Phase IV

STUDENT GUIDE
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Objectives

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

• Create Phase IV Fill-In Mask
• Insert applicable information in Phase IV Fill-In Mask
• Recreate Phase IV Fill-In Mask ticket records
• Delete Phase IV ticket records
• Issue tickets from completed Phase IV ticket records
• Clone a Phase IV ticket record
• Create a Phase IV from the WD format
• Use system references to find more information and help
OVERVIEW

The Sabre Global Distribution System (GDS) can compute fares and issue tickets for most itineraries; however, knowledge of Phase IV ticketing allows you to manage those itineraries that, for any reason, are unpriceable.

Phase IV ticketing provides the capability of creating a ticket record for manual insertion of fare information to allow the system to issue the ticket. With Phase IV/Fill-In ticketing, you are, in effect, writing the ticket and storing this information in the PNR until it is time for actual ticket printing.

Important: When you create a phase IV ticket record, you are manually pricing the PNR. You must verify all information with the carrier prior to building the ticket record, as Sabre Travel Network does not guarantee manual pricing.

BASIC STEPS

Obtain appropriate fare information

Note: Remember, because this is a manual price the Sabre system does not guarantee the fare, therefore it is highly recommended to confirm the information with the airline.

Confirm the following items with the airline:
- base fare amounts, tax amounts and codes
- fare basis, ticket designator
- validity dates
- baggage allowances
- commission amount
- any endorsements required on the ticket
- any specific fare calculation symbols

Display the previously ended PNR

*(record locator)*

Create Phase IV Mask ticket record

W¥CTKT

Insert required data and then end and retrieve the PNR

See the following sections for details on completing each mask screen for your region.

Issue ticket and invoice/itinerary

W¥T¥(secondary qualifier)(secondary qualifier)

W¥T¥ASQ¥UITSQTOUR07¥DP
PHASE IV MASK PROCESS

Use the Tab key or Up/Down arrows to move from field to field within the mask. Type the data required then tab to the next field. To correct a field, use the Up arrow key to go backwards through the boxes and re-write the information as required.

It is not necessary to tab to the bottom of the mask before pressing Enter.

1. Create the mask \texttt{W¥CTKT}

The first screen displays. Complete the relevant information in the mask:

- Origin and Destination codes
- Endorsement required on the ticket
- Base fare currency code and amount
- Applicable equivalent currency code and amount
- Tax amounts and codes (up to 6)
  - Use the \texttt{Enter X If More Than 6 Taxes} field to enter additional taxes. An additional screen displays (see below).
- Commission percent or amount
- Applicable tour code

Press Enter when complete.

Additional tax screen

\textbf{Note: } Enter an X in the \texttt{X IF MORE TAXES} field, to redisplay this screen again (up to 8 times) to add additional taxes (maximum 99 unpaid and 99 paid taxes).

When you redisplay the phase IV mask, if additional taxes are present, the \texttt{X IF MORE THAN 6 TAXES} field automatically populates with X. The system refreshes the taxes when you page to the next mask.

2. Add Hemisphere and Journey codes:

- Select Business, Pleasure or Charter
- Select the appropriate destination code

Press Enter when complete.

\textbf{Note: } This additional screen displays for agencies reporting to BSP Canada only.
2. Complete the Fare Info screen with:
   - fare basis codes and any applicable ticket designators
   - not valid before and after dates
   - baggage allowance (mandatory for BSPs except Canada/Bermuda)

Leave the Fare Calculation field blank to allow the system to partially fill in the fare calculation line for you.

Press Enter when complete.

3. Use the right arrow and Insert keys, to edit the information in the Fare Calculation line:
   - Complete the fare amounts and fare basis codes for your itinerary.

Press Enter.

4. The first screen redisplays showing all the information you entered.

Note: This is useful if you need to make a change in another screen. Continue to press enter to move from one screen to the next.

If everything is correct:
   - Press Reset
   - Press Clear; and then End the PNR.

5. Redisplay the PNR, verify the Phase IV information, and issue the ticket from the Phase IV.

Note: Validating carrier is mandatory for BSPs except Canada/Bermuda. See the Additional Phase IV Tasks section for additional ticketing formats.
When you exchange a ticket using the linear exchange format, you must specify the paid and unpaid taxes:

- the first and second taxes are paid (P40.00 GB and P19.70 UB) and the third - sixth taxes are unpaid (13.70 YC, 4.70 XY, 3.40 XY, 1.70 AY).

- There are 2 additional unpaid taxes not displayed on this screen (197.00 YQ, 3.00 XF as shown in the example screen below). You would enter these on the additional taxes screen.

**Note:** if you are using the Quick Refunds and Exchanges (QREX) tool to process the exchange, do not use this format. Instead, use the standard Phase IV format shown at the beginning of this document.

When you redisplay the phase IV (**W**):

- Combined paid and unpaid taxes breakdowns begin on the line beneath the fare calculation.

- Applicable XF breakdown and ZP breakdown display as part of the fare calculation.

- Combined paid taxes display as an XT tax in the first tax box.

- The second tax box displays an unpaid tax.

- Combined unpaid taxes display in the third tax box.

**Note:** if you are using the Quick Refunds and Exchanges (QREX) tool to process the exchange, do not use this format. Instead, use the standard Phase IV format shown at the beginning of this document.
### ADDITIONAL PHASE IV TASKS

<table>
<thead>
<tr>
<th>Action</th>
<th>Format Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create phase IV ticket record mask for different passenger types</td>
<td><code>W¥CTKT¥P(passenger type)/(passenger type)</code></td>
</tr>
<tr>
<td><strong>Note:</strong> Each passenger type creates a <strong>separate</strong> phase IV ticket record. To access the mask, enter <strong>WTKT</strong>(ticket record number)</td>
<td></td>
</tr>
<tr>
<td>Create phase IV ticket record mask for specific itinerary segments</td>
<td><code>W¥CTKT¥S(segment)/(segment)/(segment)</code></td>
</tr>
<tr>
<td>Create phase IV ticket record mask for bulk ticketing</td>
<td><code>W¥CTKT¥PJCB</code></td>
</tr>
<tr>
<td><strong>Note:</strong> ATB ticketing and Contract Bulk Ticketing must be active in the TJR.</td>
<td></td>
</tr>
<tr>
<td>Display/redisplay phase IV ticket record</td>
<td><strong>WTKT</strong></td>
</tr>
<tr>
<td><strong>Note:</strong> If more than one ticket record exists the system displays a list.</td>
<td></td>
</tr>
<tr>
<td>Display/redisplay a specific phase IV ticket record</td>
<td><strong>WTKT2</strong></td>
</tr>
<tr>
<td>Display/redisplay phase IV ticket record history (non-mask format)</td>
<td><strong>WH</strong></td>
</tr>
<tr>
<td>Display/redisplay specific phase IV ticket record history (non-mask format)</td>
<td><strong>WH2</strong></td>
</tr>
<tr>
<td>Display/redisplay phase IV ticket record</td>
<td><strong>W</strong></td>
</tr>
<tr>
<td><strong>Notes:</strong></td>
<td></td>
</tr>
<tr>
<td>• Applicable XF breakdown and ZP breakdown display as part of the fare calculation.</td>
<td></td>
</tr>
<tr>
<td>• Combined taxes display as an XT tax in the third tax box.</td>
<td></td>
</tr>
<tr>
<td>• The XT tax breakdown begins on the next line underneath the fare calculation</td>
<td></td>
</tr>
<tr>
<td>Recreate ticket record mask</td>
<td><code>W¥CRTKT</code></td>
</tr>
<tr>
<td><strong>Note:</strong> Use this entry to update a Phase IV record after a change in the itinerary. When this happens the record displays an &quot;ITIN CHG&quot; label.</td>
<td></td>
</tr>
<tr>
<td>Recreate specific phase IV mask</td>
<td><code>W¥CRTKT(ticket record number)</code></td>
</tr>
<tr>
<td>Recreate phase IV mask with specific itinerary segments</td>
<td><code>W¥CRTKT(ticket record number)¥S(segment number)/(segment number)</code></td>
</tr>
<tr>
<td>Delete a specific ticket record</td>
<td><code>W¥D(ticket record number)</code></td>
</tr>
</tbody>
</table>
Delete all ticket records in the PNR.

Note: A PNR may contain a maximum of seven (7) phase IV ticket records. If you delete a record, you cannot reuse it. Once seven (7) records exist, you cannot add additional phase IV records to the existing PNR.

Issue ticket with Phase IV ticket record and print Invoice/Itinerary in the same entry.

Note: Validating carrier is mandatory for BSPs except Canada/Bermuda.

Issue ticket with a specific Phase IV ticket record when more than one record exists; or when you need to name select

Clone Phase IV ticket record from one PNR to another

Note: Make this entry when you are in the PNR without the completed Phase IV ticket record). See the Format Finder help system for more details and any restrictions.

Create phase IV record from auto priced itinerary

Create ticket record using a different date

Create ticket record with command pricing:

Create ticket record with segment select, command pricing, and passenger type

Create phase IV ticket record from auto pricing entry with segment select and open segment:

Create phase IV ticket record from auto pricing entry and add validity dates:
HELP AND REFERENCES

Format Finder displays Sabre system formats and procedures. To launch the Format Finder home page:

- from the Sabre® Red Workspace™ desktop – click Format Finder on the Application Side Bar.
- from Agency eServices - under the Support tab, click Format Finder. Then click Format Finder online.

All of the Format Finder support for Phase IV is accessible from the product topic page phvtp001. Use this in your Search or click the Phase IV link on the Format Finder home page.

Additional format quick references are available on the Web at http://eservices.sabre.com/ under the Training menu.

You may find additional training and references in the Personal Trainer software, on the Web at http://eservices.sabre.com/ under the training menu as well.