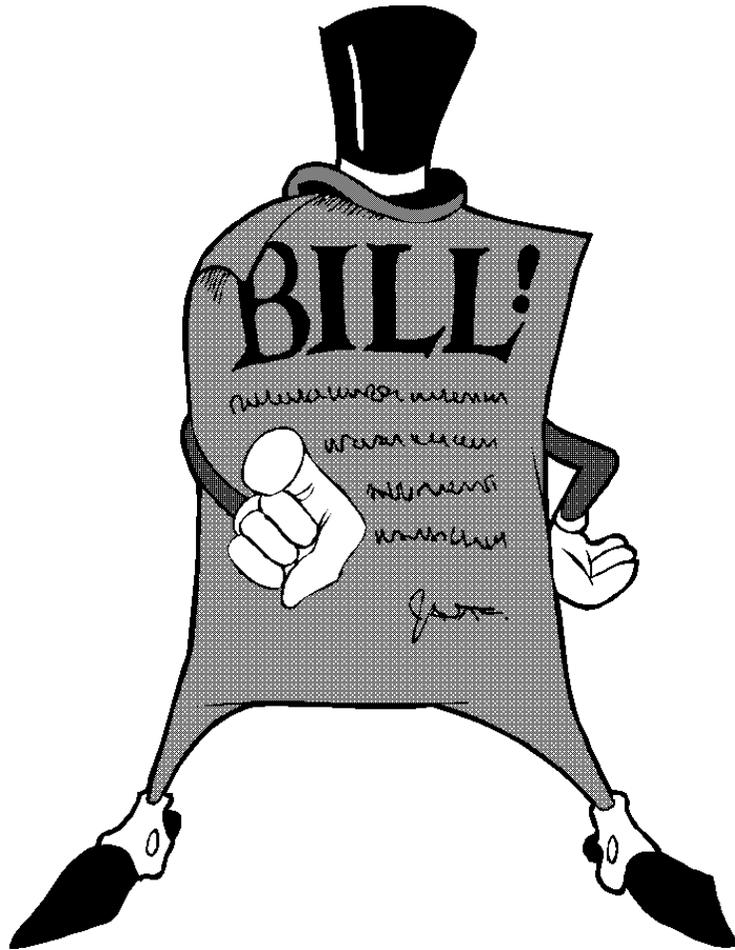


# ACCOUNTS RECEIVABLE



## MASTER BILLING

# Master Billing

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## Vocabulary to Know

Before beginning to read this document, become familiar with these terms and their definitions:

**Aging Code** – Code used as an identifier for the aging status of a customer. Aging codes gives the ability to 'pull' only certain types of accounts for reports and statements.

**Guest format** - Delegate charges (charges posted directly to the guest's folio, including 'C' folio postings that transferred to a group master) and may include associated applied A/R payments and adjustments, depending on the Master Billing parameter setup. Subtotals for all charges are listed by each guest's name. Totals for all guests' are also included.

**Nonguest format** - Group Master charges (those charges posted directly to the Group Master). Associated applied A/R payments and adjustments can be included. Subtotals for all of the specific charges are broken down according to the date and the charge type (i.e., banquet rooms charges, telephone charges and so on). Totals for all charges are also included.

**Print Commands** - Codes used, in conjunction with brackets [straight], to tell the letter where to print information (i.e., [nwlN] means a new line). The codes can be in upper and/or lower case letters.

**Print sequence** – A number assigned to a field of information. This number tells the system to place the fields in chronological order (i.e. if xxx= 10, yyy= 5, and zzz=1. The system places all the zzz information first, then yyy, then xxx because of the print sequence assigned).

**Variables** - Codes used, in conjunction with braces {squiggly} to pull information from one field into the letter (i.e., {htnm} means to pull in the hotel name from the hotel name field in database maintenance). The codes can be in upper and/or lower case letters.

**Note:** A laser printer is required to print these items. Be sure the designated laser printer is prepared for accounting use.

## Master Billing in Accounts Receivable

The Master Billing feature allows properties to prepare and print comprehensive bills via the accounts receivable module for companies who have direct billing. The Master Bill for each A/R account include a user defined cover letter, a summary page, and detailed pages of charges due. Each page may be printed separately or all may be printed, for a customer master, as needed.

**Note:** The **correct setup** is critical to ensure that master bills are complete and accurate when printed. The order in which master billing processes must be set up is as follows:

1. From A/R Database Maintenance Menu, select Accounts Receivable Name
2. Press [Quick] and type "CP" to go to Customer Parameters. At Master Bills:
  - Update last invoice date** – This window must be set accordingly to determine whether or not invoices are printed and are updated by printing the Master Bill.
    - 'Y' - updates the invoice field (for the system to believe an invoice has been printed for these guests) and **does not** reprint them in today's run of invoices.
    - 'N' - Always print an invoice in addition to the master bill print.
  - Hint:** When master bills should replace invoices for those customers using master billing, enter "Y" in the **Update Last Invoice Date** field and be sure to run the **Invoice**

**Printing/Update** program (In the **Statements menu**) after master bills are printed. This ensures that invoices for customers using master billing are not printed with other invoices via **Invoice Printing/Update**.

3. When completed [Save]

## Writing The Cover Letter

1. From A/R Database Maintenance Menu, select Letter Text. This program is used to setup the master billing cover letter (More than one cover letter can be setup and used).
2. Use [List Values] or type in 'MBCV' at the Letter Type field to indicate this is a master billing cover letter.
  - ✍ If a cover letter had been previously created, the first one appears automatically. Otherwise, a four (4) letter code relating to the type of letter being created may be typed (i.e., 'grp' – group letter, 'banq' – banquets only letter, 'Coll' – Collection letter).
  - ✍ The numbers that appears to the right of the Letter Code reflects the number of this cover letter and also lists the total number of existing cover letters next to it. For example, (1 of 3) is displayed to indicate the first of three master billing cover letters is being displayed. The ? and ? keys at the letter code may be used to move from one existing cover letter on to another. Press the ? key until the letter code field is blank.
  - ✍ A cover letter may be set up as a standard business letter and include data from the company record and/or other valid information on the system. Specific database variables can be inserted into the letter to instruct the system to insert the appropriate information from the customer master screen, (either the Commercial Firm Master, or the Group Master) into the letter. (Similar to mail merge in other applications).
  - ✍ **Note: Cover letters can also be used as a collection letter for the customers!** After a collection letter is made (the same as a Master Bill letter), attach it to any Master Bill (ideally a blank Master Bill can be created). Then be sure that Master Bill is attached to each customer for whom to print the letter (pull up customer maintenance, [Quick] to statements/invoices, then input the Master Bill code). When printing Master Bill, only print the letter. When finished, a different letter to the Master Bill can be attached, or the Master Bill code can be changed on each customer.
  - ✍ **Variables** - All Variables must be in braces "{" }" and may be typed in upper or lower case letters. For example, type the variable {CST#} or {cst#} the system inputs the actual customer number in the cover letter when printed.
3. Press [Enter Query] to view all the variables (\*see **CAUTION: BEFORE STARTING**). Some variables require additional parameters to indicate accurate information (i.e., {COLN(MBIL)} coln means the contact last name and mbil means the contact type. This is because more than one contact and/or more than one contact type can exist for each customer master).
  - ✍ **How does the system know what contact to input into the letter??**
    - ?? If a group code and arrival date is specified in the **Master Billing Print screen**, the system selects the first contact, with the contact type, from that group.
    - ?? If no group code and arrival date is specified in the **Master Billing Print screen**, the system selects the first contact, with the defined contact type.
    - ?? If there are no contacts, with the contact type, the system selects the first available contact.
    - ?? If no contact information exists, the letter prints without it.
  - ✍ **Print Commands** – Print commands can also be entered into the body of the letter to instruct the system to perform a specific formatting option. These commands must be placed in brackets [ ] and may be typed in upper or lower case letters. Press [List Values] to view all valid print commands. It is advised NOT to select a variable from here (\*See **CAUTION: BEFORE STARTING**).



# Master Billing

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## Sample Master Bill Cover Letter: 'BANQ' a banquet/group letter

Enter the following data (below) in the **Text** portion of the screen exactly as follows.

Note: variables can be typed in either upper or lower case. ? This symbol indicates a carriage return [Return] or [Enter].

[NWLN]?  
[NWLN]?  
[NWLN]?  
{HTNM} [NWLN]?  
{HTA1} [NWLN]?  
{HTCT}, {HTST} {HTPC} [NWLN] ?  
Telephone: {HTP1} Fax: {HTFX} [NWLN] ?  
[NWLN]?  
[NWLN]?  
{COFN(MBIL) } {COLN(MBIL) } [NWLN]?  
{CSNM} [NWLN]?  
{CSA1} [NWLN]?  
{CSA2} [NWLN]?  
{CSCT}, {CSST} {CSPC} [NWLN]?  
[NWLN]?  
Re: Account {CST#} [NWLN]?  
[NWLN]?  
[NWLN]?  
Dear {CONT1(MBIL) } {COLN(MBIL) }, [NWLN]?  
[NWLN]?  
Thank you for selecting {HTSN} to meet your banquet needs. We hope your group, {MBGN}, enjoyed the facilities at our hotel. Attached you will find a detailed account of the group's charges totaling \${MBTL}. We look forward to serving you again in the future. [NWLN]?  
[NWLN]?  
[NWLN]?  
Sincerely, [NWLN]?  
[NWLN]?  
[NWLN] ?  
[NWLN] ?  
[NWLN] ?  
{AGNT} [NWLN] ?  
Accounts Manager

4. Press [SAVE]

# Master Billing

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Below is the printed version of the cover letter as setup on the previous page ('**BANQ'** **Banquet/Group Letter** ). When the actual letter is printed, it fills a letter size sheet of paper:

**Galaxy Executive  
Conference Center Hotel  
110 Pier Avenue  
Redondo Beach, CA 90254**  
Telephone: **(310) 327-1000** Fax: **(310) 327-1100**

**James Collins  
National Teachers  
220 Main Street  
Suite 1  
Santa Monica, CA 90402**

Re: **Account 50013**

Dear **Mr. Collins**,

Thank you for selecting **Galaxy's Executive Conference Center Hotel** to meet your banquet needs.

We hope your group, **National Teachers Conference**, enjoyed the Facilities at our hotel. Attached you will find a detailed account of the group's charges totaling **\$16846.85**. We look forward to serving you again in the future.

Sincerely,

**Julian Mitchelson**  
Accounts Manager

Notice the variables have now been replaced with the customer's information, **Bold** and italic print, has been used to emphasize the information.

# Master Billing

## Letter Text Variables

Database variables are used to insert specific data from the system into the letter and must be placed in braces { }. Valid database variables may be displayed through [Enter Query]. Remember **DO NOT** select the variables from this window. Any number of these variables may be inserted throughout the letter as needed. When the letter is printed, the system substitutes each of them with actual data in the letter, (i.e. type {AGNT} or {agnt} to print the actual agents name, as shown when logged in, in the letter). The following is a list of valid database variables in all capital letters and followed by the associated variable descriptions. Type only the VARIABLE (NOT the description) in upper and/or lower case letters as needed and be sure to type it in braces.

(Agents name and work telephone numbers as setup in **Agent Security**)

Name	Program
AGNT	Agents Name
AGPH	Agents Work Telephone Number

(Accounts Receivable information as setup in **Accounts Receivable Name** screen)

Name	Program
ARA1	Accounts Receivable First Address Line
ARA2	Accounts Receivable Second Address Line
ARCN	Accounts Receivable Country Code
ARCT	Accounts Receivable City
ARFX	Accounts Receivable Fax Number
ARNM	Accounts Receivable Long Name
ARP1	Accounts Receivable First Telephone Number
ARP2	Accounts Receivable Second Telephone Number
ARPC	Accounts Receivable Postal Code
ARSN	Accounts Receivable Short Name
ARST	Accounts Receivable State
ARX1	Accounts Receivable First Telephone Extension
ARX2	Accounts Receivable Second Telephone Extension

The variables below are generated based on information entered for the customer number in the **Customer Maintenance** screen. Remember: Each one requires an additional parameter to

# Master Billing

indicate which contact to choose. (Contact information **MUST** exist in the group master and/or customer master to be used in the cover letter or the information is blank).

Name	Program
COA1	Contact' First Address Line
COA2	Contact's Second Address Line
COCN	Contact's Country Code
COCT	Contact's City
COEX	Contact's Telephone Extension
COFN	Contact's First Name
COLN	Contact's Last Name
COPC	Contact's Postal Code
COPH	Contact's Telephone Number
COST	Contact's State
COTI	Contact's Title (Mr., Mrs., etc.)
CSA1	Customer's First Address Line
CSA2	Customer's Second Address Line
CSCN	Customer's Country Code
CSCT	Customer's City
CSFX	Customer's Fax Number
CSNM	Customer's Name
CSP1	Customer's First Telephone Number
CSP2	Customer's Second Telephone Number
CSPC	Customer's Postal Code
CSST	Customer's State
CST#	Customer's Account Number
CSX1	Customer's First Telephone Extension
CSX2	Customer's Second Telephone Extension

The variables below are generated based on the information entered in the Hotel Name screen.

Name	Program
DATE	Current Date
HTA1	Hotel's First Address Line
HTA2	Hotel's Second Address Line
HTCN	Hotel's Country Code
HTCT	Hotel's City
HTFX	Hotel's Fax Number
HTNM	Hotel's Long Name
HTP1	Hotel's First Telephone Number
HTP2	Hotel's Second Telephone Number
HTPC	Hotel's Postal Code
HTSN	Hotel's Short Name
HTST	Hotel's State
HTTL	Hotel's Telex Number
HTTW	Hotels' TWX Number

The variables, below, are generated based on the information entered in the **Master Billing Parameters and Master Billing Print** screen.

# Master Billing

Name	Program								
MBED	Master Billing End Date								
MBGA	Master Billing Group Arrival Date								
MBGC	Master Billing Group Code								
MBGN	Master Billing Group Name								
MBSD	Master Billing Start Date (ONLY prints if specified in <b>Master Billing Print screen</b> )								
MBST	<p>Master Billing Subtotals</p> <p>Prints all charge titles, the associated subtotals and the total (each title is on a separate line). For example, the code {MBST} prints in the following format on the cover letter and leaves a blank line above and below it:</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">Guest Charges</td> <td style="text-align: right;">5563.07</td> </tr> <tr> <td>Banquet Charges</td> <td style="text-align: right;">9801.28</td> </tr> <tr> <td>Group Misc. Charges</td> <td style="text-align: right;"><u>1482.50</u></td> </tr> <tr> <td style="padding-left: 20px;">Total</td> <td style="text-align: right;">16846.85</td> </tr> </table>	Guest Charges	5563.07	Banquet Charges	9801.28	Group Misc. Charges	<u>1482.50</u>	Total	16846.85
Guest Charges	5563.07								
Banquet Charges	9801.28								
Group Misc. Charges	<u>1482.50</u>								
Total	16846.85								
MBTL	Master Billing Total (Prints the total only)								

# Master Billing

## Setting up the Master Billing Parameters

This program is used to define the various master billing parameters for the detailed pages and the summaries. This includes setting up the charge titles, charge types, printing sequences and associated transaction departments and subdepartments for each Master Billing code (or rather, for each Master Bill setup). In addition, this program is used to assign Master Billing cover letters (previously set up in **Letter Text**) to specific Master Billing codes. All Transaction codes from both the Front Office and Accounts Receivable **MUST** be entered here.

Below is a sample of a Summary Page:

<b>National Teachers Conference</b>			
<b>Summary of Charges</b>			
<b>(1)Guest Charges:</b>		(This is <b>Title 1</b> )	
<b>1a</b>	Room & Tax	(This is a <b>Subtitle</b> )	5074.00
<b>1b</b>	Food & Beverage	" "	562.57
<b>1c</b>	Telephone / Fax	" "	129.13
<b>1d</b>	Miscellaneous	" "	153.91
<b>1e</b>	Payments	" "	-350.00
<b>1f</b>	Adjustments/Corrections (late charges/payments)	" "	-6.54
<b>Total Guest Charges</b>			<b>5563.07</b>
<b>(2)Banquet Food &amp; Beverage</b>		(This is <b>Title 2</b> )	
<b>2a</b>	Breakfast	(This is a <b>Subtitle</b> )	847.85
<b>2b</b>	Lunch	" "	793.45
<b>2c</b>	Dinner	" "	3479.13
<b>2d</b>	Beverage	" "	2171.39
<b>2e</b>	Sales Tax	" "	630.81
<b>2f</b>	Gratuity	" "	1878.65
<b>Total Banquet Food &amp; Beverage</b>			<b>9801.28</b>
<b>(3)Banquet Miscellaneous</b>		(This is <b>Title 3</b> )	
<b>3a</b>	Room Rental	(This is a <b>Subtitle</b> )	1100.00
<b>3b</b>	Room Tax	" "	110.00
<b>3c</b>	Miscellaneous Labor	" "	275.00
<b>3d</b>	Adjustments/Corrections	" "	-2.50
<b>Total Banquet Miscellaneous</b>			<b>1482.50</b>
<b>Total Amount</b>			<b>16846.85</b>

# Master Billing

**Note:** Before continuing in this area, print or have someone print a 'transaction code report' from the database maintenance report menu. This report lists ALL transaction codes in the system. Use this as a guide to ensure that ALL transaction codes are entered in the correct section.

1. To setup the summary and detail pages, from the A/R Database Maintenance menu, select Master Billing Parameters.

Sheraton Palo Alto		MASTER BILLING PARAMETERS		Date: 22-MAR-2000 WED	
Geac Customer Support				Time: 12:08 PM	
Master Billing Code <input type="text"/>		Description <input type="text"/>		Cover <input type="text"/>	
Title <input type="text"/>		Print Seq <input type="text"/>		Detail Format <input type="text"/>	
Subtitle <input type="text"/>		Detail Title <input type="text"/>			
Print Sequence <input type="text"/>		Association <input type="text"/>			
RCC <input type="text"/>		Dep <input type="text"/>		Meal <input type="text"/> A/D <input type="text"/>	
Dep	Sub	Description	Meal	Period	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

**NOTE:** There is a change to this screen in 3.2.7. There is an additional column of hotel number added to the detail screen. If a hotel is complexed and uses inter hotel postings or shares account receivables among hotels, these parameters will need to be modified to include any departments or subdepartments that would be shared on a bill. The following is a screen shot of the new screen:

# Master Billing

```

WDW Dolphin A/R          MASTER BILLING PARAMETERS          Date: 13-JUN-2001 WED
Galaxy Customer Support                                     Time: 07:45 PM

Master Billing Code  Description  Cover 

Title  Print Seq  Detail Format 

Subtitle  Detail Title 
Print Sequence  Association 

Hotel  RCC  Dep  Meal  A/D 

Hotel  Dep  Sub  Description          Meal  Period
-----

```

- ✍ **Master Billing Code:** This field requires a code of up to 4 letters, which describes the type of master bill (i.e., 'GRP' for group business). The Description field describes the appreciated master billing code. Multiple billing codes may be setup and [List Values] may be used to display existing codes).
- ✍ **Cover:** i.e. "BANQ" - As previously setup in the Letter Text program. [List Values] may be used to display existing cover letters.

## Setting Up A Title Page For Guest Format

- ✍ **Title:** Guest Charges / Banquet Food & Beverage / Banquet Miscellaneous  
The page heading on the detailed pages. Multiple headings may be set up separately. Use the ? and ? keys to view any existing titles or to enter additional titles.
- ✍ **Print Seq:** i.e. 1 or 5. In what order the title page, and charges, appear on the Summary/Detailed Pages. It's a good idea to space the sequence numbers by 5 digits (i.e. 5,10,15,etc).
- ✍ **Detailed Format:** Guest or Non-guest
- ✍ **Subtitle:** i.e. Room & Tax or Food & Beverage  
Creates a separate column for each subtitle on the detail pages, and prints on the summary page.
- ✍ **Detail Title:** i.e. Rm & Tx / FD & Bev  
A short code for the **subtitle**, to be printed on the column headings of the detail pages.
- ✍ **Print Seq:** i.e. 1 or 5  
The order in which this Subtitle, and detail title, appear on the Summary/Detailed Pages.
- ✍ **Association:** FO or A/R - 555 - Galaxy Executive Conference Center Hotel. These are the transaction codes, associated to this subtitle, that where posted in either to FO or Accounts Receivable (must choose one). The 555 refers to the hotel number.
- ✍ **RCC:** i.e. RM or FD or TX etc.  
[List Values] Add the Revenue Class Code associated with the subtitle. This revenue class code includes all related transaction codes (i.e. RM- includes all room charge codes but not tax codes. FD- includes all food charge codes but not beverage, taxes, gratuity, etc).
- ✍ **Dep:** i.e. 1

# Master Billing

This attaches only transaction codes that fall under that department number (i.e. Department one, room revenue, includes room revenue charge codes AND room tax charge codes).

✍ **Meal:** 2 (Lunch)

The 'ONLY' meal period to be included (should there be any revenue for other meal periods, they do not appear). By leaving this field blank, ALL meal periods are included.

✍ **A/D:** Add / Delete

Revenue classes/Department Numbers can be inputted then 'A' – added to this subtitle column or 'D' deleted. After adding the above information, the system then 'pulls through' all the associated transaction codes, excluding those that have not been inputted in another subtitle column.

## Setting Up A Title Page For Non-guest Format:

✍ **Title:** Banquet Charges

✍ **Detail Format:** N (Non-guest)

✍ **Subtitle:** Banquet Adj/Paymnts

✍ **Detail Title:** Adj/Paymnt

✍ **Association:** A/R

✍ **Applied PMT:** Y /N

Type "Y" to add associated applied AR payments. Type "N" to not include AR applied payments.

**Note:** If the 'N' (non-guest) was selected in detail format, these are payments applied to **group master folios and invoices** through AR.

If the 'G' (guest) was selected in detail format the only accessible fields are applied payment and applied adjustments, that were applied to **delegate** folios through accounts receivable.

✍ **Applied ADJ:** Y/N

Type "Y" to add associated applied AR adjustments. Type "N" to not include AR applied adjustments.

**Note:** If the 'N' (non-guest) was selected in detail format, these are payments applied to group master folios and invoices. If the 'G' (guest) was selected in detail format the only accessible fields are applied payments and applied adjustments, that were applied to delegate folios.

✍ **Unapplied PMT:** Y/N

Type "Y" to add associated unapplied AR payments. Type "N" to not include AR unapplied payments.

✍ **Unapplied ADJ:** Y/N

Type "Y" to add associated unapplied AR adjustments. Type "N" to not include AR unapplied adjustments.

✍ **Invoices:** Y/N

Type "Y" to add associated AR invoices. Type "N" to not include AR invoices

2. Once this first column is done, continue on to the other columns for this page (Title page). THEN start a new title page for other charges. [Previous Block].

✍ **Sub Title:** i.e. Food & Beverage

Use ? and ? keys to enter in the second Sub title associated with this master bill.

Continue as before for each **Sub Title and for both the Front Office and Accounts Receivable. Until ALL transaction codes have been entered.**

3. Press [Save]

**Note:** When A/R is entered as the associated type, a different work block is displayed. If the title is in the guest detail format, the options for applied payments and applied adjustments (Payments or adjustments that are applied to the guest/delegate folios) can be added or deleted. If the title is in the non-guest detail format, the options for applied payments,

# Master Billing

applied adjustments, unapplied payments and unapplied adjustments and invoices can be added or deleted.

## Attention

- ?? **Be sure to setup All transaction codes for both the guest format and the non-guest format.**
- ?? Applied payments and applied adjustments must be set up for the guest format, and **ALL** Accounts Receivable options must be set up for the non-guest format
- ?? If the non-guest detail format was selected, and meal periods are used, be sure transaction codes are set up to cover all meal periods (i.e. restaurant breakfast, restaurant lunch, restaurant dinner).

4. Press Exit twice to go to the Accounts Receivable Menu
5. Select Customer Maintenance
6. Select Customer Maintenance
7. Type the customer number or use [Enter Query] to find it
8. Press [Quick] and type "SI" to go to Statements/Invoices
9. Type the created code in the Master Bill Code field.  
This program is used to assign a master billing code to each company (The Customer Master). In addition, the last date a master bill was printed, for this customer, is displayed in the **Last Master Bill** field on the main screen. This field is only updated after the detailed pages are printed.
10. Press [Save]

## Printing Master Bills

1. From the Accounts Receivable Menu, select Statements Menu
  2. Select Master Billing Print
  3. Depending on the selected option, to print only letters, only summaries, or only detail pages. A combination of the three can also be chosen.
    - ☞ When typing the starting and ending dates, and the group code and arrival date in the screen, the system prints only the folio charges with the specified group information. In addition, invoices, unapplied payments and unapplied adjustments within the specified date range are printed.
    - ☞ When typing the group code and arrival date and not the starting and ending dates in the screen, the system prints only folios, and associated applied payments and adjustments for the specified group.
    - ☞ When typing the starting and ending dates and not the group code and arrival date in the screen, the system prints all folios, adjustments, payments, and invoices within the specified date range.
- ☞ **Printer:** [List Values] Name of laser printer setup to print Master Bills.
  - ☞ **Customers:** Customer numbers (up to six) to print master bills for. [Enter Query] can be used to search for customer numbers. (When entering the customer's numbers, do NOT enter in the next field (Aging Code). If this field is left blank, all customers that have a master bill code attached to them print.
  - ☞ **Aging Code:** Code identifying the aging status of the customer accounts for which to print master bills. [List Values] can be used to display the options.
  - ☞ **Start Date:** Starting date of the documents to be included in the master bills.

# Master Billing

If a single customer number is entered, skip the end date field and continue to Group Code. If multiple customer numbers are entered or an aging was specified, skip the next two fields and continue from sort Order.

**Note:** Any payments or adjustments applied to the selected documents are included regardless of the date range specified in the Start date and End Date fields, as long as it is setup in Master Bill Parameters.

**End Date:** Ending date of the documents to be included in the master bills.

If a single customer number is entered, continue to the next field. If multiple customer numbers were entered or an aging code was specified, skip the next field and continue from the **Sort Order** field.

```

Sheraton Cavalier          PRINT SCREEN          Date: 22-MAR-2000 WED
Geac Customer Support      Time: 02:38 PM

Master Billing Print

PRINTER [ ] [ ]

MASTER BILLING PRINT

Customers
[ ] Aging Code [ ] [ ] Print (Y/N)
[ ] Start Date [ ] [ ] Cover Letter [ ]
[ ] End Date [ ] [ ] Summary Page [ ]
[ ] Group Code [ ] [ ] Detail Pages [ ]
[ ] Sort Order [ ] [ ]
  
```

**Group Code:** Group code identifying the selected group to be included in the master bills. Use [List Values] to display the options.

**Arrival Date:** Arrival date of the group to be included in the master bills followed by the group's name. Use [List Values].

**Sort Order:** How should the master bills be sorted?

?? C = by Customer Number

?? N = by Customer Name

?? S = by Customer Sort Key

**Order Details:** Choose by Order Posted or by Date/Reference

**At least ONE of the following fields MUST be set to 'Y'**

**Print (Y/N):**

**Cover Letter** should master billing cover letters be printed?

Y Yes, print cover letters

N No, do not print cover letters

# Master Billing

---

~~///~~ **Summary Page** should master billing summaries be printed?

Y Yes, print summaries

N No, do not print summaries

~~///~~ **Detail Pages** Master billing detail pages be printed?

Y Yes, print the detailed pages

N No, do not print the detailed pages

**Note:** Even if the detailed pages are not printed, the information for it is processed internally to obtain the totals for the cover letter and summary pages.

# Master Billing

Following are samples of Detail Pages:  
**National Teacher Conference**  
 (Title 1) **Guest Charges**

Guest Name	Room #	Folio	Rm & Tx	Food & Bev	Tel/Fax	Misc	Payments	Adj/Corr	Total
Agadoni, Brad	1502	19260	420.00	493.57	5.61	132.84	-350.00	0.00	702.02
Bartz, Sharon	3103	19243	420.00	13.75	0.00	6.54	0.00	-6.54	433.75
Brassil, Heddy	1411	19257	420.00	0.00	17.36	0.00	0.00	0.00	437.36
Becken, Deb	2908	19235	420.00	0.00	0.00	0.00	0.00	0.00	420.00
Cooper, Tina	3203	19253	420.00	0.00	0.00	0.00	0.00	0.00	420.00
Dallers, Sam	1506	19271	420.00	0.00	0.00	34.28	0.00	0.00	454.28
Danson, Frank	1507	19259	420.00	0.00	0.00	0.00	0.00	0.00	420.00
Davis, Sharon	3403	19242	420.00	0.00	0.00	0.00	0.00	0.00	420.00
Day, Cliff	1512	19270	420.00	0.00	0.00	0.00	0.00	0.00	420.00
Diaz, Michelle	3503	19245	420.00	35.50	43.73	0.00	0.00	0.00	499.23
Donnelly, Elise	1511	19261	454.00	0.00	13.73	14.53	0.00	0.00	482.26
Dopson, Janet	3303	19239	420.00	19.75	14.42	0.00	0.00	0.00	454.17
<b>Total:</b>			<b>5074.00</b>	<b>562.57</b>	<b>94.85</b>	<b>188.19</b>	<b>-350.00</b>	<b>-6.54</b>	<b>5563.07</b>

**National Teacher Conference**  
 (Title) **Banquet Food & Beverage**

Date	Description	Reference	Breakfast	Lunch	Dinner	Beverage	Sales Tax	Gratuity	Total
08-09-93	Banquets	123896	469.20	0.00	0.00	49.50	46.00	143.65	708.35
08-09-93	Banquets	44973	0.00	0.00	325.00	1067.50	139.00	399.00	1930.50
08-09-93	Banquets	47896	0.00	0.00	1365.13	684.39	78.65	197.00	2325.17
08-11-93	Banquets	452071	378.65	0.00	0.00	0.00	37.86	90.00	506.51
08-11-93	Banquets	45297	0.00	0.00	0.00	0.00	79.30	225.00	304.30
08-11-93	Banquets	846541	0.00	0.00	1789.00	370.00	250.00	824.00	3233.00
<b>Total:</b>			<b>847.85</b>	<b>0.00</b>	<b>3479.13</b>	<b>2171.39</b>	<b>630.81</b>	<b>1878.65</b>	<b>9007.83</b>

# Master Billing

**National Teacher Conference**  
**(Title) Banquet Miscellaneous**

Date	Description	Reference	Room Rent	Room Tax	Misc Labor	Adj/Corr	Total
08-09-93	Banquets	123896	100.00	10.00	0.00	0.00	110.00
08-09-93	Banquets	44973	0.00	0.00	250.00	0.00	250.00
08-09-93	Banquets	47896	300.00	30.00	25.00	0.00	355.00
08-11-93	Banquets	452071	150.00	15.00	0.00	0.00	165.00
08-11-93	Banquets	45297	250.00	25.00	0.00	0.00	275.00
08-11-93	Banquets	846541	300.00	30.00	0.00	0.00	330.00
08-13-93	10% Room Rental Disc.	1271	0.00	0.00	0.00	-110.00	-110.00
08-13-93	Adj Labor Charge	1270	0.00	0.00	0.00	-25.00	-25.00
08-13-93	Baggage Fee	1539	0.00	0.00	0.00	132.50	132.50
<b>Total</b>			<b>1100.00</b>	<b>110.00</b>	<b>275.00</b>	<b>-2.50</b>	<b>1482.50</b>