



## Practice Quiz – SC Session 4 Answers

1. Where are the two places to start the audit process?  
**Answer: in the Booking screen or the Event Detail screen**
  
2. True or False: Once the audit is marked as Started it can't be reversed?  
**Answer: False, there is an option to Unmark Audit Started**
  
3. True or False: When auditing the Food & Beverage, Inventory Items and Special Charges, additional items can be added during this process?  
**Answer: True, when auditing these items the user can delete, add or modify**
  
4. Besides manually auditing each booking what is another way to audit?  
**Answer: There is an Automatic Audit process from the Booking drop down menu on the home screen**
  
5. True or False: Once the events been posted no modifications can be made to the Food & Beverage items, inventory items and Special Charges?  
**Answer: True, must make the changes on the folio**
  
6. Name two places where the total charges can be previewed prior to auditing?  
**Answer: Summary Totals and Detail Totals both under the Audit drop down menu from the booking screen**
  
7. Which report is needed to see all the transactions posted for the day?  
**Answer: Shift Report**