SIS – Simplified Invoicing and Settlement

Major Release 1.15 Communication

August 2019

Version No: 1.0

Contents:

Version Control:

VER.	DATE	COMMENTS/CHANGES
1.0	Aug-2019	Original version

Major Release 1.15 Deployment Schedule

The deployment of Major Release 1.15 is planned to be executed before the start of the Nov P1 2019 clearance.

The deployment, including SIS Production downtime, is currently planned to occur after Oct P4 2019 period closure i.e. on Nov 7th, 2019 and after 1700 EST. Final details regarding the time of implementation will be circulated prior to the release.

The validation changes will be deployed in the SIS Sandbox environment by early Oct. and the date will be confirmed via a SIS bulletin. We recommend you to test your files through the Sandbox environment prior to the deployment of Release 1.15 in SIS Production in order to ensure a smooth transition to the new validations introduced via this release.

Note: Changes included in this document are only those associated with Release 1.15. All other corrections to the Record Structures or ISPG will be outlined in the ISPG Change Log and not in this document.

Scope of Major Release 1.15

CMPs selected by the SIS Steering Group

The list of CMP (Change Management Process) items covered in this Major Release are explained in greater details in the table below.

Some changes may have an impact on SIS Users so we recommend to go through the below section in detail for evaluating any possible impact (please refer to Applicability and Change sections within each CMP).

CMP #	Subject	Affected Billing Categories	Affects Record Structure?	Changes in Validation?
741	Purging of Invoice PDFs and Listings based on Payment Status	MISC	No	Yes
761	Correspondence Number in the Offline File Name	PAX, CGO, MISC	No	No
778	Deletion of user data	ALL	No	No
782	Activation of SIS Contacts linked to inactive SIS users	ALL	No	No

741	**Purging of Invoice PDFs and Listings based on Payment Status**	**Description:** Currently, Invoice PDF, Listing and CSV listings files of Bilateral MISC Invoices/Credit Notes are purged after 12 months. With this CMP, if last payment status as per the Billing Member of an Invoice/Credit Note is the status where purging of Invoice PDF and Listing Files should be excluded (e.g. 'Overdue Payment') then the Invoice PDF and Listing Files of that particular Invoice/Credit Note will not be purged until the payment status as per Billing Member is updated to one of the payment statuses where purging is not excluded (e.g. 'Full Payment Received'). The invoice PDF and Listing files which have been purged prior to the deployment of this CMP will not be available for download. If the user attempts to download such Invoice PDF/Listing, the system will provide an appropriate error message: 1. When a user attempts to download the PDF of an invoice that has been purged, the following error message will be displayed on the screen: 'Error occurred while downloading the file. This could be because the file has been purged'. 2. When a user attempts to download the Listing of an invoice that has been purged, the following error message will be displayed on the screen: 'The Listing for this Invoice/Credit Note is not available. This could be because the file has been purged'. Note: This change is not applicable when Invoice PDF and Listing Files are downloaded as a part of offline archive downloaded (by clicking zip icon) from these screens. **Billing Categories:** This CMP is applicable to Invoices/Credit Notes for **Miscellaneous** Billing Categories with SMI 'B' and 'R' and any other SMI that behaves as Bilateral, with the exception of SMI 'X'. **Changes IS-WEB:** 1. 'Miscellaneous' screen → 'Payables' and 'Receivables' screen → 'Invoice / Document Package Search' tab → the search criteria fields of 'Billing Year/Month' and 'Billing Period' will be replaced with 'From Period' (YYYY-MMM-PP) and 'To Period' (YYYY-MMM-PP). Please refer to Appendix A. The following validations are applicable for the new search criteria fields: 2. The value of field 'To Period' should be **equal to or later** than 'From Period'

3. If the blank or invalid value is provided in the field 'From Period', an onscreen error message of 'From Period should be specified as YYYY-MM-PP' will displayed.
4. If the blank or invalid value is provided in the field 'To Period', an onscreen error message 'To Period should be specified as YYYY-MM-PP' will be displayed
5. If the range provided in 'From Period' and 'To Period' exceeds three Billing Months, the existing search criteria field 'Billing Member' should be mandatory. An onscreen error message of 'Billing Period search range exceeds three months. Please provide value for field Billing Member.' will be displayed.
6. When a user searches for past months where Invoice PDFs/Listings are purged, SIS will display below text in the search results grid: 'It is possible to download Invoice PDF and Listing of only Unpaid Invoices. The Invoices which have been settled have been deleted from the system'

Changes - Input Files: N/A

Changes - Output Files: N/A

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| 761 | **Correspondence Number in the Offline File Name** | **Description:**

Currently, when the Correspondence Audit Trail is downloaded from the "Billing History and Correspondence" screen users can choose to download the audit trail with or without the supporting documents attached to the respective correspondence. When the download request is done without including the supporting documents (by clicking the button 'Generate PDF'), the Audit Trail PDF is downloaded immediately on the user's system. If Audit Trail is downloaded with supporting documents, it is generated as Offline Zip file and a link to download the file is sent by email to the User generating the Audit Trail ZIP. The offline ZIP file and the files contained in the archive do not include the correspondence number, making it difficult for users to identify to which correspondence a download refers to.

With this CMP, the *<Correspondence No>* will be added at the end of the Offline ZIP file existing naming convention, and to the Audit Trail PDF generated.

Billing Categories:

This CMP is applicable to **Passenger**, **Cargo** and **Miscellaneous** (NOT available for UATP)

Changes IS-WEB: N/A

Changes - Input Files: N/A

Changes - Output Files:

For changes to the naming convention of the Offline File, please refer to Appendix B .

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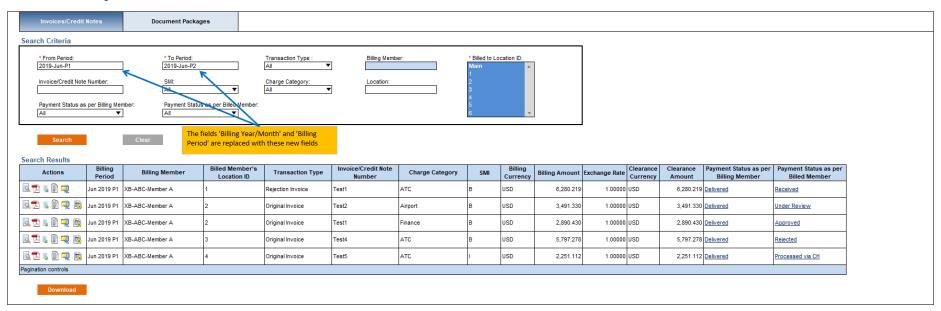| 778	**Deletion of user data**	**Description:**
		
		Following the changes in the EU GDPR legislation with regards to the storage of personal data a new process will automatically invalidate and delete details of users who have been deactivated by other users or deactivated by the system for inactivity.
		
		With this CMP SIS will ensure that all inactive users and contacts will be deleted after a predetermined period of time (2 years) and maintain in the system only the User ID against any historical transactions created by that user.
		
		This process of invalidating a user and deleting a contact will be done by a new daily process, as follows:
		
		1. For the user accounts which are permanently deactivated for more than the number of days specified in the system:
		    a) The details of a Primary User Account will be invalidated
		    b) The details of all the Secondary User Accounts of such user will also be invalidated
		    c) The linked contact of a primary user and linked contact of respective secondary users will be deleted **ONLY IF** the status of linked contact is 'Inactive' (If the status of linked contact is 'Active' , the contact will not be deleted)
		    d) The status of all such user accounts will be updated to 'Deleted'
		    e) All the permissions assigned to all such users will be Removed
		
		2. All contacts which are inactive for more than the number of days specified in the system will be deleted.
		
		Billing Categories:
		
		This CMP is applicable for **All** Billing Categories.
		
		Changes IS-WEB:
		
		The user accounts whose user details are invalidated (updated with new status 'Deleted') in SIS will not be shown on following screens:
		
		1. Screen 'Manage Users' → either in default search or explicit search performed by the users
		2. Screen 'Assign Permission to User' screen → field 'User Name' in this dropdown
		3. In the Search Criteria fields of following screens:
		    a. Screen 'Manage Invoice' applicable for all billing categories → field 'Invoice/Credit Note Owner'
		    b. Screen 'Billing History and Correspondence' applicable for all billing categories → field 'Correspondence Owner'
		    c. Screen 'Manage Disputes' → field 'Dispute Owner'

		d. Screen 'Manage Location Associations' → field 'User/Contact' e. Report 'View Profile Changes Report' → field 'User' **Changes - Input Files:** N/A **Changes - Output Files:** N/A **Back To Top**

782	**Activation of SIS Contacts linked to inactive SIS users**	**Description:**
		
		Currently, it is not possible to activate an existing contact as a standalone contact if the linked user account is deactivated.
		
		This CMP allows activating the contact as a standalone contact even if the linked user account is inactive using the Member Profile / Contacts Tab.. However there will not be any change in below functionality of the system:
		
		  ▪ When a user account is deactivated, the linked contact is also deactivated.
		  ▪ When a contact is deactivated all of the contact assignments are removed and when such contact is reactivated it is required to perform contact assignments again.
		  ▪ The linked contact's information such as 'First Name', 'Last Name' etc. cannot be modified using member profile tab contacts. If this information needs to be updated, the linked user account should be modified.
		
		Billing Categories:
		
		This CMP is applicable for **All** Billing Categories.
		
		Changes IS-WEB:
		
		Changes - Input Files:
		
		Changes - Output Files: N/A
		
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Appendix A – CMP 741

Miscellaneous >> Payables >> Invoice / Document Package Search

Invoice / Document Package Search

Invoices/Credit Notes	Document Packages

Search Criteria

* From Period:	* To Period:	Transaction Type :	Billing Member:	* Billed to Location ID:
2019-Jun-P1	2019-Jun-P2	All		Main
Invoice/Credit Note Number:	SMI:	Charge Category:	Location:	1
	All	All		2 / 3 / 4 / 5 / 6
Payment Status as per Billing Member:	Payment Status as per Billed Member:			
All	All			

Search **Clear**

> The fields 'Billing Year/Month' and 'Billing Period' are replaced with these new fields

Search Results

Actions	Billing Period	Billing Member	Billed Member's Location ID	Transaction Type	Invoice/Credit Note Number	Charge Category	SMI	Billing Currency	Billing Amount	Exchange Rate	Clearance Currency	Clearance Amount	Payment Status as per Billing Member	Payment Status as per Billed Member
	Jun 2019 P1	XB-ABC-Member A	1	Rejection Invoice	Test1	ATC	B	USD	6,280.219	1.00000	USD	6,280.219	Delivered	Received
	Jun 2019 P1	XB-ABC-Member A	2	Original Invoice	Test2	Airport	B	USD	3,491.330	1.00000	USD	3,491.330	Delivered	Under Review
	Jun 2019 P1	XB-ABC-Member A	2	Original Invoice	Test1	Finance	B	USD	2,890.430	1.00000	USD	2,890.430	Delivered	Approved
	Jun 2019 P1	XB-ABC-Member A	3	Original Invoice	Test4	ATC	B	USD	5,797.278	1.00000	USD	5,797.278	Delivered	Rejected
	Jun 2019 P1	XB-ABC-Member A	4	Original Invoice	Test5	ATC	I	USD	2,251.112	1.00000	USD	2,251.112	Delivered	Processed via CH

Pagination controls

Download

Appendix B – CMP 746

The naming convention of the Offline ZIP file, Main Folder Name available inside the ZIP file and Audit Trail PDF generated when such Audit Trail along with Supporting documents is downloaded should be changed

#	TYPE	CURRENT NAMING CONVENTION	FUTURE NAMING CONVENTION
1.	External ZIP File	*<Billing Category>*-Audit Trail-*<User ID>*-*<Date-YYYYMMDD>*-*<Time-HH:MM:SS>*.zip	*<Billing Category>*-Audit Trail-*<User ID>*-*<Date-YYYYMMDD>*-*<Time-HH:MM:SS>*-*<Correspondence No>*.zip
2.	Folder Name (inside ZIP)	*<Billing Category>*-Audit Trail-*<User ID>*-*<Date-YYYYMMDD>*-*<Time-HH:MM:SS>*	*<Billing Category>*-Audit Trail-*<User ID>*-*<Date-YYYYMMDD>*-*<Time-HH:MM:SS>*-*<Correspondence No>*
3.	Audit Trail PDF	*<Billing Category>*-Audit Trail-*<User ID>*-*<Date-YYYYMMDD>*-*<Time-HH:MM:SS>*.PDF	*<Billing Category>*-Audit Trail-*<User ID>*-*<Date-YYYYMMDD>*-*<Time-HH:MM:SS>*-*<Correspondence No>*.PDF

In case of any questions, please contact us via the

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