

SIS Webinar #01-2020

New SIS Functionalities

What You Should Know!

Presenter: Vivekh Pundit

28 April 2020



Agenda



Key enhancements previously deployed:

- Updated SIS Password Policy (*enhanced in December 2019*)

Key enhancements being deployed in Major Release 1.16 (08-May-2020):

- New Invoice Search Feature
- Reduction of Cargo Rejection Time Limits from Six (6) to Five (5) Months
- Resubmit the Same Invoice Without Deleting Previously Failed Invoice in Status "Error Non-Correctable"
- Receive SIS Invoice Validation Reports in a Location-Specified iiNET Account (IS-XML Only)
- Email Alerts & Reminders for Miscellaneous Bilateral Invoices in Status "Payment Overdue"
- Define Default Location ID for Billing Member-Specific Miscellaneous Original Invoices
- Changes to SIS Correspondence Modules (3):
 - o Correspondence Status Report
 - o 'Initiate Correspondence / Billing Memo' buttons on Audit Trail screens
 - o Search for Miscellaneous Correspondences by Charge Category



Updated SIS Password Policy

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New SIS Functionalities - What you should know!



Updated SIS Password Policy



The password policy for SIS was last updated in **December 2019**. Below are the **new requirements** when setting a password.

- A minimum of ten (10) characters;
- At least one (1) special character (*list of characters on "Support" tab of [SIS website](#)*);
- At least one (1) numeric character;
- At least one (1) alphabetic character;
- At least one (1) uppercase character;
- Cannot be any one of the last 6 passwords used;
- Password expiration time frame is now **90 days**.

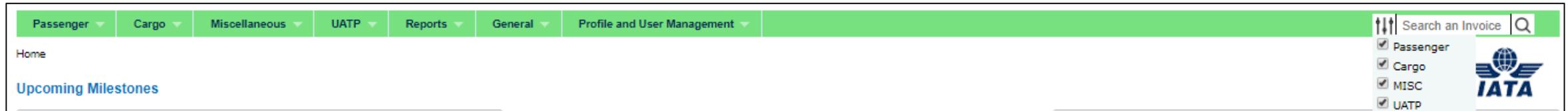


New Invoice Search Feature

New Invoice Search Feature



A **new search option** will be added to the header menu section of SIS to search for Invoices & Credit Notes.



Users will be able to use this feature **only with the existing "Search & Query" permissions** assigned to them for the relevant Billing Category.

Example:

A user that wishes to search a **Passenger Receivables** invoice/credit note must have permission to SIS module: **'Pax.Rec.ManageInvoices.Query'**.

This enhancement is applicable to:
All Billing Categories

New Invoice Search Feature



- SIS Module: Profile and User Management >> Manage User Permissions >> Assign Permission To User

Example:

A user that wishes to search a **Passenger Receivables** invoice/credit note must have permission to SIS module: **'Pax.Rec.ManageInvoices.Query'**.

Home >> Profile and User Management >> Manage User Permissions >> Assign Permission To User

Assign Permission To User

User Name: Template:

Copy User Permission

Permission List For Selected User :

- Root
 - Passenger
 - Receivables
 - Non-Sample Invoice Billings
 - Non-Sample Credit Note Billings
 - Sample Form C
 - Sample Form D/E Billings
 - Sample Form F Billings
 - Sample Form XF Billings
 - Manage Invoices/Credit Notes
 - Pax.Rec.ManageInvoices.Query**
 - Manage Form C
 - Manage Supporting Documents
 - Correct Supporting Documents Linking Errors
 - Validation Error Correction
 - Correct AutoBilling Invoices
 - Pavables

New Invoice Search Feature



The search will be performed as a **“like search”** and is **case insensitive**.

If the invoice/credit note is found, the **user will be directed to the relevant existing SIS module for Receivable or Payable invoices for the respective Billing Category to view the result.**

If multiple invoices/credit notes are found, a **popup box will display a list of found records to select.**

If the record is not found, an error message will display as **“No matching Invoice/Credit Note found.”**

If the user does not have permission to the existing SIS module of a Billing Category to which searched invoice/credit note belongs, SIS will display an error message as **“You do not have access to the screen required to display the Invoice searched.”**

If none of the appropriate permissions are assigned to the user, the search field option not display.

Poll Question # 1

Select the correct response to the poll question below.

A user that wishes to search a Cargo Payable Invoice/Credit Note must have permission to which SIS module?

A = 'Pax.Rec.ManageInvoices.Query'

B = 'Cgo.Pay.SearchInvoice.Query'

C = 'Cgo.Rec.ManageInvoices.Query'





Reduction of Cargo Rejection Time Limits from Six (6) to Five (5) Months

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New SIS Functionalities - What you should know!



Reduction of Cargo Rejection Time Limits

Currently, the billing of each Cargo rejection stage should be included in the clearance month no later than the fourth period of the 6th Clearance Month in which the original billing or the previous rejection is included.

Effective May-20/P01, the Cargo Rejection Time limit will be reduced from 6 months to 5 months for all rejection stages.

All members are reminded to update their systems' master tables to effect this change.

All other Cargo-related invoicing time limits remain unchanged.



Resubmit the Same Invoice Without Deleting Previously Failed Invoice in Status "Error Non-Correctable"

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New SIS Functionalities - What you should know!



Resubmit the Same Invoice Number



Today, SIS performs a duplicate check on the invoice/credit note number where members cannot submit an invoice/credit note with same invoice number within a 12- month period, irrespective of the status of the invoice/credit note.

This causes disruptions to members' automation processes ! ☹️

With this enhancement, the duplicate check on invoice number/credit note number can be relaxed in the member's profile based on the setting of the **new invoice submission validation** option:

"Allow Resubmission of Failed Invoices." – This means no more deleting files/invoices in SIS ! 😊

If enabled, the system will exclude duplicate checks on invoices/credit notes having the status **"Error Non-Correctable" or "On-Hold" only**. All other statuses are ineligible for resubmission.

This enhancement is applicable to:

All Billing Categories

IS-IDEA and IS-XML Input Files

Resubmit the Same Invoice Number



- SIS Module: Profile and User Management >> Manage Member Profile

Allow Resubmission of Failed Invoices

Member Profile

Manage Member

Member Details | Locations | Contacts | e-Billing | Passenger | Cargo | **Miscellaneous** | UATP | ICH

Validations
Rejection on Validation Failure:
Reject File In Error ▼

Allow Resubmission of Failed Invoices:

Online Correction Allowed
Online Correction Allowed:

Supporting Additional File
.doc, .xls etc.

Resubmit the Same Invoice Number



Scenario 1:

- A. Member submits invoice 'INV0001' which fails as 'Error Non-Correctable'.
- B. The value of new profile field 'Allow Resubmission of Failed Invoices' = 'Yes'.
- C. After correcting, member resubmits submits invoice 'INV0001' again.

Result: **The system should NOT fail this invoice in duplicate check and allow for resubmission.**

Scenario 2:

- A. Member submits invoice 'INV0002' which fails as 'On-Hold'.
- B. The value of new profile field 'Allow Resubmission of Failed Invoices' = 'No'.
- C. After correcting, member resubmits invoice 'INV0002' again.

Result: **The system should fail this invoice in duplicate check and NOT allow for resubmission.**

Scenario 3:

- A. Member submits invoice 'INV0003' which is successfully validated and status of invoice is 'Ready for Billing'.
- B. The value of new profile field 'Allow Resubmission of Failed Invoices' = 'Yes' or 'No'
- C. After making changes, member resubmits invoice 'INV0003' again.

Result: **The system should fail this invoice in duplicate check and NOT allow for resubmission.**

Poll Question # 2

Select the correct response to the poll question below.

Considering the following scenario, what would be the validation result?

- A. Member submits invoice 'INV0005' which fails validation in status 'On-Hold'.**
- B. The value of new profile field 'Allow Resubmission of Failed Invoices' = 'Yes'.**
- C. After making changes, member resubmits Invoice 'INV0005'.**

A = 'The system should NOT fail this invoice in duplicate check and allow for resubmission.'

B = The system should fail this invoice in duplicate check.





Receive SIS Invoice Validation Reports in a Location-Specified iiNET Account (IS-XML Only)

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New SIS Functionalities - What you should know!



Validation Reports to iiNET Account



Currently, SIS sends a validation report output file to the iiNET account defined for **any Active Location ID** or as **configured in SIS** for the respective Billing Category.

This enhancement will allow members to submit input IS-XML files from any system/channel and **receive the validation report output file at a specified iiNET destination.**

To make use of this optional enhancement, the **billing member will need to provide the "Trimmed" iiNET Account ID in input file's Transmission Header** to which the validation report should be sent.

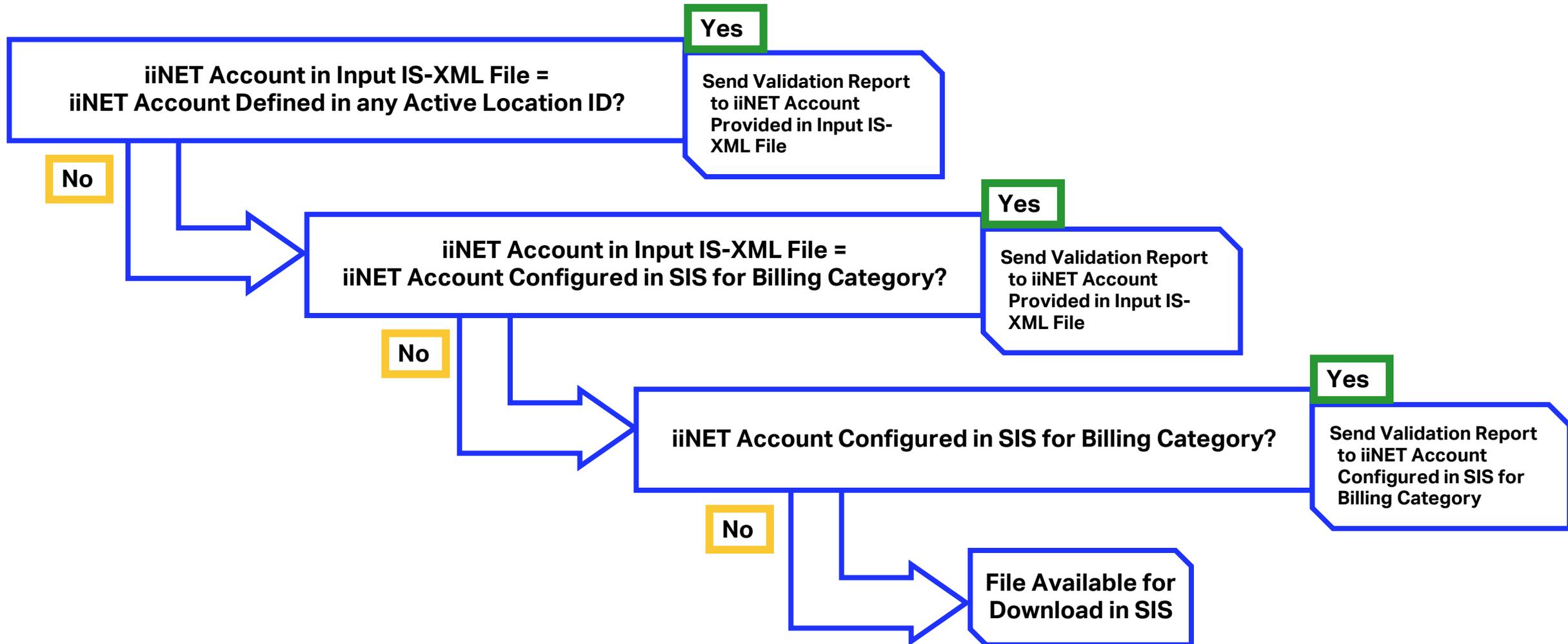
Example:

```
<TransmissionData Name="ValRepiiNETAcID">{XX00}</TransmissionData>
```

This enhancement is applicable to:

All Billing Categories
IS-XML Input Files Only

Validation Reports to iiNET Account



Validation Reports to iiNET Account



To validate the iiNET accounts of the billing member, the value of iiNET account ID provided in the input file must exist as:

- an iiNET Account ID for any **Active Location IDs** of the billing member in the field '**iiNET Account ID for this Location**' where the flag '**Files Specific to this Location Required**' is enabled;

OR

- the configured "default" iiNET account ID in SIS for the respective Billing Category.

If the iiNET account ID cannot be validated as above, then:

- a validation "R2" error report with a **Warning message** will be generated even though all other validations are successful;

AND

- the validation report output file will be sent to the iiNET account configured as "default" in SIS for the respective Billing Category.

Members may refer to "IS-XML Record Structure.xls" document in the [ISPG Package](#) for full details.



Email Alerts & Reminders for Miscellaneous Bilateral Invoices in Status "Payment Overdue"

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New SIS Functionalities - What you should know!



Email Alerts for Miscellaneous Invoices



This enhancement introduces two (2) new functionalities:

1. Members can assign contacts in their member profile to **receive** new email alerts for **Bilateral Miscellaneous Invoices/Credit Notes** when Billing Members update invoice 'Payment Status' to:

- 'Overdue Payment'

- 'Partial Payment Outstanding'

- 'Dispute Rejected'

- 'Paid in Full'

The contact type for the **new email alert** is:

"MISC - Bilateral Payment Overdue"

This enhancement is applicable to:

Miscellaneous Billing Category Only
Reports – 'Member/Contact Report'

Email Alerts for Miscellaneous Invoices



- SIS Module: Profile and User Management >> Manage Member Profile >> 'Contacts' Tab

Assign Contact to Receive New "Payment Overdue" Email Alerts

All Contact Assignments

Search Criteria

Group: Billing Category Spe ▾ Subgroup: MISC ▾ Type: Informational ▾

Search

MISC-Interline Billing	MISC-Head of Department	MISC-RA Manager	MISC - Bilateral Payment Overdue
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Close

Email Alerts for Miscellaneous Invoices



Email Alert Example

Email subject:

SIS: MISC Payment Overdue Invoices as on 28 April 2020 - XX-000 - SIS Production

Email Content:

Dear SIS Member,

Please find the below list of Miscellaneous Invoices for which payment is overdue.

Line #	Invoice Date	Billing Member Code	Billing Member Name	Billed Member Code	Billed Member Name	Invoice Invoice/Credit Note Number	Invoice Value	Overdue Days
1	3-Oct-19	A51	IATA	000	SIS AIRLINES, INC	ADG12345A123	GBP 2566.00	30
2	3-Oct-19	A51	IATA	000	SIS AIRLINES, INC	ADG12345A124	GBP 6548.00	30
3	3-Oct-19	A51	IATA	000	SIS AIRLINES, INC	ADG12345A125	GBP 835.00	30
4	3-Oct-19	A51	IATA	000	SIS AIRLINES, INC	ADG12345A126	BHD 655.000	30

Regards,
IATA SIS Operations Team

Email Alerts for Miscellaneous Invoices



Bonus Feature! – In addition to English, these email alerts are now available in new languages!

Spanish	French	Portuguese	Italian
Russian	Chinese	Korean	Indonesian

Language-specific emails will be automated for **contacts** based on the **country setup in their profile**.

For “**linked-contacts**”, the language will be derived from the username profile.

Email Alerts for Miscellaneous Invoices



This enhancement brings two (2) primary functionalities:

2. Billing Members who use the existing Payment Status functionality for Bilateral Miscellaneous invoices can now define how many reminders SIS shall send to their Billed Members.

This can be done in the 'Miscellaneous' tab using the **new member profile element**:

"Payment Overdue Auto Reminders"

These reminders will be sent to Billed Member contact(s) assigned to receive the new email alerts:

"MISC - Bilateral Payment Overdue"

If No Contact of the Billed Member is assigned to contact type 'MISC - Payment Overdue Contact', SIS will send the emails to all active Super Users of Billed Member.

This enhancement is applicable to:
Miscellaneous Billing Category Only

Email Alerts for Miscellaneous Invoices



- SIS Module: Profile and User Management >> Manage Member Profile >> 'Miscellaneous' Tab

Define Number of Reminder Email Alerts to Send to Billed Members

Payment Overdue Auto Reminders

Number of Alerts: 

3 ▼

Certification and Migration Details

Certification Status

IS-XML ▼

IS-WEB

IS Contacts

[View/Edit](#)

Save Miscellaneous Details  Future Updates

Poll Question # 3

Select the correct response to the poll question below.

Which of the following Payment Statuses is NOT eligible for Overdue Payment Email Alerts & Reminders?

A = "Partial Payment Outstanding"

B = "Paid in Full"

C = "Partial Payment Disputed"





Define Default Location ID for Billing Member-Specific Miscellaneous Original Invoices

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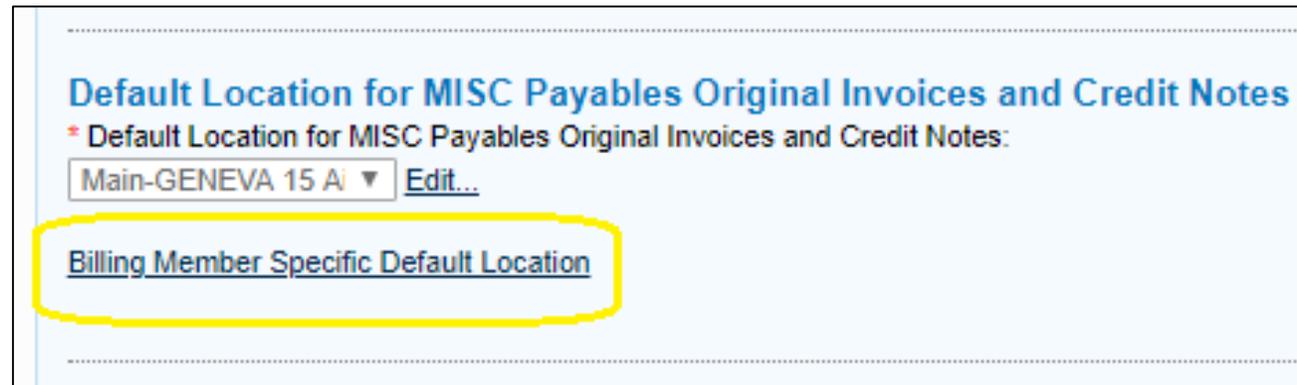
New SIS Functionalities - What you should know!



Billing Member-Specific Location for Misc

Today, there is an existing feature for members to define a **“Default Location for MISC Payables Original Invoices and Credit Notes”**.

This enhancement introduces a **new layer of definition** for members to define/specify a Location ID for Specific Billing Members in the **“Miscellaneous”** Tab of their member profile named: **“Billing Member Specific Default Location”**



Default Location for MISC Payables Original Invoices and Credit Notes

* Default Location for MISC Payables Original Invoices and Credit Notes:

Main-GENEVA 15 A ▼ Edit...

Billing Member Specific Default Location

This enhancement is applicable to:

Miscellaneous Billing Category Only

Original Invoices/Credit Notes Only (*NOT Rejection or Correspondence Invoices*)

Billing Member-Specific Location for Misc

- SIS Module: Profile and User Management >> Manage Member Profile >> 'Miscellaneous' Tab

Define Billing Member + Billed Member Active Location ID

Billing Member Specific Default Location ✕

Member: Location ID: ▼

Actions	Member Designator Code	Member Accounting Code	Member Name	Default Location	Added On
<input type="button" value="✕"/>	XB	A55	IATA GENEVA	50-Madrid-ES	23-Apr-20 13:29

Page 1 of 1 ▼

Billing Member-Specific Location for Misc

Scenario:

Billed Member Profile Setup:

Default Location for MISC Payable Original Invoices & Credit Notes = Location ID "5"

Default Location for Specific Billing Member= "XX-000" + Location ID "2"

Example 1:

Billed Member Receives Original Misc Invoice from Billing Member "YY-123" at Location ID "Main".

Billed Member will Receive Invoice in: Location ID "5"

Example 2:

Billed Member Receives Original Misc Invoice from Billing Member "XX-000" at Location ID "10".

Billed Member will Receive Invoice in: Location ID "2"



Changes to SIS Correspondence Modules (3)

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New SIS Functionalities - What you should know!



Changes to Correspondence Modules



1. Correspondence Status Report - Include Linked Transactions

This enhancement introduces a **new search criteria field** named **"Include Linked Transactions"**.

When selected for the **Passenger Correspondence Status Report**, the "Linked Transactions" would include all the **Rejection Memos** linked to the Correspondence and the **Coupons** linked to each RM.

Example: "RM00001, 1-000-5911855835, 3-000-8691353724, 1-000-2162026025"

When selected for the **Cargo Correspondence Status Report**, the "Linked Transactions" would include all the **Rejection Memos** linked to the Correspondence along with **AWBs** linked to each RM.

Example: "RM00002, 000-3195378-4, 000-3195571-1, 000-3195683-1"

This enhancement is applicable to:

Passenger & Cargo Billing Categories Only
Reports – Correspondence Status Report

Changes to Correspondence Modules



SIS Module: 'Reports >> Passenger >> Correspondence Status'

Passenger: Correspondence status report

Search Criteria

Correspondence Ref. No.:	*From Date:	*To Date:	Corr. Initiating Member:	Member Code:
<input type="text"/>	01-Jan-20 <input type="text"/>	23-Apr-20 <input type="text"/>	Either <input type="text"/>	<input type="text"/>
Correspondence Status:	Correspondence Sub Status:	Correspondence Stage > =	Expiring In (no of days):	Show only Authority to bill cases:
All <input type="text"/>	All <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Source Code:	Include Linked Transactions:			
<input type="text"/>	<input type="checkbox"/>			

Generate Report

SIS Module: 'Reports >> Cargo >> Correspondence Status'

Cargo: Correspondence status report

Search Criteria

Correspondence Ref. No.:	*From Date:	*To Date:	Corr. Initiating Member:	Member Code:
<input type="text"/>	01-Jan-20 <input type="text"/>	23-Apr-20 <input type="text"/>	Either <input type="text"/>	<input type="text"/>
Correspondence Status:	Correspondence Sub Status:	Correspondence Stage > =	Expiring In (no of days):	Show only Authority to bill cases:
All <input type="text"/>	All <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
	Include Linked Transactions:			
	<input type="checkbox"/>			

Generate Report



Changes to Correspondence Modules



2. Initiate Correspondence / Billing Memo' Buttons on Audit Trail Screens

This enhancement allows users to use the **newly introduced action buttons on the Invoice/Credit Note Audit Trail Screens** to "Initiate Correspondence" and "Initiate Billing Memo".

Users with the appropriate existing permissions can "Initiate Correspondence" from the Audit Trail screens **only for eligible Rejection Invoices** for the respective Billing Categories.

A rectangular button with a yellow background and a black border, containing the text "Initiate Correspondence" in black.

Users with the appropriate existing permissions can "Initiate Billing Memo" from the Audit Trail screens **only for eligible Correspondences** for the respective Billing Categories.

A rectangular button with a yellow background and a black border, containing the text "Initiate Billing Memo" in black.

The creation process for correspondences and billing memos remain unchanged.

This enhancement is applicable to:

Passenger, Cargo & Miscellaneous Billing Categories Only
Modules – Billing History & Correspondence

Changes to Correspondence Modules



3. Search for Miscellaneous Correspondences by Charge Category

This enhancement introduces a **new correspondence search criteria** field for “Charge Category”.

Users with the appropriate existing permissions can search for correspondences via SIS module “**Miscellaneous >> Billing History and Correspondence**”

Correspondence Search Criteria

* From Date: 23-Oct-19	* To Date: 23-Apr-20	Member Code: <input type="text"/>	Correspondence Owner: All	Correspondence Initiating Member: Either
Correspondence Ref. No.: <input type="text"/>	* Correspondence Status: All	Correspondence Sub Status: All	Authority To Bill: All	Number Of Days To Expiry: <input type="text"/>
Charge Category: Please Select				

This enhancement is applicable to:
Miscellaneous Billing Categories Only
Modules – Billing History & Correspondence

Poll Question # 4

Select the correct response to the poll question below.

State whether the below statement is True or False.

“Members can Define a Default Location ID for a Specific Billing Member for Miscellaneous Rejection Invoices”

A = True

B = False





Now you know
more about
some of the
new SIS
enhancements!

New SIS Functionalities - What you should know!



Learn more about all SIS functionalities

1. www.iata.org/SIS
2. **'SIS For Airlines'** or **'SIS For Suppliers'**
3. **'Documents'** Tab

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SERVICES

- Accreditation - Travel & Cargo >
- Intelligence & Statistics >
- Financial Services >

SIS for Airlines & Intermodal

Joining Simplified Invoicing and Settlement (SIS) instantly connects you with more than 420 airlines and intermodal entities exchanging interline billing data electronically. SIS eliminates the paper from the interline billing and settlement processes increasing efficiency and reducing costs; it enables processing automation which helps reduce billing duplication and simplifies reconciliation.

DOCUMENTS | GLOSSARY | FAQs | LINKS | REJECTIONS | MEDIA

Integrated Settlement Participation Guide (ISPG)

The ISPG contains all information and specification needed in order to fully implement Integrated Settlement (IS). This document is revised from time to time as needed.

- [Complete ISPG package v4.2.0.0 \(zip\)](#)
- [Complete ISPG package v4.2.0.0 \(zip\) with tracked changes](#)

IS-IDEDEC Record Structure

- [Passenger Record Structure v4.2.0.0 \(zip\)](#)
- [Cargo Record Structure v4.2.0.0 \(zip\)](#)

IS-XML Record Structure

- [IS-XML Invoice Standard v4.2.0.0 \(zip\)](#)

Sample Files

- [Passenger \(zip\)](#)
- [Miscellaneous \(zip\)](#)
- [Cargo \(zip\)](#)
- [LIATP \(zip\)](#)
- [Excel to IS-XML tool \(zip\)](#)

Supporting Attachments

- [Supporting Attachments \(zip\)](#)

ICH Reports

- [ICH Reports Changes Description \(pdf\)](#)
- [ICH Reports XSD package \(zip\)](#)
- [ICH Report Output File Naming \(xls\)](#)

Open Change Request

- [IATA SIS Open Change Requests](#)

Production System Release Notes

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ISO 27000:2013 certified

Related Links

- [SIS is SOC2 Certified](#)
- 
- [SIS Member List \(xls\)](#)
- [SIS and the IATA Customer Portal \(pdf\)](#)
- [Super-User Change Request Form \(pdf\)](#)
- [Multi-Client Access request form \(pdf\)](#)
- [Attachment A - Pricing Schedule](#)

Questions Comments Feedback



Thank you