



# Manager Report

Date: \_\_\_\_\_

Room Revenue: \_\_\_\_\_  
Rooms Sold: \_\_\_\_\_  
Rooms Comp: \_\_\_\_\_

Total Rooms: \_\_\_\_\_  
Rooms OOO: \_\_\_\_\_  
Rooms Available: \_\_\_\_\_

Payment Type	Reported Amount	Actual Deposit / Processed
CASH		
MASTERCARD		
VISA		
AMEX		
DISCOVER		
DINERS		

*Comments:*

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Attach Cash Deposit Slip Here



### ADJUSTMENTS / REFUNDS

Room #	Code	Guest Name	Detailed Reason	Amount

### COMP ROOMS / EMPLOYEE RATE

Room #	Guest Name	Detailed Reason	Amount

\*\*\* Retain all original documentation in the audit pack for this day \*\*\*

CITY LEDGER BALANCE:	\$ _____.
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- Attached: (in order)
- 1. Night Audit Cover Page
  - 2. Manager Report / Adj-Refunds
  - 3. Manager-Flash
  - 4. Trial Balance
  - 5. Protobase Transaction Summary
  - 6. Guest Ledger Detail
  - 7. Journal by Cashier and Transaction Code
  - 8. Guests INH - By Company
  - 9. Reservations Made Yesterday
  - 10. Daily Call-around
  - 11. Carount if done
  - 12. Copy of Front Desk Log for Day
  - 13. Business on the Books--3 months
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