Companies

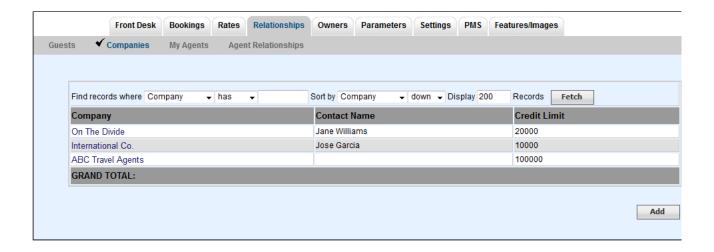Go to **SETUP | RELATIONSHIPS | COMPANIES** to set up a new Company.

A Company must first be setup in order to use Direct Bill as a Receipt Type in Guaranteed By and a corresponding AR Account. See Guaranteed By, Direct Bill and AR Accounts.

The minimum required information when adding a new Company is **Company Name** and **Credit Limit**. However, it is good practice to enter at least Contact First and Last name, Address and Phone number.

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.

In this section

- **Company**: Contact First and Last name, Address, Phone, Fax number.
- **Contact Name:** Enter TAX I.D. # without dashes.
- **Credit Limit:** The Credit Limit field determines the total amount of credit is being extended to the company. If no value is entered it defaults to 0 and Direct Bill receipts cannot be posted. When you enter a credit limit an AR Account is automatically opened for that Company, and Direct Bill receipts up to the available credit limit can be posted.

Front Desk	Bookings	Rates	Relationships	Owners	Parameters	Settings	PMS	Features/Images

Guests ✔ Companies   My Agents   Agent Relationships

Find records where Company ▾ has ▾ [   ] Sort by Company ▾ down ▾ Display 200 Records [Fetch]

Company	Contact Name	Credit Limit
On The Divide	Jane Williams	20000
International Co.	Jose Garcia	10000
ABC Travel Agents		100000
GRAND TOTAL:		

[Add]

To Add a new Company, click Add and a new screen will appear to enter a new company. Red asterisk indicates required fields.

- * **Company Name:** Enter the Company Name as you want it to appear on Direct Bill and AR Accounts.
- **Contact Information**: Contact First and Last name, Address, Phone, Fax number.
- **TAX I.D.:** Enter TAX I.D. # without dashes.
- * **Credit Limit:** The Credit Limit field determines the total amount of credit is being extended to the company. If no value is entered it defaults to 0 and Direct Bill receipts cannot be posted. When you enter a credit limit an AR Account is automatically opened for that Company, and Direct Bill receipts up to the available credit limit can be posted.
- **Notes:** Optional Notes on company
- Click **Save** to add Company.

Company Name:		Email:	
Contact First Name:		Phone:	
Contact Last Name:		Fax:	
Address Line:		Tax ID:	
City:		Credit Limit:	0
State:			
Zip Code:		Country	United States

Notes:

Save