

Daily Balance Check Report

Quick Reference Guide

Date: November 15

Introduction

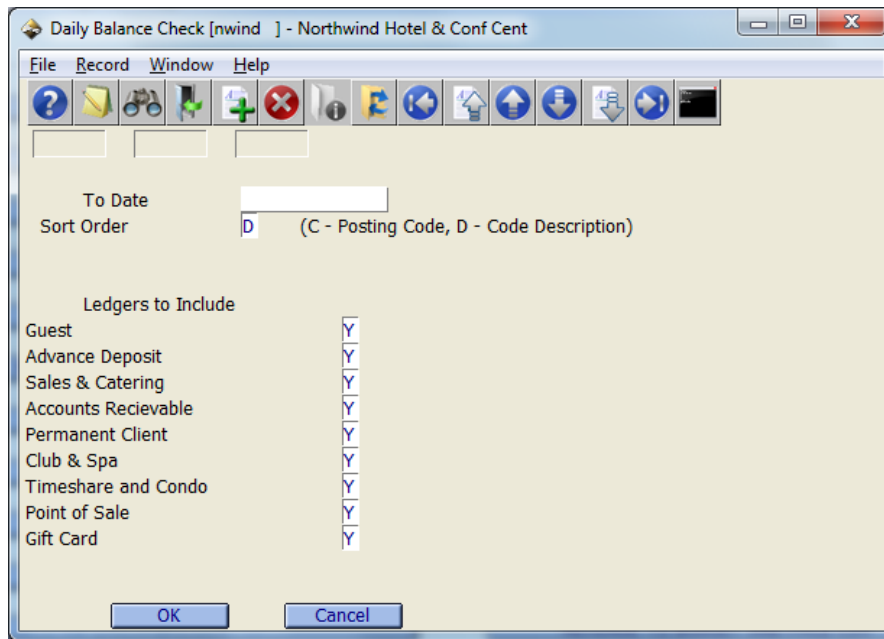
The Daily Balance Check Report is a report that summarizes the activity for each ledger on a daily basis.

Procedure

Printing the Report

The report can be found in the Front Desk Menu: Audit | Audit Reports | Daily Balancing Check Report

Input a 'Y' in the fields next to the ledgers to be printed on the report.



Guest	Will display the activity in the Front Desk Module, including guest folios and group folios.
Advance Deposit	In order for the Advance Deposit Ledger to work, Global System option 69 (to skip the Advance Deposit GL) cannot be set to 'Y'. All reservations that have a balance in the folio and is in Reserved status is considered an advance deposit.
Sales & Catering	Will display the activity in the Sales and Catering module
Account Receivable	Will display all open and outstanding folios in the AR module
Permanent Client	Will display all House/Permanent accounts



Club & Spa	Will display the activity in the Members module
Timeshare and Condo	Will display the activity in the Owner Management module
Point of Sale	Will display the activity in the Retail Point of Sales module
Gift Cards	Will display Gift Card activity. If the same posting code is used for selling and redeeming gift cards, the gift card ledger will not work. Redemptions will not be shown, only negative sales

04/20/2012 12:07pm FDCHECKBAL Northwind Hotel & Conf Center

Daily Balance Check

As of 04/18/2012

Guest Ledger

opening Balance (Close on 04/17/2012)		196,657.52
ACT	Activities	200.00
CHEE	Cheese Platter	20.00
COT	Cot Charge	16.50
DFM	Des Marketing Fee	20.00
DVD	Dvd rental	13.50
FOOD	Food	10.00
GST	General Sales Tax	16.10
HST	Hotel Sales Tax	144.00
PARK	Parking	22.00
RFEE	Resort Fee	50.00
ROOM	Room Charge	1,294.00
TEST	test tax	200.00
	Total Charges:	2,006.10
CASH	Cash Payment	-1,570.10
	Total Payments:	-1,570.10
	Grand Total	436.00
	Balance Projected	197,093.52
	Actual Balance	-280,347.29
	Control Sum	477,440.81

Advance Deposits Ledger

opening Balance (Close on 04/17/2012)		22,559.19
	Advance Deposits Received	-500,000.00
	Advance Deposits Refunded	
	Deposits Transferred to FD	
	Grand Total	-500,000.00
	Balance Projected	-477,440.81
	Actual Balance	
	Control Sum	-477,440.81

Accounts Receivable Ledger

opening Balance (Close on 04/17/2012)		435,677.01
	Grand Total	
	Balance Projected	435,677.01
	Actual Balance	435,677.01
	Control Sum	

Reading the Report

Opening Balance: The previous night's Closing Balance

Posting Codes: A list of posting codes used for the day will be listed. If the property does not use adjustment codes, this section will represent the net amounts.

Balance Projected: The projected closing balance is comprised of all the activity found during the day for the ledger, added the amount to the opening balance.

Actual Balance: The actual closing balance is calculated by adding ALL open and outstanding balances.

Control Sum: The difference between the Balance Projected and the Actual Balance.