

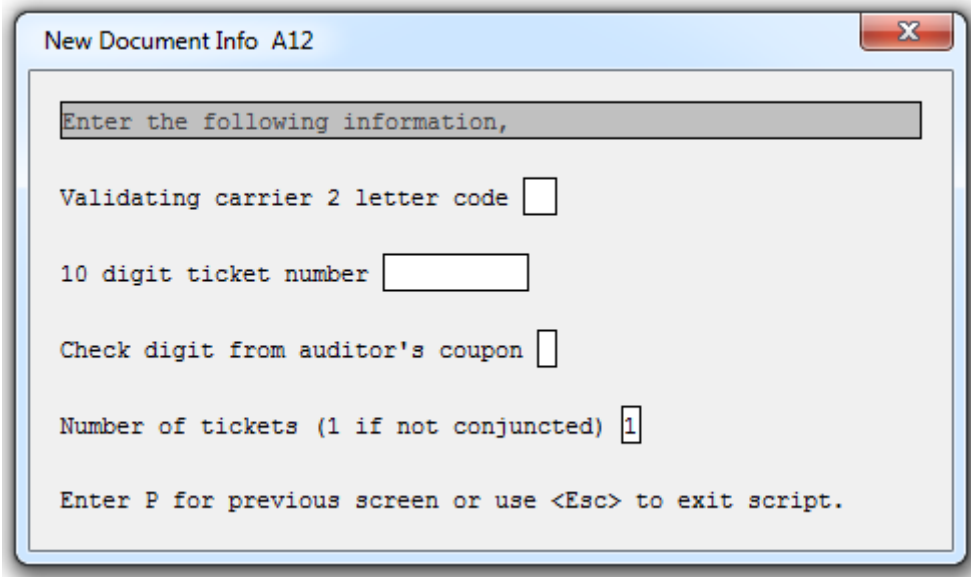
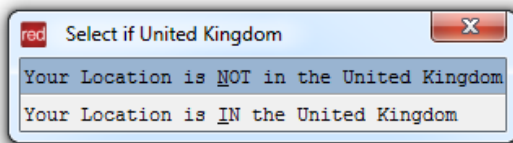
---

## OVERVIEW

---

**Accounting Lines** is an application that assists agents in creating accounting lines and invoices for accountable air documents, accountable non-air documents and non-accountable documents.

There are two options when using the app: One if your location is outside United Kingdom and inside United Kingdom.



---

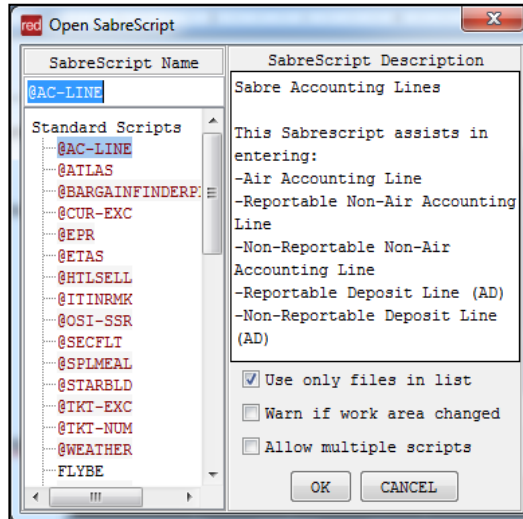
**TASK****GRAPHIC**

---

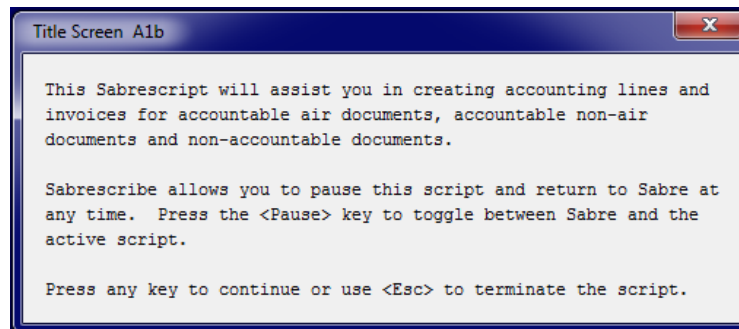
In order to use **Accounting Lines** application, follow these steps:

Press CTRL + A to open the SabreScript Window and type **@AC-Line**.

Click **OK** to launch it.



A warning window will pop up. Follow the instructions to continue.



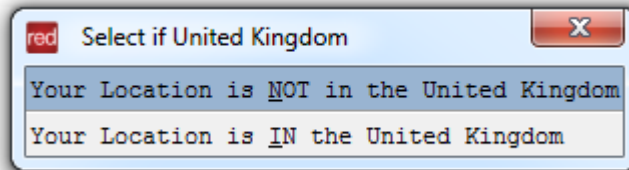
---

**TASK****GRAPHIC**

---

The following screen will appear to determine your location. Inside United Kingdom or Outside United Kingdom.

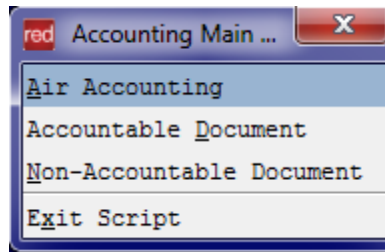
Click on the option that applies to you.



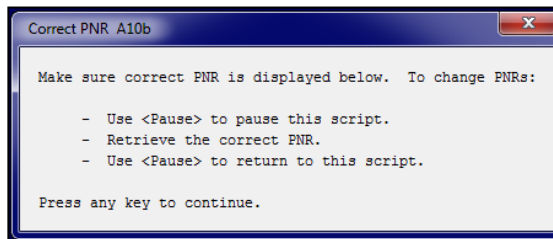
Select one of the options in order to proceed with the application.

- Air Accounting
- Accountable Document
- Non-Accountable Document

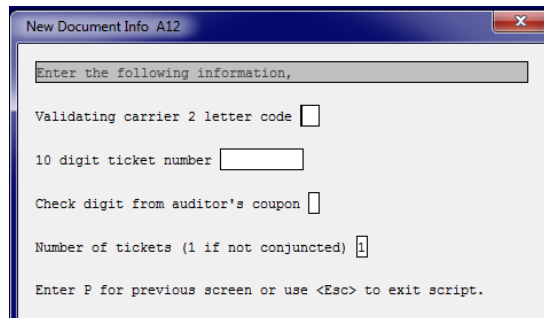
Or click on **Exit Script** to close the application.



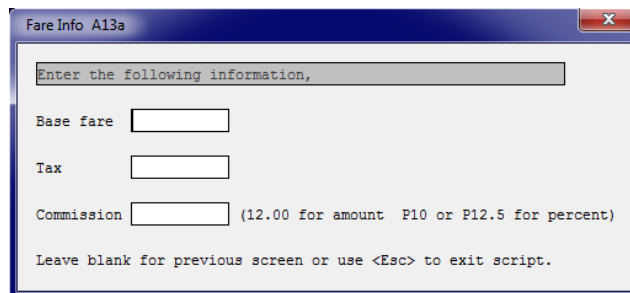
After Selecting one of the options, in this case, **Air Accounting**, the following screen will appear. Follow the instructions to continue.



Fill in the information requested on the screen and click **Enter** to proceed.



Continue filling in the information requested on the screen and click **Enter** to proceed.

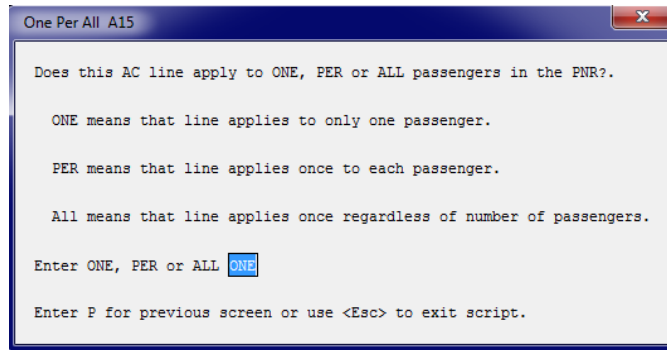


---

**TASK****GRAPHIC**

---

Select if the AC line will apply to ONE, PER or ALL passengers. Read the instructions on the screen and enter the option on the highlighted box.



One Per All A15

Does this AC line apply to ONE, PER or ALL passengers in the PNR?.

ONE means that line applies to only one passenger.

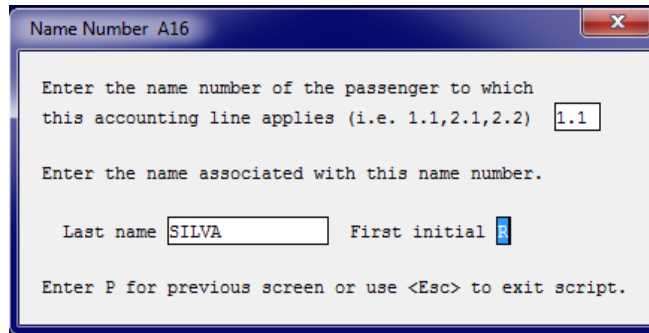
PER means that line applies once to each passenger.

All means that line applies once regardless of number of passengers.

Enter ONE, PER or ALL

Enter P for previous screen or use <Esc> to exit script.

Associate the information with the passenger name. Follow the instructions on the screen and then click **Enter** to continue.



Name Number A16

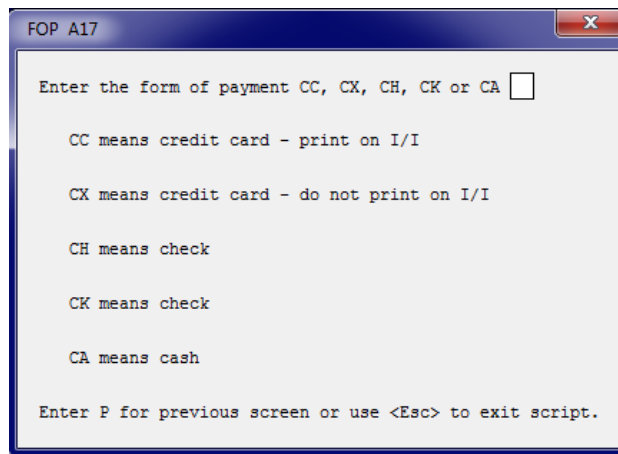
Enter the name number of the passenger to which this accounting line applies (i.e. 1.1,2.1,2.2)

Enter the name associated with this name number.

Last name  First initial

Enter P for previous screen or use <Esc> to exit script.

Enter the Form of Payment and then click **Enter** to continue.



FOP A17

Enter the form of payment CC, CX, CH, CK or CA

CC means credit card - print on I/I

CX means credit card - do not print on I/I

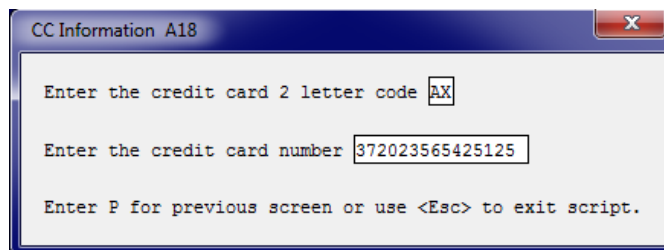
CH means check

CK means check

CA means cash

Enter P for previous screen or use <Esc> to exit script.

Fill in the CC information required and then click Enter to continue.



CC Information A18

Enter the credit card 2 letter code

Enter the credit card number

Enter P for previous screen or use <Esc> to exit script.

---

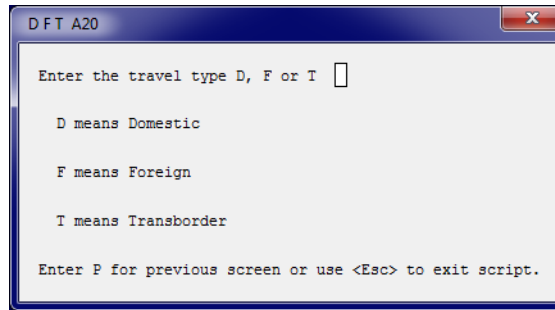
**TASK****GRAPHIC**

---

Insert the type of Transport, as specified in the screen.

- D for Domestic
- F for Foreign
- T for Transborder

Click **Enter** to continue.



D FT A20

Enter the travel type D, F or T

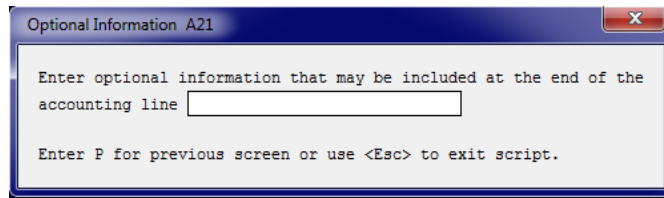
D means Domestic

F means Foreign

T means Transborder

Enter P for previous screen or use <Esc> to exit script.

Enter option information, if necessary, and click **Enter** to continue.



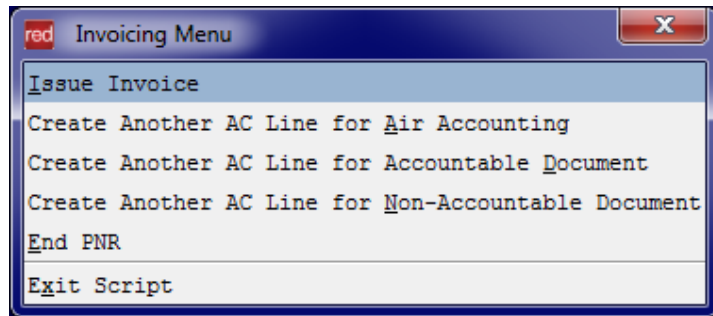
Optional Information A21

Enter optional information that may be included at the end of the accounting line

Enter P for previous screen or use <Esc> to exit script.

Choose one of the options shown to proceed.

If you want to terminate the script, click on **Exit Script**.



red Invoicing Menu

Issue Invoice

Create Another AC Line for Air Accounting

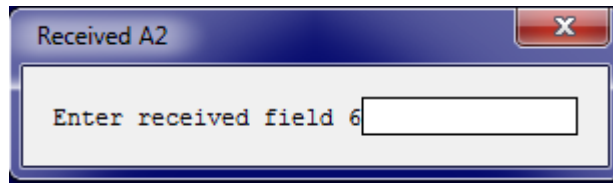
Create Another AC Line for Accountable Document

Create Another AC Line for Non-Accountable Document

End PNR

Exit Script

In order to End the PNR, you need to enter the Received field. Then, click **Enter**.



Received A2

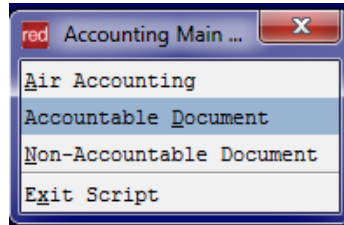
Enter received field 6

---

**TASK****GRAPHIC**

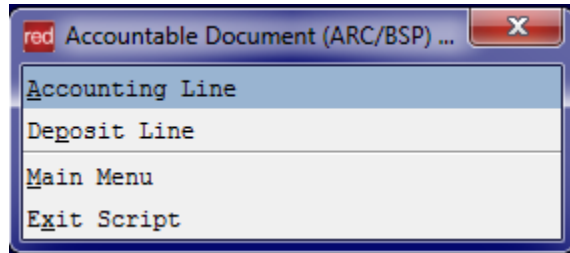
---

If you select **Accountable Document**, click **Enter** to proceed.



Choose one of the options:

- Accounting Line
- Deposit Line
- Main Menu
- Exit Script



If you choose Accounting Line or Deposit Line, the following screen will appear. Fill in the requested information and click **Enter** to continue.

A screenshot of a terminal window titled "Segment Type A30". The window contains the following text: "Enter the following information for the segment representing the service that is being invoiced." followed by "3 character itinerary segment type" with a checkbox and "(i.e. CAR, HHT, TOR, MCO, OTH etc.)" below it. Then "Segment number" with a checkbox. At the bottom, it says "Enter P for previous screen or use <Esc> to exit script."

If Deposit Line is chosen, then fill in the information requested.

Click **Enter** to continue.

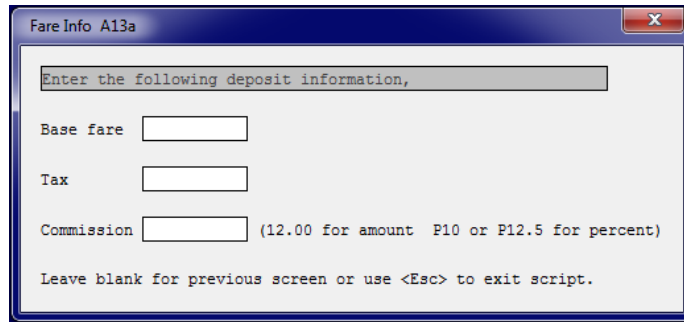
A screenshot of a terminal window titled "New DocumentInfo A12". The window contains the following text: "Enter the following information," followed by a text input field. Then "Validating carrier 2 letter code" with a checkbox. Then "10 digit ticket number" with a text input field. Then "Check digit from auditor's coupon" with a checkbox. Then "Number of tickets (1 if not conjuncted)" with a text input field. At the bottom, it says "Enter P for previous screen or use <Esc> to exit script."

---

**TASK****GRAPHIC**

---

Continue filling the information as requested and then click **Enter** to continue.



Fare Info A13a

Enter the following deposit information,

Base fare

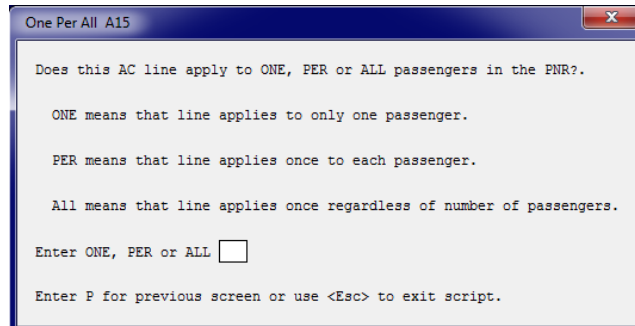
Tax

Commission  (12.00 for amount P10 or P12.5 for percent)

Leave blank for previous screen or use <Esc> to exit script.

Choose one of the ACC Lines to apply, based on the screen.

Then click **Enter** to continue.



One Per All A15

Does this AC line apply to ONE, PER or ALL passengers in the PNR?.

ONE means that line applies to only one passenger.

PER means that line applies once to each passenger.

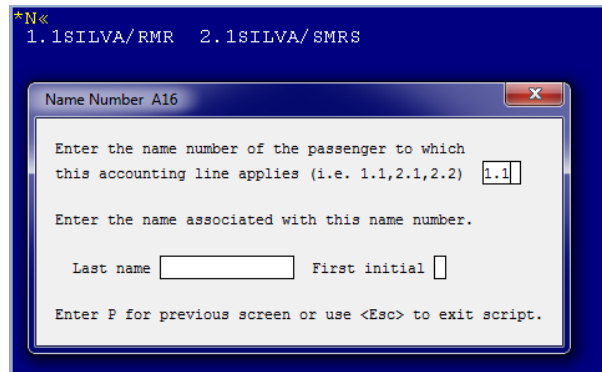
All means that line applies once regardless of number of passengers.

Enter ONE, PER or ALL

Enter P for previous screen or use <Esc> to exit script.

Associate the passenger name field as indicated in the screen.

Then click **Enter** to continue.



\*N<<  
1.1SILVA/RMR 2.1SILVA/SMRS

Name Number A16

Enter the name number of the passenger to which this accounting line applies (i.e. 1.1,2.1,2.2)

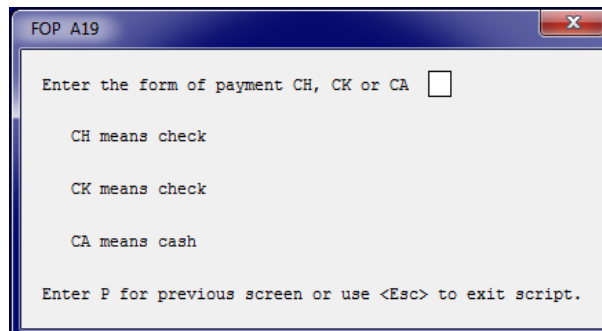
Enter the name associated with this name number.

Last name  First initial

Enter P for previous screen or use <Esc> to exit script.

Choose the Form of Payment to be used.

Then click **Enter** to continue.



FOP A19

Enter the form of payment CH, CK or CA

CH means check

CK means check

CA means cash

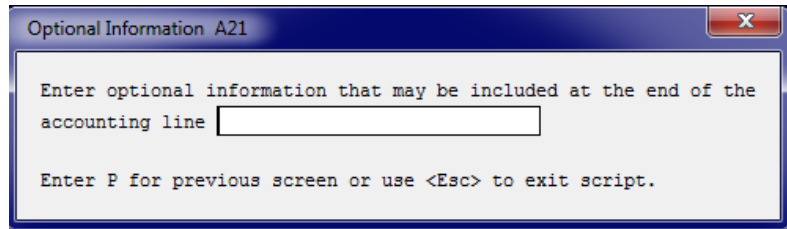
Enter P for previous screen or use <Esc> to exit script.

**TASK**

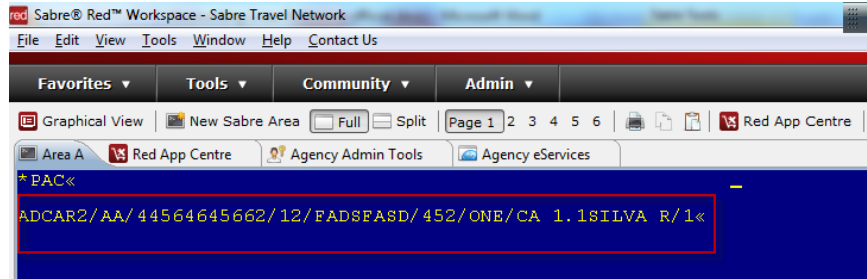
**GRAPHIC**

If additional information is necessary, please fill in this field.

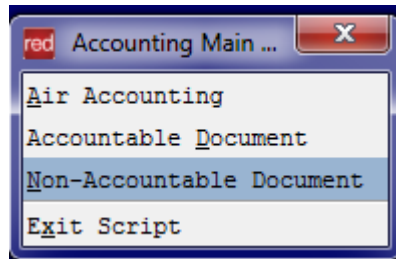
Then, click **Enter** to continue.



In the end, the system will send the entry to Sabre Red Workspace Classic View.

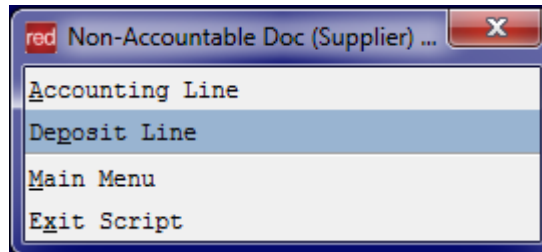


For Non-Accountable Document, the process will be the same as the two previous ones:



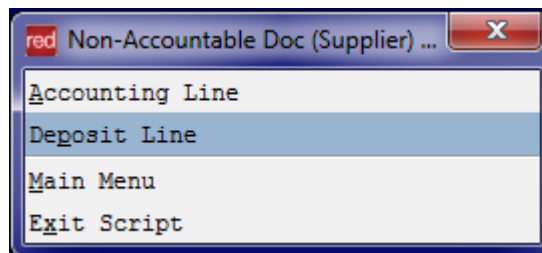
Follow the instructions on the screen to provide the information needed.

Click **Enter** to continue and follow the instructions until you have finished filling all the process screens.



**Main Menu** will allow you to choose the initial options: Air Accounting, Accountable Document and Non-Accountable Document.

**Exit Script** will terminate the script and close it.





**TASK**

**GRAPHIC**

How to validate if a Red App is already installed in my Sabre Red Workspace?

To validate that the user received the application before restarting Sabre Red Workspace, click Help and then History of Updates to look for Red Apps with a Status of Not Yet Activated.

Name	Version	Date	Status
Sabre Red Workspace_3YAB_3333 (Pr...	2.0.0.0000000007	Sep 20, 2012 5:08:29 PM	NOT YET ACTIVATED
Air Routing Mileage Calc	1.0.0.201201161659	Sep 20, 2012 5:08:29 PM	NOT YET ACTIVATED
Calculator	1.0.0.201112201654	Sep 20, 2012 5:08:29 PM	NOT YET ACTIVATED

1. After restarting Sabre Red Workspace, you can also look under **Contact Us – Application Vendor Support** to validate that the application installed successfully.



2. The system will open a new window with all the Red Apps installed.

Should you need to contact the Red App Vendor for support, click on the Red App name to open the **Contact Details**.

