**Frequently Asked Questions on**

**Cargo Accounts Settlement System (CASS)**

***Updated on 27 April 2007***

Q1.  What is the HOT File in CASS? We heard that to obtain such file cost US$40.00 per report and believe it is quite expensive. Can IATA reduce the price?

**A1.  HOT file is the raw data of the invoice that the agent received. It is for the user to add to their in-house accounting system if needed, and is a by-product from the system.  In fact, it is USD80.00 per copy/billing period and is charged by the Data Processing Centre in Germany not IATA. IATA-HKG will reflect to the vendor the opinion of the users on the price.**

**Besides, IATA has introduced XLS (MS Excel) formatted CASS HK invoice for HKD300/month, on top of the complementary PDF format and HOT. Please contact Mr. Tim Wong at 2528 9321 if members require more details.**

Q2.  As the report by the name “Invoice and Billing Statement” will only be ready 10 days after end of period (EOP). It is quite inconvenience in term of accounting, for the month end closing, what can we do?

**A2.  The report is for reconciliation purpose and not for entry purposes. The standard accounting practice is to record an entry when an AWB is executed. One should NOT wait for this report to do data entry and hence, it should NOT affect the month end closing.**

Q3.  To reconcile each invoice, they have to do it by AirWay Bill (AWB) one at a time. Why is there no full report as it is easier for checking?

**A3   There are two ways to do the checking. You can do it at the AWB History where it meant for checking a particular AWB in the past. It is noted that the data files that the airlines uploaded on EOP + 10 will not be processed till EOP + 11 and hence there is no details of all the AWB executed in the period can be found before the Report Production Date which is EOP + 12. The correct way is to do the checking after downloaded the invoice and billing statement on the 12th day after end of period. In the invoice, you can find breakdown details of all the AWBs executed in the period, by airline.**

Q4.  If we have any questions or problems in the operations and feature of CASS, what can we do?

**A4.  IATA offers to visit the member individually to further explain the operations and feature of the system if any member has the needs and found it helpful. Member may request it through HAFFA or call Mr. Tim Wong or Mr. Paul Man of IATA-HKG office at 2528 9321 direct for arrangement.**

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