

## Practice Quiz – Sales & Catering Session 4

1. Where are the two places needed to start the Food and Beverage Audit process? **Answer: F**
  - a) Front Desk
  - b) Home Screen under Booking
  - c) On Event
  - d) Both A & B
  - e) Both A & C
  - f) Both B & C
  
2. Once the audit is marked as Started it can't be reversed? **Answer: False**

True or False?
  
3. When auditing the Food & Beverage, Inventory Items and Special Charges, additional items can be added during this process. **Answer: True**

True or False?
  
4. Besides manually auditing each booking what is another way to audit? **Answer: A**
  - a) Automatic Audit
  - b) Auto done when Front Desk Audit is Run
  - c) Call Maestro Support to do it
  - d) Manual is only Way
  
5. Once the event has been posted no modifications can be made to the Food & Beverage items, inventory items and Special Charges on this event? **Answer: True**

True or False?
  
6. Name two places where the total charges can be previewed prior to auditing? **Answer: G**
  - a) Proforma Consolidated Invoice
  - b) Invoice
  - c) On Face of Booking
  - d) On Event
  - e) Both A & B
  - f) Both B & C
  - g) Both A & C

7. In Sales and Catering which report is needed to see **all** the transactions **posted** for the day?  
**Answer: A**
- a) Shift Report
  - b) BEO
  - c) Invoice
  - d) Proforma Consolidated Invoice
8. There is only one way to make an adjustment after a booking is posted? **Answer: False**  
True or False?
9. Once a Booking is marked started it cannot be reversed? **Answer: False**  
True or False?
10. In which order should the audit be completed? **Answer: C**
- a) Audit Booking then Audit Event
  - b) Audit Event then Audit Booking
  - c) Doesn't Matter
11. What are the Two ways to post/adjust after a booking has been posted? **Answer: G**
- a) New Event
  - b) Front Desk Reservation Folio
  - c) Booking Folio
  - d) Guest Reservation Folio
  - e) Both A & B
  - f) Both B & C
  - g) Both A & C
  - h) Both A & D
  - i) Both B & D
  - j) Both C & D
12. Why is it important to post a correction in a new event? **Answer: D**
- a) To not have to leave the SC Module
  - b) To keep all charges in one place
  - c) Accurate Reporting
  - d) Both B & C
13. Billing and Auditing must be done same day as the event? **Answer:**  
True or False?
14. The Sales person who made the Booking must be the one who audits it? **Answer: False**  
True or False?



15. If the event is not audited on the event day, the revenue will still appear on the actual event day after the Front Desk Audit has been processed? **Answer: False**

True or False?