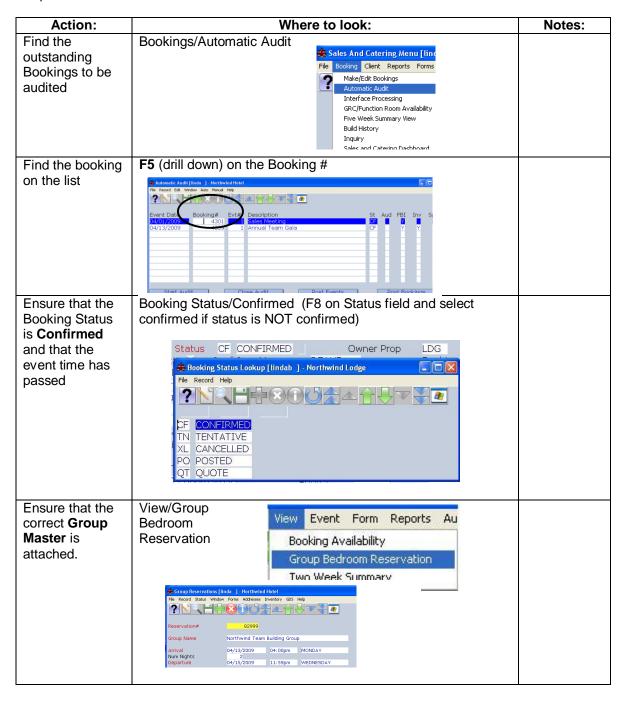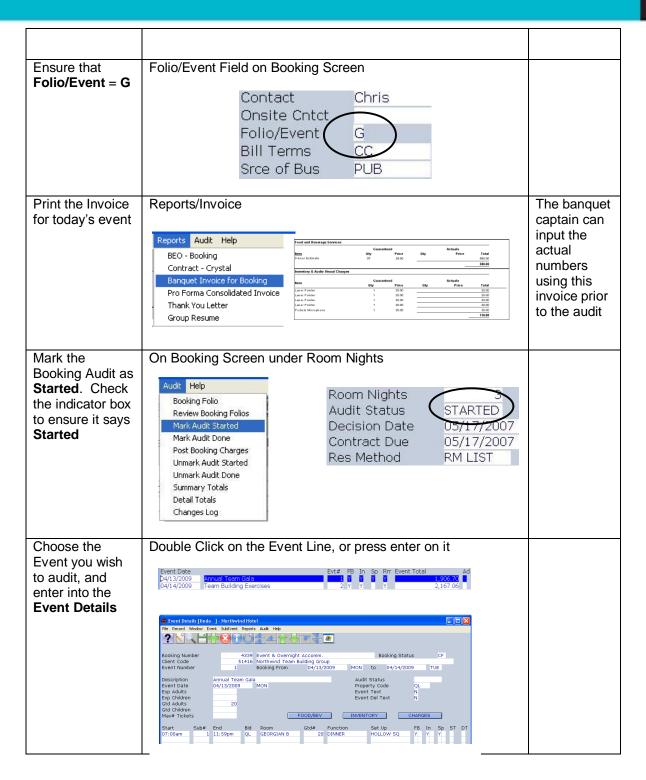# Sales and Catering Auditing a Booking
Quick Reference Guide

The **Sales & Catering Audit** is a function of inputting the actual numbers consumed before giving the guest a final invoice and requesting payment. This **Sales & Catering Audit** is performed when the event is completed.

Action:	Where to look:	Notes:
Find the outstanding Bookings to be audited	Bookings/Automatic Audit	
Find the booking on the list	**F5** (drill down) on the Booking #	
Ensure that the Booking Status is **Confirmed** and that the event time has passed	Booking Status/Confirmed (F8 on Status field and select confirmed if status is NOT confirmed)	
Ensure that the correct **Group Master** is attached.	View/Group Bedroom Reservation	

Ensure that **Folio/Event** = **G**	Folio/Event Field on Booking Screen Contact Chris Onsite Cntct Folio/Event G Bill Terms CC Srce of Bus PUB	
Print the Invoice for today's event	Reports/Invoice Reports Audit Help BEO - Booking Contract - Crystal Banquet Invoice for Booking Pro Forma Consolidated Invoice Thank You Letter Group Resume	The banquet captain can input the actual numbers using this invoice prior to the audit
Mark the Booking Audit as **Started**. Check the indicator box to ensure it says **Started**	On Booking Screen under Room Nights Audit Help Booking Folio Review Booking Folios Mark Audit Started Mark Audit Done Post Booking Charges Unmark Audit Started Unmark Audit Done Summary Totals Detail Totals Changes Log Room Nights 3 Audit Status STARTED Decision Date 05/17/2007 Contract Due 05/17/2007 Res Method RM LIST	
Choose the Event you wish to audit, and enter into the **Event Details**	Double Click on the Event Line, or press enter on it	

Event Date   Evt# FB In Sp Rm Event Total   Ad
04/13/2009   Annual Team Gala   1   Y   Y   Y   1,906.70
04/14/2009   Team Building Exercises   2   Y   Y   Y   2,167.06

Event Details [linda] - Northwind Hotel
File Record Window Event SubEvent Reports Audit Help

Booking Number   4339   Event & Overnight Accomm.   Booking Status   CF
Client Code   51416   Northwind Team Building Group
Event Number   1   Booking From   04/13/2009   MON   to   04/14/2009   TUE

Description   Annual Team Gala   Audit Status
Event Date   04/13/2009   MON   Property Code   QL
Exp Adults   Event Text   N
Exp Children   Event Del Text   N
Gtd Adults   20
Gtd Children
Max# Tickets   FOOD/BEV   INVENTORY   CHARGES

Start   Sub#   End   Bld   Room   Gtd#   Function   Set Up   FB   In   Sp   ST   DT
07:00am   1   11:59pm   QL   GEORGIAN B   20   DINNER   HOLLOW SQ   Y   Y   Y

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Mark the Audit on the Event as **Started**	Audit/Mark Audit Started	
Audit Food and Beverage Items	Audit/Food and Beverage Audit and input the actuals	Ensure that all quantities and prices are correct!
Audit Inventory Items	Audit/Inventory Items Audit and input the actuals	
Audit Special Charges	Audit/Special Charges Audit and enter actuals	
Mark the Audit as **Done** on the **Event Details Screen**	Audit/Mark Audit Done	

Post the Event Charges on the **Event Details Screen**	Audit/Post Event Charges and click **OK** Audit Status AUDITED Property Code LDG Audit Help Event Folio Event Changes Log Mark Audit Started Food and Beverage Audit Special Charges Audit Inventory Items Audit Mark Audit Done Post Event Charges Unmark Audit Started Unmark Audit Done Event Summary Dialog Confirm to Post Booking Number 1755 Event Number 1 OK Cancel Audit Status POSTED	All charges for this event are now on the Group Master Folio. Any changes must be made on the folio itself.
Return to the Booking Screen	Exit, F4	
	Repeat above steps for other events	
The **Ad** on the Event line should = **P** for Posted	See Event Line Evt# FB In Sp Rm Event Total Ad 1 Y Y Y Y 1,058.20 P	
Mark the Audit as **Done** on the **Booking Screen**	Audit/Mark Audit Done Audit Help Booking Folio Review Booking Folios Mark Audit Started Mark Audit Done Post Booking Charges Unmark Audit Started Unmark Audit Done Summary Totals Detail Totals Changes Log Audit Status AUDITED	
Post the Booking, on the **Booking Screen** even when all the events have been posted – this will **close** the booking	Audit/Post Booking Charges Audit Help Booking Folio Review Booking Folios Mark Audit Started Mark Audit Done Post Booking Charges Unmark Audit Started Unmark Audit Done Summary Totals Detail Totals Changes Log Status PO POSTED	This will change the status of the booking to **PO** for Posted
Notes:		
Once a Booking or Event is in a "Posted" Status, it is closed. No further transactions can take place – they must be handled / posted within the Group Master.		

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Notes & FYI's

1) Remember, this is **NOT** an automatic process of the Night Audit as done in Front Desk. The **Sales & Catering Audit** is a function of inputting the actual numbers consumed before giving the guest a final invoice and requesting payment. This **Sales & Catering Audit** is performed when the event is completed.

2) The day you actually perform the audit and complete your postings will fall on the Night Audit date. For example, if a function was held August 8, 9 and 10th, but was not audited and posted until August 11, the revenue will fall on the Night Audit of August 11. This will prevent backdating.

3) REMEMBER to check every day, via the **Automatic Audit**, to determine what is outstanding.

4) You cannot post a booking by accident, as you have to follow procedural steps to complete the process to prevent you from making any errors. The only way you can make an error is to follow the instructions, but not have set your **Folio/Event** correctly. Even then, it is a simple Accounting procedure to transfer folios. See item 6 for a description of the three options available under the **Folio/Event** flag.

5) You only need to audit Food and Beverage, Inventory and Special Charges.

6) There are 3 different folios that you may set up to serve the billing purpose of your booking. This is the **Folio/Event** field.

G = Sends all charges from the Booking to the Group Master Reservation. The Charges will remain on a separate Sales and Catering Folio, but are available for payment at the Front Desk. A Group Bedroom Reservation must be created and attached to the sales and catering booking to utilize this feature.

N = Create one folio for all of the events and send it to A/R to be direct billed. You can post daily to the folio and then close the booking and send it to A/R when ready to do so.

Y = Create one folio per event to be sent to A/R to be billed. The best example of when to use this feature is as follows:

You have a client that comes in once a month for a year for a monthly meeting. You have therefore created one event per month to build the details. When the Event (Meeting) is over, you want to be able to post it, and send it to A/R to process billing. You are not going to wait until the end of the year to bill them for all of their meetings. By creating one folio per event, you are able to audit and post the events one by one.