AAXSYS TECHNOLOGY

"Workin' It"

A Set Up Guide

For

Members
&
Users

Set Up Guide for Invoicing

Invoicing Clients and Guests

Once Unit Detail and Additional Rates are set up Invoicing calculations operate automatically. Aaxsys will pull the figures from the unit default set ups – but they can be over-ridden in the reservation form and will calculate accurately every month following.

"CONFIGURING INVOICING FOR YOU BUSINESS REQUIREMENTS"

Aaxsys is customizable for your requirements. Use Member Configuration to edit Invoice Defaults to set up rent descriptions and calculations. All calculations – daily, weekly, monthly on a nightly rate or daily charging the last day plus descriptions can be set up to meet your needs. Have all invoices centralized & sent by one entity or individual associates. Decide how many days in advance of the due date you want Aaxsys to update the rent and extra charges then send them when ever convenient – all together or one at a time.

"BRINGING INVOICES CURRENT"

One item in switching systems from either manual or computer based is uploading previous reservations and bringing them current. Easily done in Aaxsys. Best to eat the elephant one bite at a time and put the reservations in first then begin calculating charges later. Aaxsys easily allows for this by first setting up "0" charges then adding them in the month you wish to start. NEVER do anything manually in Aaxsys.

"RESERVATION INVOICING AND SENDING"

This section describes how to input, invoice and send the first reservation in the sequence. There are multiple options in Aaxsys to meet every scenario. Date driven invoices and statements can be sent for any time period and calculate any charges & payments necessary for guests to see. To populate reservations quickly it is imperative to follow the steps in the first 3 'Workin' It' Guides to set up properties; additional rate detail; and companies. Invoicing will then be instantaneous and seamless!

"ADDING SPECIAL GUEST CHARGES"

These Workin' It Guides have been set up in a logical order to create a flow for automatic billing. Your Master Expense List created in Workin' It Guide 2 displays charges guests require for extra services. When set up in advance with costs as well as vendors they can be selected quickly and copy to the guest invoices. These can be set up for a one time charge or on going monthly.

"BATCH INVOICING MONTHLY"

Your monthly rent updating for batch invoicing is one of the most instantaneous applications in Aaxsys. Whether you have 5 or 5000 invoices they can be updated and sent by e-mail in literally 1 second. You can invoice all or one at a time and press a button to e-mail at the same time. Depending on the date you establish to update 'pink' lines show what needs invoicing. Review all and click 'do not send by e-mail those that need editing. Then scroll to the bottom and click Send by e-mail and Post. This feature alone will create unbelievable amounts of time to concentrate on marketing and growing your business.

"SETTING ASIDE CREDIT CARD PAYMENTS FROM INVOICING"

Not to be invoiced but charged and a payment sent, Aaxsys also has a check system on each update to eliminate from sending to the guest until after cards have been charged. Payment can then be sent from your invoicing module.

*** REMEMBER THAT ALL GUEST INVOICES ARE ON LINE REAL TIME OVER YOUR WEBSITE***

AAXSYS TECHNOLOGY

"Workin' It"

A Set Up Guide
For

Members & Users

INVOICING GUESTS & CLIENTS
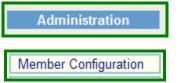
Member Configuration

Customizing Invoice Specifications

Setting Up Invoicing Specifications

First there are some Set Up options which must be in place in your Member Configuration to customize invoicing for your particular clientele and business practices.

1.   Click on 'Member Configuration' under the Administration Menu

Administration

Member Configuration

2.   On the Main Member Configuration page Click on the top Menu – Right – 'Edit Invoice Defaults'

■ Edit Invoice Defaults

3.   The Billing Configuration Page displays to customize invoices for your business model
    a.   The Top Section is for Aaxsys to automatically update and calculate amounts

Billing configuration

Billing

How many days before can the next billing be run? 15	"Daily reservation" means: Per day ○ Per night ⦿	
Client online booking default billing period (days):	"Monthly period" means: Calendar month ○ Always 30 days ⦿	

Rent period description (for non-final invoices): Per reservation ⦿ Per days paid ○

Separate **pro-rated** rental amounts for partial periods?: Yes, show them on a **separate** line ⦿ No, amalgamate them in the main line ○

These are the MOST IMPORTANT items for your business set up
    a.   Set the number of days in advance Aaxsys is to add the Next month's rent 0+++++
    b.   If you charge the 'move out' day then click "Per day"
    c.   I you do not charge the move out day & charge like Hotels by the night click "Per night"
    d.   If using 'on line bookings' please refer to the "Advanced Features" module
    e.   "Calendar month" means the Rent is the same EVERY month. No 31st day is added.
    f.   'Rent description' (Per Reservation) will state "rent from 1-1 to 2-1
    g.   'Rent description' (Per days paid) "will state "rent from 1-1 to 1-31
    g.   Pro-rated rent can display on a separate line or calculated together in one

4.   DEFAULT Billing Cost Codes is covered in Aaxsys Guide # 2. You MUST set these up early on.

5.   Billing contact information tells Aaxsys to use a constant return e-mail for ALL bills – not a User's

Billing contact information
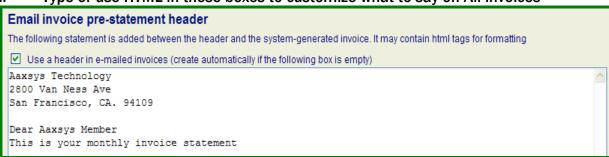
☑ Use this information in e-mailed invoices:

Billing contact name	Aaxsys Sales	Billing contact email	aaxsys.sales@aaxsys.com
Billing phone no	415-447-2097	Billing fax no	415-441-9296

Member Configuration for Invoicing (continued)

6.　　Billing e-mail Options customizes various features

Billing email options

Email account to which sent invoices are copied	
Default e-mail action for the billing batch:	user include mode ○　　user exclude mode ◉
The format for e-mailed guest statements:	Send as simple text ○　　Send as HTML ◉
The default invoice type for e-mailed guest statements:	Full ◉　Invoice only (latest period) ○　Balance statement (latest period) ○

　　a.　　Receive copies of invoices – use a comma & a space for extra addresses to copy to
　　b.　　User Exclude - in default e-mail action – tells Aaxsys to send every new invoice by e-mail
　　　　　If User Include – then each individual invoice must be checked to send by e-mail
　　c.　　Invoices can be sent in 'text' or HTML which contain your header and logo
　　d.　　The default Invoice type allows you to 'truncate' invoices & only send the latest charges

7.　　Statement 'Headers' and "Footers"
　　a.　　Type or use HTML in these boxes to customize what to say on All invoices

Email invoice pre-statement header

The following statement is added between the header and the system-generated invoice. It may contain html tags for formatting

☑　Use a header in e-mailed invoices (create automatically if the following box is empty)

```
Aaxsys Technology
2800 Van Ness Ave
San Francisco, CA. 94109

Dear Aaxsys Member
This is your monthly invoice statement
```

　　b.　　Put your standard late fee & business regulations regarding invoices in the 'Footer'

Email invoice post-statement text (disclaimer, etc.)

The following statement is added after the system-generated invoice (html tags may be included):

```
<div style="width:640px;border:2px solid #9fc7c7;padding:1em;background:ffffee;">
<H3 style="color:blue;">
We will Charge your credit card & return a Receipt by Electronic Mail
Thank you for joining Aaxsys Technology.........You will Not be Disappointed!</H3>
</div>
```

HTML for a customized look

8.　　Once All of the detail has been chosen remember ALWAYS to "Save" or "Update" . Aaxsys operates over the Internet, and changes are lost if this step is not completed.

save configuration

9.　　Member Configuration – "Edit Invoice Defaults" customizes Aaxsys for each Business Practice
　　THIS CONCULDES THE INVOICE SET UP CUSTOMIZATION PROCESS FOR YOUR COMPANY

AAXSYS TECHNOLOGY

"Workin' It"

Training for

AAXSYS

Members & Users

Workin' It

INVOICING

Bringing Reservations Current

Bringing Invoices Current

When switching from another reservation and operating system – the following instructions are to bring your past accounting current for Aaxsys to automatically invoice for all on-going reservations.

1. Ensure all buildings & units are inputted into Aaxsys with accurate daily-weekly-monthly rates

2. Code all companies into the Company database for easy reservation inputting

3. Ensure that all Cost Codes are inputted and ready to go for financial reporting

4. Input ALL reservations that are current and 'on-going' past the current month
   a. Input the Start Date of the reservation
   b. Input the Departure Date of the reservation
   b. Submit Reservation

4. Click on Guest Main Page including invoices and statements

Guest main page (including invoices and payments)

Bringing Invoices Current (cont)

5.   When asked to confirm Billing Dates the entire length of stay can be entered

Please confirm guest billing period

New Billing Period
The following is a suggested billing period based on reservation dates
Billing period start date: 02/25/2011   Billing period end date: 8/25/2011
(Billing covers the period NOT INCLUDING the billing period end date)

PROCEED

6.   Click on 'NO Thanks" when asked to make 'Client Main Page with Invoices and Statements

Type	Description	Amount	Transaction Date/Due Date
IN	Rent 02/25-03/25	3300.00	02/25/2011
	Totals	**3300.00**	

Select the mode of reservation:

○ Create an invoice automatically based on the above charges
◉ No thanks, just make the reservation without creating invoice

    a.   Click on Make Reservation at the bottom
        1.   The reservation & client Main page will populate with (0) charges
        2.   You will not have to invoice for the remainder of the reservation or
    b.   Click on Guest Main page including invoices and payments to view 0 invoices

📁 Confirmation

**Reservation posted successfully
New Guest number is 157342**

**Email notification not sent (no address)
Guest expenses entered into the database**

Click here for the guest's financial statement

Click here for the guest main page

Bringing Invoices Current (cont)

7.   When ready to start invoicing through Aaxsys Click on "New Billing" in your Guest Main Page

■ Client Invoice (Full)	■ Client Invoice (Period)	■ Edit invoice records	■ Edit revenue records
■ Edit payment records	■ Add invoice record	■ Add revenue record	■ Add payment record
■ New Billing	■ Redo initial billing	■ New Revenue	■ Redo initial revenue
■ Alerts	■ Additional unit rates	■ Special guest rates	■ Add subsidiary guest
■ XML download	■ CSV download	■ Open documents	■ Print information

a.   Change the "next billing start date" to the NEXT period you want to invoice & PROCEED!

Please confirm guest billing period

Current Billing Period (Guest #156237)

Billing period start date: 02/01/2011   Billing period end date: 03/01/2011

New Billing Period

Billing period start date: 5/1/2011   Next billing period start date: 6/1/2011

(Billing covers the period NOT INCLUDING the billing period end date)

5.   Now create an invoice & Aaxsys will add ALL charges from the reservation starting from the Above dates:

The following charges apply to this reservation:

Type	Description	Amount	Transaction Date/Due Date
IN	Rent 05/01-07/31	9200.00	07/10/2009
IN	Maid Service Monthly 05/01-07/31 #	800.00	07/10/2009
	Totals	**10000.00**	

Select the mode of reservation:

◉ Create an invoice automatically based on the above charges
◯ No thanks, just make the reservation without creating invoice

[Make Reservation]

6.   Click on Make Reservation & start billing from this date forward.

AAXSYS TECHNOLOGY

"Workin' It"

A Set Up Guide For

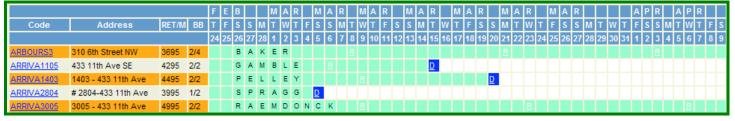## Members & Users

GUEST INVOICING

Reservation Billing

Invoicing Guests

Create all reservations into each unit on the reservation board that are either new or on-going.
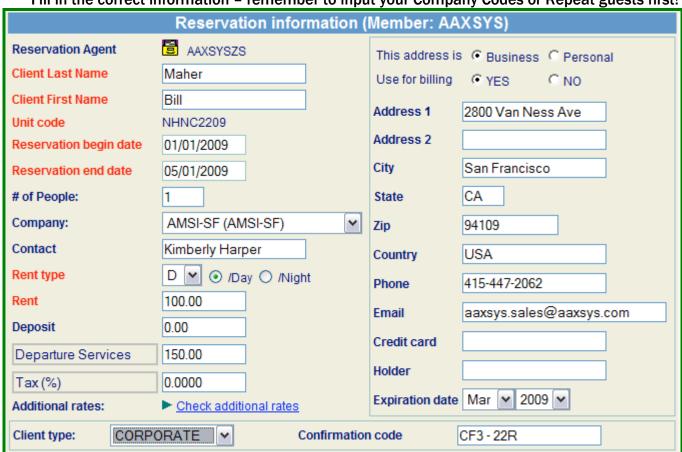
1. Create all reservations by clicking on the Unit Code on the reservation board

2. Click on 'New Reservation'

3. Fill in the correct information – remember to input your Company Codes or Repeat guests first!

Invoicing Guests – Cont.

a.   Click on Submit on the bottom of the Reservation form

Submit reservation   Reset

b.   Confirm Guest Billing Period Displays
      1.   To pro-rate select the 'end date' you wish to bill to
      2.   Aaxsys will pro-rate a monthly or daily rate to the appropriate end billing date.
      3.   Click 'Proceed'

Please confirm guest billing period

New Billing Period
The following is a suggested billing period based on reservation dates

Billing period start date: 02/24/2011   Billing period end date: 3/1/2011

(Billing covers the period NOT INCLUDING the billing period end date)

PROCEED

4.   Aaxsys now asks you to confirm the calculations

Type	Description	Amount	Transaction Date/Due Date
IN	Rent 02/24-02/28	416.67	02/25/2011
IN	Security Deposit Invoice	400.00	02/25/2011
IN	Departure Services	175.00	02/25/2011
IN	City Sales tax 10.5%	43.75	02/25/2011
Totals		**1035.42**	

Select the mode of reservation:

◉ Create an invoice automatically based on the above charges
○ No thanks, just make the reservation without creating invoice

c.   If the calculations are incorrect there are 2 choices
      1.   Go back with your back arrow – you have not made a reservations yet & fix the
            Reservation calculations
      2.   Create an invoice – for once you have you can edit the amounts for accuracy
            In Edit Invoice Records

Invoicing Guests – Cont.

4.   Aaxsys displays a confirmation once the reservation is made

Reservation posted successfully
New Guest number is 137719

Email notification not sent (no address)
Guest expenses entered into the database

Click here for the guest's financial statement

Click here for the guest main page

a.   Click here for Guest's financial statement to IVOICE a new guest immediately

GUEST FINANCIAL STATEMENT #157343-02/25/2011				
#157343-02/25/2011				

Client/Billing address	Reservation information
Obama, Barak THE AMERICAN MARKETING SYSTEMS, INC Contact: Kim Harper 2800 Van Ness Avenue San Francisco CA 94109 USA	Guest No: 157343 Agent: cozs Unit: GDJS3603 Address: 330 J St. San Diego CA 92101 Suite #: #603 Phone: 415-680-5970 Start date: 02/25/2011 End date: 04/25/2011 Rent: 3000.00/month

Class	Reference #	Description	Date	Amount
CHARGES:				
	501190	Rent 02/25-03/24	2011-02-25	3000.00
	501191	Rent 03/25-03/31	2011-02-25	700.00
	Total charges:			3700.00
PAYMENTS:				
	Total payments:			0.00
	Balance due			3700.00

All rent payments are due in advance, a 5% late fee will be assessed on balances due past 5 days!
THANK YOU FOR CHOOSING AMSI SAN DIEGO FOR YOUR EXTENED STAY

Send by e-mail to the guest   ☑ Send as attachment
Type your message in the box below:

14

Invoicing Guests – Cont.

b.   Aaxsys is internet based so all documents are created in HTML to e-mail directly
   1.   Invoices typically reside in the body of the e-mail
   2.   Aaxsys however has created the option of sending as an attachment
   3.   A text box displays to add messages to your guest

a.   The New Guest Number is your client database for accounting
b.   If e-mails were in 'notify on reservation' for this User – then all addresses would display
c.   *Click here for guest Main Page* gives you ALL financial information

■ Client Invoice (Full)	■ Client Invoice (Period)	■ Edit invoice records	■ Edit revenue records
■ Edit payment records	■ Add invoice record	■ Add revenue record	■ Add payment record
■ New Billing	■ Redo initial billing	■ New Revenue	■ Redo initial revenue
■ Alerts	■ Additional unit rates	■ Special guest rates	■ Add subsidiary guest
■ XML download	■ CSV download	■ Open documents	■ Print information

Client Information (Client # 152595)

Client Address		Contact/Company Address	
○ Use this address for billing		● Use this address for billing	
LastName	Duke	Contact	John W Duke
FirstName	John	Phone	401-864-3678
Address1	2317 NW Pinelake Drive	Email	dmec_inc@verizon.net; ebache@

^^^The Menu above this Guest Main Page facilitates a variety of necessary functions for invoicing
Features NOT self explanatory are covered in other Aaxsys Workin' it Guides***

5.   **Edit invoice records** is your BIBLE for total invoicing with on going reservations

Current Guest Expenses

No	Trans No	Type	Amount	Description	DueDate	Entered	Date	Action
📄 INVOICE 001				Redo billing Show invoice Add to invoice Add payment Delete				
0	485793	IN	2750.00	Rent 12/23-01/22	2010-12-23	SYSTEM	2010-12-22	Edit Del
1	485794	IN	400.00	Security Deposit Invoice	2010-12-23	SYSTEM	2010-12-22	Edit Del
2	485795	IN	175.00	Deptarture Cleaning	2010-12-23	SYSTEM	2010-12-22	Edit Del
Payments		PA	(3200.00)	Rent & move in fees	2010-12-23	sdseb	2010-12-23	Edit Del
Balance due			125.00					
📄 INVOICE 002				Redo billing Show invoice Add to invoice Add payment Delete				
3	494007	IN	2750.00	Rent 01/23-02/22	2011-01-31	SYSTEM	2011-01-31	Edit Del
4	494008	IN	550.00	Rent 02/23-02/28	2011-01-31	SYSTEM	2011-01-31	Edit Del
Payments		PA	(3300.00)	Payments	2011-02-08	cozs	2011-01-26	Edit Del
Balance due			0.00					

Invoicing Guests – Cont.

a.   ALL invoices and transactions can be edited or deleted individually or all together

📄 INVOICE 002			Redo billing	Show invoice	Add to invoice	Add payment	Delete		
3	494007	IN	2750.00	Rent 01/23-02/22	2011-01-31	SYSTEM	2011-01-31	Edit	Del
4	494008	IN	550.00	Rent 02/23-02/28	2011-01-31	SYSTEM	2011-01-31	Edit	Del
Payments		PA	(3300.00)	Payments	2011-02-08	cozs	2011-01-26	Edit	Del
Balance due			0.00						

d.   Edit the Transaction:
    1.   Edit the invoice number – you can even add a new invoice number
    2.   Edit Amounts charged if necessary
    3.   Edit the description to reflect the correct time periods
    4.   Alter the Due date for downloading or balancing to bank records

📄 **Invoice Information**	
Transaction no	494008
Transaction type	IN
Description	Rent 02/23-02/28
Invoice no	002
Amount	550.00
Cost code	40202
Due date	Jan 31 2011
Check date	
Check no	
Created by	SYSTEM
Modification date	2011-01-31
Hide from client	☐

e.   Aaxsys will add the rent and charges automatically from this point forward based on Billing dates

				Current Guest Expenses				
No	**Trans No**	**Type**	**Amount**	**Description**	**DueDate**	**Entered**	**Date**	**Action**
📄 INVOICE 000				Redo billing	Show invoice	Add to invoice	Add payment	Delete
0	400988	IN	9887.18	Rent & Charges 01/01-03/31	2009-03-28	aaxsyszs	2009-03-28	Edit Del
Balance due			9887.18					

Edit Invoice Records is the application you will work in for all accounting transactions on-going

Invoicing Guests – Cont.

9. Clicking on 'Delete' eliminates ALL transactions in the Invoice – literally eliminating the invoice
10. Payment is where checks and credit cards are entered against invoices past or present

New Payment Record Information

Transaction type	Payment
Invoice no	004
Amount (xxxx.yy)	3300
Description (50 chars)	Rent Payment 2-22 to 3-31
Select cost code	10102
Check date	Feb 24 2011
Check no (########)	# 22342
Hide from master	☐
Hide from client	☐

Add payment record

Add a credit card payment

    h.   Click Add payment record.
    i.   You are ready to 'batch invoice'

Current Guest Expenses

No	Trans No	Type	Amount	Description	DueDate	Entered	Date	Action
📄 INVOICE 000				Redo billing Show invoice Add to invoice Add payment Delete				
0	400988	IN	9887.18	Rent & Charges 01/01-03/31	2009-03-28	aaxsyszs	2009-03-28	Edit Del
Payments		PA	(9887.18)	Full Payment to 3-31-09		2009-03-28	aaxsyszs	2009-03-28 Edit Del
Balance due			0.00					

7. Add to invoice is a manual entry and should only be used for non-recurring invoice records
8. Show Invoice displays only that invoice and can be sent directly from here (bottom of page)
    a.   e-mailed, print and fax or snail-mail
    b.   e-mailing dates are tracked in the client form

Last emailed 2011-02-01

9. Redo Billing is necessary for adding or changing calculations automatically
    a.   Re do the invoice with new billing dates or new calculations
    b.   're-do billing' MUST be used to ADD extra Guest Charges to invoices

are to be replaced by the following re-calculated charges:

Type	Description	Amount	Transaction Date/Due Date
IN	Rent 02/01-02/28	3100.00	02/24/2011
IN	Security Deposit Invoice	400.00	02/24/2011
IN	Departure Services	195.00	02/24/2011
	Totals	3695.00	

Invoicing Guests – Cont.

10.   Invoices can ALL be sent within the body of an e-mail or as an attachment with Text attached

GUEST FINANCIAL STATEMENT #153450-001				
#153450-001				
	Client/Billing address		**Reservation information**	
	Workman, Elizabeth		Guest No: 153450	
			Agent: sdseb	
	Contact: Elizabeth		Unit: SLR-716	
			Address: 716 San Luis Rey	
			San Diego CA 92109	
			Parking: 2 Assigned space	
			Phone:	
			Start date: 11/04/2010	
			End date: 03/15/2011	
			Rent: 3100.00/month	

Class	Reference #	Description	Date	Amount
This invoice is for 27 days at the rate of 3100.00/month				
CHARGES:				
	480016	Rent 11/04-11/30	2010-11-28	2790.00
	480017	Security Deposit Invoice	2010-11-28	400.00
	480018	Departure Services	2010-11-28	195.00
	Total charges:			3385.00
PAYMENTS:				
	475406	MCV - 11-04 to 11-30	2010-07-04	3385.00
	Total payments:			3385.00
	Balance due			0.00

All rent payments are due in advance, a 5% late fee will be assessed on balances due past 5 days!
THANK YOU FOR CHOOSING AMSI SAN DIEGO FOR YOUR EXTENED STAY

| Send by e-mail to the guest | ☑ Send as attachment
Type your message in the box below:

a.   Add whatever information required to the bottom of invoices in Member Configuration
b.   Print the invoice in HTML or Text from the bottom of the page to fax or Snail Mail.

Printable version

Text (letter) version

AAXSYS TECHNOLOGY

"Workin' It"

A Set Up Guide For

Members
&
Users

GUEST INVOICING

Invoice Delivery Options

Invoice Delivery Options

There are several different ways to display and dispatch invoices in Aaxsys. The option chosen depends on your business practices as well as what the client or guest wants to see.

1.   Create a new reservation and click here for the Guest/Client Main Page

Reservation posted successfully
New Guest number is 137722

Email notification not sent (no address)
Guest expenses entered into the database

Click here for the guest's financial statement

Click here for the guest main page

2.   All invoicing options are visible and available to send from the First Three Top Menu Applications
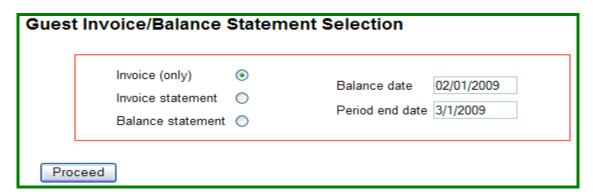
■ Client Invoice (Full)   ■ Client Invoice (Period) ■ Edit invoice records

   a.   The Client Invoice (Full) is the complete Statement with ALL Charges & Payments to date

	GUEST FINANCIAL STATEMENT #137722-03/29/2009			
Client/Billing address			**Reservation information**	
Pitt, Brad			Guest No: 137722	
AMERICAN MARKETING SYSTEMS INC.			Agent: aaxsyszs	
Contact: Kimberly Harper			Unit: UPTOWN2	
2800 Van Ness Ave			Address: 1021 Ogden Street	
San Francisco CA 94109			Ste # 3	
USA			Parking: Space # 64	
			Phone: 303-447-2042	
			Start date: 02/01/2009	
			End date: 05/01/2009	
			Rent: 3000.00/month	

Class	Reference #	Description	Date	Amount
CHARGES:				
	400993	Rent 02/01-02/28	2009-02-28	2800.00
	400994	Security Deposit Invoice	2009-02-28	200.00
	400995	Departure Services	2009-02-28	150.00
	400996	Monthly Parking 02/01-02/28 #	2009-02-28	100.00
	Total charges:			3250.00
PAYMENTS:				
	400997	Rent & charges 2-1 to 2-28	2009-02-28	3250.00
	Total payments:			3250.00
	Balance due			0.00

   b.   The Client Invoice (Period) allows selection of periods of Time – With or without Payments
   c.   There are three options from which to choose – Any date range can be used

Guest Invoice/Balance Statement Selection

Invoice (only) ⦿	Balance date	02/01/2009
Invoice statement ○	Period end date	3/1/2009
Balance statement ○		

Proceed

1. Invoice Only displays NO Payments and Shows Charges Only for any date range

Class	Reference #	Description	Date	Amount
CHARGES:				
	400993	Rent 02/01-02/28	2009-02-28	2800.00
	400994	Security Deposit Invoice	2009-02-28	200.00
	400995	Departure Services	2009-02-28	150.00
	400996	Monthly Parking 02/01-02/28 #	2009-02-28	100.00
	Total charges:			3250.00
	Balance due			3250.00

2. Invoice Statement will display all transactions for any date range with a Balance

CHARGES: None				
	Total charges:			0.00
PAYMENTS:				
	490136	Transfers from Amsiware	2011-01-15	2500.00
	490140	Transfers from Amsiware	2011-01-15	400.00
	Total payments:			2900.00
	Balance due			-2900.00

** Note: These Invoices can be manipulated for any guest by editing the Due Date on the transaction**

3.   The Balance Statement can be altered to show transactions for any date range

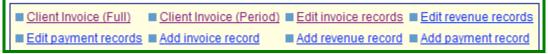| CHARGES:				
	400993	Rent 02/01-02/28	2009-02-28	2800.00
	400994	Security Deposit Invoice	2009-02-28	200.00
	400995	Departure Services	2009-02-28	150.00
	400996	Monthly Parking 02/01-02/28 #	2009-02-28	100.00
	Total charges:			3250.00
PAYMENTS:				
	400997	Rent & charges 2-1 to 2-28	2009-02-28	3250.00
	Total payments:			3250.00
	Balance due			0.00

4.   The Third and most useful option for Invoice delivery is Edit Invoice Records

■ Edit invoice records

a.   This application allows for delivering One Invoice at a time – in lieu of a statement

				Current Guest Expenses				
No	Trans No	Type	Amount	Description	DueDate	Entered	Date	Action
🗎	INVOICE 001			Redo billing Show invoice Add to invoice Add payment Delete				
0	400993	IN	2800.00	Rent 02/01-02/28	2009-02-28	aaxsyszs	2009-03-29	Edit Del
1	400994	IN	200.00	Security Deposit Invoice	2009-02-28	aaxsyszs	2009-03-29	Edit Del
2	400995	IN	150.00	Departure Services	2009-02-28	aaxsyszs	2009-03-29	Edit Del
3	400996	IN	100.00	Monthly Parking 02/01-02/28 #	2009-02-28	aaxsyszs	2009-03-29	Edit Del
Payments		PA	(3250.00)	Rent & charges 2-1 to 2-28	2009-03-29	aaxsyszs	2009-02-28	Edit Del
Balance due			0.00					

b.   On the initial reservation & each billing thereafter Aaxsys Assigns an invoice number to all Transactions created.   There is the option of:
    1.   Customizing the invoice numbers to whatever sequence desired
    2.   Adding or Deleting transactions manually from the invoice
    3.   Editing all information in the transaction – plus moving it to another invoice number
    4.   Delivery of the Invoice to a guest/client separately – in lieu of a statement

c.   In order for Payments to balance against a particular invoice 'enter the payment' HERE
d.   Payments can be entered against a statement – for non-invoicing short term guests as well
        Click on Add payment record – Or the 'link' in Edit Payment Record

■ Client Invoice (Full)   ■ Client Invoice (Period) ■ Edit invoice records   ■ Edit revenue records
■ Edit payment records ■ Add invoice record   ■ Add revenue record   ■ Add payment record

AAXSYS TECHNOLOGY

"Workin' It"

A Set Up Guide
For

Users & Members

GUEST INVOICING

"INVOICING
Special Guest Charges"

Invoicing Special Guest Charges

1. Adding A One Time Charge to Client/Guest/Tenant invoices is cone manually
    a. Click on View & Edit Client/Guest Invoices

Guests
View and Edit Guest Information

    b. Chose the Guest/Client you wish to ADD charges to

Guest selection page

    c. Click on 'Proceed'

Current Guests									
Unit	Number	Last Name	First Name	Company	Begin Date	End Date	Conf Code	Type	Relations	Agent
NWAT-402	146462	Jeff	Walsh	E Z Corp	05/07/2010	06/30/2011		CORPORATE		coemaia
NWAT-634	153497	Stamp	Stephen	E Z Corp	11/04/2010	05/31/2011				coemaia
WB-2-2109	155100	Stowe	Mike	North Star Corporate Housing	01/01/2011	02/26/2011				coemaia

Invoicing Special Guest Charges – (cont)

d.   Click on 'Add invoice Record – or edit Invoice Record & click on the 'Add' link

■ Client Invoice (Full)   ■ Client Invoice (Period)   ■ Edit invoice records   ■ Edit revenue records
■ Edit payment records   ■ Add invoice record   ■ Add revenue record   ■ Add payment record
■ New Billing   ■ Redo initial billing   ■ New Revenue   ■ Redo initial revenue
■ Alerts   ■ Additional unit rates   ■ Special guest rates   ■ Add subsidiary guest
■ XML download   ■ CSV download   ■ Open documents   ■ Print information

Client Information (Client # 146462)

Client Address		Contact/Company Address	
○ Use this address for billing		⊙ Use this address for billing	
LastName	Jeff	Contact	Rebecca Holliday
FirstName	Walsh	Phone	512-314-3428
Address1	234 Elm St.	Email	rebecca_holliday@ezcorp.com, tr
Address2	Ste	Company	E Z Corp (show list)
City	San Diego	Address1	1901 Capital Pkwy
State	CA	Address2	
Zip	92109	City	Austin
Country	USA	State	CA
Phone	858-488-3682	Zip	78746
Email	jwalsh@ezcorp.com	Country	USA

e.   Click on 'Add Invoice Record'
  1. Make sure to have set up a **Cost Code** for the Type of Invoice Charge you wish to make
  2. One Cost Code can have MANY vendors of the same type

Invoice record entry page

📄 **Invoice Information**

Transaction no	400996
Transaction type	IN
Description	Monthly Parking 02/01-02/28 #
Invoice no	001
Amount	100.00
Cost code	PARK
Due date	Feb ∨ 28 ∨ 2009 ∨
Entry date	2009-03-29
Hide from client	☐

UPDATE

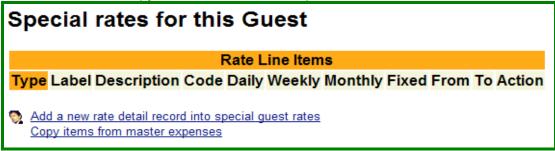f.   Add Invoice Record............& you're ready to bill the Guest!

Invoicing Special Guest Charges – (cont)

2. **To ADD am 'automatic' monthly recurring charge** when making the initial reservation
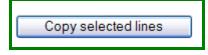   a.   Click on Special Guest rates

   b.   You Master Expense List is set up – (Review Workin' It Guide 2 – 7-Master Expense List)
   1.   Click on Special Guest rates
   2.   Click on Copy items from Master Expenses

Special rates for this Guest

Rate Line Items									
Type	Label	Description	Code	Daily	Weekly	Monthly	Fixed	From	To Action

   Add a new rate detail record into special guest rates
   Copy items from master expenses

   c.   This takes you to the Master Expense List to 'Select' charges to ADD to this guest

Master Expenses									
Type	Description	Code	Daily	Weekly	Monthly	Fixed	From	To	Action
IN	Admin Fee	054100				0.00			Edit Del ☐
IN	Digital Cable	053200			0.00				Edit Del ☐
IN	Wireless Router Purchase	053200				70.00			Edit Del ☑

   d.   Click on Copy Selected Lines to the guest

[Copy selected lines]

   e.   The Charge now resides in the Special Guest Charge for that client

Special rates for this Guest

Rate Line Items									
Type	Label	Description	Code	Daily	Weekly	Monthly	Fixed	From	To Action
IN		Cable / Internet Income	053200				70.00		Edit Del ☐

Invoicing Special Guest Charges – (cont)

3.   The charge is now in guest special charges – but must still be added to the guest invoice
4.   Click on the invoice you want to add the special guest charge into

No	Trans No	Type	Amount	Description	DueDate	Entered	Date	Action
**Current Guest Expenses**								
📄 INVOICE 001				Redo billing Show invoice Add to invoice Add payment Delete				
0	495049	IN	2795.33	Rent 02/03-03/02	2011-02-03	SYSTEM	2011-02-03	Edit Del
Balance due			2795.33					

a.   Click on **"Redo Billing"** – this is necessary to put the charges into the invoice
b.   Click on Add Select charges only

Current Billing Period (Guest #156538)

Billing period start date: 02/03/2011   Billing period end date: 03/03/2011

New Billing Period

ALL BILLING FOR INVOICE 001 WILL BE DELETED!

Billing period start date: `02/03/2011`   Next billing period start date: `03/03/2011`

(Billing covers the period NOT INCLUDING the billing period end date)

☑ Add select charges only

c.   Click on Proceed – Movie Channels will be added to the invoice every month in Batch mode

Type	Description	Amount	Transaction Date/Due Date
IN	Rent 03/01-03/30	3600.00	04/03/2009
	Totals	3600.00	

are to be replaced by the following re-calculated charges:

Type	Description	Amount	Transaction Date/D
IN	Rent 03/01-03/29	3480.00	04/12/2009
IN	Parking 03/01-03/29 #137811	168.00	04/12/2009
	Totals	3648.00	

Proceed to replace the shown charges:

REPLACE

AAXSYS TECHNOLOGY

"Workin' It"

A Set Up Guide
For

Users & Members

GUEST INVOICING
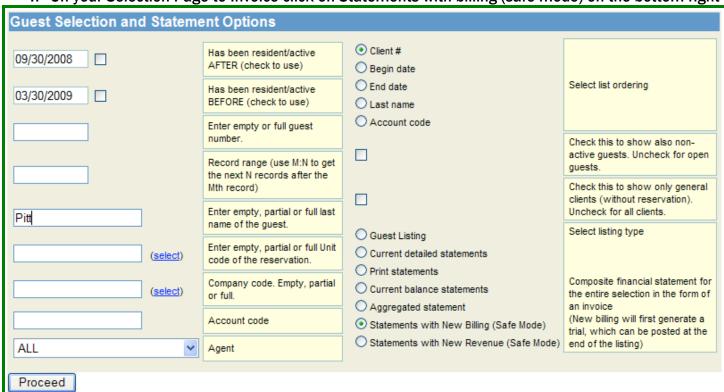
Monthly Batch Billing

Monthly Batch Invoicing

Aaxsys will automatically and instantly update invoices and e-mail at the same time. Update and e-mail all active guests whether 5 or 5000 instantly once you've reviewed the calculations for accuracy.

1. Make a test reservation backdated to the previous month 1st or a reservation made last month
2. Make note of the Client Number or the Guest's Last name
3. Click on View & Edit Guest Information under your Guest Menu

4. On your Selection Page to Invoice click on Statements with billing (safe mode) on the bottom right

a. This is your Invoicing module. Sort 30 different ways to invoice any or all of your guests
b. Click on Proceed to display all updated invoicing.
   i. Aaxsys will NOT update anyone NOT in need of invoicing
   ii. All others will display with updated charges in 'Pink'
   iii. Charges when updated can be posted and set at any future date

Monthly Batch Invoicing (cont.)

5. Review one or All new charges in pink for accuracy

Client	Trans No	DEBIT	CREDIT	Description	Cost C	Date	User
				Statement Listing			
137722				Pitt,Brad (2009-02-01-2009-05-01 in UPTOWN2) New Billing by one month			
Current Billing Period: (03/01/2009 - 04/01/2009) ☐ Exclude from automatic email/file print (Invoicing method: **Invoice**)							
	400993	2800.00		Rent 02/01-02/28	*STINV	2009-02-28	aaxsyszs
	400994	200.00		Security Deposit Invoice	*STSEC	2009-02-28	aaxsyszs
	400995	150.00		Departure Services	*STFIX	2009-02-28	aaxsyszs
	400996	100.00		Monthly Parking 02/01-02/28 #	PARK	2009-02-28	aaxsyszs
	(trial -> new)	103.33		Monthly Parking 03/01-03/31 #137722	PARK	2009-03-30	SYSTEM
	(trial -> new)	3100.00		Rent 03/01-03/31	*STINV	2009-03-30	SYSTEM
	400997		3250.00	Rent & charges 2-1 to 2-28	*STPAY	2009-03-29	aaxsyszs
	Totals:	6453.33	3250.00			**Balance due:** 3203.33	

In order to make the new invoice transactions effective, click the button below. The billing procedure will be re-run with posting enabled. If you want the new (modified) statements to be automatically e-mailed to the guests, check the automatic e-mail option.

    a. From this application it is possible to View & Edit all databases
         i. Click on the guest name to view the Guest/Client Main Page
         ii. Click on the Dates to view the reservation information and who made it
         iii. Click on the unit code to view & edit all Unit detail
    b. All previously posted charges are in white or light grey. They also have transaction numbers which can be clicked on to view & edit
    c. The NEW charges which need invoicing are ALWAYS in pink – with no numbers. This is to protect sending a charge that is incorrect

6. Note: All charges and payments total for each guest at the bottom of any list chosen
    a. At the top you can view the Next Billing Period after the current one
    b. If any transactions are erroneous, Click:
        EXCLUDE from automatic email at the top and post the batch you have selected
    c. A transaction number is assigned to each new transaction that can now be edited:

Client	Trans No	DEBIT	CREDIT	Description	Cost C	Date	User
				Statement Listing			
137722				Pitt,Brad (2009-02-01-2009-05-01 in UPTOWN2) New Billing by one month			
Current Billing Period: (03/01/2009 - 04/01/2009) (Invoicing method: **Invoice**)							
	400993	2800.00		Rent 02/01-02/28	*STINV	2009-02-28	aaxsyszs
	400994	200.00		Security Deposit Invoice	*STSEC	2009-02-28	aaxsyszs
	400995	150.00		Departure Services	*STFIX	2009-02-28	aaxsyszs
	400996	100.00		Monthly Parking 02/01-02/28 #	PARK	2009-02-28	aaxsyszs
	401222	3100.00		Rent 03/01-03/31	*STINV	2009-03-30	SYSTEM
	400997		3250.00	Rent & charges 2-1 to 2-28	*STPAY	2009-03-29	aaxsyszs
	401223	103.33		Monthly Parking 03/01-03/31 #137722	PARK	2009-03-30	SYSTEM
	Totals:	6453.33	3250.00			**Balance due:** 3203.33	

Guest 137722 statement was not sent because it was excluded by the user

Grand totals: Debit: 6453.33   Credit: 3250.00   Balance: -3203.33

Monthly Batch Invoicing (cont.)

7. Edit Any transaction number that may not coincide with your agreement with the guest

Statement Listing							
Client	**Trans No**	**DEBIT**	**CREDIT**	**Description**	**Cost C**	**Date**	**User**
🔍 137722			Pitt,Brad (2009-02-01-2009-05-01 in UPTOWN2) Finalized/No new billing				
Current Billing Period: (04/01/2009 - 05/01/2009) (Invoicing method: **Invoice**)							
	400993	2800.00		Rent 02/01-02/28	*STINV	2009-02-28	aaxsyszs
	400994	200.00		Security Deposit Invoice	*STSEC	2009-02-28	aaxsyszs
	400995	150.00		Departure Services	*STFIX	2009-02-28	aaxsyszs
	400996	100.00		Monthly Parking 02/01-02/28 #	PARK	2009-02-28	aaxsyszs
	401222	3100.00		Rent 03/01-03/31	*STINV	2009-03-30	SYSTEM
	401223	100.00		Monthly Parking 03/01-03/31 #137722	PARK	2009-03-30	aaxsyszs
	401224	3000.00		Rent 04/01-05/01	*STINV	2009-04-01	SYSTEM
	400997		3250.00	Rent & charges 2-1 to 2-28	*STPAY	2009-03-29	aaxsyszs
	401225	100.00		Monthly Parking 04/01-05/01 #137722	PARK	2009-04-01	SYSTEM
	Totals:	9550.00	3250.00		**Balance due:** 6300.00		

Guest 137722 statement was not sent because there was no new billing

In order to make the new invoice transactions effective, click the button below. The billing procedure will be re-run with posting enabled. If you want the new (modified) statements to be automatically e-mailed to the guests, check the automatic e-mail option.

Grand totals: Debit: 9550.00   Credit: 3250.00   Balance: -6300.00

8. In the event all the invoicing has been completed & up to date but was NOT e-mailed
   a. Click on the Name of the Guest at the top
   b. In the Guest Main Page Click on the Statement or 'Edit Invoice Record' to e-mail automatically the exact set of charges or entire amount the guest is to pay
9. Each new billing period assigns a new invoice Number to all transactions

No	Trans No	Type	Amount	Description	DueDate	Entered	Date	Action	
Current Guest Expenses									
📄	**INVOICE 001**			Redo billing Show invoice	Add to invoice	Add payment	Delete		
0	400993	IN	2800.00	Rent 02/01-02/28	2009-02-28	aaxsyszs	2009-03-29	Edit	Del
1	400994	IN	200.00	Security Deposit Invoice	2009-02-28	aaxsyszs	2009-03-29	Edit	Del
2	400995	IN	150.00	Departure Services	2009-02-28	aaxsyszs	2009-03-29	Edit	Del
3	400996	IN	100.00	Monthly Parking 02/01-02/28 #	2009-02-28	aaxsyszs	2009-03-29	Edit	Del
Payments		PA	(3250.00)	Rent & charges 2-1 to 2-28	2009-03-29	aaxsyszs	2009-02-28	Edit	Del
Balance due			0.00						
📄	**INVOICE 002**			Redo billing Show invoice	Add to invoice	Add payment	Delete		
4	401222	IN	3100.00	Rent 03/01-03/31	2009-03-30	SYSTEM	2009-03-30	Edit	Del
5	401223	IN	100.00	Monthly Parking 03/01-03/31 #137722	2009-03-30	aaxsyszs	2009-03-30	Edit	Del
Balance due			3200.00						
📄	**INVOICE 003**			Redo billing Show invoice	Add to invoice	Add payment	Delete		
6	401224	IN	3000.00	Rent 04/01-05/01	2009-04-01	SYSTEM	2009-03-30	Edit	Del
7	401225	IN	100.00	Monthly Parking 04/01-05/01 #137722	2009-04-01	SYSTEM	2009-03-30	Edit	Del
Balance due			3100.00						

Monthly Batch Invoicing (cont.)

a. In order to e-mail just the latest invoice Click on 'Edit Invoice Record' & Show Invoice

Class	Reference #	Description	Date	Amount
CHARGES:				
	401222	Rent 03/01-03/31	2009-03-30	3100.00
	401223	Monthly Parking 03/01-03/31 #137722	2009-03-30	100.00
	Total charges:			**3200.00**
PAYMENTS:				
	401228	Payment 3-1 to 3-31	2009-03-30	3200.00
	Total payments:			**3200.00**
	Balance due			0.00

b. Only all charges and payments for that invoice will be sent

10. To send a statement of all charges and payments use either 'Client invoice (full) or (Period)
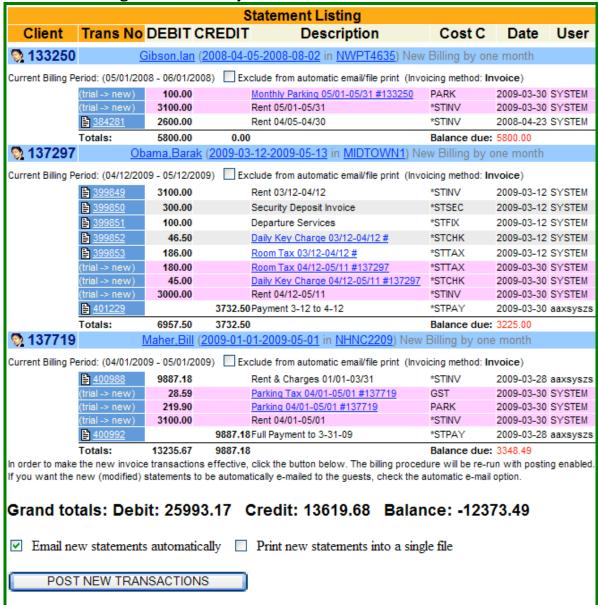
	Trans No	Type	Amount	Description	DueDate	Entered	Date	Action
No				**Current Guest Expenses**				
📄	**INVOICE 001**			Redo billing Show invoice Add to invoice Add payment Delete				
0	400993	IN	2800.00	Rent 02/01-02/28	2009-02-28	aaxsyszs	2009-03-29	Edit Del
1	400994	IN	200.00	Security Deposit Invoice	2009-02-28	aaxsyszs	2009-03-29	Edit Del
2	400995	IN	150.00	Departure Services	2009-02-28	aaxsyszs	2009-03-29	Edit Del
3	400996	IN	100.00	Monthly Parking 02/01-02/28 #	2009-02-28	aaxsyszs	2009-03-29	Edit Del
Payments		PA	(3250.00)	Rent & charges 2-1 to 2-28	2009-03-29	aaxsyszs	2009-02-28	Edit Del
Balance due			0.00					
📄	**INVOICE 002**			Redo billing Show invoice Add to invoice Add payment Delete				
4	401222	IN	3100.00	Rent 03/01-03/31	2009-03-30	SYSTEM	2009-03-30	Edit Del
5	401223	IN	100.00	Monthly Parking 03/01-03/31 #137722	2009-03-30	aaxsyszs	2009-03-30	Edit Del
Payments		PA	(3200.00)	Payment 3-1 to 3-31	2009-03-30	aaxsyszs	2009-03-30	Edit Del
Balance due			0.00					
📄	**INVOICE 003**			Redo billing Show invoice Add to invoice Add payment Delete				
6	401224	IN	3000.00	Rent 04/01-05/01	2009-04-01	SYSTEM	2009-03-30	Edit Del
7	401225	IN	100.00	Monthly Parking 04/01-05/01 #137722	2009-04-01	SYSTEM	2009-03-30	Edit Del
Balance due			3100.00					

11. In order to show Payments against separate invoices Enter them into EACH invoice record

12. To show them against statements enter them in *Add Payment Record* in your Client Main Menu

■ Client Invoice (Full)	■ Client Invoice (Period)	■ Edit invoice records	■ Edit revenue records
■ Edit payment records	■ Add invoice record	■ Add revenue record	■ Add payment record
■ New Billing	■ Redo initial billing	■ New Revenue	■ Redo initial revenue
■ Alerts	■ Additional rates	■ Add guest	■ XML download
■ CSV download	■ Open documents	■ Print information	

13. Your Batch invoicing module monthly looks like this

Statement Listing							
Client	**Trans No**	**DEBIT**	**CREDIT**	**Description**	**Cost C**	**Date**	**User**
133250				Gibson,Ian (2008-04-05-2008-08-02 in NWPT4635) New Billing by one month			
Current Billing Period: (05/01/2008 - 06/01/2008) ☐ Exclude from automatic email/file print (Invoicing method: **Invoice**)							
	(trial -> new)	100.00		Monthly Parking 05/01-05/31 #133250	PARK	2009-03-30	SYSTEM
	(trial -> new)	3100.00		Rent 05/01-05/31	*STINV	2009-03-30	SYSTEM
	384281	2600.00		Rent 04/05-04/30	*STINV	2008-04-23	SYSTEM
	Totals:	5800.00	0.00		Balance due: 5800.00		
137297				Obama,Barak (2009-03-12-2009-05-13 in MIDTOWN1) New Billing by one month			
Current Billing Period: (04/12/2009 - 05/12/2009) ☐ Exclude from automatic email/file print (Invoicing method: **Invoice**)							
	399849	3100.00		Rent 03/12-04/12	*STINV	2009-03-12	SYSTEM
	399850	300.00		Security Deposit Invoice	*STSEC	2009-03-12	SYSTEM
	399851	100.00		Departure Services	*STFIX	2009-03-12	SYSTEM
	399852	46.50		Daily Key Charge 03/12-04/12 #	*STCHK	2009-03-12	SYSTEM
	399853	186.00		Room Tax 03/12-04/12 #	*STTAX	2009-03-12	SYSTEM
	(trial -> new)	180.00		Room Tax 04/12-05/11 #137297	*STTAX	2009-03-30	SYSTEM
	(trial -> new)	45.00		Daily Key Charge 04/12-05/11 #137297	*STCHK	2009-03-30	SYSTEM
	(trial -> new)	3000.00		Rent 04/12-05/11	*STINV	2009-03-30	SYSTEM
	401229		3732.50	Payment 3-12 to 4-12	*STPAY	2009-03-30	aaxsyszs
	Totals:	6957.50	3732.50		Balance due: 3225.00		
137719				Maher,Bill (2009-01-01-2009-05-01 in NHNC2209) New Billing by one month			
Current Billing Period: (04/01/2009 - 05/01/2009) ☐ Exclude from automatic email/file print (Invoicing method: **Invoice**)							
	400988	9887.18		Rent & Charges 01/01-03/31	*STINV	2009-03-28	aaxsyszs
	(trial -> new)	28.59		Parking Tax 04/01-05/01 #137719	GST	2009-03-30	SYSTEM
	(trial -> new)	219.90		Parking 04/01-05/01 #137719	PARK	2009-03-30	SYSTEM
	(trial -> new)	3100.00		Rent 04/01-05/01	*STINV	2009-03-30	SYSTEM
	400992		9887.18	Full Payment to 3-31-09	*STPAY	2009-03-28	aaxsyszs
	Totals:	13235.67	9887.18		Balance due: 3348.49		

In order to make the new invoice transactions effective, click the button below. The billing procedure will be re-run with posting enabled. If you want the new (modified) statements to be automatically e-mailed to the guests, check the automatic e-mail option.

Grand totals: Debit: 25993.17   Credit: 13619.68   Balance: -12373.49

☑ Email new statements automatically   ☐ Print new statements into a single file

| POST NEW TRANSACTIONS |

14. Review all 'pink' Transactions for accuracy
    a. Exclude any that need editing by Marking them at the top
    b. Click "Email new statements automatically and/or
    c. Print New statements to a file (This allows you to then print them all at once from the file)
15. Click POST NEW TRANSACTIONS   Aaxsys will update 5-5000 in just 2 seconds & send them.
16. If you are to 'charge' the guest's card a red notice engages in this module to alert you to that!

ALL CLIENT INVOICES ARE ON LINE REAL TIME OVER YOUR WEBSITE 24/7/365.   Go to Client Login!

Credit Cards & set asides for Batch Invoicing

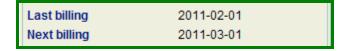For Guests who elect to have you charge their credit card and only require a PAID Receipt of Charges

1. At the bottom of your Client/Guest Main page for each individual guest are a list of options
   a. These are set to defaults in your Member Configuration
   b. The defaults can be over-ridden at the guest level for individual differences

2. Click on the Method of invoicing (the system defaults to 'invoice' unless instructed different
   a. Click on 'CARD' – in your invoice module a red notification will engage
   b. Click on Other – if there is a wire transfer or "other" means of payment
   c. You can also 'exclude' this guest from Automatic e-mailing by Clicking on "Do Not Batch e-mail invoice/statement. All others will be sent automatically!
   d. Check the top of the transactions Aaxsys 'Excludes' from e-mailing automatically
   e. The invoicing method is by Credit Card –
      1. Click on the Guest's Name and add the credit card payment
      2. e-mail, or print the paid invoice from the Guest Main page

2. Above billing options on the left of your main page are dates that determine billing periods

   a. These dates automatically generate when invoicing in Aaxsys
      1. If they do not reflect your current billing cycle click on "Redo Billing" in your last Invoice in edit invoice records and change the billing dates to the current period
      2. DO NOT add monthly rental & guest charges manually.
         a. Aaxsys does not know what you want it to do in this case
         b. Billing dates will be off and prevent automatic updating of charges

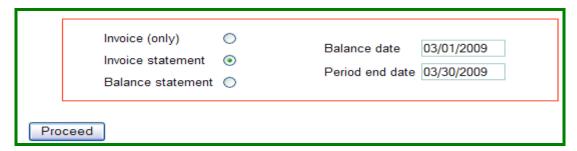## Credit Cards & set asides for Batch Invoicing (cont.)

b. Click on how you want Aaxsys to e-mail this invoice for the guest
  1. The default in invoicing is the full statement
  2. Click on Invoice only (latest period) for this month's charges only

No	Trans No	Type	Amount	Description	DueDate	Entered	Date	Action
				Current Guest Expenses				
	INVOICE 001			Redo billing Show invoice Add to invoice Add payment Delete				
0	480016	IN	2790.00	Rent 11/04-11/30	2010-11-28	SYSTEM	2010-11-28	Edit Del
1	480017	IN	400.00	Security Deposit Invoice	2010-11-28	SYSTEM	2010-11-28	Edit Del
2	480018	IN	195.00	Departure Services	2010-11-28	SYSTEM	2010-11-28	Edit Del
Payments		PA	(3385.00)	MCV - 11-04 to 11-30	2011-01-05	cozs	2010-07-04	Edit Del
Balance due			0.00					
	INVOICE 002			Redo billing Show invoice Add to invoice Add payment Delete				
3	480086	IN	3100.00	Rent 12/01-12/31	2010-12-01	sdszs	2010-11-29	Edit Del
Payments		PA	(3100.00)	MC-VISA Payment 12/1 -12/31	2011-01-05	cozs	2010-08-02	Edit Del
Balance due			0.00					

  3. Or the Invoice with the balance to date from previous invoices

Invoice (only) ○	Balance date 03/01/2009
Invoice statement ⦿	Period end date 03/30/2009
Balance statement ○	

[Proceed]

3. There are many options in Aaxsys for Invoicing and this is the power of the system – it's options and it's Flexibility – Review **SENDING OPTIONS** in this Workin' It Guide.

Class	Reference #	Description	Date	Amount
PREVIOUS BALANCE				
		Balance due as of	01/31/2011	400.00
CHARGES from 02/01/2011 to 02/28/2011:				
	496276	Rent 02/05-03/04	2011-02-08	2200.00
	Total charges:			2200.00
PAYMENTS from 02/01/2011 to 02/28/2011:				
	495623	Rachel's Rent February	2011-02-07	1100.00
	495624	Michelle's Rent February	2011-02-07	1100.00
	497708	Transfers from Amsiware	2011-02-11	400.00
	Total payments:			2600.00
	Balance due			0.00