

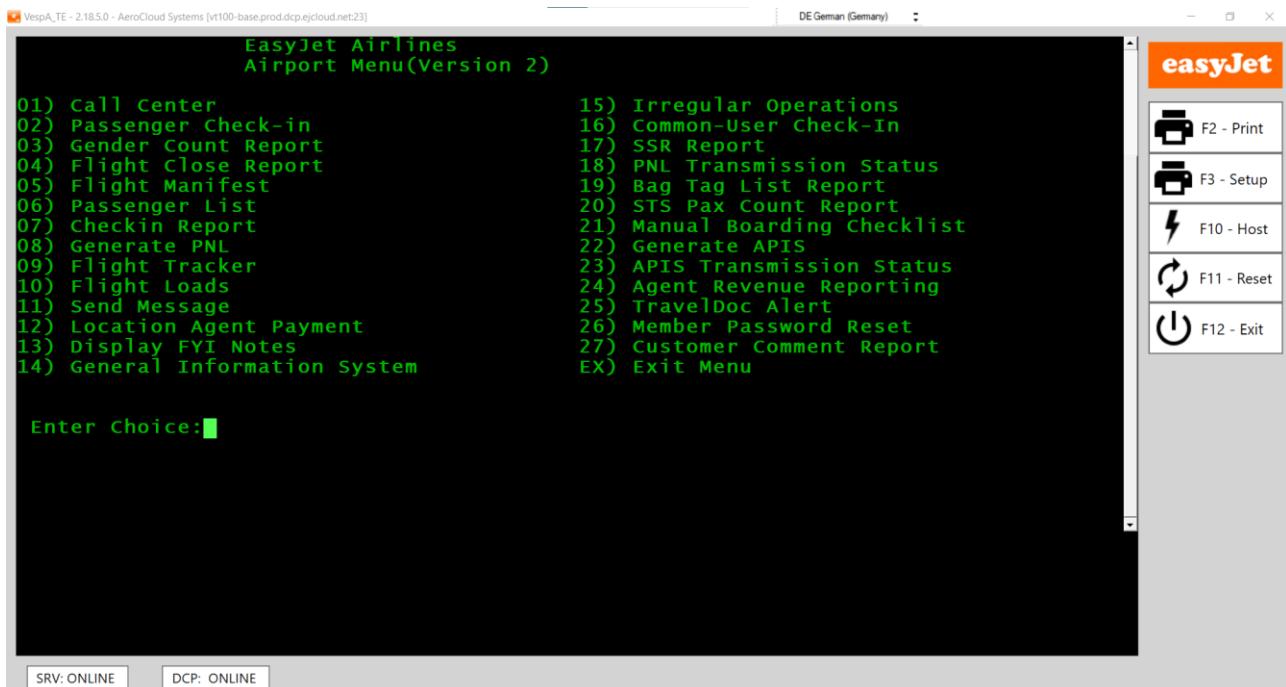


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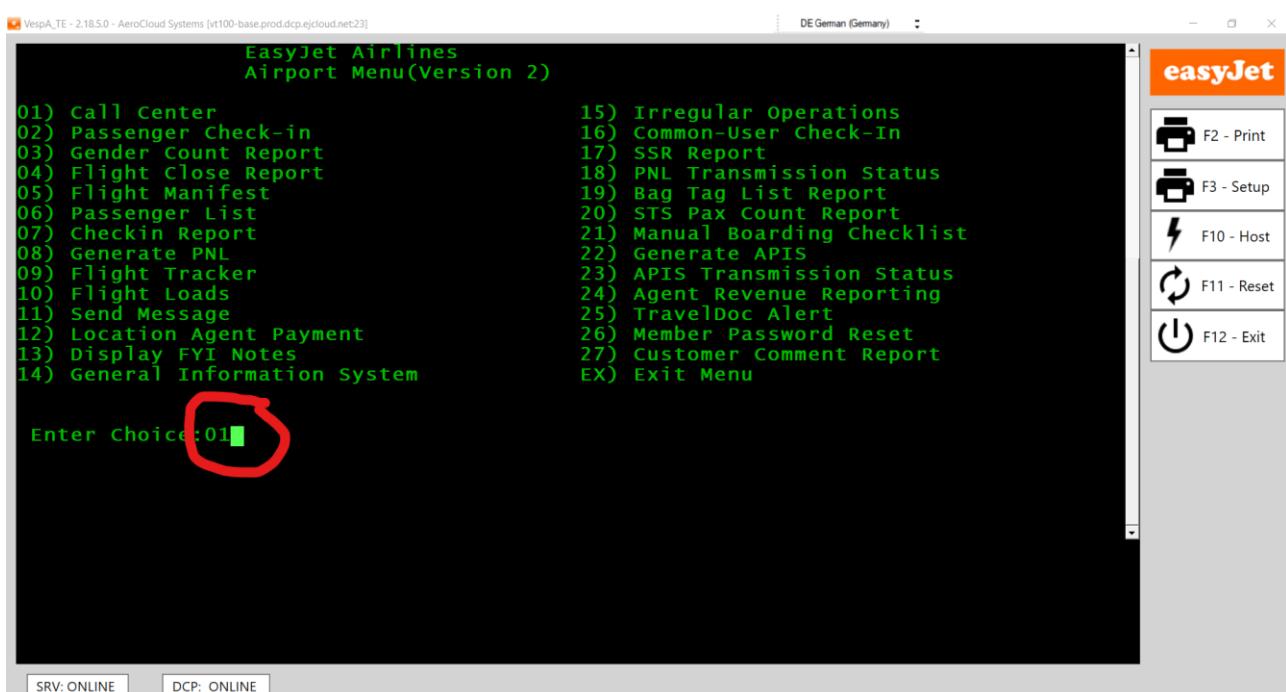
Revision: 0 | Issued: 31.03.2025

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**

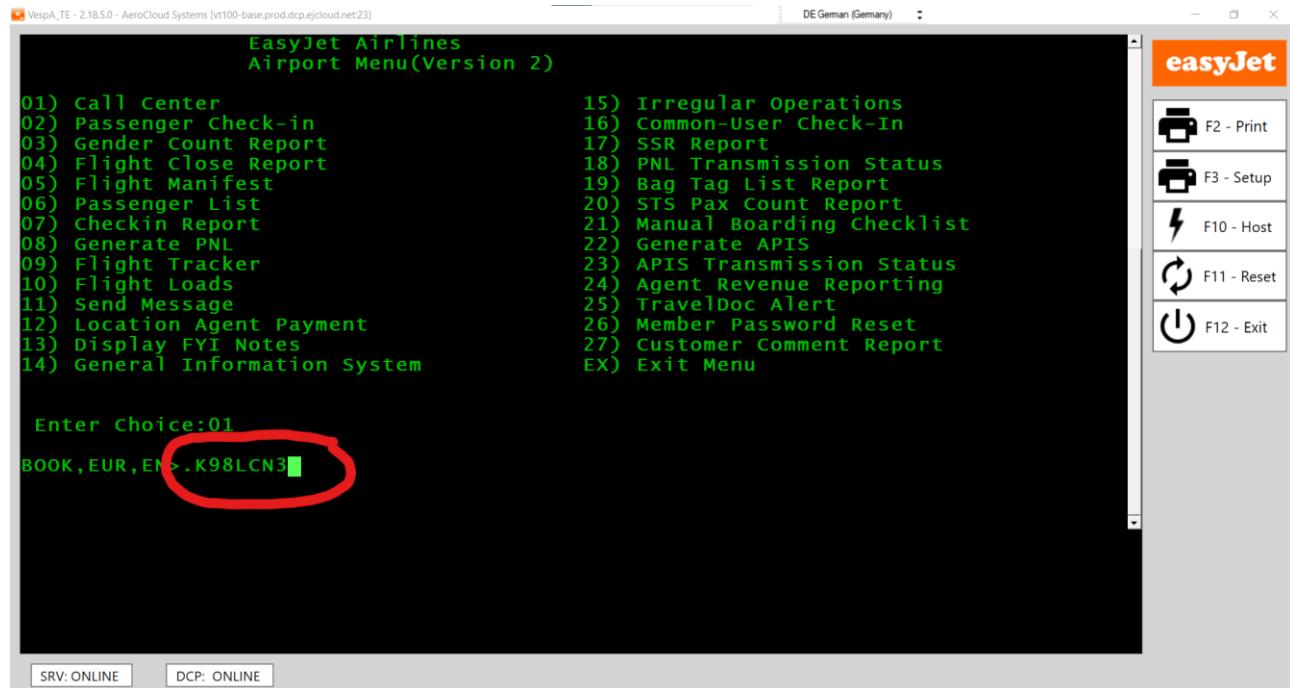




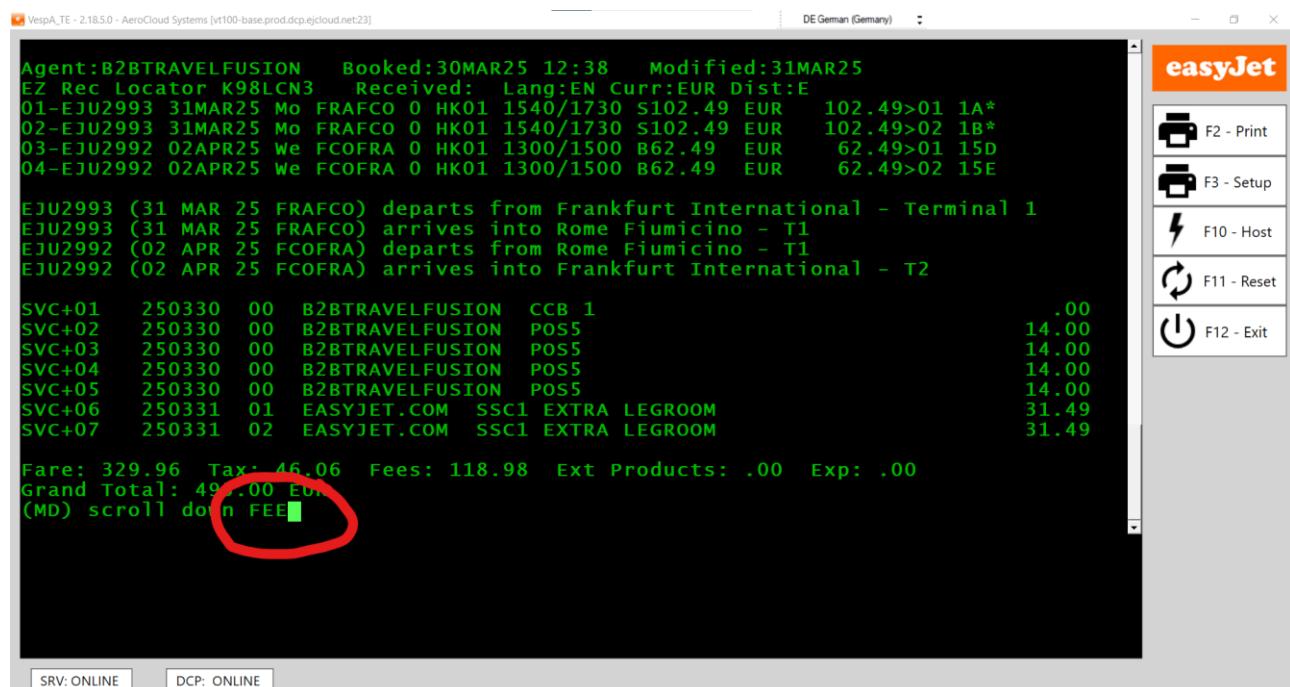
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Revision: 0 | Issued: 31.03.2025

Step 3: Retrieve the booking with entry **.PNR**



Step 4: Open the list of charges with entry **FEE**

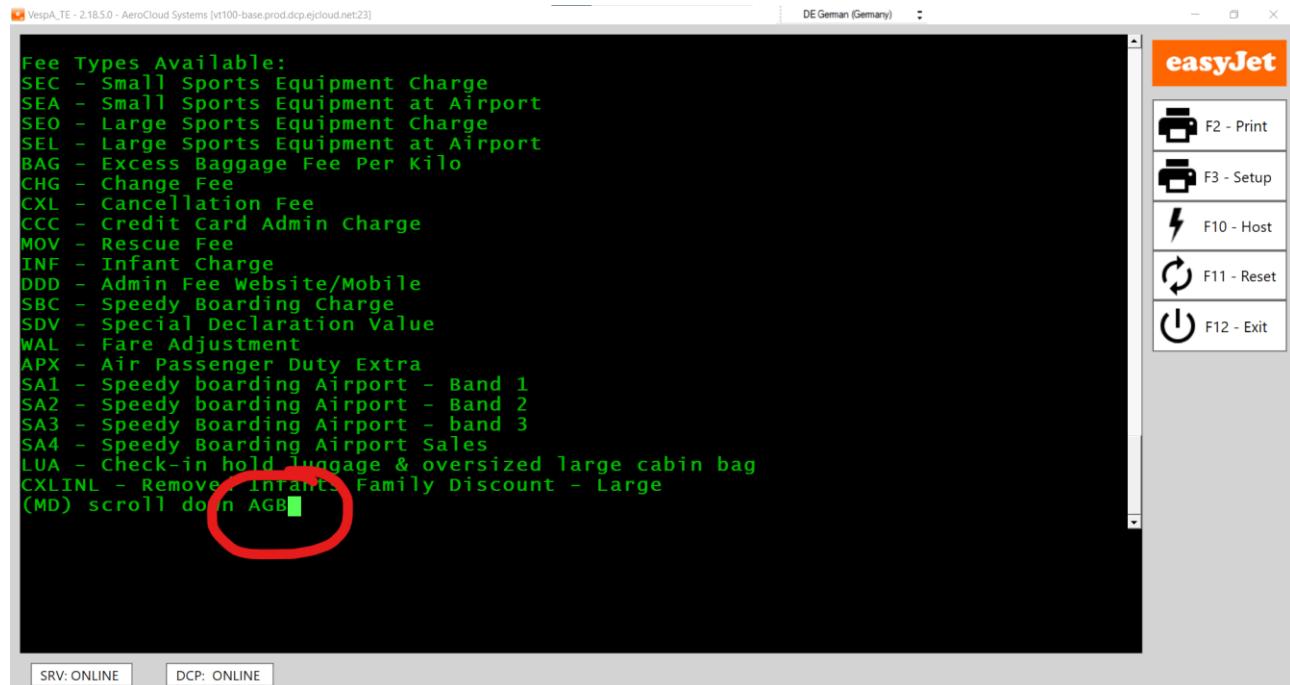




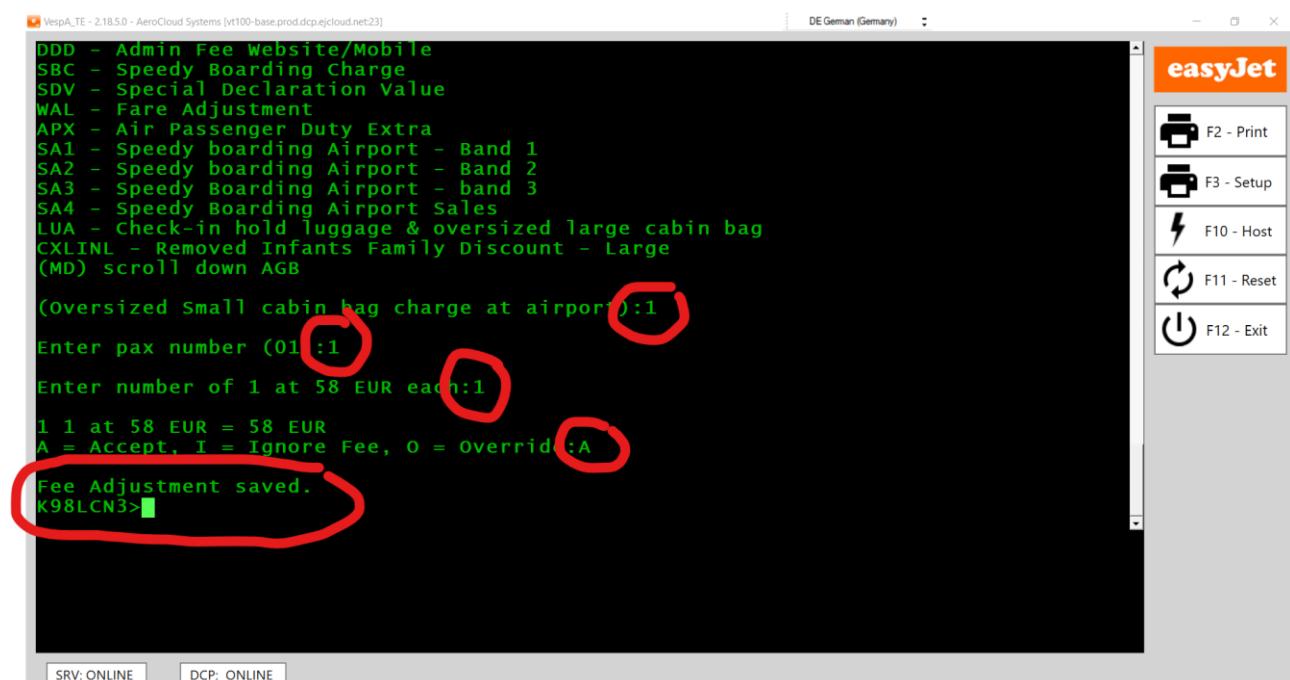
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Revision: 0 | Issued: 31.03.2025

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.

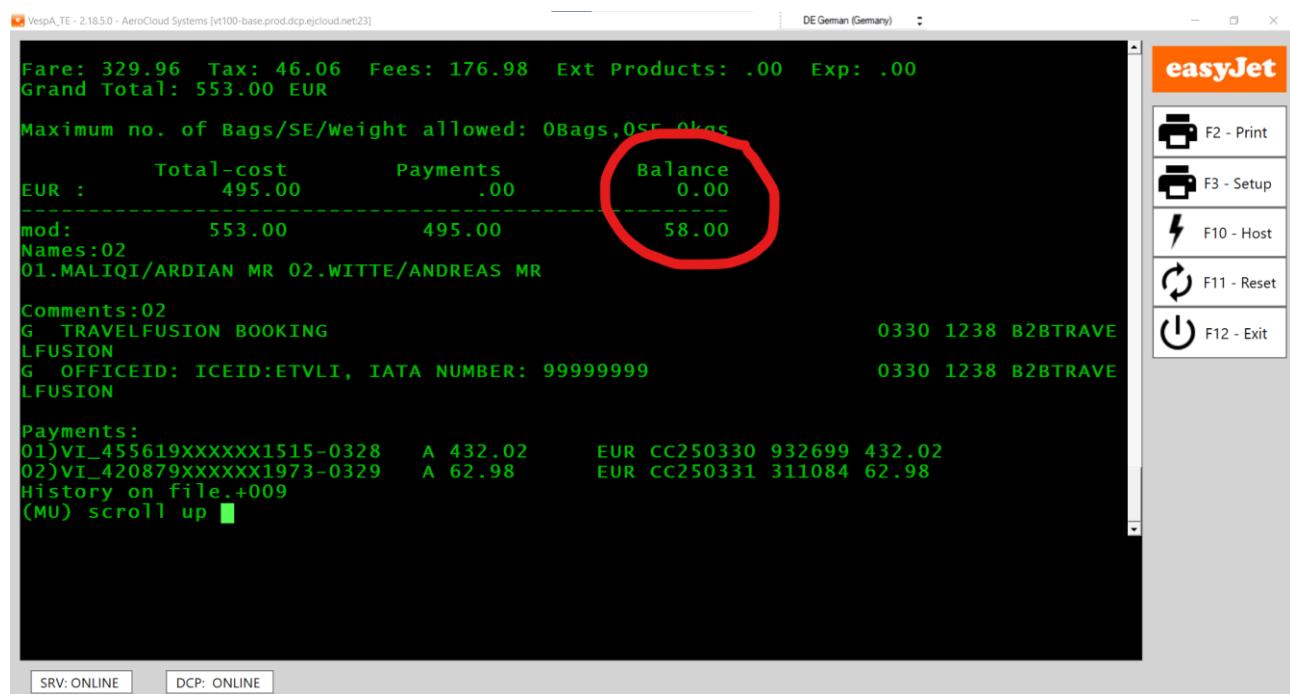
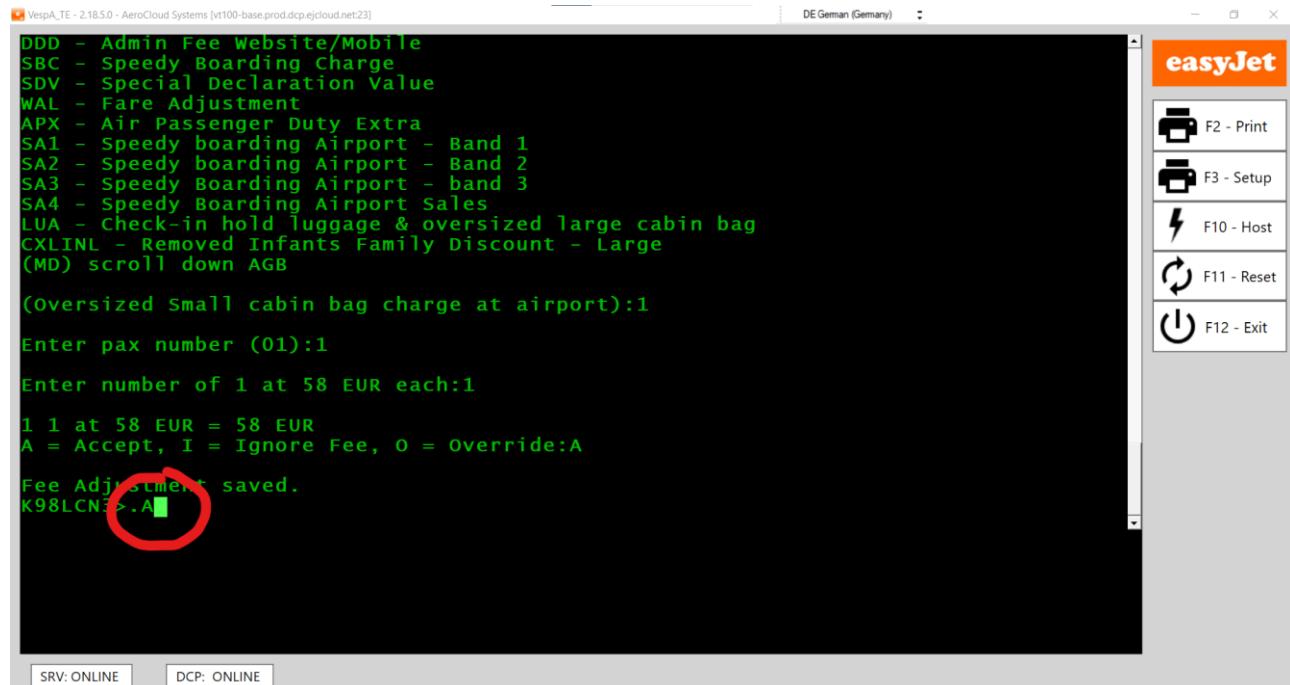




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Revision: 0 | Issued: 31.03.2025

Step 7: With entry **.A** display the booking, and check that the charge was correctly registered and it is visible under Balance.





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Revision: 0 | Issued: 31.03.2025

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.

Fare: 329.96 Tax: 46.06 Fees: 176.98 Ext Products: .00 Exp: .00
Grand Total: 553.00 EUR
Maximum no. of Bags/SE/Weight allowed: 0Bags,0SE,0kgs
Total-cost: 495.00 Payments: .00 Balance: 0.00
mod: 553.00 495.00 58.00
Names:02
01.MALIQI/ARDIAN MR 02.WITTE/ANDREAS MR
Comments:02
G TRAVELFUSION BOOKING 0330 1238 B2BTRAVE
LFUSION
G OFFICEID: ICEID:ETVLI, IATA NUMBER: 99999999 0330 1238 B2BTRAVE
LFUSION
Payments:
01)VI_455619XXXXXX1515-0328 A 432.02 EUR CC250330 932699 432.02
02)VI_420879XXXXX1973-0329 A 62.98 EUR CC250331 311084 62.98
History on file.+009
(MU) scroll up F-CA /58.00

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

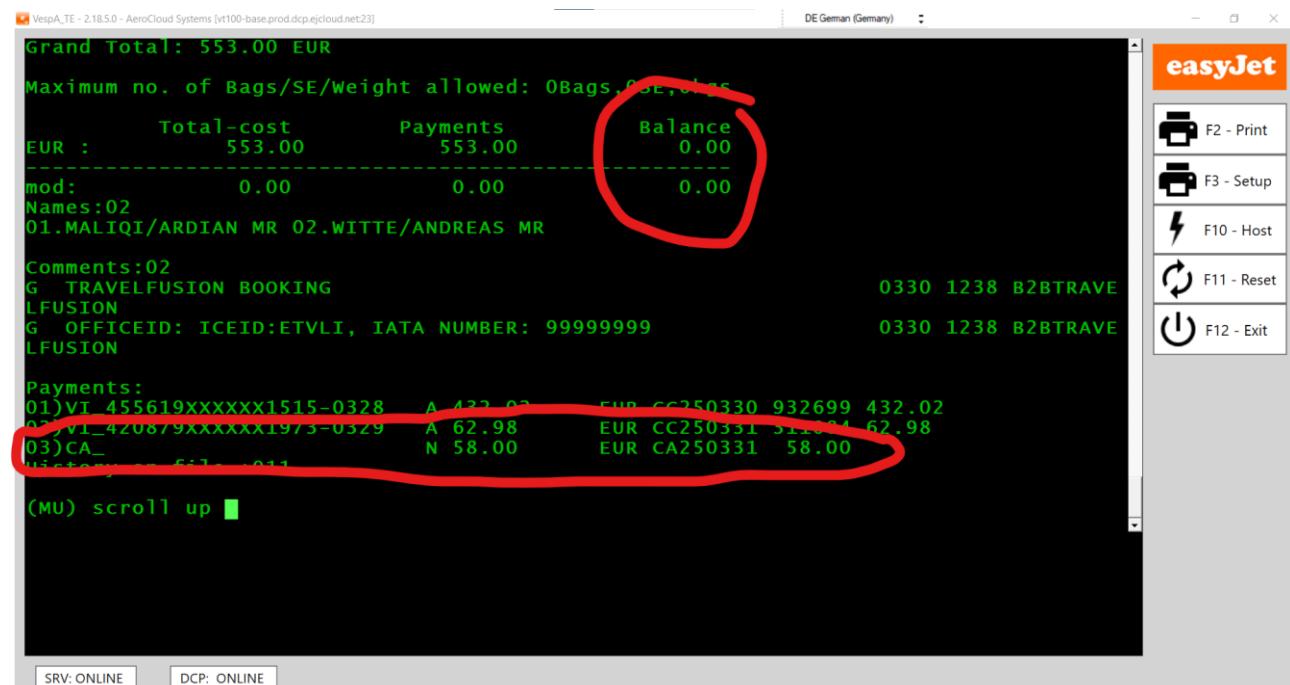
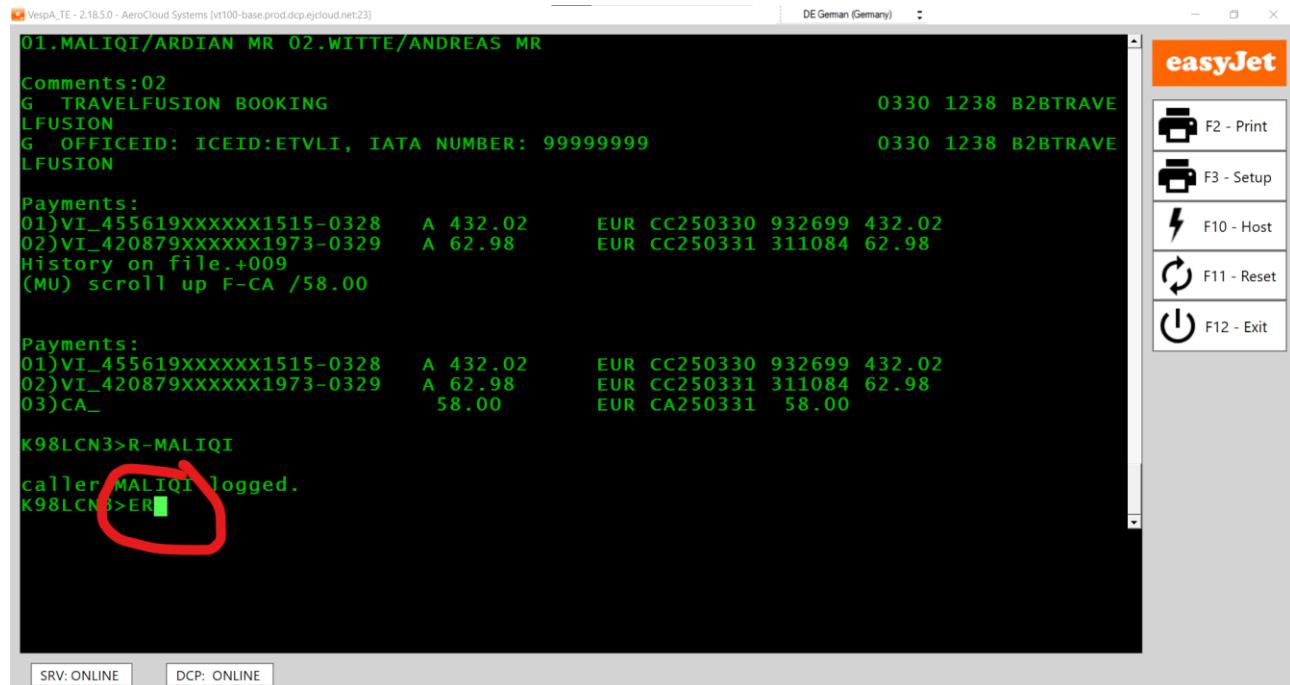
mod: 553.00 495.00 58.00
Names:02
01.MALIQI/ARDIAN MR 02.WITTE/ANDREAS MR
Comments:02
G TRAVELFUSION BOOKING 0330 1238 B2BTRAVE
LFUSION
G OFFICEID: ICEID:ETVLI, IATA NUMBER: 99999999 0330 1238 B2BTRAVE
LFUSION
Payments:
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02)VI_420879XXXXX1973-0329 A 62.98 EUR CC250331 311084 62.98
03)CA_ 58.00 EUR CA250331 58.00
K98LCN3 R-MALIQI



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Revision: 0 | Issued: 31.03.2025

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





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Revision: 0 | Issued: 31.03.2025

Step 11: With entry **E** you may leave the booking.

Good job! 😊