

Galileo Filed fares: commands and how-to

The stored fare a ticket is issued from: display, store, change and cancel it.
The entries with their forms, then every step-by-step answer of this part of GateRoam's Galileo guide.

9 **8**
entries step-by-step answers



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Filed fares

The stored fare a ticket is issued from: display, store, change and cancel it.

Entries

***FF** Display the filed fares of the booking file.

BASIC

*FF	Lists the filed fares with their numbers
*FF1	Filed fare 1 in detail, with its linear fare construction
*FF2-4	Fares 2 to 4
*FF1.3	Fares 1 and 3 in detail
*FFALL	Every filed fare in detail
*FFP2	All fares of passenger 2
*FF1-2/P2	Fares 1 and 2 for passenger 2
*FFALL/T	Taxes only: every fare and passenger
*FF1P2/T	Fare 1, passenger 2

Step by step: [How do I cancel a filed fare in Galileo?](#) · [How do I display filed fares in Galileo?](#) · [What do filed fare guarantee codes mean in Galileo?](#)

***HFF** Display the filed fare history of the booking file.

BASIC

*HFF	History of the filed fares
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Step by step: [How do I display filed fares in Galileo?](#)

/OS1 Remove filed fares that were already ticketed.

BASIC

Step by step: [How do I cancel a filed fare in Galileo?](#)

#MANMASK Open the Smartpoint Manual Fare Builder.

BASIC

Step by step: [How do I build a manual fare in Galileo?](#) · [What is Smartpoint Assisted Ticketing in Galileo?](#)

FBC Create manual fare build screens for chosen passengers, segments and plating carrier.

ADVANCED

FBCP2*C08.1/CLH	Opens build screens: passenger 2 (child, 8) first, then passenger 1; plating carrier LH
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Step by step: [How do I build a manual fare in Galileo?](#)

FBI Ignore all manual fares built in this session.

ADVANCED

Step by step: [How do I build a manual fare in Galileo?](#)

FF File an alternative fare option, restore a filed fare (@R, @T) or amend its baggage.

BASIC

FF1BG1PC	Sets the allowance in filed fare 1 to one piece
FF1BG23KC05	Sets 23 kg for a child aged 5 in filed fare 1
FF1BG2PC	Sets the baggage allowance of filed fare 1 to two pieces
FF2BG23KC09	Sets 23 kg for a child aged 9 in filed fare 2
FF1@R	Restores filed fare 1
FF1P2@R	For passenger 2 only
FF1@T	Restores filed fare 1 after a timetable change

Step by step: [How do I change or restore a filed fare in Galileo?](#) · [How do I store a fare in a Galileo PNR?](#) · [How do I quote a fare with baggage in Galileo?](#)

FQA Show alternative fares for the booked itinerary.

BASIC

FQA	Shows other fares for the itinerary · files option 3 from that list
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Step by step: [How do I store a fare in a Galileo PNR?](#)

FX Cancel filed fares, e.g. FX3 for one or FXALL.

BASIC

FX2	Cancels filed fare 2
FX1P2-3	Cancels filed fare 1 for passengers 2 and 3 only
FX1.3	Cancels fares 1 and 3
FX1.3-5	Fares 1 and 3 to 5
FXALL	Cancels every filed fare

Step by step: [How do I cancel a filed fare in Galileo?](#) · [How do several filed fares work in Galileo?](#) · [How do I store a fare in a Galileo PNR?](#)

Step by step

What is a filed fare in Galileo?

A filed fare is the price stored in the booking file after FQ: passengers, fare basis, taxes, baggage, plating carrier and a guarantee code. TKP issues the e-tickets from it, so read it with *FF1 before issuing.

When

Use this card to understand the filed fare: the stored price in a Galileo booking file that the e-ticket is issued from. You need it when someone says "the filed fare is invalid", "file the fare again", or when TKP issued a price nobody expected.

Check first

- A booking file with names and confirmed flights; a filed fare always belongs to one booking.

What it is

A **filed fare** is the ticket before it exists. When you price the booking with FQ and the quote fits what is booked, Galileo keeps the result inside the booking file under a number: the passengers, the segments, fare basis, fare, taxes, total, fare construction, baggage allowance and the plating (validating) carrier. Amadeus users call the same thing a TST.

- Filed fares are numbered 1, 2, 3 ... More than one exists when parts of the booking were priced apart (see [Several filed fares in one booking file](#)).
- Items that belong to the ticket rather than to the fare — payment, commission, endorsements, tour code, plating carrier — are stored on the filed fare as **ticket modifiers** ([Ticket modifiers \(TMU\) — carrier, commission, payment, endorsement, tour code](#)).

- Each filed fare carries a **guarantee code** telling how it was priced: by the system (**G, A, Z**), with modifiers (**M**), as an agency contract fare or discounted airline private fare (**P**), by hand (**B**), restored (**R**), no longer matching the flights (**I**), or expired (**X**). Only **G, A** and **Z** are eligible for Travelport's ADM review (see [Filed fare guarantee codes — G, A, Z, M, B, R, I, X](#)).
- TKP** turns filed fares into e-tickets.

Steps

#	Entry	What it does	Why
1	FQ	Prices the booking in the classes booked and files the result.	The normal way a filed fare is born.
2	ER	Ends the transaction and shows the booking again.	The filed fare is kept only once the booking is saved.
3	*FF	Lists the filed fares in the booking.	How many there are, and for whom.
4	*FF1	Shows filed fare 1 in full.	Read fare, taxes, baggage and guarantee code before issuing.
5	TKP	Issues e-tickets from the filed fares.	The step that sells the ticket.

Check it worked

***FF** shows filed fares that together cover every passenger, and none of them carries the code **I** or **X**.

Traps

- TKP on a booking with no filed fare still issues.** Galileo then prices on the spot and tickets the cheapest fare it finds — maybe not the one the client accepted. File and read the fare first.
- A filed fare does not stay right forever.** New flights make it invalid (**I**); an old quote can expire (**X**). Quote again, or restore it with care ([Change or restore a filed fare without a new quote](#)).
- Modified fares are your risk.** With codes **M, P, B** or **R**, an ADM from the airline is not reviewed by Travelport.
- Informative quotes never become filed fares: the fare quote planner ([Fare Quote Planner \(FQP\) — price a trip that is not booked](#)), a quote with tax description details, or a quote that overrides the booked class. Price the booking itself.

Online: gateroam.com/galileo-guide/what-is-a-filed-fare

How do I display filed fares in Galileo?

***FF** gives a summary of all filed fares, ***FF1** shows fare 1 in detail, ***FFALL** every fare in full and ***FFALL/T** the taxes only. ***HFF** shows the filed fare history, ***NTD1** the net data of a private fare.

When

Use this card to read the price stored in a booking file: which passengers each filed fare covers, the fare construction, the taxes, the baggage and the guarantee code. Do it before every **TKP**, and whenever a client asks how the price is made up.

Check first

- The booking file is on screen ([Retrieve a booking file \(PNR\) by locator, name or flight](#)).
- You know the passenger numbers you care about — they follow the order of the names in the booking.

Steps

#	Entry	What it does	Why
1	*FF	Summary of every filed fare in the booking.	See how many there are before opening one.
2	*FF1	Filed fare 1 in detail, with its linear fare construction.	Fare basis, taxes, total, baggage, code.
3	*FF2-4 · *FF1.3	Fares 2 to 4 · fares 1 and 3 in detail.	Several fares in one display.
4	*FFALL	Every filed fare in detail.	One complete read before ticketing.
5	*FFP2 · *FF1-2/P2	All fares of passenger 2 · fares 1 and 2 for passenger 2.	When one person's price is questioned.

#	Entry	What it does	Why
6	*FFALL/T · *FF1P2/T	Taxes only: every fare and passenger · fare 1, passenger 2.	Tax questions without the rest.
7	*HFF	History of the filed fares.	Who quoted, removed or rebuilt a fare, and when.
8	*NTD1 · *NTD1/D	Net ticket data of filed fare 1: summary · details.	Private and net fares only.

Check it worked

The detail shows every passenger you expect, the fare basis you sold, and a guarantee code that is not **I** (no longer matches the flights) or **X** (expired).

Traps

- **The summary is only a summary.** Open the detail before you issue — that is where the fare construction is.
- **Code I** shows up after flights in the booking were changed. The stored fare no longer fits the itinerary: quote again or restore it (**Change or restore a filed fare without a new quote**).
- In the history, **AFQ** marks the fare quote stored at ticketing, **XFQ** a quote that was deleted, **AFB** and **XFB** a manual fare added or deleted, and **AT** modifiers added at issue.
- Net ticket data exists only for private and net fares. Editing such a fare by hand can lose it (**Change or restore a filed fare without a new quote**).

Online: gateroam.com/galileo-guide/display-filed-fares

How do I store a fare in a Galileo PNR?

Price the booking with FQ (or FQP1.2*C08 for an adult and a child of 8): a quote that fits the booked classes is filed automatically. Save with ER and check it with *FF.

When

Use this card when flights and names are in the booking file and the price must be stored so it can be ticketed. In Galileo a fare quote made on the booking is filed by itself when it fits what is booked — there is no separate "store" entry.

Check first

- Flights sold and confirmed, names in, and children and infants carry their age in the name field (**Names for adults, children and infants**).
- ***FF**: is there already a filed fare for the same passengers? If so, cancel it first (**Cancel a filed fare (FX) and clear ticketed ones**).

Steps

#	Entry	What it does	Why
1	FQ	Quotes every passenger and segment in the booked classes and files the result.	The standard entry; plating carrier logic picks the validating airline.
2	FQP1.2*C08	Prices passenger 1 at the adult fare and passenger 2 at the child fare for age 8.	Passenger types in one entry so the child fare applies.
3	FQA, then FF3	Shows other fares for the itinerary · files option 3 from that list.	When the client picks a different fare.
4	F*Q	Shows the last quote in linear form.	Read a quote that could not be filed, or an alternative one.
5	FI	Ignores the last fare quote.	Drop a quote you do not want; if *FF still lists its fare, cancel it with FX.
6	ER	Ends and shows the booking again.	The filed fare is saved with the booking.
7	*FF	Lists the filed fares.	Proof the fare is stored.

Smartpoint: the **Air pricing** tab runs the same quote through a form. After fare shopping on a booking (**Fare shopping on a booked itinerary (FS) — cheaper flights or dates**), rebooking the option you chose normally files its fare automatically.

Check it worked

***FF** shows a filed fare for every passenger, with code **G**, **A** or **Z** when the system priced it unaided (an agency private fare on a standard contract shows **P**).

Traps

- **Quote close to the day of issue.** A quote takes for granted that the ticket is issued today (or within the guarantee period) and in your own country. Last week's quote may be stale.
- **Quote a discounted child together with the adult.** Priced alone, a child whose fare needs an accompanying adult gets a full fare.
- **Modifiers cost the guarantee.** Percentage or amount changes (**FQ*RP10**), a forced fare basis (**FQ@...**), a carrier override and historical dates are filed with code **M**, which is not eligible for Travelport's ADM review.
- If Galileo says duplicate filed fares exist, check ***FF** and remove the extra one with **FX** (**Cancel a filed fare (FX) and clear ticketed ones**).
- Private or net fares for several passenger types may have to be filed one type at a time; Galileo asks, or you run one **FQ** per type.

Online: gateroam.com/galileo-guide/store-fare-in-pnr

How do I cancel a filed fare in Galileo?

FX2 cancels filed fare 2, **FX1P2-3** fare 1 for passengers 2 and 3, **FXALL** every filed fare, and **/OS1** clears fares already ticketed. Quote again with **FQ** and save with **ER**. Issued tickets are not affected.

When

Use this card when a stored price must go: wrong passenger type, the flights changed, the client chose another fare, or Galileo reports that duplicate filed fares exist.

Check first

- ***FF**: note the number of the fare to remove and which passengers it covers.
- Is it already ticketed? Removing a filed fare never cancels a ticket (see Traps).

Steps

#	Entry	What it does	Why
1	*FF	Lists the filed fares with their numbers.	Pick the right one.
2	FX2	Cancels filed fare 2.	One fare, for all its passengers.
3	FX1P2-3	Cancels filed fare 1 for passengers 2 and 3 only.	The other passengers keep their fare.
4	FX1.3 · FX1.3-5	Cancels fares 1 and 3 · fares 1 and 3 to 5.	Several at once.
5	FXALL	Cancels every filed fare.	Start pricing again from zero.
6	/OS1	Removes filed fares that were already ticketed.	Clears used prices out of the booking.
7	FQ , then ER	Quotes and files again, then saves.	So TKP issues the fare you checked, not one it prices on the spot.

Check it worked

***FF** no longer lists the cancelled fare; after the new **FQ** only the new one is there.

Traps

- **A filed fare is not a ticket.** **FX** and **/OS1** remove stored prices only. An issued e-ticket has its own entries to void, exchange or refund it — see **Void, refund, revalidation or exchange — which one this case needs**.

- **"Duplicate filed fares exist"**: the booking holds the same fare twice, for example after a second quote. Check ***FF** and cancel the one you do not want with **FX** and its number.
- Removing every fare of a booking with adults and a child means quoting them again **together**, so the child discount still applies.
- Nothing is final until **ER**. Removed the wrong fare? Ignore the transaction with **I** instead of saving (**End (E / ER) or ignore (I / IR) — save or discard your work**).

Online: gateroam.com/galileo-guide/cancel-filed-fare

How do I change or restore a filed fare in Galileo?

FF1BG2PC changes the baggage of filed fare 1 and FF1@R restores an invalid fare (FF1@T after a timetable change). Endorsements and taxes are edited with *FB1, FBUEB/ and FBFALL. Restored fares lose the guarantee.

When

Use this card when one detail of a stored fare is wrong — the baggage allowance, an endorsement the quote added — or a fare became invalid after a flight change and you want it back. Payment, commission, tour code and plating carrier are not part of the fare: change those with ticket modifiers (**Ticket modifiers (TMU) — carrier, commission, payment, endorsement, tour code**).

Check first

- ***FF1**: what exactly is wrong, and which guarantee code does the fare carry now?
- Would a fresh **FQ** be simpler? A new automatic quote keeps the Travelport guarantee; most hand changes do not.

Steps

#	Entry	What it does	Why
1	FF1BG2PC	Sets the baggage allowance of filed fare 1 to two pieces.	Fix the allowance the ticket will show.
2	FF2BG23KC09	Sets 23 kg for a child aged 9 in filed fare 2.	Allowance for one passenger type.
3	FF1@R · FF1P2@R	Restores filed fare 1 · for passenger 2 only.	Bring back a fare that became invalid.
4	FF1@T	Restores filed fare 1 after a timetable change.	The airline moved the flight; the fare itself did not change.
5	*FB1	Opens filed fare 1 as a manual fare build screen.	The way in for taxes or endorsements.
6	FBUEB/VALID ON LH ONLY · FBUEB/	Replaces · removes the stored endorsements.	Endorsements the automatic quote attached.
7	FBFALL	Files the edited fare for all its passengers.	Writes the change back into the filed fare.
8	ER, then *FF1	Saves and shows the fare again.	Check the new values and the code.

Check it worked

***FF1** shows the new baggage, the new endorsement or the restored fare, with the guarantee code you expected (see Traps).

Traps

- **Which edits keep the guarantee.** Through the fare build, only baggage, taxes and endorsements can be changed without touching the guarantee code or the net ticket data of a private fare. Changing anything else may change the guarantee code and, for a private fare, lose the net ticket data.
- **Restored means your risk.** A restored fare carries code **R**, and Travelport will not review an ADM on it. After a real change of itinerary, quote again with **FQ** unless you are sure the old fare still applies.
- **Code I** says the booked flights no longer match the fare. Do not issue on it.
- Changed the fare amounts themselves? That is a manual fare — see **Build a fare by hand (FBC, FBU, FBF)**.

Online: gateroam.com/galileo-guide/change-restore-filed-fare

How do I build a manual fare in Galileo?

Open build screens with FBC (e.g. FBCP2*C08.1/CLH), fill them with FBU entries such as FBUFB/, FBUTAX1/ and FBUFC/, file with FBF or FBFALL, then ER. A manual fare gets code B and no fare guarantee.

When

Use this card when Galileo cannot quote the fare you need — for example the airline gave you a fare by message — and you must type fare, taxes and fare construction yourself. It is the last resort: a fare built by hand is not eligible for Travelport's ADM review.

Check first

- Try a forced quote first: **FQ@** + fare basis prices that fare and leaves only details to fix. **FQBB** followed by **F*Q** shows fare bases worth forcing.
- You have every figure: fare basis, fare and currency, rate of exchange, each tax, fare construction, baggage, validity dates.

Steps

#	Entry	What it does	Why
1	FBCP2*C08.1/CLH	Opens build screens: passenger 2 (child, 8) first, then passenger 1; plating carrier LH.	Smallest group first means fewer screens.
2	FBUFB/LSAVER+BG/1PC+FARE/EUR250.00+ROE/0.857142	Fare basis, baggage, base fare and rate of exchange in one entry.	Items join with +.
3	FBUNVB/14NOV26 · FBUNVA2/21NOV26	Not valid before (all segments) · not valid after (segment 2).	The year must be given.
4	FBUTAX1/31.20DE+TAX2/9.80SI	Taxes 1 and 2.	*FBTAX shows the tax screen.
5	FBUFC/LJU LH FRA 120.50 LH LJU 120.50 NUC241.00 END	The fare construction.	Shows how the fare is built, in NUC.
6	FBUEB/NONREF	The endorsement text.	Restrictions the next agent must see.
7	FBF	Files this screen; the next group's screen opens.	One group at a time.
8	FBFALL	Files the same fare for all remaining passengers.	Saves typing.
9	ER, then *FF	Saves and lists the filed fares.	The manual fare is now a filed fare.

Other inputs: **FBC** (all passengers), **FBCCLH** (all passengers, plating LH), ***FB** shows the current screen again, **FBI** drops every manual fare built in this session. To start from a fare already filed, ***FB1** (or ***FB1P2**) opens it as a build screen.

Smartpoint: **Assisted Ticketing** → **Manual Fare Builder**, or type **#MANMASK**.

Check it worked

***FF** shows the new filed fare with code **B** (built by hand) and the totals you worked out.

Traps

- **No guarantee.** A manual fare is code **B**, which Travelport does not review if an ADM comes. Check every figure twice.
- **A plating carrier is required** to ticket. Give it at **FBC**, at **FBF** (**FBFCLH**), or later as a ticket modifier (**TMU1CLH**).
- Any item can be limited to segments (**FBUBG2/2PC**, **FBUBG1.3/20K**). Check that every segment ends up with a baggage allowance.
- A ticket designator (**FBUTD/**) is for US ARC and Canada BSP offices only.

Online: gateroam.com/galileo-guide/manual-fare-build

How do several filed fares work in Galileo?

One FQ normally files one fare for all passengers. Quoting parts apart, such as FQS1-2 and FQS3-4, gives separate filed fares; *FF shows their numbers. Issue each with TKP1, TKP2 or TKP1P2; plain TKP issues all.

When

Use this card when one booking file holds more than one stored price — parts of the trip sold as separate tickets, passengers priced apart — and you must issue them in the right order. Every filed fare is ticketed on its own, so you need to know which number is which.

Check first

- The names are in, children and infants with their age, and every flight is confirmed.
- You know which passengers and which segments belong on which ticket.

How Galileo numbers them

- One **FQ** for the whole booking normally gives **one** filed fare that holds every passenger, each with their own passenger type (adult, child, infant).
- Quotes for part of the booking — some passengers (**FQP...**) or some segments (**FQS...**) — each give a **separate** filed fare; *FF shows which number covers what.
- Ticket modifiers are stored per filed fare (**TMU1...**, **TMU2...**); inside one filed fare the payment can still differ per passenger (**TMU1P2F@S**).

Steps

#	Entry	What it does	Why
1	FQS1-2	Quotes segments 1 and 2 and files them.	First ticket, e.g. the outbound one-way.
2	FQS3-4	Quotes segments 3 and 4 as a second filed fare.	Second ticket, the way back.
3	*FF	Lists both fares with their numbers.	Confirm which number covers what.
4	TMU1CLH · TMU2COS	Plating carrier LH on fare 1, OS on fare 2.	Separate tickets may be on different airlines.
5	TKP1 · TKP2	Issues filed fare 1 · filed fare 2.	One fare at a time, under your control.
6	TKP1P2	Issues filed fare 1 for passenger 2 only.	That passenger pays now, the others later.
7	TKP	Issues every filed fare in the booking.	Only when all of them are ready.

Check it worked

*FF shows each fare with the passengers and segments you meant; after issue, each passenger has one ticket per filed fare that covers them.

Traps

- **Do not split a child from the adult** just to get a second filed fare: a child fare that needs an accompanying adult becomes a full fare when quoted alone.
- **Plain TKP issues them all.** If one fare is not ready — no payment yet, client still deciding — give the number.
- If Galileo answers that duplicate filed fares exist, remove the extra one with **FX** (**Cancel a filed fare (FX) and clear ticketed ones**).
- Private or net fares for several passenger types may have to be filed per type; Galileo prompts you.

Online: gateroam.com/galileo-guide/several-filed-fares

What do filed fare guarantee codes mean in Galileo?

G, A and Z are fares the system priced, eligible for Travelport ADM review. M (modifiers), P, B (manual) and R (restored) are not; I means the flights changed and X that the fare expired. Re-quote with FQ.

When

Use this card when a filed fare shows a one-letter code and you need to know what it means — above all whether the fare is eligible for Travelport's ADM review if the airline later sends an ADM.

Check first

- The booking file is on screen and you know the number of the filed fare (***FF**).

The codes

Each filed fare carries two codes. The **FCPI** letter tells how the fare was produced. The **FCMI** digit (0, 1 or 2) is what the BSP ticket reports about it.

FCPI	FCMI	How the fare came about	ADM review
G	0	Public fare, priced by the system.	Yes
A	0	Airline private fare, priced by the system.	Yes
Z	0	Agency private fare the system marked up from an airline net fare, under the airline's rules.	Yes
G A Z	2	As above, but baggage, taxes or fees were edited.	Yes
M	1	Manipulated: a fare or discount modifier was used.	No
P	1	Agency private fare on a standard contract, or airline private fare with a discount modifier.	No
B	1	Built by hand.	No
R	1	Restored.	No
I	–	Invalid: the flights changed after the quote.	No
X	–	Expired.	No
T	–	A ticket, as kept in history.	No

Steps

#	Entry	What it does	Why
1	*FF1	Shows filed fare 1 with its code.	Read the code before issuing.
2	FQ	Quotes again.	The way out of I , X or an unwanted M .
3	TKP1OKX	Issues filed fare 1 although it has expired (X).	Only after checking the fare still applies.

Check it worked

After a fresh **FQ** without modifiers, ***FF** normally shows **G**, **A** or **Z** (an agency private fare on a standard contract shows **P**).

Traps

- **What creates an M:** a percentage or amount change, a forced fare basis, an override of whose fares are used, a historical quote. Useful tools, none of them guaranteed.
- **X means the filed fare has expired.** **TKP1OKX** issues it all the same — quote again first unless you are sure the price still holds.
- **Do not issue on I.** Quote again, or restore the fare (it becomes **R**) only if you are sure it still applies (**Change or restore a filed fare without a new quote**).
- ADM review is there only for fares the system priced and you left alone, apart from baggage, taxes or fees.

Online: gateroam.com/galileo-guide/fare-guarantee-codes

Ask your AI assistant instead

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