 BVC (Billing Value Confirmation) Details Report

To generate **BVC Details** report, the steps are as follows:

1. Click **Reports** menu.
2. Click **Passenger** submenu.
3. Click **BVC Details** option.
4. The **BVC Details** screen is displayed.

Fields	Description	Remarks
Clearance Month*	It indicates the Clearance Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
Period No. *	It indicates the Clearance Period that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
Billing Year*	It indicates the Clearance Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years
Billing Airline	It is the combination of designator, accounting code and commercial name of the billed member.	It is the member ID who generates the invoice to be sent. For example, WI-023-Wings Airways
Billed Airline	It is the combination of designator, accounting code and commercial name of the billed member.	It is the member ID who receives the invoice.

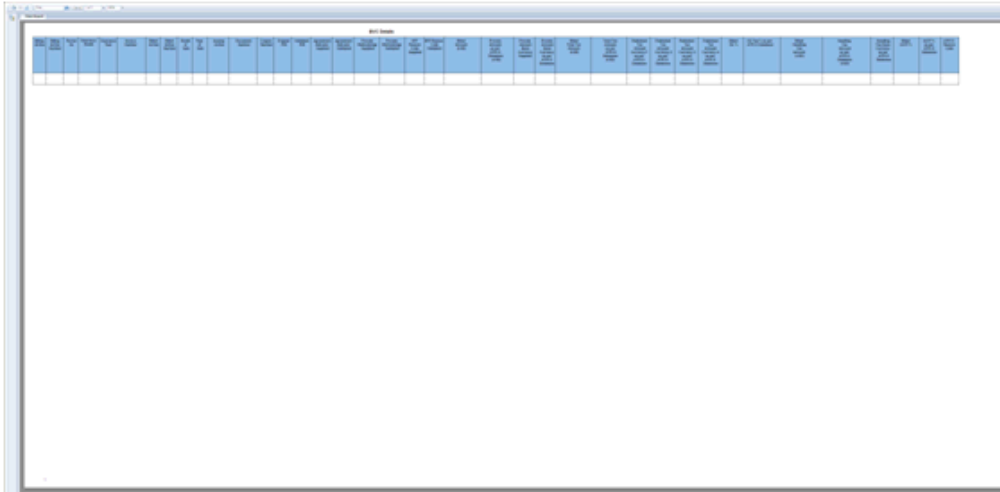
Fields	Description	Remarks
Invoice Number	Unique alphanumeric ID that identifies the invoice.	<p>The Invoice Number could be up-to ten characters (English letters and numbers only)</p> <p>For example, WI1234</p> <ul style="list-style-type: none"> • Spaces and special characters (#, *, @, ~, - etc.) should not be used. • Letters are case insensitive. For example, wi1234 will be considered equal to WI1234 when performing duplicate checks. • Should not be duplicated by the billing airline within a calendar year.
Issuing Airline	It is the accounting code of the issuing airline that bills the coupon.	Should be a valid accounting code. For Example, 221 for WI (Wings Airways)
Original PMI	It is the Original Pricing Method Indicator.	<p>This field should be blank if Agreement Indicator is blank. Exception:</p> <ul style="list-style-type: none"> • Should be "N" if 'Agreement Indicator' is "I", "J" or "K". • Should be "O" if 'Agreement Indicator' is "W", "V" or "T". • Value N may be provided even if Agreement Indicator is blank. This exception will be allowed for some months after go-live of SIS, and the date of removal of this exception will be decided by the IATA RAWG (Revenue Accounting Working Group).
Validated PMI	It is the Validated Pricing Method Indicator.	<p>This field should be blank if Agreement Indicator is blank. Exception:</p> <ul style="list-style-type: none"> • Should be "N" if 'Agreement Indicator' is "I", "J" or "K". • Should be "O" if 'Agreement Indicator' is "W", "V" or "T". • Value N may be provided even if Agreement Indicator is blank. This exception will be allowed for some months after go-live of SIS, and the date of removal of this exception will be decided by the IATA RAWG (Revenue Accounting Working Group).



Fields	Description	Remarks
Agreement Indicator – Supplied	It is the Agreement Indicator.	<ul style="list-style-type: none"> <input type="checkbox"/> This is an optional field. <input type="checkbox"/> Where a single character value is provided, it must be valid as per industry specifications. Valid values are as follows: <ul style="list-style-type: none"> • I - First & Final Attachment I transactions • J - First & Final Attachment J transactions • K - NFP Non Final transactions • W - Switched Own Prorate transactions requiring AIA Value Confirmation • V - Switched Own Prorate transactions not requiring AIA Value Confirmation • T - Stored Own Prorate transactions
Agreement Indicator - Validated	It is the Agreement Indicator.	<ul style="list-style-type: none"> <input type="checkbox"/> This is an optional field. <input type="checkbox"/> Where a single character value is provided, it must be valid as per industry specifications. Valid values are as follows: <ul style="list-style-type: none"> • I - First & Final Attachment I transactions • J - First & Final Attachment J transactions • K - NFP Non Final transactions • W - Switched Own Prorate transactions requiring AIA Value Confirmation • V - Switched Own Prorate transactions not requiring AIA Value Confirmation • T - Stored Own Prorate transactions
ATPCO Reason Code	Enter valid ATPCO reason Code.	-

The procedure to generate BVC Details report is as follows:

1. Enter the following details:
 - **Clearance Month**
 - **Period No.**
 - **Billing Year**
 - **Billing Airline**
 - **Billed Airline**
 - **Invoice Number**
 - **Issuing Airline**
 - **Original PMI**
 - **Validated PMI**
 - **Agreement Indicator – Supplied**
 - **Agreement Indicator – Validated**
 - **ATPCO Reason Code**
2. Click **Generate Report**.
3. The report will be displayed for the selected values.



The image shows a screenshot of a software application window. At the top, there is a header row with 25 columns, each containing a small, illegible label. The rest of the window is a large, empty table area, suggesting a data grid or spreadsheet interface.



5.5.12 Non-Sampling RM Analysis Comparison to Industry – IATA RAM Rules

To generate **Non-Sampling RM Analysis Comparison to Industry – IATA RAM Rules** report, the steps are as follows:

1. Click **Reports** menu.
2. Click **Passenger** submenu.
3. Click **Non-Sampling RM Analysis Comparison to Industry – IATA RAM Rules** option.
4. The **Non-Sampling RM Analysis Comparison to Industry – IATA RAM Rules** report is displayed.

PAX Rejection Memo

Memo Reduction

Industry Initiative

American Airlines(AA-001)

February 2019 Analysis

Method of measuring progress on the volume of rejections raised:

To obtain an estimate of the percentage of prime billings rejected during a given period of time (either by or to AA-001), the following method is used.

- The ratio of the sum of 1st stage rejections for the previous 12 months to the sum of prime billings of the previous 12 months:

$$\text{Estimated \% of rejected prime billings} = \frac{\text{Sum of Stage 1 RMs of past 12 months}}{\text{Sum of Prime billings of past 12 months}} \times 100 \%$$


The estimated percentage of 1st stage rejections which are re-rejected and the estimated percentage of 2nd stage rejections which are re-rejected are calculated in a similar way:

$$\text{Estimated \% of rejected Stage 1 RMs} = \frac{\text{Sum of Stage 2 RMs of past 12 months}}{\text{Sum of Stage 1 RMs of past 12 months}} \times 100 \%$$

$$\text{Estimated \% of rejected Stage 2 RMs} = \frac{\text{Sum of Stage 3 RMs of past 12 months}}{\text{Sum of Stage 2 RMs of past 12 months}} \times 100 \%$$

Notes:

- All Sampling data are excluded from this analysis.
- All SMI-A (Settlement through ACH using ACH rules) data are excluded from this analysis.

25-03-2019
1


Case 1: Rejections received by American Airlines		
Fields	Description	Remark
Comparison Chart	It indicates the Comparison Chart between member and global trends.	-
Comparison Table	It indicates the Comparison Table between the current year and previous year.	-
Top 5 Airlines	It indicates the Top 5 Airlines raising rejections against particular airlines.	-
Reason Code for Analysis	It shows the Top 4 reason codes used to raise stage 1 rejections against report generating Member for the current year.	-

Case 2: Rejections Raised by American Airlines		
Fields	Description	Remark
Comparison Chart	It indicates the Comparison Chart between member and global trends.	-
Comparison Table	It indicates the Comparison Table between the current year and previous year.	-
Top 5 Airlines	It indicates the Top 5 Airlines raising rejections against particular airlines.	-
Reason Code for Analysis	It shows the Top 4 reason codes of all 1st stage rejections raised by report generating member.	-

Generating Cargo Module Reports

In this topic we will learn how to generate:

- Receivables- Cargo Submission Overview Report
- Receivables- Interline Billing Summary Report
- Receivables- Rejection Analysis Report
- Receivables- RM BM CM Summary Report
- Receivables- Supporting Documents Mismatch Report
- Payables- Cargo Submission Overview Report
- Payables- Interline Billing Summary Report
- Payables- Rejection Analysis Report
- Payables- RM BM CM Summary Report
- RM-BM-CM Details Report
- Correspondence Status Report



5.5.13 Cargo Submission Overview - Receivables

To generate Submission Overview - Receivables report, the steps are as follows:

1. Click **Reports** menu.
2. Click **Cargo** submenu.
3. Click **Receivables** option.
4. Click **Cargo Submission Overview** option.
5. The **Cargo Submission Overview - Report for Receivables** screen is displayed.

The fields are as explained in the following table.

Fields	Description	Remarks
Billing Year From*	It indicates the Billing Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years
Billing Month From*	It indicates the Billing Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
Period No. From	It indicates the Billing Period that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4



Fields	Description	Remarks
Billing Year To*	It indicates the Billing Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years
Billing Month To*	It indicates the Billing Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
Period No. To	It indicates the Billing Period that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
Billing Entity	It is the combination of designator, accounting code and commercial name of the billed member.	Type in a few characters or press the down arrow key on your keyboard. Select the member from the list displayed.
Settlement Method	It indicates the Settlement Method used for the transaction.	Valid values are: <ul style="list-style-type: none"> • All • ICH • ACH • ICH & ACH • Bilateral • Adjustments Due to Protests • ACH Using IATA Rules (MITA) • No Settlement (PAX Form C) • ICH Special Agreement
Output	It indicates the type of output to be included in the report.	Valid values are: <ul style="list-style-type: none"> • Only Sub Totals • Only Invoice Totals • Subtotals and Invoice Totals

The procedure to generate Cargo Submission Overview - Report for Receivables is as follows:

1. Enter the details for the following fields:

- **Billing Year From**
- **Billing Month From**
- **Period No. From**
- **Billing Year To**
- **Billing Month To**
- **Period No. To**



- Billed Entity
 - Settlement Method
 - Output
2. Click **Generate Report**.
 3. The report for the selected values will be generated.

Find... 1 of 1 50%

Main Report

Cargo Submission Overview - Report for Receivables

Billing Year/Month	Period No	Billed Entity	Settlement Method	Invoice No	Billing Record	Total No Of Billing Record	Listing Currency	Total Weight Charges	Total Valuation Charges	Total Other Charges	Total IBC Amount	Total VAT Amount	Billing/Invoice Sub Total in Listing Coy	Listing To Billing Rate	Billing Currency	Invoice Billing Amount
NOV-11	1	WP21	BILATERAL	IN74011		1	USD	-11,479.00	-13,882.00	10,870.00	240.00	236.00	-11,816.00	0.00		0.00
NOV-11	1	WP21	BILATERAL	IN74011		1	USD	-11,449.00	-13,882.00	10,870.00	240.00	236.00	-11,836.00	0.00		0.00
NOV-11	2	WP21	BILATERAL	IN74011	BM	1	USD	1,806.00	3,773.00	1,800.00	-284.00	166.00	10,879.00	0.00		0.00
NOV-11	2	WP21	BILATERAL	IN74011	ORIGINAL-C	1	USD	2,346.00	2,487.00	180.00	-76.00	76.00	7,882.00	0.00		0.00
NOV-11	2	WP21	BILATERAL	IN74011	ORIGINAL-P	1	USD	7,844.00	3,486.00	238.00	-666.00	116.00	11,266.00	0.00		0.00
NOV-11	2	WP21	BILATERAL	IN74011	RM	1	USD	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
NOV-11	2	WP21	BILATERAL	IN74111	RM	1	USD	697.00	1,224.00	387.00	0.00	0.00	2,288.00	0.00		0.00
NOV-11	2	WP21	BILATERAL	IN74111	RM	1	USD	100.00	2,690.00	0.00	0.00	0.00	2,190.00	0.00		0.00
NOV-11	3	WP21	BILATERAL	IN2111	ORIGINAL-C	1	USD	2,134.00	4,482.00	248.00	76.00	182.25	8,076.25	0.00		0.00
NOV-11	3	WP21	BILATERAL	IN2111	ORIGINAL-P	1	USD	1,348.00	2,666.00	492.00	-200.05	117.25	4,362.20	0.00		0.00
NOV-11	3	WP21	BILATERAL	IN2111	RM	2	USD	5,819.00	4,876.00	0.00	0.00	0.00	14,694.00	0.00		0.00
NOV-11	4	WP21	BILATERAL	IN7111	BM	1	USD	1,444.00	1,113.00	870.00	126.00	82.20	3,751.00	0.00		0.00
NOV-11	4	WP21	BILATERAL	IN7111	ORIGINAL-C	1	USD	87.00	967.00	78.00	-18.00	42.88	1,159.88	0.00		0.00
NOV-11	4	WP21	BILATERAL	IN7111	ORIGINAL-P	1	USD	697.00	7,666.00	66.00	-83.00	48.38	7,666.16	0.00		0.00
NOV-11	4	WP21	BILATERAL	IN7111	RM	1	USD	90.00	49.00	0.00	0.00	0.00	108.00	0.00		0.00
NOV-11	2	WP21	BILATERAL	INCR7021		1	USD	-4,286.00	-23,466.00	3,486.00	-1,391.66	172.70	-25,983.36	0.00		0.00
NOV-11	2	WP21	BILATERAL	INCR7021		1	USD	-4,286.00	-23,466.00	3,486.00	-1,391.66	172.70	-25,983.36	0.00		0.00
NOV-11	1	WP21	BILATERAL	IN1411		1	USD	-48,760.00	-38,104.00	8,708.00	-160.00	232.00	-77,337.00	0.00		0.00
NOV-11	1	WP21	BILATERAL	IN1411		1	USD	-48,760.00	-38,104.00	8,708.00	-160.00	232.00	-77,337.00	0.00		0.00



5.5.14 Receivables Interline Summary

To generate Payables Interline Summary, the steps are as follows:

1. Click **Reports** menu.
2. Click **Cargo** submenu.
3. Click **Receivables Interline Summary** option.
4. The **Receivables Interline Billing Summary** s displayed.

The fields are as explained in the following table.

Fields	Description	Remarks
*Billing Year From	It indicates the Billing Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years
*Billing Month From	It indicates the Billing Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
Billing Period From	It indicates the Billing Period that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
*Billing Year To	It indicates the Billing Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years

Fields	Description	Remarks
*Billing Month To	It indicates the Billing Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
Billing Period To	It indicates the Billing Period that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
Billing Entity Code	It is the combination of designator, accounting code and commercial name of the billed member.	Type in a few characters or press the down arrow key on your keyboard. Select the member from the list displayed.
*Settlement Method	It indicates the Settlement Method used for the transaction.	Valid values are: <ul style="list-style-type: none"> • All • ICH • ACH • ICH & ACH • Bilateral • Adjustments Due to Protests • ACH Using IATA Rules (MITA) • No Settlement (PAX Form C) • ICH Special Agreement
*Currency Code	It indicates the currency for the transaction.	Select the value from the list displayed.

The procedure to generate the Receivables Interline Billing Summary report is as follows:

- Enter the details for the following fields:
 - **Clearance Year**
 - **Clearance Month**
 - **Period No.**
 - **Settlement Method Indicator**
 - **Currency Code**
 - **Entity Name**
 - **Totals Required**
- Click **Generate Report**.
- The report will be generated for the selected values.



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Main Report

Cargo Receivables - Interline Billing Summary

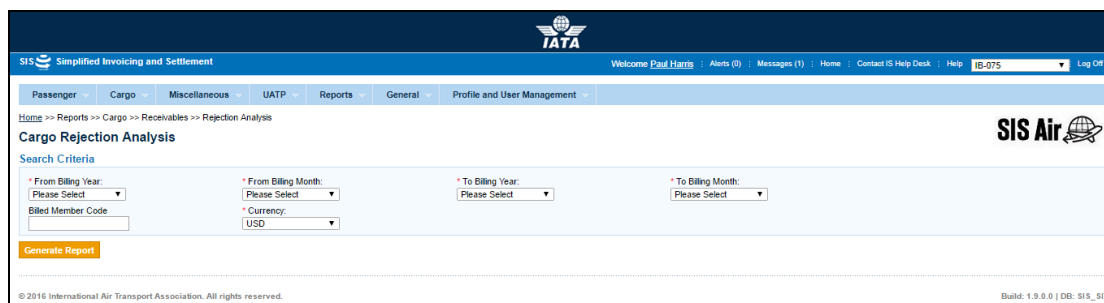
Billing Month	Period Number	Settlement Method	Billing Entity Code	Billing Entity Name	Billed Entity Code	Billed Entity Name	Total Invoices	Currency Code	Prepaid Amount	Collected Amount	Report Amount	Billing Amount	Credit Amount	Total Amount
NOV-11	1	BILATERAL	BI-154	BIS Airways	WI-221	Wings Airways	6	USD	0.00	0.00	0.00	0.00	0.00	0.00
NOV-11	2	BILATERAL	BI-154	BIS Airways	WI-221	Wings Airways	4	USD	11,055.00	7,963.00	4,448.00	10,676.00	0.00	34,174.00
NOV-11	3	BILATERAL	BI-154	BIS Airways	WI-221	Wings Airways	1	USD	4,380.00	8,076.28	14,094.00	0.00	0.00	26,522.48



5.5.15 Rejection Analysis - Receivables

To generate Rejection Analysis - Receivables, the steps are as follows:

1. Click **Reports** menu.
 2. Click **Cargo** submenu.
 3. Click **Receivables - Rejection Analysis** option.
- The **Cargo - Rejection Analysis** screen is displayed.



The fields are as explained in the following table.

Fields	Description	Remarks
*From Billing Year	It indicates the Billing Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years By default it displays the current Billing Year .
*From Billing Month	It indicates the Billing Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec By default it displays the current Billing Month .
*To Billing Year	It indicates the Billing Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years By default it displays the current Billing Year .

Fields	Description	Remarks
*To Billing Month	It indicates the Billing Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec By default it displays the current Billing Month .
Billing Member Code	It is the combination of designator, accounting code and commercial name of the billed member.	Type in a few characters or press the down arrow key on your keyboard. Select the member from the list displayed.
*Currency	It indicates the currency for the transaction.	Select the value from the list displayed.

The procedure to generate the Receivables - Rejection Analysis report is as follows:

1. Enter the details for the following fields:
 - **From Billing Year**
 - **From Billing Month**
 - **To Billing Year**
 - **To Billing Month**
 - **Billing Member Code**
 - **Currency**
2. Click **Generate Report**.
3. The report will be generated for the selected values.



5.5.16 Receivables RM BM CM Summary

To generate Receivables RM BM CM Summary, the steps are as follows:

1. Click **Reports** menu.
2. Click **Cargo** submenu.
3. Click **Receivables - RM BM CM Summary** option.
4. The **Receivables RM BM CM Summary** screen is displayed.

The fields are as described in the following table.

Fields	Description	Remarks
*Billing Year	It indicates the year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years By default Current Year is displayed.
*Billing Month	It indicates the month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec By default Current Month is displayed.
Billing Period	It indicates the period that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • 1 • 2 • 3 • 4 By default Current Period is displayed.



Fields	Description	Remarks
Settlement Method	It indicates the Settlement Method used for the transaction.	Valid values are: <ul style="list-style-type: none"> • All • ICH • ACH • ICH and ACH • Bilateral Settlement • Adjustment Due to Protests • ACH using IATA Rules (MITA) • ICH Special Agreement
Memo Type	It indicates the type of memo for report generation.	Valid values are as follows: <ul style="list-style-type: none"> • Rejection Memo • Billing Memo • Credit Memo
Data Source	It indicates the submission method of the invoices/memos.	Valid values are as follows: <ul style="list-style-type: none"> • All • IS – IDEC • IS – XML • IS - WEB
Airline Code	It is the combination of designator, accounting code and commercial name of the billed member.	Type in a few characters or press the down arrow key on the keyboard. Select the member from the list displayed.
Invoice Number	It is the unique alphanumeric ID that identifies the invoice.	-
RM/BM/CM Number	An indication whether the rejected transaction was a Rejection Memo, Billing Memo or Credit Memo.	Enter the valid value for RM/BM/CM.

The procedure to generate Receivables RM BM CM Summary report the steps are as follows:

1. Enter the details for the following fields:
 - **Billing Year**
 - **Billing Month**
 - **Billing Period**
 - **Settlement Method**
 - **Memo Type**
 - **Data Source**
 - **Airline Code**
 - **Invoice Number**
 - **RM/BM/CM Number**
2. Click **Generate Report**.
3. The report for the selected values will be generated.



Find... 1 of 1 50%

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Main Report

Cargo Receivables - RM BM CM Summary

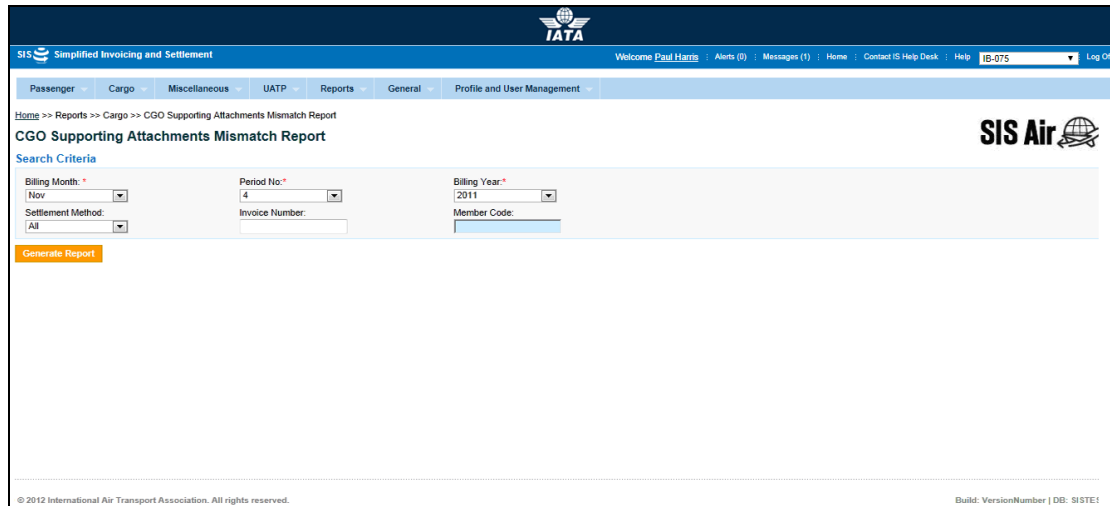
Billing Month	Period No	Settlement Method	Airline Code	Invoice Number	Memo Type	Memo Number	Stage	Reason Code	Currency Code	Total Weight Charges (Rejected / Billed / Credited)	Total Valuation Charges (Rejected / Billed / Credited)	Total Other Charge Amount (Rejected / Billed / Credited)	Total ITC Amount (Rejected / Billed / Credited)	Total UAY Amount (Rejected / Billed / Credited)	Total Net (Rejected / Billed / Credited)	Number of Linked AWBs	Assignment Indicator
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5.5.17 Supporting Attachments Mismatch Report

To generate Supporting Attachments Mismatch Report, the steps are as follows:

1. Click **Reports** menu.
2. Click **Cargo** submenu.
3. Click **Receivables - Supporting Documents Mismatch** option.
4. The **Cargo Supporting Attachments Mismatch Report** screen is displayed.



The fields are as described in the following table.

Fields	Description	Remarks
Billing Month*	It indicates the month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
Period No. *	It indicates the period that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
Billing Year*	It indicates the year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years

Fields	Description	Remarks
Settlement Method	It indicates the Settlement Method used for the transaction.	Valid values are: <ul style="list-style-type: none"> • ALL • ICH: Settlement via ICH <ul style="list-style-type: none"> ▪ Applicable when both billing and billed members are ICH members ▪ Applicable for ICH Inter-Clearance Billings (ICH member billing ACH member). • ACH: Settlement via ACH <ul style="list-style-type: none"> ▪ Applicable when both billing and billed members are ACH members ▪ If both billing and billed members are dual members; but have indicated in the profile that they will bill each other Passenger billings via the ICH; then ACH cannot be used. • ACH using IATA Rules (MITA): Settlement via ACH <ul style="list-style-type: none"> ▪ Applicable for ACH Inter-clearance Billings (ACH member billing ICH member) ▪ Applicable for settlement via ACH (ACH member billing ACH member) based on IATA rules • Bilateral Settlement: Bilateral Settlement (direct settlement between members not involving any clearing house). • Adjustment due to Protest • No Settlement (PAX Form C) • ICH Special Agreement
Invoice Number	It is the invoice number used by the Billing Member while creating the invoice.	For example, IN11211
Member Code	It is the combination of designator, accounting code and commercial name of the billed member.	For example, WI-221-Wings Airways

The procedure to generate Supporting Documents Mismatch report the steps are as follows:

1. Enter the details for the following fields:



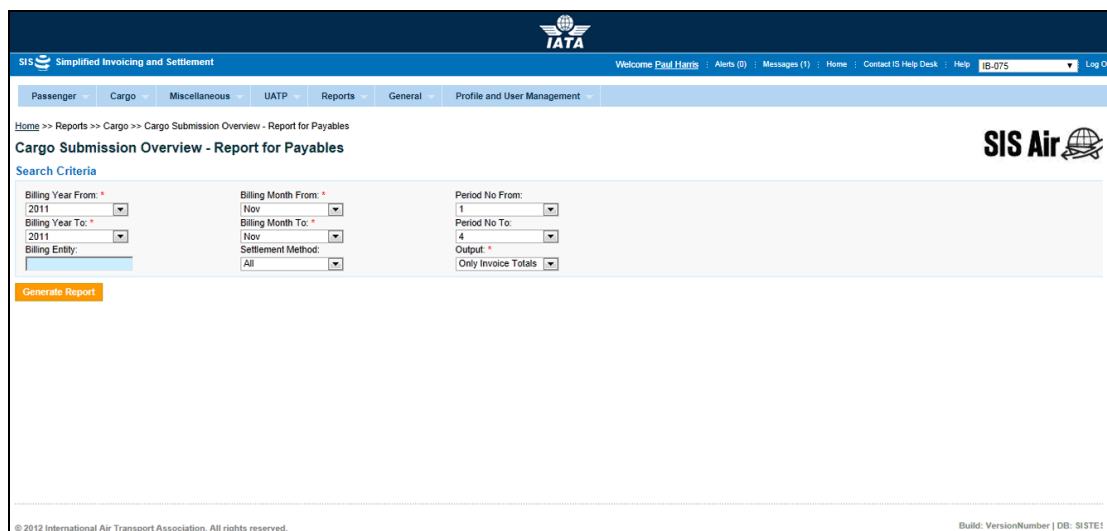
- **Billing Month**
 - **Period No.**
 - **Billing Year**
 - **Settlement Method**
 - **Invoice Number**
 - **Member Code**
2. Click **Generate Report**.
 3. The report for the selected values will be generated.



5.5.18 Cargo Submission Overview - Payables

To generate Submission Overview - Payables report, the steps are as follows:

1. Click **Reports** menu.
2. Click **Cargo** submenu.
3. Click **Payables - Cargo Submission Overview** option.
4. The **Cargo Submission Overview - Report for Payables** screen is displayed.



The fields are as explained in the following table.

Fields	Description	Remarks
Billing Year From*	It indicates the Billing Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years
Billing Month From*	It indicates the Billing Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
Period No. From	It indicates the Billing Period that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
Billing Year To*	It indicates the Billing Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years

Fields	Description	Remarks
Billing Month To*	It indicates the Billing Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
Period No. To	It indicates the Billing Period that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
Billed Entity	It is the combination of designator, accounting code and commercial name of the billed member.	Type in a few characters or press the down arrow key on your keyboard. Select the member from the list displayed.
Settlement Method	It indicates the Settlement Method used for the transaction.	Valid values are: <ul style="list-style-type: none"> • All • ICH • ACH • ICH & ACH • Bilateral • Adjustments Due to Protests • ACH Using IATA Rules (MITA) • No Settlement (PAX Form C) • ICH Special Agreement
Output	It indicates the type of output to be included in the report.	Valid values are: <ul style="list-style-type: none"> • Only Sub Totals • Only Invoice Totals • Subtotals and Invoice Totals

The procedure to generate Cargo Submission Overview - Report for Payables is as follows:

1. Enter the details for the following fields:

- **Billing Year From**
- **Billing Month From**
- **Period No. From**
- **Billing Year To**
- **Billing Month To**
- **Period No. To**
- **Billed Entity**
- **Settlement Method**
- **Output**



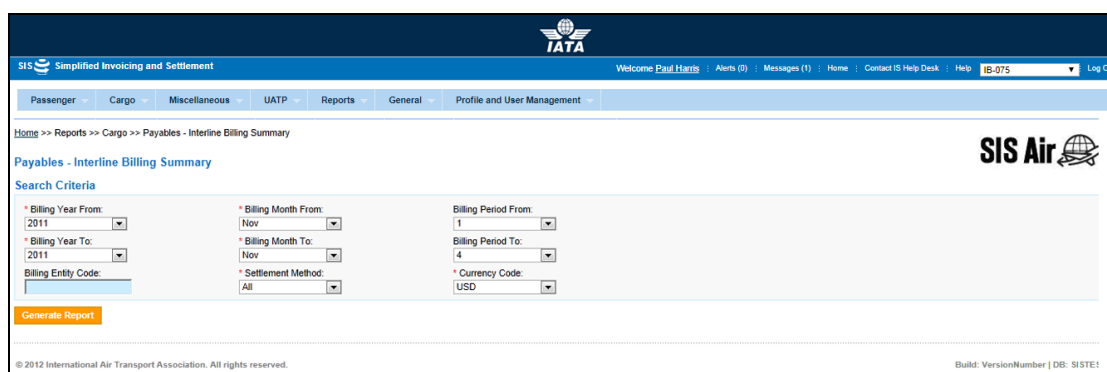
2. Click **Generate Report**.
3. The report for the selected values will be generated.



5.5.19 Payables Interline Summary

To generate Payables Interline Summary, the steps are as follows:

1. Click **Reports** menu.
2. Click **Cargo** submenu.
3. Click **Payables - Interline Summary** option.
4. The **Payables Interline Summary** screen is displayed.



The fields are as explained in the following table.

Fields	Description	Remarks
*Billing Year From	It indicates the Billing Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years
*Billing Month From	It indicates the Billing Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
Billing Period From	It indicates the Billing Period that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
*Billing Year To	It indicates the Billing Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years

Fields	Description	Remarks
*Billing Month To	It indicates the Billing Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
Billing Period To	It indicates the Billing Period that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
Billing Entity Code	It is the combination of designator, accounting code and commercial name of the billed member.	Type in a few characters or press the down arrow key on your keyboard. Select the member from the list displayed.
*Settlement Method	It indicates the Settlement Method used for the transaction.	Valid values are: <ul style="list-style-type: none"> • All • ICH • ACH • ICH & ACH • Bilateral • Adjustments Due to Protests • ACH Using IATA Rules (MITA) • No Settlement (PAX Form C) • ICH Special Agreement
*Currency Code	It indicates the currency for the transaction.	Select the value from the list displayed.

The procedure to generate the Payables Interline Billing Summary report is as follows:

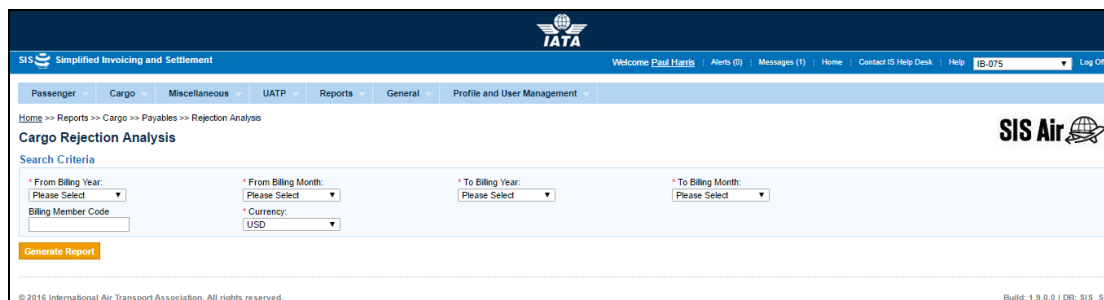
- Enter the details for the following fields:
 - **Clearance Year**
 - **Clearance Month**
 - **Period No.**
 - **Settlement Method Indicator**
 - **Currency Code**
 - **Entity Name**
 - **Totals Required**
- Click **Generate Report**.
- The report will be generated for the selected values.



5.5.20 Rejection Analysis - Payables

To generate Rejection Analysis - Payables, the steps are as follows:

1. Click **Reports** menu.
2. Click **Cargo** submenu.
3. Click **Payables - Rejection Analysis** option.
4. The **Cargo - Rejection Analysis** screen is displayed.



The fields are as explained in the following table.

Fields	Description	Remarks
*From Billing Year	It indicates the Billing Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years By default it displays the current Billing Year .
*From Billing Month	It indicates the Billing Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec By default it displays the current Billing Month .
*To Billing Year	It indicates the Billing Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years By default it displays the current Billing Year .

Fields	Description	Remarks
*To Billing Month	It indicates the Billing Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec By default it displays the current Billing Month .
Billing Member Code	It is the combination of designator, accounting code and commercial name of the billed member.	Type in a few characters or press the down arrow key on your keyboard. Select the member from the list displayed.
*Currency	It indicates the currency for the transaction.	Select the value from the list displayed.

The procedure to generate the Payables - Rejection Analysis report is as follows:

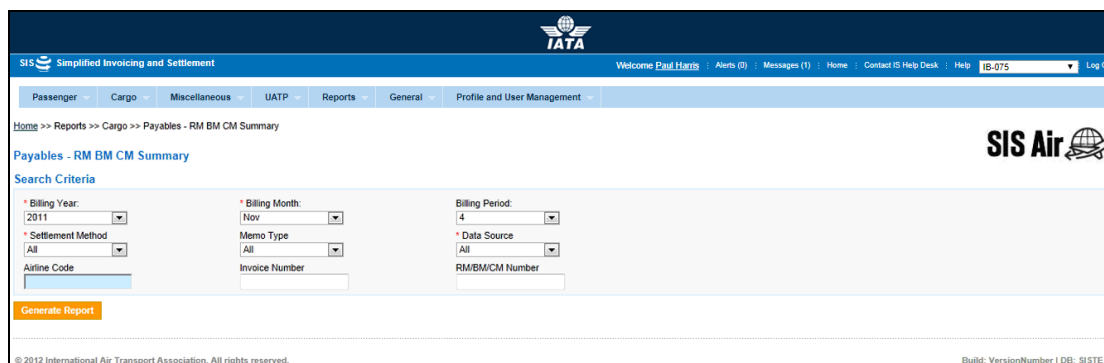
1. Enter the details for the following fields:
 - **From Billing Year**
 - **From Billing Month**
 - **To Billing Year**
 - **To Billing Month**
 - **Billing Member Code**
 - **Currency**
2. Click **Generate Report**.
3. The report will be generated for the selected values.



5.5.21 Payables RM BM CM Summary

To generate Payables RM BM CM Summary, the steps are as follows:

1. Click **Reports** menu.
2. Click **Cargo** submenu.
3. Click **Payables RM BM CM Summary** option.
4. The **Payables RM BM CM Summary** screen is displayed.



The fields are as described in the following table.

Fields	Description	Remarks
*Billing Year	It indicates the year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years By default Current Year is displayed.
*Billing Month	It indicates the month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec By default Current Month is displayed.
Billing Period	It indicates the period that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • 1 • 2 • 3 • 4 By default Current Period is displayed.

Fields	Description	Remarks
Settlement Method	It indicates the Settlement Method used for the transaction.	Valid values are: <ul style="list-style-type: none"> • All • ICH • ACH • ICH and ACH • Bilateral Settlement • Adjustment Due to Protests • ACH using IATA Rules (MITA) • ICH Special Agreement
Memo Type	It indicates the type of memo for report generation.	Valid values are as follows: <ul style="list-style-type: none"> • Rejection Memo • Billing Memo • Credit Memo
Data Source	It indicates the submission method of the invoices/memos.	Valid values are as follows: <ul style="list-style-type: none"> • All • IS – IDEC • IS – XML • IS - WEB
Airline Code	It is the combination of designator, accounting code and commercial name of the billing member.	Type in a few characters or press the down arrow key on the keyboard. Select the member from the list displayed.
Invoice Number	It is the unique alphanumeric ID that identifies the invoice.	-
RM/BM/CM Number	An indication whether the rejected transaction was a Rejection Memo, Billing Memo or Credit Memo.	Enter the valid value for RM/BM/CM number.

The procedure to generate Payables RM BM CM Summary report the steps are as follows:

- Enter the details for the following fields:
 - **Billing Year**
 - **Billing Month**
 - **Billing Period**
 - **Settlement Method**
 - **Memo Type**
 - **Data Source**
 - **Airline Code**
 - **Invoice Number**
 - **RM/BM/CM Number**
- Click **Generate Report**.
- The report for the selected values will be generated.

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Main Report

Cargo Payables - RM BM CM Summary

Billing Month	Period No	Settlement Method	Airline Code	Invoice Number	Memo Type	Memo Number	Stage	Reason Code	Currency Code	Total Weight Charges (Rejected / Billed / Credited)	Total Valuation Charges (Rejected / Billed / Credited)	Total Other Charge Amount (Rejected / Billed / Credited)	Total IBC Amount (Rejected / Billed / Credited)	Total VAT Amount (Rejected / Billed / Credited)	Total Net (Rejected / Billed / Credited)	Number of Linked AWBs	Attachment Indicator
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5.5.22 RM- BM- CM Details Report

To generate RM BM CM Details report, the steps are as follows:

1. Click **Reports** menu.
2. Click **Cargo** submenu.
3. Click the **RM-BM-CM Details** option.
4. The **RM-BM-CM Details** screen is displayed.

Fields	Description	Remarks
Billing Year*	It indicates the Billing Year that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • Current Year • Previous Five Years
Billing Month*	It indicates the billing month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
Period No	It indicates the billing period that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
Billing Type*	It indicates the type of the Billing.	Valid values are: <ul style="list-style-type: none"> • Payables • Receivables



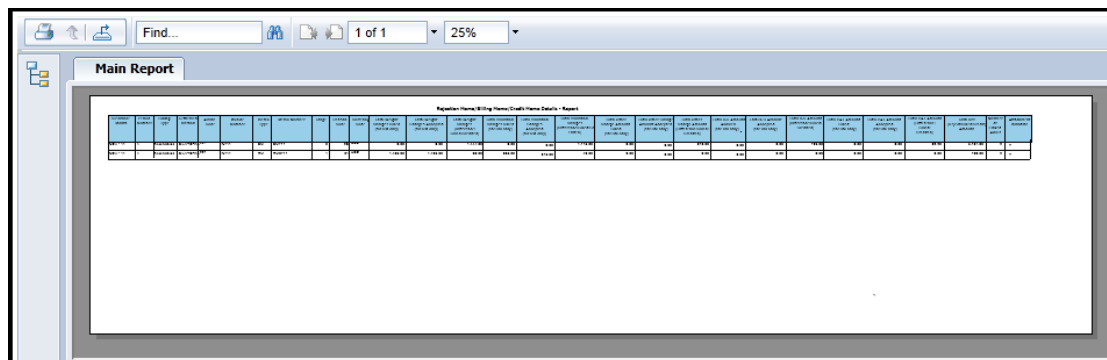
Fields	Description	Remarks
Settlement Method*	It indicates the Settlement Method used for the transaction.	Valid values are: <ul style="list-style-type: none"> • ALL • ICH: Settlement via ICH <ul style="list-style-type: none"> ▪ Applicable when both billing and billed members are ICH members ▪ Applicable for ICH Inter-Clearance Billings (ICH member billing ACH member). • ACH: Settlement via ACH <ul style="list-style-type: none"> ▪ Applicable when both billing and billed members are ACH members ▪ If both billing and billed members are dual members; but have indicated in the profile that they will bill each other Passenger billings via the ICH; then ACH cannot be used. • ACH using IATA Rules (MITA): Settlement via ACH <ul style="list-style-type: none"> ▪ Applicable for ACH Inter-clearance Billings (ACH member billing ICH member) ▪ Applicable for settlement via ACH (ACH member billing ACH member) based on IATA rules • Bilateral Settlement: Bilateral Settlement (direct settlement between members not involving any clearing house). • Adjustment due to Protest • No Settlement (PAX Form C) • ICH Special Agreement
Memo Type	It indicates the type of the Memo for report generation.	Valid values are: <ul style="list-style-type: none"> • All • Rejection Memo • Billing Memo • Credit Memo
Data Source*	It indicates the Data Source.	Valid values are: <ul style="list-style-type: none"> • All • IS-IDEC • IS-XML • IS-WEB



Fields	Description	Remarks
Airline Code	It indicates the Airline accounting code.	Enter the code or press the down arrow key and then select the Airline Member from the list displayed.
Invoice Number	It is the invoice number used by the Billing Member while creating the invoice.	-
Output*	It indicates the output for the report to be generated.	Valid values are: <ul style="list-style-type: none"> • Only Sub Totals • Only Details • Sub Totals and Details
RM/BM/CM Number	An indication whether the transaction was a Rejection Memo, Billing Memo or Credit Memo.	-

The procedure to generate RM BM CM Details report is as follows:

- Enter the details for the following fields:
 - **Billing Year**
 - **Billing Month**
 - **Billing Period**
 - **Settlement Method**
 - **Memo Type**
 - **Submission**
 - **Member Code**
 - **Invoice Number**
 - **RM/BM/CM Number**
- Click **Generate Report**.
- The report for the selected values will be generated.





5.5.23 Correspondence Status Report

To generate **Correspondence Status Report** for **Cargo**, the steps are as follows:

1. Click **Reports** menu.
2. Click **Cargo** submenu.
3. Click **Correspondence Status Report** option.
4. The **Correspondence Status Report** screen is displayed.

Fields	Description	Remarks
From Date*	It indicates starting date range for generating the report.	The date can be added by choosing a date from the calendar. In order to include a correspondence in this report, the date on which correspondence is raised should be after the From Date.
To Date*	It indicates end date range for generating the report.	The date can be added by choosing a date from the calendar. In order to include a correspondence in this report, the date on which correspondence is raised should be before the To Date.
Correspondence Ref. No.	It is the reference number generated by the system when a Correspondence is initiated for the first time.	-
Correspondence Initiating Member	It is the member who initiates the correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Self • Other carrier • Either Entity receiving the last rejection invoice is always the initiating entity.
Member Code	It is the combination of prefix/designator, accounting code and commercial name of the billed member.	For example, WI-221-Wings Airways

Fields	Description	Remarks
Correspondence Status	It indicates status of correspondence.	Valid values are as follows: <ul style="list-style-type: none">• Open status indicates the correspondence is in process.• Close status indicates that the correspondence is over and final bill has been generated.• Expired indicates when the entity does not respond to the correspondence by the time limit. SIS will not allow any further correspondence reply on correspondences which are remarked as expired.

Fields	Description	Remarks
Correspondence Sub Status	It indicates sub status of correspondence.	<p>Valid values are as follows:</p> <ul style="list-style-type: none"> • Received indicates that the entity has received the correspondence sent by other entity. • Saved indicates that the correspondence is been created and saved, not yet submitted. • Responded indicates that the correspondence is been sent to the other member. • Ready for Submit indicates that the correspondence is ready to be submitted to the other member. • Pending indicates that the correspondence is yet to be responded to. • Billed indicates that the correspondence is submitted • Due To Expiry indicates that the correspondence invoice is no more valid after a certain time period (typically 3 months) • Accepted By Correspondence Initiator indicates that the correspondence invoice is closed by the correspondence initiator
Correspondence Stage	It indicates number of stages for correspondence.	It is generated automatically by the system.
Expiring in (no. of days)	It indicates the time limit for action.	Each correspondence has a time limit for action to be taken on it. The time limit is governed by the rules of the respective clearing house.

Fields	Description	Remarks
Show only Authority to Bill Cases	It indicates to generate report for correspondence with permission granted by entity to issue an invoice.	Authority to Bill is issued when the entity grants its approval to the other party to Invoice. When such approval is granted the entity specifies the amount for which the approval is provided. The entity receiving the authority can either raise an Invoice for the amount approved or continue with the Correspondence if it doesn't agree with the approval amount.



The procedure to generate Correspondence Status Report is as follows:

1. Enter the details for the following fields:
 - **From Date**
 - **To Date**
 - **Correspondence Ref. No.**
 - **Correspondence Initiating Member**
 - **Member Code**
 - **Correspondence Status**
 - **Correspondence Sub Status**
 - **Correspondence Stage**
 - **Expiring in (no. of days)**
 - **Show only Authority to Bill Cases**
2. Click **Generate Report**.
3. The report for the selected values will be generated.

5.6 Generating Miscellaneous Module Reports

In this topic we will learn how to generate:

- Receivables Supporting Documents Mismatch Report
- Receivables Invoice Summary Report
- Receivables Charge Code Report
- Payables Invoice Summary Report
- Payables Charge Code Report
- Correspondence Status Report



5.6.1 Receivables Supporting Documents Mismatch Report

To generate **Receivables Supporting Documents Mismatch Report for Miscellaneous**, the steps are as follows:

1. Click **Reports** menu
2. Click **Miscellaneous** submenu
3. Click **Receivables Supporting Documents Mismatch Report** option
4. The **Receivables Supporting Documents Mismatch Report** screen is displayed

The fields are as explained in the following table.

Fields	Description	Remarks
*Billing Year	It indicates the Billing Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years
*Billing Month	It indicates the Billing Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
Period No	It indicates the Billing Period that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4



Fields	Description	Remarks
Settlement Method Indicator	It indicates the Settlement Method used for the transaction.	Valid values are: <ul style="list-style-type: none"> • All • ICH • ACH • ICH & ACH • Bilateral • Adjustments Due to Protests • ACH Using IATA Rules (MITA) • ICH Special Agreement
Billing Member Code	It is the combination of designator, accounting code and commercial name of the billed member.	Type in a few characters or press the down arrow key on your keyboard. Select the member from the list displayed.
Invoice No.	It is the unique alphanumeric ID that identifies the invoice.	The Invoice Number could be up-to ten characters

The procedure to generate Receivables Invoice Summary Report is as follows:

1. Enter the details for the following fields:
 - **Billing Month**
 - **Period No.**
 - **Billing Year**
 - **Settlement Method Indicator**
 - **Invoice No.**
 - **Billing Member Code**
2. Click **Generate Report**.
3. The report for the selected values will be generated.

Main Report								
Miscellaneous Supporting Attachments Mismatch Report								
Search Criteria: Billing Month: Sep, Period No: 2, Billing Year: 2013, Settlement Method: All, Invoice Number: , Member Code: WI-221-Wings Airways								
Billed Member Code	Billed Member Name	Billing Month	Period No	Settlement Method	Invoice Type	Invoice No.	Attachment Indicator - Original	No. Of Attachments Linked

Page 1 of 1

5.6.2 Receivables Invoice Summary Report



The **Receivables Invoice Summary Report for Miscellaneous** can be generated using any of the three options.

- a. By Billing Periods
- b. By Delivered on Date
- c. By Net Due Date

To generate **Receivables Invoice Summary Report for Miscellaneous**, the steps are as follows:

1. Click **Reports** menu.
2. Click **Miscellaneous** submenu.
3. Click **Receivables Invoice Summary Report** option.
4. The **Receivables Invoice Summary Report** screen is displayed.

View 1:

The screenshot shows the SIS Air web application interface. The top navigation bar includes the IATA logo and user information: 'Welcome Paul Harris', 'Alerts (0)', 'Messages (1)', 'Home', 'Contact IS Help Desk', 'Help', 'IB-075', and 'Log Off'. The main menu has tabs for 'Passenger', 'Cargo', 'Miscellaneous', 'UATP', 'Reports', 'General', and 'Profile and User Management'. The breadcrumb trail is 'Home >> Reports >> Miscellaneous >> Receivable Invoice Summary Report'. The page title is 'Receivables - Invoice Summary Report'. Under 'Search Criteria', the 'By Billing Periods' radio button is selected. The 'From Billing Year' is set to 2016 and 'To Billing Year' is also 2016. The 'From Billing Month' and 'To Billing Month' are both set to Sep. Other fields include 'Submission Method' (All), 'Settlement Method Indicator' (All), 'Billed Member Code' (TE-YYY-TEST Airline), 'Clearance Currency' (USD), and 'Charge Category' (All). A 'Generate Report' button is at the bottom left.

View 2:

The screenshot shows the same SIS Air interface as View 1, but with the 'By Delivered On Date' radio button selected. The 'From Delivered On Date' is set to 03-Sep-16 and 'To Delivered On Date' is also 03-Sep-16. A note below the date fields states: 'Note: Search using Delivered On Date will be limited to Invoice/Credit Notes that have been presented to the Billed Member, or to those Bilateral Invoice/Credit Notes that have been delivered on a daily basis to the Billed Member. Invoice/Credit Notes that have not been presented or delivered to the Billed Member will not be selected in this option.' The 'Generate Report' button is at the bottom left.

View 3:

The screenshot shows the same SIS Air interface as View 1, but with the 'By Net Due Date' radio button selected. The 'From Net Due Date' is set to 00-MMM-YY and 'To Net Due Date' is set to 03-Sep-16. A note below the date fields states: 'Note: Search using Net Due Date will be limited to Invoice/Credit Notes for which the Net Due Date was provided by the Billing Member, or for which the Net Due Date was updated by the system. Invoice/Credit Notes without a Net Due Date will not be selected in this option.' The 'Generate Report' button is at the bottom left.

The fields are as explained in the following table.

Fields	Description	Remarks
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Fields	Description	Remarks
From Billing Year*	It indicates the Billing Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years
From Billing Month*	It indicates the Billing Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
From Period*	It indicates the Billing Period that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
To Billing Year*	It indicates the Billing Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years
To Billing Month*	It indicates the Billing Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
To Period*	It indicates the Billing Period that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
From Delivered On Date*	It indicates the Invoice Delivery Date that contained the transaction.	Select form the Date Picker the requisite Delivery Date.
To Delivered On Date*	It indicates the Invoice Delivery Date that contained the transaction.	Select form the Date Picker the requisite Delivery Date.
From Net Due Date*	It indicates the Invoice Net Due Date that contained the transaction.	Select form the Date Picker the requisite Net Due Date.

Fields	Description	Remarks
To Net Due Date*	It indicates the Invoice Net Due Date that contained the transaction.	Select form the Date Picker the requisite Net Due Date.
Submission Method	It indicates the submission method for the transaction.	Valid values are: <ul style="list-style-type: none"> • ALL • IS-XML • IS-WEB
Settlement Method Indicator	It indicates the Settlement Method used for the transaction.	Valid values are: <ul style="list-style-type: none"> • All • ICH • ACH • ICH & ACH • Bilateral • Adjustments Due to Protests • ACH Using IATA Rules (MITA) • No Settlement (PAX Form C) • ICH Special Agreement
Billing Member Code	It is the combination of designator, accounting code and commercial name of the billed member.	Type in a few characters or press the down arrow key on your keyboard. Select the member from the list displayed.
Clearance Currency	It indicates the currency for the transaction.	Select the value from the list displayed.
Charge Category	It indicates the category of services being billed on an invoice.	Valid values are as follows: <ul style="list-style-type: none"> • ATC • Airport • Cargo • Engineering • Flight Ops • Finance • Ground Handling • IT Services • Mail • Miscellaneous • Partner Alliance • Property • Service Provider
Transaction Type	It indicates the type of transaction for which the Reciveables- Invoice Summary report needs to be generated.	Select from the valid values <ul style="list-style-type: none"> • Original Invoice • Rejection Invoice • Correspondence Invoice • Credit Note

The procedure to generate Receivables Invoice Summary Report - **By Billing Periods** is as follows:

1. Enter the details for the following fields:

- **From Billing Year**
- **From Billing Month**
- **From Period**



- **To Billing Year**
 - **To Billing Month**
 - **To Period**
 - **Submission Method**
 - **Settlement Method Indicator**
 - **Billing Member Code**
 - **Clearance Currency**
 - **Charge Category**
 - **Transaction Type**
2. Click **Generate Report**.
 3. The report for the selected values will be generated.

Main Report											
Miscellaneous Invoice Summary Report - Receivables											
Search Criteria: From Billing Year:2016, From Billing Month:Sep, From Period:3, Submission Method:All, Settlement Method Indicator:All, To Billing Year:2016, To Billing Month:Sep, To Period:3, Billed Member Code:TE-YYY-TEST Airline, Clearance Currency:USD, Charge Category:All.											
Submission Method	Transaction Type	Starting Year:Month	Ending Period	Delivered On	Settlement Method Indicator	Billed Member Code	Billed Member Name	Invoice Number	Invoice Date	Net Due Date	Transaction Type

The procedure to generate Receivables Invoice Summary Report - **By Delivery on Date** is as follows:

1. Enter the details for the following fields:
 - **From Delievered Date**
 - **To Delievered Date**
 - **Submission Method**
 - **Settlement Method Indicator**
 - **Billing Member Code**
 - **Clearance Currency**
 - **Charge Category**
 - **Transaction Type**
2. Click **Generate Report**.
3. The report for the selected values will be generated.



Main Report

Miscellaneous Invoice Summary Report - Receivables

Search Criteria: From Billing Year:2016, From Billing Month:Sep, From Period :3, Submission Method:All, Settlement Method Indicator:All, To Billing Year:2016, To Billing Month:Sep, To Period:3, Billed Member Code:TE-YYY-TEST Airline, Clearance Currency:USD, Charge Category:All.

Submission Method	Transaction Billing Year-Month	Billing Period	Delivered On	Settlement Method Indicator	Billed Member Code	Billed Member Name	Invoice Number	Invoice Date	Net Due Date	Transaction Type

The procedure to generate Receivables Invoice Summary Report - **By Net Due Date** is as follows:

1. Enter the details for the following fields:
 - **From Net Due Date**
 - **To Net Due Date**
 - **Submission Method**
 - **Settlement Method Indicator**
 - **Billing Member Code**
 - **Clearance Currency**
 - **Charge Category**
 - **Transaction Type**
2. Click **Generate Report**.
3. The report for the selected values will be generated.

Main Report

Miscellaneous Invoice Summary Report - Receivables

Search Criteria: From Billing Year:2016, From Billing Month:Sep, From Period :3, Submission Method:All, Settlement Method Indicator:All, To Billing Year:2016, To Billing Month:Sep, To Period:3, Billed Member Code:TE-YYY-TEST Airline, Clearance Currency:USD, Charge Category:All.

Submission Method	Transaction Billing Year-Month	Billing Period	Delivered On	Settlement Method Indicator	Billed Member Code	Billed Member Name	Invoice Number	Invoice Date	Net Due Date	Transaction Type



5.6.3 Receivables Charge Code Report

To generate **Receivables Charge Code Report for Miscellaneous**, the steps are as follows:

1. Click **Reports** menu
2. Click **Miscellaneous** submenu
3. Click **Receivables Charge Code Report** option
4. The **Receivables Charge Code Report** screen is displayed

The fields are as explained in the following table.

Fields	Description	Remarks
From Billing Year*	It indicates the Billing Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years
From Billing Month*	It indicates the Billing Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
From Period*	It indicates the Billing Period that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
To Billing Year*	It indicates the Billing Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years
To Billing Month*	It indicates the Billing Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun

Fields	Description	Remarks
		<ul style="list-style-type: none"> • Jul • Aug • Sep • Oct • Nov • Dec
To Period*	It indicates the Billing Period that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
Settlement Method	It indicates the Settlement Method used for the transaction.	Valid values are: <ul style="list-style-type: none"> • All • ICH • ACH • ICH & ACH • Bilateral • Adjustments Due to Protests • ACH Using IATA Rules (MITA) • No Settlement (PAX Form C) • ICH Special Agreement
Billed Member Code	It is the combination of designator, accounting code and commercial name of the billed member.	Type in a few characters or press the down arrow key on your keyboard. Select the member from the list displayed.
Invoice Number	It is the unique alphanumeric ID that identifies the invoice.	The Invoice Number could be up-to ten characters
Charge Category	It indicates the category of services being billed on an invoice.	Valid values are as follows: <ul style="list-style-type: none"> • ATC • Airport • Cargo • Engineering • Flight Ops • Finance • Ground Handling • IT Services • Mail • Miscellaneous • Partner Alliance • Property • Service Provider
Charge Code	The list of codes to specify the nature of the service charged.	Only applicable charge codes for the selected Charge Category will be shown.

The procedure to generate Receivables Charge Code Report is as follows:

1. Enter the details for the following fields:

- **From Billing Year**
- **From Billing Month**
- **From Period**



- To Billing Year
- To Billing Month
- To Period
- Settlement Method
- Billing Member Code
- Invoice Number
- Charge Category

2. Click **Generate Offline CSV Report**.
3. The report for the selected values will be generated

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	
2	Search Criteria : From Billing Year:2017; From Billing Month:Sep; From Billing Period:2; To Billing Year:2017; To Billing Month:Sep; To Billing Period:2; Settlement Method:All; Invoice Number:; Billed Member Code :All; Charge Category:All; Charge Code:All																											
3	Note 1: 'Additional Amount', 'Tax Amount' and 'VAT Amount' defined for Record Types T (Invoice/Credit Note level) pertain to only those amounts that have been charged at the Invoice/Credit Note level																											
4	Note 2: All amounts defined for Record Types L (Line Item level) pertain to those that applied for all the Line Item Detail records of the Line Item, plus those that have been charged at the Line Item level																											
5	Billing / Billing P. Settlement Billed M Billed M Invoice/C Invoice/C Recd C Record T Line Item Service Strt Service End Charge C Charge L Location Product Description Billing C Quantity UOM Cc Scaling F Minimum Unit Price Base Ch Addition Tax Amt VAT Am																											
6	Sep-17	2	B	AA-001	American	TSTM00	03-May-17	Service F L										USD										
7	Sep-17	2	B	AA-001	American	TSTM00	03-May-17	Service F L	1	01-May-17	31-May-17	Assessm	General / LON	IE+09	test	USD	1	EA	1	Yes	10000	10000	3191.5	1307	2167.5			
8	Sep-17	2	B	AA-001	American	Tc665K	22-Sep-17	Service F L										USD										
9	Sep-17	2	B	AA-001	American	Tc665C	22-Sep-17	Service F L	1	01-May-17	31-May-17	Assessm	General / LON	IE+09	test	USD	1	EA	1	Yes	10000	10000	3191.5	1307	2167.5			
10	Sep-17	2	B	AA-001	American	Test008	10-Sep-17	Service F L	1	01-Sep-17	30-Sep-17	Misc	BOM		tedy	USD	1	EA	1	No	5000	5000	0	0	0	0	0	
11	Sep-17	2	B	AA-001	American	Test035	01-Sep-17	Service F L	1	01-Sep-17	30-Sep-17	Misc	BOM		gsqs	USD	1	EA	1	No	5000	5000	0	0	0	0	0	
12	Sep-17	2	B	AA-001	American	Test104	10-Sep-17	Service F L	1	01-Sep-17	30-Sep-17	Misc	BOM		dgphrdg	USD	1	EA	1	No	5000	5000	0	0	0	0	0	
13	Sep-17	2	B	AA-001	American	TestCrc	01-Sep-17	Service F L	1	01-Sep-17	30-Sep-17	Misc	PUN		dfatf	USD	1	EA	1	No	-98	-98	0	0	0	0	0	
14	Sep-17	2	B	AC-014	AIR CAP	Test032	01-Sep-17	Service F L	1	01-Sep-17	30-Sep-17	Misc	BOM		test	USD	1	EA	1	No	5000	5000	0	0	0	0	0	
15	Sep-17	2	B	AC-014	AIR CAP	Test107	10-Sep-17	Service F L	1	01-Sep-17	30-Sep-17	Misc	BOM		GDFGDI	USD	1	EA	1	No	5000	5000	0	0	0	0	0	
16	Sep-17	2	B	AC-014	AIR CAP	TestCrc	10-Sep-17	Service F L	1	01-Sep-17	30-Sep-17	Misc	PUN		fgb-dbb	USD	1	EA	1	No	-567	-567	0	0	0	0	0	
17	Sep-17	2	B	TT-ABC	Test Airt	Test000	18-Sep-17	Service F L	1	01-Sep-17	30-Sep-17	Misc	BOM		test	USD	1	EA	1	No	5000	5000	0	0	0	0	0	
18	Sep-17	2	B	TT-ABC	Test Airt	Test001	01-Feb-17	Service F L	1	01-Sep-17	30-Sep-17	Misc	BOM		test	USD	1	EA	1	No	5000	5000	0	0	0	0	0	
19	Sep-17	2	B	TT-ABC	Test Airt	Test005	10-Sep-17	Service F L	1	01-Sep-17	30-Sep-17	Misc	BOM		test	USD	1	EA	1	No	5000	5000	0	0	0	0	0	
20	Sep-17	2	B	TT-ABC	Test Airt	Test039	01-Sep-17	Service F L	1	01-Sep-17	30-Sep-17	Misc	BOM		test	USD	1	EA	1	No	5000	5000	0	0	0	0	0	
21	Sep-17	2	B	TT-ABC	Test Airt	Test101	01-Sep-17	Service F L	1	01-Sep-17	30-Sep-17	Misc	BOM		PHPKM	USD	1	EA	1	No	5000	5000	0	0	0	0	0	
22	Sep-17	2	B	TT-ABC	Test Airt	TestCrc	10-Sep-17	Service F L	1	01-Sep-17	30-Sep-17	Misc	BOM		fstfse	USD	1	EA	1	No	-500	-500	0	0	0	0	0	
23	Sep-17	2	I	TT-ABC	Test Airt	Test004	10-Sep-17	Service F L	1	01-Sep-17	30-Sep-17	Misc	BOM		test	USD	1	EA	1	No	5000	5000	0	0	0	0	0	
24	Sep-17	2	B	UA-016	UNITED	Test011	10-Sep-17	Service F L	1	01-Sep-17	30-Sep-17	Misc	BOM		test	USD	1	EA	1	No	5000	5000	0	0	0	0	0	
25	Sep-17	2	I	UA-016	UNITED	Test016	10-Sep-17	Service F L	1	01-Sep-17	30-Sep-17	Misc	BOM		gdgdgd	USD	1	EA	1	No	5000	5000	0	0	0	0	0	



5.6.4 Payables Invoice Summary Report

The **Payables Invoice Summary Report for Miscellaneous** can be generated using any of the three options.

- a. By Billing Periods
- b. By Delivered on Date
- c. By Net Due Date

To generate **Payables Invoice Summary Report for Miscellaneous**, the steps are as follows:

1. Click **Reports** menu.
2. Click **Miscellaneous** submenu.
3. Click **Payables Invoice Summary Report** option.
4. The **Payables Invoice Summary Report** screen is displayed.

View 1:

The screenshot shows the 'Payables - Invoice Summary Report' interface. The 'Search Criteria' section has three radio buttons: 'By Billing Periods' (selected), 'By Received Date', and 'By Net Due Date'. Under 'By Billing Periods', there are fields for 'From Billing Year' (2016) and 'To Billing Year' (2016). Under 'By Received Date', there are fields for 'From Billing Month' (Sep) and 'To Billing Month' (Sep). Under 'By Net Due Date', there are fields for 'From Period' (3) and 'To Period' (3). Other fields include 'Settlement Method Indicator' (All), 'Billing Member Code' (TE-YYY-TEST Airline), 'Clearance Currency' (USD), 'Charge Category' (All), and 'Transaction Type' (All). A 'Generate Report' button is located at the bottom left.

View 2:

The screenshot shows the 'Payables - Invoice Summary Report' interface. The 'Search Criteria' section has three radio buttons: 'By Billing Periods', 'By Received Date' (selected), and 'By Net Due Date'. Under 'By Received Date', there are date fields for 'From Received On Date' (03-Sep-16) and 'To Received On Date' (03-Sep-16). Other fields include 'Settlement Method Indicator' (All), 'Billing Member Code' (TE-YYY-TEST Airline), 'Clearance Currency' (USD), 'Charge Category' (All), and 'Transaction Type' (All). A 'Generate Report' button is located at the bottom left.

View 3:

The screenshot shows the 'Payables - Invoice Summary Report' interface. The 'Search Criteria' section has three radio buttons: 'By Billing Periods', 'By Received Date', and 'By Net Due Date' (selected). Under 'By Net Due Date', there are date fields for 'From Net Due Date' (03-Sep-16) and 'To Net Due Date' (03-Sep-16). A note below the date fields states: 'Note: Search using Net Due Date will be limited to Invoice/Credit Notes for which the Net Due Date was provided by the Billing Member; or for which the Net Due Date was updated by the system. Invoice/Credit Notes without a Net Due Date will not be selected in this option.' Other fields include 'Settlement Method Indicator' (All), 'Billing Member Code' (TE-YYY-TEST Airline), 'Clearance Currency' (USD), 'Charge Category' (All), and 'Transaction Type' (All). A 'Generate Report' button is located at the bottom left.



The fields are as explained in the following table.

Fields	Description	Remarks
From Billing Year*	It indicates the Billing Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years
From Billing Month*	It indicates the Billing Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
From Period*	It indicates the Billing Period that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
To Billing Year*	It indicates the Billing Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years By default it displays the current Billing Year .
To Billing Month*	It indicates the Billing Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec By default it displays the current Billing Month .

Fields	Description	Remarks
To Period*	It indicates the Billing Period that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4 By default it displays the current Billing Period .
From Received On Date*	It indicates the Invoice Received Date that contained the transaction.	Select form the Date Picker the requisite Received Date.
To Received On Date*	It indicates the Invoice Received Date that contained the transaction.	Select form the Date Picker the requisite Received Date.
From Net Due Date*	It indicates the Invoice Net Due Date that contained the transaction.	Select form the Date Picker the requisite Net Due Date.
To Net Due Date*	It indicates the Invoice Net Due Date that contained the transaction.	Select form the Date Picker the requisite Net Due Date.
Settlement Method Indicator	It indicates the Settlement Method used for the transaction.	Valid values are: <ul style="list-style-type: none"> • All • ICH • ACH • ICH & ACH • Bilateral • Adjustments Due to Protests • ACH Using IATA Rules (MITA) • No Settlement (PAX Form C) • ICH Special Agreement
Billing Member Code	It is the combination of designator, accounting code and commercial name of the billed member.	Type in a few characters or press the down arrow key on your keyboard. Select the member from the list displayed.
Clearance Currency	It indicates the currency for the transaction.	Select the value from the list displayed.
Charge Category	It indicates the category of services being billed on an invoice.	Valid values are as follows: <ul style="list-style-type: none"> • ATC • Airport • Cargo • Engineering • Flight Ops • Finance • Ground Handling • IT Services • Mail • Miscellaneous • Partner Alliance • Property • Service Provider



Fields	Description	Remarks
Transaction Type	It indicates the type of transaction for which the Payables- Invoice Summary report needs to be generated.	Select from the valid values <ul style="list-style-type: none"> • Original Invoice • Rejection Invoice • Correspondence Invoice • Credit Note

The procedure to generate Payables Invoice Summary Report- **By Billing Periods** is as follows:

1. Enter the details for the following fields:
 - **From Billing Year**
 - **From Billing Month**
 - **From Period**
 - **To Billing Year**
 - **To Billing Month**
 - **To Period**
 - **Settlement Method Indicator**
 - **Billing Member Code**
 - **Clearance Currency**
 - **Charge Category**
 - **Transaction Type**
2. Click **Generate Report**.
3. The report for the selected values will be generated.

Miscellaneous Charge Summary Report - Payables

Search Criteria: From Billing Year:2016, From Billing Month:Sep, From Period:-3, Submission Method:, Settlement Method Indicator:All, To Billing Year:2016, To Billing Month:Sep, To Period:3, Billed Member Code:All, Clearance Currency:USD, Charge Category:All, Transaction Type:All

Clearance Year - Month	Clearance Period	Received On	Settlement Method Indicator	Member Code	Member Name	Invoice Number	Invoice Date	Net Due Date	Transaction ID

The procedure to generate Payables Invoice Summary Report- **By Received Date** is as follows:

1. Enter the details for the following fields:
 - **From Received On Date**
 - **To Received On Date**
 - **Settlement Method Indicator**
 - **Billing Member Code**
 - **Clearance Currency**
 - **Charge Category**
 - **Transaction Type**
2. Click **Generate Report**.
3. The report for the selected values will be generated.



Main Report

Miscellaneous Charge Summary Report - Payables

Search Criteria: From Billing Year:2016, From Billing Month:Sep, From Period :3, Submission Method:, Settlement Method Indicator:All, To Billing Year:2016, To Billing Month:Sep, To Period:3, Billed Member Code:TE-YYY-TEST Airline, Clearance Currency:USD, Charge Category:All, Transaction Type:All

Clearance Year - Month	Clearance Period	Received On	Settlement Method Indicator	Member Code	Member Name	Invoice Number	Invoice Date	Net Due Date	Transaction Ty

The procedure to generate Payables Invoice Summary Report- **By Net Due Date** is as follows:

1. Enter the details for the following fields:
 - **From Net Due Date**
 - **To Net Due Date**
 - **Settlement Method Indicator**
 - **Billing Member Code**
 - **Clearance Currency**
 - **Charge Category**
 - **Transaction Type**
2. Click **Generate Report**.
3. The report for the selected values will be generated.

Main Report

Miscellaneous Charge Summary Report - Payables

Search Criteria: From Billing Year:2016, From Billing Month:Sep, From Period :3, Submission Method:, Settlement Method Indicator:All, To Billing Year:2016, To Billing Month:Sep, To Period:3, Billed Member Code:TE-YYY-TEST Airline, Clearance Currency:USD, Charge Category:All, Transaction Type:All

Clearance Year - Month	Clearance Period	Received On	Settlement Method Indicator	Member Code	Member Name	Invoice Number	Invoice Date	Net Due Date	Transaction T



5.6.5 Payables Charge Code Report

To generate **Payables Charge Code Report for Miscellaneous**, the steps are as follows:

1. Click **Reports** menu
2. Click **Miscellaneous** submenu
3. Click **Payables Charge Code Report** option
4. The **Payables Charge Code Report** screen is displayed

The fields are as explained in the following table.

Fields	Description	Remarks
From Billing Year*	It indicates the Billing Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years
From Billing Month*	It indicates the Billing Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
From Period*	It indicates the Billing Period that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
To Billing Year*	It indicates the Billing Year that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Current Year • Previous Five Years
To Billing Month*	It indicates the Billing Month that contained the transaction.	Select from the valid values <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug



Fields	Description	Remarks
		<ul style="list-style-type: none"> • Sep • Oct • Nov • Dec
To Period*	It indicates the Billing Period that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
Settlement Method	It indicates the Settlement Method used for the transaction.	Valid values are: <ul style="list-style-type: none"> • All • ICH • ACH • ICH & ACH • Bilateral • Adjustments Due to Protests • ACH Using IATA Rules (MITA) • No Settlement (PAX Form C) • ICH Special Agreement
Billing Member Code	It is the combination of designator, accounting code and commercial name of the billed member.	Type in a few characters or press the down arrow key on your keyboard. Select the member from the list displayed.
Invoice Number	It is the unique alphanumeric ID that identifies the invoice.	The Invoice Number could be up-to ten characters
Charge Category	It indicates the category of services being billed on an invoice.	Valid values are as follows: <ul style="list-style-type: none"> • ATC • Airport • Cargo • Engineering • Flight Ops • Finance • Ground Handling • IT Services • Mail • Miscellaneous • Partner Alliance • Property • Service Provider
Charge Code	The list of codes to specify the nature of the service charged.	Only applicable charge codes for the selected Charge Category will be shown.

The procedure to generate Payables Charge Code Report is as follows:

- Enter the details for the following fields:
 - **From Billing Year**
 - **From Billing Month**
 - **From Period**
 - **To Billing Year**



- To Billing Month
 - To Period
 - Settlement Method
 - Billing Member Code
 - Invoice Number
 - Charge Category
2. Click **Generate Offline CSV Report**.
 3. The report for the selected values will be generated.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB		
1	Search Criteria:	From Billing Year:2017;	From Billing Month:Sep;	From Billing Period:2;	To Billing Year:2017;	To Billing Month:Sep;	To Billing Period:2;	Settlement Method:All;	Invoice Number:	Billing Member Code:	All;	Charge Category:	All;	Charge Code:	All														
2	Note 1:	'Additional Amount', 'Tax Amount' and 'VAT Amount' defined for Record Type 'T' (Invoice/Credit Note level) pertain to only those amounts that have been charged at the Invoice/Credit Note level																											
3	Note 2:	All amounts defined for Record Type 'L' (Line Item level) pertain to those that applied for all the Line Item Detail records of the Line Item, plus those that have been charged at the Line Item level																											
4	Billing M:	Billing P:	Settlement Method:	Billing M:	Invoice/C:	Charge C:	Record T:	Line Item:	Service S:	Service E:	Charge C:	Charge C:	Location:	Product:	Description:	Billing C:	Quantity:	UOM C:	Scaling F:	Minimum:	Unit:	Pric:	Base Ck:	Addition:	Tax Amo:	VAT Am:	Total At:		
5	Sep-2017	2	B	AA-001	American	TEST123	15-Sep-2	ATC	L		1	01-Sep-2	30-Sep-2	Meteorology	PNG	P02445	testing in	USD	246	C/WA	1455	No	123	20.796	211.83	15.19	14.76	322.58	
6	Sep-2017	2	B	AA-001	American	TEST123	15-Sep-2	ATC	L		2	01-Sep-2	30-Sep-2	Communication	PNG	3E+08	testing	USD	23	EA	1	No	12	276	0	0	0	276	
7	Sep-2017	2	I	AA-001	American	INVMA>	20-Sep-2	Finance	L		1	01-Sep-2	30-Sep-2	Misc	PNG	TEST LIP	USD	1E+13	EA	1	No	1	1E+13	1E+13	1E+13	1E+13	5E+13		
8	Sep-2017	2	I	AA-001	American	PONOY^	04-Sep-2	Finance	L		1	01-Sep-2	30-Sep-2	Adjustm	Distribut	PNG	78878	Test	USD	123	EA	1	No	1	123	0	0	123	
9	Sep-2017	2	I	AA-001	American	PONOY^	04-Sep-2	Finance	L		1	01-Sep-2	30-Sep-2	Adjustm	Distribut	PNG	78878	Test	USD	123	EA	1	No	1	123	0	0	123	
10	Sep-2017	2	I	AA-001	American	PONOY^	04-Sep-2	Finance	L		1	01-Sep-2	30-Sep-2	Adjustm	Distribut	PNG	78878	Test	USD	123	EA	1	No	1	123	0	0	123	
11	Sep-2017	2	I	AA-001	American	PONOY^	04-Sep-2	Finance	L		1	01-Sep-2	30-Sep-2	Adjustm	Distribut	PNG	78878	Test	USD	123	EA	1	No	1	123	0	0	123	
12	Sep-2017	2	I	AA-001	American	PONOY^	04-Sep-2	Finance	L		1	01-Sep-2	30-Sep-2	Adjustm	Distribut	PNG	78878	Test	USD	123	EA	1	No	1	123	0	0	123	
13	Sep-2017	2	P	AA-001	American	Test2	15-Sep-2	IT Service	L		1	01-Sep-2	30-Sep-2	Communication	CA	PNG	233	test	GBP	156	K3T	1	No	1233	192348	0	0	192348	
14	Sep-2017	2	P	AA-001	American	Test2	15-Sep-2	IT Service	L		2	01-Sep-2	13-Sep-2	Misc	PNG		test	GBP	789	EA	145	Yes	1234	123	66174	23.45	12	820.19	
15	Sep-2017	2	X	AA-001	American	MAX18	15-Sep-2	Airport	I						PNG			USD						0	0	34	0	34	
16	Sep-2017	2	X	AA-001	American	MAX18	15-Sep-2	Airport	L		1	01-Sep-2	30-Sep-2	Misc	PNG	423432	test5	USD	123	EA	1	No	1E+12	2E+14	0	0	2E+14		
17	Sep-2017	2	I	AI-038	AIR INDI	ALGN06	15-Sep-2	Finance	L		1	01-Sep-2	30-Sep-2	Misc	DEL	test	USD	1	EA	1	No	8888	8888	0	888.8	1111	10888		
18	Sep-2017	2	I	AI-038	AIR INDI	REJALG	15-Sep-2	Finance	L		1	01-Sep-2	30-Sep-2	Misc	DEL	TEST	USD	1	EA	1	No	8888	8888	0	888.8	1111	10888		
19	Sep-2017	2	I	CI-297	China Air	MiscLat	01-Sep-2	Flight Op	L		1	01-Sep-2	30-Sep-2	Misc	JFK	test	USD	1	EA	1	No	1000	1000	0	0	0	1000		
20	Sep-2017	2	I	LH-220	Deutsche	REPORT	15-Sep-2	Ground F	I								EUR						0	3.5	0.3	0.004	3.804		
21	Sep-2017	2	I	LH-220	Deutsche	REPORT	15-Sep-2	Ground F	L		1	01-Sep-2	30-Sep-2	Passenger	Buggy T	PNG	1E+06	TESTING	EUR	123	C/WA	100	No	12	14.76	10.466	48.76	34.867	108.85

5.6.6 Correspondence Status Report

To generate **Correspondence Status Report for Miscellaneous**, the steps are as follows:

1. Click **Reports** menu.
2. Click **Passenger** submenu.
3. Click **Correspondence Status Report** option.
4. The **Misc: Correspondence Status Report** screen is displayed.

Fields	Description	Remarks
From Date*	It is the date of start of correspondence.	The date can be added by choosing a date from the calendar.
To Date*	It is the date of current correspondence.	The date can be added by choosing a date from the calendar
Correspondence Ref. No.	When a Correspondence is initiated for the first time, SIS generates a unique Correspondence Reference Number. Any subsequent correspondence will continue with the same Correspondence Reference number.	Links the rejection memo/billing memo/ credit memo based on 'Authority to Bill' or expiry of correspondence case.



Fields	Description	Remarks
Correspondence Initiating Member	It is the member who initiates the correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Self • Other carrier • Either Entity receiving the last rejection invoice is always the initiating entity.
Member Code	It is the combination of designator, accounting code and commercial name of the billed member.	For example, WI-221-Wings Airways
Charge Category	It indicates the category of services being billed on an invoice.	Valid values are as follows: <ul style="list-style-type: none"> • ATC • Airport • Cargo • Engineering • Flight Ops • Finance • Ground Handling • IT Services • Mail • Miscellaneous • Partner Alliance • Property • Service Provider
Correspondence Status	It indicates status of correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Open status indicates the correspondence is in process. • Close status indicates that the correspondence is over and final bill has been generated. • Expired indicates when the entity does not respond to the correspondence by the time limit. SIS will not allow any further correspondence reply on correspondences which are remarked as expired.

Fields	Description	Remarks
Correspondence Sub Status	It indicates sub status of correspondence.	Valid values are as follows: <ul style="list-style-type: none"> • Received indicates that the entity has received the correspondence sent by other entity. • Saved indicates that the correspondence is been created and saved, not yet submitted. • Responded indicates that the correspondence is been sent to the other member. • Ready for Submit indicates that the correspondence is ready to be submitted to the other member. • Pending indicates that the correspondence is yet to be responded to. • Billed indicates that the correspondence is submitted • Due To Expiry indicates that the correspondence invoice is no more valid after a certain time period (typically 3 months) • Accepted By Correspondence Initiator indicates that the correspondence invoice is closed by the correspondence initiator
Correspondence Stage	It indicates number of stages for correspondence.	It is generated automatically by the system.
Expiring in (no. of days)	It indicates the time limit for action.	Each correspondence has a time limit for action to be taken on it. The time limit is governed by the rules of the respective clearing house.
Show only Authority to Bill Cases	It indicates to generate report for correspondence with permission granted by entity to issue an invoice.	Authority to Bill is issued when the entity grants its approval to the other party to Invoice. When such approval is granted the entity specifies the amount for which the approval is provided. The entity receiving the authority can either raise an Invoice for the amount approved or continue with the Correspondence if it doesn't agree with the approval amount.

The procedure to generate Correspondence Status Report is as follows:

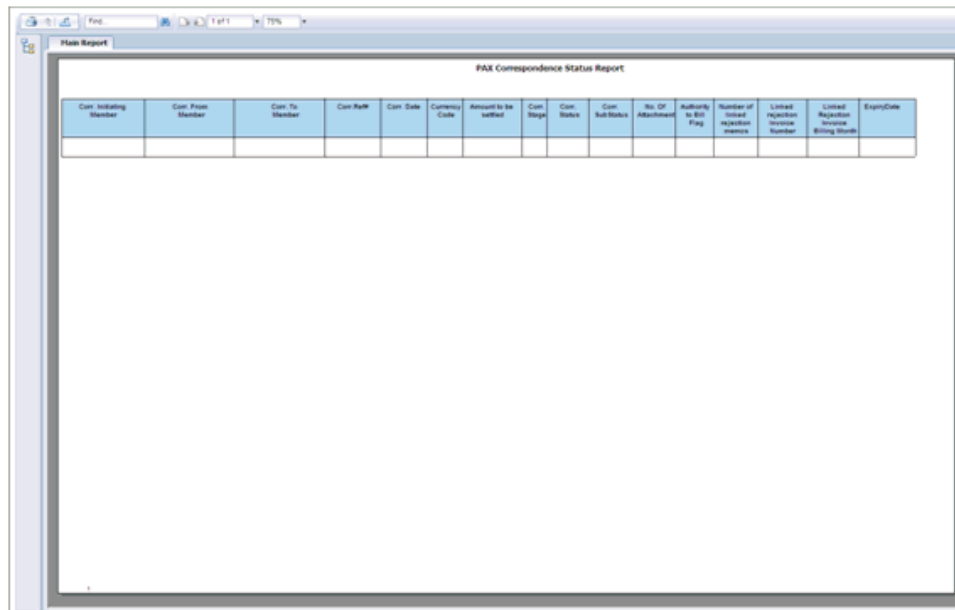
1. Enter the details for the following fields:

- **From Date**
- **To Date**
- **Correspondence Ref. No.**
- **Correspondence Initiating Member**

- **Member Code**
- **Charge Category**
- **Correspondence Status**
- **Correspondence Sub Status**
- **Correspondence Stage**
- **Expiring in (no. of days)**
- **Show only Authority to Bill Cases**

2. Click **Generate Report**.

3. The report for the selected values will be generated.



The screenshot shows a web browser window with a report titled "FAX Correspondence Status Report". The report is displayed as a table with 15 columns and one empty row. The columns are:

Case Initiating Member	Case From Member	Case To Member	Case Ref#	Case Date	Company Code	Amount to be settled	Case Stage	Case Status	Case Sub Status	No. Of Attachments	Authority to Bill Flag	Number of times Rejection instance	Linked rejection instance Number	Linked Rejection instance Billing Month	ExpiryDate



General Module

5.7 General Module

5.7.1 Introduction to General Module

In this Module you can:

- Upload a file
- Download a file
- Manage Suspended Invoices
- Access ICH Protest and Adjustment Screen
- Search and Retrieve Legal Archive
- Download Retrieved Invoices

General menu has the following submenus:

- **File Management**
- **Managing Suspended Invoices**
- **ICH Protest and Adjustment**
- **Legal Archive Retrieval**

The **File Management** submenu has the following options:

- Upload File
- Download File

We will learn about each submenu in detail in the following topics.



5.7.2 Managing Files

The File Management Menu has the following options:

- Upload File
- Download File



5.7.2.1 Uploading a File

To upload a file, the steps are as follows:

1. Click **General** menu.
2. Click **File Management** submenu.
3. Click **Upload File** option.
4. The **Upload File** screen is displayed.

The fields and buttons are as described in the following tables.

Fields	Description	Remarks
File Name	It indicates the details for the file to be uploaded.	All files to be uploaded must be in a compressed format with a .zip extension.
Search Criteria		
*File Submission From Date	It indicates the From Date for File submission.	Default value displayed is Today's Date. To change the Date, select from the date picker.
*File Submission To Date	It indicates the To Date for the File submission.	Default value displayed is Today's Date. To change the Date select from the date picker.
Billing Period	It indicates the Billing Period.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4



Fields	Description	Remarks
Billing Month	It indicates the Billing Month that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • All • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
Billing Year	It indicates the Billing Year that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • Current Billing Year • Previous Four Years
File Type	It indicates the type of the file that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • Form C XML • ISIDEC - Inbound • ISXML - Inbound • SupportingDOC
File Name	It indicates the name of the file.	The file name must be with a .zip extension.

Buttons	Description	Remarks
Browse	Click Browse to select the file to be uploaded.	The name of the file to be uploaded will be displayed in the File Name field.
Submit	Click Submit to upload the selected file.	-
Search	Click Search to search the file as per the field values in the Search Criteria section.	The results are displayed in the Search Results section.

The procedure to upload file is as follows:

1. Click **Browse** to search for the file to be uploaded.
2. The **Choose File to Upload** window is displayed.
3. Select the **Folder and the File name** in the **Choose File to Upload** window.
4. Click **Open**.
5. The name of the selected file and the path of the file are displayed in the **File Name** field.
6. Click **Submit** to upload the file.

Note: All the files to be uploaded must be in a compressed format with a .zip extension.

The procedure to search the uploaded invoices is as follows:

1. Enter the details for the fields in the **Search Criteria** section.
2. Click **Search**.
3. The details are displayed in the **Search Results** section.



5.7.2.2 Downloading a File

To download a file, the steps are as follows:

1. Click **General** menu.
2. Click **File Management** submenu.
3. Click **Download File** option.
4. The **Download File** screen is displayed.

The fields and buttons are as described in the following tables.

Fields	Description	Remarks
Search Criteria		
Billing Month From	It indicates the Billing Month that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec



Fields	Description	Remarks
Billing Period From	It indicates the Billing Period that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
Billing Month To	It indicates the Billing Month that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
Billing Period To	It indicates the Billing Period that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
Billing Year	It indicates the Billing Year that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • Current Billing Year • Previous Five Years



Fields	Description	Remarks
File Type	It indicates the type of file you want to download.	<p>Valid values are:</p> <ul style="list-style-type: none"> • ALL (default) • BVC CSV Report • Change Info Reference Data Update CSV File • Complete Contacts Data CSV File • Complete Reference Data CSV File • Correspondence Report Download Service • ISIDEC Outbound • ISXML Outbound • MISC ISWeb XML • Offline Archive Files • Old IDEC Files • On behalf of IS-XML files (for MISC/UATP) • PAX Auto billing Daily Revenue Recognition Files • PAX Auto billing invoice posting files • PAX Daily Auto Billing Irregularity Report • Processed Invoice CSV Reports • Sanity Check reports for ISR files • Sanity Check reports for supporting Documents • Sanity Check reports for Usage files • UATP ATCAN CSV report • Validation/Sanity Check Reports for IS-IDEC/IS-XML • Daily MISC Payables Payment Status Updates Output Files • Daily MISC Receivables Payment Status Updates Output Files • Invoice Payment Status Update Payables Input File • Invoice Payment Status Update Receivables Input File • Sanity/Validation Reports for MISC Payment Status Updates Input files <p>Note: If File Type is ALL then daily files will not be included in the search result</p>



Fields	Description	Remarks
Location ID	The Location IDs offered in this List Box will be filtered to those that are associated with the user (Active as well as Inactive).	<ul style="list-style-type: none"> ● When the 'Location Association Type' of the user is "None" <ul style="list-style-type: none"> ▪ The List Box field will NOT offer any Location IDs ● When the 'Location Association Type' of the user is "All Location IDs" <ul style="list-style-type: none"> ▪ The List Box field will offer ALL Active as well as Inactive Location ID(s) of the Member ● When the 'Location Association Type' of the user is "Specific Location IDs" <ul style="list-style-type: none"> ▪ The List Box field will offer only those Location ID(s) of the Billing Member that are associated with the user, whether Active or Inactive
Search Criteria For Daily MISC Bilateral Files To Billed Members		
Delivery Date From*	Use these dates to filter on the delivery date of the daily Miscellaneous Bilateral Output (IS-XML or Offline Archive)	For example: 23-Sep-2013
Delivery Date To*		For example: 24-Sep-2013
File Type	It indicates the type of bilateral file you want to download.	Valid values are: <ul style="list-style-type: none"> ● ALL ● Daily MISC Bilateral IS-XML ● Daily MISC Bilateral OAR
*Location ID	The Location IDs offered in this List Box should be filtered to those that are associated with the user (Active as well as Inactive).	<ul style="list-style-type: none"> ● When the 'Location Association Type' of the user is "None" <ul style="list-style-type: none"> ▪ The List Box field should NOT offer any Location IDs ● When the 'Location Association Type' of the user is "All Location IDs" <ul style="list-style-type: none"> ▪ The List Box field should offer ALL Active as well as Inactive Location ID(s) of the Member ● When the 'Location Association Type' of the user is "Specific Location IDs" <ul style="list-style-type: none"> ▪ The List Box field should offer only those Location ID(s) of the Billing Member that are associated with the user, whether Active or Inactive.

The procedure to download a file is as follows:

1. Enter the values for the following fields in the Search Criteria:

- **Billing Month From**
- **Billing Period From**
- **Billing Month To**
- **Billing Period To**
- **Billing Year**
- **File Type**
- **Location ID**

2. Click **Search**.

OR


3. Enter the values for the following fields in the Search Criteria For Daily MISC Bilateral Files To Billed Members:

- **Delivery Date From**
- **Delivery Date To**
- **File Type**
- **Location ID**

4. Click **Search**.

5. The results are displayed in the **Search Results** section.

6. Select the file from the list displayed.

7. Click  to download the file.

8. A message 'Do you want to open file' is displayed on the screen.

9. Click **Open** to view the file in an excel sheet.

OR

Click **Save** to download the file to be viewed later.

OR

Click **Cancel** to exit.

5.8 Managing Suspended Invoices

In this topic you will see how to

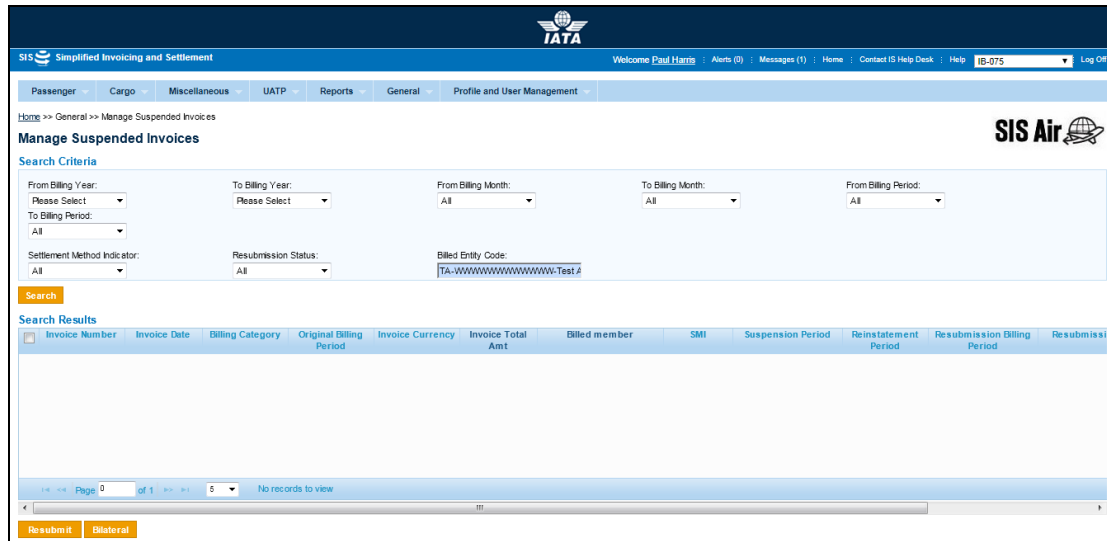
- Resubmit the Suspended Invoices
- Submit the Suspended Invoices for Bilateral Settlement



5.8.1 Resubmitting the Suspended Invoices

To resubmit the suspended invoices, the steps are as follows:

1. Click **General** menu.
2. Click **Manage Suspended Invoices** submenu.
3. The **Manage Suspended Invoices** screen is displayed.



The fields and buttons are as described in the following tables.

Fields	Description	Remarks
From Billing Year	It indicates the Billing Year that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • Current Billing Year • Previous Five Years
To Billing Year	It indicates the Billing Year that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • Current Billing Year • Previous Five Years
From Billing Month	It indicates the Billing Month that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • All • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec



Fields	Description	Remarks
To Billing Month	It indicates the Billing Month that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • All • Jan • Feb • Mar • Apr • May • Jun • Jul • Aug • Sep • Oct • Nov • Dec
From Billing Period	It indicates the Billing Period that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • All • 1 • 2 • 3 • 4
To Billing Period	It indicates the Billing Period that contained the transaction.	Valid values are: <ul style="list-style-type: none"> • All • 1 • 2 • 3 • 4
Settlement Method Indicator	It indicates the settlement method chosen for the invoice.	Valid values are: <ul style="list-style-type: none"> • All • ICH • ACH • ICH Special Agreement
Resubmission Status	It indicates the resubmission status for the files.	Valid values are: <ul style="list-style-type: none"> • ALL • R • B
Billed Entity Code	It indicates the member name and the designator code of the Billed Member.	Type in the member code or press down-arrow key on the keyboard and select the member form the drop-down list.

Buttons	Description	Remarks
Search	Click Search to search the suspended invoices.	The results are displayed in the Search Results section.
Resubmit	Click Resubmit to resubmit the selected invoices.	The invoices are resubmitted only if the both the Billing Member and Billed Member are not suspended.



Buttons	Description	Remarks
Bilateral	Click Bilateral to submit the selected invoices for Bilateral Settlement.	A message is displayed on the screen that "Invoices marked as Bilaterally Settled Successfully."

The procedure to resubmit the suspended invoices is as follows:

1. Enter the details for the following fields in the **Search Criteria** section.
 - **From Billing Year**
 - **To Billing Year**
 - **From Billing Month**
 - **To Billing Month**
 - **From Billing Period**
 - **To Billing Period**
 - **Settlement Method Indicator**
 - **Resubmission Status**
 - **Billed Entity Code**

2. Click **Search**.

3. The results are displayed in the **Search Results** section.

4. Select the invoice from the list displayed.

5. Click **Resubmit**.

6. The selected invoices are resubmitted.

Note:

1. If the member is still suspended, a message is displayed on the screen indicating that the Billing/Billed member for the selected invoice is still suspended.
2. If a member is merged and its invoices are marked with a suspension flag, the system will not allow resubmission of such invoices

5.8.2 Submitting the Suspended Invoices for Bilateral Settlement

The procedure to submit the suspended invoices for Bilateral Settlement is as follows:

1. Enter the details for the following fields in the **Search Criteria** section

- **From Billing Year**
- **To Billing Year**
- **From Billing Month**
- **To Billing Month**
- **From Billing Period**
- **To Billing Period**
- **Settlement Method Indicator**
- **Resubmission Status**
- **Billed Entity Code**

2. Click **Search**.

3. The results are displayed in the **Search Results** section.

4. Select the invoice from the list displayed.

5. Click **Bilateral**.

6. The selected invoices are submitted for Bilateral Settlement.

Note: A message is displayed on the screen indicating that the Invoices marked as Bilaterally Settled Successfully.

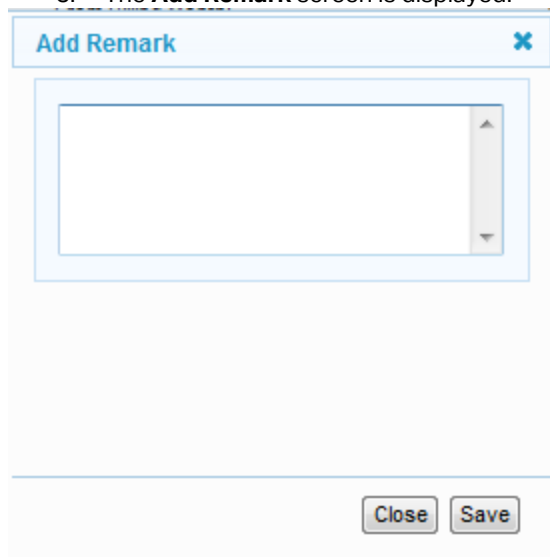
The procedure to undo the bilateral marking for the invoice is as follows:

1. Select the invoice.
2. The **Bilateral** button changes to **Undo Bilateral**.
3. Click **Undo Bilateral**.

Note: A message is displayed on the screen indicating that the Bilaterally settled Invoices are reverted successfully.

The procedure to add remarks for the invoice is as follows:

1. Select the invoice from the list displayed in the **Search Results** section.
2. Click **Remarks** field for the invoice. (Scroll the horizontal scroll bar for the Search Results section).
3. The **Add Remark** screen is displayed.



4. Add the details.
5. Click **Save** to save the added Remark.
6. Click **Close** to exit.



The procedure to view the invoice is as follows:

1. Select the Invoice.
2. Click the Invoice Number fields for the invoice in the Search Results section.
3. The Invoice opens in a view mode.

5.8.3 ICH Protest and Adjustment

To access ICH Protest and Adjustment, the steps are as follows:

1. Click **General** menu.
2. Click on **ICH Protest and Adjustment** sub menu.
3. The **ICH Protest and Adjustment** screen is displayed.



5.9 Legal Archive Retrieval

Using this submenu you can:

- Search for Archived items that can be retrieved
- Download the Retrieved Invoices

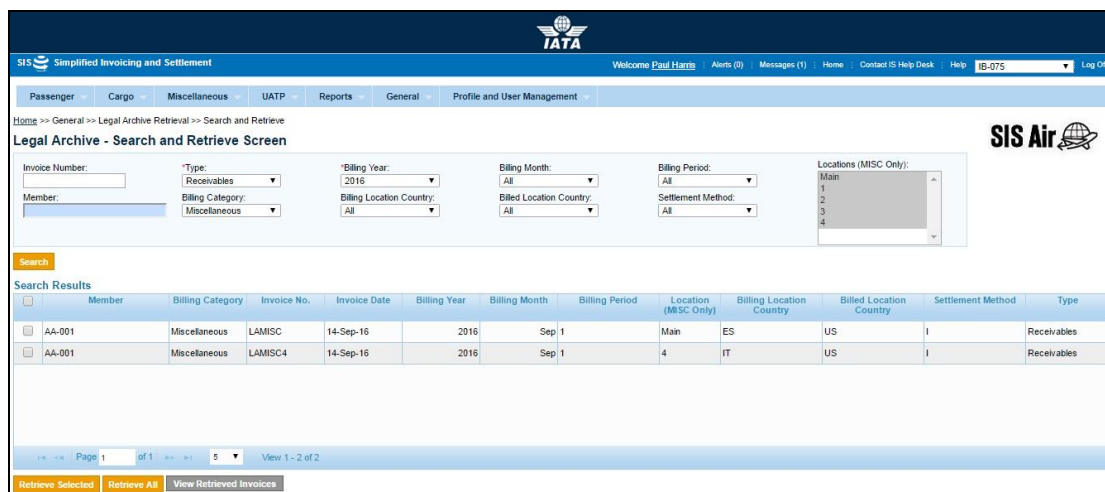


5.9.1 Retrieving Legal Archive

Using this screen you can search for archived Items that can be retrieved.

To retrieve the Legal Archive, the steps are as follows:

1. Click **General** menu.
2. Click **Legal Archive Retrieval** submenu.
3. Click **Search and Retrieve** option.
4. The **Legal Archive - Search and Retrieve** screen is displayed.



Note: Fields and Buttons are as described in the tables.

- The fields marked with (*) are mandatory.
- Auto-complete fields are identified with blue color. To see all possible values for the field, press the down arrow key on the keyboard.
- A greyed field by default is populated automatically with the data already present in the system or with data calculated at the invoice.

Fields	Description	Remarks
Invoice Number	Unique alphanumeric ID that identifies the member in the Member Profile.	It is the Member ID to whom the Invoice is to be sent. For example, WI-023-Wings Airways
*Type	It indicates the type of billing.	Valid values are as follows: <ul style="list-style-type: none"> • Payables are billing received from other interline partners for a billing period. • Receivables are invoices billed to other interline partners.
*Billing Year	It is the Clearance Year for the invoice.	For example, 2011
Billing Month	It is the Clearance Month for the invoice.	For example, JAN

Fields	Description	Remarks
Billing Period	The Clearance Period of the invoice.	Valid values are: <ul style="list-style-type: none"> • 1 • 2 • 3 • 4
Member	Unique alphanumeric ID that identifies the member in the Member Profile.	For example, WI-221-Wings Airways
Billing Category	It indicates the category in which Billing is done.	Valid values are: <ul style="list-style-type: none"> • All • Passenger • Cargo • Miscellaneous • Cargo
Billing Location Country	It indicates the Country of the Billing Member .	Select from the list displayed.
Billed Location Country	It indicates the Country of the Billed Member .	Select from the list displayed.
Settlement Method	It indicates the Settlement method for the invoices.	Valid values are: <ul style="list-style-type: none"> • All • ICH • ACH • Bilateral • Adjustment Due to Protests • ACH using IATA Rules (MITA) • No Settlement (PAX Form C) • ICH Special Agreement
Location (MISC Only)	It indicates Locations IDs of Invoices/Credit Notes.	It offers Location IDs filtered to those that are associated with the user (irrespective of whether the Location is Active or Inactive). This filter is applicable only on MISC Invoices/Credit Notes.

Buttons	Description	Remarks
Search	Click Search to search the details for the invoice.	The results are displayed in the Search Results section.
Retrieve Selected	Click Retrieve Selected to retrieve the selected Legal Invoices.	-
Retrieve All	Click Retrieve All to retrieve all the invoices from the list displayed in the Search Results section.	-

View Retrieved Invoices	Click View Retrieved Invoices to navigate to the previous screen i.e. Legal Archive – Download Retrieved Invoices screen.	-
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The procedure to search for the Invoices to be retrieved:

1. Enter the details for the following fields:
 - **Invoice Number**
 - **Type**
 - **Billing Year**
 - **Billing Month**
 - **Billing Period**
 - **Member**
 - **Billing Category**
 - **Billing Location Country**
 - **Billed Location Country**
 - **Settlement Method**
 - **Location (Miscellaneous Only)**
2. Click **Search**.
3. The results are displayed in the **Search Results** section.

The procedure to retrieve all the invoices is as follows:

1. Click **Select All** or Select the Invoices from the list in the **Search Results** section.
2. Click **Retrieve**.
3. All the Invoices in the **Search Results** section will be retrieved.
4. You can download all the retrieved invoices.



5.9.2 Downloading Retrieved Invoices

Using this screen you can download all the retrieved Invoices.

To download all the retrieved Invoices, the steps are as follows:

1. Click **General** menu.
2. Click **Legal Archive Retrieval** submenu.
3. Click **Download Retrieved Invoices** option.
4. The **Legal Archive - Download Retrieved Invoices** screen is displayed.

Requested By	Requested On	Job Id	Job Status	Invoice Number	Type	Billing Year	Billing Month	Billing Period	Member	Billing Category	Locations (MSC Only)	Billing Location Coun
Jose Janez	15-Sep-16	075-20160915-4881	COMPLETE		Payables	2016	Sep	2	AI-098	AI	Main	
Jose Janez	15-Sep-16	075-20160915-4878	COMPLETE		Receivables	2016	AI		AI AA-001	AI	Main.1,2,3,4	
Jose Janez	15-Sep-16	075-20160915-4876	COMPLETE		Receivables	2016	AI		AI AA-001	AI	Main	

Actions	Type	Member	Billing Category	Invoice Number	Invoice Date	Billing Year	Billing Month	Billing Period	Location (MSC Only)	Billing Location Country	Billed Location Country	Settlement Method
	Payables	AI-098	UATP	RoUTPLA0	01-Jan-12	2016	Sep	2	AI	ES		I

Two sections are displayed on the **Legal Archive - Download Retrieved Invoices** screen.

Only the jobs fired by the logged in user will be displayed on this screen.

In the upper section, the original Search Criteria (used to search the archived Items that can be retrieved) is displayed along with the job status.

In the lower section, the details of the record (selected in the Upper Section) are displayed. The list displayed consists of Invoices that have been retrieved by the system for the job.

Clicking on **Search and Retrieve** button will navigate to **Legal Archive – Search and Retrieve** screen.

The procedure to download the selected Invoices is as follows:

1. Select the Invoice to be downloaded.
2. Click in the **Action** column.
3. The file will be downloaded.



Member Profile Module

6. Member Profile Module

6.1 Introduction to Profile Management

The Profile and User Management menu allows you to:

1. To manage Member Profile settings
2. To create users and to edit existing user details
3. To assign permissions to users
4. To view profile changes

Profile and User Management menu has following submenus:

1. **Manage Member Profile:** You can view your profile details and edit some of the details using Manage Member Profile submenu.
2. **Manage Users:** You can view and edit user details using Manage Users submenu.
3. **Create Users:** You can create new users using Create Users submenu. There is no limitation on the number of users you can create.
4. **Manage User Permissions** has following options:
 - **Manage Permission Templates:** A permission template is set of functionalities grouped together. You can create new templates and modify existing templates using Manage Permission Templates option.
 - **Assign Permissions to User:** After you have created a new user, you can assign permissions to the user using Assign Permissions to User option. The permissions are assigned as per user's role and responsibilities.
5. **View Profile Changes:** You can view the changes made to your profile by SIS, ICH, ACH members.

We will discuss about each submenu in detail.

6.2 Managing Member Profile

Manage Member Profile: You can view your profile details and edit some of the details using Manage Member Profile submenu.

You can,

- Manage the Member Details
- Manage Location Details
- Manage E-billing Services
- Manage Passenger and Miscellaneous Billing Configurations
- Manage UATP Configurations
- Manage ICH Configurations
- Manage ACH Configurations

Note: For certain types of users, only tabs 'Member Details' and 'Locations' will be accessible



6.2.1 Managing Member Details

The procedure to go to Manage Member Profile screen is as follows:

1. Click the **Profile Management** tab on the main menu, and then click the **Manage Member Profile**.
2. The **Member Profile** screen is displayed.

3. The Member Profile information is logically categorized and displayed in different sections on following tabs:

- Member Details
- Locations
- Contacts
- Passenger
- Cargo
- Miscellaneous
- UATP
- ICH
- ACH

Managing Member Details

The Member Details tab is displayed by default. This tab contains the basic information of a member.

Member Information

The following table describes the fields in the **Member Information** section:

Fields	Description	Remarks
*Member Prefix	Numeric code assigned to the member	For example 001, 002 This is a non-editable field.
*Member Designator	Alpha code assigned to the member	For example, WI, SIS This is a non-editable field.
*Member Legal Name	Legal name of the member	For example, SIS Airways This is a non-editable field.
*Member Commercial Name	Commonly used company name	For example, SIS Airways, Wings Airways This is an editable field.
Member Logo	Official logo image for the Member	This is an editable field. Member can upload new logo by clicking on the Logo image.

1. The ***Member Prefix**, ***Member Designator** and ***Member Legal Name** fields display the information provided by member to IATA/IS. This field is a non-editable field wherein member cannot make any changes.
2. Member can change ***Member Commercial Name**.
3. Membership Details.

The following table describes the fields in the **Membership Details** section:

Fields	Description	Remarks
*IS Membership Status	IS membership status depending upon whether the member has signed IS membership contract	This is a non - editable field.
*IS Entry Date	Date when the member was activated in IS	Date is displayed in DD-MM-YY This is a non - editable field.
IATA Membership	IATA Membership status of the Member	This is a non - editable field.
ICH Member	Indicates if the member is an ICH Member. The check box is selected if the member is ICH member.	This is a non - editable field. It is derived automatically based on the ICH Membership Status on the ICH tab.
ACH Member	Indicates if the member is an ACH Member. The check box is selected if the member is ACH member.	This is a non - editable field. It is derived automatically based on the ACH Membership Status on the ACH tab.

1. The **IS Membership Status** shows the current status of the member and the icon next to the text box displays the membership status history. The status and the date on which the change in the status occurred are displayed on the Status Change History screen. User can view only last five status changes.
2. If the check boxes are not selected it states that the member is not an IATA member, ICH member or ACH member.

Main Location Details

The following table describes the fields in the **Main Location Details** section:

Fields	Description	Remarks
Company Registration ID	Registration ID of the Member's Main location	-
Tax/VAT Registration #	Tax/VAT registration number of the Member's Main location.	This is the Tax/VAT registration number that is required in the legal invoice.
Add. Tax/VAT Registration #	Additional Tax/VAT Registration ID of the Member's Main location.	Any additional Tax/VAT IDs can be entered in this field.
*Address Line 1	First line of the postal address of the Member's Main location.	-
Address Line 2	Second line of the postal address of the Member's Main location.	-
Address Line 3	Third line of the postal address of the Member's Main location.	-
*City Name	City name of the Member's Main location.	-
Postal Code	Postal code of the Member's Main location.	-
*Country Name	Country name of the Member's Main location.	-
Subdivision Name	State/Province/Sub Division name of the location	<p>This is an auto-complete field. Hence you can either:</p> <ol style="list-style-type: none"> Select the desired subdivision name from the drop-down list. <p>OR</p> <ol style="list-style-type: none"> Enter first few characters of the desired subdivision name in the Subdivision Name text box and then select the appropriate value from the drop down list. <p>Note: The values appearing in the Subdivision Name list box are dependent on the Country Name field value.</p>

Bank Details for Bilateral Settlement

All the fields in the **Bank Details for Bilateral Settlement** section are non - editable.
The following table describes these fields.

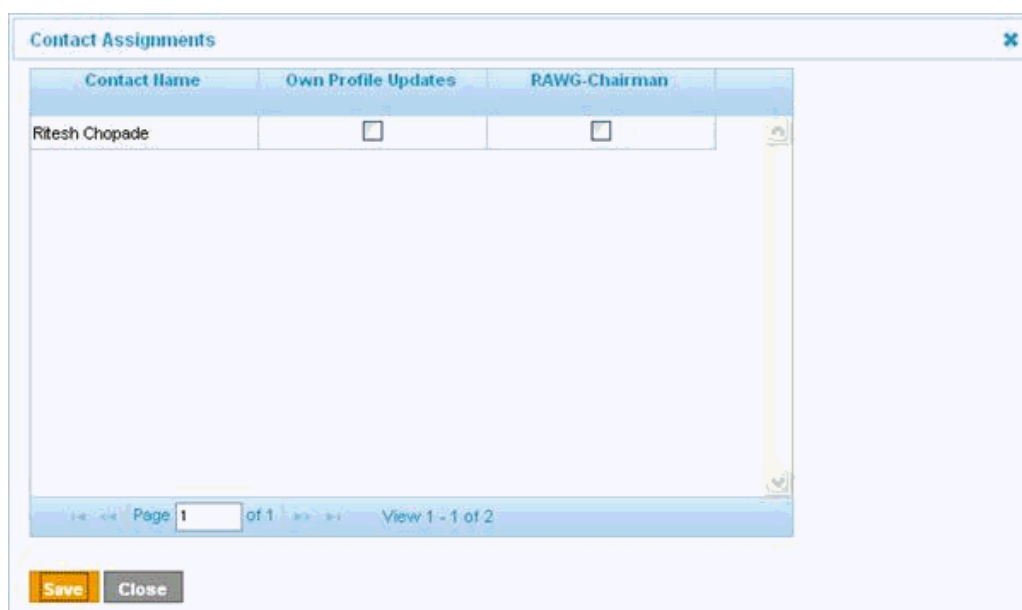
Fields	Description	Remarks
Bank Account Name	Name of the Bank Account associated with the Member's Main location	Bank details are only applicable in case of Bilateral Settlement.
Bank Account Number	Bank Account Number associated with the Member's Main location	Bank details are only applicable in case of Bilateral Settlement

Fields	Description	Remarks
Bank Name	Name of the Bank associated with the Member's Main location	Bank details are only applicable in case of Bilateral Settlement.
Branch Code	Branch Code of the Bank associated with the Member's Main location	Bank details are only applicable in case of Bilateral Settlement.
Bank Code	Bank Code of the Bank associated with the Member's Main location	Bank details are only applicable in case of Bilateral Settlement.
Currency Code	Currency code for transactions	Bank details are only applicable in case of Bilateral Settlement.
IBAN	International Bank Account Number associated with the Member's Main location	Bank details are only applicable in case of Bilateral Settlement.
SWIFT	SWIFT code associated with the Member's Main location	Bank details are only applicable in case of Bilateral Settlement.

IS Contacts

IS Contacts are used for:

1. Sending notifications when a change is initiated or made on any of the fields on Member Profile.
2. Sending notifications when post dated profile updates become effective.



Editing Member Details

Any changes in the fields that are editable can be effective immediately or can be effective from future period. Fields for which the change is effective immediately are as follows:

1. *Member Legal Name
2. *Member Commercial Name

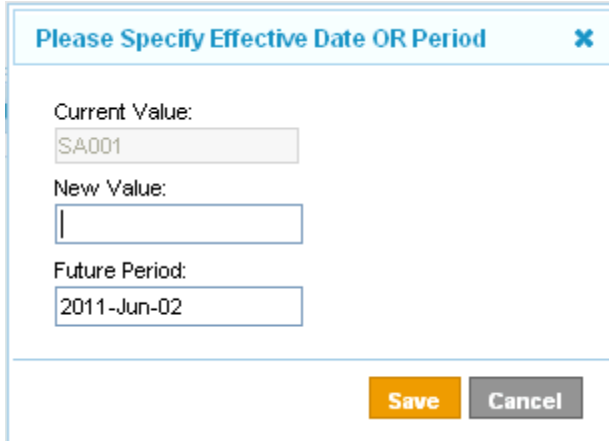
Fields for which the change is post dated are listed below:

1. Company Registration ID
2. Tax/VAT Registration #
3. Additional Tax/VAT Registration #
4. *Address Line 1

5. Address Line 2
6. Address Line 3
7. *City Name
8. Postal Code
9. *Country Name
10. Subdivision Name

To edit these fields,



1. Click **Edit** link provided next to the field.
2. The **Please Specify Effective Date OR Period** screen is displayed.



The following table describes the fields on the Editing screen:

Fields	Description	Remarks
Current Value	Old or the existing value of the field	Current value is as per the field specified. Note: Current value cannot be edited.
New Value	New value to be entered in the field	This value is shown on the screen after necessary changes.
Future Period	Billing period for the new value to be applicable.	Current Billing period cannot be specified.

The procedure to edit Member Details is as follows:

1. Click **Edit** link provided next to the field which you wish to edit.
2. The Editing screen is displayed.
3. The **Current Value** field is a non - editable field. The current value for the field is displayed in this field.
4. Enter new value in the **New Value** field.
5. Enter period from which you wish to change the value in the Future Period field.
6. Click **Save**.
7. The new value will be saved and will be effective from the entered period.
8. An exclamation icon  will appear next to the **Save** button on the Member Details tab and the edited field. The icon indicates that changes or the new value will be applicable from the entered future period.
9. To view the pending details, double-click  icon.
10. For the field with existing values you must enter an effective date for the change. This is not expected when you enter the value for the first time.

6.2.2 Managing Location Details

Member can search and add new location in the member profile. Each member has one **Main Location** and multiple other locations.



To manage **Location Details**, click Locations tab.

The screenshot shows the 'Manage Member' interface with the 'Locations' tab selected. It includes sections for 'Search Existing Location', 'Location Details' (with fields for Member Legal Name, Member Commercial Name, Company Registration ID, Tax/VAT Registration #, Address Line 1-3, City Name, Location Name, Postal Code, Subdivision Name, UATP Location, and Active status), 'Miscellaneous Output Files Specific to this Location', 'Tax Reporting Location Details', 'Tax Authority API Details', 'Invoice Footer', and 'Bank Details for Bilateral Settlement'. A 'Save Location' button and a 'Future Updates Pending' notification are at the bottom.

Adding a New Location

Multiple locations can be added for a member.

Fields marked with (*) are mandatory.

The following table describes the fields on the **Location Details** section:

Field	Description	Remarks
Member Legal Name*	The full legal name of the member.	For Example: Air Berlin Airways
Member Commercial Name*	The commonly used company name.	For Example. "Air Berlin"
Company Registration Id	Company registration ID of the member.	Registration Id of current member appears
Tax/VAT Registration #	Tax/VAT Registration ID of the Member.	Tax/VAT of the current member appears
Add Tax/VAT Registration #	Any additional Tax/VAT Registration ID of the Member.	
Address Line 1*	Address Details of the Main Location of the Member.	Address details of the current member appears
Address Line 2	Address Details of the Main Location of the Member.	Address details of the current member appears

Field	Description	Remarks
Address Line 3	Address Details of the Main Location of the Member.	Address details of the current member appears.
City Name *	City of the Main Location of the Member.	City name of the Current member appears
Location Name	Additional description for location name	Additional description added in this field will be shown in Location ID dropdown along with Location ID
Postal Code	Postal Code of the Main Location of the Member.	Displays the Postal code of the location
Country Name*	Country Name	Country name of the Current member appears
Subdivision Name	Displays the State/Province/Sub Division name.	This is an auto complete field. Click the down arrow key on the keyboard to view the entire list.
UATP Location	Indicates if the particular location is a UATP location.	-
General Terms Document	Indicates the General Term Document	Should be non editable when a new location is added or existing location is viewed.
Files Specific to this Location Required	Indicates if Location specific file should be generated for that location	Should be visible and applicable ONLY for Location IDs which are numeric (and not equal to 'Main' or 'UATP').
iiNet Account ID for this Location	iiNet account ID applicable to that Location	<ul style="list-style-type: none"> Should be visible and applicable ONLY for Location IDs which are numeric (and not equal to 'Main' or 'UATP'). This is an optional field. If files specific to this Location are required and an iiNet Account ID is not defined, they will be delivered to the Main Miscellaneous iiNet Account (if defined). If an iiNet Account is not defined for the Main Location also, then FTP will not be done for that file.
Invoice Footer	The contents of the text box are printed on the invoice.	The below text will appear on all invoices unless overridden by the Invoice data supplied in IS format or by the details in the Location tab.

The procedure to add a new location is as follows:

- To add a new location in the member profile, click the **Add Location** button next to the **View** button on the Locations tab.
- All the fields to add a new location will be displayed.
- Add the new **Member Legal Name** and **Member Commercial Name** in the text box.
- Enter the new location's **Company Registration ID** in the field.
- Enter **Tax/VAT Registration Number** or other **Additional Tax/VAT Registration Number** in the field.
- Enter the **Location Address** in Address line 1, 2, and 3 with the city name and postal code in the respective text fields.
- Enter the **Subdivision Name**.

8. Select the check box if the member is a **UATP Location**.
9. The **Active** check box is selected if the particular location is active.
10. Enter the required content in the **Invoice Footer** text box. The entered invoice footer will appear for this location only.
11. Click **Save** Location after all the location details are entered.

Note: Member Legal Name, Member Commercial Name, Address Line 1, City Name, Country Name are the mandatory text fields for adding new location.

Note: Fields 'Member Legal Name' and 'Active' in Location Details will be Post Dated – Period in case of new location added and saved. For the MAIN location these two fields will not be in Post Dated – Period.

Searching for an Existing Location

The procedure to search for an existing location is as follows:

1. On the **Location** tab select the location from the **Search Existing Location** drop-down list.
2. Selected location will be displayed in the drop-down box. Click **View** to get the details of the location.
3. The details will be displayed in the **Location Details** section.

For more information about the fields in the Location Details section refer Adding a New Location.

Editing Location Details

The **Edit** hyperlink is provided next to every field on the **Location** tab.

For more information about fields on **Location** tab refer Adding a New Location.

The procedure to edit the existing location details is as follows:

1. On the **Location** tab select the location from the **Search Existing Location** drop-down list.
2. Selected location will be displayed in the drop-down box. Click **View** to get the details of the location.
3. The details will be displayed in the **Location Details** section.
4. Click **Edit** hyperlink to edit the details for the respective field.
5. After making necessary changes, click Save Location. The confirmation message will be displayed.



6.2.3 Managing Contacts

You can view, search, & delete the existing contacts. You can also edit contact assignments using Contacts tab and you can add a new contact. To manage Contacts, click **Contacts** tab.

Adding a New Contact

Member can add any number of contacts. Not every user can be a contact, and not every contact can be a user.

The following table describes the fields for adding a new contact:

Fields	Description	Remarks
Salutation	Salutation to be added before name of the member/user/contact	For example Mr., Mrs., Miss., Dr.
First Name*	First name of the contact	-
Last Name	Last Name of the contact	-

Fields	Description	Remarks
E-mail ID*	E-mail ID of the contact	<p>E-mail ID is unique for all the members, users and contacts.</p> <p>For Viewing purpose this information will be fetched from IS user.-</p> <ul style="list-style-type: none"> If entered e-mail address exists in the IS User Profile, then details will not be saved in the contact database and will be non-editable. If entered e-mail address does not exist in the IS User Profile, then system will display a pop up window. Click OK to create a new contact or click Cancel to edit the e-mail ID of the contact.
Staff ID	Staff ID of the contact	<p>Internal ID of the contact, maintained in the members system.</p> <p>Staff ID is the unique ID given to every staff member.</p>
Position/Title	Position/ Title of the contact	Position or the designation of the contact
Division	Division of the contact	-
Department	Department of the contact	The department that the contact belongs or works.
Location ID	Location ID of the location where the particular contact is located	It is a unique system generated code that identifies the location.
Address Line 1	First line of the Address	-
Address Line 2	Second line of the Address	-
Address Line 3	Third line of the Address	-
City Name	City name	-
Postal Code	Postal code of the address	-
Country Name	Country name of the contact address	-
Sub Division Name	Displays the State/Province/Sub Division name	Press the down arrow key on keyboard to view the sub division list.
Phone Number 1	Phone number 1 of the contact	
Phone Number 2	Phone number 2 of the contact	
Mobile Number	Mobile number of the contact	
Fax Number	Fax number	
SITA Address	The SITA Address (Teletype – Pre designated Point)	Provider of global information and telecommunication solutions for the air transport industry.
Active	Status for the contact	<p>For a new contact the check box is selected by default.</p> <p>Once the contact is created it cannot be deactivated.</p>



The procedure to add a new contact is as follows:

1. Click the **Contact** tab and then click the **Add New Contact**.
2. Add a valid e-mail address in the **E-mail Address** field.
3. Select the salutation from the **Salutation** drop-down list.
4. Enter first name and last name of the user in the **First Name** and the **Last Name** field.
5. Enter the staff ID in the **Staff ID** field.
6. Enter position/title, division, and the department of the user.
7. Select the location ID from the **Location ID** drop-down list.
8. Enter the address, city name, and the postal code of the user in the respective fields.
9. Select the country from the Country drop-down list.
10. Enter the sub division in the **Sub Division** field.
11. Enter the contact number of the user.
12. Enter mobile number and fax number of the user in the respective fields.
13. Enter the SITA Address in the field.
14. Check if the **Active** check box is selected, if not select the check box.
15. After entering all the details, click **Save Contact**. You will see a confirmation message.

Searching for an Existing Contact

You can search for an existing contact by entering First Name, Last Name, E-mail ID, and Staff ID. You can use one or more search parameters. The search results are displayed in a list.

The following table describes the fields on Contacts tab:

Field	Description	Remarks
First Name	First name of the contact	-
Last Name	Last Name of the contact	-
E-mail ID	E-mail ID of the contact	-
Staff ID	Staff ID of the contact	Internal ID of the contact, maintained in the members system.

- The Action column indicates the actions that can be performed on a selected contact.
- The **X** icon indicates Delete action.

The procedure to search the contact is as follows:

1. Enter the First Name, Last Name, and E-mail ID in the respective fields.
2. Click **Search**.
 - The details of the specific contact will be displayed in the Search Results section.
 - You can search for an existing contact by entering the data in any one of the fields. To search for an existing contact, mention the **Staff ID** or the **E-mail ID** of the contact.
 - By default 5 contact details are displayed in the list. To view more contacts click the next page to view the remaining contacts.

Editing Contact Details

The details of the selected contact are displayed in the lower section. These details can be edited.

The procedure to edit contact details is as follows:

1. Enter the data into one or more search criteria fields and then click Search.
2. The search results will be displayed in the list. Select the contact from the list. The details of the selected contact will be displayed.
3. Enter the new data in the respective fields.
4. Click **Save Contact**.

Refer to Adding New Contacts for field description.

Refer to Searching for an Existing Contact.

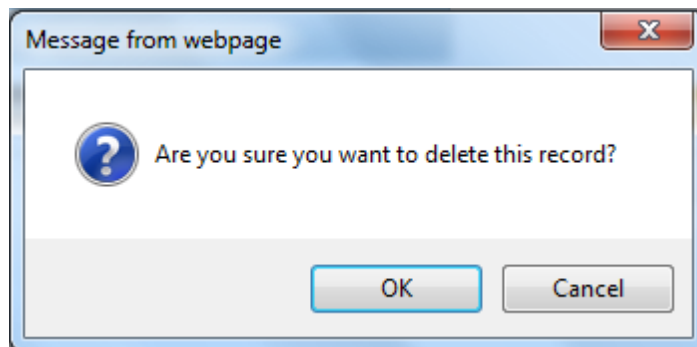
Deleting Contact

To delete a contact, search a particular contact or contacts to be deleted. A contact can only be deleted if the contact does not have any assignments. In order to delete the existing contact with assignment, either replace or remove these assignments.

Refer **Searching for an Existing Contact** to search a particular contact to delete.

The procedure to delete a contact is as follows:

1. Select the contact you wish to delete.
2. Click the **X** from the Actions column.
3. A dialog box is displayed which asks user to confirm the deletion of the selected contact.
4. Click **OK** to delete the contact.
5. If you do not wish to delete, click **Cancel**.



Note: A confirmation message is displayed after deletion.

Viewing Contact Assignments

Each contact can be assigned to a number of positions. These are called as Contact Assignments.

To view contact assignments click the **Contacts** tab and then click **View All Contact Assignments**.

The **All Contact Assignments** screen will be displayed.



✕
All Contact Assignments

Search Criteria

Group: Subgroup: Type:

Search

Contact Name	ACH-Advice Contact	ACH-Claim Confirmation Contact	ACH-Clearance Initialization Contact
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

⏪ ⏩ Page of 1 ⏪ ⏩

Save Close

The following table describes the fields on the **All Contact Assignments** screen:

Fields	Description	Remarks
Group	Member of same department	Following options are available in the drop down list: <ul style="list-style-type: none"> Billing category Specific Clearing house E-Invoicing Member Related Voted related By default No Group option is selected. The search can be based on the contacts.
Subgroup	Sub Category of the group selected	Following options are available in the drop down list: ICH, CGO, E-Invoicing WG, F&F AIA Members, F&F ASG Members, IAWG UG, ACH, ICH Panel, MISC, Old IDEC SC, PAX, RAWG, SIS SC, Sampling SC, UATP. By default No Subgroup option is selected.
Type	Contact in a category	Following options are available in the drop down list: Information Processing By default No Type option is selected.
Contact Name	Name of the contact	-
PAX Manager	Supervisor for Passenger	-

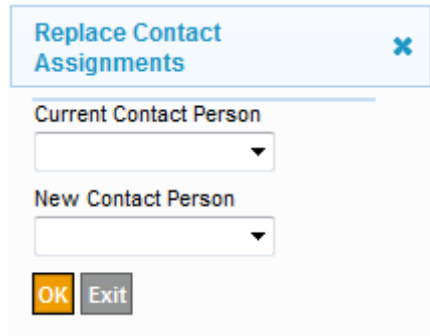
Fields	Description	Remarks
PAX-Refund	-	-
PAX-Interline Billing	-	-

The procedure to replace the contact assignments is as follows:

1. Select the **Group**, **Subgroup**, and the **Type** from the respective drop-down list.
2. Click **Search**. The list of contacts will be displayed.
3. It also displays the contact list and the assignments to the contact.
4. The selected check box indicates that the contact belongs to that group.

Note: By default, 10 records will be displayed in the grid. If, number of records are more than 10, to view more set of contacts use pagination control to navigate directly to a particular list of contact.

Replacing Contact Assignments



To replace the contact assignments, click **Contacts** tab. Click **Replace Contact Assignment**. The **Replace Contact Assignment** screen will be displayed:

The following table describes the fields on the **Replace the Contact Assignments** screen:

Fields	Description	Remarks
Current Contact Person	Current contact person	List of current contacts will be displayed in the drop-down list.
New Contact Person	New contact created	List of current contacts will be displayed in the drop-down list.

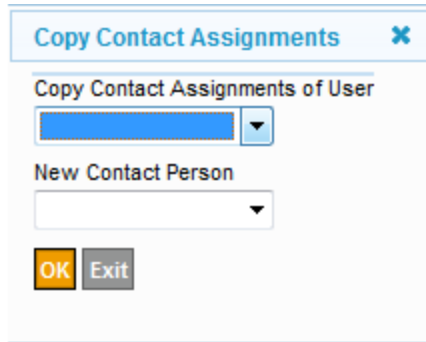
The procedure to replace the contact assignments is as follows:

1. Select the contact from the **Current Contact Person** drop-down list.
2. Select the contact from the **New Contact Person** drop-down list to assign the new contact assignments.
3. Click **OK** to replace the contact assignments or click **Exit** to close the window.
4. Click **Save Contacts** to save the changes made.

Note: You cannot select the same user while replacing the contact assignments.

Copying Contact Assignments

To copy the contact assignments, click **Contacts** tab. Click **Copy Contact Assignment** to copy the contact assignments. The **Copy Contact Assignments** screen will be displayed:



The following table describes the fields on **Copy Contact Assignments** screen:

Fields	Description	Remarks
Copy Contact Assignments of User	The user whose assignments will be copied and will be allocated to the new user.	Already available in the drop down. Displays the list of contact person which are available in the profile. Member can select the contact whose assignments have to be copied. Contact Assignments will be copied and the same assignments will be allocated to the new contact.
New Contact Person	New user to whom the assignments will be copied.	Displays the list of contact persons which are available for that member. Member can select the contact whose assignments have to be replaced. Contact will be assigned with new assignments.

The procedure to copy the contact assignments is as follows:

1. Select the contact to copy the assignment from the list of contact list of **Copy Contact Assignment of User**.
2. Select the new contact created from the drop down of **New Contact Person** to whom the new assignments are to be copied.
3. Click the **OK** button to copy the contact assignments or click **Exit** to delete the Copy contact assignment.

Note: The same user cannot be selected while copying the assignments.

Modifying Contact Assignments

The procedure to modify the contact assignments is as follows:

1. Click **View All Assignments**. The **All Contact Assignments** screen will be displayed.
2. Select the contact.
3. Select the check box for Contact sub type that you wish to assign.
4. Clear the check box for the Contact sub type if you wish to remove the assignment for the contact.
5. Click **Save** to save the changes.

Deactivating a Contact

The procedure to deactivate a contact is as follows:

1. To deactivate a contact, click **Contact** tab.
2. Select the contact from the list. The details of the contact will be displayed.
3. Clear Active check box.
4. Click Save.



6.2.4 Managing E-billing Services

The configurations for E-billing services can be viewed on E-billing tab. These services are activated by SIS Ops user. A member can partially add or edit the service only if that service is activated by SIS Ops user.

To manage E-Billing Services, click e-Billing tab.

The screenshot displays the 'e-Billing' configuration interface. At the top, there's a navigation bar with 'e-Billing' selected. Below, the 'Legal Services' section shows 'Digital Signature Application Service' and 'Digital Signature Verification Service' as 'Activated'. There are dropdown menus for 'Receivable Invoices DS to be applied for' (currently showing 'AUSTRIA') and 'Payable Invoices DS to be applied for'. The 'Legal Archiving' section contains numerous checkboxes for archiving requirements across different invoice types and locations. The 'Receipt of Files in iNET Accounts' section has a table with columns for 'Account ID', 'Change Information for Reference Data Updates', 'Complete Reference Data', and 'Complete Contacts Data'. At the bottom, there are status messages: 'Save e-Billing Configuration', 'Future Updates Pending', and 'Subscription required to activate the optional service.'

Managing Digital Signature for Legal Services

This close-up shows the 'Legal Services' configuration. The 'Digital Signature Application Service' and 'Digital Signature Verification Service' are both marked as 'Not Activated'. Below these, there are two empty dropdown menus for selecting countries to apply Digital Signature (DS) to: 'Receivable Invoices DS to be applied for;' and 'Payable Invoices DS to be applied for;'. Each dropdown has an 'Add/Edit' link below it.

A member can add countries as Billed Member and Billing Member. This is possible only when the Digital Signature Application Service and Digital Signature Verification service has been activated for that member. Member can only select the countries from available list which is automatically generated by system. System can only display the countries for which Digital Signature is legally allowed.

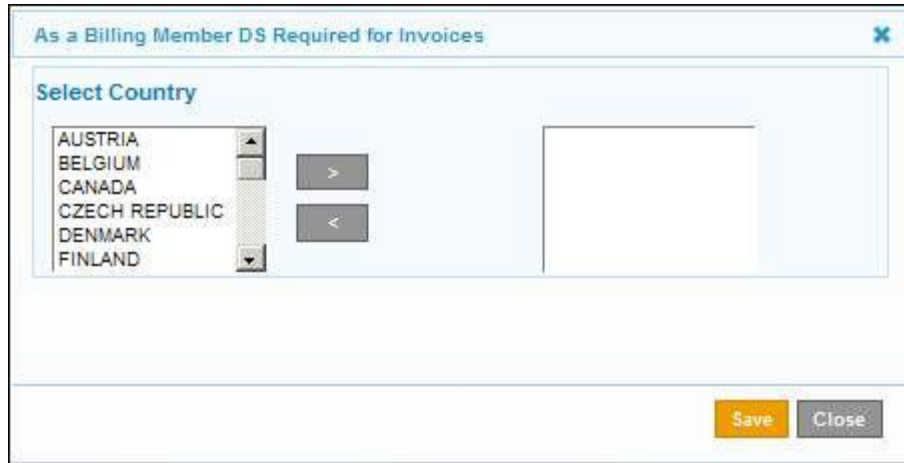
During invoice creation member can select if digital signature application & verification is required for that invoice.

The following table describes the fields in the Legal Services section:

Field	Description	Remarks
Digital Signature Application Service	Subscription Status for Digital Signature Application Service	<p>The service indicates Active and Not active subscription status.</p> <ul style="list-style-type: none"> Active status indicates Digital Signature is required for the invoices. Not Activated indicates Digital Signature is not required. This field cannot be edited.
Digital Signature Verification service	Subscription Status for Verification of the Digital Signature	<p>The service indicates Active and Not active subscription status.</p> <ul style="list-style-type: none"> This is dependent on status of Digital Signature Application Service. Indicates Active and Not active subscription status. When activated verification of Digital Signature will be carried out during invoice creation. This field cannot be edited.
As a billing Member, DS Required for Invoices From/To	Allows member to select the countries that require digital signature as billing member.	<p>List of countries where digital signature is applicable is displayed.</p> <ul style="list-style-type: none"> Click Add/Edit to select the countries from the list. These countries can be added only if Digital Signature Application service is activated.
As a billed Member, DS Required for Invoices From/To	Countries that require digital signature as billed member.	<p>List of countries where digital signature is applicable is displayed.</p> <ul style="list-style-type: none"> Click Add/Edit to select the countries from the list. These countries can be added only if Digital Signature Application service is activated.

By clicking the **Add/Edit** link member add countries for which Digital Signature will be verified on invoice as Billed Member & Billing Member.

Adding Countries for DS Service

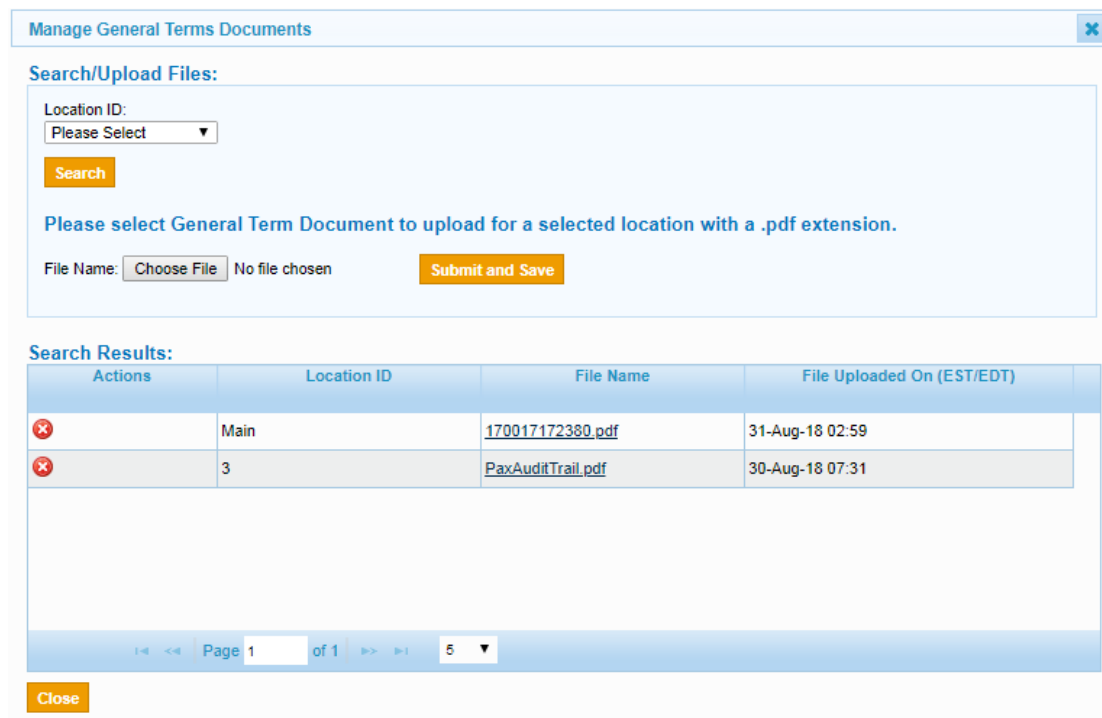


The procedure to add and remove the countries for Digital Signature service is as follows:

1. Click **Add/Edit** link, a window with the list of countries will be displayed.
2. Select the country to add for Digital Signature from the left hand pane.
3. Click the **Right Arrow** button to add the country for Digital Signature invoices.
4. To remove the existing countries, first select the country from the list and then click **Left Arrow** button.
5. Click **Save** to add or remove the country.
6. Or Click **Close** to exit.
7. The newly added country will be displayed in the text box. The country which has been removed will not be displayed in the text box.
8. Above procedure is applicable for both Billed Member and Billing Member.
9. Click **Save E-Billing Configuration** to save the changes.

Manage General Terms Documents

By clicking the **Upload General Terms Document** link. Then below window will be displayed.



Actions	Location ID	File Name	File Uploaded On (EST/EDT)
	Main	170017172380.pdf	31-Aug-18 02:59
	3	PaxAuditTrail.pdf	30-Aug-18 07:31



Search/Upload Files

Field	Description	Remarks
Location ID	It indicates the Location ID of the Member	This is the drop-down list. By default 'Please Select' appears in the field.

Buttons	Description	Remarks
Search	Click Search to search the file as per the field values in the Search/Upload Files Criteria section.	The results are displayed in the Search Results section.
Choose File	Click Choose File to select the file to be uploaded.	The name of the file to be uploaded will be displayed in the File Name field.
Submit and Save	Click Submit and Save to upload the selected file.	-

The procedure to upload file is as follows:

1. Select the **Location ID** from the drop-down list.
2. Click **Choose File** to search for the file to be uploaded.
3. Click **Submit and Save** to upload the selected file.
4. After entering all the details, click **Submit and Save**. You will see a confirmation message. And uploaded files are displayed in the **Search Results** Criteria.

Managing Invoice Footer

The content written in the **Invoice Footer** field is visible on the invoice when it is generated. The footer text appears on all invoices unless overridden by the Invoice data supplied in IS format or by the details on the Location tab.

The invoice footer can be edited by clicking the **Edit** link. An Editing window will be displayed.

The following table describes the fields on the Editing window:

Field	Description	Remarks
Current Value	Default and the current Invoice footer are displayed.	This field cannot be edited.
New Value	New Invoice footer to appear on printed invoice.	This field can be edited.



Field	Description	Remarks
Future Period	Effective Period for the Invoice footer to be applicable.	An exclamation mark (!) appears till the new value is applicable from future period mentioned. Current period cannot be selected

To change the default invoice footer

1. Enter **New Value** and the **Future Period** in the respective fields.
2. Click **Save** to save the changes or Click **Cancel** to exit.
3. Click **Save e-Billing Configuration**.

The exclamation icon will appear next to the Invoice Footer field indicating that the changes will be applicable from entered billing period.

Viewing Legal Archive Details



It displays the member’s subscription status for **Legal Archiving Services**. If the member is subscribed to this service the Legal Archiving Service status will be **activated**.

The following table describes the field in the **Legal Archiving** section:

Field	Description	Remarks
Legal Archiving Service	Subscription status for Legal Archiving Service	Legal Archiving Services include: <ul style="list-style-type: none"> • Digitally Signed Inward Invoices for payables. • Period (in number of months) for which the INWARD invoice files are required in the country of the billing airline. • Digitally Signed OUTWARD invoices. • Period (in number of months) for which the OUTWARD invoice files. • The Status of this service can be Activated or Not activated.
Optional Legal Archiving Required for PAX Receivables Invoices	Digitally signed outward invoices for receivables.	Indicates if the member requests the digitally signed outward invoices to be legally archived for receivables. The field is editable if Legal Archiving services are activated.
Optional Legal Archiving Required for PAX Payables Invoices	Digitally signed inward invoices for payables.	Indicates if the member requests the digitally signed inward invoices to be legally archived for payables. The field is editable if Legal Archiving services are activated.



Field	Description	Remarks
Optional Legal Archiving Required for CGO Receivables Invoices	Digitally signed outward invoices for receivables.	Indicates if the member requests the digitally signed outward invoices to be legally archived for receivables. The field is editable if Legal Archiving services are activated.
Optional Legal Archiving Required for CGO Payables Invoices	Digitally signed inward invoices for payables.	Indicates if the member requests the digitally signed inward invoices to be legally archived for payables. The field is editable if Legal Archiving services are activated.
Optional Legal Archiving Required for Misc Receivables Invoices	Digitally signed outward invoices for receivables.	Indicates if the member requests the digitally signed outward invoices to be legally archived for receivables. The field is editable if Legal Archiving services are activated.
Optional Legal Archiving Required for Misc Payables Invoices	Digitally signed inward invoices for payables.	Indicates if the member requests the digitally signed inward invoices to be legally archived for payables. The field is editable if Legal Archiving services are activated.
Optional Legal Archiving Required for UATP Receivables	Digitally signed outward invoices for receivables.	Indicates if the member requests the digitally signed outward invoices to be legally archived for receivables. The field is editable if Legal Archiving services are activated.
Optional Legal Archiving Required for UATP Payables	Digitally signed inward invoices for payables.	Indicates if the member requests the digitally signed inward invoices to be legally archived for payables. The field is editable if Legal Archiving services are activated.
Optional Legal Archiving Required for Pro-forma invoice	Legal Archiving of Invoice/Credit Note for the Pro-forma invoices.	Indicates if the member requests the Pro-forma Invoice/Credit note to be legally archived. This field is editable if Legal Archiving services are activated.
MISC Receivables Archiving Required for Locations	Legal Archiving of Receivables for the specified locations.	It will open a popup that will enable users to define the Location IDs for which Legal Archiving should be performed. This is applicable for MISC Receivables Invoices/Credit Notes.
MISC Payables Archiving Required for Locations	Legal Archiving of Payables for the specified locations.	It will open a popup that will enable users to define the Location IDs for which Legal Archiving should be performed. This is applicable for MISC Payables Invoices/Credit Notes

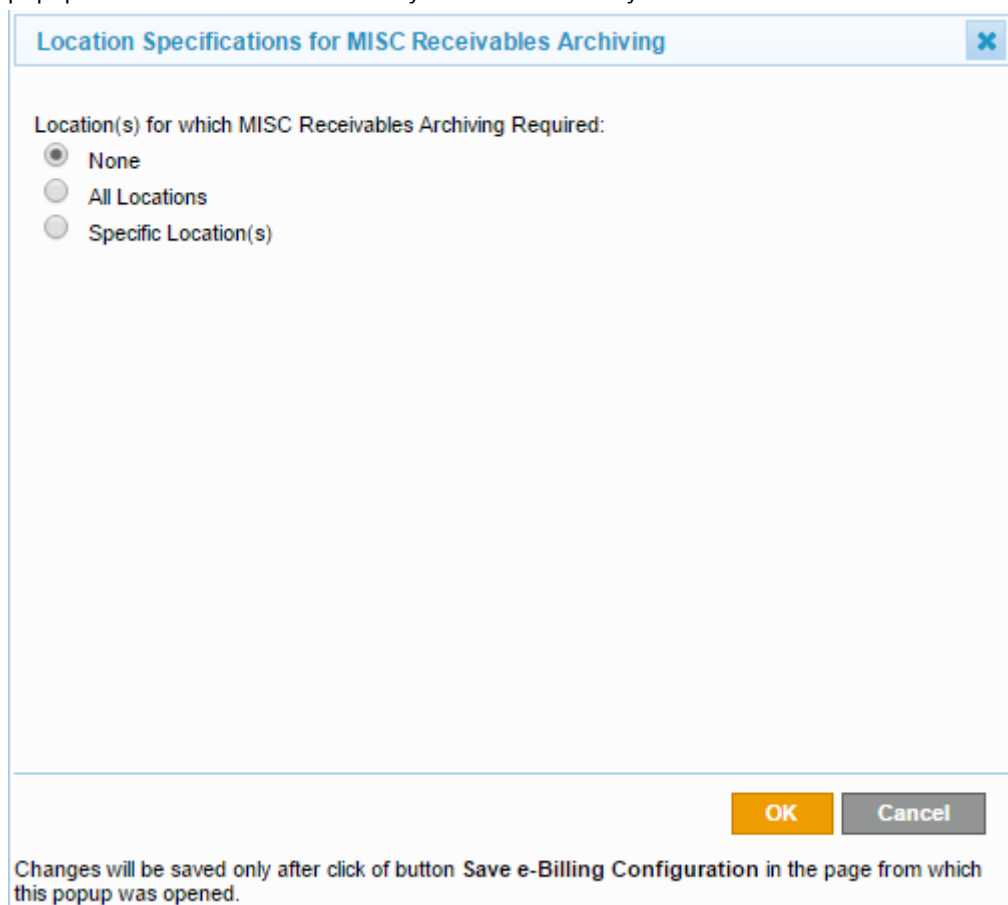
Location Specification for MISC Receivables Archiving

When the hyperlink **MISC Receivables Archiving Required for Locations** is clicked, the popup **Location Specification for MISC Receivables Archiving** will open.

It should show the following options:

- "None"
- "All Locations"
- "Specific Locations"

Note: If the 'Location Association' of the Member user is "None" or "Specific Location IDs" then this popup will be editable and can be only viewed in read-only mode



Location Specifications for MISC Receivables Archiving

Location(s) for which MISC Receivables Archiving Required:

None

All Locations

Specific Location(s)

OK Cancel

Changes will be saved only after click of button Save e-Billing Configuration in the page from which this popup was opened.

When the option **None** is selected then Legal archiving for MISC Receivables Invoices will not be generated for the Member.

Location Specifications for MISC Receivables Archiving ✕

Location(s) for which MISC Receivables Archiving Required:

None

All Locations

Specific Location(s)

Changes will be saved only after click of button **Save e-Billing Configuration** in the page from which this popup was opened.

When the option **All Locations** is selected then Legal Archiving for MISC Receivables Invoices will be generated irrespective of Billing Member's Location

✕
Location Specifications for MISC Receivables Archiving

Location(s) for which MISC Receivables Archiving Required:

None
 All Locations
 Specific Location(s)

MISC Receivables Archiving Not Required for Location IDs:

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MISC Receivables Archiving Required for Location IDs:

Main-PUNE-IN

OK
Cancel

Changes will be saved only after click of button **Save e-Billing Configuration** in the page from which this popup was opened.

When the option **Specific Location** is selected, then the user can specify one or more locations for MISC Receivables Invoices for which Legal archiving should be generated.

Location Specification for MISC Payables Archiving

When the hyperlink **MISC Payables Archiving Required for Locations** is clicked, the popup **Location Specification for MISC Payables Archiving** will open.

It should show the following options:

- "None"
- "All Locations"
- "Specific Locations"

Note: If the 'Location Association' of the Member user is "None" or "Specific Location IDs" then this popup will be editable and can be only viewed in read-only mode.

Location Specifications for MISC Payables Archiving ✕

Location(s) for which MISC Payables Archiving Required:

None

All Locations

Specific Location(s)

OK **Cancel**

Changes will be saved only after click of button **Save e-Billing Configuration** in the page from which this popup was opened.

When the option **None** is selected then no location is specified for MISC Payables Archiving.

Location Specifications for MISC Payables Archiving ✕

Location(s) for which MISC Payables Archiving Required:

None

All Locations

Specific Location(s)

Changes will be saved only after click of button **Save e-Billing Configuration** in the page from which this popup was opened.

When the option **All Locations** is selected then Legal Archiving for MISC Payables Invoices will be generated irrespective of Billing Member's Location.

✕
Location Specifications for MISC Payables Archiving

Location(s) for which MISC Payables Archiving Required:

None
 All Locations
 Specific Location(s)

MISC Payables Archiving Not Required for Location IDs:

>

>>

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<<

MISC Payables Archiving Required for Location IDs:

Main-PUNE-IN

OK

Cancel

Changes will be saved only after click of button **Save e-Billing Configuration** in the page from which this popup was opened.

When the option **Specific Location** is clicked, then the user can specify one or more locations for MISC Payables Invoices for which Legal archiving should be generated.

Managing User Identification in Data Changes Logs

User Identification in Data Changes Logs

Hide User Names In Audit Trail:

Member can choose to hide the user name while generating the audit trail report. To hide the user name select the Hide User Name in Audit Trail check box and to view, clear the check box.

Managing Receipt of Files in iiNET Accounts

Receipt of Files in iiNET Accounts				
	Account ID	Change Information for Reference Data Updates	Complete Reference Data	Complete Contacts Data
Passenger	A01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cargo	ISTE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous	A02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UATP		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The panel shows 4 rows, one for each Billing Category, as follows:

- a. Passenger
- b. Cargo
- c. Miscellaneous

d. UATP

The following table describes the field in the **Receipt of Files in iiNET Accounts** section:

Field	Description	Remarks
Account ID	Indicates the iiNET Account ID of the Member for each Billing Category (as defined in the Technical tab by SIS Ops).	<ul style="list-style-type: none"> The iiNET Account ID for each row (Billing Category) is shown in read only / disabled mode. A user (either Member User or SIS Ops user) will not be able to modify or edit the iiNET Account ID. Where an iiNET Account is not defined by SIS Ops for a Billing Category, nothing will be shown in the text box.
Change Information for Reference Data Updates	Indicates whether the member requires only the changes related information file for the iiNET account	<ul style="list-style-type: none"> The checkbox of a Billing Category will be disabled if the iiNET Account ID of the Billing Category is blank (i.e. no value is set). User cannot edit the checkbox.
Complete Reference Data	Indicates whether the member requires the complete reference data file for the iiNET account	
Complete Contacts Data	Indicates whether the member requires the complete contacts data file for the iiNET account	

The default value of checkboxes in all three file type columns is False/No

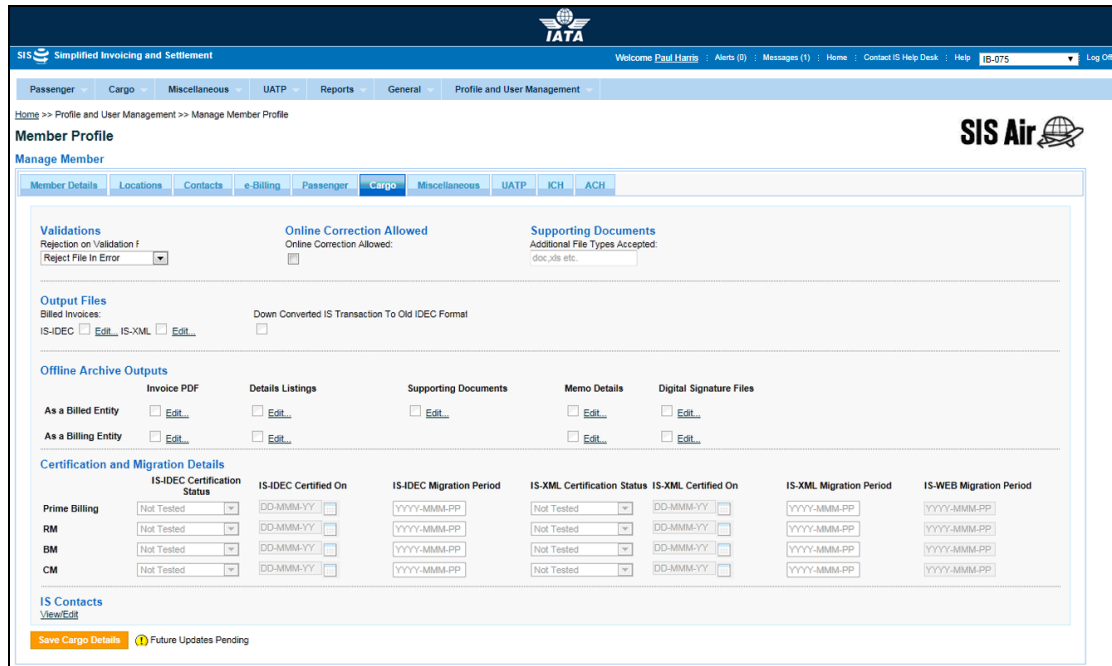
Click **Save E-Billing Configuration** button once the necessary changes are made.



6.2.5 Managing Cargo Configurations

To view the Cargo Billing configurations:

1. Click **Profile and User Management** tab and then click **Manage Member Profile**.
2. The **Member Profile** screen is displayed.
3. Click **Cargo** tab.
4. The Cargo configurations for that member are displayed.



Managing Validation and Supporting Documents

- **Validations:** Member can select the option as Reject File in error or Reject Invoice In error from the drop-down list available for rejection on validation failure.
- **Supporting Documents:** Member can mention the file format for the invoices to be submitted. Standard formats are .doc, .xls, .txt.

The following table describes the fields in the **Validation and Supporting Documents** section:

Fields	Description	Remarks
Validations		
Rejection on Validation Failure	Invoice or invoices to be rejected for validation errors.	If this option is selected it indicates whether entire file or individual invoices to be rejected in case of validation error.
Reject File In Error	File to be rejected.	If this option is selected it indicates that the entire file be rejected in case of validation error.
Reject Invoice In Error	Individual Invoice to be rejected.	If this option is selected it indicates that a single invoice is rejected in case of validation error. All the remaining invoices if validated can be sent for submission.

Fields	Description	Remarks
Online Correction Allowed		
Online Correction Allowed	Indicates if online correction is allowed.	-
Supporting Documents		
Additional File Types Accepted	Indicates the file types accepted in addition with those as specified in the Member Profile.	File Types accepted are: <ul style="list-style-type: none"> • .doc • .xls

Managing the Output Files

- It states the output format of the invoice files. The billed invoices format is IS-XML/IS-IDEC. This can be edited.

The following table describes the field of **Output files**.

Fields	Description	Remarks
Output Files		
Billed Invoices	It is the IS file format for billed invoices.	The billed invoices are in IS-XML/IS-IDEC format.
Down Converted IS Transaction to Old IDEC Format	If the Member requires IS transaction in old IDEC format.	If the check box is selected then it indicates that the member requires the IS Transactions in a down converted (to the OLD IDEC) format.

The **Edit** link next to the fields allows member to enter the new value for the editable fields.

Managing Offline Archiving Outputs

The different files formats that need to be included while downloading can be edited using **Offline Archive Outputs**.

The following table describes the fields in the **Offline Archiving Outputs** section:

Fields	Description	Remarks
As a Billed Entity	Member to whom invoices are billed.	<p>This indicates the different files that need to be included in the download format when the member is the Billed Entity.</p> <ul style="list-style-type: none"> • This provides an option to include: <ul style="list-style-type: none"> <input type="checkbox"/> Invoice PDF <input type="checkbox"/> Details Listings <input type="checkbox"/> Supporting Documents <input type="checkbox"/> Memo details <input type="checkbox"/> Digital Signature files
As a Billing Entity	Member who bills the invoices.	<p>This indicates the different files that need to be included in the download format when the member is the billing entity.</p> <ul style="list-style-type: none"> • This provides an option to include: <ul style="list-style-type: none"> <input type="checkbox"/> Invoice PDF <input type="checkbox"/> Details Listings <input type="checkbox"/> Digital Signature <input type="checkbox"/> Memos details
Invoice PDF	File generated in PDF format.	If the check box is selected to invoice PDF, the output will be in the PDF format.
Details Listings	Detail required for the invoice.	The output displays the details of the invoice for the billing and the billed entity.
Supporting Documents	Supporting documents required.	<p>Supporting documents are sent while sending the invoice supporting documents showing all the line items.</p> <p>These documents can be sent in .doc, .xls, and .jpg format.</p>
Digital Signature Files	Digital signature required.	As a billed and billing entity digital signature is required. It appears on the invoices and can be treated as valid invoice. Few countries do not process their invoices if it is not digitally signed.

As a **Billed and Billing entity**, member can select different files that are required.

To edit Offline Archiving Outputs for Billing Entity and Billed Entity, click **Edit** link for the respective field.

Refer Editing in Passenger and Miscellaneous.

Viewing Certification and Migration details

Member will view the Certification status, Certified On (Date), and Migration period. These fields are non - editable.

The following table describes the fields of **Viewing Certification and Migration Details**.

Fields	Description	Remarks
IS-IDEC Certification Status	IS-IDEC Certification status for Cargo billings.	-
IS-IDEC Certified On	IS-IDEC Certification date for Cargo billings.	Clearance period - DD-MMM-YY Where <ul style="list-style-type: none"> • DD- Day • MMM- Month • YYYY- Year This field cannot be edited.
IS-IDEC Migration Period	IS-IDEC Migration Period for Cargo billings.	Clearance period - YYYY-MMM-PP Where <ul style="list-style-type: none"> • PP- Period • MMM- Month • YYYY- Year This field cannot be edited.
IS-XML Certification Status	IS-XML Certification status for Cargo billings.	-
IS-XML Certified On	IS-XML Certification date for Cargo billings.	Clearance period - DD-MMM-YY Where <ul style="list-style-type: none"> • DD- Day • MMM- Month • YYYY- Year This field cannot be edited.
IS-XML Migration Period	IS-XML Migration Period for Cargo billings.	Clearance period - YYYY-MMM-PP Where <ul style="list-style-type: none"> • PP- Period • MMM- Month • YYYY- Year This field cannot be edited.
IS-WEB Migration Period	IS-WEB Migration Period for Cargo billings.	Clearance period - YYYY-MMM-PP Where <ul style="list-style-type: none"> • PP- Period • MMM- Month • YYYY- Year This field cannot be edited.



6.2.6 Managing Passenger and Miscellaneous Billing Configurations

To manage Passenger Billings, click **Passenger** tab.

The screenshot displays the 'Member Profile' page for 'SIS Air' with the 'Passenger' tab selected. The page is divided into several sections:

- Validations:** Includes options for 'Rejection on Validation Failure' (set to 'Reject Invoice In Error'), 'Future Billings Submissions' (set to 'Future Billing Submissions Allowed'), and 'Online Correction Allowed' (checked).
- Supporting Documents:** Lists 'Additional File Types Accepted' as 'doc_xls etc.'.
- Sampling:** Includes 'Sampling Carrier' (set to 'Sampling Both Ways') and 'Billing Value Confirmation (BVC)' (set to 'Participate In Billing Value Confirmation').
- Value Determination and Auto Billing:** Includes 'Participate In Value Determination' (set to 'Not Activated'), 'Invoice Number Range-Prefix' (with 'From' and 'To' fields), 'Cut Off Time(Hours)', 'Participate In Auto Billing' (unchecked), 'Invoice Number-From', 'ISR File Required' (unchecked), and 'Currency Of Listing' (set to 'Please Select').
- Output Files:** Includes 'Billed Invoices' (with 'IS-IDEC' checked and 'IS-XML' unchecked), 'Addnl. Sampling Prov. Billing File (Monthly)' (unchecked), 'BVC Details Report' (unchecked), and 'Down Converted IS Transaction To Old IDEC Format' (unchecked).
- Offline Archive Outputs:** Includes 'Invoice PDF', 'Details Listings', 'Supporting Documents', 'Memo Details', and 'Digital Signature Files', each with 'As a Billed Entity' and 'As a Billing Entity' options (all checked).
- Manage Blocks for Tax Billing:** Includes a 'Tax Code' dropdown set to 'Please Select'.
- Certification and Migration Details:** A table with columns for 'IS-IDEC Certification Status', 'IS-IDEC Certified On', 'IS-IDEC Migration Period', 'IS-XML Certification Status', 'IS-XML Certified On', 'IS-XML Migration Period', and 'IS-WEB Migration Period'. Rows include 'Non-Sampling Prime Billing', 'Sampling Provisional Billing', 'Non-Sampling RM', 'Non-Sampling BM', 'Non-Sampling CM', 'Sampling Form C', 'Sampling Form D/E', and 'Sampling Form F/XF'.
- IS Contacts:** Includes 'View/Edit' links.

At the bottom, there are status messages: 'Save Passenger Details', 'Future Updates Pending', and 'Subscription required to activate the optional service.'



To manage Miscellaneous Billings, click Miscellaneous tab.

Managing Validation and Supporting Documents

The following table describes the fields in the **Validation and Supporting Documents** section:

Field	Description	Remarks
Validations		
Rejection on Validation Failure	Invoice or invoices to be rejected for validation errors.	If this option is selected it indicates that entire file or individual invoices to be rejected in case of validation errors.
Reject File In Error	File to be rejected.	If this option is selected it indicates that the entire file is rejected in case of validation error.
Reject Invoice In Error	Individual Invoice to be rejected.	If this option is selected it indicates that a single invoice is rejected in case of validation error. All the remaining invoices if validated can be sent for submission.
Supporting Documents		
Online Correction Allowed	Indicates if Online Correction is allowed.	-



Field	Description	Remarks
Supporting Documents	Documents to be submitted with invoice.	While sending the invoice supporting documents are sent which contain additional information. These documents can be sent in.doc and.xls format. For Passenger.doc & .xls formats can be used. For Miscellaneous; .jpg can also be used.
Future Billings Submissions		
Future Billings Submissions Allowed	Indicates if Future Billings Submissions is allowed	Applicable for both PAX and MISC



For Passenger only: Sampling and Billing Value Confirmation		
Sampling Carrier	Defines if the member is a sampling carrier.	Sampling carrier can be selected from the drop down as: <ul style="list-style-type: none"> • Not A sampling Carrier • Only inward Sampling • Only Outward Sampling • Sampling Both Ways
Not A sampling Carrier	Defines member is not a sampling carrier.	By default Not a sampling Carrier appears in the field.
Only inward Sampling	-	-
Only Outward Sampling	-	-
Sampling Both Ways	-	-
Billing Value Confirmation	Subscription for Billing value	Subscription available for Passenger only.

- Member can select the option as Reject File in error or Reject Invoice In error from the drop down available for rejection on validation failure.
- Member can select options from sampling carrier.
- Member can select Only Inward sampling, Only Outward Sampling, or sampling both ways.
- Mention the type of document that can be accepted.

Managing Value determination and Auto Billing

The **Participate in Value Determination** shows the subscription status for Value Determination and Auto Billing service. This field reflects the value entered by SIS Ops user.

The following table describes the field in the **Value Determination and Auto Billing** section:

Field	Description	Remarks
Participate In Value Determination	Indicates subscription status of Value Determination service.	This field cannot be edited and reflects the value of the Participate In Value Determination field entered by SIS Ops user. If the member has subscribed for the service, the field value will be Activated and if not subscribed the field value will be Not Activated.
Participate In Auto Billing	Indicates if the IS Member has opted for Auto billing.	If the field value is selected, it states that the member has opted for auto billing facility. If the field is not selected it indicates that the member has not opted for auto billing. This field can only be edited if Participate In Value Determination service is activated.
Invoice Number Range-Prefix	Alpha numeric prefix used for auto-billed invoice.	This field can be edited if Participate in Auto Billing service is activated. This field is mandatory if the Participate In Auto Billing service is activated.

Field	Description	Remarks
Invoice Number-From	Invoice number range for auto billing.	This field can be edited if Participate in Auto Billing service is activated. This field is mandatory if the Participate In Auto Billing service is activated.
Invoice Number Range-To	Invoice number range for auto billing.	This field can be edited if Participate in Auto Billing service is activated. This field is mandatory if the Participate In Auto Billing service is activated.
ISR File Required	Indicates if ISR file is required.	Indicates if the Auto-billing airline requires a copy of ISR file to be forwarded in case it received from ATPCO.
Currency of Listing	Indicates the currency of listing.	The drop down box shows the list of all currencies.
Cut Off Time	Cut off time for auto billing	Number of hours before Auto-billing Invoice is complete.

The **Participate In Value Determination** field shows status **Activated** if member has subscribed for the service.

If the member has not subscribed for **Participate In Value Determination** service; the following fields cannot be edited by the member:

- **Participate In Auto Billing**
- **Invoice Number Range-Prefix**
- **Invoice Number-From**
- **Invoice Number-To**
- **ISR File Required**
- **Cut Off Time (Hours)**
- **Currency Of Listing**

Managing the Output files

It states the output format of the invoice files. The billed invoices formats are IS-IDEC and IS-XML. These formats can be edited.

The following table describes the field of **Output files**.

Field	Description	Remark
Billed Invoices	It is the IS file format for billed invoices.	While generating the billed invoices the member can choose either or both the formats. <ul style="list-style-type: none"> • IS-IDEC format • IS-XML format
Addnl. Sampling Prov. Billing File (Monthly)	It is the Consolidated Provisional Billing file.	If the check box is selected then Airlines can request for a consolidated Provisional Billing File at the end of the Billing Month. Note: This is applicable to Passenger billing only and not the Miscellaneous billing.



Field	Description	Remark
BVC Details Report	Auto generated value confirmation details report.	If the check box is selected then it indicates that the member requires automatically generated file for Value Confirmation Details report. Note: This is applicable to Passenger billing only and not the Miscellaneous billing.
Down Converted IS Transaction To Old IDEC Format	Member requires IS transaction in old IDEC format.	If the check box is selected then it indicates that the member requires the IS Transactions in a down converted (to the OLD IDEC) format. Note: This is applicable to Passenger billing only and not the Miscellaneous billing.
Billing Invoices Submitted on Behalf of the member	Copy of the Invoice file.	Indicates if the member requires a copy of the invoice files submitted on its behalf to IS. Note: This is applicable to Miscellaneous billing only and not the Passenger billing.
Daily Payment Updates for Receivables Invoices	Daily Output of Payment Updates for Receivables Invoices	If this check box is selected then Daily MISC Receivables Payment Status Updates Output files will be generated for the member
Daily Payment Updates for Payables Invoices	Daily Output of Payment Updates for Payables Invoices	If this check box is selected then Daily MISC Payables Payment Status Updates Output files will be generated for the member
Daily Delivery in IS-Web	To deliver MISC Invoices/Credit Notes captured via IS-Web on a daily basis to Billing Members.	Outputs will be generated in form of Offline Archive Outputs or IS-XML data. Note: Bydefault, both checkboxes are selected once you select the Daily Delivery in IS-Web checkbox. Select or clear the respective checkbox to get the output in the requiste format.
Daily Offline Archive Outputs	To deliver MISC Invoices/Credit Notes captured via IS-Web on a daily basis to Billing Members in form of Offline Archive Outputs.	It indicates that the Invoices/Credit Notes is required in Offline Archive format. Note: This checkbox can be selected only if Daily Delivery in IS-Web checkbox is selected.
Daily IS-XML Files	To deliver MISC Invoices/Credit Notes captured via IS-Web on a daily basis to Billing Members in the form of IS-XML files.	It indicates that the Invoices/Credit Notes is required in IS-XML format. Note: This checkbox can be selected only if Daily Delivery in IS-Web checkbox is selected.
Daily Payable Outputs For Bilateral Invoices	To deliver MISC Bilateral Invoices/Credit Notes on a daily basis to Billed Members	Outputs will be in the form of ISXML and Offline Archives (OARs) Invoices/Credit Notes delivered on a daily basis will NOT be included in the weekly output to Billed Members



Field	Description	Remark
Receive Copy of Location Specific Files at Location Main	This option is applicable for MISC only. It indicates if copy of location specific file is required at main location	This is an optional field. If checked copies of location specific files will be sent to Main location.

The **Edit** link next to the fields allows member to enter the new value for the editable fields.
Refer Editing Passenger & Miscellaneous Configurations

Managing CSV Listings

Member can opt for Miscellaneous CSV listings using these options.

The following table describes the fields in the **CSV Listings** section:

Field	Description	Remark
CSV listing required as a Billing Entity	This option is applicable for MISC only. It indicates that CSV listing is required by Billing Member	This is an optional field. If it is checked when invoice is submitted, CSV listing will be generated and included in OAR
CSV listing required as a Billed Entity	This option is applicable for MISC only. It indicates that CSV listing is required by Billed Member	This is an optional field. If it is checked when invoice is submitted, CSV listing will be generated and included in OAR



Managing Offline Archive Outputs

The different files formats that need to be included while downloading can be edited using **Offline Archive Outputs**.

The following table describes the fields in the **Offline Archiving Outputs** section:

Fields	Description	Remarks
As a Billed Entity	Member to whom invoices are billed.	This indicates the different files that need to be included in the download format when the member is the Billed Entity . This provides an option to include: <ul style="list-style-type: none"> • Invoice PDF • Details Listings • Supporting Documents • Memos details • Digital Signature files
As a Billing Entity	Member who will bill the invoices.	This indicates the different files that need to be included in the download format when the member is the billing entity. This provides an option to include: <ul style="list-style-type: none"> • Invoice PDF • Details Listings • Digital Signature • Memos details
Invoice PDF	File generated in PDF format	If the check box is selected to invoice PDF, the output will be in the PDF format
Details Listings	Detail required for the invoice	The output displays the details of the invoice for the billing and the billed entity.
Supporting Documents	Supporting documents required	Supporting documents are sent while sending the invoice supporting documents showing all the line items. These documents can be sent in.doc and.xls for Passenger and .doc, .xls, and .jpg for Miscellaneous.
Digital Signature Files	Digital signature required	As a billed and billing entity digital signature is required. It appears on the invoices and can be treated as valid invoice. Few countries do not process their invoices if it is not digitally signed.
For Passenger only		
Memo Details	Memo details required	-

As a **Billed and Billing entity**, member can select different files that are required. To edit Offline Archiving Outputs for Billing Entity and Billed Entity, click **Edit** link for the respective field.
Refer Editing in Passenger and Miscellaneous.



Validation on Acceptable Delay for Payables Bilateral Invoices

The following table describes the fields in the **Validation on acceptable delay for payables bilateral invoices** section:

Fields	Description	Remarks
Enable	It displays the validation on payable bilateral invoices	If the check box is selected, it will verify the difference in days between the System Processing Date and the Invoice Date.
Manage Acceptable Delays	Click Manage Acceptable Delays	Clicking Manage Acceptable Delays , the following can be additionally defined (which will apply if this validation is enabled): (i) The Acceptable Delay per Billing Member (ii) A Generic Acceptable Delay which will apply for all other Billing Members In the absence of Generic or Billing Member specific records, SystemLevelAcceptableDelay days will be considered as the Acceptable Delay if this validation is enabled.

To manage acceptable delays, click **Manage Acceptable Delays**.

Manage Acceptable Delays

Billing Member: Acceptable Delay in Days:

Add/Update Search

Action	Billing Member Designator Code	Billing Member Accounting Code	Billing Member Name	Acceptable Delay (Days)	Active	Last Updated On

Page 1 of 0 5

Close

Notes:

A record without a value for 'Billing Member' will be considered as a Generic Record.
 To add a new record: Please enter the values in the fields above and click on button 'Add/Update'.
 To edit an existing record: Please enter the Billing Member and new value for Acceptable Delay in the fields above and click on button 'Add/Update'.
 To deactivate an active record, or to activate an inactive record: Please click on the icon in column 'Actions'.
 Changes will be saved only after click of button 'Save Miscellaneous Details' of tab Miscellaneous of the Member Profile screen.



The following table describes the fields of **Manage Acceptable Delays**.

Fields	Description	Remarks
Billing Member	Unique alphanumeric code that identifies the member in the Member Profile.	It is the member ID to who sends the invoice. For example, WI-023-Wings Airways
Acceptable Delay in Days	Not accept more than 3 digit number	It indicates the Report Generating Member. This could be a valid value; or "n/a" indicating that the Report Row Member does not enforce this validation

For Passenger only: Manage Blocks for Tax Billing

For any selected tax code from drop-down list.

Manage Blocks for Tax Billing

Tax Code:

Tax billing block applicable for:
 [Edit...](#)

The following table describes the fields of **Manage Blocks for Tax Billing**.

Fields	Description	Remarks
Tax Code	Indicates the Tax code.	The drop down box shows the list of tax codes.
Tax billing block applicable for	Indicates the tax billing block applicable for tax code.	Valid value is one of the following: <ul style="list-style-type: none"> • Specific Member • All Member • None By default None option is selected.

The **Edit** link next to the **Tax billing block applicable for** field allows member to setup block for tax billing.

Setup Block for Tax Billings ✕

Current Value:

New Value:

Future Period:



The following table describes the fields on the **Setup Block for Tax Billing** screen:

Field	Description	Remarks
Current Value	It displays the current value of the defined field.	This value is not editable.
New Value	It displays the new value excluding current effective value.	Valid value is one of the following: <ul style="list-style-type: none"> • Specific Member • All Member • None By default Please Select option is selected.
Future Period	It displays the future period billing date.	It states from which period the new value should be effective. The future period should be mentioned in DD-MMM-YY format.

If user select **Specific Member** as a **New Value**.

Field	Description	Remarks
Current Value	It displays the current value of the defined field.	This value is not editable.
New Value	Specific Member	-
Block Members	Unique alphanumeric code that identifies Type A member in the	-



Field	Description	Remarks
	Member Profile.	
Blocked Members	It displays the member blocked for the Tax Billing.	-
Future Period	It displays the future period billing date.	It states from which period the new value should be effective. The future period should be mentioned in DD-MMM-YY format.

If user want to add/remove additional member to the list of blocked member for Tax billing block applicable for specific member.

Manage Blocks for Tax Billing

Tax Code:

Tax billing block applicable for:
 [Edit...](#)

Blocked Members:

[Add...](#) [Remove...](#)

Click **Add** link next to the **Blocked Members** field. It allows to add additional member to the list of specific member.

Add Tax Billing Block for Member ✕

* Block Members:

Add Specific Member

Blocked Members

Actions	Member
✕	8M-599-MYANMAR AIRWAYS INTERNATIONAL COMPANY LIMITED

Page 1 of 1 5 ▾

Future Period:

Save

The **Remove** link next to the **Blocked Members** field. It allows to remove member from the list of specific member blocked for tax billing.



✕
Remove Tax Billing Block for Member

Blocked Members

Actions	Member
✕	BA-125-British Airways

Save
Cancel

Note: Click **Save**, the changes will be temporarily saved. When user click **Save Passenger Details** then all changes are finally saved.

If user select **All member** as a **New Value**.

✕
Setup Block for Tax Billings

Current Value:

New Value:

Exceptions:
Add Exception

Exception List

Actions	Member
✕	UL-603-SRILANKAN AIRLINES LIMITED
✕	XR-Z36-VIRGIN AUSTRALIA REGIONAL AIRLINES PTY. LTD.

Save
Cancel

Field	Description	Remarks
Current Value	It displays the current value of the defined field.	This value is not editable.



Field	Description	Remarks
New Value	All Member	-
Exceptions	Unique alphanumeric code that identifies Type A member in the Member Profile.	-
Exception List	It displays a list of all the members which are excluded from Tax billing block (i.e. allowed to bill the selected tax code)	-
Future Period	It displays the future period billing date.	It states from which period the new value should be effective. The future period should be mentioned in DD-MMM-YY format.

If user want to add/remove additional member to exclude from Exceptions (i.e. allowed to bill the selected tax) for Tax billing applicable for All Members..

Click **Add** link next to the **Exceptions** field. It allows to add additional member to exclude from tax billing.



The **Remove** link next to the **Exceptions** field. It allows to remove member from exception of tax billing.

Remove Exception for Member
✕

Exception List

Actions	Member
✕	8M-599-MYANMAR AIRWAYS INTERNATIONAL COMPANY LIMITED
✕	P9-602-PERUVIAN AIR LINE S.A.C.

Page 1 of 1
5 ▼

Future Period:

Save
Cancel

Note: Click **Save**, the changes will be temporarily saved. When user click **Save Passenger Details** then all changes are finally saved.

Viewing Certification and Migration details

Member will view the certification, migration status, and the date of migration. These fields cannot be edited.

The following table describes the fields of **Viewing Certification and Migration Details**.

Fields	Description	Remarks
Sampling Form C	Details of the Sample Universe Adjustment Coupons	-
Sampling Form D/E	-	-
Sampling Form F/XF	Rejection stage 2/3	-
IS-IDEC Certification Status	Certification status for Non-Sampling Prime Billing	-
IS-IDEC Certified On	Certified date for IS-IDEC.	Certified date for non sampling prime billing, sampling provisional billing, non sampling RM,CM,BM The certified date is mentioned in - DD-MMM-YY Where <ul style="list-style-type: none"> DD- Day MMM- Month YY- Year This field cannot be edited.

Fields	Description	Remarks
IS-IDEC Migration Period	Billing period from which Non-Sampling RM IS-IDEC was migrated.	Clearance period - YYYY-MMM-PP Where <ul style="list-style-type: none"> • PP- Period • MMM Month • YYYY- Year This field cannot be edited.
IS-XML Certification Status	Certification status for Non-Sampling RM IS-XML.	-
IS-XML Certified On	Certified date for Non-Sampling BM IS-XML.	Clearance period - DD-MMM-YY Where <ul style="list-style-type: none"> • DD- Day • MMM- Month • YY- Year This field cannot be edited.
IS-XML Migration Period	Billing period from which Non-Sampling BM IS-XML was migrated.	Clearance period - YYYY-MMM-PP Where <ul style="list-style-type: none"> • PP- Period • MMM- Month • YYYY- Year This field cannot be edited.

Editing Passenger & Miscellaneous Configurations

Please Specify Effective Date OR Period
✕

Current Value:

New Value:

Future Period:

Save
Cancel

The following table describes the fields on the **Editing** screen:

Field	Description	Remarks
Current Value	Current value of the output	This value is not editable.
New Value	New Value of the output file	The new output format that the member requires. The new value will be an output file in IS-IDEDEC or IS-XML format.
Future Period	Period from which the new value will be applicable.	It states from which period the new value should be effective. The future period should be mentioned in DD-MMM-YY format.

The procedure for editing the existing value is as follows:

1. Select the **New Value** check box for changes to be made.
2. Enter the **Future Period** for the new changes to be applicable.
3. Click **Save** to save the new value or Click **Cancel** to exit.

Default Location for MISC Payables Original Invoices and Credit Notes

The following table describes the field of **Default Location for MISC Payables Original Invoices and Credit Notes**.

Field	Description	Remark
Default Location for MISC Payables Original Invoices and Credit Notes	Default Location for MISC Payables Original Invoices and Credit Notes	Default Location for MISC Payables Original Invoices and Credit Notes will be generated for the member

To Default Location for MISC Payables Original Invoices and Credit Notes, click **Edit** link for the respective field.

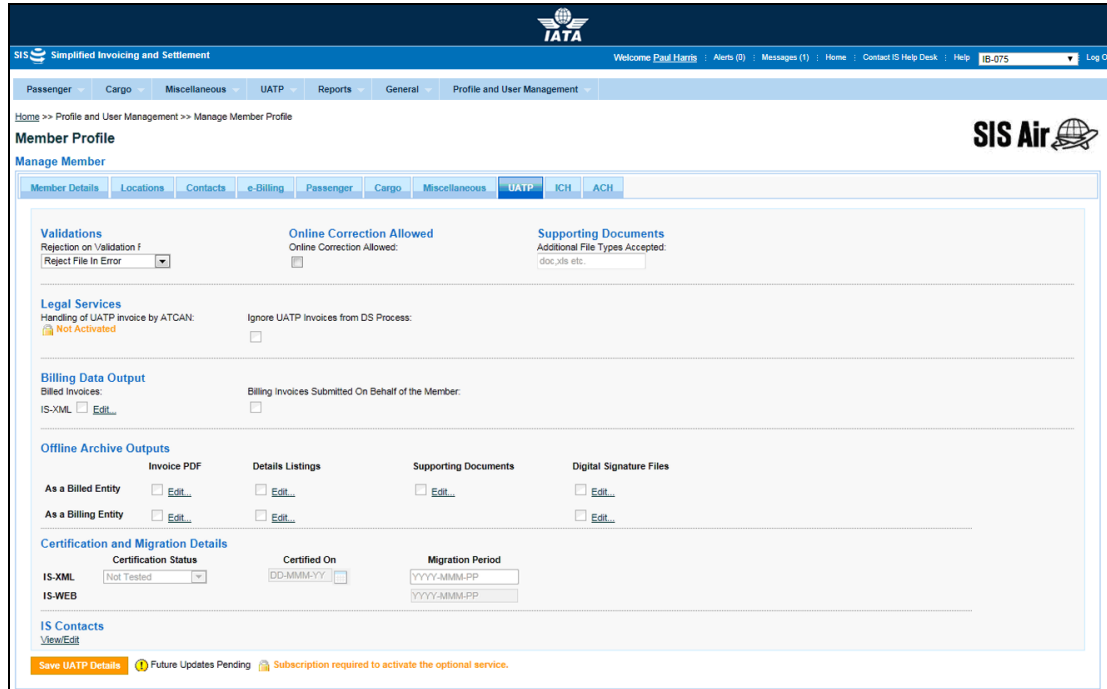
Refer Editing in Passenger and Miscellaneous.



Managing UATP Billing Configurations

To view the UATP Billing configurations:

1. Click **Profile and User Management** tab and then click **Manage Member Profile**.
2. The **Member Profile** screen is displayed.
3. Click **UATP** tab.
4. The UATP configurations for that member are displayed.



Managing Validation and Supporting Documents

- **Validations:** Member can select the option as Reject File in error or Reject Invoice In error from the drop-down list available for rejection on validation failure.
- **Supporting Documents:** Member can mention the file format for the invoices to be submitted. Standard formats are .doc, .xls, .txt.

The following table describes the fields in the **Validation and Supporting Documents** section:

Fields	Description	Remarks
Validations		
Rejection on Validation Failure	Invoice or invoices to be rejected for validation errors.	If this option is selected it indicates whether entire file or individual invoices to be rejected in case of validation error.
Reject File In Error	File to be rejected.	If this option is selected it indicates that the entire file be rejected in case of validation error.
Reject Invoice In Error	Individual Invoice to be rejected.	If this option is selected it indicates that a single invoice is rejected in case of validation error. All the remaining invoices if validated can be sent for submission.
Online Correction Allowed		



Fields	Description	Remarks
Online Correction Allowed	Indicates if online correction is allowed.	-
Supporting Documents		
Additional File Types Accepted	Indicates the file types accepted in addition with those as specified in the Member Profile.	File Types accepted are: <ul style="list-style-type: none"> • .doc • .xls

Managing the Legal Services

The following table describes the field of **Output files**.

Fields	Description	Remarks
Legal Services		
Handling of UATP Invoice by ATCAN	It indicates if the UATP invoice is to be handled by ATCAN.	To activate this service contact SIS Ops.
Ignore UATP Invoices from DS Process	It indicates that UATP invoice will not be digitally signed.	The value is set up by the member indicating whether DS is allowed on UATP invoices.

Managing the Billing Data Output Files

- It states the output format of the invoice files. The billed invoices format is IS-XML. This can be edited.

The following table describes the field of **Output files**.

Fields	Description	Remarks
Output Files		
Billed Invoices	It is the IS file format for billed invoices.	The billed invoices are in IS-XML format.
Billing Invoices submitted on Behalf of the Member	Indicates if the invoices are to be submitted on behalf of the member.	A copy of the invoice is submitted on Behalf of the member.

The **Edit** link next to the fields allows member to enter the new value for the editable fields.



Managing Offline Archiving Outputs

The different files formats that need to be included while downloading can be edited using **Offline Archive Outputs**.

The following table describes the fields in the **Offline Archiving Outputs** section:

Fields	Description	Remarks
As a Billed Entity	Member to whom invoices are billed.	This indicates the different files that need to be included in the download format when the member is the Billed Entity . <ul style="list-style-type: none"> This provides an option to include: <ul style="list-style-type: none"> <input type="checkbox"/> Invoice PDF <input type="checkbox"/> Details Listings <input type="checkbox"/> Supporting Documents <input type="checkbox"/> Memo details <input type="checkbox"/> Digital Signature files
As a Billing Entity	Member who bills the invoices.	This indicates the different files that need to be included in the download format when the member is the billing entity. <ul style="list-style-type: none"> This provides an option to include: <ul style="list-style-type: none"> <input type="checkbox"/> Invoice PDF <input type="checkbox"/> Details Listings <input type="checkbox"/> Digital Signature <input type="checkbox"/> Memos details
Invoice PDF	File generated in PDF format.	If the check box is selected to invoice PDF, the output will be in the PDF format.
Details Listings	Detail required for the invoice.	The output displays the details of the invoice for the billing and the billed entity.
Supporting Documents	Supporting documents required.	Supporting documents are sent while sending the invoice supporting documents showing all the line items. These documents can be sent in .doc, .xls, and .jpg format.
Digital Signature Files	Digital signature required.	As a billed and billing entity digital signature is required. It appears on the invoices and can be treated as valid invoice. Few countries do not process their invoices if it is not digitally signed.

As a **Billed and Billing entity**, member can select different files that are required. To edit Offline Archiving Outputs for Billing Entity and Billed Entity, click **Edit** link for the respective field. Refer Editing in Passenger and Miscellaneous.

Viewing Certification and Migration details

Member will view the Certification status, Migration status, and Migration period. These fields are non - editable.

The following table describes the fields of **Viewing Certification and Migration Details**.

Fields	Description	Remarks
IS-XML Certification Status	IS-XML Certification status for UATP billings.	-
IS-XML Certified On	IS-XML Certification date for UATP billings.	Clearance period - DD-MMM-YY Where <ul style="list-style-type: none"> • DD- Day • MMM- Month • YYYY- Year This field cannot be edited.
IS-XML Migration Period	IS-XML Migration Period for UATP billings.	Clearance period - YYYY-MMM-PP Where <ul style="list-style-type: none"> • PP- Period • MMM- Month • YYYY- Year This field cannot be edited.
IS-WEB Migration Period	IS-WEB Migration Period for UATP billings.	Clearance period - YYYY-MMM-PP Where <ul style="list-style-type: none"> • PP- Period • MMM- Month • YYYY- Year This field cannot be edited.



6.2.7 Viewing ICH Configurations

To view the ICH configurations

1. Click **Profile and User Management** tab and then click **Manage Member Profile**.
2. The **Member Profile** screen will be displayed.
3. Click **ICH** tab.
4. The ICH configurations for that member will be displayed.

The screenshot displays the 'Member Profile' page for 'Manage Member' with the 'ICH' tab selected. The page includes the following sections:

- Member Details:**
 - ICH Membership Status:
 - Zone:
 - Category:
 - Is Early Call Day Applicable:
- Aggregator:**
 - Aggregator:
 - List of Aggregated Members:
- Sponsor:**
 - List of Sponsored Members:
- Aggregated By:**
 - Aggregated By:
 - Aggregated Type:
- Sponsored:**
 - Sponsored By:
- Migration (F12 Submission Permitted For The Following Billing Categories For The Member):**
 - Passenger:
 - Cargo:
 - Miscellaneous:
 - UATP:
- Comments:**
- IS Contacts:** [View/Edit](#)

The following table describes the fields on the ICH tab:

Fields	Description	Remarks
ICH Membership Status*	Membership status is displayed.	<p>Membership status can be Live, Suspended or Terminated.</p> <ul style="list-style-type: none"> • If the Membership status is changed to Live from Suspended, it will ask for Reinstatement Period (From). • If the Membership status is changed to Live from Terminated it will ask to enter the Entry Date. • If the Membership status is changed to Suspended, it will ask to enter the Suspension Period From and Suspension Defaulting Period From. • If the Membership status is changed to TERMINATED, it will ask to enter the Termination date. <p>The clock icon appearing next to the drop down shows the history of suspension periods.</p>
Zone*	ICH zone is displayed.	For Example: A
Category*	ICH member category is displayed.	<p>For Example:</p> <p>Airline Member / ICH. Airline Member / ICH / Subsidiary. Airline Member / IATA. Airline Member / Non –IATA. Airline Member / Sponsored / IATA Airline Member / Sponsored / Non- IATA. Associate Member / Non-strategic. Associate Member / Other. Associate Member / Sponsored. Associate Member / Strategic. Associate Member / Subsidiary.</p>
Is Early Call Day Applicable	It indicates whether the member is required to adhere to early call day.	If the check box is selected it means that early call day is applicable to the member.
ICH iiNet Account ID	The ICH iiNet Account ID of the Member.	-

Fields	Description	Remarks
Aggregator	Aggregator or aggregated by can be specified	<p>Example of how this will work.</p> <p>ACCA is an aggregator.</p> <p>Airline AA is aggregated by ACCA and AA is of type 1 aggregated.</p> <p>Airline BB is aggregated by ACCA and BB is of type 2 aggregated.</p> <p>In the profile of ACCA</p> <p>Field Aggregator would have value True or Yes</p> <p>Field List of Aggregated Members will contain airlines aggregated by ACCA (i.e. AA and BB).</p> <p>Field Aggregated by will be blank.</p> <p>Field Aggregated Type will be blank.</p> <p>In the profile of AA</p> <p>Field Aggregator will be blank.</p> <p>Field List of Aggregated Members will be blank.</p> <p>Field Aggregated by will ACCA</p> <p>Field Aggregated Type will be 1.</p> <p>In the profile of BB</p> <p>Field Aggregator will be blank.</p> <p>Field List of Aggregated Members will be blank.</p> <p>Field Aggregated by will ACCA.</p> <p>Field Aggregated Type will be 2.</p>
List of Aggregated Members	It is the list of Aggregator members and sponsors.	The specified Member/s should be ICH Members.
List of Sponsored Members	It is the list of Sponsored members and sponsors.	-
Aggregated By	It is the aggregated code of the carrier.	<p>The field will not be editable. This field value will be derived based on the List of the Aggregated Members of the Aggregator Member's profile.</p> <p>This field will be populated only if Aggregator is blank.</p> <p>For Example: Specified for field Aggregator.</p>
Aggregated Type	It is the aggregated type.	-
Sponsored By	It is the name of the sponsoring member.	Sponsoring member should be valid member having a valid code.



Fields	Description	Remarks
Migration (F12 Submission Permitted For The Following Billing Categories For The Member)	It is the Permission status.	Values are as follows: <ul style="list-style-type: none"> • If the check box for passenger is selected the member is allowed to submit PAX Web F12. • If the check box for cargo is selected the member is allowed to submit Cargo Web F12 Files. • If the check box for Miscellaneous is selected the member is allowed to submit Miscellaneous Web F12 Files. • If the check box for UATP is selected the member is allowed to submit UATP Web F12 Files.
Comments	Any comments that have to be mentioned	This is used by the ICH team. It is a free text with upper and lower case alphabets, umbers and free space.



6.2.8 Viewing ACH Configurations

To view the ACH configurations

1. Click **Profile and User Management** tab and then click **Manage Member Profile**.
2. The **Member Profile** screen will be displayed.
3. Click **ACH** tab.
4. The ACH configurations for that member will be displayed.

The following table describes the fields on the ACH tab:



Field	Description	Remarks
ACH Member ship status	Displays the member ship status of the member.	For "Suspended" and "Terminated" a pop-up message is sent for confirmation. <ul style="list-style-type: none"> • If the status is changed to 'Suspended', a modal pop-up screen box is displayed asking for the Suspension Set From and Suspension Applicable From. • If the status is changed to LIVE from SUSPENDED, a modal pop-up screen box is displayed asking to enter the Reinstatement Period (From). • If the status is changed to LIVE from TERMINATED, a modal pop-up screen box is displayed asking to enter the Entry Date. • If the status is changed to TERMINATED, a modal pop-up screen box is displayed asking to enter the Termination date.
Category	Category of the member.	For Example: Airline/ACH Member.
ACH clearance Invoice Submission Pattern	Periods in which the invoices can be cleared for PAX, CGO, MISC, UATP	Values are as follows: <ul style="list-style-type: none"> • If the check box against the PAX is selected it states the periods in which PAX invoices can be submitted for ACH clearance. • If the check box against CGO period is selected it states the periods in which CGO invoices can be submitted for ACH clearance • If the check box against MISC period is selected it states the periods in which Misc invoices can be submitted for ACH clearance. • If the check box against UATP period is selected it states the periods in which UATP invoices can be submitted for ACH clearance. • There is period 1, Period 2, Period 3, and Period 4 for ACH clearance.



Field	Description	Remarks
Inter clearance Invoice Submission Pattern	Period in which invoices can be submitted.	Values are as follows: <ul style="list-style-type: none"> • If the check box is selected against PAX it states that period for which PAX invoices can be submitted for Interclearance. • If the check box is selected against CGO it states that period for which CGO invoices can be submitted for Interclearance. • If the check box is selected against MISC it states that period for which MISC invoices can be submitted for Interclearance. • If the check box is selected against UATP it states that period for which UATP invoices can be submitted for Interclearance.
Comments	Any comments that have to be mentioned	This is used by the ICH team. It is a free text with upper and lower case alphabets, numbers and free space.
Exceptions (Settlement Via ICH For Dual Clearing House Members)	Member has an agreement to settle via ICH	Values are as follows: <ul style="list-style-type: none"> • PAX indicates the member (DUAL membership) has an agreement with other member to settle PAX via ICH instead of ACH. • CGO indicates the member (DUAL membership) has an agreement with other member to settle CGO via ICH instead of ACH. • MISC indicates the member (DUAL membership) has an agreement with other member to settle MISC via ICH instead of ACH. • UATP indicates if the member (DUAL membership) has an agreement with other member to settle UATP via ICH instead of ACH.

6.3 Managing Users

Managing Users Menu has the following functionalities:

- **Manage Users:** You can view and edit user details using Manage Users submenu.
- **Create Users:** You can create new users using Create Users submenu. There is no limitation on the number of users you can create.



6.3.1 Creating New User

To create a new user:

1. Click **Profile and User Management** tab, and then click on **Create Users**.
2. A **Create Users** screen is displayed.

The following table describes the fields on the **Create a New Account** screen.

Fields	Description	Remarks
Salutation	Salutation to be added before name of the user.	The list of salutations is available in the drop-down list. For example Mr., Mrs., Miss, Dr.
First Name*	First name of the user	-
Last Name*	Last Name of the user	-
Email Address*	Email address of the user	Email ID is the unique ID for a user in SIS. Email ID is used as login id to login to ISWEB.
Staff ID	Staff ID of the user.	Staff/Employee ID of the user
Position Title	Position/ Title of the user	Position or the designation of the user.-
Division	Division of the user	The division that the user belongs to.
Department	Department of the user	The department that the user belongs or works.
Telephone 1	Phone number 1 of the user	-
Telephone 2	Phone number 2 of the user	-
Mobile	Mobile number of the user	-
Fax	Fax number of the user	-
SITA Address	The SITA Address (Teletype – Pre designated Point).	Provider of global information and telecommunication solutions for the air transport industry.

Fields	Description	Remarks
Secondary User	If this check box is selected then the Secondary User is created for organisation.	While creating a new user if this checkbox is checked, the user will be created as a secondary user. The email address entered while creating secondary user should exist as an active primary user of any other organization. When secondary user is created in SIS successfully, the primary user and secondary user can switch between the accounts. The member creating secondary user of another member user it should be configured in primary member's organization as a secondary member.
Location ID	ID of the location in which the particular contact is located.	ID given to a particular location.
Address 1	Address 1 of the contact	-
Address 2	Address 2 of the contact	-
Address 3	Address 3 of the contact	-
City Name	City Name.	City name of the contact mentioned in the address.
Postal Code	Postal Code of the address mentioned.	
Country Name	Country name of the user.	Country to which the user belongs.
Sub Division Name	Sub Division Name	Sub Division of the Current member appears. <ul style="list-style-type: none"> • This is an auto-complete field. • Click on the down arrow key on the keyboard to view the list.

Fill all the required details in the text box as the fields mentioned. The description of all the fields is stated in the table. Fields marked in * are mandatory.

The procedure to create a new user is as follows:

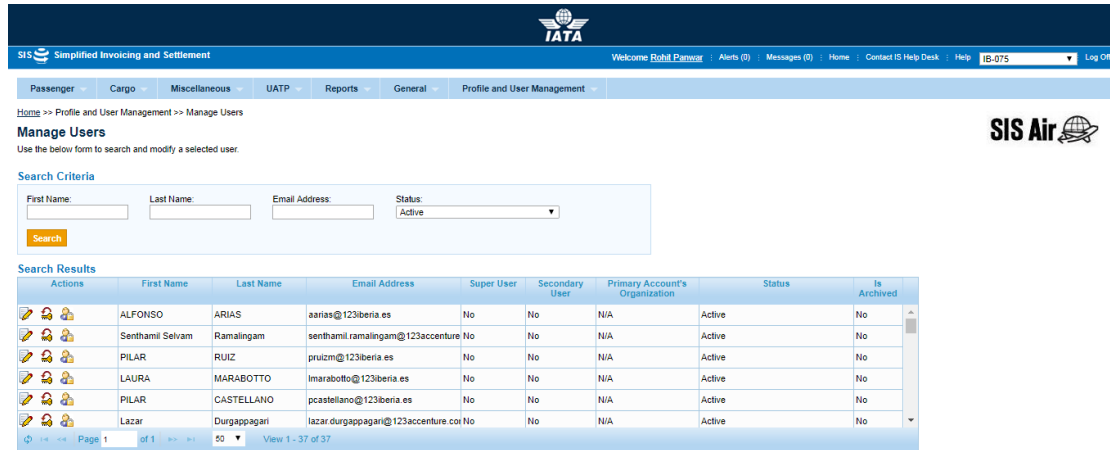
1. Select the **Salutation** as Mr/Mrs/Ms from the Salutation drop down list.
2. Enter the first name, last name and a valid e-mail address.
3. Enter the **Position Title**, the **Staff ID** of the user, the **Division** and the **Department** the user for whom the account is been created.
4. Enter the contact number of the user in **Telephone 1**, **Telephone 2**(alternate number), and **Mobile Number** of the user. Also enter the **Fax Number** of the user for reference in the text box.
5. Select the **Location ID** from the drop-down list and enter the address in the **Address** field (Address Line 1, Address Line 2, and Address Line 3.)
6. While entering the address enter the **City Name**, **Postal Code** of the address and the **Country** of the user.
7. Once all the details of the user are entered, click **Save User Details**.

The user profile is created after saving the details.



6.3.2 Searching Existing Users

In the **Profile and User Management** tab, click on **Manage Users**. The **Manage Users** screen is displayed.



The following table describes the fields on the **Search/Modify Account** screen.

Fields	Description	Remarks
First Name	First name of the User.	Screen is blank by default. A Valid first name in the profile has to be mentioned.
Last Name	Last Name of the User.	Screen is blank by default. A Valid Last name in the profile has to be mentioned.
Email ID	Email Id of the User.	Screen is blank by default. A Valid email address in the profile has to be mentioned.
Status	Status ID of the user.	Valid values are: <ul style="list-style-type: none"> • All • Active • Deactivated due to Membership Change • Inactive due to Password Expiry • Deactivated due to Password Expiry • Deactivated by SIS Ops • Deactivated by User • Deactivated in Customer Portal

The procedure to search for an existing user is as follows:

1. Enter the **First Name, Last Name, Email Address, Staff ID** and the **Email ID**, and then click **Search** to view the details of the specific user.
2. If only the first name or the last name is mentioned of the contact, all the contacts with similar first name and the last name are displayed.
 - User can view 5 user details after searching.
 - To view more users, user can jump to a particular page and increase the list of viewing user details



6.3.3 Editing Existing Users

Editing User Details

The procedure to edit user is as follows:

1. After searching a particular user or the list of users, select the row of a user to edit.
2. In the Actions column, click the Edit to edit the information for the user.
3. The **Modify User Account** screen is displayed.

Super User:

- This checkbox indicates whether the user whose details are displayed on the page is a super user or not
- If checked: The user is a super user
- If unchecked: The user is not a super user
- If a non Super User has been changed to a Super User, then all alerts sent by the system to super users will be sent to this user also. This includes broadcast messages sent by SIS Ops to Super Users only
- If a Super User has been changed to a non Super User, then alerts sent specifically to Super Users will not be sent this user. This includes broadcast messages sent by SIS Ops to Super Users only

Note:

This checkbox can be edited only by SIS Ops user

For certain types of users, update of 'First Name', 'Last Name' and 'Email Address' is not allowed in IS-WEB, and will be disabled. In such cases, these fields can be updated in the IATA Customer Portal only.

After entering the information click **Save User Details** to save the changes.

Is Archived:

- This checkbox will be used to mark/flag deactivated Users as 'Archived'. Such archived users will be excluded from the dropdown and autocomplete fields where users are populated.
- This checkbox will be enabled only if current status of user account being modified is inactive.



- If checked user account will be marked as 'Archived' and vice versa
- After editing the information click Save User Details to save the changes.



6.4 Switch User



Switch Users Menu has the following functionalities:

1. A dropdown 'Switch Access' will be shown to the left of logoff button for Primary User who has active secondary accounts in other organizations
2. When a primary user logs into the IS-WEB, this dropdown will populate:
 - a) Organization to which primary user account belongs
 - b) All the organizations with which user has active secondary account
3. To switch account click on the secondary account displayed in the dropdown list of this field
4. To switch back to primary account select the primary account displayed in this dropdown list field



6.5 Managing User Permissions

Manage User Permissions menu has following options:

- **Manage Permission Templates**

A permission template is set of functionalities grouped together. You can search for existing templates. You can create new templates and modify existing templates using Manage Permission Templates option.

- **Assign Permissions to User**

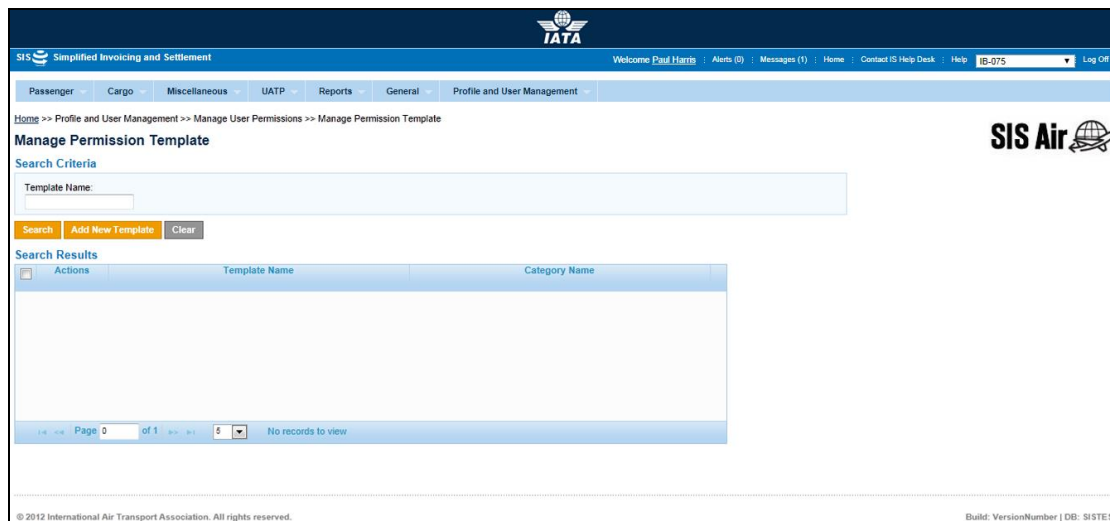
After you have created a new user, you can assign permissions to the user using Assign Permissions to User option. The permissions are assigned as per user's role and responsibilities.

6.6 Managing the Permission Template

6.6.1 Searching Permission Templates

To search for a Permission Template:

1. Click **Profile and User Management** tab, click **Manage User Permissions** and then click **Manage Permission Template**.
2. The **Manage Permission Template** screen is displayed.



The screenshot shows the 'Manage Permission Template' interface. At the top, there's a navigation bar with 'SIS Simplified Invoicing and Settlement' and 'IATA' logo. Below that, a breadcrumb trail reads 'Home >> Profile and User Management >> Manage User Permissions >> Manage Permission Template'. The main content area has a 'Search Criteria' section with a text input for 'Template Name' and buttons for 'Search', 'Add New Template', and 'Clear'. Below this is a 'Search Results' section with a table header: 'Actions', 'Template Name', and 'Category Name'. The table body is empty. At the bottom of the table, it says 'Page 0 of 1' and 'No records to view'. The footer contains copyright information: '© 2012 International Air Transport Association. All rights reserved.' and 'Build: VersionNumber | DB: SISTE'.

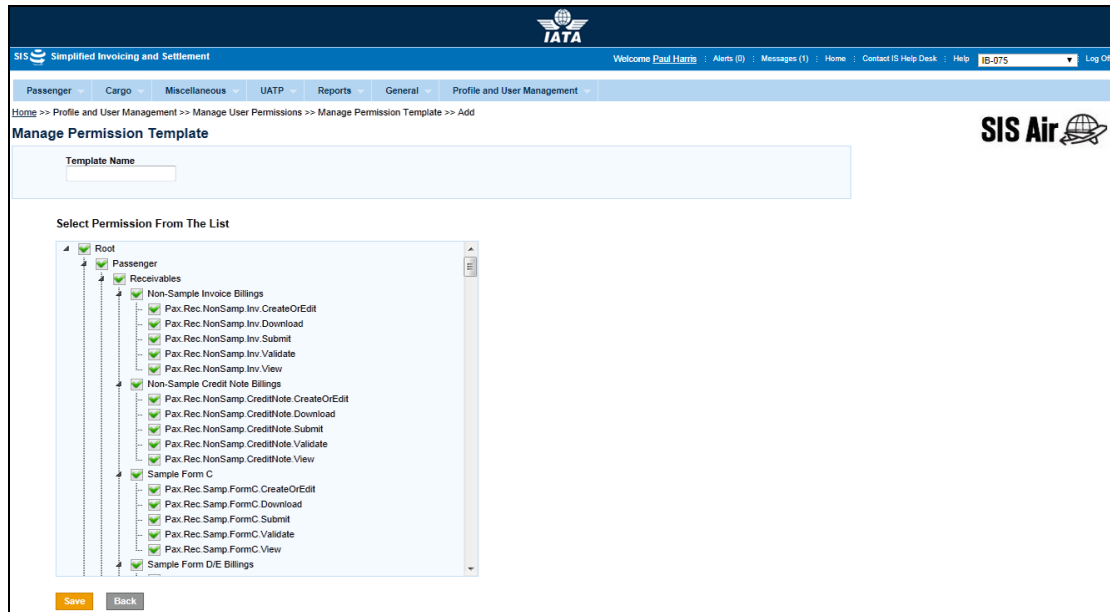
The procedure to search for an existing template is as follows:

1. In the **Template Name** field enter the name of the template that you wish to search.
2. Click **Search**.
3. The search results will be displayed in the Search Results section.
 - By default 5 contact details are displayed in the list. To View more contacts click on the **Next Page** to view another list of contact.
 - Member can jump to a particular page and increase the list of viewing contact details by mentioning the page number in the Pagination Text field.

6.6.2 Adding a New Template

You can add a new template with specific permissions. You can then assign this template to respective users.

1. To add a new template, click **Add New Template** on **Permission Template Search** screen.



The procedure to add a new template is as follows:

1. On the **Permission Template Search** screen click **Add New Template**.
2. Enter the template name in the **Template Name** field.
3. Select the check box against the permissions to be assigned to the new template.
4. Click **Save** to create a new template.

6.6.3 Editing an Existing Template

The procedure to **Edit an Existing Template** is as follows:

1. Search for the template you wish to edit. Select the template from the search result.
2. To edit the permissions of the template, select the check box against the permission to be assigned to the template. If you wish to remove the permission, clear the check box for that permission.
3. Click **Save** to save the changes.

6.6.4 Deleting Template

The procedure to delete the Existing Template is as follows:

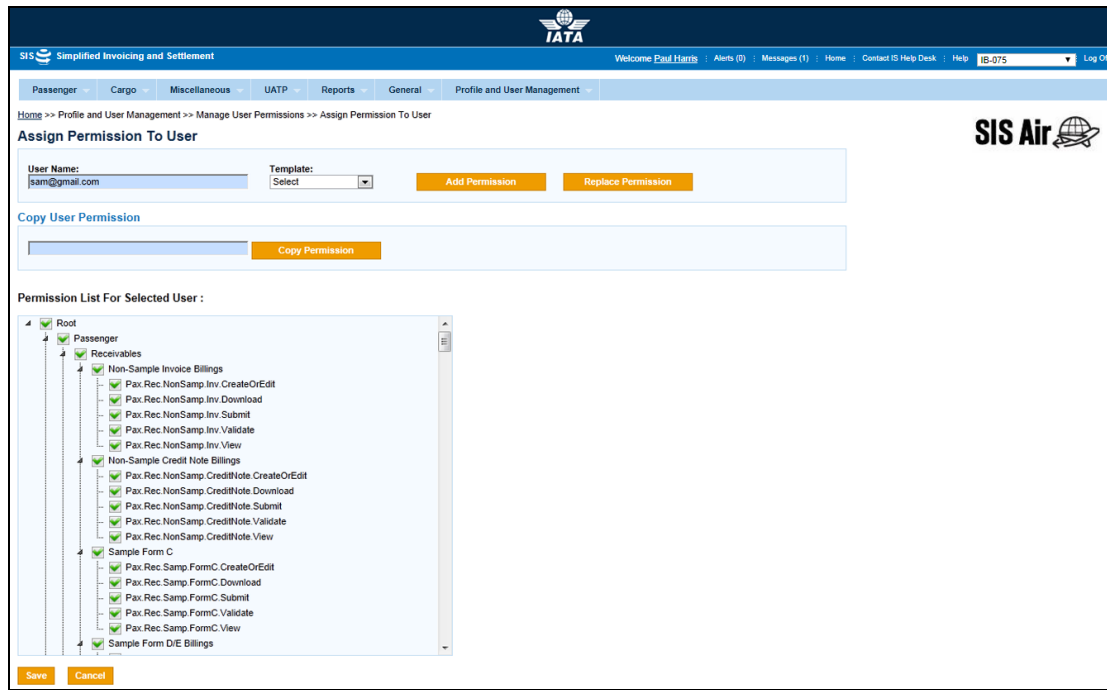
1. Search for the desired template and then click **X** icon in the **Action** column for the template to be deleted. The row for the template will highlight.
2. A warning message window will appear for confirmation to delete.
3. Click **OK** to delete the existing template.



6.6.5 Assigning Permissions to User

To assign the permissions to user:

1. Click **Profile and User Management** tab, click **Manage User Permissions** and then click **Assign Permissions to User** option.
2. The **Assign Permission To User** screen is displayed.



Fields	Description	Remarks
User Name	Name of the User	This is an auto-complete field. Press Down Arrow key on the keyboard to view the list of users.
Template	Permission Template list	For Example: PAX Module Lead, CGO Module Lead

The procedure for assign the permission is as follows:

1. Enter the user name in the **User Name** field to which you wish to assign the permission.
2. Select the Template from the drop down list.
3. Click **Add Permission**. All the permissions of the selected template will be assigned to the user and the permissions will be displayed in Select Permission from the List
4. Click **Save** to assign the permission.



6.6.5.1 Permission Management: Best Practices

Granting and restricting user access and permissions to IS Web is one of the most important responsibilities of the SIS Member Super User.

Here are some tips to keep in mind when granting user permissions:

- Follow the Principle of Least Privilege: Give people the lowest permission levels they need to perform their assigned tasks. It is essential for proper segregation of duties that not all permissions are assigned as default to every user.
- When granting user permissions, it is recommended to use one of the standard SIS Permission Templates to ensure proper role segregation.
- Use the standard SIS Permission Templates and avoid granting unique permissions to individuals. Where possible, use the copy permission function for users with similar roles.
- It is important to set user permissions that are aligned with the hierarchy in the department. For example, in some organizations, a user who can create an invoice may not submit invoices as this may be handled by the supervisor or manager.
- It is recommended that each user have their own user account with the appropriate permissions as per their role to allow for proper segregation of duties. Sharing of user ids is not recommended.



6.6.5.2 Permission Matrix

Module	Submenu	Permission Category	Permission
Passenger	Receivables	Non-Sample Invoice Billings	<ul style="list-style-type: none"> • Pax.Rec.NonSamp.Inv.CreateOrEdit • Pax.Rec.NonSamp.Inv.Download • Pax.Rec.NonSamp.Inv.Submit • Pax.Rec.NonSamp.Inv.Validate • Pax.Rec.NonSamp.Inv.View
Passenger	Receivables	Non-Sample Credit Note Billings	<ul style="list-style-type: none"> • Pax.Rec.NonSamp.CreditNote.CreateOrEdit • Pax.Rec.NonSamp.CreditNote.Download • Pax.Rec.NonSamp.CreditNote.Submit • Pax.Rec.NonSamp.CreditNote.Validate • Pax.Rec.NonSamp.CreditNote.View
Passenger	Receivables	Sample Form C	<ul style="list-style-type: none"> • Pax.Rec.Samp.FormC.CreateOrEdit • Pax.Rec.Samp.FormC.Download • Pax.Rec.Samp.FormC.Submit • Pax.Rec.Samp.FormC.Validate • Pax.Rec.Samp.FormC.View
Passenger	Receivables	Sample Form D/E Billings	<ul style="list-style-type: none"> • Pax.Rec.Samp.FormDE.CreateOrEdit • Pax.Rec.Samp.FormDE.Download • Pax.Rec.Samp.FormDE.Submit • Pax.Rec.Samp.FormDE.Validate • Pax.Rec.Samp.FormDE.View
Passenger	Receivables	Sample Form F Billings	<ul style="list-style-type: none"> • Pax.Rec.Samp.FormF.CreateOrEdit • Pax.Rec.Samp.FormF.Download • Pax.Rec.Samp.FormF.Submit • Pax.Rec.Samp.FormF.Validate • Pax.Rec.Samp.FormF.View



Module	Submenu	Permission Category	Permission
Passenger	Receivables	Sample Form XF Billings	<ul style="list-style-type: none"> Pax.Rec.Samp.FormXF.Create OrEdit Pax.Rec.Samp.FormXF.Download Pax.Rec.Samp.FormXF.Submit Pax.Rec.Samp.FormXF.Validate Pax.Rec.Samp.FormXF.View
Passenger	Receivables	Manage Invoices/Credit Notes	<ul style="list-style-type: none"> Pax.Rec.ManageInvoices.Query
Passenger	Receivables	Manage Form C	<ul style="list-style-type: none"> Pax.Rec.ManageFormC.Query
Passenger	Receivables	Manage Supporting Documents	<ul style="list-style-type: none"> Pax.Rec.SuppDoc.Add Pax.Rec.SuppDoc.Remove
Passenger	Receivables	Correct Supporting Documents Linking Errors	<ul style="list-style-type: none"> Pax.Rec.LinkingErr.Correct
Passenger	Payables	Non-Sample Invoice Billings	<ul style="list-style-type: none"> Pax.Pay.NonSamp.Inv.Download Pax.Pay.NonSamp.Inv.View
Passenger	Payables	Non-Sample Credit Note Billings	<ul style="list-style-type: none"> Pax.Pay.NonSamp.CreditNote.Download Pax.Pay.NonSamp.CreditNote.View
Passenger	Payables	Sample Form C	<ul style="list-style-type: none"> Pax.Pay.Samp.FormC.Download Pax.Pay.Samp.FormC.View
Passenger	Payables	Sample Form D/E Billings	<ul style="list-style-type: none"> Pax.Pay.Samp.FormDE.Download Pax.Pay.Samp.FormDE.View
Passenger	Payables	Sample Form F Billings	<ul style="list-style-type: none"> Pax.Pay.Samp.FormF.Download Pax.Pay.Samp.FormF.View
Passenger	Payables	Sample Form XF Billings	<ul style="list-style-type: none"> Pax.Pay.Samp.FormXF.Download Pax.Pay.Samp.FormXF.View
Passenger	Payables	Search Invoices/Credit Notes	<ul style="list-style-type: none"> Pax.Pay.SearchInvoice.Query



Module	Submenu	Permission Category	Permission
Passenger	Payables	Search Sample Form C	<ul style="list-style-type: none"> Pax.Pay.SearchFormC.Query
Passenger	Payables	View Supporting Documents	<ul style="list-style-type: none"> Pax.Pay.SupportingDocs.Query
Passenger	View Billing History and Correspondence	-	<ul style="list-style-type: none"> Pax.BillingHistory.DraftCorrespondence Pax.BillingHistory.GrantAuthorityToBill Pax.BillingHistory.SendCorrespondence Pax.BillingHistory.ViewAuditTrail Pax.BillingHistory.ViewCorrespondence
Miscellaneous	Receivables	Create Invoice	<ul style="list-style-type: none"> Misc.Rec.Inv.CreateOrEdit Misc.Rec.Inv.Download Misc.Rec.Inv.Submit Misc.Rec.Inv.Validate Misc.Rec.Inv.View
Miscellaneous	Receivables	Create Credit Note	<ul style="list-style-type: none"> Misc.Rec.CreditNote.CreateOrEdit Misc.Rec.CreditNote.Download Misc.Rec.CreditNote.Submit Misc.Rec.CreditNote.Validate Misc.Rec.CreditNote.View
Miscellaneous	Receivables	Manage Supporting Documents	<ul style="list-style-type: none"> Misc.Rec.SuppDoc.Add Misc.Rec.SuppDoc.Remove
Miscellaneous	Receivables	Correct Supporting Documents Linking Errors	<ul style="list-style-type: none"> Misc.Rec.LinkingErr.Correct
Miscellaneous	Receivables	Updates to Payment Status as per Billing Member	<ul style="list-style-type: none"> MISC.Rec.PaymentStatusPerBillingMember.Update
Miscellaneous	Receivables	Manage Invoices/ Credit Notes	<ul style="list-style-type: none"> MISC.Rec.ManageInvoices.Query
Miscellaneous	Payables	Invoice Billings	<ul style="list-style-type: none"> Misc.Pay.Inv.Download Misc.Pay.Inv.View
Miscellaneous	Payables	Credit Note Billings	<ul style="list-style-type: none"> Misc.Pay.CreditNote.Download Misc.Pay.CreditNote.View



Module	Submenu	Permission Category	Permission
Miscellaneous	Payables	Search Invoices/Credit Notes	<ul style="list-style-type: none"> Misc.Pay.SearchInvoice.Query
Miscellaneous	Payables	View Supporting Documents	<ul style="list-style-type: none"> Misc.Pay.SupportingDocs.Query
Miscellaneous	Payables	Updates to Payment Status as per Billed Member	<ul style="list-style-type: none"> MISC.Pay.PaymentStatusPerBilledMember.Update
Miscellaneous	View Billing History and Correspondence	-	<ul style="list-style-type: none"> Misc.BillingHistory.DraftCorrespondence Misc.BillingHistory.GrantAuthorityToBill Misc.BillingHistory.SendCorrespondence Misc.BillingHistory.ViewAuditTrail Misc.BillingHistory.ViewCorrespondence
Cargo	Receivables	Create Invoice	<ul style="list-style-type: none"> Cgo.Rec.Inv.CreateOrEdit Cgo.Rec.Inv.View Cgo.Rec.Inv.Validate Cgo.Rec.Inv.Submit Cgo.Rec.Inv.Download
Cargo	Receivables	Create Credit Note	<ul style="list-style-type: none"> Cgo.Rec.CreditNote.CreateOrEdit Cgo.Rec.CreditNote.View Cgo.Rec.CreditNote.Validate Cgo.Rec.CreditNote.Submit Cgo.Rec.CreditNote.Download
Cargo	Receivables	Manage Invoices/ Credit Notes	<ul style="list-style-type: none"> Cgo.Rec.ManageInvoices.Query
Cargo	Receivables	Manage Supporting Documents	<ul style="list-style-type: none"> Cgo.Rec.SuppDoc.Add Cgo.Rec.SuppDoc.Remove
Cargo	Receivables	Validation Error Correction	<ul style="list-style-type: none"> Cgo.Rec.ValidationError.Correct
Cargo	Receivables	Correct Supporting Documents Linking Errors	<ul style="list-style-type: none"> Cgo.Rec.LinkingErr.Correct



Module	Submenu	Permission Category	Permission
Cargo	Payables	Invoice Billings	<ul style="list-style-type: none"> Cgo.Pay.Inv.View Cgo.Pay.Inv.Download
Cargo	Payables	Search Invoices/ Credit Notes	<ul style="list-style-type: none"> Cgo.Pay.SearchInvoice.Query
Cargo	Payables	View Supporting Documents	<ul style="list-style-type: none"> Cgo.Pay.SupportingDocs.Query
Cargo	Payables	Credit Note Billings	<ul style="list-style-type: none"> Cgo.Pay.CreditNote.View Cgo.Pay.CreditNote.Download
Cargo	View Billing History and Correspondence	-	<ul style="list-style-type: none"> Cgo.BillingHistory.ViewAuditTrail Cgo.BillingHistory.ViewCorrespondence Cgo.BillingHistory.DraftCorrespondence Cgo.BillingHistory.SendCorrespondence Cgo.BillingHistory.GrantAuthorityToBill
Cargo	Download Correspondences	-	<ul style="list-style-type: none"> Cgo.DownloadCorr.PDF
UATP	Receivables	Create Invoice	<ul style="list-style-type: none"> UATP.Rec.Inv.CreateOrEdit UATP.Rec.Inv.View UATP.Rec.Inv.Validate UATP.Rec.Inv.Submit UATP.Rec.Inv.Download
UATP	Receivables	Create Credit Note	<ul style="list-style-type: none"> UATP.Rec.CreditNote.CreateOrEdit UATP.Rec.CreditNote.View UATP.Rec.CreditNote.Validate UATP.Rec.CreditNote.Submit UATP.Rec.CreditNote.Download
UATP	Receivables	Manage Invoices/ Credit Notes	<ul style="list-style-type: none"> UATP.Rec.ManageInvoices.Query
UATP	Receivables	Manage Supporting Documents	<ul style="list-style-type: none"> UATP.Rec.SuppDoc.Add UATP.Rec.SuppDoc.Remove
UATP	Receivables	Validation Error Correction	<ul style="list-style-type: none"> UATP.Rec.ValidationError.Correct



Module	Submenu	Permission Category	Permission
UATP	Receivables	Correct Supporting Documents Linking Errors	<ul style="list-style-type: none"> UATP.Rec.LinkErr.Correct
UATP	Payables	Invoice Billings	<ul style="list-style-type: none"> UATP.Pay.Inv.View UATP.Pay.Inv.Download
UATP	Payables	Credit Note Billings	<ul style="list-style-type: none"> UATP.Pay.CreditNote.View UATP.Pay.CreditNote.Download
UATP	Payables	Search Invoices/ Credit Notes	<ul style="list-style-type: none"> UATP.Pay.SearchInvoice.Query
UATP	View Supporting Documents	-	<ul style="list-style-type: none"> UATP.Pay.SupportingDocs.Query
UATP	View Billing History and Correspondence	-	<ul style="list-style-type: none"> UATP.BillingHistory.ViewAuditTrail UATP.BillingHistory.ViewCorrespondence UATP.BillingHistory.DraftCorrespondence UATP.BillingHistory.SendCorrespondence UATP.BillingHistory.GrantAuthorityToBill
UATP	Download Correspondences	-	<ul style="list-style-type: none"> UATP.DownloadCorr.PDF
General	File Management	Upload Files	<ul style="list-style-type: none"> File.Upload
General	File Management	Download Files	<ul style="list-style-type: none"> File.Download
General	Manage Suspended Invoices	-	<ul style="list-style-type: none"> FinContrlr.SuspndInv.Query FinContrlr.SuspndInv.Resubmit FinContrlr.SuspndInv.Update
Reports	Processing Dashboard	-	<ul style="list-style-type: none"> FinContrlr.ProcDasbrd.Delete FinContrlr.ProcDasbrd.Download FinContrlr.ProcDasbrd.IncrBillingPeriod FinContrlr.ProcDasbrd.MarkforLateSubmission FinContrlr.ProcDasbrd.View



Module	Submenu	Permission Category	Permission
Reports	SIS Usage Report	-	<ul style="list-style-type: none"> • Reports.SISUsage.Access
Reports	Member/Contract Reports	-	<ul style="list-style-type: none"> • Member.Contacts.Access
Reports	Financial Controller	Suspended Billings	<ul style="list-style-type: none"> • Reports.SuspendedBillings.Access
Reports	Financial Controller	Access ICH-WEB Reports	<ul style="list-style-type: none"> • Reports.AccessICHWEB.Access
Reports	Financial Controller	Interline Billing Summary	<ul style="list-style-type: none"> • Reports.InterlineBillingSummary.Access
Reports	Financial Controller	Interline Payables Analysis	<ul style="list-style-type: none"> • Reports.InterlinePayablesAnalysis.Access
Reports	Financial Controller	Pending Invoices In Error	<ul style="list-style-type: none"> • Reports.PendingErrorInvoices.Access
Reports	Financial Controller	Top 10 Interline Partner - Receivables	<ul style="list-style-type: none"> • Reports.Top10Receivables.Access
Reports	Financial Controller	Top 10 Interline Partner - Payables	<ul style="list-style-type: none"> • Reports.Top10Payables.Access
Reports	Passenger	Receivables	<ul style="list-style-type: none"> • Interline Billing Summary <ul style="list-style-type: none"> ▪ Pax.Reports.Rec.InterlineBillSummary.Access • Non Sample Rejection Analysis <ul style="list-style-type: none"> ▪ Pax.Reports.Rec.NonSampleRejnAnalysis.Access • Sampling Billing Analysis <ul style="list-style-type: none"> ▪ Pax.Reports.Rec.SamplingBillingAnalysis.Access • RM BM CM Summary <ul style="list-style-type: none"> ▪ Pax.Reports.Rec.RMBMCMAAnalysis.Access • Supporting Documents Mismatch <ul style="list-style-type: none"> ▪ Pax.Reports.Rec.SupportingDocMismatch.Access



Module	Submenu	Permission Category	Permission
Reports	Passenger	Payables	<ul style="list-style-type: none"> • Interline Billing Summary <ul style="list-style-type: none"> ▪ Pax.Reports.Pay.InterlineBillSummary.Access • Non Sample Rejection Analysis <ul style="list-style-type: none"> ▪ Pax.Reports.Pay.NonSampleRejnAnalysis.Access • Sampling Billing Analysis <ul style="list-style-type: none"> ▪ Pax.Reports.Pay.SamplingBillingAnalysis.Access • RM BM CM Summary <ul style="list-style-type: none"> ▪ Pax.Reports.Pay.RMBMCMAnalysis.Access
Reports	Passenger	Correspondence Status	<ul style="list-style-type: none"> • Pax.Reports.CorrStatus.Access • Pax.Reports.CorrStatus.Access
Reports	Passenger	BVC Details	<ul style="list-style-type: none"> • Pax.Reports.Rec.RMBMCMSummary.Access • Pax.Reports.BVCDetails.Access
Reports	Passenger	Payables - RM BM CM Summary	<ul style="list-style-type: none"> • Pax.Reports.Pay.RMBMCMSummary.Access
Reports	Passenger	Receivables - Billing Value Conf Analysis	<ul style="list-style-type: none"> • Pax.Reports.Rec.BVCAnalysis.Access
Reports	Passenger	Payables - Billing Value Conf Analysis	<ul style="list-style-type: none"> • Pax.Reports.Pay.BVCAnalysis.Access
Reports	Passenger	Receivables - Supporting Documents Mismatch	<ul style="list-style-type: none"> • Pax.Reports.Rec.SuppDocsMismatch.Access
Reports	Miscellaneous	Receivable Invoice Summary Report	<ul style="list-style-type: none"> • Misc.Reports.ReclnvSummary.Access
Reports	Miscellaneous	Correspondence Status	<ul style="list-style-type: none"> • Misc.Reports.CorrStatus.Access
Reports	Miscellaneous	Payables Charge Summary Report	<ul style="list-style-type: none"> • Misc.Reports.PayChargeSummary.Access



Module	Submenu	Permission Category	Permission
Reports	Cargo	Receivables	<ul style="list-style-type: none"> • Submission Overview <ul style="list-style-type: none"> ▪ Cgo.Reports.Rec.SubmissionOverview.Access • Interline Billing Summary <ul style="list-style-type: none"> ▪ Cgo.Reports.Rec.InterlineBillSummary.Access • Rejection Analysis <ul style="list-style-type: none"> ▪ Cgo.Reports.Rec.RejnAnalysis.Access • RM BM CM Summary <ul style="list-style-type: none"> ▪ Cgo.Reports.Rec.RBMCMAccess • Supporting Documents Mismatch <ul style="list-style-type: none"> ▪ Cgo.Reports.Rec.SupportDocumentsMismatch.Access
Reports	Cargo	Payables	<ul style="list-style-type: none"> • Submission Overview <ul style="list-style-type: none"> ▪ Cgo.Reports.Pay.SubmissionOverview.Access • Interline Billing Summary <ul style="list-style-type: none"> ▪ Cgo.Reports.Pay.InterlineBillSummary.Access • Rejection Analysis <ul style="list-style-type: none"> ▪ Cgo.Reports.Pay.NonSampleRejnAnalysis.Access • RM BM CM Summary <ul style="list-style-type: none"> ▪ Cgo.Reports.Pay.RBMCMAccess
Reports	Cargo	RM BM CM Details Report	<ul style="list-style-type: none"> • Cgo.Reports.RBMCMDetails.Access
Reports	Cargo	Correspondence Status	<ul style="list-style-type: none"> • Cgo.Reports.CorrStatus.Access
Reports	IS and CH Calendar Report	-	<ul style="list-style-type: none"> • ISCH.CalendarReport.Access
Reports	Invoice Reference Data	-	<ul style="list-style-type: none"> • INV.ReferenceData.Access
Profile and User Management	Manage Member Profile	-	<ul style="list-style-type: none"> • Profile.ManageMember.Access
Profile and User Management	Create/Manage Users	-	<ul style="list-style-type: none"> • Profile.CreateOrManageUsers.Access



Module	Submenu	Permission Category	Permission
Profile and User Management	Manage User Permissions	-	<ul style="list-style-type: none"> • Profile.ManageUserPermission.Access
Profile and User Management	View Profile Changes	-	<ul style="list-style-type: none"> • Profile.ViewProfileChanges.Access
Profile and User Management	Access Locations Associations	-	<ul style="list-style-type: none"> • Profile.LocationAssociation.Access



6.6.6 Replacing Permissions

The procedure to **Replace Permission** is as follows:

1. Enter the name of the user in the **User Name** field to whom you wish to assign the permission.
2. Select the **Template** from the list of drop down to replace the permission to the user
3. Click **Replace Permission**. All the existing permissions will be replaced by the new template permissions.
4. Click **Save** to assign the permission.



6.6.7 Copying Permissions

You can copy permissions of one user to another. The procedure to **Copy Permission** is as follows:

1. Enter the name of the user in the **User Name** field to whom you wish to assign the permission.
2. Enter the user name in the field in the **Copy User Permissions** section.
3. Click **Copy Permission**. All the permissions of second user will be copied to the first user.
4. Click **Save** to assign the permission or click **Cancel** to exit from the screen.



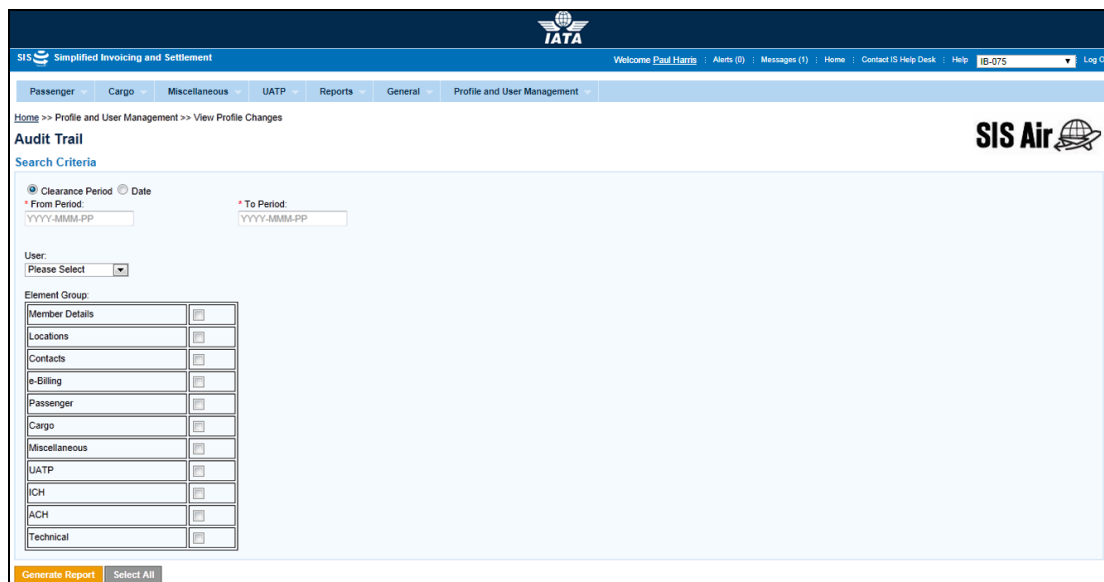
6.7 Viewing Profile Changes

In this menu you can view the changes made to your profile by SIS, ICH, ACH members.



6.7.1 Viewing Profile Changes

You can view the changes made to your profile by SIS, ICH, ACH members. To view profile changes, click **Profile and User Management** menu, and then click **View Profile Changes**.



The following table describes the fields on the **View Profile Changes** screen:

Fields	Description	Remarks
Clearance Period	It is the period to be selected for Audit Trail.	There are two options: <ul style="list-style-type: none"> • Date Range (From – To) • Clearance Period • By Default the clearance period is selected.
Date	Date to be selected for Audit Trail.	Audit entries will be shown from the specific date range. You can select either Clearance Period or Date.
From Period	This indicates the audit clearance period range. If specified, the audit report will show the audit entries for the elements changed between the specified clearance periods. Here the actor will be expected to specify all of the below values for the FROM as well as TO periods <ul style="list-style-type: none"> • Clearance period • Clearance Month • Year 	It is the starting date of the clearance period. <ul style="list-style-type: none"> • Period is to be mentioned in YYYY-MM-PP format, where <ul style="list-style-type: none"> □ YYYY is the year □ MM is the month □ PP is the period • The field is active if Clearance period is selected.



Fields	Description	Remarks
To Period	<p>This indicates the audit clearance period range.</p> <p>If specified, the audit report will show the audit entries for the elements changed between the specified clearance periods.</p> <p>Here the actor will be expected to specify all of the below values for the FROM as well as TO periods</p> <ul style="list-style-type: none"> • Clearance period • Clearance Month • Year 	<p>It is the End date of the clearance period.</p> <ul style="list-style-type: none"> • Period is to be mentioned in YYYY-MM-PP format, where <ul style="list-style-type: none"> □ YYYY is the year □ MM is the month □ PP is the period • The field is active if Clearance period is selected.
From Date	<p>This indicates the audit date range. If specified, the audit report will show the audit entries for the fields that are changed between the date range.</p>	<p>You can select the date from the date picker.</p> <p>The field is active if Date is selected.</p>
To Date	<p>This indicates the audit date range. If specified, the audit report will show the audit entries for the fields that are changed between the date range.</p>	<p>End date of the clearance.</p> <ul style="list-style-type: none"> • You can select the date from the date picker. • The field is active if Date is selected.
User	<p>User name</p>	<p>This indicates the user who made the changes.</p> <p>If specified, the audit report will show audit entries for elements changed by the particular user.</p> <p>Archived user will not be shown in the dropdown.</p>

The procedure to **Search** is as follows

1. Enter the search criteria. The search criteria can be specified in two ways:
 1. Date Range (From – To) – This indicates the audit date range. If specified, the audit report will show the audit entries for the elements changed between the date range.

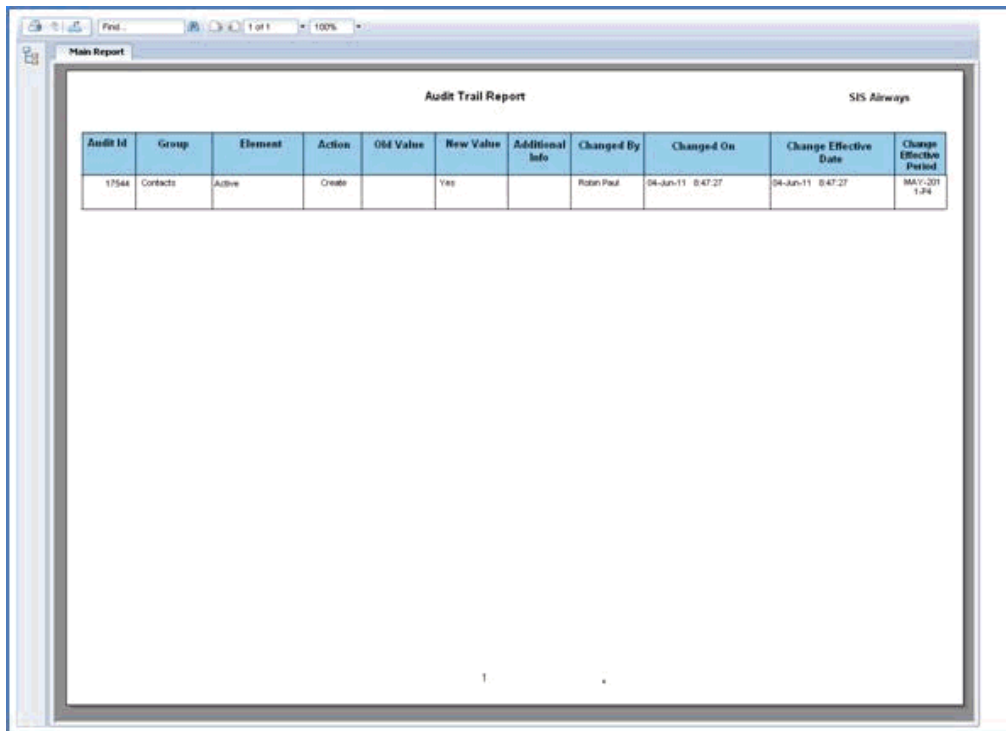
OR

 - i. Clearance Period (From – To) – If specified, the audit report will show the audit entries for the elements changed between the specified clearance periods.

Here you must specify all of the below values for the FROM as well as TO periods

- Clearance period
 - Clearance Month
 - Year
2. Enter the user name or select the user from the drop-down list.
 3. You can enter either some or all of the search criteria.
 4. Click **Generate Report**.
 5. An Audit Trail Report will be generated.

Audit Trail Report



Audit Id	Group	Element	Action	Old Value	New Value	Additional Info	Changed By	Changed On	Change Effective Date	Change Effective Period
17544	Contacts	Active	Create		Yes		Rolan Paul	04-Jun-11 8:47:27	04-Jun-11 8:47:27	MAY-2011 1:34

The following table describes the fields of **Audit Trail Report**.

Fields	Description	Remarks
Audit ID	This column displays the Audit ID, assigned by IS to every audit trail entry	This is the ID assigned by IS to every audit trail entry.
Group	Displays the name of the Group to which the changed element belongs.	For example: Contacts, PAX etc.
Element	Displays the name of the changed field.	
Action	Displays the type of change.	Action can be Create, Update or Delete.
Old Value	Displays the Old Value of the changed element.	-
New Value	Displays the changed value of the changed element.	-
Additional Info	Displays the additional information.	Any information that can be to member's help after the change is been made.
Changed By	Displays the name of the user who made change.	The field value will be displayed only if the Member profile element 'Hide user names in audit trails' is set to 'No' in the particular Member's Member Profile.
Changed On	Displays the date and time of the change.	-

Fields	Description	Remarks
Change Effective Date	Displays the date when the change became effective.	In most cases, this will be same as 'Changed On' date. It will be different only in case of post dated profile changes.
Change Effective Period	Displays the clearance period when the change became effective.	-
Member Designator	Alpha Code assigned to the member.	-
Member Prefix	It is the numeric code assigned to the member.	-
Member Name	Name of the member	-

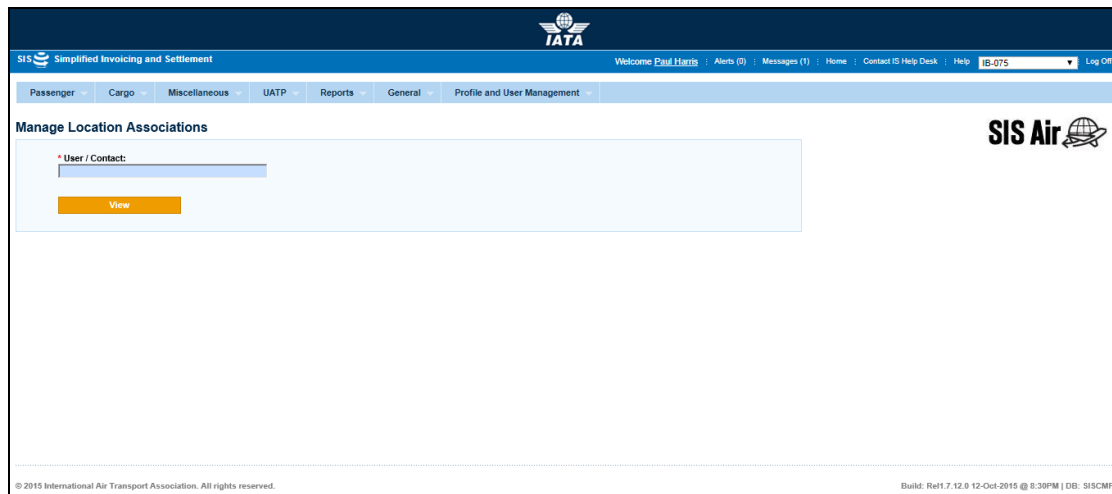


6.8 Manage Location Associations

1. User having appropriate permission will only be able to access this screen.
2. Using this screen Granting User who can be Super User or Normal User (Non Super User) can view and modify Location association of other Users and Non-User Contacts.



6.8.1 Manage Location Associations Screen

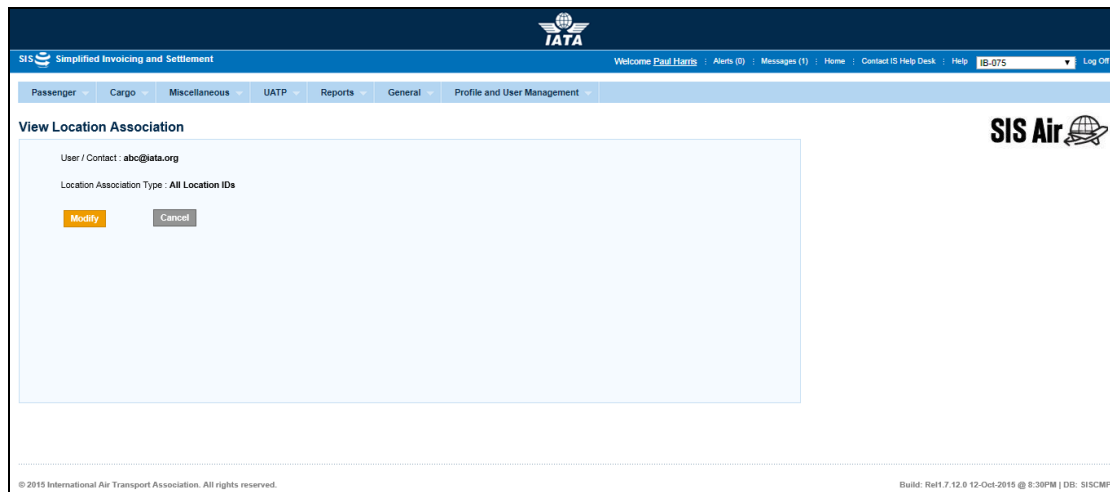


The following table describes the fields on the **Manage Location Associations** screen.

Field	Description	Remark
User / Connect	It is email address of Target user or Non-User Contact	It is a auto-complete field and will populate list of Target Users / Non-User Contacts. Archived user will not be shown in the dropdown.
View button	The Granting User will be taken to the 'View Location Association' screen	Audit entries will be shown from the specific date range. You can select either Clearance Period or Date.



6.8.2 View Manage Location Associations Screen



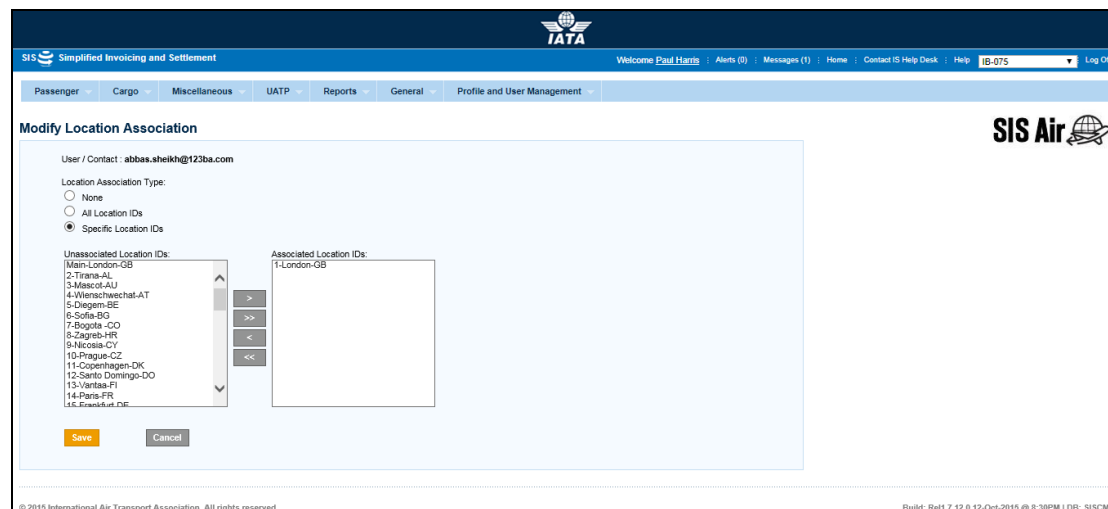
The following table describes the fields on the **View Location Association** screen.

Field	Description	Remark
User / Connect	Non editable email address of Target user or Non-User Contact	
Location Association Type	Non editable association type of the Target User / Non-User Contact	<ul style="list-style-type: none"> • If the Target User / Non-User Contact is not associated with any Locations, value 'None' will be shown • If the Target User / Non-User Contact is associated with ALL Locations, value 'All Location IDs' will be shown • If the Target User / Non-User Contact is associated with specific Locations, value 'Specific Location IDs' will be shown
Associated Location IDs	Will be shown only if the 'Location Association Type' is "Specific Location IDs"	<ul style="list-style-type: none"> • It will be a non-editable list box • It will show all the Location IDs with which the Target User / Non-User Contact is associated (whether Active or Inactive)



Field	Description	Remark
Modify button	Granting User will be taken to modification screen.	<ul style="list-style-type: none"> • If the 'Location Association Type' of the Granting User is "None" <ul style="list-style-type: none"> ▪ The Granting User will not be able to proceed further • If the 'Location Association Type' of the Granting User is "All Location IDs": <ul style="list-style-type: none"> ▪ The Granting User will be taken to the 'Modify Location Association' screen • If the 'Location Association Type' of the Granting User is "Specific Location IDs" AND the 'Location Association Type' of the Target User / Non-User Contact is "All Location IDs": <ul style="list-style-type: none"> ▪ The Granting User will not be able to proceed further • If the 'Location Association Type' of the Granting User is "Specific Location IDs" AND the 'Location Association Type' of the Target User / Non-User Contact is "Specific Location IDs": <ul style="list-style-type: none"> ▪ The Granting User will be taken to the 'Modify Location Association' screen • If the 'Location Association Type' of the Granting User is "Specific Location IDs" AND the 'Location Association Type' of the Target User / Non-User Contact is "None": <ul style="list-style-type: none"> ▪ The Granting User will be taken to the 'Modify Location Association' screen
Cancel button	Clicking on button 'Cancel' will take the Granting User to the default search screen.	

6.8.3 Modify Location Association Screen



Modify Location Association

User / Contact : abbas.sheikh@t2ba.com

Location Association Type:

None

All Location IDs

Specific Location IDs

Unassociated Location IDs:

- 1>Main-London-GB
- 2-Tirana-AL
- 3-Mascot-AU
- 4-Wien-schwchat-AT
- 5-Diegen-SE
- 6-Sofia-BG
- 7-Bogota-CO
- 8-Zagreb-HR
- 9-Nicosia-CY
- 10-Prague-CZ
- 11-Copenhagen-DK
- 12-Santo Domingo-DO
- 13-Vantaa-FI
- 14-Paris-FR
- 15-Frankfurt-DE

Associated Location IDs:

- 1-London-GB

Save Cancel

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1. By default, this screen will show the existing Location Association of the Target User
2. If the 'Location Association Type' of the Target User / Non-User Contact is "None":
 - a) It can be changed to "All Location IDs"
 - b) Or, it can be changed to "Specific Location IDs". If this is done, at least one Location ID should be associated with the Target User / Non-User Contact
3. If the 'Location Association Type' of the Target User / Non-User Contact is "All Location IDs":
 - a) It can be changed to "None"
 - b) Or, it can be changed to "Specific Location IDs". If this is done, at least one Location ID should be associated with the Target User / Non-User Contact
4. If the 'Location Association Type' of the Target User / Non-User Contact is "Specific Location IDs":
 - a) It can be changed to "None"
 - b) Or, it can be changed to "All Location IDs"
5. The third section should be a group of two List Boxes showing specific Location IDs:
 - a) This group should be shown ONLY if 'Location Association Type' is set as "Specific Location IDs"
 - b) The List Box on the Left Hand Side:
 - i. Should be labeled 'Unassociated Location IDs'
 - ii. Should show Location IDs of that Member (Active or Inactive) with which the Target User / Non-User Contact is NOT associated

- iii. This List Box may be empty if the Target User / Non-User Contact is already associated with all Active and Inactive Location IDs of the Member
- c) The List Box on the Right Hand Side:
 - i. Should be labeled 'Associated Location IDs'
 - ii. Should show Location IDs of that Member (Active or Inactive) with which the Target User / Non-User Contact is associated
- d) Between these two List Boxes, four Move Buttons will allow users to move locations between the list boxes.

The following table describes the fields on the **Modify Location Association** screen.

Field	Description	Remark
Cancel button	Any changes made to the Location Associations of the Target User / Non-User Contact will be aborted	
Save button	System will save the changes made to the Location Association of the Target User / Non-User Contact	



Index

- Add/Deduct Charge, 816
- Adding a Billing Memo Coupon, 67
- Adding a Credit Memo Coupon, 215
- Adding a Rejection Memo Coupon, 46
- Adding Prepaid AWB for RM, 353
- Adding/Modifying Contact of Billed Member-
Additional Details, 824
- Adding/Modifying Contact of Billing Member-
Additional Details, 822
- Assigning Permissions to User, 1079
- AWB Prepaid Billing Records, 334
- Billed Member's Reference Data, 302
- Billing History, 783
- Billing Member's Reference Data, 300
- BVC (Billing Value Confirmation) Details
Report, 924
- Common Procedures, 497
- Correcting Support Documents Linking
Errors, 792
- Correcting the Linking Errors for Supporting
Documents, 265
- Correspondence Status Report, 921, 981
- Creating a Rejection Memo, 36, 348
- Creating Billing Memo, 61
- Creating Correspondence Invoice via Billing
History and Correspondence, 592
- Creating Credit Memo, 207
- Creating Credit Note Header, 727
- Creating Form C, 124
- Creating Form C Header, 104
- Creating Form D/E, 135
- Creating Form D/E Header, 106
- Creating Form F, 158
- Creating Form F Header, 112
- Creating Form XF, 174
- Creating Form XF Header, 118
- Creating Invoice Header, 311, 526, 709
- Creating Line Item, 535
- Creating New User, 1067
- Creating Prime Billing, 22
- Downloading Invoices, 657
- Editing Line Item, 552
- Editing Line Item Detail, 555
- Editing Miscellaneous Invoice, 549
- Initiating Correspondence, 242
- IS and CH Calendar Report, 871
- Managing Correspondence, 253, 475
- Managing Supporting Documents, 788
- Member / Contact Details Report, 862
- Overview of Miscellaneous Module, 517
- Payables – RM BM CM Summary, 918
- Prime Billing Coupon List, 33
- Receivables – Supporting Documents
Mismatch, 907
- Rejecting Invoice via Billing History, 569
- Rejecting Invoice via Payables, 579
- Searching Existing Users, 1070
- Searching Invoice, 83
- Searching Invoice/Credit Note via Payables,
781
- Searching Sampling Form C, 188
- SIS Usage Report, 859
- Suspended Billings Report, 883
- Tax Amount, 811
- TAX Breakdown, 279
- VAT Amount, 813
- VAT Breakdown, 281
- Viewing Profile Changes, 1094
- Viewing/Modifying Billed Member's Location
ID, 820
- Viewing/Modifying Billing Member's Location
ID, 818