

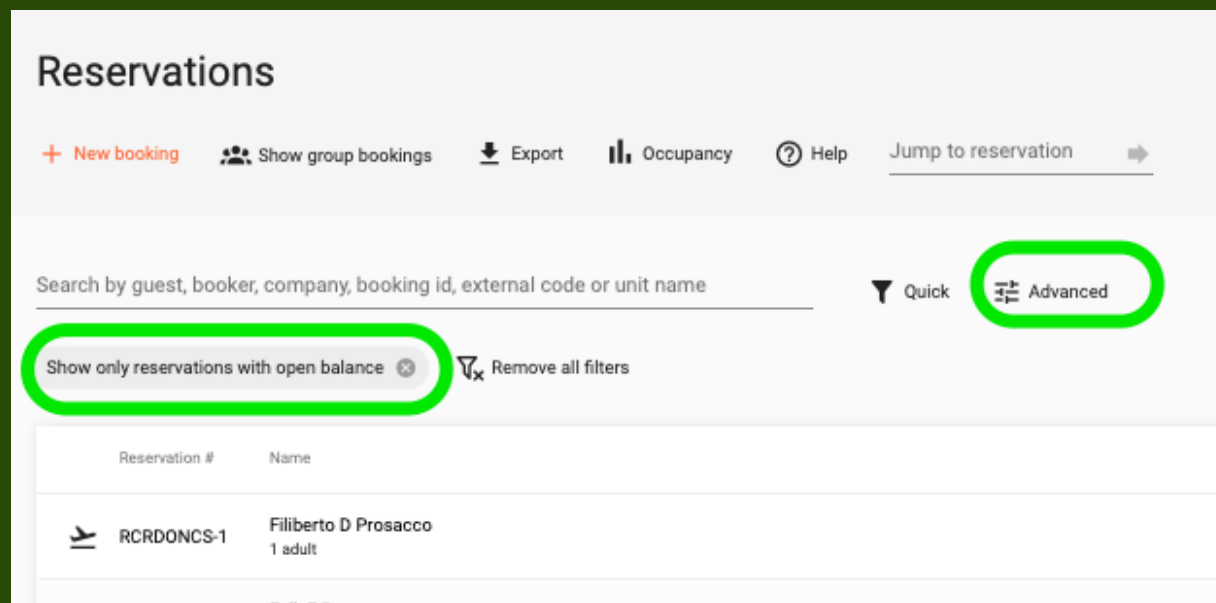
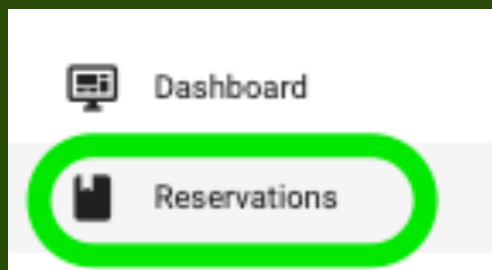


Accounting Check



Reservation with open balance AND departure date in the past

- How:



- Reasons for amount $> < 0$:

> 0 : Payment posted, but no service – most of the times due to cancellation or no-show
 < 0 : Service posted, but no payment or check-out on AR



Report „Total Debited and Credited“

- **Content of report:**
For the selected period aggregation of the booked transactions to the apaleo accounts, separated by debit and credit.
- **Why is it helpful:**
Indicates whether or not revenue accounts with atypical tax rate have been posted, e.g. Overnight with 0% VAT or not VAT => If yes, then check the reservation (s) and do the necessary, appropriate correction
- **When:**
At the latest 1-2 days before the end of the month to be able to correct in the current month.



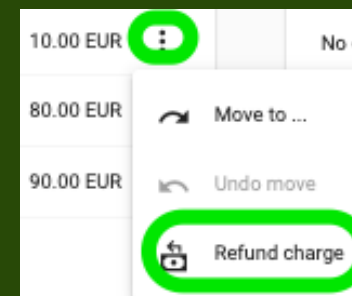
Report „Total Debited and Credited“

- **This is due to manual postings:**

Services via  with manual and incorrect selection of Service type and VAT type or refunds via  with incorrect selection of Service type and VAT type.

- **Better:**

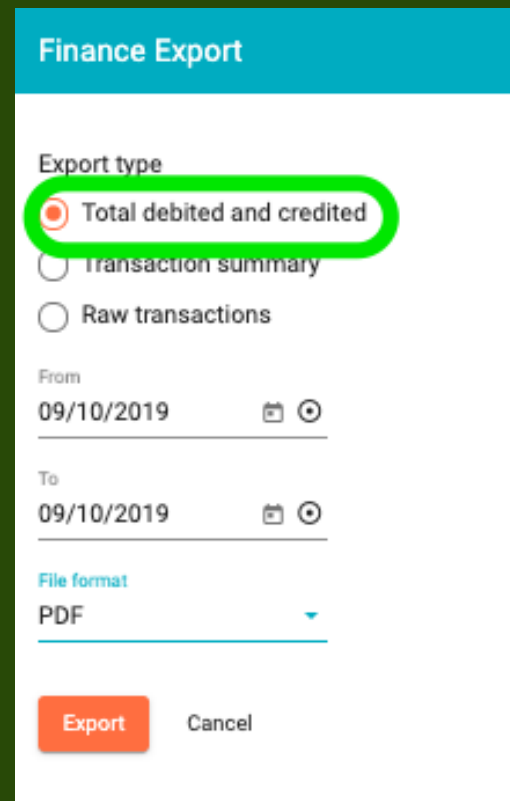
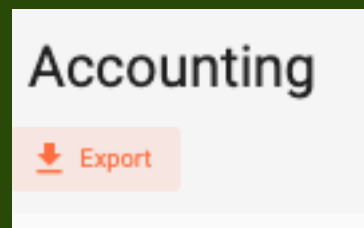
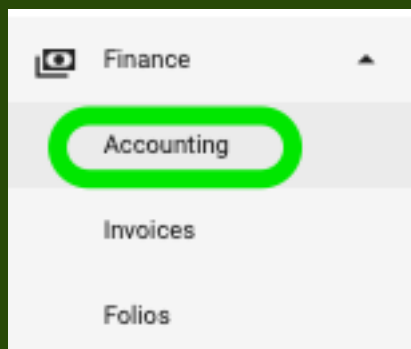
- Services predefined, so account assignment predetermined
- Refund / Correction book into the Folio over the 3 points right and refund service - the original post is thus 1:1 cancelled.





Report „Total Debited and Credited“

- How is the report generated:



Selection period

Selection pdf