**Stella - Manually entered tasks**

EMDS – Electronic Misc Document – This is document we use to pay airlines for sundries eg. Seat requests, sometimes tickets, deposits for groups, baggage payments, booking changes). Issued in Amadeus in the same way tickets are and are in the AIR files but do not go into Stella. Can be credit or debit. This is “new” for Stella as it was not around when Stella was created. These are added in manually as “tickets”.

If Reservations do not put RM##D before the Tlink reference then it fails to go into Stella. This is when it is a manual booking that has been made.

One PNR if it has 2 Tlink references this fails Stella. Stella only allows you to have one Tlink reference per PNR so they have to put a fake PNR to get it to go into Stella.

Tickets from Jersey – They fail to go into Stella as it has 2 “UB” taxes (UK departure tax)

Exchange tickets – When a ticket is reissued for new flights/changes they do not go in. Perhaps as the layout of this ticket is not the same as a new ticket.

Void tickets – Do not always go into Stella (random). Only goes into Stella if they put a / in the name field for some reason.

Infant Tickets – These go in but sometimes go in with the adult amount or you have to open it and save it for it to be correct.

**Nice to have**

All ADMS that we download from BSP into XLS to go straight into Stella (but keep XLS for reference)

All documents that we download from BSP go directly into Stella (All tickets, All refunds through Amadeus, All EMDS)

All tickets to go in (eg. Ones mentioned above)

All manual processes not to be manual