

AR Accounts

Go to **FRONT DESK | AR Accounts** to manage Accounts Receivables. AR Accounts are used for keeping track of [Direct Bill](#) payments made by Companies to Individual, Group or House Account Folios.

The AR Accounts keeps a record of the individual charges to the Direct Bill Account and the corresponding payments made.

To use the AR Accounts, you will first need to have a company set up and a Direct Bill payment applied to a booking folio.

- First set up a company in **SETUP | RELATIONSHIPS | COMPANIES**. See [Companies](#).
- These Companies will appear in the AR Accounts List. See [AR Accounts List](#)
Once you have chosen a company that has an active AR Account, you will be able to use this company as the Guarantee method and will be able to select the payment type DB:Company Name in the payments field.Go to Direct Bills to learn more. See the [Company section in the Setup area](#).
- Apply a payment from the Company using Direct Bill as the payment type to setup an AR Account.

Front Desk Tab

There are several functions to become familiar with in the AR Account area.

- [AR Accounts List](#)
- [AR Statements](#)
- [AR Payments](#)

Receiving Payments for Direct Bill Accounts

We use an open-item invoicing system. This means that charges can be grouped into invoices and then paid off individually. Invoices will generally only be used if the company paying requires it or if there are an excessive number of Uninvoiced charges. If a payment closes out an invoice exactly, it can be applied to the entire invoice. Otherwise, payment must be applied to the charges they are intended for. This system ensures proper accounting. see [Direct Billing](#) and [Guaranteed By](#)

The screenshot shows the 'AR Accounts (OPEN)' section of a software interface. At the top, there are navigation tabs: 'Front Desk', 'Booking', 'Reports', 'Arrivals', 'In House', and 'Departures'. A search bar and 'System Date: 09-APR-2014' are also visible. Below the tabs, a secondary navigation bar includes 'Front Desk', 'Phone List', 'Housekeeping', 'AR Accounts' (highlighted), 'House Accounts', 'Pass On Log', and 'Night Audit'. The main content area displays a table of AR Accounts. The table has five columns: 'Account Name', 'Credit Limit', 'Available Credit', 'Receivables', and 'Open Folios'. The data rows are: BookingCenter (Credit Limit: \$10000.00, Available Credit: \$9143.00, Receivables: \$857.00, Open Folios: 3), CLC (Credit Limit: \$100000.00, Available Credit: \$99827.49, Receivables: \$172.51, Open Folios: 1), IDEA (Credit Limit: \$500.00, Available Credit: \$500.22, Receivables: \$-0.22, Open Folios: 1), Niagara Falls (Credit Limit: \$2000.00, Available Credit: \$1006.73, Receivables: \$993.27, Open Folios: 2), and Starbucks (Credit Limit: \$10000.00, Available Credit: \$8496.94, Receivables: \$1503.06, Open Folios: 5). A 'Show All Accounts' link is located at the top right of the table area.

Account Name ▲	Credit Limit	Available Credit	Receivables	Open Folios
BookingCenter	\$10000.00	\$9143.00	\$857.00	3
CLC	\$100000.00	\$99827.49	\$172.51	1
IDEA	\$500.00	\$500.22	\$-0.22	1
Niagara Falls	\$2000.00	\$1006.73	\$993.27	2
Starbucks	\$10000.00	\$8496.94	\$1503.06	5