

Understanding the Night Audit

The Night Audit function is a daily audit of all transactions and booking activity for the day. The Night Audit process reviews and catches any bookings that are missing information for the day, charges Room Rent to each Folio and then increments the system date. This includes Arrivals, Departures and Unbalanced Folios. There is no required time that you must run night audit. Some properties run the Night Audit at the end of day, at night or early the next morning.

For a detailed description of the Night Audit procedures, please refer to the section on [Procedures, Night Audit](#).

MyPMS User Manual

**Video tutorial**
[MyPMS:Night Audit Screen](#)

The Night Audit Process starts with a check list of items that must be completed before Folios can be charged and the date incremented. See details of each step below. The last step of the Night Audit Process is to Increment the Date of the System, which appears in the upper, right hand corner of MyPMS. See [Page Header](#).

Each time the Night Audit is completed, an email is generated by BookingCenter, titled "<SiteID> Charge Folio Results for <SystemDate>" which will be sent to the main email on file in [Site Details](#). This email lists the in-house rooms, guest names, and amount charged to each folio via the 'Charge Folios' process part of Night Audit. This is a good email to have your staff, or accountant, look at each day to make sure all rates were charged correctly to each in-house Guest.

To help you complete the actions required to complete the Night Audit Check an icon next to the action indicating whether it is clear or action is needed. These icons will automatically appear and indicate the action steps to take to complete Night Audit. All steps must have the blue check mark before you can increment the date. A Red exclamation mark indicates that action must be completed.

Go to [Night Audit](#) in the User Manual for more details and step-by-step instructions on how to complete Night Audit.

Front Desk

Booking

Reports

Arrivals In House Departures

Search

System Date: 20-NOV-2014

Front Desk

Phone List

Housekeeping

AR Accounts

House Accounts

Pass On Log

Night Audit

Night Audit Lock



Click image to LOCK the system.

Clear Folios



House Folios



Missing Room Assignments



No Shows



Stay overs



Charge Folios



Increment Date

