



## Adding Payments

1

- (1) Open OPERATIONS / RESERVATIONS
- (2) Retrieve the PASSENGER RESERVATION
- (3) Open FILE

2

- (1) Click PAYMENT **[ctrl + 3]**
- (2) Select METHODS

3

- (1) If CASH, select CASH from dropdown
- (2) Click SAVE **[ctrl + s]**

4

- (1) If CREDIT CARD, select card type in dropdown
- (2) Click AUTHORIZE **[ctrl + a]**
- (3) Input CREDIT CARD INFORMATION

5

- (1) Click AUTHORIZE **[ctrl + a]**
- (2) Click CLOSE **[ctrl + c]**