

Daily Balancing in Maestro

- Successful Daily Balancing in Maestro is based on utilizing reports that contain key operational and financial information based on your property's requirements
- Maestro has 3 Key Daily Reports to be used for balancing daily totals
- Additional Reports may be used to augment or provide additional balancing details for various ledgers in use in Maestro
- Successful Daily Balancing in Maestro is based on utilizing reports that contain key operational and financial information based on your property's requirements
- Maestro has 3 Key Daily Reports to be used for balancing daily totals
- Additional Reports may be used to augment or provide additional balancing details for Various ledgers in use in Maestro
- Successful Daily Balancing in Maestro is based on utilizing reports that contain key operational and financial information based on your property's requirements
- Maestro has 3 Key Daily Reports to be used for balancing daily totals
- Additional Reports may be used to augment or provide additional balancing details for various ledgers in use in Maestro
- Successful Daily Balancing in Maestro is based on utilizing reports that contain key operational and financial information based on your property's requirements
- Maestro has 3 Key Daily Reports to be used for balancing daily totals
- Additional Reports may be used to augment or provide additional balancing details for various ledgers in use in Maestro
- Successful Daily Balancing in Maestro is based on utilizing reports that contain key operational and financial information based on your property's requirements
- Maestro has 3 Key Daily Reports to be used for balancing daily totals
- Additional Reports may be used to augment or provide additional balancing details for various ledgers in use in Maestro

Follow the "Ledger" Brick Road...

- Use the Report Type Field to print **(B)**oth Payments and Charges, **(P)**ayments Only or **(C)**harges only
 - When Balancing, ensure the Report Type = **B** to view all postings made on the date selected

Shift Report [jw] | Northwind Hotel & Conf Center

Clerk or Dept Code: []

Report Date: 06/09/2010

Shift: ALL

Report Type: B

Posting Code: []

Record Type: []

Profit Centre: []

Suppress Transfers: Y

Suppress Reversals: N

Summary Report: N

Page Break On Code: N

Sort By: N (C=Clerk,N=Posting code)

Assign Room?: Y

Print Receipt: []

Application Details?: Y (Y/N)

OK Cancel

- Ensure that the Summary Report field = N to allow Maestro to display all details of all postings
- Verify that the **Clerk Code** Field is left Blank to show all postings for all users

- The Shift Report lists each Posting Code that was used on the date selected
- If a Posting Code is not used on the date selected, it will not appear on the report
- For each posting code, Maestro will then list each individual posting that was completed and will include details such as:
 - Guest Name
 - Res #
 - Folio #
 - Charge / Payment Amount
 - Voucher Description as entered on the Folio

• **TICK EVENT TICKETS**

Tickets Posting Code Breakdown	17253 TW	09:41am 1	-300.00
Tickets Posting Code Breakdown	17253 TW	09:41am 1	240.00
14996 1209 Kells, Chris	17245 TW	09:41am 1 -	100.00
14992 1104 Jones, Pat	17244 TW	09:41am 1 -	100.00
14990 1104 Mint, Marjorie	17243 TW	09:41am 1 -	100.00

Charge Code Total: 240.00

- **Note:** Postings that have positive and/or negative values will display allowing users to view any corrections or adjustments made
- Each line item that has been posted can be used to audit vouchers or tickets that have been posted
- Each Posting Code has a Charge Code Total or a Payment Code Total at the end
- The Charge or Payment Code Total for each Posting Code is then summarized at the bottom of each Report Section



Code	Description	Amount	# Items
BKFT	Breakfast/Brunch PKG	30.00	2
BRFT	Breakfast	194.81	7
FOOD	Food	140.00	3
GOLF	Golf	100.00	1
GRAT	Gratuity	45.00	1
GST	General Sales Tax	335.17	32
HST	Hotel Sales Tax	766.76	30
LIQ	Liquor	60.00	1
RM	Room Charge (Non Taxable)	100.00	1
ROOM	Room Charge	2,469.67	26
SBDY	Body Treatment	113.50	2
TICK	Event Tickets	240.00	5

NOTE: # Items refers to the number of times the posting code was posted on a folio in Maestro either manually or automatically.

- Each of these Posting Code Amounts are also shown on the Closing Balance Report
- The Closing Balance Report is the **second report** that must be verified to continue balancing
- The Closing Balance Report provides both an Opening and a Closing Balance
- The Closing Balance Report uses all daily postings to determine the system Closing Balance for the Day
- The Opening Balance on the Report represents the Closing Balance from the Previous Day. The Opening Balance on the current report will be the Closing Balance on yesterday's report
- This report summarizes all postings on a Daily, Weekly, Monthly and Yearly basis unlike the Shift Report which shows Daily totals

Opening Balance as of 06/08/2010 O/B Amount

ZEX Expedia Rate				166.70
ZHK HK Fees				105.00
ZMGF Management Fee				873.30
ZOFF Package Food Offset				- 804.00
ZPAK Package code				-9,935.00
ZTCK Time Share Payment Dispersal				1,956.74

Total Revenue **4,549.91** 5,050.91 10,212.91 434,527.86

This total represents all Daily Postings for all Charge Posting Codes

Settlements

AX American Express				3,445.81
CASH Cash Payment	16,957.67	17,057.67	17,207.67	353,225.72
CK Check				12,301.25
EFT Electronic Funds Transfer				150.00
MC Mastercard				613.00
MGC Maestro Gift Card				1,363.05
VS Visa				21,434.91
ZARD AR Rec. Distribution				-336.25
ZCMF Time Share Commission				2,746.00

Total Settlement **16,957.67** 17,057.67 17,207.67 394,943.49

This total represents all Daily Postings for all Payment Posting Codes

Daily Net Total -12,407.76 -8,401.46 -3,389.46 42,272.59

Closing Balance as of 06/08/2010 78,838.62

- Net Ledger changes occur based on the Daily Charges and Payments that have been posted to folios on specific Ledgers
- The **third report** to be used to assist with balancing combines the Closing Balance Report details with Ledger Balances for each Ledger in use, allowing users to verify that Maestro is in balance
- The Daily Balancing Audit Report [DBAR] will display all Ledger Balances, Group Master Balances and Advance Deposits
- The Closing Balance on the Daily Balancing Audit Report and the Closing Balance Report should match
- The DBAR will show the following details for all folios in Maestro:
 - Client Name
 - Client Code
 - Ref No (if applicable)
 - Arrival Date (if applicable)
 - Folio Type
 - Folio Number
 - Folio Source
 - Folio Balance
 - Ledger Balance
- At the top of the report, the DBAR provides a Legend for indicators used:
 - AR* = Accounts Receivable Account that has been created as a Permanent Account [House Account]
 - “A” = Represents a Guest Reservation in Reserved Status with a Balance [Advance Deposit]. The total “A” amount is located above the Closing Front Desk Ledger Balance
 - “G” = Represents Group Master Folio Balances. The total “G” amount is located above the Closing Front Desk Ledger Balance
- At the bottom of the report, the DBAR lists all applicable Ledger Balances for each Ledger and a Closing Balance Grand Total
- The Closing Balance is the Sum of all Ledger Balances
- The Closing Balance on the Daily Balancing Audit Report and the Closing Balance Report should match