FLAN
MANUAL

REVISION :   1.0

F.L.A.N.

What is it ?

With the new ATOL regulations which came into force in April 1995, you all have to fill in various reports which up to now, many of you have not needed to do. You will be aware that ATOL has been split into four distinct levels:

F ully bonded business   Charter Flights or packages

L ower bonded business   Scheduled seat only nett tickets covered by a bond

A gency business   Scheduled seat-only tickets nett covered by airline Deed(s) of Undertaking

N one

ATOL returns are done quarterly, and you have to complete a return for each of **F L A** but not for **N**. The regulations have certain grey areas which mean that a booking could be classified as Lower Bonded by virtue of the fact that the itinerary has not been booked a "one time", which constitutes a "package" etc. Hence it is felt that the only way to sensibly administer this requirement, is to provide a manual supervisory method of control.

The information which the CAA want to know is as follows:

1. For each category, the number of passengers carried in the relevant quarter

2. The Relevant Licensable turnover for each category as follows

     F   All itinerary lines except Insurance
     L   Flight Lines Only
     A   Flight Lines Only
     N   Not reported

ATOL Returns

FCS have now produced a method of administration for the above, which is now available.

It consists of three new programs, and modifications to two further modules as detailed below.

Module: APFLAN   ATOL Licensable Turnover Report

This module creates the turnover report required for your ATOL returns based upon an ATOL flag which you have set on the Booking Header (Page 1). The following inputs are taken:

Output	D = Display to Screen	*Default*
	P = Output to Printer	
Report Type	1 = Turnover Analysis Only	*Default*
	2 = Bookings & Turnover Analysis	
Included Items	F = Fully Bonded Only	
	L = Lower Bonded Only	
	A = Agency Bonded Only	
	I = Include All F L A	*Default*
From Date	First Departure Date of Bookings to be Included in Report	*Default* *first*
To Date	Last Departure Date of Bookings to be Included in Report	*Default* *last*

The program reads the Departure Date queue for the date range requested and outputs a summary of turnover and passenger totals for each category selected.

For Type 2 reports only, this is preceded by a detailed report by booking, which shows the following details:

Booking Reference
Lead Surname
Number of Passengers
Departure Date
Total Invoice Value
Total Flights Value
Total Invoice Value less Insurances
Consultant's Initials
ATOL licensable indicator

People wishing to check the detail of their returns may wish to print out entries in each individual category for reconciliation purposes.

Module: APFLAP   Items Awaiting ATOL Classification Report

This module creates a report of all items which have not yet been classified for ATOL purposes, and works off a queue which is automatically maintained by Chameleon, once the initial cutover program has been run. The following inputs are taken:

Output   D = Display to Screen   * Default

P = Output to Printer

From Date   First Departure Date of Bookings
to be Included in Report   *Default   first

To Date   Last Departure Date of Bookings
to be Included in Report   *Default   last

The program reads the Unclassified Licensable Turnover queue, and for bookings departing in the date range requested includes then following on the report:

Booking Reference
Lead Surname
Number of Passengers
Departure Date

Total Invoice Value
Total Flights Value
Total Invoice Value less Insurances
Consultant's Initials
**   Itinerary Profile

**   This shows a summary of each itinerary type held within the booking. Only seven types are accommodated on the display, all are shown on the report

This report can be used by the administrator responsible for setting the ATOL license status to ensure that all bookings departing in the period to be reported to the CAA have been classified for inclusion on the report.

Module: ZPQFLT   Items Awaiting ATOL Classification Queue

This module builds / rebuilds the queue of items awaiting ATOL processing. Whether you wish to start using the program for the first time, or you want to recreate the queue in the event of database corruption, you can run this program. It takes the following input:

From Date   First Departure Date of Bookings
to be Included in Report   *Default*   *first*

The module purges the **LT** queue held in the main queue file AFQUEF, and then processes every booking, re-queuing items into index LT for those bookings after the departure date specified, which have not yet got a valid **F L A N** indicator set against them

Amended Modules

Module: APBOK1   Client Details Screen   (Booking System)

A new field has been added to this screen, and is shown as ATOL. Valid Inputs are:

F = Fully Bonded

L = Lower Bonded

A = Agency Booking

N = Not Applicable / Non Bonded

This field is to contain the licensable indicator which is set by the administrator. Entry is gained into this field, only when the booking is Firm, and if your profile has the correct authority level as defined by the dummy program !ATOL in Menu and Programs File Maintenance.

** Note **   This field is using the data area in the record which used to hold the "already invoiced" flag, which was recognised by the invoice program to be the trigger for the title "AMENDMENT" to appear on the invoice. This has been superseded by the ability to stipulate the invoice type on the document request. Should the ATOL field contain Y, this indicates that the booking was outside the range of the cutover start date, or the cutover has not been run.

Module: APINVS   Invoice Print Module   (Callable)

This module has been modified to remove the update to the booking data area which used to hold the invoiced flag, which is now being used for the ATOL licensable indicator

What Do I Do Now ?

Advance copies of the above modules are available from FCS on payment of £ 360.00.

If you wish to commence the administration of your ATOL returns in this manner **today**, then simply fax us a signed Purchase Order on *01844 275400*, and we will install the new / revised modules onto your system via the modem by return.