



- ❶ **Managing Postings:**
Accurate recording of all guest transactions.
- ❷ **Monitoring Occupancy:**
Aligning guest occupancy with housekeeping reports.
- ❸ **Validating Room Rates:**
Ensuring congruence with guest registrations.
- ❹ **Balancing Departments:**
Ensuring all revenue streams are accounted for.
- ❺ **Processing Payments:**
Reconciling diverse payment modes.
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Hotel Night Auditor Training Manual

Julia Schneider



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