

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)

Front DeskBookingReportsArrivalsIn HouseDeparturesSearchSystem Date: 20-JUL-2014

Front DeskPhone ListHousekeepingAR AccountsHouse AccountsPass On LogNight Audit

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BookingCenter : Accounts Receivables

Credit Limit: 10000.00 Available Credit: 9143.00 Receivables: 857.00 Open Folios: 3

Statements (OPEN)Show Closed | Show All

Statement #	Open Folios	Total	Balance	Statement
Non-Statemented Invoices	1	3309.38	312.00	PDF/ Excel/ CSV/ HTML
22195	1	550.00	550.00	PDF/ Excel/ CSV/ HTML
2281	1	-5.00	-5.00	PDF/ Excel/ CSV/ HTML

Items

Click on a statement above to see the items and/or add payments

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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 (All)

Front Desk

Booking

Reports

Arrivals

In House

Departures

Search

System Date: 20-JUL-2014

Front Desk

Phone List

Housekeeping

AR Accounts

House Accounts

Pass On Log

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BookingCenter : Accounts Receivables

Credit Limit: 10000.00 Available Credit: 9143.00 Receivables: 857.00 Open Folios: 3

Statements (ALL)

Show Open | Show 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

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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 Statement" - 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.

[Front Desk](#)[Booking](#)[Reports](#)[Arrivals](#)[In House](#)[Departures](#)

System Date: 19-OCT-2017

[Front Desk](#)[Phone List](#)[Housekeeping](#)[AR Accounts](#)[House Accounts](#)[Pass On Log](#)[Night Audit](#)[<< Back to AR Account List](#)

International Co. : Accounts Receivables

Credit Limit: \$10000.00 Available Credit: \$7518.48 Receivables: \$2481.52 Open Folios: 4

Statements (OPEN)

[Show Closed](#) | [Show All](#)

Statement #	Open Folios	Total	Balance	Statement
Non-Statemented Invoices	4	\$8812.32	\$2481.52	PDF / Excel / CSV / HTML / Custom

Non-Statemented Invoices(ALL)

[Show Open](#) | [Show Closed](#) | [Print Statement](#) | [Print Detailed Statement](#)

☐	Description	Folio #	Confirmation #	Arrival	Departure	Total	Balance		Pay
☐	Johnson Roman	3118536	13501	17-OCT-2014	21-OCT-2014	\$0.00	\$0.00		History
☐	Jones Mary	3288389	23012	03-FEB-2015	08-FEB-2015	\$1680.00	\$0.00		History
☐	Pagel Jay	3652211	44002	03-SEP-2015	08-SEP-2015	\$446.25	\$0.00		History
☐	Johnson Eric	3579447	34509	04-SEP-2015	08-SEP-2015	\$3105.20	\$0.00		History
☐	Johnson Erica	3700688	49002	14-SEP-2015	18-SEP-2015	\$404.60	\$0.00		History
☐	Williams Kim	4185203	68014	05-MAY-2016	06-MAY-2016	\$178.50	\$0.00		History
☐	Johnson Erica	4185103	68010	07-MAY-2016	12-MAY-2016	\$516.25	\$0.00		History
☐	Smith Joe	4337098	74002	03-JUL-2016	07-JUL-2016	\$392.72	\$392.72		\$ History
☐	Smith John	4329439	73002	03-JUL-2016	07-JUL-2016	\$476.00	\$476.00		\$ History
☐	Willis Brad	5047743	96005	05-JUN-2017	08-JUN-2017	\$1568.00	\$1568.00		\$ History
☐	Johnson Erica	4849170	93505	06-NOV-2017	10-NOV-2017	\$44.80	\$44.80		\$ History
Transfer checked items to Select From List						Total	\$8812.32	\$2481.52	\$

Payments

* Payment Amount: *Enter Amounts Paid in the above table*

Balance Amount: \$2481.52

Description: