

Night Audit

The Night Audit module compiles all daily activity in the deposits, guest, and receivables ledgers, producing final audit trails and statistical reporting for management. In addition, all daily file maintenance and daily batch updates for the HAL® system are performed.

The Night Audit module is organized logically by task, including preparatory reports, file updates, and morning reports. The processes can be job streamed, with the report options and sequence set up once and used by the system each night.

The following processes are handled through this module:

- ◆ system auditing to verify ledger balances before proceeding with the audit.
- ◆ displaying information on guests who are scheduled to depart so that they can be checked out or their stays extended prior to posting room charges.
- ◆ printing preliminary reports to verify arrivals, departures, complimentary rooms and cross-charging instructions.
- ◆ reporting all rate variances for verification by the auditor before posting.
- ◆ posting room, tax and other automatic charges to all in-house guests.
- ◆ producing final reports of all transactions, audit trails, and trial balances.
- ◆ calculating daily stay, occupancy, and revenue statistics for management report.
- ◆ calculating and updating the points earned by frequent visitors and booking agents.
- ◆ transferring inactive guest records to separate files for inquiries.
- ◆ keeping daily management statistics and transaction totals for each day of the year; this allows statistics to be reprinted and compared.
- ◆ adding guest visits to history files.
- ◆ tracking all source, market segment, travel agent and corporate statistics for in-house guests.
- ◆ running the end-of-month and end-of-year procedures automatically as determined by the fiscal calendar set up by management.
- ◆ updating room status based on rooms scheduled to begin or end maintenance.
- ◆ setting new daily package limits for each guest on a plan for the following day.
- ◆ transferring arrivals for the next day to the due-in file for faster check-in.
- ◆ providing morning reports to prepare for the new day's business: folios, registration cards, expected arrivals and departures, in-house guest list.
- ◆ performing all the predetermined steps for the audit, by using the job stream sequence set up by the auditor, for a simple one-step Night Audit.

For information on how QANTEL Products can benefit your business, contact Qantel Technologies, Inc. or your local QANTEL Product Dealer.

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