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.

ront Desk Transactions Reservations Reports System Configuration	Operations Export/Import Search Help
Walk-In New Res. Reservation Reg Card Guest Folio	Guest Profile F7 Tag Manager Groups
	City Ledger F8
Image: Second secon	Maintenance Module Stay ResID Rate Adit Chid Rate code Housekeeping F9 Travel Agent F9 <
	Room Assignment F11 Inventory Calendar F12 Yield Management

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.

City Ledger Transaction Report Post Charge Post Payment Pri Payment Details Invoice tory		nt Close Account Lock Accou	unt	Exit		
Print N	ccount Notes otes on Outstanding Invoices nt Listing		Contact Name	Refres	n voice Balances	Payment Credits
Accou	nt Detail		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

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.

New Acc	count view Details Se	earch Post	Charge Feet Payment Print	Close Account Lock Acco	ount
Account Go to A	Listing Open Involves Pay	ment History	City Ledger Account Link S	tatus	Refresh
Accour	nt # Account Name				ment Credits
4	ABC Company		g Corporates, Wholesalers or Groups a	re currently	0.00
2	Audi Canada		attached to the selected City Ledger account.		0.00
3	JacTravel Wholesaler	Туре	Name	# of Reservations	0.00
1	Tourico Holidays	> Corporate	ABC Company	4	0.00
		Group	ABC Company - Stockholder Summi	0	
		Print Confli	icts	Close	
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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**.

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	unt in List (Account Name)				Refresh
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Go to Acco	Account Name	(Contact Name	Invoice Balances	Payment Credits
Account #		*	Contact Name Mark Reynolds	Invoice Balances 6,988.28	
Account #	Account Name	•			0.00
Account #	Account Name ABC Company	•	Mark Reynolds	6,988.28	0.00

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

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New Account	View Details Search	Post Charge Post Pay	ment Print Close	Account Lock Account	Exit	
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				100 100 100 100 100 100 100 100 100 100	D 10 11	
Account #	Account Name	<	Contact Name	Invoice Balances	Payment Credits	
	Account Name ABC Company	\$	Mark Reynolds	Invoice Balances 6,988.28		
					0.00	
▶4	ABC Company		Mark Reynolds	6,988.28	0.00	

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.

	City	/ Ledger		C	
Reports Viev	v Account Link Status Create Invoice Template Create State	ment Template			
+				-	
New Account	t View Details Search Post Charge Post Pay	yment Print Close /	Account Lock Account	Exit	
Account Listin					
ACCOUNTLIST	ng Open Invoices Payment History				
	unt in List (Account Name)			Refresh	
		Contact Name	Invoice Balances	Refresh Payment Credits	
Go to Accou	unt in List (Account Name)	Contact Name Mark Reynolds		Payment Credits	
Go to Accou	Account Name		Invoice Balances	Payment Credits	
Go to Accou	Account Name	Mark Reynolds	Invoice Balances 6,988.28	Payment Credits 0.00 0.00	

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.

Go to Acco	Int in List (Account Name)				Refresh
Account #	Account Name	٠	Contact Name	Invoice Balances	Payment Credits
▶4	ABC Company	1	Mark Reynolds	6,988.28	0.00
2	Audi Canada	1	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

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.

		City Le	dger		
Reports View Account Link Sta	itus Create Invoice Tem	plate Create Statemer	nt Template		
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Account Listing Open Invoice	_	onalge Footfoljine			
Account:	s rayment history		Go to Invoice in List (Inv	roice ID)	1
Account Name	🔶 In	voice Date Invoice I	ID Invoice Name	Balance	Age (Days)
>					
Current: 0.00 30-59	Days: 0.00 60-	89 Days: 0.00	90 Days +: 0.00 Total Bala		2

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.

v Account View Details Searc	ch Post Charge Post Payment	Print Close Acco	ount Lock Account		Exit
count: ABC Company	Days Out	0 30 0 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 CHC	141.75	1	0.00