Franchise Operations – Standard Operating Procedure	
01. Operations - New Day/Night Audit	REC – 008

Overview

The 'New Day/Night Audit' utility in your Property Management System is utilised as part of the Night Audit Procedure. This feature is ONLY applied to process of closing the current accounting day and open the next accounting day.

Standard

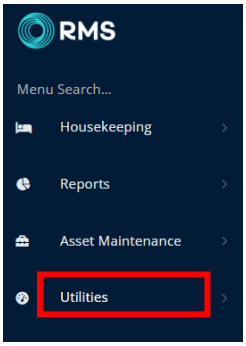
Ensuring all properties, and respective employees, are adhering to the expected guidelines to maintain Best Practice throughout the network, whilst performing operational duties.

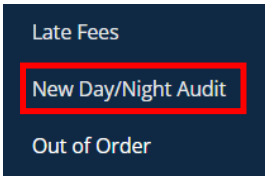
Procedure

To fully utilise the 'New Day/Night Audit' you will need to follow the below step by step procedures.

→ Select 'Utilities'

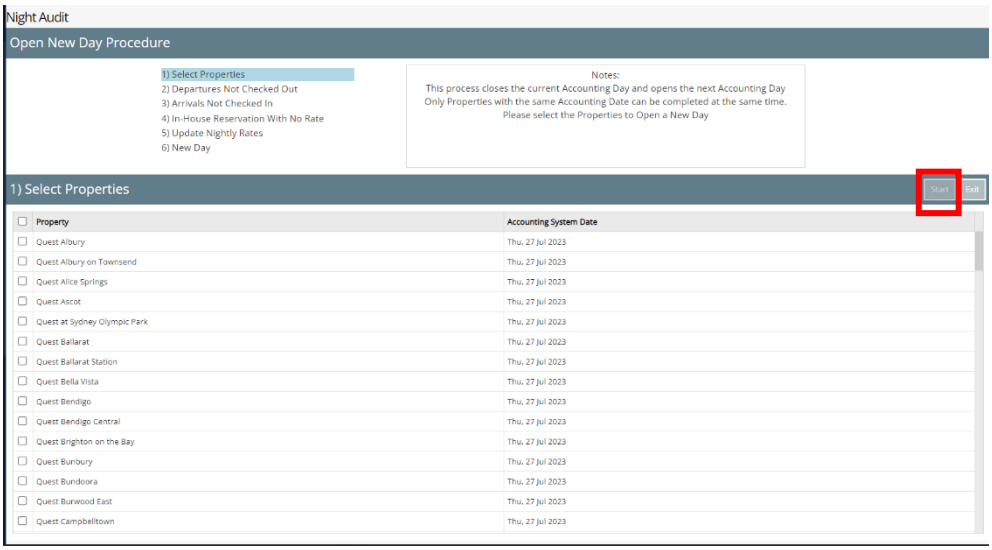
→ Select 'New Day/Night audit'





→ Select 'Property'

→ Select 'Start'

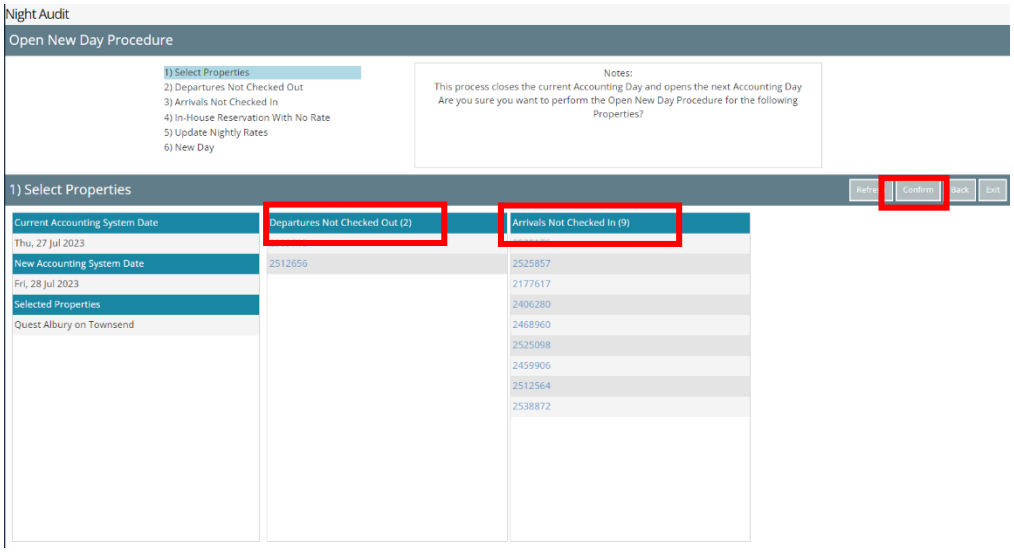


→ Review 'Departures Not Checked Out'
To proceed to the next step, all departures must be checked out. For any outstanding departures 'exit' and action accordingly.

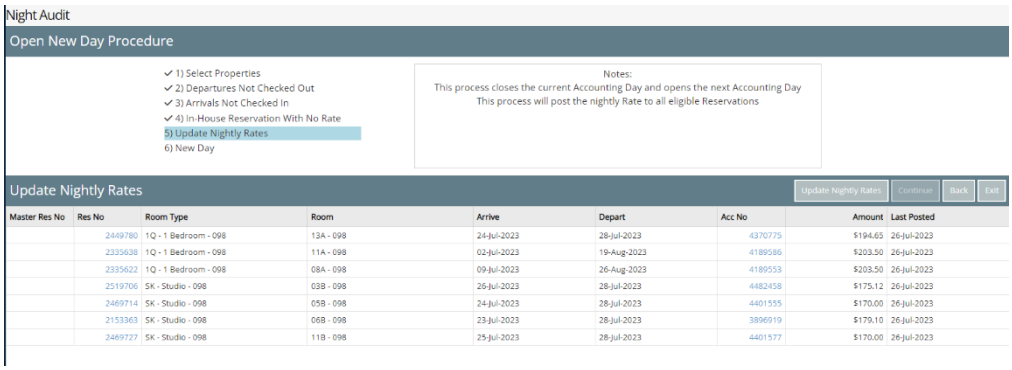
→ Select 'Confirm'

→ Review 'Arrivals Not Checked In'
To proceed to the next step, all arrivals need to be checked in. For any outstanding arrivals 'exit' and action accordingly.

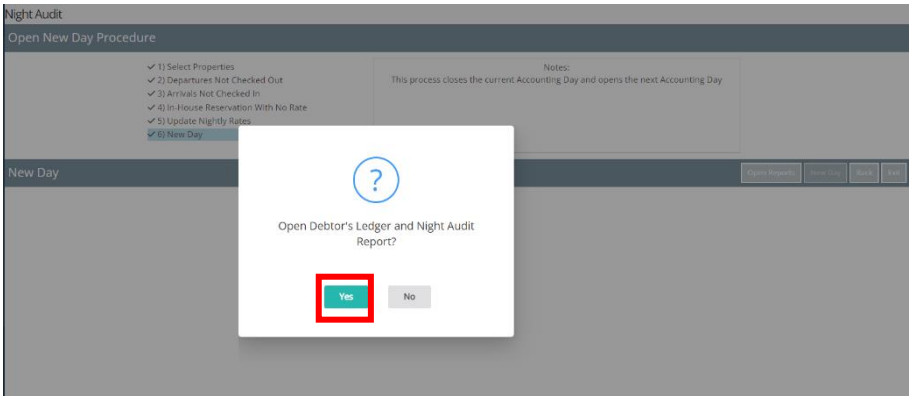
→ Select 'Confirm'



→ Review and update 'In House Reservation with No Rate'
'Update Nightly Rates' to create the Rates on all reservations in 'Arrived' status and choose 'Continue'.



→ Select 'New Day'
→ Select 'Yes' to open new reports



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The Accounting Date will now be updated to the new day and any transactions created will now be created for the new Accounting Date.

Note: The utility will skip any steps where no action is required. This utility is to be processed only once per day during the Night Audit procedure. If processed multiple days, the accounting date will carry over each day.

Version Control

Version	Issue Date	Developer	Approval	SLT Meeting Review
01	15 June 2023	Business Transitions	Emrah Tataroglu	