

Getting Started

First Steps

First, you will need to decide which of the A&A Services you wish to use:

- Neutral Fare Proration
- Own Prorate Exchange
- Billing Value Determination
- Billing Value Confirmation
- Auto-Billing
- *First & Final*[™]

You may select any or all of these, and you can choose different service combinations depending on your interline partner relationships. For example, for partner XX you may choose Neutral Fare Proration and Billing Value Confirmation, for partner YY you may choose Own Prorate Exchange, and for partner ZZ you may choose *First & Final*[™].

Sales Data Exchange and Sales Record Selection are required if you select Neutral Fare Proration to calculate prorate values for your sales whether you plan to audit the billed values or use *First & Final*[™]. Data Storage services are optional for Own Prorate Exchange and required for all other A&A services.

Second, you will need to decide when you want to receive the data—at the time of sale or when coupons are uplifted. If you use sales-based interline billing processes today, you will probably want to receive most of your data at the time of sale. If you do not have a ticket database for storing offline prorate values to use in interline billings, you will probably want to receive your data at uplift.

Third, you will need to decide whether you want to store the data for later use. To achieve the greatest benefits from the A&A services and avoid undue complexity, we encourage you to store data for all your interline partners.

Data Communication

File Transfers

A&A Services use secure data communications architecture to send and receive data files. Various file transfer options are available for both inbound and outbound data, including direct FTP and iiNet. For details about connection options, send e-mail to A-AServices@atpco.net. Please note it can take up to seven days to set up the communications infrastructure.

Neutral Fare Proration Results

For testing NFP results, you must be able to receive and accept proration results files in Excel spreadsheets directly from the NFP provider. Once in production, proration results files will be transmitted to you in ISR format via the A&A interface provided by ATPCO.

Data Input and Output Records

ISR Sales Transactions

To use Neutral Fare Proration, *First & Final*[™], or Billing Value Determination, you must be able to receive ISR sales transactions in standard formats, including the prorate Records 6, 97, 98, and 99. Record 6 contains proration information; Record 97 contains ISC, Handling Fee, and UATP information; Record 98 contains all the tax information; and Record 99 contains error code information. Record 90 (optional) contains frequent flyer redemption information. See the Sales Data Exchange specifications for further details.

Own Prorate Exchange Transactions

To send your own-prorated sales transactions to your interline partners using the Own Prorate Exchange, your systems must be able to create ISR Records 6, 97, and 98 and transmit them to the A&A interface provided by ATPCO. See the Sales Data Exchange specifications for further details. If you cannot supply Records 97 or 98, or if they are blank, the Billing Value Confirmation service will validate only the Record 6 information. ATPCO will forward the Records 6, 97, and 98 that you supply directly to your interline partners and to the COMPASS[®] database if you select Data Storage services.

Billing Value Determination

Prorate information may be requested at the time of uplift for unplanned or planned lifts by submitting a billing value request through the SIS. See the current SIS ISPG for file specification details.

ATPCO will transmit the prorate information back to the SIS. You may then download the results files to include in your outward billing process. If you have chosen Auto-Billing, SIS will hold the results files and accumulate them to automatically add to SIS invoices generated on your behalf. In either case, you will not receive any results files directly from AIA services.

Templates and Concurrence

Neutral Fare Proration

To use Neutral Fare Proration, you must complete and submit Sales Record Selection templates to specify the types of ISR sales records you want to be prorated. Attachment J is for you to indicate the interline sales that will be assigned with a Neutral Fare Prorate value. The Excel spreadsheets contain

all the available selection parameters and you must indicate whether to include or exclude sales meeting the specified criteria. Contact ATPCO at A-AServices@atpco.net for help completing them.

Billing Value Determination

Data privacy and security is critical for complying with anti-trust rules and protecting confidential SPA prorate values. Thus, if your interline partners want or need to be able to retrieve stored prorate values, you must file concurrence forms authorizing A&A to release the information to them. Your interline partners must also file concurrence forms to be able to submit requests for your sales data.

First & Final[™]

Attachment I is a bilateral concurrence document that facilitates *First & Final*[™] interline settlement. By signing the concurrence, you agree that coupons billed by your interline partner with NFP values and specified Agreement and Pricing Method Indicators, and verified in the Billing Value Confirmation service, are dispute-free and not subject to any further adjustment.

Revenue Accounting Systems

Outward Billings

To create outward billings using A&A Services, your outward billing system must complete the following tasks:

- Match your lifted coupons to your coupon database, extracting the prorate values to be billed.
- Adjust the billing amounts for any currency fluctuation and ISC, handling fee, or UATP rate changes between the month of sale and the billing month.
- Identify coupons received from Billing Value Determination and bypass the adjustments described above. These coupons have been calculated using billing month currency, ISC, handling fee, and UATP rates, so no adjustment is needed.
- Populate the Original Pricing Method Indicator (IS-IDEC, IS-XML, IS-WEB) with
 - N for coupons being billed with NFP values
 - O for coupons being billed with Own Prorate Exchange values

- Populate the coupon Agreement Indicator (IS-IDEC, IS-XML, IS-WEB) with
 - I for *First & Final*[™]
 - J for neutral fare prorate
 - T for stored own prorate
 - V for switched and validated own prorate
 - W for switched own prorate
- See the SIS ISPG for IS-IDEC, IS-XML and IS-WEB specifications.
- Identify items that received an error Record 99 and process them through your current proration engine or manually price for billing.

Billing Value Confirmation Reports

As part of the Billing Value Confirmation service, you will be provided monthly reports that show the differences (if any) between the coupon values in your outward billing file and the stored A&A values. You will also receive a report of the number of items processed at the airline level through the NFP system and the number of items that match all records. These reports are available through the SIS. See the SIS ISPG for report specifications.

Inward Billings

Your inward billing system must handle the following indicators and codes:

- Accept Billing Value Confirmation validation codes on the incoming file
- Recognize codes to determine whether the coupons are *First & Final*[™] or may be subject to audit
 - Supplied Agreement Indicator submitted by the billing airline
 - Original Pricing Method Indicator submitted by the billing airline
 - Validated Agreement Indicator added by the BVC process
 - Validated Pricing Method Indicator added by the BVC process

- For *First & Final*[™] dispute-free billings, the codes are
 - I for Validated Agreement Indicator
 - T for Validated Pricing Method Indicator
- Other combinations of Agreement and Pricing Method Indicator codes may result in audits of portions of the inward billing. Your system should group coupons into appropriate queues based on the codes for maximum audit efficiencies.
- You may bilaterally agree with your alliance partners that Own Prorate Exchange values (O for Original Pricing Method Indicator) are not subject to audit. However, these would not qualify as official *First & Final*[™] interline settlement.

System Testing

After you confirm that your system meets all the necessary requirements to satisfy your individual carrier's needs, you will

- Receive sales data via your chosen communication method to test your communication connection with ATPCO.
- Work with ATPCO to ensure all sales data is being passed through, including codeshare data and direct sales.
- Receive prorate records to test the loading process to internal systems.
- Create a test file to ensure your ability to load an N or O indicator on the outgoing file and to receive and read the validation indicators on the incoming file.

Current Customer List

Join the carriers who are already processing 2.4 million transactions a month with A&A services. Get started today with the A&A Startup Checklist.