AR Statements

Understanding AR Account Statements

AR statements are easily managed with the MyPMS system. When a Company is created, a corresponding AR Account is automatically setup in AR Accounts.

When a Direct Bill payment is applied to a booking in the Folio, then then a statement will automatically be created for Direct Bill payment with the guest details and amount.

The Statements displayed for each Company are listed by most recent date charge and will add to the current non-statemented Invoices.

From the AR page you can directly export a statement to PDF, XSL, CSV format or click on HTML and the system will open the statement in a new printer friendly window.

Front Desk Tab

Statements (OPEN)

- Statement #: Number assigned to statement
- Open Folios: Number of open folios for all AR accounts
- Total: Total \$ amount of each Statement.
- Balance: Balance of Statement, this is amount due or credit balance of AR account.
- Statement: Export to PDF, EXCEL or as a CSV file. Click on HTML to open in a new browser window and quickly email the Statement to someone.

Statements will display OPEN Statements by default (See figure 1). To see all Statements click on Show Closed | Show All. (See figure 2)

Figure 1. Statements (OPEN)

nt Desk Booking Reports An	rivals In House Departure	es	Search	System Date: 20-JUL-2014
t Desk Phone List Housekee	ping AR Accounts	House Account	ts Pass	On Log Night Audit
Back to AR Account List				
ookingCenter : Accounts Re	ceivables			
edit Limit: 10000.00 Available Credit: !	9143.00 Receivables: 857	7.00 Open Foli	os: 3	
Statements (OPEN)				Show Closed Sho
Statement #	Open Folios	Total	Balance	Statement
Statement # Non-Statemented Invoices	Open Folios 1	Total 3309.38	Balance 312.00	Statement PDF/ Excel/ CSV/ HTML
Statement # Non-Statemented Invoices 22195	Open Folios 1 1	Total 3309.38 550.00	Balance 312.00 550.00	Statement PDF/ Excel/ CSV/ HTML PDF/ Excel/ CSV/ HTML
Statement # Non-Statemented Invoices 22195 2281	Open Folios 1 1 1	Total 3309.38 550.00 -5.00	Balance 312.00 550.00 -5.00	Statement PDF/ Excel/ CSV/ HTML PDF/ Excel/ CSV/ HTML PDF/ Excel/ CSV/ HTML
Statement # Non-Statemented Invoices 22195 2281	Open Folios 1 1 1	Total 3309.38 550.00 -5.00	Balance 312.00 550.00 -5.00	Statement PDF/ Excel/ CSV/ HTML PDF/ Excel/ CSV/ HTML PDF/ Excel/ CSV/ HTML
Statement # Non-Statemented Invoices 22195 2281 tems	Open Folios 1 1 1	Total 3309.38 550.00 -5.00	Balance 312.00 550.00 -5.00	Statement PDF/ Excel/ CSV/ HTML PDF/ Excel/ CSV/ HTML PDF/ Excel/ CSV/ HTML
Statement # Non-Statemented Invoices 22195 2281 tems Click on a statement above to see the it	Open Folios 1 1 1 1 ems and/or add payments	Total 3309.38 550.00 -5.00	Balance 312.00 550.00 -5.00	Statement PDF/ Excel/ CSV/ HTML PDF/ Excel/ CSV/ HTML PDF/ Excel/ CSV/ HTML

Statements (CLOSED)

- Statement #: Number assigned to statement
- Open Folios: Number of open folios for all AR accounts
- Total: Total \$ amount of each Statement.
- Balance: Balance of Statement, this is amount due or credit balance of AR account.
- Statement: Export to PDF, EXCEL or as a CSV file. Click on HTML to open in a new browser window.

Statements which are shadowed are closed statements, they have been paid in full and have a zero balance. Click on the History link to view the payment history for each Folio. OPEN Statements show in black text and with a balance.

Figure 2. Statements (AII)

Back to AR Account List					
ookingCenter : Accounts R	eceivables				
redit Limit: 10000.00 Available Credit	: 9143.00 Receivables: 85	57.00 Open F	olios: 3		
Statements (ALL)				Show Open Sho	ow Closed
Statement #	Open Folios	Total	Balance	Statement	
Non-Statemented Invoices	1	3309.38	312.00	PDF/ Excel/ CSV/ HTML	
14173	0	126.50	0.00	PDF/ Excel/ CSV/ HTML	
22195	1	550.00	550.00	PDF/ Excel/ CSV/ HTML	
5561	0	280.50	0.00	PDF/ Excel/ CSV/ HTML	
22194	0	541.13	0.00	PDF/ Excel/ CSV/ HTML	
2282	0	10.00	0.00	PDF/ Excel/ CSV/ HTML	
Items					
Click on a statement above to see the	items and/or add payments				

Individual Statements

Each statement in list contains the bookings that are associated with the statement. All bookings that have not been associated to specific statement will be listed under "Non-Statemented Invoices". To see the individual bookings and to make payments to the statement, click on the statement and it will expand and display a summary of the bookings with the balance due. Here you can print the statement or enter payments. See AR Payments

Each Statement can be opened as HTML, EXCEL, CSV or printed to PDF.

- "Print Statement"-Displays summary list of all bookings in the Statement
 "Print Detailed Satement" Displays a summary list of all bookings in the Statement AND the details of each Folio referenced in the summary statement. Therefore, if you have a Company that wishes for a summary and all of the detailed folio info to be sent with the Statement, use the Print Detailed Statement, and choose either HTML (to print and email a quick copy) or Excel to send an editable and easily modifiable version.

Statements (OPEN) Show Closed Show /										
Statement # Open For Non-Statemented Invoices			lios To	tal Balanc	e Stateme	Statement PDF/ Excel/ CSV/ HTML / Custom				
			4 \$8812	.32 \$2481.5	2 PDF/ Ex					
Non	-Statemented l	nvoices(/	ALL)	ſ	Show Open Sh	ow Closed	Print Statem	ent	Print Detailed State	men
	Description	Folio #	Confirmation #	Arrival	Departure	Total	Balance	Þ	Pay	
	Johnson Roman	<u>3118536</u>	13501	17-OCT-2014	21-OCT-2014	\$0.00	\$0.00		Hi	story
	Jones Mary	<u>3288389</u>	23012	03-FEB-2015	08-FEB-2015	\$1680.00	\$0.00		Hi	story
	Pagel Jay	<u>3652211</u>	44002	03-SEP-2015	08-SEP-2015	\$446.25	\$0.00		Hi	story
	Johnson Eric	<u>3579447</u>	34509	04-SEP-2015	08-SEP-2015	\$3105.20	\$0.00		Hi	story
	Johnson Erica	<u>3700688</u>	49002	14-SEP-2015	18-SEP-2015	\$404.60	\$0.00		Hi	story
	Williams Kim	<u>4185203</u>	68014	05-MAY-2016	06-MAY-2016	\$178.50	\$0.00		Hi	story
	Johnson Erica	<u>4185103</u>	68010	07-MAY-2016	12-MAY-2016	\$516.25	\$0.00		Hi	story
	Smith Joe	<u>4337098</u>	74002	03-JUL-2016	07-JUL-2016	\$392.72	\$392.72	Þ	S Hi	story
	Smith John	<u>4329439</u>	73002	03-JUL-2016	07-JUL-2016	\$476.00	\$476.00	Þ	S Hi	story
	Willis Brad	<u>5047743</u>	96005	05-JUN-2017	08-JUN-2017	\$1568.00	\$1568.00	Ф	S Hi	story
	Johnson Erica	4849170	93505	06-NOV-2017	10-NOV-2017	\$44.80	\$44.80	Þ	S Hi	story
Trar	sfer checked iter	ms to Se	lect From List 👻		Total	\$8812.32	\$2481.52		\$	