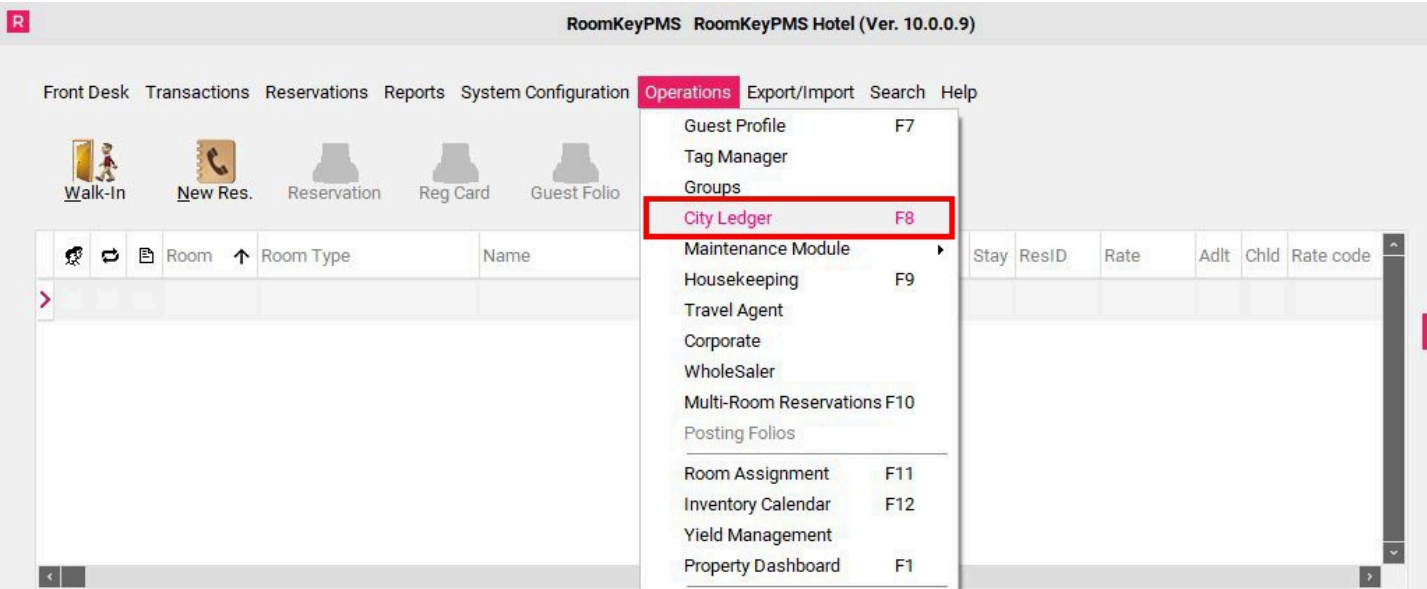


City Ledger Module Overview

This article provides a basic overview of the City Ledger Module. To find more information on how to preform specific functions within the City Ledger use "**How to ____**" in your search request.

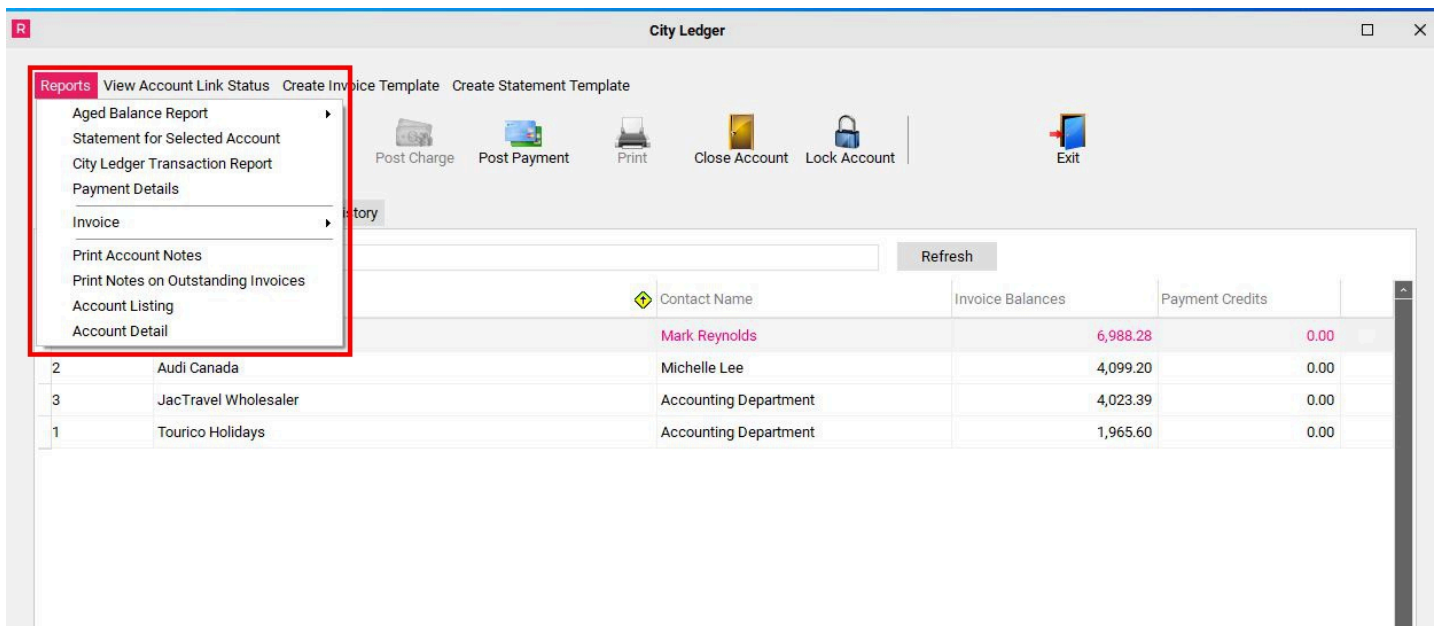
Opening the City Ledger

The City Ledger Module is accessed by going to **Operations > City Ledger** or by pressing the **F8** function key on your keyboard.



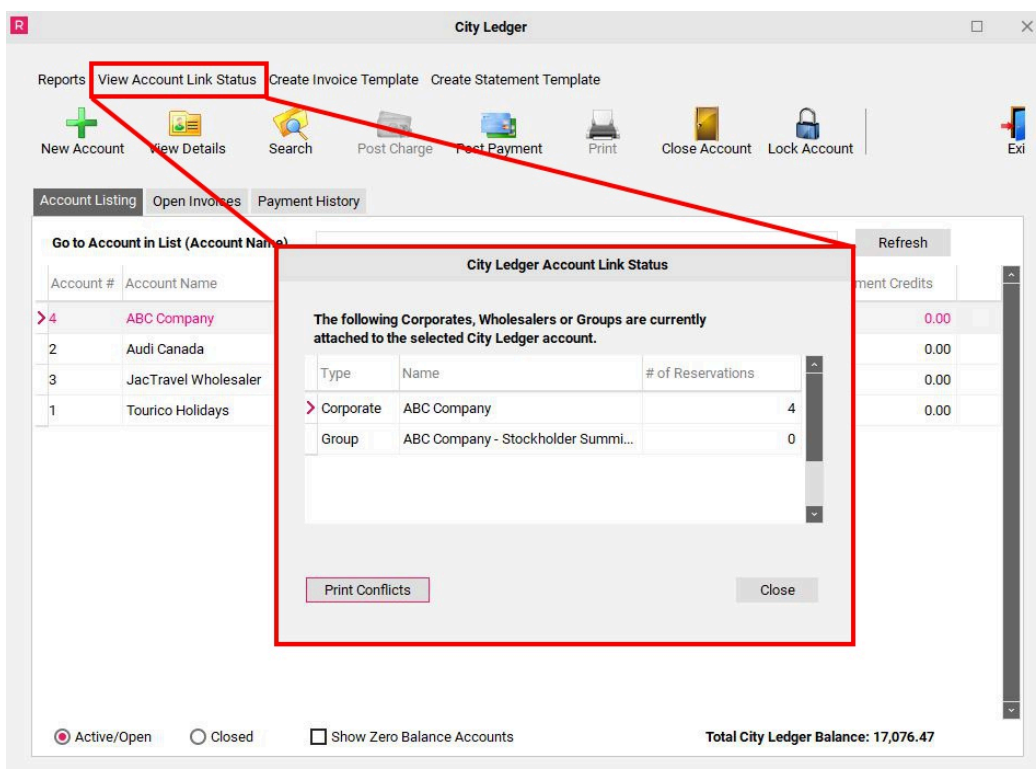
Reports Menu

In the top left hand corner of the screen is the **Reports** menu. This menu allows you to access various City Ledger related reports. For more information on the various reports offered in the City Ledger Module, please see the corresponding section of this training document.



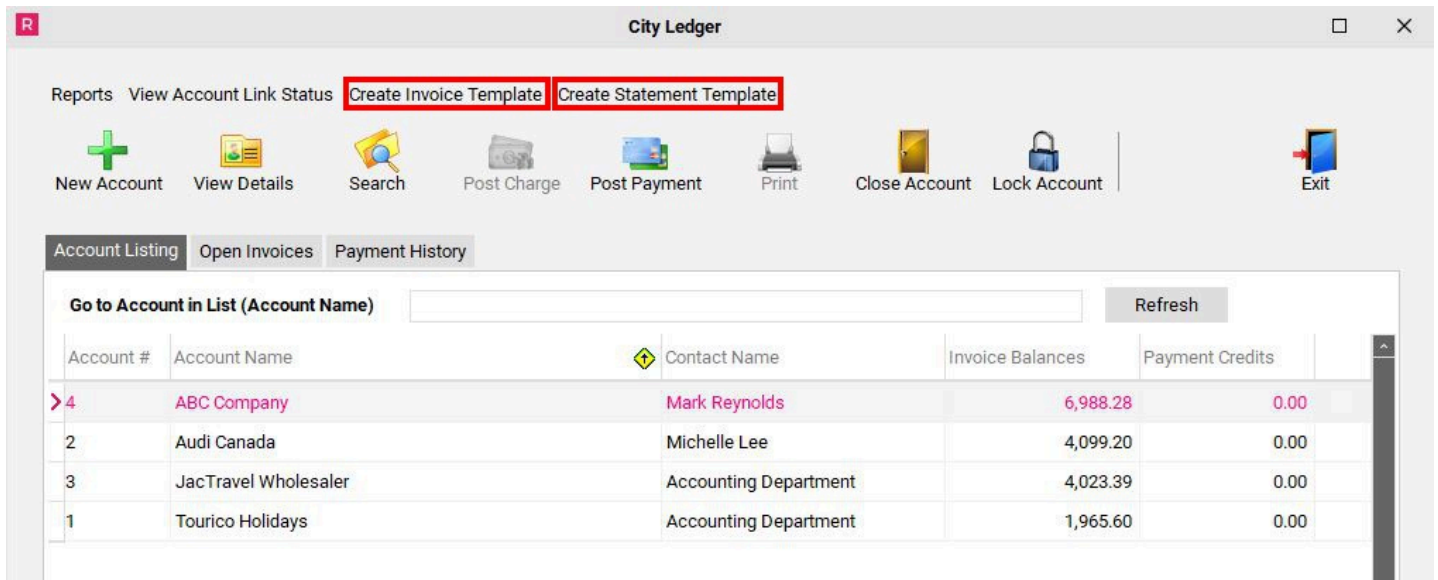
View Account Link Status

The **View Account Link Status** menu allows you to view any upcoming Corporate, Group and Wholesaler reservations that are tied to a specific City Ledger Account. This is useful when a decision on whether to restrict a City Ledger Account needs to be made, as it will identify any conflicting future reservations that are expected to be direct billed to the City Ledger.



Invoice and Statement Template Customizations

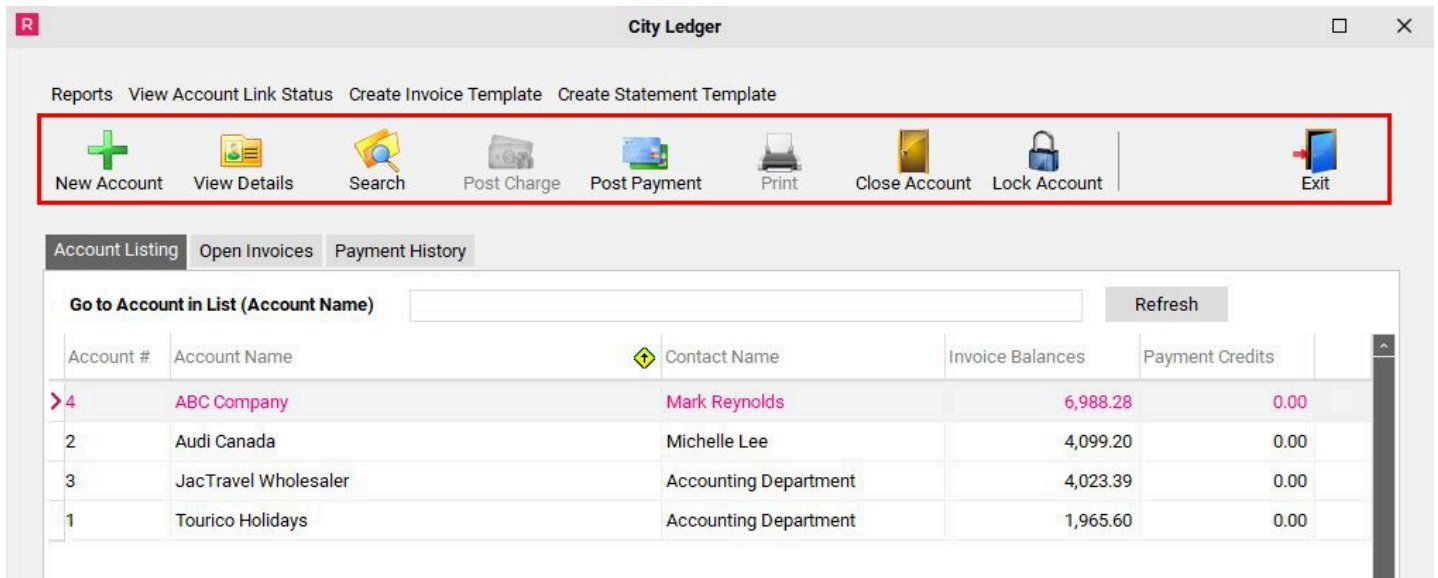
The **Create Invoice Template** and **Create Statement Template** allows you to customize Invoices & Statements. For more information on how to create custom Invoices & Statements please see the article [How to create a Custom Invoice](#) in the **City Ledger Manual**.



Navigation Buttons

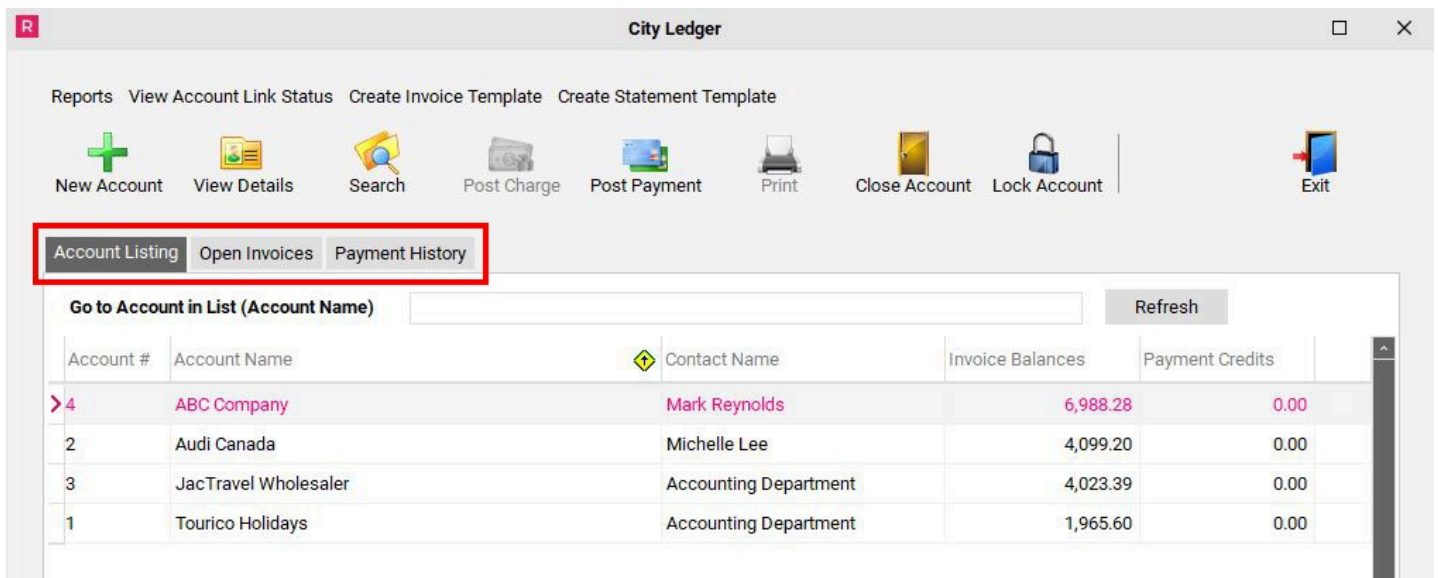
Along the top of the screen are buttons that allow you to perform various functions within the City Ledger Module. **NOTE:** If a button is highlighted in gray it is because it cannot be used from the current screen. For example, if you are in the **Payment History** tab, the **Close Account** and **Lock Account** buttons will be grayed out because you are viewing payment history.

- **New Account** – select this button to create a new City Ledger Account
- **View Details** – select this button to view the details on a selected City Ledger Account
- **Search** – select this button to search for a specific Invoice, Res ID, PO Number, Cheque # or Payment ID
- **Post Charge** – select this button to post a charge to an Invoice
- **Post Payment** – select this button to post a payment to an Invoice
- **Print** – allows you to print an Invoice or Invoice Listing while in the “Open Invoices” tab.
- **Close Account** – select this button to close a City Account so it can no longer be used
- **Lock Account** – select this button to lock a City Account so it can no longer be used by the Front Desk to transfer charges
- **Exit** – select this button to exit the City Ledger Module



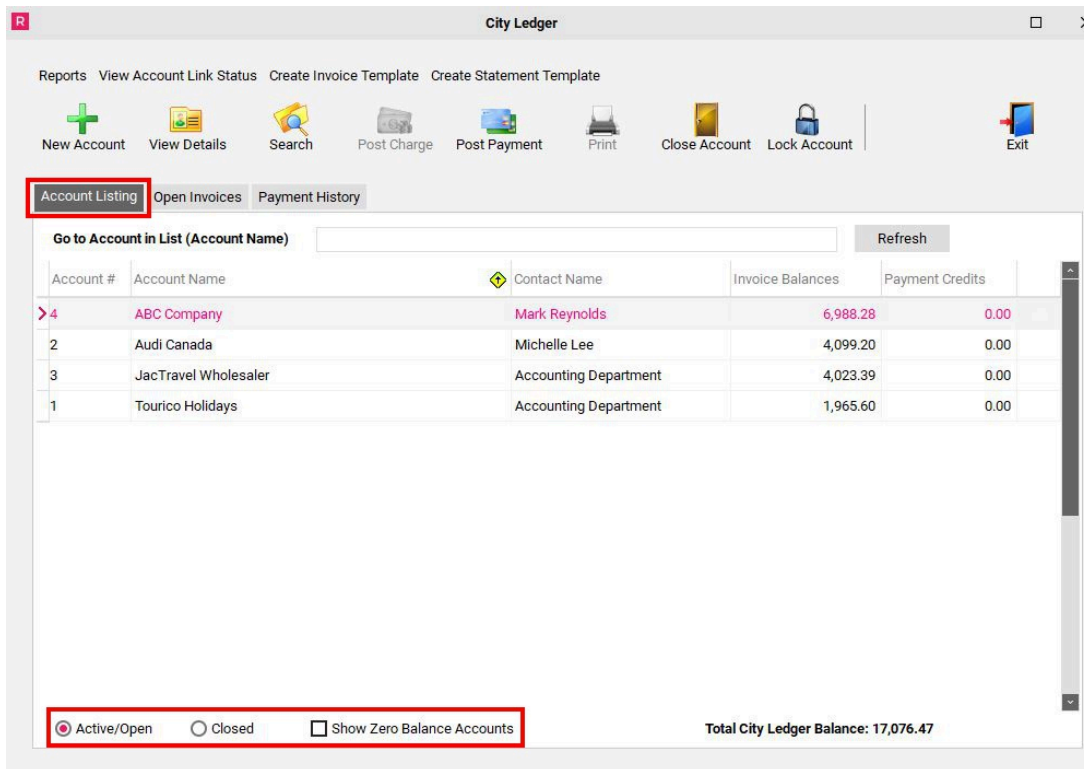
View Tabs

Along the bottom of the City Ledger Module are 3 tabs, each of these tabs represent a different way of searching within the City Ledger.



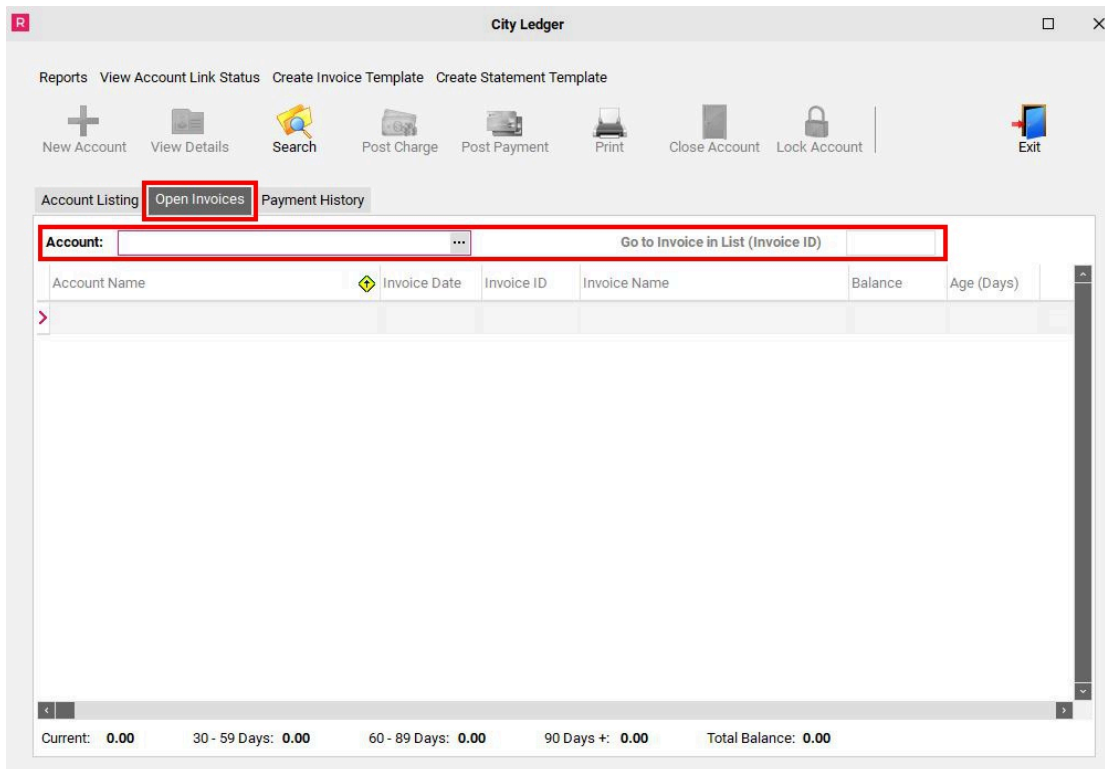
Account Listing Tab

This tab provides you with a list of City Ledger Accounts. At the bottom of the screen you have the option to select to view all **Active/Open** accounts or **Closed** accounts. You also have the option to view accounts with \$0.00 balances by check the **Show Zero Balance Accounts** checkbox. At the top of the screen, you can type in the account name to help simply your search.



Open Invoices Tab

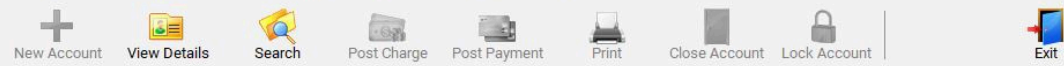
This tab will display a list of all open invoices for a selected City Account. Use the **Account** drop down menu at the top of the screen to select the desired City Account and then once selected, a list of Open Invoices will display in the screen below. To view more details on an Invoice, simply double click on the invoice once it appears in the list. The **Go to Invoice in List (Invoice ID)** field can be used to help simplify your search for a specific Invoice ID.



Payment History Tab

This tab displays a list of payments that have been made for a selected City Account. Use the **Account** drop down menu at the top of the screen to select the desired City Account and then once selected, a list of payments will display in the screen below. You can select to view payments that were made **0, 15, 30, 60 or 90 days out** by selecting appropriate **Days Out** dial or you can select to view payments that were made on a specific date by using the drop down calendar at in the top right hand corner of the screen.

You may also choose to view **All City Ledger Payments** that have been made to all City Ledger Accounts or to **Show Reversed Payments** by checking the appropriate box in the bottom left hand corner of the screen. You also have the option to reverse payments directly from this screen by selecting the **Reverse** button located in the bottom right hand corner of the screen.



[Account Listing](#)
[Open Invoices](#)
[Payment History](#)

Account: ...
 Days Out:
 ☐ 0
 ☐ 15
 ☐ 30
 ☐ 60
 ☒ 90
 Sep 02, 2020

	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