

# Lançamento de pagamento - Manual e Simulador

Próximo

Este guia irá mostrar na prática as 3 fases do processo e será possível visualizar o manual e em seguida fazer o simulador da situação.

Observe bem nas páginas a seguir que no topo existem botões de: Avançar, Voltar e Iniciar simulador e também quando já estiver realizando o simulador será possível voltar ao manual pelo botão Momento do manual.

**Neste exercício abaixo iremos utilizar uma situação de um hotel:**

Toda vez que cobramos o pagamento de um hóspede, temos que informar no sistema que está cobrança está paga, isso se chama lançamento de pagamento.

**Por exemplo:**

Quando já tiver uma cobrança no sistema, como uma água no valor de R\$10, devemos cobrar o hóspede, e quando ele realizar o pagamento dessa cobrança, devemos lançar este débito no sistema.

A mesma situação pode ocorrer com outras cobranças como: Consumo no restaurante e também no pagamento da diária de hospedagem.

O lançamento apresentado abaixo será referente ao pagamento da hospedagem.

The screenshot shows a web browser window with the URL <https://sistemahotelrecepcao.com>. The page title is "HOTEL recepcao". The navigation menu includes "Client Relations", "Bookings", "Front Desk", "Inventory", "Financials", "Miscellaneous", and "Reports". The "Front Desk" menu is expanded, showing "Arrivals", "Departures", "Front Desk Workspace", "In House", and "Walk In Reservation". A yellow callout box with red text says "Clique em **Front Desk** e em seguida em **In House**." Red boxes and numbers "1" and "2" highlight the "Front Desk" menu and the "In House" option, respectively. The main dashboard displays several widgets: "In House (Occupied)" with 30 rooms (40 Adults, 8 Children); "Arrivals" with 56 expected arrivals (2 Adults); "Departures" with 10 expected departures (16 Adults, 2 Children) and 0 checked out (0 Adults, 0 Children); and "Max. Available Rooms" with 187 rooms.

Início do Simulador

Momento do Simulador

# Lançar pagamento - Manual

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Anterior

Próximo

Home / Front Desk / In House

In House

Search

Name	Confirmation Number	Travel Agent	Room Type	Block Code
<input type="text"/>	<input type="text" value="Conf / Cxl / External"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Company	Source	Room	Membership Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0229"/>	<input type="text"/>

Reset Search

Digite o número do quarto com o dígito 0 na frente no campo **ROOM**, exatamente da forma do passo 3.

Em seguida pesquise o quarto no passo 4.

Home / Front Desk / In House

In House

Search

Room 0229

Sort By: Arrival Date and ETA descending

Views: [Grid] [List] [Cards] [Table]

Show 100 | Only 1 result

<input type="checkbox"/> I Want To...	Room	Confirmation Number	Name	Arrival	Departure	Room Type	Rate	Balance	Adults	Children	Room Type to Charge	Reservation Type	Membership Type	External R
<input type="checkbox"/> 12	<input checked="" type="checkbox"/> 0229	117120577	da Silva, José	10-11-2025	11-11-2025	DBE	R\$291.60	R\$0.00	1	0	DBB	Checked In		

Clique na numeração em azul do item **BALANCE**.

Ao clicar, será redirecionado para área de saldos.

Home / Front Desk / In House / Billing

## Billing

Notifications Help Page Refresh

**José da Silva**

A2 308654859638545 Rua Brasília, 345, Bairro Centro, Casa, SP, BR @ josedasilva@gmail.com 11999576936

Confirmation: **117120577** Status: **Checked In** Room: **0229** Balance: **R\$0.00**

Show Less

Arrival	Expected Departure Time	Room Type to Charge	Rate	Block Code	Membership Type
10-11-2025 Mon	—	<b>DBB (Charged)</b>	<b>R\$291.60</b>	—	—
11-11-2025 Tue	Room Type <b>DBE</b>	Rate Code	<input checked="" type="checkbox"/> Fixed Rate	—	—

Hide Unpopulated

Reservation: **Additional Information** Packages (1) Stay Details Confirmation Letters Daily Details External References Item Inventory Linked Reservation Shares Track It Transportation

Notifications: **Notes (3)** Alerts Attachments Traces

Billing: **Deposit / Cancellation (2)** Payment Instructions Fixed Charges Routing Instructions

Profile: **Communication (3)** Future & Past Stays (2) Linked Profiles (1) Membership (2) Accompanying Profiles Preferences

1 **VISA VA** da Silva, José **R\$0.00**

Sort By: Default Views:

Move Charges

Windows Other Reservations

Drag and drop postings from one window to another window.

Post Charge Information Folio

Post Charge Post Payment

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Desça na barra lateral no passo 6 para visualizar lançamentos feitos mais abaixo.

Essa é a área de saldos, nessa tela é possível lançar cobranças, lançar pagamentos feitos e também realizar o check out.

The screenshot shows a web application for a hotel. At the top, there is a navigation bar with a logo and several menu items: Client Relations, Bookings, Front Desk, Inventory, Financials, Miscellaneous, and Reports. Below this is a client profile for José da Silva, including contact information and a confirmation number. The main area displays a folio window for a VISA VA card, with a balance of R\$0.00. A sidebar on the right contains a list of windows numbered 1 to 8, each with a balance of R\$0.00. At the bottom right, there are two buttons: 'Post Charge' and 'Post Payment'. The 'Post Payment' button is highlighted with a red box and a red number 7.

Sort By: **Default** | Views:

1 **VISA VA** da Silva, José **R\$0.00**

No postings exist for this folio window.

Post Charge | Information Folio

Move Charges

Windows  
Other Reservations

Drag and drop postings from one window to another window.

1 **VISA VA** R\$0.00  
2 R\$0.00  
3 R\$0.00  
4 R\$0.00  
5 R\$0.00  
6 R\$0.00  
7 R\$0.00  
8 R\$0.00

Post Charge **Post Payment**

Nessa tela de saldos é possível visualizar os retângulos numerados de 1 a 8 na lateral, chamados de janelas. Ao clicar em cima de cada um, irá alterar para essa nova janela.

Por exemplo, vemos acima que estamos selecionados na janela 1, ao clicar em outro retângulo, iremos selecioná-lo.

Para lançar o pagamento siga clicando em **Post Payment**.

Selecione o campo **Method** para informar o meio de cobrança.

Payment of da Silva, José for Room 0229

1	VISA VA	2	R\$0.00	3	R\$0.00	4	R\$0.00	5	R\$0.00	6	R\$0.00	7	R\$0.00	8	R\$0.00
---	---------	---	---------	---	---------	---	---------	---	---------	---	---------	---	---------	---	---------

\* Method: **VA - Visa** VISA

\* Expiration: XX/XX  Card Present

Card Number: XXXXXXXXXXXX6635 **8**

\* Amount: 0.00 BRL

Apply Payment

The screenshot shows a web application interface for a hotel reception system. A dropdown menu is open, listing various payment methods. The 'MCM - MasterCard Manual' option is highlighted with a red box and a red number '9'. Below the dropdown, a form for manual payment entry is visible. It includes fields for card number, expiration date, cardholder name, and amount. A yellow text box is overlaid on the form, providing instructions in Portuguese. The background shows a reservation list with columns for item number, card type, and amount.

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No caso, essa cobrança foi feita por maquininha de cartão no crédito com a bandeira mastercard.  
Iremos selecionar o tipo para continuar.

AXM - American Express Manual  
DCM - Diner's Club Manual  
ECM - Elo Credito Manual  
ELM - ELO Debito Manual  
**MCM - MasterCard Manual**  
RDM - Rede Shop Manual  
VCM - Visa Credito Manual  
VEM - Visa Electron Manual  
PTS - Pontos  
PIXO - PIX ONLINE  
PIXQR - PIX QR CODE REDE  
AX - American Express  
DC - Diner's Club  
EC - Elo Credito  
ED - ELO Debito  
HP - Hipercard  
JC - JCB International Credit Card  
MC - MasterCard  
RD - Rede Shop  
VA - Visa  
VA - Visa

\* Expiration: XX/XX  Card Present  
Card Reader: Select a Card Reader  
Credit Card Terminal

\* Amount: 0.00 BRL  
Reference:   
Supplement:

Apply Payment

Item	Card Type	Amount
1	VISA VA	R\$0.00
2		R\$0.00
3		R\$0.00
4		R\$0.00
5		R\$0.00
6		R\$0.00
7		R\$0.00
8		R\$0.00

Após selecionar o método de pagamento, vamos informar no campo 10 **AMOUNT**, o valor.

No campo 11 **REFERENCE**, iremos informar o CV do recibo.

Por fim, iremos aplicar o pagamento no campo 12.

The screenshot shows a web browser window with the URL <https://sistemahotelrecepcao.com>. The page displays a payment form for "José da Silva" for Room 0229. The form includes a table with 5 columns, each containing "R\$0.00". Below the table, there are several input fields: "Method" (MCM - MasterCard Manual), "Amount" (596.19 BRL), "Reference" (cv 16895498), and "Apply Payment" button. A yellow callout box with text instructions is overlaid on the form. The form also includes fields for "Card Number", "Card Holder", "Expiration", and "Card Present".

1	2	3	4	5
VISA VA	R\$0.00	R\$0.00	R\$0.00	R\$0.00
R\$0.00				

\* Method: MCM - MasterCard Manual

\* Amount: 596.19 BRL

Reference: cv 16895498

Apply Payment

The screenshot shows a web application for hotel management. The main header includes navigation menus for Client Relations, Bookings, Front Desk, Inventory, Financials, Miscellaneous, and Reports. The user profile for José da Silva is visible, along with contact information and a balance of R\$0.00. The central part of the screen displays a payment entry form for Room 0229, with a table of charges (all R\$0.00) and a 'Report Destination' pop-up window. The pop-up window has a close button (X) highlighted with a red box. A yellow callout box at the bottom explains that this pop-up can be closed after applying the payment.

Payment of da Silva, José for Room 0229

1	2	3	4	5	6	7	8
VISA VA	R\$0.00	R\$0.00	R\$0.00	R\$0.00	R\$0.00	R\$0.00	R\$0.00
R\$0.00							

Report Destination

Destinations

- Preview to Print
- Email
- Download

Process

Após aplicar o pagamento, pode fechar este pop up no x, pois este pop up serve para imprimir o comprovante de lançamento no sistema e este não é necessário.

Payment of da Silva, José for Room 0229

1	VISA VA	2	RS0.00	3	RS0.00	4	RS0.00	5	RS0.00	6	RS0.00	7	RS0.00	8	RS0.00
-R\$596.19															

\* Method: VA - Visa (VISA)  
\* Expiration: XX/XX  
\* Amount: -596.19 BRL  
\* Reference: [Empty]  
\* Supplement: [Empty]

Code	Description	Posted Amount	Status	Window	Print Receipt
5689	MasterCard Manual	R\$596.19	Posted on 10-11-2025	1	Print Receipt

Aqui vemos o lançamento e podemos sair desta tela no campo 14.

# Lançar pagamento - Manual

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Anterior

Iniciar Simulador

Client Relations Bookings Front Desk Inventory Financials Miscellaneous Reports

**José da Silva**  
A2 308654859638545 | Rua Brasília, 345, Bairro Centro, Casa, SP, BR | @josedasilva@gmail.com | 11999576936

Confirmation: 117120577 | Status: Checked In | Room: 0229 | Balance: -R\$596.19

Sort By: Default | Views: [Grid] [List]

1 VISA VA da Silva, José -R\$596.19

Post Charge | Information Folio

Date	Code	Description	Amount	Supplement	Reference
10-11	5689	* MasterCard Manual	-596.19		cv 16895498

1 results

Move Charges

- Windows
- Other Reservations

Drag and drop postings from one window to another window.

- 1 VISA VA -R\$596.19
- 2 R\$0.00
- 3 R\$0.00
- 4 R\$0.00
- 5 R\$0.00
- 6 R\$0.00
- 7 R\$0.00
- 8 R\$0.00

Post Charge | Post Payment

Pronto, está lançado.

É necessário lançar um pagamento como este quando cobramos do hóspede qualquer coisa por meio de maquininha de cartão ou em dinheiro.

Então cobramos do hóspede, imprimimos o recibo da maquininha e informamos os dados do recibo no sistema.

The screenshot shows a web browser window with the URL <https://sistemahotelrecepcao.com>. The page features a navigation menu with options: Client Relations, Bookings, Front Desk, Inventory, Financials, Miscellaneous, and Reports. The main content area displays a dashboard for user 'Joao' with the following data:

- In House (Occupied):** 30 Rooms (40 Adults, 8 Children)
- Arrivals:** 56 (2 Adults, 54 Expected Arrivals)
- Departures:** 10 Rooms (16 Adults, 2 Children) Expected; 0 Rooms (0 Adults, 0 Children) Checked Out
- Max. Available Rooms:** 187

The screenshot shows a web browser window with the URL <https://sistemahotelrecepcao.com>. The page title is "HOTEL recepcao". The navigation menu includes "Client Relations", "Bookings", "Front Desk", "Inventory", "Financials", "Miscellaneous", and "Reports". The "Front Desk" menu is open, showing options: "Arrivals", "Departures", "Front Desk Workspace", "In House", and "Walk In Reservation".

The main content area displays a dashboard with the following data:

- In House (Occupied):** 30 Rooms (40 Adults, 8 Children)
- Arrivals:** 56 (2 Adults, 54 Expected Arrivals)
- Departures:** 10 Rooms (16 Adults, 2 Children) Expected Departures; 0 Rooms (0 Adults, 0 Children) Checked Out
- Max. Available Rooms:** 187

The screenshot shows a web browser window with the URL <https://sistemahotelrecepcao.com>. The browser's address bar includes search, volume, star, and user profile icons, with a 'Sign in' button. The website's navigation menu includes 'HOTEL recepcao' and several dropdown menus: 'Client Relations', 'Bookings', 'Front Desk', 'Inventory', 'Financials', 'Miscellaneous', and 'Reports'. The breadcrumb trail reads 'Home / Front Desk / In House', with a 'Back to Home' link. The main section is titled 'In House' and features a search bar with a settings gear icon. Below the search bar is a form with the following fields:

Name	Confirmation Number <small>Conf / Cxl / External</small>	Travel Agent	Room Type	Block Code
First Name	Company	Source	Room	Membership Number

At the bottom right of the form are 'Reset' and 'Search' buttons.

The screenshot shows a web browser window with the URL <https://sistemahotelrecepcao.com>. The browser's address bar includes search, volume, star, and sign-in icons. The website's header features the 'HOTEL recepcao' logo and a navigation menu with items: Client Relations, Bookings, Front Desk, Inventory, Financials, Miscellaneous, and Reports. Below the header, a breadcrumb trail reads 'Home / Front Desk / In House' with a 'Back to Home' link. The main content area is titled 'In House' and includes a search bar and a form with the following fields:

- Name:
- Confirmation Number:
- Travel Agent:
- Room Type:  (with a magnifying glass icon)
- Block Code:  (with a magnifying glass icon)
- First Name:
- Company:
- Source:
- Room:
- Membership Number:

At the bottom right of the form, there are 'Reset' and 'Search' buttons.

The screenshot shows a web browser window with the URL <https://sistemahotelrecepcao.com>. The page title is "HOTEL recepcao". The navigation menu includes: Client Relations, Bookings, Front Desk, Inventory, Financials, Miscellaneous, and Reports. The breadcrumb trail is: Home / Front Desk / In House. The main section is titled "In House" and contains a search bar with "Room 0229" entered. Below the search bar, there are "Modify Search Criteria" and "Search" buttons. The "Sort By" dropdown is set to "Arrival Date and ETA descending". The "Views" section shows a grid view selected. The table below displays reservation details for room 0229.

<input type="checkbox"/>	I Want To...	Room	Confirmation Number	Name	Arrival	Departure	Room Type	Rate	Balance	Adults	Children	Room Type to Charge	Reservation Type	Membership Type	External R
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12	<input checked="" type="checkbox"/> 0229	117120577	da Silva, José	10-11-2025	11-11-2025	DBE	R\$291.60	R\$0.00	1	0	DBB	Checked In	

The screenshot displays a web application interface for a hotel management system. The browser address bar shows the URL <https://sistemahotelrecepcao.com>. The main navigation menu includes: HOTEL recepcao, Client Relations, Bookings, Front Desk, Inventory, Financials, Miscellaneous, and Reports. The current page is titled "Billing" and shows details for a guest named José da Silva. The guest's contact information includes a phone number (A2 308654859638545), an address (Rua Brasília, 345, Bairro Centro, Casa, SP, BR), an email address (josedasilva@gmail.com), and a phone number (11999576936). The booking status is "Checked In" for room 0229, with a balance of R\$0.00. The arrival date is 10-11-2025 (Monday) and the departure date is 11-11-2025 (Tuesday). The room type is DBE, and the rate is R\$291.60 (Fixed Rate). The interface also features a "Show Less" button, a "Hide Unpopulated" option, and a navigation menu for reservation details (Additional Information, Packages, Stay Details, Confirmation Letters, Daily Details, External References, Item Inventory, Linked Reservation, Shares, Track It, Transportation). The Billing section includes Deposit / Cancellation, Payment Instructions, Fixed Charges, and Routing Instructions. The Profile section includes Communication, Future & Past Stays, Linked Profiles, and Membership. The Notifications section includes Notes, Alerts, Attachments, and Traces. At the bottom, there is a table with one row showing a charge for "1 VISA VA da Silva, José" with a balance of R\$0.00. The table has buttons for "Post Charge" and "Information Folio". A "Move Charges" button is also present. The bottom right corner has buttons for "Post Charge" and "Post Payment".

Home / Front Desk / In House / Billing Back to In House

### Billing

Notifications Help Page Refresh

**José da Silva** I Want To...

A2 308654859638545 Rua Brasília, 345, Bairro Centro, Casa, SP, BR @josedasilva@gmail.com 11999576936

Confirmation: **117120577**      Status: **Checked In**      Room: **0229**      Balance: **R\$0.00**

Show Less

Arrival	Expected Departure Time	Room Type to Charge	Rate	Block Code	Membership Type	Member Number
10-11-2025 Mon	—	DBB (Charged)	R\$291.60	—		
11-11-2025 Tue	Room Type: DBE	Rate Code	Fixed Rate			

Hide Unpopulated

Reservation: **Additional Information** | Packages (1) | **Stay Details** | Confirmation Letters | Daily Details | External References | Item Inventory | Linked Reservation | Shares | Track It | Transportation

Billing: **Deposit / Cancellation (2)** | **Payment Instructions** | Fixed Charges | Routing Instructions

Profile: **Communication (3)** | **Future & Past Stays (2)** | **Linked Profiles (1)** | **Membership (2)** | Accompanying Profiles | Preferences

Notifications: **Notes (3)** | Alerts | Attachments | Traces

Move Charges

Sort By:	Views:
Default	<input type="checkbox"/> <input type="checkbox"/>

1 VISA VA da Silva, José	R\$0.00
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Post Charge Information Folio

Post Charge Post Payment

The screenshot displays a web application for hotel management. At the top, there is a navigation menu with options: Client Relations, Bookings, Front Desk, Inventory, Financials, Miscellaneous, and Reports. Below this, a client profile for José da Silva is shown, including contact information and a confirmation number (117120577). The status is 'Checked In' and the room is '0229'. The balance is 'R\$0.00'. A 'Move Charges' button is visible in the top right corner of the main content area.

The main content area features a 'Folio Window' for '1 VISA VA da Silva, José' with a balance of 'R\$0.00'. The window contains the text 'No postings exist for this folio window.' and buttons for 'Post Charge' and 'Information Folio'. The interface also includes a 'Sort By' dropdown set to 'Default' and 'Views' options.

On the right side, there is a sidebar with a 'Move Charges' section. It contains two radio buttons: 'Windows' (selected) and 'Other Reservations'. Below this, there is a list of reservation windows numbered 1 through 8, each with a balance of 'R\$0.00'. A 'Post Charge' button and a 'Post Payment' button are located at the bottom right of the interface.

The screenshot shows a web browser window with the URL <https://sistemahotelrecepcao.com>. The page header includes the hotel logo and navigation menus for Client Relations, Bookings, Front Desk, Inventory, Financials, Miscellaneous, and Reports. The user profile for José da Silva is visible, including contact information and a confirmation number 117120577. The main content area displays a summary for Room 0229, which is checked in, with a current balance of R\$0.00. A modal window titled "Payment of da Silva, José for Room 0229" is open, showing a table of charges and a payment form. The table has 8 columns, with the first column labeled "1 VISA VA" and containing "R\$0.00", while the other columns are labeled 2 through 8 and each contains "R\$0.00". The payment form includes fields for Method (VA - Visa), Expiration (XX/XX), Card Number (XXXXXXXXXXXX6635), Card Holder, Reference, and Supplement. A "Card Reader" section offers to "Select a Card Reader" (Credit Card Terminal). The amount field is set to 0.00 BRL. An "Apply Payment" button is at the bottom right of the modal. In the background, a list of charges is visible, with the first item being "1 VISA VA" for "R\$0.00". At the bottom right of the page, there are buttons for "Post Charge" and "Post Payment".

1	2	3	4	5	6	7	8
VISA VA R\$0.00	R\$0.00	R\$0.00	R\$0.00	R\$0.00	R\$0.00	R\$0.00	R\$0.00

**\* Method**  
VA - Visa **VISA**

**\* Expiration**  
XX/XX  Card Present

**Card Number**  
XXXXXXXXXXXX6635

**\* Amount**  
0.00 BRL

**Reference**

**Supplement**

**Card Reader**  
Select a Card Reader  
Credit Card Terminal

**Apply Payment**

The screenshot displays a web application for hotel reception. A modal window is open for processing a payment. The background shows a user profile for José da Silva and a list of charges, all with a value of R\$0.00. The modal window is titled "229" and contains the following fields and options:

- Card Type:** A dropdown menu is set to "VA - Visa".
- Card Number:** A text field containing "XXXXXXXXXXXX6635".
- Expiration:** A field with "XX/XX" and a "Card Present" checkbox.
- Card Holder:** An empty text field.
- Card Reader:** A section with a "Select a Card Reader" button and the text "Credit Card Terminal".
- Amount:** A field showing "0.00 BRL".
- Reference:** An empty text field.
- Supplement:** An empty text field.
- Buttons:** "Clear", "Get Token", and "Apply Payment".

At the bottom of the page, there are buttons for "Post Charge" and "Post Payment".

The screenshot displays a web browser window with the URL <https://sistemahotelrecepcao.com>. The page header includes the hotel logo and navigation menus for Client Relations, Bookings, Front Desk, Inventory, Financials, Miscellaneous, and Reports. The user profile for José da Silva is visible, showing contact information and a balance of R\$0.00. A modal window titled "Payment of da Silva, José for Room 0229" is open, featuring a table of 8 payment items, each valued at R\$0.00. Below the table, there are input fields for payment method (MCM - MasterCard Manual), card details, amount (0.00 BRL), and a reference field. An "Apply Payment" button is located at the bottom right of the modal. The background interface shows a list of charges and a sidebar with window management options.

Client Relations | Bookings | Front Desk | Inventory | Financials | Miscellaneous | Reports

**José da Silva**  
A2 308654859638545 | Rua Brasília, 345, Bairro Centro, Casa, SP, BR | @josedasilva@gmail.com | 11999576936

Confirmation: 117120577 | Status: Checked In | Room: 0229 | Balance: R\$0.00

### Payment of da Silva, José for Room 0229

1	VISA VA	R\$0.00	2	R\$0.00	3	R\$0.00	4	R\$0.00	5	R\$0.00	6	R\$0.00	7	R\$0.00	8	R\$0.00
---	---------	---------	---	---------	---	---------	---	---------	---	---------	---	---------	---	---------	---	---------

\* Method: MCM - MasterCard Manual

Expiration:   Card Present

Card Reader: [Select a Card Reader](#)  
Credit Card Terminal

\* Amount:  BRL

Reference:

Supplement:

[Apply Payment](#)

Views:

[Post Charge](#) | [Information Folio](#)

[Move Charges](#)

- Windows
- Other Reservations

Drag and drop postings from one window to another window.

1	VISA VA	R\$0.00
2	R\$0.00	
3	R\$0.00	
4	R\$0.00	
5	R\$0.00	
6	R\$0.00	
7	R\$0.00	
8	R\$0.00	

[Post Charge](#) | [Post Payment](#)

The screenshot displays a web browser window with the URL <https://sistemahotelrecepcao.com>. The page header includes the hotel logo and navigation menus: Client Relations, Bookings, Front Desk, Inventory, Financials, Miscellaneous, and Reports. The main header area shows the client's name, José da Silva, and contact information. Below this, a summary bar displays the confirmation number (117120577), status (Checked In), room number (0229), and balance (R\$0.00).

A modal window titled "Payment of da Silva, José for Room 0229" is open in the center. It features a table with 8 columns, each representing a payment line item. The first column is highlighted in blue and contains the text "1 VISA VA" and "R\$0.00". The remaining seven columns are labeled "2" through "8" and each contains "R\$0.00".

Below the table, the modal contains several form fields:

- \* Method:** A dropdown menu set to "MCM - MasterCard Manual".
- Expiration:** A text input field.
- Card Present:** A checkbox.
- Card Reader:** A section with a "Select a Card Reader" button and the text "Credit Card Terminal".
- Card Holder:** A text input field.
- \* Amount:** A text input field containing "596.19" and "BRL".
- Reference:** A text input field.
- Supplement:** A text input field.

At the bottom right of the modal is an "Apply Payment" button. In the background, a list of charges is visible, with the first item being "1 VISA VA" for "R\$0.00". At the bottom of the page, there are "Post Charge" and "Post Payment" buttons.

The screenshot shows a web browser window with the URL <https://sistemahotelrecepcao.com>. The page header includes the hotel logo and navigation menus: Client Relations, Bookings, Front Desk, Inventory, Financials, Miscellaneous, and Reports. The user profile for José da Silva is visible, including contact information and a balance of R\$0.00. A modal window titled "Payment of da Silva, José for Room 0229" is open, displaying a table of charges and a payment form.

1	2	3	4	5	6	7	8
VISA VA							
R\$0.00	R\$0.00	R\$0.00	R\$0.00	R\$0.00	R\$0.00	R\$0.00	R\$0.00

**\* Method**  
MCM - MasterCard Manual  Card Present  
Card Reader: Select a Card Reader (Credit Card Terminal)

**\* Amount**  
596.19 BRL  
Reference: cv 16895498

Buttons: [Apply Payment](#), [Post Charge](#), [Post Payment](#)

The screenshot displays a web-based hotel management system interface. At the top, there's a navigation menu with options like Client Relations, Bookings, Front Desk, Inventory, Financials, Miscellaneous, and Reports. Below this, a user profile for José da Silva is visible, including contact information and a confirmation number (117120577). The main area shows a payment simulation for Room 0229. A table lists charges, with the first one being a VISA VA card for R\$0.00. A 'Report Destination' dialog box is open, showing three options: 'Preview to Print' (selected), 'Email', and 'Download'. A 'Process' button is at the bottom of the dialog. In the background, there are fields for 'Method' (MCM - MasterCard Manual), 'Card Number', 'Amount' (596.19 BRL), and 'Reference' (cv 16895498). An 'Apply Payment' button is also visible. On the right side, there are additional options like 'Move Charges', 'Views', and 'Information Folio'.

The screenshot displays a web application for hotel reception. At the top, there is a navigation menu with options: Client Relations, Bookings, Front Desk, Inventory, Financials, Miscellaneous, and Reports. Below the menu, the user profile for José da Silva is visible, including contact information and a confirmation number (117120577). The main area shows a payment simulation for Room 0229. A modal window titled "Payment of da Silva, José for Room 0229" is open, featuring a table of charges and a form for payment details.

1	2	3	4	5	6	7	8
VISA VA	R\$0.00	R\$0.00	R\$0.00	R\$0.00	R\$0.00	R\$0.00	R\$0.00
-R\$596.19							

**\* Method**  
VA - Visa **VISA**

**\* Expiration**  
XX/XX  Card Present

**Card Reader**  
Select a Card Reader  
Credit Card Terminal

**\* Amount**  
-596.19 BRL

**\* Reference**

**Supplement**

**View Options**

Code	Description	Posted Amount	Status	Window
5689	MasterCard Manual	R\$596.19	Posted on 10-11-2025	1

Print Receipt

Apply Payment

**HOTEL recepcao** Client Relations Bookings Front Desk Inventory Financials Miscellaneous Reports

**José da Silva** A2 308654859638545 Rua Brasília, 345, Bairro Centro, Casa, SP, BR @:josedasilva@gmail.com 11999576936

Confirmation: 117120577 Status: Checked In Room: 0229 Balance: -R\$596.19

Sort By: Default Views: 1 results

Date	Code	Description	Amount	Supplement	Reference
10-11	5689	* MasterCard Manual	-596.19		cv 16895498

1 **VISA VA** da Silva, José -R\$596.19

Post Charge | Information Folio

Windows  
Other Reservations

Drag and drop postings from one window to another window.

- 1 **VISA VA** -R\$596.19
- 2 R\$0.00
- 3 R\$0.00
- 4 R\$0.00
- 5 R\$0.00
- 6 R\$0.00
- 7 R\$0.00
- 8 R\$0.00

Post Charge Post Payment