To check von Reception on daily basis

No Shows:

Reservierungen / Züri by Fassbind (apaleo.com)

Filter→ Arrival yesterday → no show

Open balances:

Reservierungen / Swiss Night Zürich by Fassbind (apaleo.com)

Filter → checked out, cancelled, no show → with open amount

Reports to check revenue

Revenues / Accounting / Swiss Chocolate Zürich by Fassbind (apaleo.com)

Finance → accounting → revenue → Export Excel → Filter period of the last check

Check for unspecified revenue

55	RevenueOther_Unspecified-Normal:7.70	Revenues Other - Unspecified (7.7%)	Revenues	0	727.5301764	-727.5301764	CHF
56	RevenueOther_Unspecified-Null:0.00	Revenues Other - Unspecified (0%)	Revenues	0	6.3	-6.3	CHF
57	RevenueOther_Unspecified-Without:0.00	Revenues Other - Unspecified (no VAT)	Revenues	0	30.5	-30.5	CHF
58				98638.51208	2275971.335	-2177332.823	CHF
59							

Reports to check payments

Payments / Accounting / Alpha-Palmiers **** (apaleo.com)

Finance → accounting → payments → Export Excel → Filter period of the last check

Check for «other payments» booking.com / AirBnb or use th Mail which is sent if something has been booked on a folio (except Alpha Palmiers)

Warning Other payments yesterday https://app.apaleo.com/ASN/reservations/RJFMJIFJ-2/folio

Check 0 Room Rate Reception when it appears

Rita Vrancic, 01.12.2023 - 04.02.2024 (TEGMVFQE-1), 906, Total gross amount: 0,00 CHF
https://app.apaleo.com/ZBYF/reservations/TEGMVFQE-1/actions

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Cancellation report: GM / Controlling maybe on weekly basis after weekend

Folios / Prüfungs-Logs / Züri by Fassbind (apaleo.com)

Audit Logs → Folios → Filter Refund posted & Allowance posted & Refund added → filter 1 week

Check 0 Room Rate GM / Controlling

Rita Vrancic, 01.12.2023 - 04.02.2024 (TEGMVFQE-1), 906, Total gross amount: 0,00 CHF
https://app.apaleo.com/ZBYF/reservations/TEGMVFQE-1/actions