



WITH A COUPLE OF CLICKS YOU CAN ACCESS ALL GUEST RECEIVABLES CLOSE OUT DEPARTED GUESTS

we are service-driven and are continually responding to your needs through the application and development of new technology

for info or support call

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!!!!!!!

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NOT AN AAXSYS MEMBER YET? CALL FOR FREE DEMO 415-447-2097

We show you the money. View your current and past receivables by your own sorting preferences, and close out departed guests with zero balances. Another time - and money - saving feature from Aaxsys.

- first, log in to get to your personal **main menu**
- from the **guests column** select **view and edit guest information**
- you will now be on your **guest selection page**
- select **guest list ordering** by preference:
 - by client number (as in our example)
 - by unit code
 - by last name
 - by company code
- check box to **select active guests as well as non-active** guests; you can use this feature to recall previously closed reservations
- click on **current balance statements**

unlike other corporate housing operating systems your reservation and guest accounting information always remains in Aaxsys – even if you ‘delete’ the property!
- click **proceed**

[Main Menu Options](#) | [Re-login](#) | [Return](#)

Guest Balances

Begin Date	End Date	Unit code	Invoices	Payments	Credits	Refunds	Balance	Close
2010-10-12	2011-12-31	CB-1001	35814.00	35290.00	0.00	524.00	0.00	<input type="checkbox"/>
2011-09-17	2012-02-29	IGON-1127	19279.00	15579.00	0.00	0.00	-3700.00	<input type="checkbox"/>
2011-09-08	2011-12-31	BRCT-816	9752.67	9752.67	0.00	0.00	0.00	<input type="checkbox"/>
2012-01-08	2012-02-10	ARIA-107	3219.00	3219.00	0.00	0.00	0.00	<input type="checkbox"/>
2011-10-06	2012-02-29	LV-503	12097.00	12097.00	0.00	0.00	0.00	<input type="checkbox"/>
2011-09-30	2012-01-12	BSW-2859	9197.33	9197.33	0.00	0.00	0.00	<input type="checkbox"/>
2011-09-16	2012-03-15	VV-5128	13752.33	13752.33	0.00	0.00	0.00	<input type="checkbox"/>
2011-12-08	2012-04-30	BRCT-814	5769.00	5769.00	0.00	0.00	0.00	<input type="checkbox"/>
2011-10-04	2012-03-04	APTR-806	16219.00	16219.00	0.00	0.00	0.00	<input type="checkbox"/>
2011-10-05	2012-01-25	L777-231	10185.67	10185.67	0.00	0.00	0.00	<input type="checkbox"/>
2012-02-01	2012-04-08	BSW-2859	4430.00	0.00	0.00	0.00	-4430.00	<input type="checkbox"/>
2012-02-29	2012-03-29	TREO-2001	4469.00	250.00	0.00	0.00	-4219.00	<input type="checkbox"/>
2011-10-24	2011-12-23	ASH-811	5969.00	5969.00	0.00	0.00	0.00	<input type="checkbox"/>
2011-11-17	2011-12-16	GLCS-5111	2950.00	2950.00	0.00	0.00	0.00	<input type="checkbox"/>

- review all present and/or past receivables at a glance:** invoices, payments, credits, refunds and balances
- there will be a check box next to the entry for **guests who have departed and owe a zero balance**
- if you wish to close out these departed guests **click on the check box** – an alert window will open asking you to confirm your request to close out the guest; to confirm click “OK”
- after you have finished, **click on “refresh”**

Aaxsys will close out the display of this record - but remember, these can be recalled at any time!



Just pennies per day per unit.
No strings, wires or gimmicks.

www.aaxsys.com