ADM/ACM Audit File Layout

Input into SAA ADM/ACM system

These specifications are based on ADM/ACM forms in *BSPlink* version 1.6.
As far as possible, standard DISH fields have been used for the file records. Therefore, any doubt about the content or validation in these records can be queried in DISH documentation.

2.2 Technical Description

2.2.1 ACM/ADM File Description

The file structure will be as follows with fix record length of 482 characters with a maximum of 99 records per transaction:

Table 1: *ADM/ACM File Structure*

RECORD ID	DESCRIPTION	Status *	Repetition
HEADER RECORDS			
IT01	FILE HEADER	M	1 Per File
DIFFERENT TRANSACTION RECORDS			
IT02	TRANSACTION RECORD	M	1 Per Transaction
IT03	TAX RECORD	C	(0-n) Per Trans.
IT04	**EXTRA RECORD**	C	(0-1) Per Trans.
IT05	**RELATED RECORD**	C	(0-1) Per Trans.
IT06	**REASON RECORD**	C	(0-20) Per Trans.
TRAILER RECORDS			
IT0Z	FILE TRAILER	M	1 Per File

* Status M/C i.e. Mandatory / Conditional

IT01   FILE HEADER

El. No.	Format /- Rec.lvl	Element Description	Status	Glossary Reference	Element Attribute	Start Posi- tion
1	S	RECORD IDENTIFIER	M	RCID	1 A/N	1
2	S	REPORTING SYSTEM IDENTIFIER*	M	RPSI	4 A/N	2
3	S	TEST/PRODUCTION STATUS	M	TPST	4 A/N	6
4	S	PROCESSING DATE	M	PRDA	8 N	10
5	S	PROCESSING TIME (HHMM)	M	TIME	4 N	18
6	S	BSP*link* USER ID*	C	USID	10 A/N	22
7	S	REVISION NUMBER*	M	REVN	3 N	32
8		RESERVED SPACE	M	RESD	448 A/N	35

IT02 Transaction Record Layout

El. No.	Format/ Rec.lvl	Element Description	Status	Glossary Reference	Element Attribute	Start Posi- tion
1	S	RECORD IDENTIFIER	M	RCID	1 A/N	1
2	S	TRANSACTION NUMBER	M	TRNN	6 N	2
3	S	AGENT IATA CODE	M	AGTN	8 N	8
4	S	ADM/ACM TO BE INCLUDED IN BILLING PERIOD (YYYYMMDD)	M	BAED	8 A/N	16
5	S	MEMO ISSUE DATE (YYYYMMDD)	M	DAIS	8 N	24
6	S	*STATISTICAL CODE*	C	STAT	3 A/N	32
7	S	TICKET/DOCUMENT NUMBER	C	TDNR	15 A/N	35
8	S	TICKET DOCUMENT NUMBER/CHECK DIGIT	C	CDGT	1 N	50
9	S	TRANSACTION CODE	M	TRNC	4 A/N	51
10	S	1 RELATED TICKET/DOCUMENT NUMBER	C	RTDN	15 A/N	55
11	S	DATE OF TICKET ISSUE	C	DATV*	8 N	70
12	S	TICKETING AIRLINE CODE NUMBER	C	TACN	5 A/N	78
13	S	TICKETING AIRLINE CODE NUMBER CHECK DIGIT	C	CDGT	1 N	83
14	S	DISPUTABLE	C	DISP*	1 A/N	84
15	S	PASSENGER NAME	M	PXNM	49 A/N	85
16	S	*REASON FOR MEMO*	C	RFID	86 A/N	134
17	S	CURRENCY CODE	M	CUTP	4 A/N	220
18	S	AIRLINE FARE AMOUNT	C	COBL	11 N	224
19	S	AIRLINE TAX AMOUNT	C	TMFA	11 N	235
20	S	AIRLINE COMMISSION AMOUNT	C	COAM	11 N	246
21	S	AIRLINE TAX ON COMMISSION AMOUNT	C	TOCA	11 N	257
22	S	AGENT FARE AMOUNT	C	COBL	11 N	268
23	S	AGENT TAX AMOUNT	C	TMFA	11 N	279
24	S	AGENT COMMISSION AMOUNT	C	COAM	11 N	290
25	S	AGENT TAX ON COMMISSION AMOUNT	C	TOCA	11 N	301
26	S	INTERNAL ADM/ACM NUMBER	C	IMNR**	10 A/N	312
27	S	RESERVED SPACE	M	RESD	44 A/N	322
28	S	CONCERNS REFUND	C	ISRF*	1 A/N	366
29	S	RESERVED SPACE	M	RESD	116 A/N	367

IT02 Extended for SAA – reserved space

El.No	Element Description	Status	Element Attribute	Additional detail	Start Position
27	Fare Basis	C	44 A/N	Use element 27 reserved space for Fare Basis	322
29	Endorsement Box	C	116 A/N	Use element 29 reserved space for Endorsement	367

Notes

The below calculations must be taken into account with IT04 extended for SAA

18) Calculation Airline Fare Amount

        Add IT04: Admin Fee for the following conditions

                For Issue and IT04: Agent Penalty Id = D

                For Refund and IT04: Agent Penalty Id = C

19) Calculation Airline Tax Amount

        Add IT04: Admin Vat for the following conditions

                For Issue and IT04: Agent Penalty Id = D

                For Refund and IT04: Agent Penalty Id = C

22) Calculation Agent Fare Amount

        Add IT04: Admin Fee for the following conditions

                For Issue and IT04: Agent Penalty Id = C

                For Refund and IT04: Agent Penalty Id = D

23) Calculation Agent Tax Amount

        Add IT04: Admin Vat for the following conditions

                For Issue and IT04: Agent Penalty Id = C

                For Refund and IT04: Agent Penalty Id = D

24) Agent Commission

        Only for Refunds:- Recall commission the commission amount must be added to agent fare value (22)

25) Agent Tax on Commission

        Only for Refunds :- Recall tax on commission the tax on commission must be added to agent tax on fare value (23 - TMFA)

IT03   Tax Record Layout

El. No.	Format/ Rec.lvl	Element Description	Status	Glossary Reference	Element Attribute	Start Posi- tion
1	S	RECORD IDENTIFIER	M	RCID	1 A/N	1
2	S	TRANSACTION NUMBER	M	TRNN	6 N	2
3	S	TAX/MISCELLANEOUS FEE TYPE	C	TMFT	8 A/N	8
4	S	TAX/MISCELLANEOUS FEE AMOUNT	C	TMFA	11 N	16
5	S	TAX/MISCELLANEOUS FEE TYPE	C	TMFT	8 A/N	27
6	S	TAX/MISCELLANEOUS FEE AMOUNT	C	TMFA	11 N	35
7	S	TAX/MISCELLANEOUS FEE TYPE	C	TMFT	8 A/N	46
8	S	TAX/MISCELLANEOUS FEE AMOUNT	C	TMFA	11 N	54
9	S	TAX/MISCELLANEOUS FEE TYPE	C	TMFT	8 A/N	65
10	S	TAX/MISCELLANEOUS FEE AMOUNT	C	TMFA	11 N	73
11	S	TAX/MISCELLANEOUS FEE TYPE	C	TMFT	8 A/N	84
12	S	TAX/MISCELLANEOUS FEE AMOUNT	C	TMFA	11 N	92
13	S	TAX/MISCELLANEOUS FEE TYPE	C	TMFT	8 A/N	103
14	S	TAX/MISCELLANEOUS FEE AMOUNT	C	TMFA	11 N	111
15	S	TAX/MISCELLANEOUS FEE TYPE	C	TMFT	8 A/N	122
16	S	TAX/MISCELLANEOUS FEE AMOUNT	C	TMFA	11 N	130
17	S	TAX/MISCELLANEOUS FEE TYPE	C	TMFT	8 A/N	141
18	S	TAX/MISCELLANEOUS FEE AMOUNT	C	TMFA	11 N	149
19	S	TAX/MISCELLANEOUS FEE TYPE	C	TMFT	8 A/N	160
20	S	TAX/MISCELLANEOUS FEE AMOUNT	C	TMFA	11 N	168
21	S	TAX/MISCELLANEOUS FEE TYPE	C	TMFT	8 A/N	179
22	S	TAX/MISCELLANEOUS FEE AMOUNT	C	TMFA	11 N	187
23	S	TAX/MISCELLANEOUS FEE TYPE	C	TMFT	8 A/N	198
24	S	TAX/MISCELLANEOUS FEE AMOUNT	C	TMFA	11 N	206
25	S	TAX/MISCELLANEOUS FEE TYPE	C	TMFT	8 A/N	217
26	S	TAX/MISCELLANEOUS FEE AMOUNT	C	TMFA	11 N	225
27	S	TAX/MISCELLANEOUS FEE TYPE	C	TMFT	8 A/N	236
28	S	TAX/MISCELLANEOUS FEE AMOUNT	C	TMFA	11 N	244
29	S	TAX/MISCELLANEOUS FEE TYPE	C	TMFT	8 A/N	255
30	S	TAX/MISCELLANEOUS FEE AMOUNT	C	TMFA	11 N	263
31	S	CURRENCY TYPE	M	CUTP	4 A/N	274
32		RESERVED SPACE	M	RESD	205 A/N	278

IT03 Extended for SAA – reserved space

El.No	Element Description	Status	Element Attribute	Additional detail	Start Position
32.a	FARE CALCULATION	C	100 A/N	Fare calculation	278
32.b	FARE CALCULATION	C	100 A/N	Additional Fare calculation	378

IT04   Extra Record Layout

El. No.	Format/ Rec.lvl	Element Description	Status	Glossary Reference	Element Attribute	Start Posi-tion
1	S	**RECORD IDENTIFIER**	M	RCID	1A/N	1
2	S	**TRANSACTION NUMBER**	M	TRNN	6 N	2
3	S	**AIRLINE CP TAX**	C	TMFA	11 N	8
4	S	**AIRLINE MF TAX**	C	TMFA	11 N	19
5	S	**AGENT CP TAX**	C	TMFA	11 N	30
6	S	**AGENT MF TAX**	C	TMFA	11 N	41
7	S	**AIRLINE CONTACT NAME**	M	ACNA*	49 A/N	52
8	S	**AIRLINE CONTACT E-MAIL**	M	ACEM*	200 A/N	101
9	S	**AIRLINE CONTACT TELEPHONE**	M	ACPH*	15 A/N	301
10	S	**CURRENCY TYPE**	M	CUTP	4 A/N	316
11		**RESERVED SPACE**	M	RESD	163 A/N	320

IT04 Extended for SAA

El.No	Element Description	Status	Element Attribute	additional detail	Start Position
a	GL ACCOUNT	C	10 A/N	SAA GL account number	320
b	SERVICE ACCOUNT TYPE	C	1 A/N	SAA Service account type	330
c	SERVICE ACCOUNT	C	10 A/N	SAA Service Account	331
d	SERVICE INV NO	C	15 A/N	Invoice Number	341
e	SERVICE FEE	C	11 N	Service Fee	356
f	TRANSACTYPE	C	3 A/N	Reason Code	367
g	AGENT ID	C	1 A/N	Agent Penalty Id	370
h	ADMIN FEE	C	11 N	Admin Fee	371
i	ADMIN VAT	C	11 N	Admin Vat	382
j	AGENT FARE VAT	C	11 N	Agent Fare Vat	393
k	AGENT TAXES	C	11 N	Agent Taxes excluding Vat	404
l	AIRLINE TAXES	C	11 N	Airline Taxes excluding Vat	415
m	MEMO TOTAL	C	11 N	Total Amount	426

Notes

This record is only reported when there is extra information.

3/5) **Airline/Agent CP tax** are only allowed when the ISRF field from IT02 is enabled (value 'Y'), and the parameter 'PENALTY CHARGE' of 'basic configuration' table is enabled.

4/6) **Airline/Agent MF tax** are only allowed when the ISRF field from IT02 is enabled (value 'Y'), and the parameter 'HANDLING FEE' of 'basic configuration' table is enabled.

7) **ACNA** This Glossary Reference does not correspond to DISH.

8) **ACEM** This Glossary Reference does not correspond to DISH.

9) **ACPH** This Glossary Reference does not correspond to DISH.

10) **CUTP**. For the IT02 and IT04, the 3-character ISO Currency Code and the number of decimals for that currency must be valid for the country of issue and must be identical in both types of records.

a,b,c) Will be provided by SAA

b) Service account type is a constant value 'K'

f) Valid Transaction types will be provided separately

k) Calculation Agent Total Taxes excluding vat on fare

       Total of taxes excluding ZV
       In addition
             For Issue and Agent Penalty Id = C then add Admin Vat
             For Refund and Agent Penalty Id = D then add Admin Vat

g) Agent Id
       C = DUE BY AIRLINE
       D = DUE BY AGENT

For further details on the Glossary, please refer to the DISH

IT05   Related Record Layout

El.No.	Format/-Rec.lvl	Element Description	Status	Glossary Reference	Element Attribute	Start Posi-tion
1	S	**RECORD IDENTIFIER**	M	RCID	1 A/N	1
2	S	**TRANSACTION NUMBER**	M	TRNN	6 N	2
3	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	8
4	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	23
5	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	38
6	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	53
7	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	68
8	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	83
9	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	98
10	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	113
11	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	128
12	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	143
13	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	158
14	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	173
15	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	188
16	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	203
17	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	218
18	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	233
19	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	248
20	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	263
21	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	278
22	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	293
23	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	308
24	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	323
25	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	339
26	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	353
27	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	368
28	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	383
29	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	398
30	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	413
31	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	428
32	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	443
33	S	**RELATED TICKET /DOCUMENT NUMBER**	C	RTDN	15 A/N	458
34	S	**RESERVED SPACE**	M	RESD	10 A/N	473

Note! The maximum number of related documents that will be sent to DPC in the RET file to be processed may not be the same as the number of related documents entered in IT05 register. It will depend on the maximum number of related documents established by the DPC. This number would be entered in an option available for DPC users in BSPlink. (*Maximum Number of Related Documents* parameter in the DPC Configuration option).

IT06   Reason Record Layout

El. No.	Format/ Rec.lvl	Element Description	Status	Glossary Reference	Element Attribute	Start Position
1	S	**RECORD IDENTIFIER**	M	RCID	1 A/N	1
2	S	**TRANSACTION NUMBER**	M	TRNN	6 N	2
3	S	***REASON FOR MEMO***	C	RFID	45 A/N	8
4		**RESERVED SPACE**	M	RESD	430 A/N	53

Notes

3) When the **RFID** field in IT02 is not enough to show all reason information, IT06 will be used to show such information. Note that each IT06 record will contain one line of the reason for memo information. Also note that RFID field in IT02 will not be taken into account.

RFID. The number of characters used in this field is equal to the number of characters allowed in the current BSP*link* form so that no scroll is necessary.

IT0Z   File Trailer

El. No.	Format/ Rec.lvl	Element Description	Status	Glossary Reference	Element Attribute	Start Posi- tion
1	S	RECORD IDENTIFIER	M	RCID	1 A/N	1
2	S	REPORT RECORD COUNTER	M	RRDC	11 N	2
3		RESERVED SPACE	M	RESD	470 A/N	13

    The file format described above corresponds to the current ACM/ADM forms in BSP*link* v. 1.6. However, this means that any modification/improvement in the current forms will result in modification/improvement in the file layout.

Notes on Computations and checks done

Agent Computation

Agent Fare = IT02: Agent Fare Amount

Agent Vat on Fare = IT04: Agent Vat on Fare

Agent Commission = IT02: Agent Commission Amount

Agent Tax on Commission = IT02: Agent Tax on Commission Amount

Agent Penalty Id = IT04: Agent Penalty Id

Admin Fee = IT04: Admin Fee

Vat on Admin Fee = IT04: Vat on Admin fee

Agent Total Taxes = IT04: Agent Total Taxes excluding vat on fare

For Issue:-

If Agent Penalty Id = C

      New Agent Fare = IT02: Agent Fare Amount – IT04: Admin Fee

      Agent Total = New Agent fare + Agent vat on fare – Agent commission – Agent vat on commission + Agent taxes + admin fee + vat on admin fee

If Agent Penalty Id = D:-

      Agent Total = Agent fare + Agent vat on fare – Agent commission – Agent vat on commission + Agent taxes

For Refund:-

If Agent Penalty Id = C

      Agent Total = Agent fare + Agent vat on fare – Agent commission – Agent vat on commission + Agent taxes

If Agent Penalty Id = D:-

      New Agent Fare = IT02: Agent Fare Amount – IT04: Admin Fee

Agent Total = New Agent Fare + Agent vat on fare – Agent commission – Agent vat on commission + Agent taxes + admin fee + vat on admin fee

Airline Computation

Airline Vat on Fare = IT02: Airline Taxes – IT04: Airline Total Taxes excluding vat

Airline Taxes = IT04: Airline Total Taxes

Airline Commission = IT02: Airline Commission Amount

Airline Tax on Commission = IT02: Airline Tax on Commission Amount

Agent Penalty Id = IT04: Agent Penalty Id

Admin Fee = IT04: Admin Fee

Vat on Admin Fee = IT04: Vat on Admin fee

For Issue:-

    If Agent Penalty Id = C:-

        Airline Fare = IT02: Airline Fare Amount

        Airline Total = Airline fare + Airline vat on fare – Airline commission – Airline vat on commission + Airline taxes

    If Agent Penalty Id = D:-

        New Airline Fare = IT02: Airline Fare Amount – Admin Fee

        New Airline Vat on Fare = Airline Vat on Fare – Vat on Admin Fee

        Airline Total = New Airline fare + New Airline vat on fare – Airline commission – Airline vat on commission + Airline taxes + admin fee + vat on admin fee

For Refund:-

    If Agent Penalty Id = D:-

        Airline Fare = IT02: Airline Fare Amount

        Airline Total = Airline fare + Airline vat on fare – Airline commission – Airline vat on commission + Airline taxes

If Agent Penalty Id = C:-

New Airline Fare = IT02: Airline Fare Amount – Admin Fee

New Airline Vat on Fare = Airline Vat on Fare – Vat on Admin Fee

Airline Total = New Airline fare + New Airline vat on fare – Airline commission – Airline vat on commission + Airline taxes + admin fee + vat on admin fee

Difference/Total Computation

When ADM:-

Airline Computation – Agent Computation

When ACM :-

Agent Computation – Airline Computation

Tax Calculation Checks done:-

When ADM:-

Agent Calculation taxes = Agent Vat on Fare + Agent Taxes

Airline Calculation taxes = Airline Vat on Fare + Agent Taxes + Vat on Admin Fee

Difference Calculation taxes = difference Vat on Fare + Difference Taxes + Difference Admin Fee

Check Taxes = Airline Calculation taxes – Agent Calculation taxes

If Check taxes Not Equal to Difference Calculation Taxes

Error -   'INCORRECT TOTAL AMOUNT RESULTING FROM SUBTRACTING AIRLINE AND AGENT TAXES'.