

Practice Quiz – Night Audit

1. What is the main reason why night audit should run daily?

Answer: To have the system roll over to the next business day to match the business date

2. True or False: The best time to run the night audit is before 12am?

Answer: False, always run the audit after midnight

3. What are the benefits for checking the Current Status during the night audit?

Answer: To check for discrepancies

4. Why is it important to run the Contingency reports?

Answer: To have backup emergency reports just in case the power goes down

5. What is the benefit for doing a bucket check?

Answer: To verify that you have the correct guests in each room, to clean up the bucket and to verify the rates and dates

6. Is it necessary to turn off the interfaces before running the night audit?

Answer: No, interfaces can still run even when the audit is running

7. Which report should be checked to insure that there are no folio error messages or closed folios before running the audit?

Answer: Charge Posting Report

8. True or False: A reservation status can be changed to a No Show status without applying a No Show charge?

Answer: True, the system doesn't need to have the no show policy setup in order to have the no show status

9. Name two night audit reports that need to be used after audit to ensure the hotel has balanced.

Answer: Closing Balance, Daily Balancing Audit report and the Daily Balance Check report can all be used to verify if the hotel balanced.