

Accounts Receivable

The HAL® Accounts Receivable module handles all credit card and corporate accounts. The A/R master records are created with applicable room rates, billing comments, and mailing address. This information is available for transfer to the guest record when a reservation is made.

Guest balances can be settled directly to an A/R account during the guest stay or at the time of check out. Totals for each bank or credit card are also transferred to General Ledger, if interfaced, during the Night Audit processing.

The HAL system allows the A/R clerk to:

- ◆ maintain current corporate accounts with credit limits, special rates and optional classification codes.
- ◆ specify the statement frequency for each account, for variable billing cycles.
- ◆ record inactive A/R accounts to be used for statistical tracking only, not for settling guest accounts.
- ◆ enter billing instructions, to be displayed and transferred to the guest record when this account is used on a reservation.
- ◆ designate accounts as open-item or balance-forward.
- ◆ post on-account payments which may be applied to the oldest invoices or specific invoices.
- ◆ reverse transactions posted in error.
- ◆ transfer posted transactions from one account to another, if, for example, a charge was posted to the wrong credit card.
- ◆ view all open transactions for an account, making payments to specific invoices fast and accurate.
- ◆ generate mailing lists and labels from selected or all accounts.
- ◆ print statements for all or a range of accounts, or based on aging category or date of last activity.
- ◆ enter free-form comments to be printed on all statements for the batch selected.
- ◆ report on corporate business generated by fiscal period, with comparisons to house totals.
- ◆ verify balances with summary or detail Trial Balance and complete daily audit trail.

For information on how QANTEL Products can benefit your business, contact Qantel Technologies, Inc. or your local QANTEL Product Dealer.

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