



Topic: Closing Sales – Oman Air

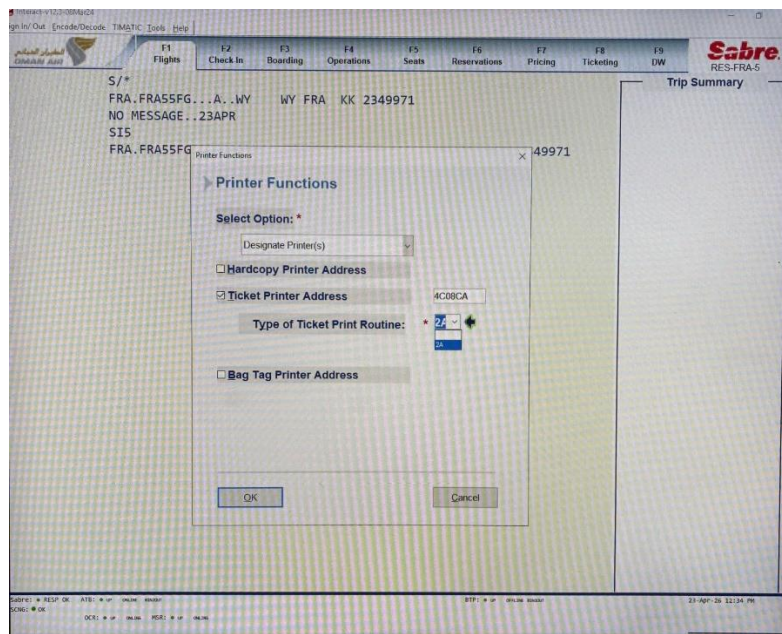
Dear all,

On Oman Air flights it is the responsibility of the Flight Controller to complete transactions in DW as well as close the sales after the flight is finalized/closed. When a passenger has a payment, the payment is taken through a DHS POS machine. The payment is left unprocessed in the shopping cart of DW. The Flight Controller should then immediately be informed about the pending payment and complete the transaction in DW as cash.

All transactions must be made with the same account that will be used to close the sales.

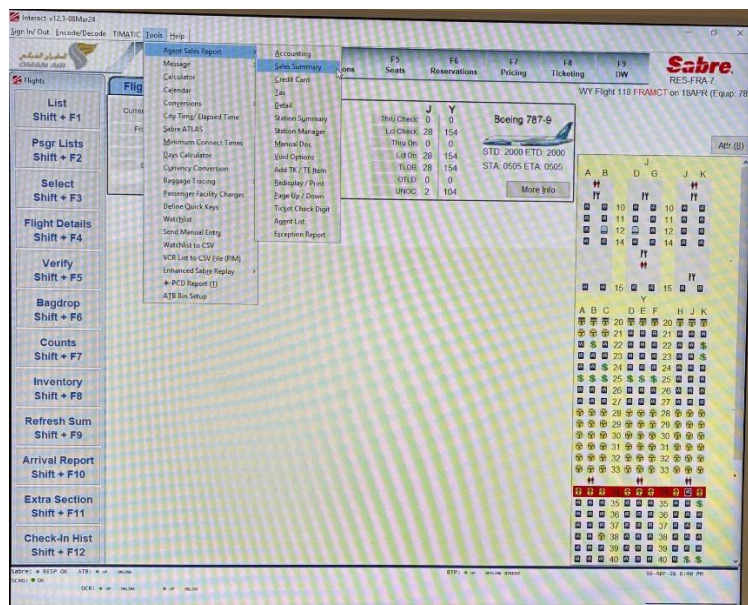
Below is a step-by-step guide:

Step 1: Ensure you are logged into Duty Code 5. Designate the Ticket Printer Address. Use Ctrl-P to bring up the printer window. Select Designate Printer from the dropdown menu. Select Ticket Printer Address. Type 4C08CA. Under Type of Ticket Print Routine select "2A". Click Ok.





Step 2: From the top menu bar select Tools – Agent Sales Report – Sales Summary Report.



Step 3: In the Sales Summary Report window set the date range for the present day. Select Station Number and input the station code: 23499711. Select Print/Email. An additional popup will appear. Select the Oman Air email address. In the groups drop down menu find FRAAPT and select it. The email address will be displayed underneath. Select it and click "To >". The email address will appear in the "Send To:" box. Click Ok. Then back in the Sales Summary Report window click Ok.



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Flights | F2 Check In | F3 Boarding | F4 Operations | F5 Seats | F6 Reservations | F7 Pricing | F8 Ticketing | F9 DW | Sabre | RES-FRA-7

WY Flight 118 FRAMCT on 18APR (Equip: 789)

Flight Summary

Current Flight	118	Seats	J	Y	J	Y	Boeing 787-9
From/To	FRA MCT	Booked	28	204	Lo Check	28	154
Date	18APR	Avail	2	54	Thru Ok	0	0
Call Eq	E6	Meal	NONE	NONE	Gr Ok	28	154
Est Dep	2000	Restrict	025	025	TL Ok	28	154
		Jump	W-02, X-04		OT Ok	0	0
					LN Ok	2	104

Status: Final Boarding "RDC"

Sales Summary Report

By Date or Date Range: 18 April to 18 April

By Station Number: 2349711

Additional Display Options: [+]

Print/Email: []

Enter BLANK for Today's Report

OK | Cancel

Sabre | RES-FRA-7 | 18-Apr-26 0:48:29

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Date	18APR	Avail	2	54	Thru Ok	0	0
Call Eq	E6	Meal	NONE	NONE	Gr Ok	28	154
Est Dep	2000	Restrict	025	025	TL Ok	28	154

Email/Print Options

Groups: FRAAPT | Send To: FRAAPT | APT@FRABCOMANIR.COM

Group's Emails: APT@FRABCOMANIR.COM

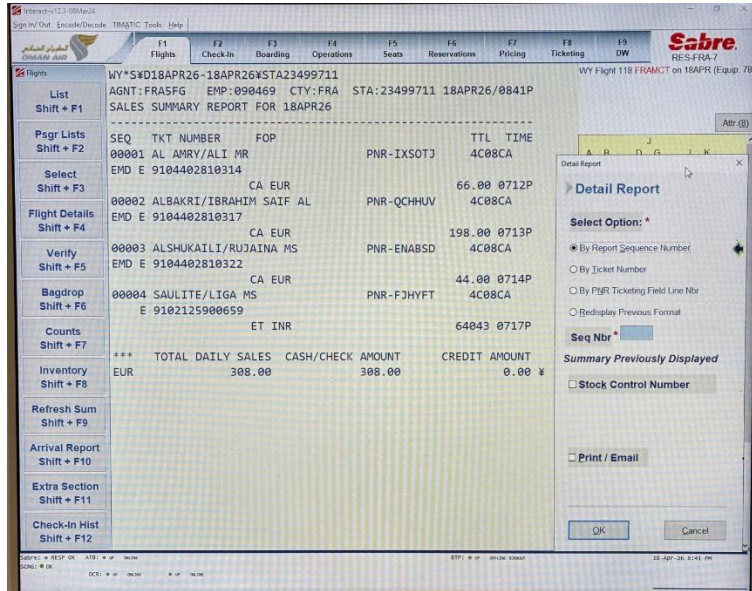
Print: []

OK | Cancel

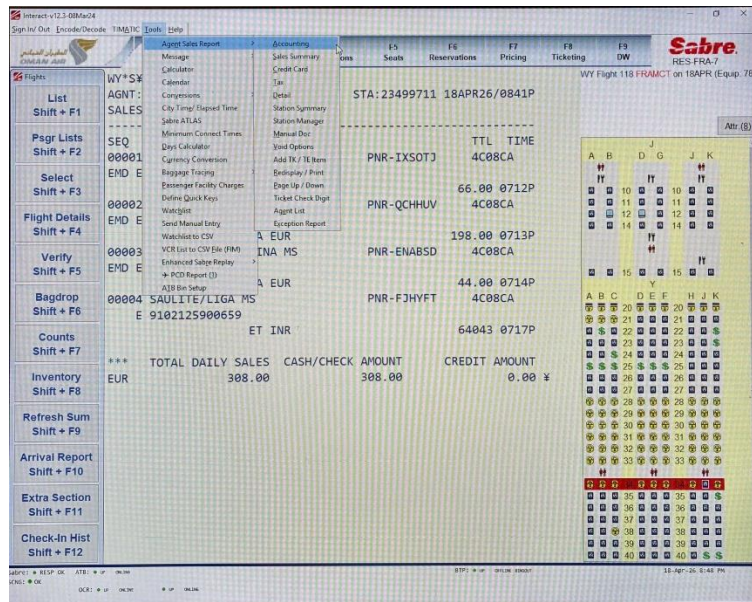
Sabre | RES-FRA-7 | 18-Apr-26 0:48:29



Step 4: The Sales Summary will be displayed. Take a screenshot to send to the supervisor.



Step 5: From the top menu bar select Tools – Agent Sales Report – Accounting.





Step 6: In the popup select Display Accounting Report. Click Ok.

The screenshot displays the Sabre GDS interface. The main window shows flight details for WY*SWD18APR26-18APR26*STA23499711. A 'Sales Summary Report' is visible, listing passengers and their details. An 'Accounting Report Options' dialog box is open in the foreground, with the 'Display Accounting Report' option selected. The background shows a flight status grid with columns A through K and rows for various flight segments.

Accounting Report Options

Select Option: *

- Display Accounting Report
- Close Accounting Report
- Print & Close Accounting Report
- Update Remarks in Report
- Close Accounting Report w/o Display

Buttons: OK, Cancel

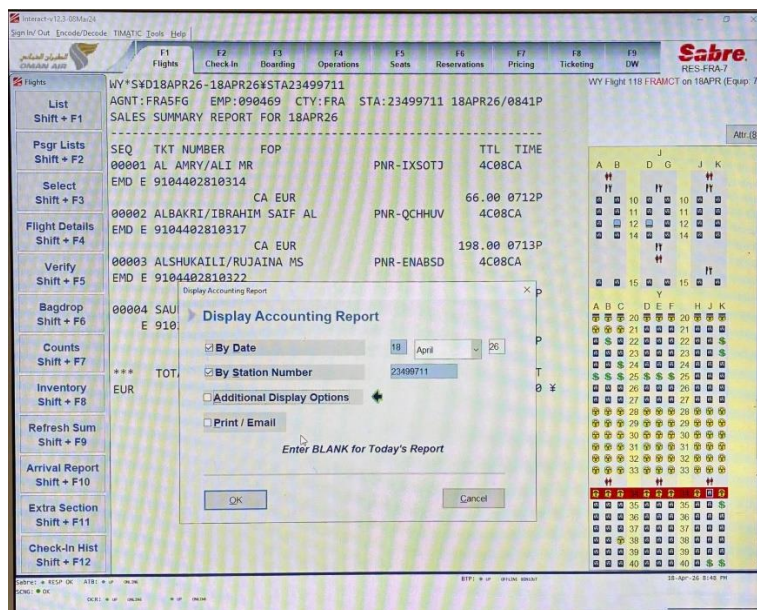
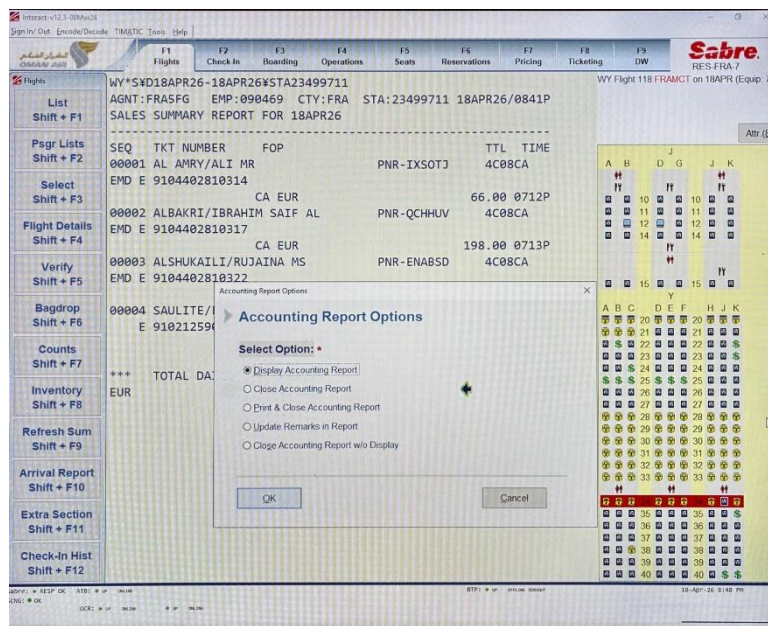


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Step 7: In the Display Accounting Report window set the present date. Select Station Number and input: 23499711.

Select Print/Email. An additional popup will appear. Select the Oman Air email address. In the groups drop down menu find FRAAPT and select it. The email address will be displayed underneath. Select it and click "To >". The email address will appear in the "Send To:" box. Click Ok. Then back in the Display Accounting Report window click Ok.





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WY*S&D18APR26-18APR26*STA23499711
 AGNT: FRA5FG EMP: 090469 CTY: FRA STA: 23499711 18APR26/0841P
 SALES SUMMARY REPORT FOR 18APR26

Seq TKT NUMBER FOP TTL TIME
 00001 AL AHRY/ALL HR PNR-IXSOTJ AC08CA
 EMP E 91

00002 AL
 EMP E 91

00003 AL
 EMP E 91

00004 SA
 E 91

*** TO
 EUR

WY Flight 118 FRAICT on 18APR (Equip: 788)

RES-FRA-7

Group's Emails:
 APTFRAB@OMANAIR.COM

Send To:
 FRAAPT
 APTFRAB@OMANAIR.COM

OK Cancel

The accounting report is then displayed. Take a screenshot to send to the supervisor.

WY*S&D18APR26*STA23499711
 AGNT: FRA5FG EMP: 090469 CTY: FRA STA: 23499711 18APR26/0849P
 ACCOUNT SALES REPORT FOR 18APR26

TOTAL SALES TOTAL
 EUR CA 308.00
 TOTAL EUR 308.00

INR ET 64043
 TOTAL INR 64043

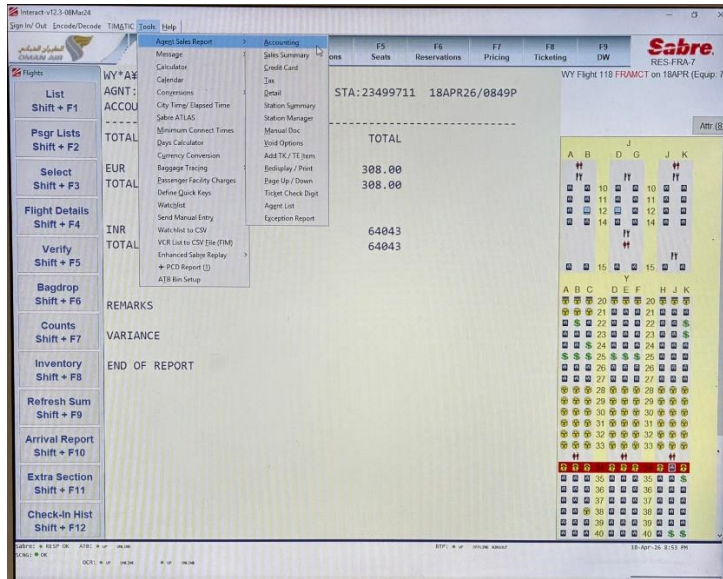
REMARKS
 VARIANCE
 END OF REPORT

WY Flight 118 FRAICT on 18APR (Equip: 788)

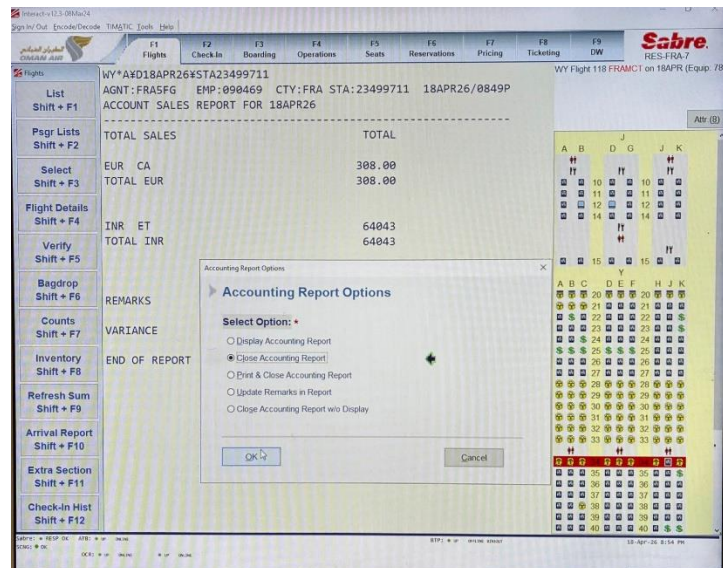
RES-FRA-7



Step 8: While the accounting report is still displayed, select Tools – Agent Sales Report – Accounting.



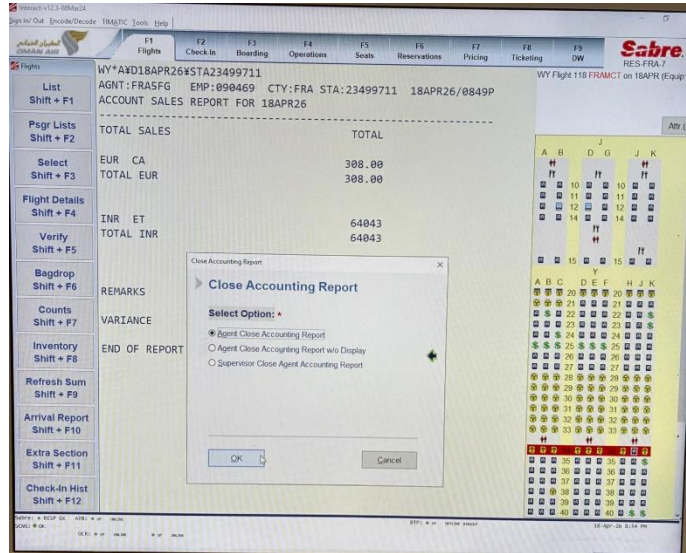
Step 9: In the Accounting Reporting Options popup window select Close Accounting Report. In the next window select Agent Close Accounting Report.





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Step 10: The Close Account Report popup will appear. The amount input as cash MUST match what was taken in the POS machines which will match what is listed in the report. Input the amount. The sales will be closed, and you will automatically be signed out.

