

Payment Request Worksheet All Features

Column Definitions

Below is the List of all columns present in Hotel Payment Processing Worksheet.

- **Status:** The Status column is a dropdown containing the statuses: Not Started, Processing, Export Ready, Pending App., Approved, Cancel, Completed, and Hold.
- **Guest Name/ Claim#:** The Guest Name / Claim # column displays the guest's name and the claim number associated with the guest.
- **Guest ID/ Unit ID:** The Guest ID / Unit ID column displays the Guest ID and Unit ID for the guest. Click on this column to open the Data Entry page for that record.
- **Start/End:** The Start / End column displays the guest start and end dates.
- **Due Date:**
- **Vendor/Pay To:** The Vendor / Pay To column displays the vendor's name associated with the guest.
- **Attention:**
- **Payment Day of Mo.:**
- **Pro-Calc:**
- **Day/Night:**
- **Flat Mo./Cal Mo.:**
- **Type:**
- **Charge Start:**
- **Charge End:**
- **Pay Start:**
- **Pay End:**
- **Payment Amount:**
- **ALE Available/ALE Limit:** The ALE Available / ALE Limit column displays ALE values for that guest.
- **Check, ACH, CC:**
- **Charge Note:**
- **Voucher Notes:** The Voucher Notes column displays the Voucher Notes associated with the voucher of that guest.
- **Address:** The Address column displays the vendor's address.
- **City:** The city column displays the vendor city.
- **St:** The St column displays the vendor state.

- **Zip:** The Zip column displays the vendor's zip code.
- **Phone:** The Phone column displays the vendor phone number.

Process Export

- Click on the Process Export Button in the worksheet to open Export popup.

Payment Request Process Worksheet																
Guest		Vendor		Move In		04/22/2019		Show All	Refresh	Save	Process Export	S	R	🔍	☰	
Status	Guest Name Claim #	Guest ID Unit ID	Start End	Due Date	Vendor/Pay To	Attention	Payment Day of Mo.	Pro-Calc	Day/Night	Charge Start	Charge End	Pay Start	Pay End	Payment Amount	Check, ACH, CC	Charge No
Approved	sairam AtlantaM... 10102025Atlanta	00500145 408148	10/01/2025 10/10/2025		Unknown Vendor		1 30		Day	10/01/25	10/10/25	10/01/25		\$850.00		
Not Started	Debraj ALTDefa... DebrajALTDDefault	00500167 393976	10/05/2025 10/29/2025		AirBnb		1 31		Day	10/05/25	10/29/25	10/05/25	10/29/25	\$13300.00		

- The export popup displays all data which has the Status Export Ready.

Payment Request Breakdown

- Click on the Guest Name column in the worksheet to open the Payment Request Breakdown popup.

Payment Request Breakdown sairam AtlantaMgmt - 10102025Atlanta																
Vendor Name: Unknown Vendor		Initial Payment Amount: \$850.00		Due Date:		Payment Type:		Weekday: Day								
Address: 13400 North Freeway		City: Forth Worth		State: TX		Zip: 76177		Phone: (407) 829-2332								
Description	Category	Charge Type	Amount	From Date	To Date	Due Amount	Charge Note									
Admin Fee (SPMO)	Monthly	One-Time	\$83.33	10/01/2025		\$83.33										
Admin Fee One Time	One-Time	One-Time	\$200.00	10/01/2025		\$200.00										
Application Fee (SPMO)	Monthly	One-Time	\$66.67	10/01/2025		\$66.67										
Cleaning Fee (SPMO)	Monthly	One-Time	\$500.00	10/01/2025		\$500.00										
Voucher Notes																

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