**ATOL Configuration in moonstride**

*Protect your clients and fulfil UK legal requirements by configuring ATOL for all relevant bookings and documents. moonstride automates ATOL charge application, certificate generation, and regulatory reporting—all in one place.*

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**1. Introduction**

ATOL (Air Travel Organisers’ Licensing) is a UK legal protection scheme for package holidays involving air travel. It is required for bookings departing from the UK and may also apply to other countries depending on business needs. moonstride enables you to configure ATOL details, set up automated ATOL rules, generate official documentation, and fulfil reporting requirements with ease.

**2. Company Information Setup**

To apply ATOL rules, first ensure your company information—including ATOL details—is up to date.

**Navigation:** Go to **Administrator > Settings > Company info**.

*Insert screenshot here showing the Company Info ATOL section.*

Required fields:

* **Company Name, Contact Details, Address, VAT Number**
* **ATOL Number** – Enter your official licence.
* **Certificate Issuer** – The issuing authority.
* **Applicable Country** – Select ‘United Kingdom’ (and/or any additional countries as needed). ATOL charges will be applied to flights departing from these countries.

*Insert screenshot here of the Company Info form with ATOL fields highlighted.*

**Note:** Any ATOL information updates in this section will reflect immediately at quotation and booking level.

**3. Defining ATOL Rules (Widgets)**

ATOL rules (such as fees, date range, or supplier links) automate charge calculation and line item generation.

**Navigation:** Go to **Widgets > Rules > ATOL rule**.

On the ATOL Rule screen, you can:

* **Add:** Create new rules to define how and when ATOL charges apply.
* **Edit:** Modify existing rules to update contracts or fee structures.
* **Delete:** Remove obsolete rules.
* **Commission Configuration:** Adjust how agent/supplier commissions interact with ATOL fees.

*Insert screenshot here of ATOL Rule list and commission configuration.*

For step-by-step guidance: See [Create ATOL Rule](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)

**4. Prerequisite: How ATOL Charges Are Applied**

At the **quotation/booking level**, the ATOL charge applies automatically *only* if a flight service departs from a configured ATOL country (e.g. United Kingdom).

* The “Flying From” field in the flight service must be set to a qualifying airport (e.g. LHR for London Heathrow).
* When the rule applies, ATOL will generate a separate line item in the Services tab of the quotation/booking.

*Insert screenshot here showing the Flying From field and ATOL line item in the booking screen.*

**Important:** If you manually add an “ATOL Charges” line item to a booking, moonstride will *not* trigger ATOL certificate generation or include the booking in the official ATOL CAA report.

**5. ATOL Certificate Generation**

Generate official ATOL certificates through Documentation.

**Navigation:** Go to **Documentation > Statements & Vouchers > Manage License** in a specific booking.

From here, you can:

* Choose the **ATOL type** for the booking:
  + **Flight Only**: Customer only benefits from flight service.
  + **Single Contract Package**: One contract covers all services.
  + **Multi Contract Package**: Multiple contracts for package services.
* Based on services in the booking, the appropriate ATOL type will display.
* You can then **View** or **Email** the ATOL certificate directly to the client.

*Insert screenshot here showing the Manage License screen with ATOL certificate options.*

**6. ATOL CAA Report**

For compliance and audit, moonstride provides a comprehensive Civil Aviation Authority (CAA) report of all bookings with auto-applied ATOL charges.

**Navigation:** Go to **Reports > Financial > ATOL - Civil Aviation Authority Report**.

Report features:

* See all bookings where ATOL was triggered.
* View or export details (e.g. charges, booking info) to Excel.

*Insert screenshot here of the ATOL CAA Report screen and export button.*

**Note:** Only bookings with system-applied ATOL charges are shown. If you add ATOL charges manually, certificates will not be issued and the booking will not appear in this report.

For further details, see: [ATOL - CAA Report](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)

**7. See Also**

* [Company Information Setup](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Contract and Rules Configuration](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Booking and Quotation Management](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Automating Document Generation](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)

**Summary**

With moonstride’s ATOL configuration tools, you ensure legal compliance, clear communication, and streamlined operations—protecting both your business and your customers. Insert screenshots as indicated above for optimal guidance at each step, and contact support if bespoke guidance is needed.