

Summary of reports and printouts for Execu/Suite™

City Ledger/Direct Bill	
Transaction Batch	Transactions generated at night audit from DB (Direct Bill) payment applied to folio; also shows transactions entered within city ledger such as manually-posted invoices and payments from customers
Customer Aged Trial Balance	Ageing report for current/30 days/60 days/90 days (or your selection). Shows balances per customer and total. Include or exclude zero balance
Customer Detail	All or specific customer. Detail report by date range of all transactions.
Open Item Statements	Bills to send customers by mail or email; shows unpaid, partially paid, or overpaid invoices; balance last statement; new charges; new payments; ending balance; optional automatic past-due messages; optional all invoices listed (including paid in full)
Balance Forward Statements	Prints statements for Balance Forward customers; not typically used in Hotel Direct Bill settings for wholesalers; used more often for Membership Billing.
Report Generator	You customize the report based on parameters

