

NIGHT AUDIT CHECKLIST

Name _____ Date _____

- _____ Communicate with previous shift, Read Front Desk Log
 - _____ Count and verify cash drawer amount at \$300. Verify money is correct before previous shift leaves.
 - _____ View House Stats: **View>Quick Statistics** Due Outs? _____ Arrivals? _____ Available? _____
 - _____ Make sure all due outs are gone **View>Departures**. Research and either check out or extend stay.
 - _____ Verify that all Wakeup Calls are set. _____ Perform Daily Callaround.
 - _____ Perform a bucket check using the In House List by room reports
- In Bucket Check, verify: Name, Room #, Rate, Departure Date, Tax Exempt, Signature
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1. Organize all Check-Outs by Room number. Print the Departure list by room # for the business date (**Run>Reports>Departure List**). Check off departure list to make sure we have reg card/folio for every checkout. For missing transactions, print folio for audit pack and leave note for GM.
2. Check in all No Show arrivals--Write "No Show" in signature line of reg card
3. Close your shift.
 - a. Count your cash drawer and record the total.
 - b. Run the Shift Reconciliation report to verify your drawer total with ChoiceAdvantage.
Run>Reports>Accounting Reports>Shift Reconciliation.
 - c. Once in balance, close your shift. **Manage>Cashier Shift>Drawer Total.**
4. Run the Night Audit. **Run>Night Audit**. Typically run audit between 2 and 3 am.
5. When the Night Audit has completed, Click on "Print All Night Audit Reports" Save file as "s093011" We do not want to print a hardcopy. Email file to sanjeev@sleepinnaugusta.com
6. Print Hotel Journal Summary report for business date (**Run>Reports>Hotel Journal Summary**).
7. Access the DOLLARS ON THE NET website. **Sites>dollarsonthenet.com**
 - a. Enter your Account info. **Account Number:...6823 User Name:...linda Password:...audit1**
 - b. Select the merchant: Sleep Inn Augusta
 - c. Click on "4. Select Business Date" and click on the business date.
 - d. Select "Only transactions for selected date" and click "Apply"
 - e. View the totals and compare these totals with your Hotel Journal Summary report.
 - f. If the totals match, Submit Batch --Otherwise leave note for Sanjeev and DO NOT submit.
 - g. Print Completed dollarsonthenet screen.
 - h. Logout
8. Print the Occupancy Snapshot for 3 months.
9. Fax Dollarsonthenet report, Occupancy Snapshot, and copy of Red Book to [888-711-8164](tel:888-711-8164).
10. Place all paperwork into Audit Pack envelope and write Audit Date and initials on outside of pack.
11. Run the daily forecast. (**Run>Forecast>click "YES"**)
12. Count your cash drawer. Open your shift by going to **Manage>Cashier Shift (Enter 4 as your Shift ID)**.
13. Check out all no show rooms and change status of rooms to Clean. Do not check out multiple night Prepays!

_____ At 5 am, setup Breakfast area for the morning.

_____ Prior to the end of your shift, close your cash drawer. Count your cash drawer. Go to **Run>Reports>Accounting Reports>Shift Reconciliation** to see if you are correct with your count. Once in balance close your shift by going to **Manage>Cashier Shift (Enter 1 as your Shift ID and Drawer Total)**

_____ Log out and communicate any information to next shift. Fill in all issues in the Front Desk Log.

*FOR ALL RESERVATIONS—MAKE SURE TO GET PHONE NUMBER AND ASK FOR EMAIL
AT CHECK IN—MAKE SURE TO GET FULL ADDRESS AND COMPANY (IF ON BUSINESS) ASK FOR EMAIL ON REG CARD
WRITE EVERY CUSTOMER COMPLAINT/ISSUE ON RED BOOK AND FOLLOW UP!*