ATOL Online Quick Reference Guide:
ATOL Reporting Accountants

Introduction

This Guidance Note contains advice for ATOL Reporting Accountants acting for ATOL holders and applicants.

It provides a brief overview of how to access and review Annual Accountant's Reports (AARs) via the ATOL Online system. This guide should always be used in conjunction with Guidance Note 10 which outlines the requirements for ATOL Reporting Accountants.

The confirmations and reports required, determined by licence size and type, remain unchanged and continue to take the form of Annual Accountant's Reports Part 1 and 2.

1   Accessing the Annual Accountant's Reports

Step 1: Log-in via https://portal.caa.co.uk.

Step 2: Click on "Your Services" and the "Manage Existing ATOL" option to access the ATOL Portal.

Step 3: The ATOL Portal will display the ATOL Licence(s) where you act as ARA. Selecting a Licence number will take you to the ATOL Administration page.

Step 4: Click on 'AAR-Part 1 ARA Review' or 'AAR-Part 2 ARA Review' to launch the relevant form.

2   Navigation

2.1   Progress Menus

Progress menus will appear at the top of AAR Part 1 and Part 2 respectively. The current section is indicated by the blue arrow.

AAR Part 1:

AAR Part 2:

The sections of the form prior to 'REPORT' contain information provided by and confirmed by the ATOL holder and cannot be edited in the form(s).

2.2   Standard Navigation

Continue	The 'Continue' button allows you to proceed to the next section of the application. It is located at the bottom right-hand corner of each page.
Go Back	The 'Go Back' buttons allows you to return to a previously completed section. It is located at the bottom left-hand corner of each page.

> ⚠️ **Please do not use the web browser back button or backspace on your keyboard to navigate through the form, otherwise unsaved progress will be lost.**

Submit	Clicking this button will submit the form to the CAA.

3   Submitting Annual Accountant's Report Part 1 (AAR Part 1)

Navigate to the ATOL Administration page and click the "AAR-Part 1 ARA Review" button. The report will be pre-populated with licensable booking data submitted and confirmed by the ATOL holder for the required period.

If the ARA is satisfied that the licensable data contained within AAR Part 1 is correct they are required to select 'Continue' to the question, 'Do you wish to continue or reject?', shown within the 'REPORT' section of the form. This will display the remaining confirmations and declaration that needs to be completed by the ARA.

If the ARA does not agree with the licensable data presented, and wants to reject this report, then they should tick the 'Reject' button within the 'REPORT' section before submitting. This will notify the ATOL holder to contact the CAA in order to submit revised returns.

> ⚠️ **Licensable Revenue and Licensable Passengers presented in the Multi-contract Package columns for the quarters up to and including 30 June 2018 represent the licensable revenue and passenger numbers in respect of Flight-Plus sales.**

4   Submitting Annual Accountant's Report Part 2 (AAR Part 2)

Navigate to the ATOL Administration page and click the "AAR-Part 2 ARA Review" button.

> ⚠️ **Please note that the AAR Part 2 does not become available for ARAs to review until the online renewal application is submitted by the ATOL holder.**

The sections up to and including 'Confirmation' of AAR Part 2 will be pre-populated with financial information provided by the ATOL holder in their online renewal application form. The 'REPORT' section is where the ARA confirms the outcome of their factual findings.

If the ARA confirms that the data included in Section 4, 5 or 6 (as applicable) is agreed they can sign-off the report by ticking all the relevant 'REPORT' sections. Please note the Report section will only display when the ARA selects 'Continue' to 'Do you wish to continue or reject?'.

> ⚠️ **If the ARA does not agree with the data in Section 4, 5 or 6 (as applicable), and wants to reject this report, then they should tick the 'Reject' button within the 'REPORT' section before submitting. This will notify the ATOL holder that a financial resubmission is required.**

5   ATOL Online Queries and Support

For specific queries on the ARA scheme, ARA scheme reporting or ARA Training please contact CAA.ARAScheme@caa.co.uk.

For queries specific on the ATOL Online system, please visit the ATOL Online web pages that contains answer to Frequently Asked Questions, updates and contact information.