

Module 8: Manual Fare Build

The Galileo system is capable of quoting most fares automatically. However, there are occasions when this is not possible or when you may elect to use a non-system fare. In these situations, it is possible to enter the fare manually, in order that automatic ticketing can take place.

Module Objectives

Upon completion of this module, you will be able to:

- Create a Manual Fare Build for a single passenger
- Create a Manual Fare Build for a multi-passenger Booking File
- File manual fares
- Amend filed fares
- Restore filed fares

Creating a Manual Fare Build

The likely situations in which you will need to enter fares manually are:

- Consolidated/Negotiated fares
- Fares marked with an X in a Fare Display, e.g. round the world
- Re-routing fares
- Fares obtained from airline GIS pages, e.g. air passes

There are three basic steps in the process:

1. Create the Manual Fare Build **FBC**
2. Update/Amend the data **FBU**
3. File the Manual Fare **FBF**

Once a Booking File has been created or retrieved a Fare Build Screen must be created in order to construct a manual fare.

Refer to the following Booking File:

Travelport Smartpoint - Window 1									
A B C D E									
2WK7XG/64 LONOU 0048764 AG 99999992 11DEC									
1.1SMITH/ROBERTMR									
1.	VS	3	Y	12JUN	LHRJFK	HK1	0905	1150	O* E
TH									
2.	VS	26	Y	30JUN	JFKLHR	HK1	0740	1940	O* E
MO									
*ALL *P *FOP *TD *NP *VL *SI *PI									

Take the following steps to create a Manual Fare in the Booking File.

Step 1: Creating the Fare Build

It is good practice to get the accurate tax information. You can obtain tax information directly from the airline, or by entering **FQTE-00** it will give the Tax without the fare on the itinerary making it much easier to enter the Tax information.

```

1-FQTE-00
>
*TAXES ONLY*
GBP128.00
69.00GB 39.75UB 1.50AY 21.00US 3.10XA 2.80XF 4.30XY 3.40YC
213.00YQ
«Display Rules»

```

Entry: **FBC** Fare Build Create

Screen response:

```

1-FBC
FBC
P01 SMTIH/BRIANMR *ADT                                01 OF 01
X CTY CX FLT CL DATE  TIME ST FB / TD          NVB  NVA  BG
. LHR TP 353  Y 13JUN 0815 OK @.....          .....  CHK  1
O LIS TP 354  Y 30JUN 0750 OK @.....          .....  CHK  2
. LHR
FARE @../..... EQ ../..... ROE @.....
TAX      1 ...../.. 2 ...../.. 3 ...../.. 4 ...../..
      5 ...../.. 6 ...../.. 7 ...../.. 8 ...../..
TTL (INC TAX) @.....
FC
@.....
.....
)>

```

Note: This is not a Fill in Format screen. All the entries are made at the bottom of the screen and are then placed automatically by the Galileo system into the appropriate place on the Fare Build Screen.

The creation of a Fare Build Screen assumes all passengers and all segments are to be associated to the same fare. If there are different passenger types, or if the fare is only required for certain segments, the manual fare build screen can be created by passenger and/or segment relating.

Format:	Explanation:
FBCP5	Fare Build Screen for passenger 5 only
FBCP3-5	Fare Build Screen for passengers 3 through to 5
FBCS2-3	Fare Build Screen for segments 2 and (through to) 3
FBCP2/S2-3	Fare Build Screen for passenger 2, segments 2 and 3

It is also possible to create a manual fare build screen for a particular passenger description code.

Format:	Explanation:
FBCP5*C08	Fare Build Screen for passenger 5, description as child aged 8 years.
FBCP2*C08.1	Fare Build Screen for passenger 2, description as child aged 8 years, plus passenger 1 adult.

If no passenger description codes are used the system will default to adult or infant, if infant has been specified in the name field.

The plating carrier can be added to the beginning or the end of the FBC entry, e.g. FBCCMH or FBGP2-3/CAA. This is not mandatory and can be added once the fare is filed and before ticket issue.

Take the following steps to create the Manual Fare Build screen: **FBCCVS**

Entry:	Description:
FBC	Fare Build Create
C	Plating Carrier

Screen response:

1-FBCCVS +

FBCCVS

P01 SMITH/ROBERTMR *ADT 01 OF 01

X	CTY	CX	FLT	CL	DATE	TIME	ST	FB	/	TD	NVB	NVA	BG
.	LHR	VS	3	Y	12JUN	0905	OK	@	CHK 1
O	JFK	VS	26	Y	30JUN	0740	OK	@	CHK 2
.	LHR												

FARE @..... EQ ROE @.....

TAX 1/.. 2/.. 3/.. 4/..

5/.. 6/.. 7/.. 8/..

TTL (INC TAX) @.....

FC

@.....

)>

Note: The @ symbol indicates a mandatory field.

The following table lists the Fare Build screen fields with descriptions and entry examples.

Field	Mandatory?	Description
FB	YES	Fare basis code for each segment
FARE	YES	Total base fare of the ticket (local currency, of country of origin).
TTL	YES	Total Fare including taxes
FC	YES	Fare Construction (NUCs)
ROE	YES	Rate of Exchange (NUC to local currency)
TD	NO	Ticket Designator (sometimes used to identify special/discounted fares, e.g. CH25 identifies a child discount of 25%)
BG	NO	Baggage Allowance for each segment
NVB	NO	Not valid before date.
NVA	NO	Not valid after date.
EQ	NO	Equivalent Fare (used when dealing with fares issued in a different currency)
TAX	NO	Taxes – Enter if applicable

With the exception of the ROE field if any mandatory fields are omitted, you will not be able to end the Booking File. All other fields are optional and may be completed as required by the IATA ticketing standards.

Step 2: Entering Fare Information

The Fare Build Screen must be completed using Fare Build Update entries, which can be entered one at a time or in string linked by the + key.

The entry to Fare Build Update is:

FBU Fare Build Update

Example of updating the Fare Basis: **FBUFB/YAHPX**

Entry:	Description:
FBU	Fare Build Update
FB	Code for item to be updated (Fare Basis)
/	Separator
YAHPX	Information to be entered (the fare basis code)

Screen response:

```

1-FBUFB/YAHPX +
>FBUFB/YAHPX
  DATA ACCEPTED *
>

```

The system clears the screen when making this response, so you must make a display entry if you want to recall the Fare Build Update screen.

To redisplay the Fare Build screen, make the entry: ***FB**

Screen response:

```

1-*FB +
FBCCVS
P01 SMITH/ROBERTMR *ADT 01 OF 01
X CTY CX FLT CL DATE TIME ST FB / TD NVB NVA BG
. LHR VS 3 Y 12JUN 0905 OK YAHPX ..... CHK 1
O JFK VS 26 Y 30JUN 0740 OK YAHPX ..... CHK 2
. LHR
FARE @../..... EQ ../..... ROE @.....
TAX 1 ...../.. 2 ...../.. 3 ...../.. 4 ...../..
5 ...../.. 6 ...../.. 7 ...../.. 8 ...../..
TTL (INC TAX) @.....
FC
@.....
.....
)>

```

Here are some examples of adding/updating the mandatory fields for this Booking File. Entries can be made in any order, not necessarily the order shown on the Fare Build Screen:

Entry:	Description:
FBUBG/1PC	Baggage allowance
FBUFARE/GBP1156.00	Fare amount
FBUROE/0.647533	IATA rate of exchange
FBUFC/LON VS NYC 892.61Y2 VS LON 892.61Y2 NUC1785.22	Fare Construction
FBUTTTL/1516.75	Total Fare (including taxes)
FBUFB/YFFWGB	Fare Basis
FBUNVB/15APR14	Not valid before date
FBUNVA/15APR14	Not valid after date
F BUTAX1/69.00GB+TAX2/39.75UB+TAX3/213.00YQ+TAX4/1.70AY+TAX5/22.80US+TAX6/3.60YC+TAX7/3.00XF+TAX8/3.30XA+TAX9/4.60XY	Taxes

Note: TTL will be added automatically by the system, once fare and taxes have been input. You only need to make an entry in this field if an amendment has been made to the fare or taxes and the total amount needs to be recalculated.

In these cases it is recommended to remove the Total and let the system calculate the new amount with the use of FBUTTTL/

Any of the entries may also be strung together using the + symbol.

Example entry:

FBUFB/YFFWGB+BG/1PC+FARE/GBP1156.00+TAX1/69.00GB+TAX2/39.75UB+TAX3/213.00YQ+TAX4/1.70AY+TAX5/22.80US+TAX6/3.60YC+TAX7/3.00XF+TAX8/3.30XA+TAX9/4.60XY

Example screen response:

1- FBUTAX1/69.00 +

>FBUTAX1/69.00GB+TAX2/39.75UB+TAX3/213.00YQ+TAX4/1.70AY+TAX5/22.80US+TAX6/3.60YC+TAX7/3.00XF+TAX8/3.30XA+TAX9/4.60XY

DATA ACCEPTED *

>

Add/update a maximum of 20 taxes.

Endorsements can also be added as part of the fare build process, even though they are not actually part of the FB screen. They must be entered separately from other FBU entries.

Example: **FBUEB/NO REFUNDS NO CHANGES**

The FB, NVB, NVA and BG entries can all be segment related.

Example: **FBUBG1/23K+BG2-3/2PC**

Explanation: Baggage is 23K for segment 1, and 2PC for segments 2 and 3

Note: The line number used in the segment related entries is the number shown on the far right of the Fare Build Screen, *which is not necessarily the segment number in the itinerary*. The Fare Build Screen ignores any ARNK segments for numbering purposes.

FBUBG/NIL allows you to add nil value for baggage allowance.

Passenger Facility Charge

When completing the Fare Build Screen, you will need to pay particular attention to the Passenger Facility Charge. The PFC was introduced by the USA Government in 1992 and allows some airports to collect a user fee from the passenger to fund airport development. In addition to the tax entry for the PFC amount (code XF), it is necessary to tell the system to which airports it applies.

The entry to add this information is in the same format, but it must be made on its own, it cannot be made as part of a FBU string.

Example: **FBUPFC/JFK4.5**

Entry:	Description:
FBU	Fare Build Update
PFC	Code for item to be updated (Passenger facility Charge)
/	Separator
JFK4.5	Information to be entered (airport code to which tax applies – JFK, and amount in USD4.50).

The system is not able to validate the city and value or that the PFC entry matches the XF tax entry. It is therefore advisable to consult the tax pages for the current amount to be charged for each airport using the entry: **FTAX*PFC-XXX** (where XXX= three-letter airport code).

A maximum of four PFCs are allowed. When more than one PFC is to be added to the ticket, all PFCs must be input as a single entry, using the USD amount, *no matter where the ticket is being sold*.

Example: **FBUPFC/JFK4.5BUF3DEN5PHL4.5**

The PFC entry will appear on the Fare Build Screen in the Fare Construction line, but can only be entered after completion of the fare construction and ROE entries.

Below is an example of a completed fare build screen:

```

1-*FB
+
*FB1
P01 SMITH/ROBERTMR *ADT                                01 OF 01
X CTY CX FLT CL DATE  TIME ST FB  / TD                NVB  NVA  BG
. LHR VS   3   Y 12JUN 0905 OK YAHPX                12JUN 12JUN 1PC  1
O JFK VS  26   Y 30JUN 0740 OK YAHPX                30JUN 30JUN 1PC  2
. LHR
FARE GBP/ 1201.00 EQ .../..... ROE 0.639264
TAX GBP 1   69.00 GB  2   39.75 UB  3   1.50 AY  4   21.00 US
          5   3.10 XA  6   2.80 XF  7   4.30 XY  8   216.40 XT
TTL (INC TAX) GBP 1558.85
FC
LON VS NYC 939.36Y2UK VS LON 939.36Y2UK NUC1878.72END ROE0.63
9264 XF 2.80 JFK4.5
>

```

Note: The PFC (XF) is also repeated at the end of the Fare Construction line.

It is possible to display all of the taxes that have been entered.

Entry: ***FBTAX**

Screen Response:

```

1-*FBTAX
+
>*FBTAX
FBC TAX BREAKDOWN SCREEN
FARE GBP/ 1201.00 EQ .../..... ROE 0.639264
TAX GBP 1   69.00 GB  2   39.75 UB  3   1.50 AY  4   21.00 US
          5   3.10 XA  6   2.80 XF  7   4.30 XY  8   3.40 YC
          9 213.00 YQ 10...../.. 11...../.. 12...../..
         13...../.. 14...../.. 15...../.. 16...../..
         17...../.. 18...../.. 19...../.. 20...../..
>

```

Enter *FB to return to the main Fare Build screen.

Flight Segment Tax (US domestic journeys only)

US domestic journeys incur a tax with the code ZP. In a similar way to the PFC tax an additional entry must be made in the fare build before it can be filed when a ZP tax occurs.

Example entry: FBUTB1/**ZPJFK3**

Step 3: Filing the Manual Fare Build

When the Fare Build Screen has been completed, it must be filed in order to save your work.

The basic entry to file a Fare is: **FBF** **Fare Build File**

However, there are a number of format options for filing a fare:

Format:	Explanation:
FBF	File current passenger screen.
FBFALL	File current passenger screen and the same details for all remaining passengers. (See next section).
FBFCUA	File current passenger screen with plating carrier UA (if not used in FBC entry)
FBFALL/CQF	File current and all remaining passengers with plating carrier QF.

Screen response:


1-FBF
>FBF
MANUAL FARE FILED
>

To save the fare data, end the Booking File in the usual manner.

To redisplay the filed fare, the format is *FF

Screen response:

1-*FF
>
FQ1 - S1-2 AP 11DEC13 /
P1 SMITH/ROBERTMR ADT B GBP 1558.85
>

To display the filed fare in full, enter ***FF1** or click the  button in the PNR Viewer window.

Screen example:

Travelport Smartpoint - Window 1

2WK7XG/64 LONOU 0048764 AG 99999992 11DEC
1.1SMITH/ROBERTMR
1. VS 3 Y 12JUN LHRJFK HK1 0905 1150 O* E
TH
2. VS 26 Y 30JUN JFKLHR HK1 0740 1940 O* E
MO

*ALL *P *FOP *TD ***FF** *NP *VL *SI
*RV *PI

Filed fare data exists

Multiple Passengers / Different Passenger Descriptions

When a Booking File is created for more than one passenger, it is important to ascertain what type of passenger description they have, such as a child, prior to proceeding to a Manual Fare Build.

Here is a Booking File with three adult customers:

Create a fare build

Entry: **FBCKKL**

Screen response:

The system has created a Fare Build Screen for each passenger. Note this one has a top line showing P01 (Passenger 1) and 01 of 03, i.e. the first of three screens.

Once the first screen has been completed and filed (**FBF**), the next Fare Build Screen would appear automatically for passenger 2 etc.

However, once the first screen has been completed, all remaining passengers with identical fare information can be filed using one entry.

Entry: **FBFALL**

Entry:	Description:
FBF	Fare Build File
ALL	All passengers

Screen response:

Similar logic applies when the passenger types are different. Using the previous example, let us assume that passenger 3 is a 7-year-old child. As there are two types of passenger, you must complete at least two Manual Fare Build screens.

You would think that the logical entry to arrange Fare Build screens would be:

FBCP1.2.3*C07

However, the system works logically and would show the screen for passenger 1 first. After completing the screen, the entry **FBFALL** could *not* be used because passenger 3, a child, requires different Manual Fare Build details than the information used for the other two passengers who are adults. You would need to complete the second screen for the second adult, and finally complete the third screen for the child.

Therefore, a more effective way to action this scenario is to start the entry with the smallest group of passengers, in this case the child passenger.

Entry: **FBCCKL/P3*C07.1.2**

The Fare Build screen for the child would be presented first:

```

1-FBCP3*C07.1.2
FBCP3*C07.1.2
P03 SMITH/MARKMR *C07 01 OF 03
X CTY CX FLT CL DATE TIME ST FB / TD NVB NVA BG
. LHR KL1002 Y 15MAY 0840 OK @..... CHK 1
. AMS
FARE @./..... EQ ./..... ROE @.....
TAX 1 ...../.. 2 ...../.. 3 ...../.. 4 ...../..
5 ...../.. 6 ...../.. 7 ...../.. 8 ...../..
TTL (INC TAX) @.....
FC
@.....
.....
.....
)>

```

Once this screen has been completed and filed, using the entry **FBF**, the child's fare will be filed, and the first adult's (passenger 1) screen will appear.

```

1-*FB
FBCP3*C07.1.2
P03 SMITH/MARKMR *C07 01 OF 03
X CTY CX FLT CL DATE TIME ST FB / TD NVB NVA BG
. LHR KL1002 Y 15MAY 0840 OK YFFWGB 15MAY 15MAY 1PC 1
. AMS
FARE GBP/ 181.00 EQ .../..... ROE 0.639264
TAX GBP 1 13.00 GB 2 28.74 UB 3 31.00 YR 4 ...../..
5 ...../.. 6 ...../.. 7 ...../.. 8 ...../..
TTL (INC TAX) GBP 253.74 **GENERATED TOTAL**
FC
LON KL AMS 280.29YFFWGB/CH25 NUC 280.29 END ROE0.639264END RO
E0.639264
>FBF

```

```

1-FBF
+
FBCP3*C07.1.2
P01 SMITH/PETERMR *ADT 02 OF 03
X CTY CX FLT CL DATE TIME ST FB / TD NVB NVA BG
. LHR KL1002 Y 15MAY 0840 OK @..... CHK 1
. AMS
FARE @.../..... EQ .../..... ROE @.....
TAX 1 ...../.. 2 ...../.. 3 ...../.. 4 ...../..
5 ...../.. 6 ...../.. 7 ...../.. 8 ...../..
TTL (INC TAX) @.....
FC
@.....
.....
.....
)>

```

After completing the first adult screen, the entry **FBFALL** can be used to file the same Fare Build information for all remaining passengers.

```

1-*FB
+
FBCP3*C07.1.2
P01 SMITH/PETERMR *ADT 02 OF 03
X CTY CX FLT CL DATE TIME ST FB / TD NVB NVA BG
. LHR KL1002 Y 15MAY 0840 OK YFFWGB 15MAY 15MAY 1PC 1
. AMS
FARE GBP/ 242.00 EQ .../..... ROE 0.639264
TAX GBP 1 13.00 GB 2 28.74 UB 3 31.00 YR 4 ...../..
5 ...../.. 6 ...../.. 7 ...../.. 8 ...../..
TTL (INC TAX) GBP 314.74 **GENERATED TOTAL**
FC
LON KL AMS 373.72YFFWGB NUC 373.72 END ROE0.639264END ROE0.63
9264
>FBFALL

```

Using this process, all three screens will be stored under one filed fare in just two, rather than three, transactions.

```

1-FBFALL
+
>FBFALL
FILED FOR ALL PASSENGERS - TOTAL GENERATED
>

```

Note: In some cases, for instance Net Remit tickets, separate filed fares *must* be created as separate ticket modifiers are added for each passenger description.

Example: **FBCP1.2**

This will present a Fare Build screen for both adults, known as filed fare 1. This can then be updated and filed.

Example: **FBCP3*C07**

This will present a Fare Build screen for the child, filed fare 2, which can then be updated and filed.

Fare Build Ignore

During a Fare Build amendment, it may happen that changes are no longer required, or you have made an error and want to start again.

To ignore the current Fare Build and cancel the transaction, enter: **FBI**

Screen response:



```
1-FBI +
>FBI
  MANUAL FARE IGNORED
>|
```

Amending a Filed Fare

A filed auto-quote or manual fare build can be retrieved at any time before ticketing, and the various fields amended or deleted.

Display Fare 1 in Fare Build Format: ***FB1**

Use FBU entries as appropriate to amend the existing data.

Amending

The entry will just 'overtyping' whatever is currently in the fare field.

Example entry to change all baggage to 20K: **FBUBG/20K**

Deleting

A field can be deleted by re-entering the first part of the Fare Build Update entry and omitting any data after the oblique (/).

Example entry to delete all endorsements: **FBUEB/**

File the Fare Build: **FBF**

Note: Amending an Auto-quote fare through the Fare Build Update will change the fare guarantee from either G or C to B. Baggage Allowance, Ticket Designators, Endorsements and Taxes can be changed without losing the guarantee. (However any changes to the FBUPFC/ and FBUTB1 entries will cause the guaranteed to change to B).

The Baggage Allowance can also be amended and the original guarantee retained by making the entry FF1BG30K.

Summary

In this module you learnt how to:

- Create a Manual Fare Build for a single passenger
- Create a Manual Fare Build for a multi-passenger Booking File
- File manual fares
- Amend filed fares
- Restore filed fares

Module Review

1. What is the entry to create a Manual Fare Build screen with plating carrier BA, for passenger 4 of a Booking File?

2. What would be the best entry to create Fare Build Screens for four passengers, when passenger number 4 is a child who is 5 years old?

3. Create a Booking File for one passenger, in your name. LHRCDG 21st, CDGFCO 24th, FCOLHR 27th, all in Y class (use AF segment 1, AZ segment 2 and 3). Add mandatory fields, end and retrieve.

Note the Booking File record locator: _____

Build a Manual Fare using the following information:

Fare Basis S1 FB-CFFGB
 S2 FB-CRTEU6
 S3 FB-CRTEU6

Baggage Allowance: 23K for segments 1 and 3
 20K for segment 2

Fare: GBP513.00

ROE: 0.647533

Fare Construction: LON AF PAR 363.68CFFGB AZ ROM AZ LON 428.54CRTEU6 NUC792.22END
 ROE0.647533

Tax: TAX 26.00GB TAX 28.74UB TAX 14.70FR TAX 0.90IZ TAX 10.30QX TAX 1.80EX
 TAX 6.50HB TAX 11.10IT TAX 0.80MJ TAX 2.10VT TAX 101.60YR

Endorsement: NON REF/CHANGE FEES APPLY

Advise the trainer once you have completed the manual fare build. Then file the fare and End Transaction, do **not** issue the ticket yet.

4. Create a Booking File for three passengers, your name and 2 others. Passenger 3 is a child aged 10 from FRAIAH 10th return 24th in Y class with Lufthansa (LH). Add mandatory elements, end and retrieve the Booking File.

Lufthansa has introduced a special offer today! The fares database has yet to be updated - so a Manual Fare is required. Build a Manual Fare using the following information:

Fare Basis

Adult: S1 FB-YFFDEW
S2 FB-YFFDEW

Child: S1 FB-YFFDEW and TD- CH25
S2 FB-YFFDEW and TD- CH25

Baggage Allowance: 2 PC both passengers, both segments

Fare - adult: FARE EUR3084.00 EQU GBP2655.00

Fare - child: FARE EUR2313.00 EQU GBP1992.00

ROE: ROE0.760562

Fare Construction - Adult Fare:

FRA LH HOU 2027.44YFFDEW LH FRA 2027.44YFFDEW NUC4054.88END ROE0.760562

Fare Construction - Child Fare:

FRA LH HOU 1520.58YFFDEW/CH25 LH FRA 1520.58YFFDEW/CH25 NUC3041.16END ROE0.760562

Taxes (same for both passengers):

TAX 6.10DE TAX 36.30OY TAX 26.90RA TAX 1.60AY TAX 22.60US TAX 3.30XA TAX 2.00XF TAX 4.60XY
TAX 3.60YC TAX 227.40YQ

Endorsement: NON REF/NON END/CHANGE FEES APPLY

File the fares and prepare the Booking File for ticketing by adding the mandatory ticket modifiers - you may choose the FOP. Do not issue tickets. Call your trainer before ending transaction.

End transaction and make a note of the Booking File reference.