# Topic: How To Register A Payment In eRes?

Step 1: Log in to the system via Citrix on a laptop, and you should be presented with the following home page.
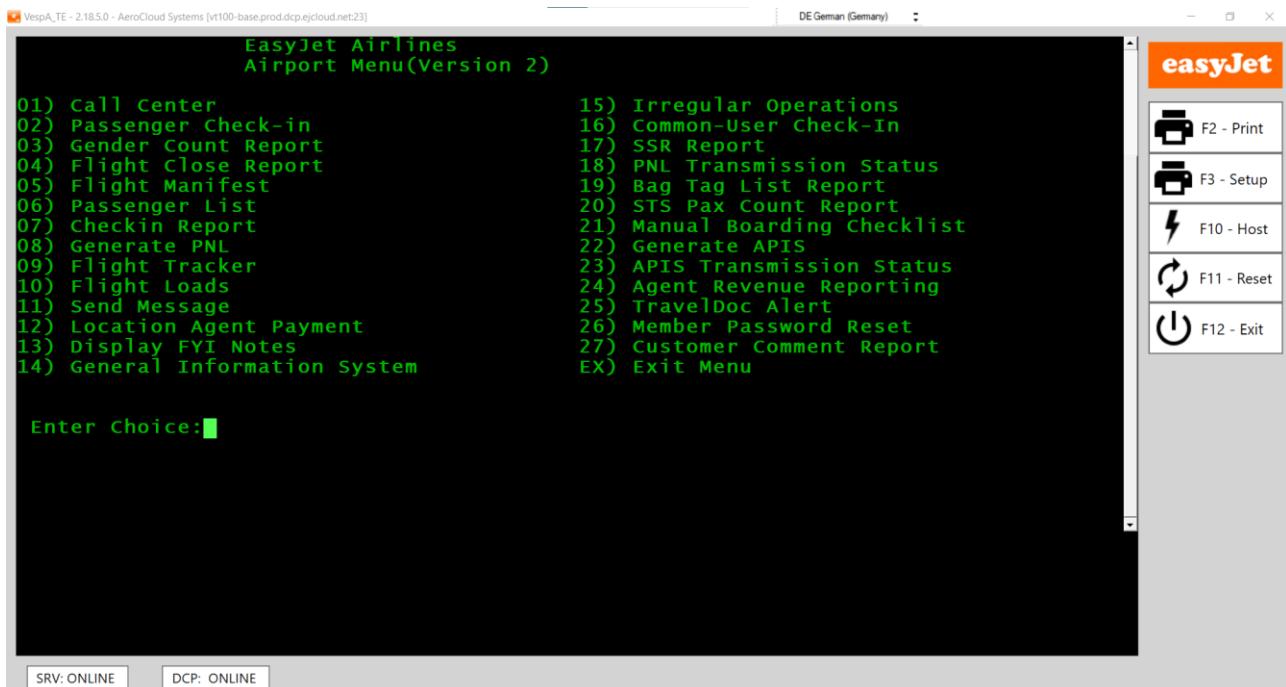
Step 2: To register payments, you will need to work in menu **01)**
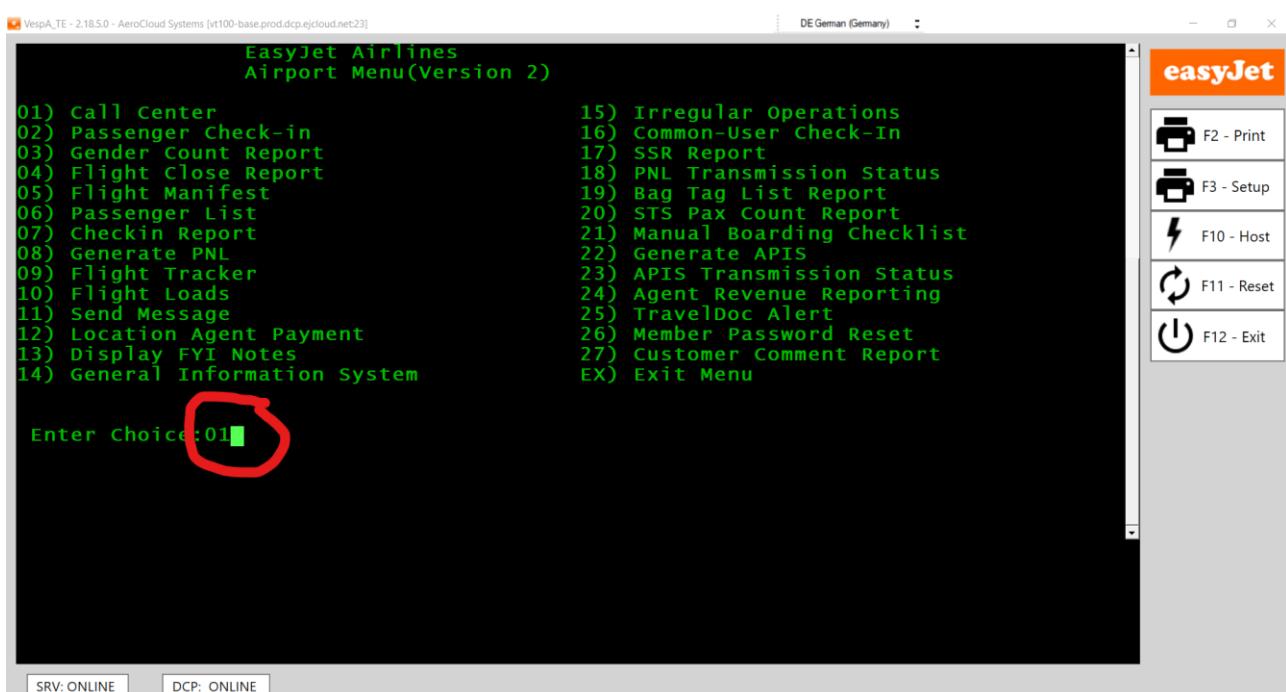
Step 3: Retrieve the booking with entry **.PNR**
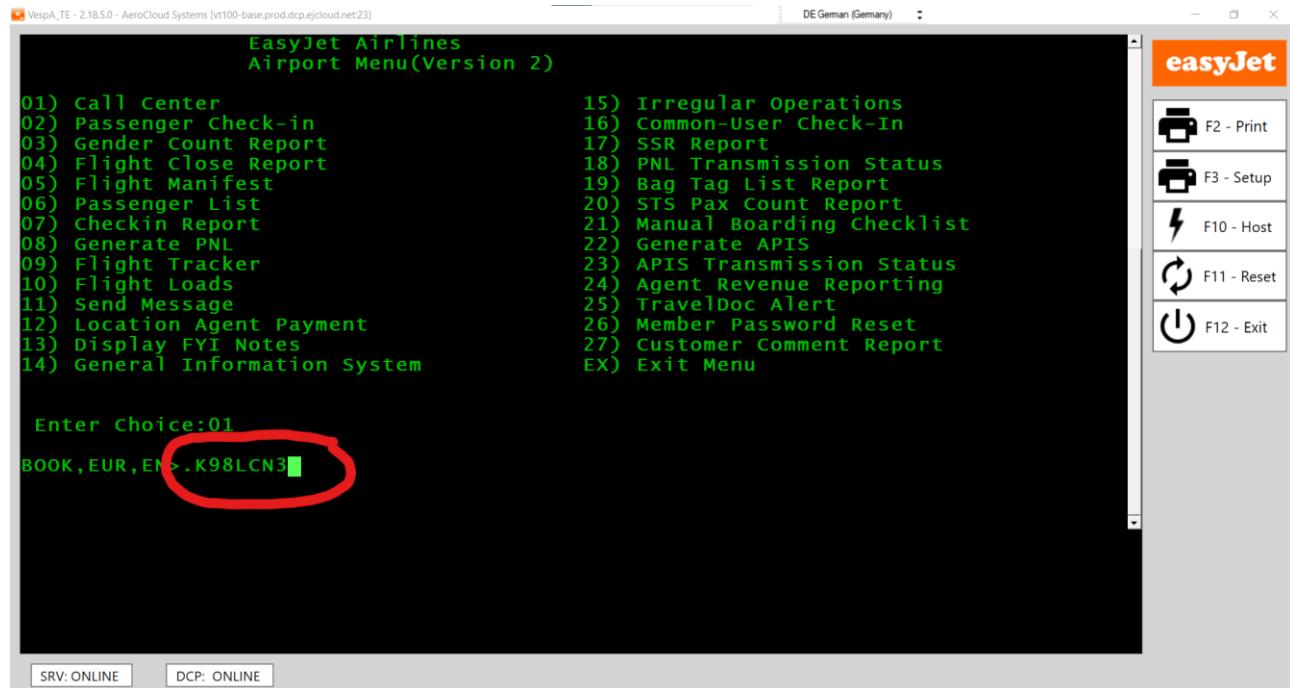
Step 4: Open the list of charges with entry **FEE**
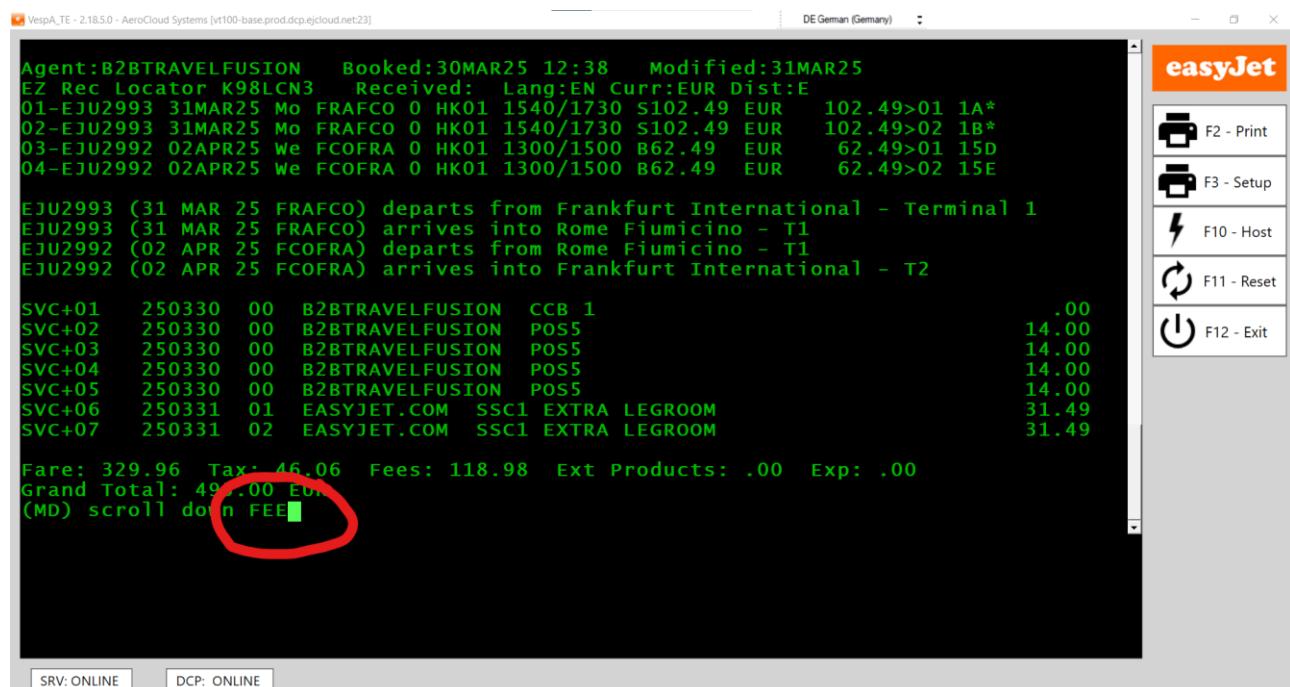
Step 5: Type in the code of the charge what you would like to register. On this example, it is **AGB**
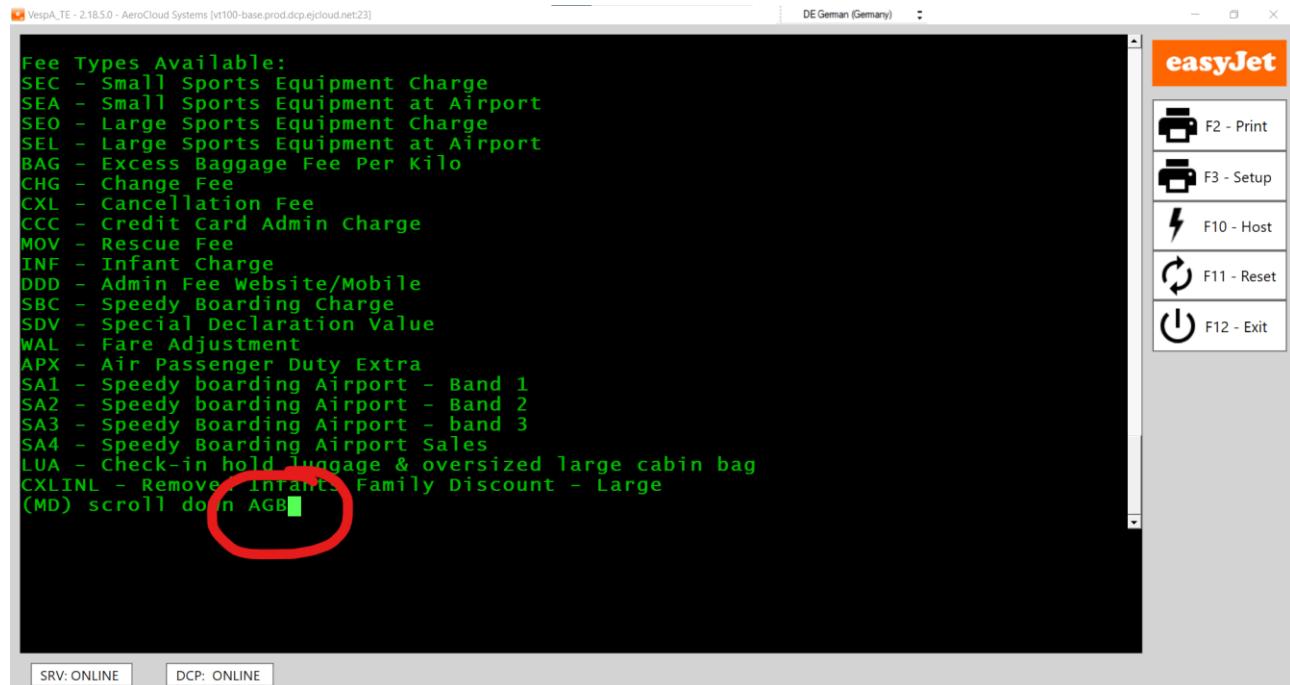
Step 6: Answer the questions what eRes will ask you. The questions differ from service to service. And at the end with entry **A** accept the charge.
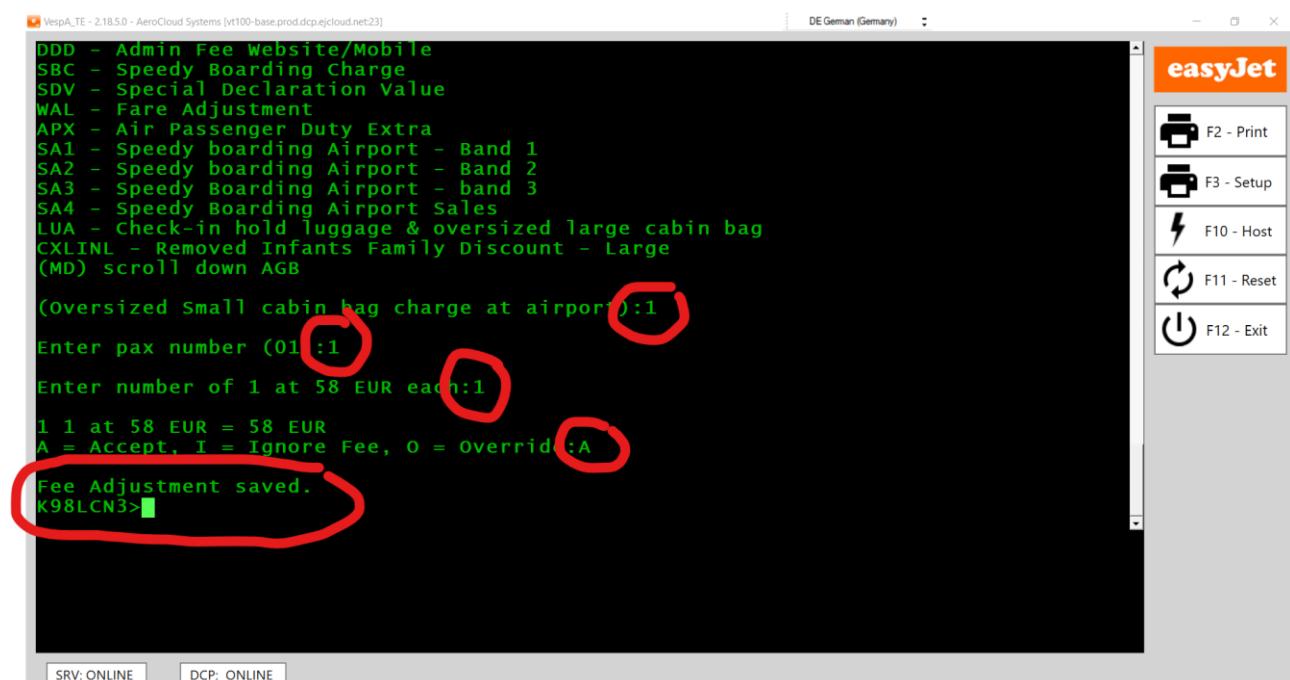
Step 7: With entry **.A** display the booking, and check that the charge was correctly registered and it is visible under Balance.
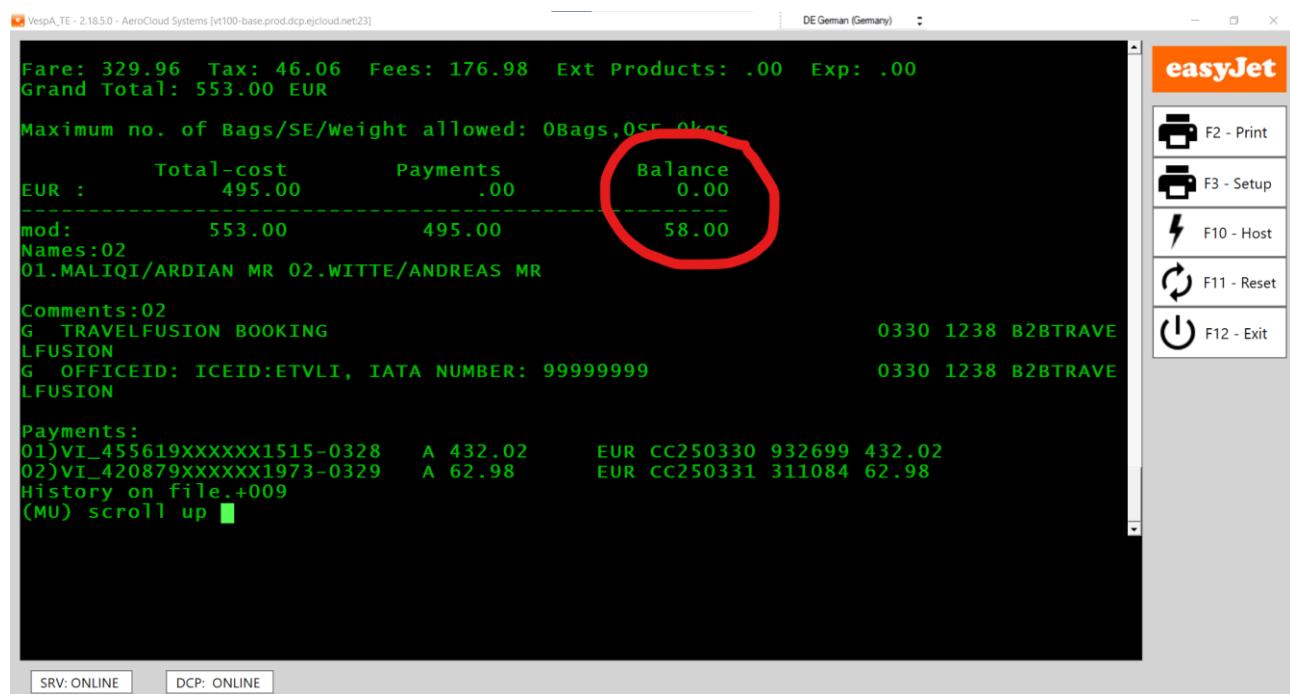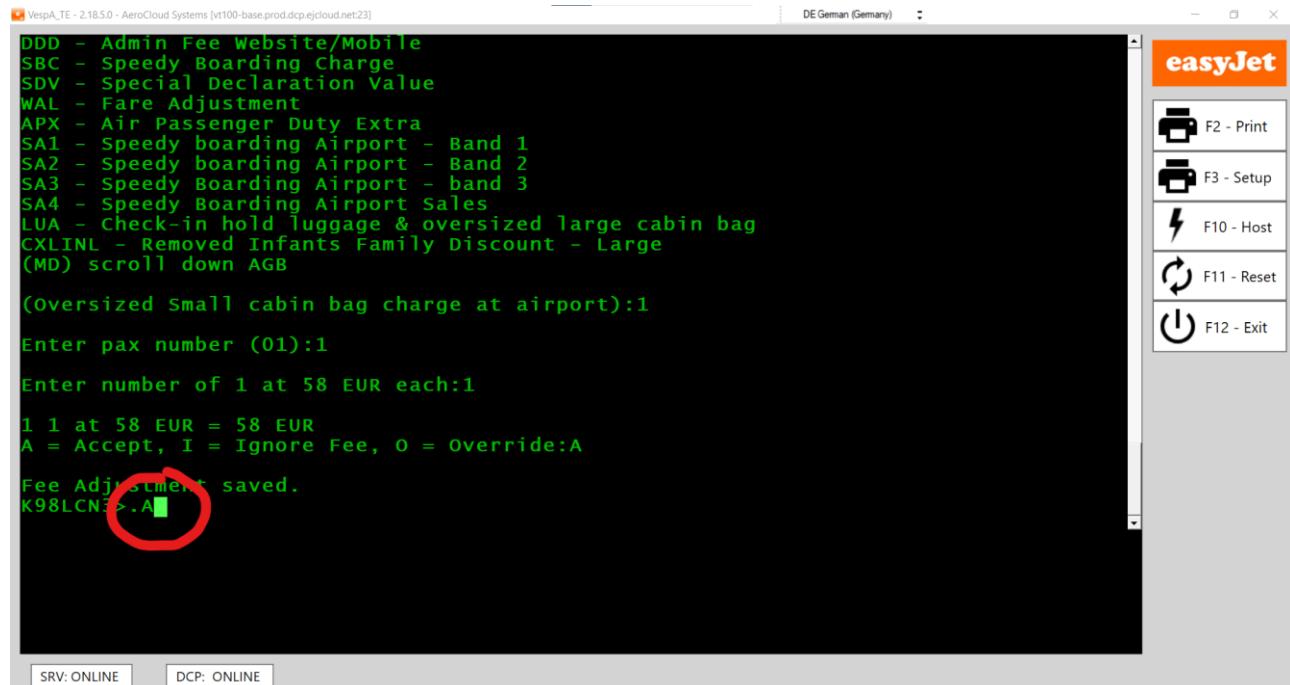
Step 8: With entry **F-CA /** register the form of payment as cash. Please note, even if the passenger pays us with his card through our POS machine, the payment in the system should be registered as cash.

Step 9: With entry **R-** register the caller. The caller is always the family name of the passenger.

Step 10: With entry **ER** save the payment and retrieve the booking and check that the balance is now 0.
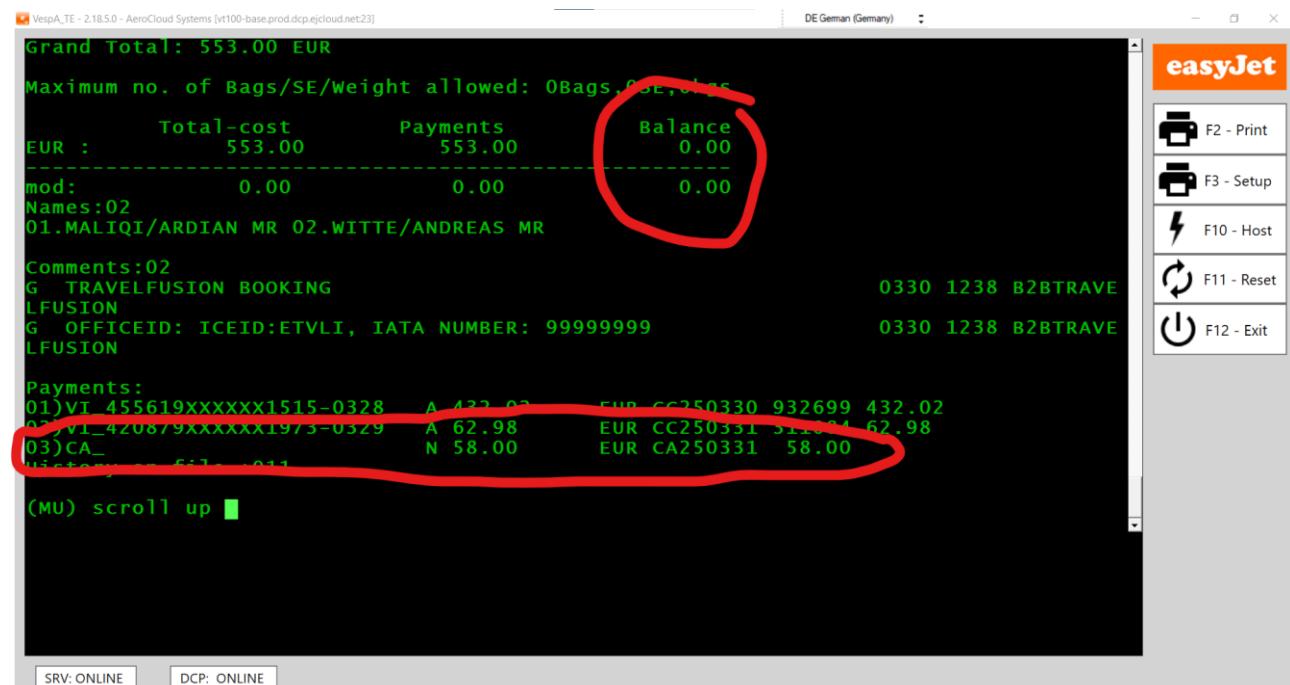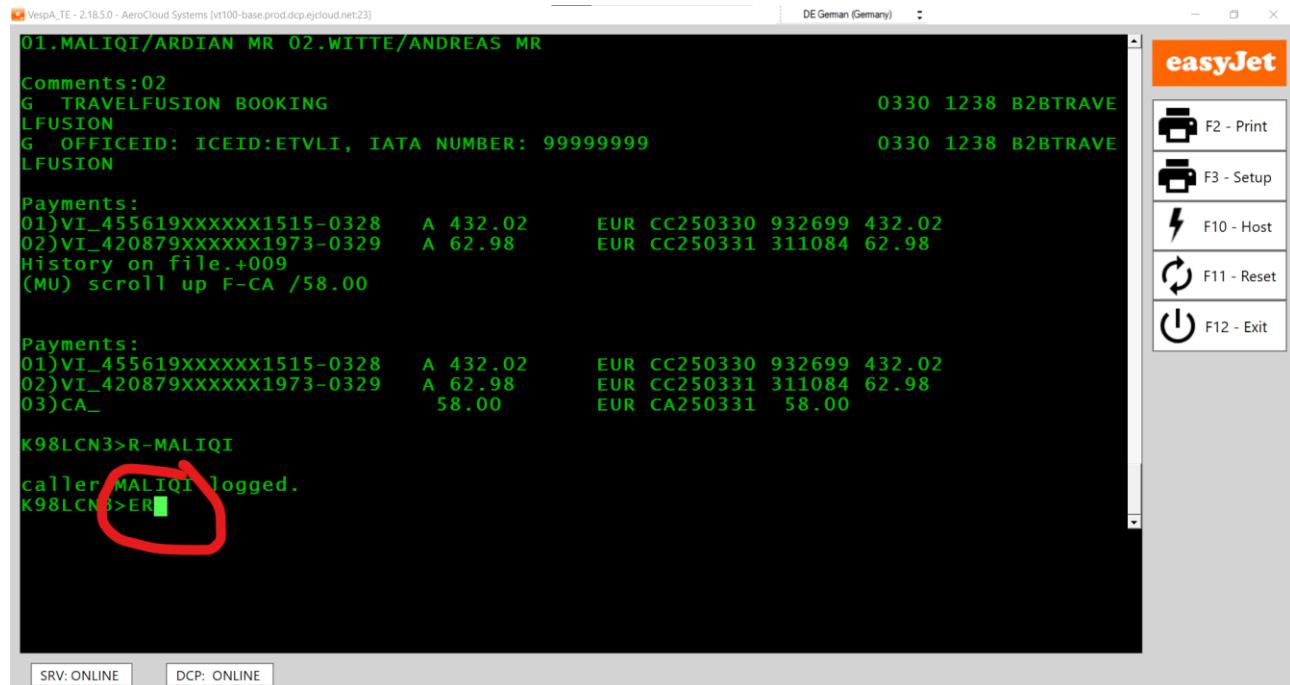
Step 11: With entry **E** you may leave the booking.

Good job! 😊