

Quick Guide To Automated MCO

Steps

1. Enter The MCO Segment.

Imcm/Comia27feb/Usd2500.00/*Tour Payment

Imc (M = Mco)/(Validating Airline Code)(City Code)(Date)/(Currency Code And Amount)/*(Reason For Issuance)

Note If The Pnr Contain Multiple Passengers, You Must Passenger Associate The Segment.

Just Add/P And The Passenger Number To The End Of The Segment.

2. Display The Mco Stored Fare.

Tqm

Display The Mco Stored Fare From A List.

Tqm/Lx

3. Update The Stored Fare With The Information You Previously Needed To Hand Write On The Mco Can Be Added Into The Appropriate Box By Updating The Mco Stored Fare.

Tmi/Dwelcome Aboard Tours

Tmi/(Code)(New Information)

Some Examples Of Update Codes Are:

Code Explanation

A Present At

D Present To

V Airline Code

B Issued In Connection W/

G Type Of Service

H Additional Info/Remarks

Note: You Can Find Additional Codes In He Tmi.

4. Add Information Specific To Mco As Needed (Endorsement Line, Commission, Tour Code, Form Of Payment Is Different From Pnr).

Fm11/Lx
Fpccax 371449635311004/1099/Lx
Fe Non-Refundable Non-Endorsable/Lx

(X = Line Number Of Mco Segment In Pnr)

Note: The System Will Read The Form Of Payment In The Pnr And Apply It To The Mco Segment As Payment, Unless There Is An Approval Code Already Appended To The Credit Card.

5. Issue an Mco Only Or An Mco And A Basic Invoice.

Ttm
Ttm/Inv

Note: The Invoice Will Reflect The Value Of The Mco. If A Ticket And Invoice Are Run Together, The Invoice Will Reflect The Total Air And Mco Value.

6. Retrieve A Pnr By The Mco Element

Rt/Mco-Brain/Lara Mr (By Mco Element And Passenger Name)
Rtmco-Brain
Rtmco/12jun-Brain
Rt/Mco-B (By Mco Element And The Initial Of The
Surname)