



Execu/Tech Systems

EXECU/TOUCH A/R CHARGE – DIRECT BILL User Guide

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Execu/Touch™ Direct Bill User Guide

When an account has been set up for a POS customer, you will post an A/R CHARGE as payment for the POS ticket when you close the ticket.

This document will guide you through setup and procedures for processing your A/R CHARGE point of sale tickets.

A Direct Bill Accounts Receivable system will allow you to transfer guest or customer charges from point of sale so that you can process them from the back office. When you post an A/R CHARGE in POS, a transaction is created in that customer's Accounts Receivable account. You can then send statements to the customer and post payments from the customer. If you're using Execu/Tech's Back Office™ Accounting System, General Ledger entries will be created for you as you update your A/R batches.

A ledger is a "book" of accounts to which debits and credits have been posted. The Accounts Receivable sub-ledger includes charges transferred from POS when tickets are closed to A/R CHARGE. Back Office is where you'll find General Ledger which is a "book" of sub-ledgers. which is discussed in your back office user guide.

Accounts Receivables contains separate customer accounts for companies or individuals who have established credit with your company so that you can bill them and collect payment at a later time.



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GENERAL INFORMATION

- This document is meant to be a general guide to using Execu/Tech's Direct Bill/City Ledger Accounts Receivable system. Execu/Tech Systems does not offer accounting instruction, guidance, or advice of any kind. Please consult your certified accountant if you need assistance in understanding city ledger, direct billing, accounts receivables, hotel accounting protocols.
- This guide applies to Execu/Touch™ point of sale systems that are not integrated to Hotel Premium™ or Execu/Suite™. If your POS is linked to your Execu/Tech property management system, you'll need to use the [Direct Bill Guide](#) listed with Execu/Suite Hotel Management User guides at <http://www.execu-tech.com/userguides.aspx>.
- To display reports before printing, go to File > select printer > Preview (Print to your Screen):



- Your main screen may look different than the one shown above. If you have a Master Menu when you log onto Execu/Touch, go to "Select Printer".
- Once you've started entering Open Item Payments, don't try to escape out of the screen. This can cause the customer's account to get out of balance. You should always continue through the **OK** prompt. If you've made an error, simply answer N at one of the OK prompts and start over. When you answer Y at the second **OK** prompt, you've finished the transaction. Your cursor will return to the Customer Code field so that you can post your next payment.
- The customer's balance on the Customer Detail Report and the Open Item Statement should be the same. Also, the customer's balance on the Display Account Detail screen and the Enter Open Item payments screen should be the same. They can get out of balance in two ways: you escaped out of the open item payment screen prior to finishing (see above note); or your network connection was lost at a critical moment. If an account is out of balance, you can correct it by following the directions on the document, [AR-Fixing out of balance accounts.pdf](#) or go to <http://www.execu-tech.com/support.aspx> and select Technical Document Library.
- If you would like to purchase Execu/Tech's Direct Billing training DVD, on-site training, or remote training, please email support@execu-tech.com or phone 850-747-0581.



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SETUP

Direct Bill / City Ledger Control File Set-up

- **Statement Messages** Select this option to add or change the default message that prints on customer statements. You can create up to five messages: for current accounts, for 30-day-old accounts, for 60-day-old accounts, for 90-day-old accounts, and for 120-day-old accounts.
- **Transaction Codes** This is where you go to set up codes for each transaction. You will add charges such as REST or GIFT for charges transferred from point of sale. The code must match the code you enter into the POS Administrator [Store Record](#). You can have one per company/store. You'll need to add payment codes for each payment type you'll receive from customers. Each code may have up to four characters and the description may be up to 30 characters. Leave "Unit" blank. You do not need to fill in the GL information unless you're using Back Office™. "Fixed amount" is optional.
- **Invoice Distribution Codes** These codes are not used for Direct Bill transactions.
- **Data Dictionary** This is where you can add certain additional fields to the [Customer Setup](#) screen.

-----STANDARD-----		*-----USER DEFINED-----*		
NAME	DESCRIPTION	NAME	DESCRIPTION	ITEM SEQ
1. NAME	CUSTOMER NAME.....	1. CONTACT	CONTACT NAME.....	01 01
		2. FAX	FAX NUMBER	03 02
		3.		00 03
		4.		00 04
		5.		00 05
		6.		00 06
		7.		00 07
		8.		00 08
		9.		00 09
		10.		00 10
		11.		00 11
		12.		00 12
		13.		00 13

ITEMS: 1-2: 20 ch. alpha 10-11: 7 ch. num.
3-4: 10 ch. alpha 12-13: \$ amount Ok? Y (Y)es, (1-13)
5-9: 2 ch. alpha

You can add up to 13 additional items. Items 1 and 2 are 20-character alpha fields; items 3 and 4 are 10 character alpha fields, etc. Alpha fields can be used for numbers as well as long as they're used as text and not calculations. NAME is the name for that field. This will be used in the Report Generator. DESCRIPTION is what will appear on the customer setup screen. ITEM is one of the 13 item choices listed at bottom left. SEQ is the sequence in which you want the item to list on the customer setup screen. You cannot move an



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item once you've added it but you can delete it by typing DELETE in the Name column for that item. Contact Execu/Tech for specific codes such as credit limit.

- **Parameter Record** Enter 01 for "G/L Company". You only need to fill out "G/L Terminal" if you're using Back Office. This refers to the terminal to which you want to send the GL transactions created from city ledger. Otherwise, leave this at 1. Leave "Member Billing" blank unless advised by Execu/Tech. Fields 4-6 can be filled in as you wish, but typically are not used in hotel accounting. Answer **Y** to "Allow open item?" Answer **N** to "Allow balance forward?"
- **Rebuild Name Cross Reference** Only do this when advised by Execu/Tech.

Direct Bill / City Ledger Customer Setup

- Go to Customer Processing > Set up customers.
- Enter a valid customer code, up to 10 characters. This is the code which the Front Desk and Reservations staff will use when entering an account code for DB payment guests. Enter the customer name and address as you would like them to print on statements. Enter a 10-digit phone number with no punctuation. For Account type, enter the letter **O**. For Active account, enter **Y** or **N** depending upon whether this account will be used for direct bill customer processing. Answer **Y** or **N** to charge late fees. Late fees typically are not charged. If you wish you can enter the email address and contact name for this account. When you're finished, click Save.
- You can add additional fields to the customer screen by using the [Data Dictionary](#).

Execu/Touch™ POS Administrator Settings

- **Store Record** Click the "Hotel" button.
 - For HOTEL POS master folio, enter 999999. You can leave the next fields blank until you get to **HOTEL Guest Charge Code**.
 - For **HOTEL Guest Charge Code** enter a code which you set up in the Direct Bill Transaction Codes such as **REST** for restaurant charges or **GIFT** for gift shop charges. You can have one code for each store/company. This should match the code you set up in the [Direct Bill Control File Transaction Codes](#).
 - In the **HOTEL/AR Company no.** enter 01 (zero one) unless you have more than one company or store. If you have more than one store, enter the store/company number for your A/R processing.
- **Payment Record** You need to set up a payment code for A/R charges. Give it a **Payment Code** such as **6**. The **Description** must be **A/R CHARGE**. Answer **N** for "Credit Card?" You can leave the rest of the fields blank or answer them appropriate to your policies. Enter the GL information if you're using Back Office™.



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PROCEDURES

Execu/Touch™ Point of Sale Procedures

- See the [Execu/Touch User Guide](#) for complete instructions on POS procedures.
- When closing a check or ticket in Execu/Touch go to the TOTAL screen as usual. Select **A/R CHARGE**. You'll be prompted for ACCOUNT CODE. This will be the [Customer Code](#) that you set up in City Ledger/Direct Bill. Enter the Account Code and then **OK**. If you do not know the account code, you can enter **L** then **OK** to look up the customer by name. When prompted to Enter Customer Name, you can enter the customer's name or the beginning letters. A listing will display. Select the correct customer to proceed with this A/R Charge.

A/R CHARGE is a *payment* type in Execu/Touch. However, the transaction is a *charge* to the customer's account. The charges are transferred from *POS* to *Accounts Receivable* for direct billing and are still due.

Direct Bill Procedures

- **Enter transactions** To post manual entries in addition to the charges that transferred from POS, go to Direct Bill > Customer Processing > Enter transactions. After you select "Enter transactions" a new window will open. The first column is the **Customer** code. Press <Tab> to advance from field to field. **Type** will be C for Charge or A for Adjustment. **Code** will be one of the [transaction codes](#) you set up in the city ledger control files. Enter the **Amount**. Type a **Reference** and **Comment** as you wish. When you get to the **OK** column, make sure to press <Tab> again to save the entry. Your cursor will move to the next line. When you're finished, simply select **Exit** at the top left of your window. If you wish, you may return to the batch to review your entries. If you've made an error in a manual posting, you may change the incorrect item. However, you cannot change a customer code once it has been entered. You must delete the line and re-enter it. These transactions will appear in the Customer Detail as well as on the Open Item Statements. When you're finished, remember to update your batch. See next section.

Seq	Customer	Type	Date	Code	Amount	Reference	Comment	OK
1	ABC	C	110308	REST	24.50	POS0025221	RESTAURANT CHARGES	Y



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- Print and Update Transaction Batch** You need to update any manual entries you post such as payments. Go to Direct Bill > Print and update Transaction Batch. The following is a sample batch printout showing both a manually-posted charge and an open item payment. Notice that the printout lists the invoices to which the payment applied.

```

DATE:11/03/08  TIME:12:15          ACCOUNTS RECEIVABLE TRANSACTION EDIT REPORT          PAGE 1

T BATCH  SEQ  CUSTOMER              DATE  TYPE CODE  AMOUNT  REFERENCE  COMMENT
-----
1 00006  1  ABC      ABC COMPANY          11/03/08  C  REST      24.50  POS0025221  RESTAURANT CHARGES
1 00006  2  ABC      ABC COMPANY          11/03/08  P  P          55.85-  CK 4321      PAYMENT
                               INVOICES PAID:
                               11/03/08  POS0025119      9.40
                               11/03/08  POS0025118      21.95
                               11/03/08  POS0025221      24.50

BATCH TOTALS- VALID:          AMOUNT  COUNT  ERROR:          AMOUNT  COUNT
-----
***** CHARGE                24.50    1
***** REST                   24.50    1
***** PAYMENT                55.85-   1
***** P                       55.85-   1

***** BATCH UPDATED *****
    
```

- Display account detail** To view a customer's account detail, go to Direct Bill > Customer Processing > Display account detail. You may view unpaid invoices only or all activity. You'll be prompted for a beginning date. Enter the date in the following format: MMDDYY or select the date from the calendar. To view all activity regardless of date, press <Enter> or click OK at the date prompt.

Customer code:	<input type="text" value="ABC"/>	Date first entered:	<input type="text"/>
Name:	<input type="text" value="ABC COMPANY"/>	Date last activity:	<input type="text" value="11/03/08"/>
Address:	<input type="text" value="222 MAIN ST"/>	Date last payment:	<input type="text"/>
	<input type="text" value="ATLANTA, GA 40222"/>		
Phone:	<input type="text" value="....."/>		

DATE	TYPE	REFERENCE	CODE	COMMENT	AMOUNT	PAID
11/03/08	CHGE	POS0025119	REST		9.40	.00
Balance Due:					150.60-	



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Direct Bill Open Item Payments

- **Normal payment on invoices:** Go to Direct Bill > Customer Processing > Enter Open Item Payments. Enter the Customer code. Each open item will display. Open items are all items/invoices that are unpaid, partially paid, or overpaid. Enter the payment date. Enter a valid payment code from the [transaction codes](#) you set up in the control record or type / to process a credit card through Shift4. For reference you may put a check number or reference of your choice. However, if you re processing a credit card transaction through Shift4 leave the reference field blank. Enter the amount of the payment. Press <Enter>. Your cursor will move to “Invoice/seq to pay”.

OPEN ITEM PAYMENT ENTRY

Exit

ABC COMPANY

UNPAID INVOICES

Sq	Invoice	Date	Descr	Invoce-Amt	Amt-Paid
1	POS0025119	11/03/08		9.40	
2	POS0025118	11/03/08		21.95	
3	POS0025221	11/03/08	RESTAURANT CHARGES	24.50	

Balance: 55.85
Applied:
Unapplied:

Customer code: ABC
Payment date: 11/03/08
Payment code: P
Reference: CK 4321
Payment amount: -55.85
Invoice/seq to pay:

Invoice number:
Invoice date:
Invoice amount:
Paid:
Unpaid:
Amount to pay
this invoice:
U=undo payment
Ok? (Y/N):

Ok? (Y/N):

Click item to select/ deselect. 'OK' Box when done

Click each invoice to pay. If they're sequential, click the first one and drag your mouse to the last one. They do not have to be sequential. You can simply click the ones to pay. Selected invoices will turn blue as



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- **Payment on items including a credit invoice:** Go to Direct Bill > Customer Processing > Enter Open Item Payments. Enter the Customer code. Each open item will display. Open items are all items/invoices that are unpaid, partially paid, or overpaid. Enter the payment date. Enter a valid payment code from the [transaction codes](#) you set up in the control record or type / to process a credit card through Shift4. For reference you may put a check number or reference of your choice. However, if you re processing a credit card transaction through Shift4 leave the reference field blank. Enter the amount of the payment. Press <Enter>. Your cursor will move to “Invoice/seq to pay”. At this time, click ONLY the credit invoice. If there is more than one credit invoice to apply to this payment, you must select each one separately.

Exit

Balance: 220.00
Applied:
Unapplied:

Customer code: ABC
Payment date: 103008
Payment code: P
Reference: CK 431
Payment amount: -220.00
Invoice/seq to pay:

Invoice number: 01012-0001
Invoice date: 10/29/08
Invoice amount: -110.00
Paid: .00
Unpaid: -110.00
Amount to pay this invoice: -110.00
U=undo payment
Ok? (Y/N):

Ok? (Y/N):

ABC COMPANY

UNPAID INVOICES

Sq	Invoice	Date	Descr	Invce-Amt	Amt-Paid
1	01007-0001	10/29/08	207 -KNIGHT, KAREN	110.00	
2	01008-0001	10/29/08	209 -SMITH, SARAH	110.00	
3	01012-0001	10/29/08	214 -DOUGLAS, DAVID	110.00	
4	01012-0001	10/29/08	214 -DOUGLAS, D/CRED	110.00	

Click item to select/ deselect. 'Ok' Box when done

The invoice you select will turn blue, as shown in the illustration above. Return your cursor to “Invoice/Seq to pay” and click once. Your cursor will then move to “Amount to pay this invoice”. Press <Enter>. Your cursor will then move to the first **OK** prompt which defaults to **Y**. Press <Enter> again. The line will turn red and your cursor will return to “Invoice/seq to pay”.



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After you press <Enter> at the first **OK** prompt the line (invoice) you select will turn red and your cursor will return to “Invoice/seq to pay”.

OPEN ITEM PAYMENT ENTRY HOTEL UNIVERSAL

Exit

ABC COMPANY

UNPAID INVOICES

Sq	Invoice	Date	Descr	Invc-Amt	Amt-Paid
1	01007-0001	10/29/08	207 -KNIGHT, KAREN	110.00	
2	01008-0001	10/29/08	209 -SMITH, SARAH	110.00	
3	01012-0001	10/29/08	214 -DOUGLAS, DAVID	110.00	
4	01012-0001	10/29/08	214 -DOUGLAS, D/CRED	110.00-	110.00-

Balance: 330.00
Applied: -110.00
Unapplied: 330.00

Customer code: ABC
Payment date: 103008
Payment code: P
Reference: #4321
Payment amount: -220.00
Invoice/seq to pay:

Invoice number: 01012-0001
Invoice date: 10/29/08
Invoice amount: -110.00
Paid: -110.00
Unpaid: -110.00
Amount to pay this invoice: -110.00
U=undo payment
Ok? (Y/N): Y

Ok? (Y/N):

Click item to select/ deselect. 'Ok' Box when done

Remember to select each credit invoice one at a time, processing each as shown. Once you have selected each credit invoice for this payment, you can now select the rest of the invoices to apply. You can select them all at once, either by clicking each or by clicking the first one and dragging the mouse to the last one. Once you've selected the remaining invoices, click in the “Invoice/seq to pay” field. The items will turn red. Continue as shown on [Page 10](#). When you're finished, remember to [update your batch](#).



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- **Partial payment on invoices:** Go to Direct Bill > Customer Processing > Enter Open Item Payments. Enter the Customer code. Each open item will display. Open items are all items/invoices that are unpaid, partially paid, or overpaid. Enter the payment date. Enter a valid payment code from the [transaction codes](#) you set up in the control record or type / to process a credit card through Shift4. For reference you may put a check number or reference of your choice. However, if you re processing a credit card transaction through Shift4 leave the reference field blank. Enter the amount of the payment. Do not enter the invoice amount; enter the amount that the customer is paying. Press <Enter>. Your cursor will move to “Invoice/seq to pay”. Select the invoice or invoices for this payment. Continue as shown on [Page 10](#). If you’re paying more than one invoice, you can select each invoice one at a time, applying payment to each, or you can simply select them all at once and let them system apply payment beginning with the first one selected and continuing until the payment has been fully applied. The partially paid invoice(s) will continue to show as Open or unpaid until full payment has been applied. When you’re finished, remember to [update your batch](#).
- **Over payment on invoices:** Go to Direct Bill > Customer Processing > Enter Open Item Payments. Enter the Customer code. Each open item will display. Open items are all items/invoices that are unpaid, partially paid, or overpaid. Enter the payment date. Enter a valid payment code from the [transaction codes](#) you set up in the control record or type / to process a credit card through Shift4. For reference you may put a check number or reference of your choice. However, if you re processing a credit card transaction through Shift4 leave the reference field blank. Enter the amount of the payment. Do not enter the invoice amount; enter the amount that the customer is paying. Press <Enter>. Your cursor will move to “Invoice/seq to pay”. Select the invoice or invoices for this payment. Continue as shown on [Page 10](#). If you’re paying more than one invoice, you can select each invoice one at a time, applying payment to each, or you can simply select them all at once and let them system apply payment beginning with the first one selected. Make sure to look at the top left for the **Unapplied** amount. You will need to fully apply all of the payment. If the payment is more than invoices, you will need to overpay an invoice by applying the unapplied amount to an invoice. The overpaid invoice(s) will continue to show as Open or unpaid until full payment has been applied. When you’re finished, remember to [update your batch](#).
- **Redistributing payment to invoices:** If the customer has a zero balance but invoices are still open, you’ll need to redistribute payment. Go to Direct Bill > Customer Processing > Enter Open Item Payments. Enter the Customer code. Each open item will display. Open items are all items/invoices that are unpaid, partially paid, or overpaid. Enter the payment date. The payment code doesn’t matter since you’re not actually receiving money but this is a required field. You can enter **P** or **CK** for example. The payment amount will be 00.00 (zero). Press <Enter>. Your cursor will move to “Invoice/seq to pay”. If there are any credit invoices, pay those first, as shown on [Page 12](#). If you’re redistributing payment for over- and underpaid invoices, process them as shown on this page. You need to fully apply all of the payment. You’ll use this method for applying payment to credit invoices and their corresponding original invoices. When you’re finished, remember to [update your batch](#).



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Reports and Statements

- **Transaction Batch** Your transaction batch should be updated daily when possible or after manual postings or Open Item Payments. Follow instructions on [Page 8](#). A sample batch printout is shown below.

DATE:10/31/08		TIME:12:45		HOTEL UNIVERSAL				ACCOUNTS RECEIVABLE TRANSACTION EDIT REPORT		PAGE 1	
T	BATCH	SEQ	CUSTOMER	DATE	TYPE	CODE	AMOUNT	REFERENCE	COMMENT		
1	00004	1	ABC	ABC COMPANY	10/29/08	C T	110.00	01007-0001	207	-KNIGHT, KAREN	
1	00004	2	ABC	ABC COMPANY	10/29/08	C T	110.00	01008-0001	209	-SMITH, SARAH	
1	00004	3	ABC	ABC COMPANY	10/29/08	C T	110.00	01012-0001	214	-DOUGLAS, DAVID	
1	00004	4	ABC	ABC COMPANY	10/29/08	C T	110.00-	01012-0001	214	-DOUGLAS, D/CRED	
1	00004	5	ABC	ABC COMPANY	12/31/90	P P	9300.00-			PAYMENT	
				INVOICES PAID:	2/14/90		100.00				
					2/14/90		120.00				
					4/25/90	00104	9080.00				
1	00004	6	ABC	ABC COMPANY	12/31/90	P P	318.88-			PAYMENT	
				INVOICES PAID:	2/06/90	020690	89.33				
					2/06/90	020690	44.00				
					2/14/90		100.00				
					4/25/90	00104	85.55				
1	00004	7	ABC	ABC COMPANY	10/30/08	P P	220.00-			PAYMENT	
				INVOICES PAID:	10/29/08	01007-0001	110.00				
					10/29/08	01008-0001	110.00				
BATCH TOTALS- VALID:				AMOUNT	COUNT	ERROR:	AMOUNT	COUNT			
***** CHARGE				220.00	4						
***** T				220.00	4						
***** PAYMENT				9,838.88-	3						
***** P				9,838.88-	3						
***** BATCH UPDATED *****											

- **Customer Aged Trial Balance** This report prints a list of customers' balances.

Enter the dates as shown at right. The ageing dates will default in one-month increments as shown, but you can enter any prior dates you wish. If you wish to print only one customer, you must sort by customer code rather than by customer name. Click/select the last three criteria as you wish.

CUSTOMER AGED TRIAL BALANCE	
Enter report 'as of' date (MMDDYY):	100108
Enter first (latest) ageing date (MMDDYY):	90108
Enter second ageing date (MMDDYY):	80108
Enter third (oldest) ageing date (MMDDYY):	70108
<input checked="" type="radio"/> Sort by customer name <input type="radio"/> Sort by customer code	
Beginning customer code:	
Ending customer code:	
<input type="checkbox"/> Print zero balance accounts <input type="checkbox"/> Print delinquent accounts only <input checked="" type="checkbox"/> Active accounts only	



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Sample Customer Aged Trial Balance:

HOTEL UNIVERSAL		CUSTOMER AGED TRIAL BALANCE					PAGE: 1	
DATE PRINTED: 10/31/08		AS OF: 10/01/08						
TIME PRINTED: 13:15								
ACCOUNT #	CUSTOMER NAME	PHONE	DT-LAST-PMT	ACCOUNT BALANCE	CURRENT BALANCE	BEFORE 9/01/08	BEFORE 8/01/08	BEFORE 7/01/08
ABC	ABC COMPANY	-----	12/31/90	160.00-	160.00-	.00	.00	.00
AXP	AMERICAN PRESS	-----	2/16/90	100.00-	.00	100.00-	.00	.00
BBB	BBB COMPANY	504-555-4444	10/27/99	340.00-	340.00-	.00	.00	.00
DEBIT BALANCES - NET				.00	.00	.00	.00	.00
CREDIT BALANCES - NET				600.00-	500.00-	100.00-	.00	.00
NET TOTALS				600.00-	500.00-	100.00-	.00	.00

- Customer Detail** Go to Direct Bill > Print Customer Detail. You can print this report by customer name or customer code (this is the order in which the customers will print on the report). If you want to print detail for one customer only, select Code. The following screen will then display:

Print Customer Detail

Enter beginning date..... (MMDDYY):

Enter ending date..... (MMDDYY):

Enter beginning customer code... <Enter>=all:

Enter ending customer code..... <Enter>=all:

Print (C)harges,(P)ayments,(A)adjustments,<Enter>=all:

Enter charge/paymt code to print/include <Enter>=all:

Print customer totals only? (Y)es, (N)o:

Print ONLY customers with balance due? (Y)es, (N)o:

Show ONLY customers with detail to print? (Y)es, (N)o:

Continue? (Y)es, (N)o:

Enter the beginning and ending dates in MMDDYY format. If printing by customer code, enter the beginning and ending customer code to print, or press <Enter> to print all customers. Select the transaction types to print by entering C, P, A, or pressing <Enter>. To view a specific code (such as CK) only, enter that code. Answer Y or N to the remaining questions depending upon the report you want.



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Sample Customer Detail Report:

HOTEL UNIVERSAL							
DATE PRINTED: 10/31/08		CUSTOMER DETAIL REPORT				PAGE: 1	
TIME PRINTED: 15:41		FROM:10/01/08 THRU:10/31/08					
CUSTOMER	DATE	TYPE	CODE	REF	COMMENT	AMOUNT	PAID
ABC ABC COMPANY					PREVIOUS BALANCE....	160.00-	
	10/29/08	CHG	T	01007-0001	207 -KNIGHT, KAREN	110.00	110.00
	10/29/08	CHG	T	01008-0001	209 -SMITH, SARAH	110.00	110.00
	10/29/08	CHG	T	01012-0001	214 -DOUGLAS, DAVID	110.00	
	10/29/08	CHG	T	01012-0001	214 -DOUGLAS, D/CRED	110.00-	
	10/30/08	PMT	P		PAYMENT	220.00-	
***** INVOICES PAID *****							
	10/29/08		T	01007-0001	207 -KNIGHT, KAREN	110.00	
	10/29/08		T	01008-0001	209 -SMITH, SARAH	110.00	

PREV BALANCE:	160.00-	CHARGES:	220.00	ADJUSTMENTS:	.00	PAYMENTS:	220.00-
		BALANCE:		160.00-			
***** GRAND TOTAL *****							
PREV BALANCE:	160.00-	CHARGES:	220.00	ADJUSTMENTS:	.00	PAYMENTS:	220.00-
		BALANCE:		160.00-			

- **Open Item Statements** You can send statements monthly or at the interval of your choosing. The Open Item Statements will list each open item, including unpaid, overpaid, and partially paid invoices. The statement also will print the total new charges and the total payments since the last statement.



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CUSTOMER OPEN ITEM STATEMENTS

Enter 'LAST STATEMENT' date (MMDDYY):

Enter 'BEGINNING INVOICE' date (MMDDYY):

Enter statement 'AS OF' date (MMDDYY):

Enter starting account number, <Enter>=all:

Enter ending account number, <Enter>=all:

Print zero balance accounts

Print 'PAST DUE' messages

'LAST STATEMENT DATE' determines the date from which "charges since last statement" will calculate. Leave "BEGINNING INVOICE DATE" blank if you want to show only open items. If you want to show open and paid items, enter the beginning date. The 'AS OF' date will print as "STATEMENT DATE". If you wish to print a specific account, enter that account number. If you wish to print all customers, press <Enter> through the starting and ending account number field. Then you can click/check to print zero balance accounts and/or "[PAST DUE](#)" messages. You can email the statements or print them.

Sample Open Item Statement:



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Your logo here

HOTEL UNIVERSAL
535 Harrison Avenue
Panama City, FL 32401
850-747-0581

STATEMENT

To: ABC COMPANY
222 MAIN ST

ATLANTA, GA 40222

Statement Date: 11/01/08
Account: ABC
Charges since last statement: 220.00
Payments since last statement: 220.00-

Open Invoices:

Invoice Date	Invoice Number	Description	Invoice Amount	Amount Paid	Unpaid Amount
10/29/08	0001007-0001	207 -KNIGHT, KAREN	110.00	110.00	.00
10/29/08	0001008-0001	209 -SMITH, SARAH	110.00	110.00	.00
10/29/08	0001012-0001	214 -DOUGLAS, DAVID	110.00	.00	110.00
10/29/08	0001012-0001	214 -DOUGLAS, D/CRED	110.00-	.00	110.00-
Total amount due:					.00

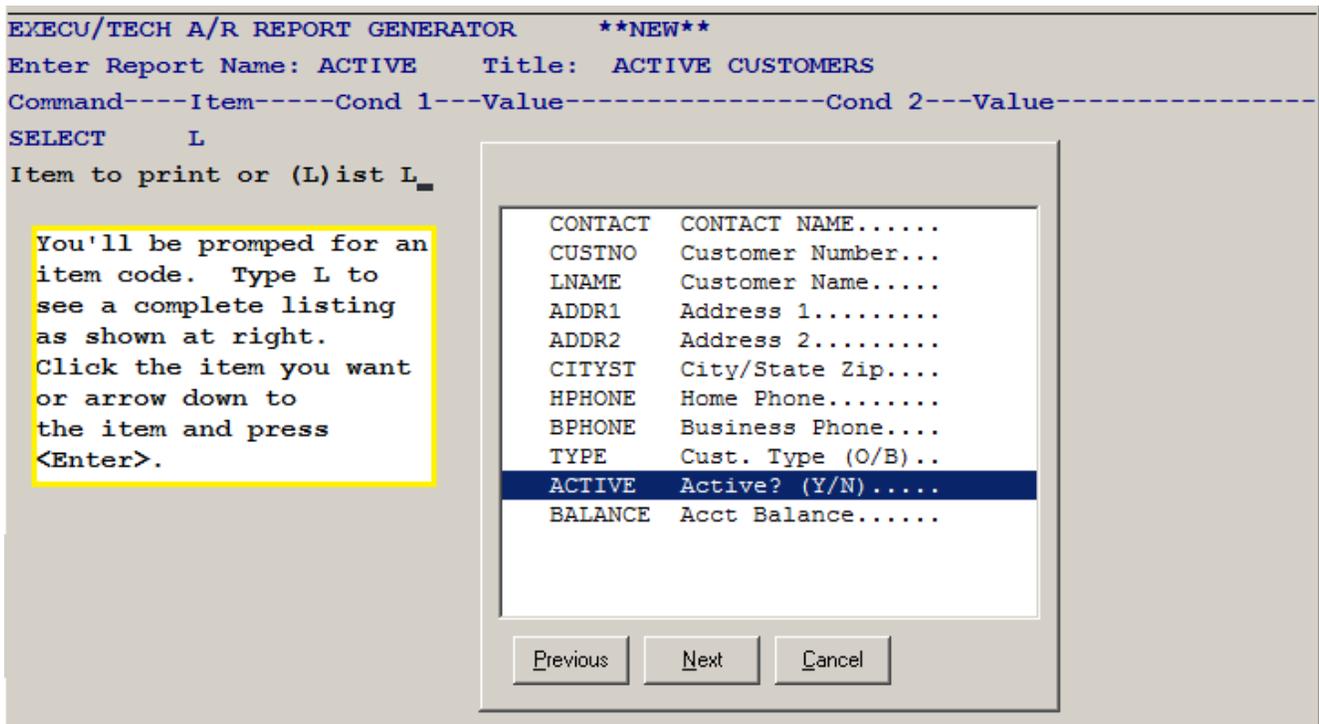
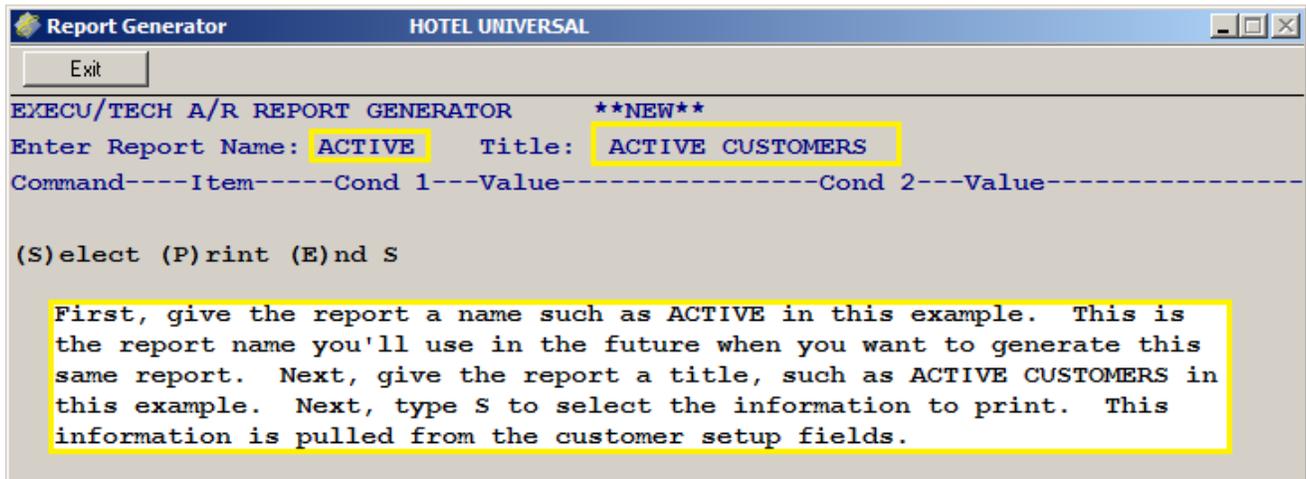
WE APPRECIATE YOUR BUSINESS



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Report Generator

You can create specific reports that will pull data from the [customer setup](#). Remember that you can add additional fields to the customer setup by going to the [data dictionary](#). The following instructions will give you a basic guideline to creating reports. You can print to screen, so you might want to experiment with different parameters until you arrive at the report you want.



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```
EXECU/TECH A/R REPORT GENERATOR      **NEW**
Enter Report Name: ACTIVE      Title: ACTIVE CUSTOMERS
Command----Item-----Cond 1---Value-----Cond 2---Value-----
SELECT      ACTIVE              Active? (Y/N).....
COND 1 (L)ess than, (G)reater than, (E)qual to, (N)ot equal to
```

You'll then select Conditions. In our ACTIVE report, we select E for Equal to Yes. You'll be able to select more than one condition.

```
EXECU/TECH A/R REPORT GENERATOR      **NEW**
Enter Report Name: ACTIVE      Title: ACTIVE CUSTOMERS
Command----Item-----Cond 1---Value-----Cond 2---Value-----
SELECT      ACTIVE  EQUAL      Active? (Y/N).....
```

```
EXECU/TECH A/R REPORT GENERATOR      **NEW**
Enter Report Name: ACTIVE      Title: ACTIVE CUSTOMERS
Command----Item-----Cond 1---Value-----Cond 2---Value-----
SELECT      ACTIVE  EQUAL      Y
COND 2 (L)ess than, (G)reater than, (E)qual to, (N)ot equal to
```

If your first condition was G, you can select a second condition L if you want your report to print a Greater Than/Less Than range.

```
EXECU/TECH A/R REPORT GENERATOR      **NEW**
Enter Report Name: ACTIVE      Title: ACTIVE CUSTOMERS
Command----Item-----Cond 1---Value-----Cond 2---Value-----
SELECT      ACTIVE  EQUAL      Y
```

(S)elect (P)rint (E)nd P

Customers that meet the conditions of your CONDITION criteria will print. You can set a second set of conditions by typing S or you can type P to determine the information that will print for each customer.

```
EXECU/TECH A/R REPORT GENERATOR      **NEW**
Enter Report Name: ACTIVE      Title: ACTIVE CUSTOMERS
Command----Item-----Cond 1---Value-----Cond 2---Value-----
SELECT      ACTIVE  EQUAL      Y
PRINT
```

(N)o top-page header. (S)kip to next print line, or <Enter>

Press <Enter> to continue.



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```
EXECU/TECH A/R REPORT GENERATOR      **NEW**
Enter Report Name: ACTIVE      Title: ACTIVE CUSTOMERS
Command----Item-----Cond 1---Value-----Cond 2---Value-----
SELECT      ACTIVE    EQUAL    Y
PRINT
PRINT

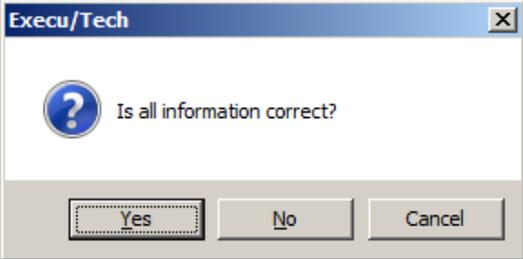
Is this a sort key? (Y,N) Y
A "sort key" will sort the selected items; for example, alphabetically.
```

```
EXECU/TECH A/R REPORT GENERATOR      **NEW**
Enter Report Name: ACTIVE      Title: ACTIVE CUSTOMERS
Command----Item-----Cond 1---Value-----Cond 2---Value-----
SELECT      ACTIVE    EQUAL    Y
PRINT
PRINT

(P)rimary or (S)econdary P
Is this a primary or secondary sort? This will give you categories and subcategories for the report.
```

```
EXECU/TECH A/R REPORT GENERATOR      **NEW**
Enter Report Name: ACTIVE      Title: ACTIVE CUSTOMERS
Command----Item-----Cond 1---Value-----Cond 2---Value-----
SELECT      ACTIVE    EQUAL    Y
PRINT
PRINT
PRINT
PRINT

(S)elect (P)rint (E)nd E
Once you've selected all of your parameters, type E to finish. You'll be asked if the information is correct. If so, the report generator will begin.
```



You might need to experiment with more than one report format before you create the report you want. Each report can be saved for future use. It will use the same parameters and criteria but will pull current data as of the new print date.



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WHAT NOT TO DO

New transactions

Don't post a transaction directly into city ledger if it should be closed to a POS ticket.

Open Item Payments

Don't escape out of the Open Item Payment screen once you've entered information. If you've made an error, continue to press <Enter> until you get to one of the two **OK** prompts and answer **N**. Your cursor will return to the Customer Code field and you can start over.

General

Don't be lazy. Follow instructions and do things the right way.

