

# NIGHT AUDIT



## Vocabulary to Know

**Night Audit Process** - The Night Audit process produces reports on the current day's activity, clears out the daily files and resets them for the new day. It also updates the revenue and marketing statistics tables and posts nightly room charges. Although Night Audit has a required processes to run, the output and contents of the reports are defined by the hotel.

**Night Audit Menu** - The night audit menu is used to perform the close of the current days revenue at the hotel. (End of Day). The menu contains the night audit process, which are divided into five basic parts:

Balancing Reports	Part1
Room Posting, Date Change	Part2
System Backup	Part3
Main Night Audit Reporting	Part4
Main Night Audit Additional Rpts	Part5

## Night Audit Setup - Create The Night Audit Names

As a one-time setup, the names of the five parts of the Night Audit need to be created. Follow the steps below to do this.

1. From the Main Menu, select Database Maintenance
2. Select Spooler Menu
3. Select Scheduler Definition

```
Winchester Hotel          SCHEDULER DEFINITION      Date: 11-APR-1998 SAT
FOM Seminar - Welcome!!                               Time: 12:11 PM

Scheduler Name  Active 
Description     
Night Audit?   
Days Executed  Sun Mon Tue Wed Thr Fri Sat
                     
Time Executed  
Hotel Code      
Printer         
```

4. Complete the prompts as follows:
  - Scheduler Name** – Create the name for each of the schedule parts. Use obvious notations such as “part1” or “NA1” or “Audit1”, etc.
  - Note:** The live hotel & the training hotel must have different night audit names. (I.e. both the training hotel and the live hotel can not have a “Part1”).

# Night Audit

- /// **Active** – Type “A” for active.
- /// **Description** – Type the descriptive name of the part such as “Night Audit Part One”.
- /// **Night Audit** - Type “Y” for yes this is a night audit part.
- /// **Days Executed** – This is a non-operational field and should be skipped.
- /// **Time Executed** - This is a non-operational field and should be skipped.
- /// **Hotel Code** – [List Values] and select the correct hotel number.
- /// **Printer** – [List Values] and select a default printer. By setting up a default printer, it is not necessary to put the printer name in each field of the Night Audit Setup (Details on the setup follow later in this document). Eventually the printer name can be changed to the NOPRT printer once it is determined which reports should run, but are not required to print each night.

## Night Audit Setup - Add The Audit Names To The Hotel Setup

This is a one-time set up. In order for the system to recognize the names that been have created as parts of the night audit, they need to be listed as such.

1. From the Main Menu, select Database Maintenance
2. Select Hotel Options
3. Press [Quick] and type “NA” to go to Night Audit

```
Winchester Hotel          HOTEL OPTIONS MAINTENANCE      Date: 11-APR-1998 SAT
FOM Seminar - Welcome!!      Night Audit                    Time: 04:59 PM

Number of days to store Agent historical details          1
Night Audit folio printer number                          1
Night Audit print all guest folios whether zero activity or not (Y/N)? N
Night Housekeeping report printed by Floor or by Wing (F/W)? F
Automatic processing of Database backup (Y/N)?          N
Number of days to keep spooled items.                   9
Room & Tax Default Transaction Code Department          1 Room Revenue
Room & Tax Default Transaction Code Sub-Department      1 Corporate Transient
Schedule Name Part 1                                     Part1 Night Audit Part1
Schedule Name Part 2                                     Part2 Night Audit Part 2
Schedule Name Part 3                                     Part3 Night Audit Part 3
Schedule Name Part 4                                     Part4 Night Audit Part 4
Schedule Name Part 5                                     Part5 Night Audit Part 5
Occupancy Tax Limit                                     Percentage
Occupancy Tax Department                               Sub Dept
```

You must exit this application in the usual manner.

4. Type the night audit names in the appropriate Schedule Name fields. [List Values] may be used to view the options.



# Night Audit

## **Setting Up Part One**

**Part One (Balancing Reports)** is the only part of Night Audit that is not required to run. This is also the only part of Night Audit that can be run as often as needed (i.e. more than once).

The purpose of Part One is to include reports that allow the agents to:

✍ Balance/verify today's financial activity before the date is bumped. This includes reports such as:

- ?? Cashier Cashout
- ?? Detail Ticket
- ?? Bank Transaction
- ?? Actual Departures

✍ Verify guest records before room postings occur. This includes reports such as:

- ?? Pending Rooms
- ?? High Balance
- ?? Room Post Audit
- ?? Rate Recalculation

✍ Prepare for downtime during part two. This includes reports such as:

- ?? Expected Arrivals
- ?? Room Available

Below is list of required processes for Part One:

Seq	Process Code	Description	Comments
100	Nightstart	Start Process	Must be 100
750	Recalc	Rate recalculation	Not required but <u>highly</u> recommended to be in Part One.
9998	Nightfinish	Night Audit Finishing	Must be 9998

## **Setting Up Part Two Sample**

**Part Two (Room Posting and Date Change)** of night audit is a set of required processes that close out today's business, resets the tables for the day and recalculates the house count. This is the most important part of the audit. Once part two runs, there is no turning back. Be sure to have balanced everything BEFORE starting this part!

Prior to beginning Part Two, all users must be logged off. Upon beginning Part Two, the system lists any users that have not logged out and gives the option of having them automatically logged off. Once the users have been logged off, a 'lock' is put on the system to prevent users from updating any data while Part Two is running. Users can log back into the system once Part Two has begun, but they are in observation mode only. This means that they can view current information but can make no changes to it.

After Part Two is completed, the 'lock' is removed and users can continue their normal activity. At this point, the hotel is running on the next day's business.

# Night Audit

Below is list of required processes for Part Two:

Seq	Process Code	Description	Comments
100	nightstart	Starting Process	Must be 100
105	datebump	Night Audit Date Bump	
110	nasci	Data collection for SCI enrollment	Starwood Only
112	intfsig	Move specified interfaces to next date	Deli for Hotels w/Delphi and CRS for others with Central res interface. NO OTHER CODES SHOULD BE USED HERE.
114	multrrb	Rebuild Multiple rates for all guests	rebuild existing data? Should always be 'N' for No.
118	namain1	Room and Tax Posting	Must be 118 for this code. Must be physically entered before 116 prerate, but use the correct sequence numbers
116	prerate	Move all in-house gsts onto their next schd	Moves all guests to their next scheduled rate
120	postrate	Move all gsts to rate for that day.	
122	roomstat	Room Status Update	
124	dnamain	Did Not Arrive Processing	
125	wsrel	Wholesaler Release	Only if using the wholesaler module
126	blockrb	Blocked Room Rbld	
128	availrb	Avail. Rebuild	
132	ardateup	A/R Trans Date bump	
133	ntadeci	Starwood PRS N/A	Starwood Properties only
134	loader	Refresh quick lookup for seasons, rates, and avail.	
9998	nightfinish	Night Audit Finish	Must be 9998

## **Setting Up Part Three Sample**

**Part Three (Tape Backup)** of night audit is the system backup process, which is also referred to as a tape copy. Part Three reminds the user to perform the tape backup functions from the console located in the computer room. Please refer to 'Backup Procedures' on the next page for detailed instructions on performing a backup.

Since Part Three is nothing more than a reminder to do the backup, it consists of nothing more than a start and stop:

Seq	Process Code	Description	Comments
100	nightstart	Starting Process	Must be 100
9998	nightfinish	Night Audit Finish	Must be 9998

# Night Audit

## Backup Procedures

Please refer to your Backup Handout for complete instructions.

## Setting Up Part Four

**Part Four (Main Night Audit Reporting)** of Night Audit is a combination of required processes and reports defined by the hotel. Included are the transfer of Group Delegate charges to the Master folio, the check-in and checkout of Group Masters, the update of statistical and historical files, and the transfer of Guest Ledger charges to Accounts Receivable.

Below is list of required processes for Part Four:

Seq	Process Code	Description	Comments
100	nightstart	Night starting processes	Must be seq number 100
305	bkprep	N/A bank service prep	Only if bank interface is purchased
310	authreq	N/A Request bank auth.	Only if bank interface is purchased
315	bkdep	Bank deposit build process	Only if bank interface is purchased
320	xmitdep	Bank Dep Transmit	Only if bank interface is purchased
321	lnqdep	Bank Batch inquiry Report	Only if bank interface is purchased
325	grpcfoll	Group C folios	
330	grpdeltrn	Grp Delegate Transfers	Before namain 2
335	pkupbl	Gst pickup pattern build	Before breakage
340	breakage	Package Breakage	
350	statupdate	Historical Update	Before namain2
355	dpicons	Delphi	Only if Delphi interface is purchased
360	namain2	Night audit updates 2	
362	arxfer	Transfer of folios to A/R	Immediately after settfol
363	dailyhist	Produce stat info	Immediately after arxfer
364	ghxfer	Transfer c/o to gst history	Immediately after dailyhist
365	gmvrerun	Group Hotel Move Rerun	Only if a complex. Must be after namain2
366	ghmvex	Group Hotel Move Exception Report	Only if a complex. Must be after gmvrerun
380	dpistat	Delphi	Delphi interface only, after namain2
400	ymsgroup	Yield Management Statistics Process	Only if Yield management interface purchased. Must be after namain2
1000	fobo	Fobo	Immediately after arxfer. Only if fobo interface is purchased.
1020	Fbdatapro or fbgeac	Fobo/Datapro	Only if fobo interface is purchased. Placed after fobo
1040	foborpt	Fobo Daily Report	Only if fobo interface is purchased. Placed after fobo.
1060	foboxt	Fobo transfer report	Only if fobo interface is purchased.
1070	ghfolpurge	Guest History folio purge	After arxfer
1075	ghvlogpurge	Gst history visit log purge	After ghfolpurge
1080	ghpurge	Gst History purge	After arxfer/ never in part 2
1085	arpurge	AR Purge process	After axfer
3020	arsum	Produces balancing rpts	
4000	tacext or tackupdate	Travel agent extract or TA check update	(Tacext if WHICH is purchased and Tackupdate if printing your own checks)
4001	tapurge	Travel Agent Purge Report	Must be after namain2
9000	namainend	deletes checkouts that are older than default set	Must be just before infxstat
9020	spooltmp	Spooltmp	Only if spooltmp was purchased

# Night Audit

Seq	Process Code	Description	Comments
9040	infxstat	update informix database	between namainend and night finish
9998	nightfinish	Night Audit Finishing	Must be 9998

## **Setting Up Part Five**

**Part Five (Main Night Audit Additional Reports)** of Night Audit produces more reports, defined by the hotel. These reports are usually reports of revenue figures for the day and backup reports. Parts Four and Five of the Night Audit must be ran simultaneously.

The reports included in Part Four and Five of the Night Audit are considered the 'final' reports of the day because the information contained in these reports can not be changed. Therefore, none of this information can be changed. (I.e. once the date has changed, any postings, etc. are reflected on the new day). Please refer to the Night Audit Manual for suggested reports and their proper placement.

Below is list of required processes for Part Five:

Seq	Process Code	Description	Comments
100	nightstart	N/A Starting Process	Must be 100
415	depsum	Deposit Summary	
645	nawait	NA Check and Wait	Wait for statupdate
2001	nawait	Nawait	Wait for xmitdep
2003	bktrans	Bank Transaction	Status of built only
5000	nawait	N/A Check and Wait	Wait for ghxfer
5020	dailyrev	Daily Revenue	After Dailyhist, L
5060	glsum	Guest Ledger Summary	After arxfer, Y,Y,R#
5580	nawait	Check & Wait Process	Wait for arpurge
5600	arvalid	AR Valid Rpt	After arxfer/ Hotel Number
9998	nightfinish	Night Finish Process	Must be 9998

# Night Audit

## Hints, Tips, Error Messages and Trouble Shooting

### Hints and Tips:

- ✂ To balance the forecast and resob reports with one another, they must both be placed directly after “availrb” in Part Two.
- ✂ Part two should be kept to a minimum as to prevent users from being logged out too long.
- ✂ When wanting a housecount report that reflect the days final numbers, place the housecount (reghsCnt) directly after “availrb” in Part Two.

### Error Messages:

<b>When attempting to run a part of Night Audit and:</b>	<b>The system displays:</b>	<b>What to do:</b>
Someone else is already running it	“Night Audit Part ___ is currently running on /dev/tty__ - It may only be run on one terminal only”	If someone is already running this part of the audit, you should not (and can not) run it as well at the same time. Exit and try again at another time.
It fails	“Night Audit Part ___ failed at (Process name here)”	Call customer support for assistance.
You restart the part after it failed	You are restarting Night Audit Part ____. Use Save to start or Exit.	Whenever you restart a part of the audit, you will get this message. If you want to restart it, just press [Save] and it will start at the point, which it left off at. If you don't want to restart just yet, press [Exit].
Try to run it twice		Only part one can be ran more than once (provided Part Two has not yet run). No other parts in Night Audit may be run more than once in a 12-hour period. When the night audit needs to run more than once in a 12-hour period, call Customer Support for a password.

## Trouble Shooter – How To Make Revisions To The Audit?

### **To delete a report or process:**

1. Bring up the part of the audit to edit in the Scheduler Maintenance screen.
2. Place the cursor on the report or process to delete.
3. Press the [Delete] key.
4. The message “Are you Sure?” appears at the bottom of the screen, type “Y”
5. Press [Save].

### **To add a report or process:**

1. Bring up the part of the audit to edit in the Scheduler Maintenance screen.
2. Place the cursor on one of the reports or process and press the [Insert] key.
3. If the [Insert] key does not work, use the down arrow or [Page Down] key to go to the end of the list.
4. Follow the directions on page 4 (Creating The Schedules) to enter the new report or process.
5. Press [Save].



- ✍ **Date** – Type the date of the day from which to print the report. Keep in mind to use the date of the day after. For example, if a report is wanted from last night's audit, the date entered should be today's date. If this field is left blank, all dates stored are displayed. Remember – the maximum number of days kept is 9.
- 5. Once the selection criteria prompts are completed, press [Execute Query] to complete the search.
- 6. A list of reports is displayed in date order first (if choosing to search for all days) and then by the order in which they ran (i.e. part 1 reports, then part 2 reports, etc).
- 7. To print one or several reports from the list, use the up and down arrows to select the report and complete the following prompts:
  - ✍ **Prt** – Type "Y" to flag the report to be printed.
  - ✍ **Cp** - Type the number of copies to print.
  - ✍ **Printer** - Type the name of the printer to which to print the report. [List Values] may be used to view the options.

## **Additional Steps To Completing A Night Audit**

Once the Night Audit process has completed, and the reports have finished printing ensure the system accurately transferred credit card revenue and verify the system is in balance. To do this, complete the following worksheets:

- ✍ Galaxy/UX Balance Sheet
- ✍ Bank Balance Sheet (*Used only if the hotel is using the Bank Interface – see bank handout for instructions*).

### **Galaxy/UX Balance Sheet**

This balance sheet is designed to verify the system accurately transferred revenue figures and reported those revenue figures correctly. This balance sheet must be completed everyday! :

### **Instructions For Completing The Balance Sheet:**

- ✍ The titles across the top of the page are the names of the reports to be used.
- ✍ The titles above each box are the line items needed, from each of the reports.
- ✍ Enter the revenue figure for each of these line items in each of the boxes.
- ✍ The = sign represents which boxes should equal each other.
- ✍ If the figures in the boxes with the equal sign between them match, the system is in balance.

### **If The System Or Bank Is Out Of Balance:**

- ✍ Call Galaxy Customer Support and inform them the system is out of balance, tell them which reports are showing the out of balance.
- ✍ A Log Number is assigned, record that number on the balance sheet, as well as the Hotel Name, and a person for Galaxy Support to contact (needs to be someone available during the day) and their phone number.
- ✍ Fax the balance sheet and any supporting documents to Galaxy Customer Support.
- ✍ A Customer Support Representative investigates the out of balance and report their findings to the contact recorded on the balance sheet.

### **Bank Balance Sheet**

Please refer to the Bank Secrets Revealed document for a copy of the worksheet as well as complete instructions on how to fill out the Bank Balance worksheet.

# Night Audit

## Balancing Reports

### Daily Revenue

Catalina Hotel & Casino	Daily Revenue Report					Page Number: 1	
(na.dailyrev)	Current Day	Friday	February 04, 2000				04-FEB-2000 12:02 PM
		Including Last YTD					
Departments	Today	Today	Budget	Month to Date	MT-D Budget	Year to Date	Last Y-T-D
**** Revenue Departments ****							
Room Charge							
Transient Regular Revenu	566.04	0.00	916.99	0.00	916.96	0.00	
Transient Discount Reven	0.00	0.00	2639.00	0.00	2639.00	0.00	
Airline Revenue	0.00	0.00	1062.00	0.00	1062.00	0.00	
Other Revenue	33.96	0.00	55.01	0.00	55.01	0.00	
<b>Total</b>	<b>600.00</b>	<b>0.00</b>	<b>6598.00</b>	<b>0.00</b>	<b>6598.00</b>	<b>0.00</b>	
Miscellaneous							
Fax	0.00	0.00	111.00	0.00	111.00	0.00	
Transportation	0.00	0.00	222.00	0.00	222.00	0.00	
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>333.00</b>	<b>0.00</b>	<b>333.00</b>	<b>0.00</b>	
Ski Charges							
Ski Charges	0.00	0.00	120.00	0.00	120.00	0.00	
Ski Equipment	0.00	0.00	30.00	0.00	30.00	0.00	
Ski Miscellaneous	0.00	0.00	500.00	0.00	500.00	0.00	
Ski Tax	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>650.00</b>	<b>0.00</b>	<b>650.00</b>	<b>0.00</b>	
Liquor	0.00	0.00	0.00	0.00	0.00	0.00	
Misc. Income	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>149.75</b>	<b>0.00</b>	<b>149.75</b>	<b>0.00</b>	
La Dome' Continental Cuisine							
Food - La Dome' Contine	0.00	0.00	145.00	0.00	145.00	0.00	
Food - Coupon/La Dome'	0.00	0.00	0.00	0.00	0.00	0.00	
Beverage	0.00	0.00	53.50	0.00	3.50	0.00	
Misc. Income	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>198.50</b>	<b>0.00</b>	<b>198.50</b>	<b>0.00</b>	
Public Room Rental							
Fee	0.00	0.00	348.00	0.00	348.00	0.00	
Food - Catering/Public	0.00	0.00	469.00	0.00	469.00	0.00	
Set-Up Fee	0.00	0.00	675.00	0.00	675.00	0.00	
Tax	0.00	0.00	63.26	0.00	63.26	0.00	
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>1555.26</b>	<b>0.00</b>	<b>1555.26</b>	<b>0.00</b>	
Movies							
Movies	49.06	0.00	114.51	0.00	114.51	0.0	
Movies Service Charge	4.94	0.00	11.49	0.00	11.49	0.0	
<b>Total</b>	<b>54.00</b>	<b>0.00</b>	<b>126.00</b>	<b>0.00</b>	<b>126.00</b>	<b>0.0</b>	

# Night Audit

Catalina Hotel & Casino	Daily Revenue Report				Page Number: 2	
(na.dailyrev)	Current Day	Friday	February 04, 2000	04-FEB-2000 12:02 PM		
	Including Last YTD					
Departments	Today	Today Budget	Month to Date M-T-D	Budget	Year to Date Last Y-T-D	Y-T-D
<b>Parking</b>						
Parking Fee	0.00	0.00	220.00	0.00	220.00	0.0
Gratuity	0.00	0.00	22.00	0.00	22.00	0.0
Total	0.00	0.00	242.00	0.00	242.00	0.0
Tax	0.00	0.00	0.00	0.00	0.00	0.0
Total	0.00	0.00	0.00	0.00	0.00	0.0
Subtotal Revenue Depts	654.00		10614.57		10614.57	
		0.00		0.00		0.0
Todays Activity	654.00		10614.57		10614.57	
		0.00		0.00		0.0
<b>Settlements</b>						
Cash	1596.00-		7577.44-		7577.44-	
American Express	0.00		200.00-		200.00-	
Paid Check	0.00		0.00		0.00	
Visa/MasterCard	0.00		150.00-		150.00-	
Diners Club	0.00		0.00		0.00	
Discover	0.00		0.00		0.00	
Enroute	0.00		0.00		0.00	
Direct Bill	0.00		0.00		0.00	
Coupon	0.00		0.00		0.00	
I.A.T.A.	0.00		0.00		0.00	
Sheraton Executive Tra	0.00		0.00		0.00	
Dispute Miscellaneous	0.00		0.00		0.00	
Dispute Movie	0.00		0.00		0.00	
Dispute Phone	0.00		0.00		0.00	
Voucher	0.00		0.00		0.00	
Direct Bill All	0.00		165.00-		165.00-	
Direct Bill Rm/Tx	0.00		0.00		0.00	
Non-Bank Settlement	0.00		0.00		0.00	
Paid	0.00		0.00		0.00	
Restaurant American Ex	0.00		0.00		0.00	
Cathay Bank	0.00		0.00		0.00	
Total Settlements	1596.00-		8092.44-		8092.44-	
Total Net Deposit Rcvd	0.00		0.00		0.00	
Adv Deposit Applied	139.00-		139.00-		1260.00	
Inter Hotel Xfer In	0.00		0.00		0.00	
Inter Hotel Xfer Out	0.00		1665.01-		1665.01-	
Transferred to AR	650.00-		1850.00-		1850.00-	
Balance Today	942.00					
Balance Prev Day	1085.42					
Today Hotel Moved In	0.00					
Today Hotel Moved Out	0.00					
New Balance	2027.42					
End of Report						

# Night Audit

## Guest Ledger Summary

Catalina Hotel & Casino  
(res.glsun)

Guest Ledger Summary Report  
In House and Checked Out  
Ordered by Room Number

Page Number: 1  
04-FEB-2000 12:28 PM

Room Number	Stat	Guest Name	Wholesaler/ Group Code	Tour Code	Opening Balance	Folio Id	Debit Activities	Credit Activities	Transfer To A/R	Ending Balance
119	CO	Cuellar, Salvador			0.00	A	118.00	118.00-	0.00	0.00
121	CO	Cuellar, Blanca			0.00	A	112.00	112.00	0.00	0.00
123	CO	Cuellar, Silo			0.00	A	106.00	106.00-	0.00	0.00
123	CO	Jovel, Lisandro			186.00	A	0.00	186.00	0.00	0.00
125	CO	Cuellar, Conchita			0.00	A	106.00	106.00	0.00	0.00
125	CO	Jovel, Salvador			186.00	A	0.00	186.00-	0.00	0.00
133	CO	Jovel, Francisco			186.00	A	0.00	186.00	0.00	0.00
155	CO	Cuellar, Normy			0.00	A	106.00	106.00-	0.00	0.00
155	CO	Jovel, Carlos			192.00	A	0.00	192.00	0.00	0.00
157	CO	Cuellar, Zoila			0.00	A	106.00	106.00	0.00	0.00
159	CO	Jovel, Eduardo			192.00	A	654.00	192.00-	0.00	0.00
101	CO	Repp, Gina			650.00	A	0.00	0.00	650.00	0.00

---

Yesterday Ending Balance	1085.42			
Today Hotel Moved In	0.00			
Today Hotel Moved Out	0.00			
Balance		1085.42	1304.00	650.00-
				1596.00
				2027.42

\* The Yesterday Ending Balance & the Opening Balance figures may differ if interhotel ticket transfers of previous days postings were performed.

# Night Audit

## A/R Summary

Catalina Hotel & Casino

A/R Summary Report  
Night Audit Monday January 31, 2000

Page Number: 1  
04-FEB-2000 12:30 PM

(ar.arsum)

1) A/R Ledger Balance - Previous Day		199,107,230.86-
2) Front Office Transfers(+/-)		
Guest Folios	650.00	
Non-Guest Folios	0.00	
Subtotal		650.00
Advance Deposits Cancel/DNA	0.00	
Credit Cards	0.00	
Total Transfers		650.00
3) Adjustments		
Credits	80.00-	
Debits	104.00	24.00
Total Adjustments		
Total Adjustments		
4) Invoices		0.00
5) Payments		0.00
6) A/R Credit Card Charges		0.00
7) Service Charges		0.00
8) A/R Ledger Balance - End of Day		199,106,556.86-

End of Report

# Night Audit

## Deposit Summary

		Gross Balance (Guest Credit)	Net Balance (Cash On Hand)
Catalina Hotel & Casino (res.depsum)	Advance Deposit Balance Sheet Current Day Friday February 04, 2000		Page Number: 1 04-FEB-2000 12:36 PM
Deposits on Hand Yesterday: 03-FEB-00		275.00	275.00
Transferred In Today	Gross 0.00	Net 0.00	
Received Today	0.00	0.00	
Adjusted Today	0.00	0.00	
Cancelled Today	0.00	0.00	
Total Todays Deposits		0.00	0.00
Other Cancellations			
Previous Days Deposits	0.00	0.00	
Reservations W/Deposits	0.00	0.00	
Total Other Cancellations		0.00	0.00
Cancellation Summary			
(total cancelled deposits only	0.00	0.00)	
(total cancelled res w/deposits	0.00	0.00)	
(total cancelled deposits	0.00	0.00)	
No-Shows Today		0.00	0.00
Applied Today		139.00	139.00
Transferred Out Today		0.00	0.00
Deposits On Hand Today		136.00	136.00
Net Deposit Received		Month-To-Date 350.00	Year-To-Date 2910.00
Deposit No-Shows		0.00	0.00
Deposit Applied		139.00	2560.00
Deposit Cancelled		115.00	115.00-
End of Report			

# Night Audit

**Galaxy-UX SYSTEM BALANCE WORKSHEET**

Balancing Date: _____	<b>When out of balance Fax to (714) 258-5880</b>	? if system is out of l
<b>Hotel Name:</b>	<b>Contact Phone Number:</b>	
<b>Contact Name:</b>	<b>Galaxy Support Log Number:</b>	

Report Name	Daily Revenue (dailyrev)		Guest Ledger Summary (glsun)	A/R Summary (arsum)	Advance L (dep)
	Balance Prev Day		Opening Balance		
<b>Beginning Balance</b>	<input style="width: 100%; height: 30px;" type="text"/>		<input style="width: 100%; height: 30px;" type="text"/>		
	Balance Today		Debit + <Credit> + Transfer To AR		
<b>Daily Activity</b>	<input style="width: 100%; height: 30px;" type="text"/>	—	<input style="width: 100%; height: 30px;" type="text"/>		
	Transferred to AR		Transfer To A/R	Front Office Transfers (+/-)	
<b>A/R Transfer</b>	<input style="width: 100%; height: 30px;" type="text"/>	—	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	
	Adv Deposit Applied				Minus: Applied De Today
<b>Applied Deposit</b>	<input style="width: 100%; height: 30px;" type="text"/>			—	<input style="width: 100%; height: 30px;" type="text"/>
<b>Ending Balance</b>	New Balance		Ending Balance		
	<input style="width: 100%; height: 30px;" type="text"/>	—	<input style="width: 100%; height: 30px;" type="text"/>		