

# City Ledger- Account Overview

This article provides a basic overview of City Ledger Accounts, how to view them, and the different functions that are available.

## Account Listing

When first opening the City Ledger (**Operations > City Ledger**), you will be on the **Accounts Listing** tab. This tab displays a list of all Active and Open Accounts that have a current balance (open invoices) on them.

On this screen you will see:

- **Account #** - this number is automatically assigned in numerical sequence when a City Ledger Account is created, and cannot be changed
- **Account Name** – the name of the City Ledger Account.
- **Contact Name** – the main contact for the City Ledger Account.
- **Invoice Balances** - the total balance of all invoices that are due
- **Payment Credits** – the total amount of Payment Credits that this City Ledger Account has remaining.

ReportsView Account Link StatusCreate Invoice TemplateCreate Statement Template

New AccountView DetailsSearchPost ChargePost PaymentPrintClose AccountLock AccountExit

Account ListingOpen InvoicesPayment History

Go to Account in List (Account Name)Refresh

Account #	Account Name	Contact Name	Invoice Balances	Payment Credits
> 4	ABC Company	Mark Reynolds	6,988.28	0.00
2	Audi Canada	Michelle Lee	4,099.20	0.00
3	JacTravel Wholesaler	Accounting Department	4,023.39	0.00
1	Tourico Holidays	Accounting Department	1,965.60	0.00

☒ Active/Open☐ Closed☐ Show Zero Balance Accounts

Total City Ledger Balance: 17,076.47

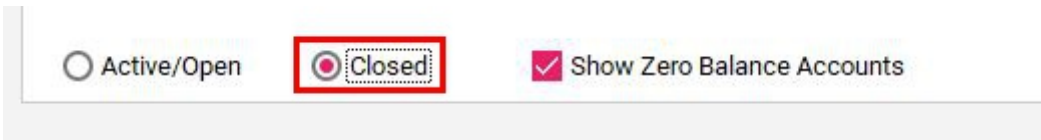
# Show Zero Balance Accounts

Should you wish to view all Active/Open Accounts, including those with a zero balance, simply check the **Show Zero Balance Accounts** checkbox located in at the bottom of the screen.



# Viewing Closed Accounts

Should you wish to view all Closed Accounts, select the **Closed** dial at the bottom of the screen.



# Go To Account in List

If you have a long list of City Accounts, the **Go to Account in List** search field at the top of your screen can be used to search for a City Account based on the Account Name.

ReportsView Account Link StatusCreate Invoice TemplateCreate Statement Template

New AccountView DetailsSearchPost ChargePost PaymentPrintClose AccountLock AccountExit

Account ListingOpen InvoicesPayment History

Go to Account in List (Account Name)

Refresh

Account #	Account Name	Contact Name	Invoice Balances	Payment Credits
>4	ABC Company	Mark Reynolds	6,988.28	0.00
2	Audi Canada	Michelle Lee	4,099.20	0.00
3	JacTravel Wholesaler	Accounting Department	4,023.39	0.00
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Active/OpenClosedShow Zero Balance Accounts

Total City Ledger Balance: 17,076.47

## View Details

To view more information on a specific City Ledger Account, you can either double click on the Account Name or click once on the Account Name (ensure the black arrow is pointing towards the account you wish to select) and press the **View Details** button located at the top of the screen. This action will open the **Account Master**.

Reports View Account Link Status Create Invoice Template Create Statement Template

New Account **View Details** Search Post Charge Post Payment Print Close Account Lock Account Exit

Account Listing Open Invoices Payment History

Go to Account in List (Account Name) Refresh

Account #	Account Name	Contact Name	Invoice Balances	Payment Credits
>	ABC Company	Mark Reynolds	6,988.28	0.00
2	Audi Canada	Michelle Lee	4,099.20	0.00
3	JacTravel Wholesaler	Accounting Department	4,023.39	0.00
1	Tourico Holidays	Accounting Department	1,965.60	0.00

☒ Active/Open ☐ Closed ☐ Show Zero Balance Accounts Total City Ledger Balance: 17,076.47

## Account Statistics

When you first enter the **City Ledger Account Master** you will be in the **Account Statistics** tab. From this tab you can view the following information:

- **Account Activated On** - shows the date the City Ledger Account was created
- **Account Status - this section shows:**
  - Aged Balance of the account* - (Current, 30-59 Days, 60-89 Days, 90 Days and Over, Total Balance Due)
  - Account Credit Limit* - the credit limit of this account
  - Existing Payment Credits on Account* - payment credits are pre-payments or over payments that were made on the City Ledger account. They can be applied towards the payment of future invoices
  - Remaining Credit Balance* - the total Account Credit Limit + Existing Payment Credits on Account
- **Summary of Invoices - this section shows:**
  - Last Create Invoice* - the date the last invoice was created

*Last Payment Date* - the date of the last payment posted  
*Highest Balance* - the highest owing balance on an invoice within this City Ledger Account  
*Average Days to Pay Invoice* - on average, how many days it takes to pay an invoice for this City Ledger Account`

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City Ledger Account Master [ABC Company]

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Account Statistics

Account Details

Invoices

Notes

Account Activated on: April 23, 2020

Account Status

Current:0.00

30 - 59 Days:6,435.45

60 - 89 Days:552.83

90 Days and Over:0.00

Total Balance Due:6,988.28

Account Credit Limit:500,000.00

Existing Payment Credits on Account:0.00

Remaining Credit Balance:493,011.72

Summary of Invoices

Last Created Invoice:Jul 15, 2020 @ 11:40

Last Payment Date:Jun 15, 2020 @ 13:57

Highest Balance:3,307.50

Average Days to Pay Invoice:

Print Statement

Account Payment History

Apply Credit to Account

Close

## Print Statement Button

This button allows you to print an Account Statement. The Account Statement shows a list of all invoices that have balances due for this City Ledger Account

## Account Statement

Attn: Mark Reynolds

ABC Company  
2884 Hamilton Drive  
Windsor Mill, Maryland  
21244  
United States

Statement Date:	Sep 2, 2020
Balance Due:	6,988.28
Last Payment:	Jun 15, 2020
Existing Credit:	0.00

PLEASE RETURN THIS STATEMENT WITH YOUR PAYMENT \$

Current	30 - 59 Days	60 - 89 Days	90 + Days	Total Balance
0.00	6,435.45	552.83	0.00	6,988.28

Invoice #	Invoice Name	Date From	Date To	Age(Days)	Invoice Balance
1025	Sienna Duesbury	2020-06-15	2020-07-15	49	3,307.50
1024	Harley Kay	2020-06-15	2020-07-15	49	3,024.00
1020	Ryan Li	2020-06-15	2020-06-16	56	103.95
1016	Georgina Newton	2020-06-09	2020-06-11	79	189.00
1013	Tim Foster	2020-05-18	2020-05-21	83	151.20
1012	Isobel Marshall	2020-06-10	2020-06-11	83	118.13
1008	Amy Pratt	2020-06-09	2020-06-10	83	94.50

## Account Payment History Button

Selecting this button will bring you to the **Payment History** tab within the City Ledger Module. This screen will display a list of all payments made on *this* City Ledger Account. You may view reversed payments by checking the **Show Reversed Payments** checkbox located at the bottom of the screen.

Reports View Account Link Status Create Invoice Template Create Statement Template

New Account View Details Search Post Charge Post Payment Print Close Account Lock Account Exit

Account Listing Open Invoices **Payment History**

Account: ABC Company Days Out 0 15 30 60 90 Sep 02, 2020 Refresh

Account Name	Payment Date	Payment ID	Code	Payment Amount	# Invoices	Account Credit
ABC Company	Jun 15, 2020 @ 13:57	0-2	CHQ	141.75	1	0.00

☐ All City Ledger Payments ☐ Show Reversed Payments Reverse

## Apply Account Credit & Close Buttons

- **Apply Account Credit** – this button allows you to apply Payment Credits to this City Ledger Account. To learn more about applying Payment Credits, please see the article [How to Assign Payment Credits to a City Ledger Account](#) in the City Ledger Manual.
- **Close** – allows you to exit the City Ledger Account

Account Statistics
Account Details
Invoices
Notes

Account Activated on: April 23, 2020

Account Status		Summary of Invoices	
Current:	0.00	Last Created Invoice:	Jul 15, 2020 @ 11:40
30 - 59 Days:	6,435.45	Last Payment Date:	Jun 15, 2020 @ 13:57
60 - 89 Days:	552.83		
90 Days and Over:	0.00	Highest Balance:	3,307.50
<b>Total Balance Due:</b>	<b>6,988.28</b>	Average Days to Pay Invoice:	
<b>Account Credit Limit:</b>	<b>500,000.00</b>		
<b>Existing Payment Credits on Account:</b>	<b>0.00</b>		
<b>Remaining Credit Balance:</b>	<b>493,011.72</b>		

Print Statement
Account Payment History
Apply Credit to Account
Close

## Account Details

The next tab located in the City Ledger Account Master is the **Account Details** tab. This tab is where you will find all the address and contact information for this City Ledger Account. It is from this tab that you can increase/decrease the Credit Limit of a City Ledger Account as well as attach Master Accounts (via the **Billing Address & Master Account Setup** tab).

**What is a Master Account?** If you have a company with multiple different branches, a Master Account can be used to tie these branches together so when you do a search for the Master Account, a list of all the corresponding branches appear as well. For example, Bank of the World is a City Ledger Account in your PMS. Many different branches of Bank of the World stay at your property and each branch has their own City Account under their own Branch name (ie: XYZ Bank, ABC Bank). By attaching the Bank of the World Master Account to each of these branches, when you do a search for Bank of the World, a list of all the branches will appear as well. For more information on how to tie a City Ledger Account to a Master Account, please see the article [What is a Master Account and How Does it Work?](#) in the City Ledger Manual.

Account Statistics **Account Details** Invoices Notes

Main Information Billing Address & Master Account Setup

Account Name  
ABC Company

Address  
2884 Hamilton Drive

Zip / Postal Code  
21244

City  
Windsor Mill

Country  
United States

State / Province  
Maryland

Telephone #  
410-207-3136

Mobile #

Fax #

Contact Name  
Mark Reynolds

Account Type  
house

Tax #

Email  
MarkMReynolds@abcco.com

Credit Limit  
500,000.00

Short Code

**Edit Account** Close

## Invoices

The **Invoices** tab displays a list of all invoices with a balance that are tied to this City Ledger Account. Various functions can be performed within this tab.

- **Show Zero Balance Invoices** – check this box to view all invoices, including those with a \$0.00 balance
- **New Invoice** – select this button to create a new invoice (the Invoice Name will automatically populate with the Account Name, but can be changed in the Invoice Details area)
- **Print Invoice** – prints an invoice for whichever invoice is selected from the list about (ensure the black arrow is pointing towards the correct invoice before pressing this button)
- **Invoice Detail** – takes you to the Details of Invoice screen so that you may view more details regarding a selected invoice.
- **Post Charge** – allows you to post a charge to an invoice
- **Pay Invoice** – allows you to post a payment to an invoice
- **Transfer** – allows you to transfer a selected invoice to a different City Ledger Account
- **Close** – allows you to exit the City Ledger Account Master



Account Statistics
Account Details
**Invoices**
Notes

☐ Show Zero Balance Invoices
New Invoice

Invoice Date	Invoice ID	Invoice Name	Balance	Age (Days)
> Jul 15, 2020	1025	Sienna Duesbury	\$3,307.50	49
Jul 15, 2020	1024	Harley Kay	\$3,024.00	49
Jul 08, 2020	1020	Ryan Li	\$103.95	56
Jun 15, 2020	1016	Georgina Newton	\$189.00	79
Jun 11, 2020	1013	Tim Foster	\$151.20	83
Jun 11, 2020	1012	Isobel Marshall	\$118.13	83
Jun 11, 2020	1008	Amy Pratt	\$94.50	83

Print Invoice
Print All
Invoice Details
Post Charge
Pay Invoice
Transfer
Close

## Notes

The **Notes** tab allows you to enter internal notes regarding this City Ledger Account. They will *not* print out on any statements, and are intended for internal communication only.

Account Statistics
Account Details
Invoices
**Notes**

Note Entry
Delete New

> Created by: RSI ADMIN on Sep 02, 2020 @ 11:02

**Date Posted:** Sep 02, 2020 @ 11:02  
**Posted by:** RSI ADMIN  
Always sends check on last Friday of the month.

Close

To add a note, select the **New** button in the top right hand corner of the screen and then type your note in the box below. Select the **Save** button that appears to save the note to the City Ledger Account. All notes are time/date stamped and show the name of the clerk that posted the note. To delete a note, make sure the black arrow is pointed to the desired note on the left side, then click the **Delete** button in the top right.

The screenshot shows the 'Notes' tab of the City Ledger Account Master screen. At the top, there are four tabs: 'Account Statistics', 'Account Details', 'Invoices', and 'Notes'. The 'Notes' tab is active. On the left, there is a 'Note Entry' section with a list of notes. The first note is 'Created by: RSI ADMIN on Sep 02, 2020 @ 11:02'. A black arrow points to this note. On the right, there is a large text area for the note content. The note content is 'Always sends check on last Friday of the month.' Above the text area, there are two buttons: 'Delete' and 'New'. The 'New' button is highlighted with a red box. At the bottom right, there is a 'Close' button.

## Credits

The final tab in the City Ledger Account Master screen is the **Credits** tab. This tab will only appear if the City Ledger Account contains Payment Credits.

To view more details on a Payment Credit, select the transaction in the list above (ensure the black arrow is pointing towards the correct Payment Credit) and then click the **Payment Details** button located in the bottom left hand corner of the screen.

Account Statistics
Account Details
Invoices
Notes
Credits

Existing Account Credits: 34.40 on 1 Transaction

Payment Date	Payment ID	Code	Payment Amount	Chq #	# Invoices	Credit Amount
> Sep 02, 2020 @ 11:05	0-3	CHQ	2,000.00	0101	4	34.40

Payment Details
Close

## Payment Details

From the Payment Details screen, you can do the following:

- **Reverse Batch Payment** –allows you to reverse a payment
- **Go to Payment Invoice** – takes you to the invoice where the payment was applied
- **Log tab** – shows you a log file of all the transactions that occurred with this Payment Credit (when it was originally posted, payments, reversals, etc...)

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City Ledger Payment Detail

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Account: Tourico Holidays

Payment Date: September 02, 2020 @ 11:05

Code: CHQ

Amount: 2,000.00

Reference: Cheque

Chq #: 0101

# of Invoices Paid: 4

Account Credit: 34.40

Payment ID: 0-3

Posted by: RSI ADMIN

Details

Log

Payment Date	Invoice ID	Amount	Clerk Name
> Sep 02, 2020 @ 11:04	1009	90.09	RSI ADMIN
Sep 02, 2020 @ 11:04	1014	180.18	RSI ADMIN
Sep 02, 2020 @ 11:04	1027	270.27	RSI ADMIN
Sep 02, 2020 @ 11:04	1032	1,425.06	RSI ADMIN

Reverse Batch Payment

Go to Payment Invoice

Close