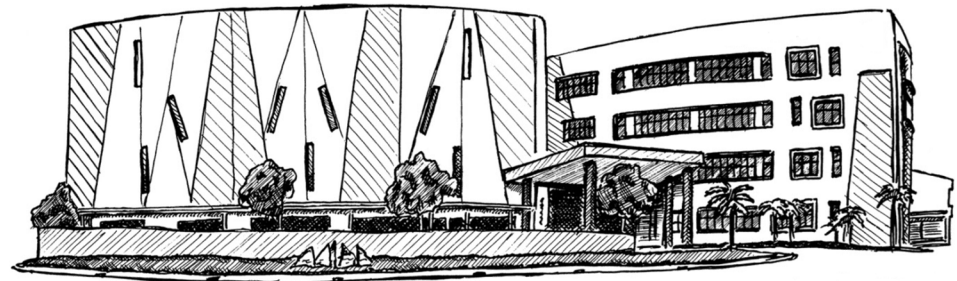




January 2.018





B.1. Invoicing Audit



Main menu / Backoffice / B.1. Audit of Invoicing User: admin

Dates between: 31/01/2019 - 01/02/2019 | Add Charge (A) | Modification (M) | Deletions (B) | Self bill (N) | Change bill holder (C) | Bill divided (D) | Modification Discount (%) | Proforma (P) | Modification Adv. payment (T) | Bill Repeated (R)

Date	System date	# Bill	# Room	Client	Service	Type	User	IP	Amount Previous	Amount Current	Remarks
2019-02-01	2019-03-25 11:27:57	0	RSV		-	P	admin	88.18.102.105	0.00	131.70	-

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Left sidebar filters:

- ☒ Add Charge
- ☒ Modification
- ☒ Deletions
- ☒ Self bill
- ☒ Change bill holder
- ☒ Bill divided
- ☒ Modification Discount
- ☒ Proforma
- ☒ Modification Adv. payment
- ☒ Bill Repeated

In the list we will see detailed the Date of the Invoice, the Invoice Number, the Client, Department, Type of Operation (A/M/B/D/%/S/C), User and Amounts.

We must control everything that can happen within the Billing sections:

- ✓ Add Charge (A)
- ✓ Modification (M)
- ✓ Deletions (B)
- ✓ Self Invoice (N)
- ✓ Change Invoice holder (C)
- ✓ Divided Invoice (D)
- ✓ Modification Discount (%)
- ✓ Proforma (P)
- ✓ Modification Adv. payment (T)
- ✓ Repeated Invoice (R)

If you modify an invoice, or cancel it, even if the operation is easy (obviously if you have to modify it, you have your reasons, or NO), since no KEY is requested (unless it is necessary and be authorized), what will ALWAYS remain is the TRACE of what you have done.

It also includes the invoices issued PPROFORMA, with invoice number 9999999999, the reasons are obvious, it is also true that there are Hotels that before issuing the final invoice, they give a provisional for the customer to check (increasingly in disuse).



B.2. Production Audit

Class One

We must control everything that can happen within the production:

- ✓ Modifications (M)
- ✓ Deletions (B)
- ✓ Negative Charges (-)
- ✓ Cancellations (N)
- ✓ Dumps (V)

These sections refer fundamentally to the modifications that can be made in the pending charges of Billing

In the list we will see detailed the **Charge Date**, the **Concept**, the **Room Number** to which it is associated, the Operation Type (A/B/M/-/N/V), **User and Amounts**. In case it is a dump, **Origin and Destination** are detailed.

The types of transactions that we can list are classified as (A) Register, (B) Unregister, (M) Modification, (-) Register of a negative charge, (N) Generation of a negative charge and (V) Charges dump.

If you **modify a charge**, or **cancel it on the same day evidently**, although the operation is easy (obviously if you have to modify it, you will have your reasons, or NO), since no KEY is requested (unless if necessary, and authorized), what will **ALWAYS** remain is the **TRACE** of what you have done.

Operation Types:

- A-> Register M-> Modification B-> Unregister
- N-> Generation of a Negative Charge
- - -> Register of a Negative Charge
- V-> Charges Dump
- D-> Divided Invoice
- P-> Proforma Invoice
- %-> Invoice Discount
- S-> Symmetric Invoice



B.3. Computer Audit



This is an option not available to the normal user of SEVEN STARS, only for use by the owner and the technicians of Class One. Among the computer scientists are known by log, that is, they are reflected in all the options that enter the operators, who, At what time, ..., as well as the incidents, whatever they may be, if there are you, notice that there are two SESSION BEGINNINGS, without first having a SESSION END, means that in the middle they have turned off the computer.



B.4. Reservations Audit.



Main menu / Reservations / Stays / 1.G. Reservations audit User: admin

Dates between: 01/02/2019 - 31/03/2019 | Filter type: All

Booking	Date	Operation	User	Remarks	Limit Date	Client type	Code	Name	Rooms
739119	2019-02-01 00:59	✗	TERM30	ANULADA POR EL CIERRE RESE...	2019-02-01	Guest	-	IGUAL BARRO, FELIPE	/
739121	2019-02-01 00:59	✗	TERM30	ANULADA POR EL CIERRE RESE...	2019-02-01	Guest	-	HONRUBIA TELLO, ALBERTO	/
739122	2019-02-01 00:59	✗	TERM30	ANULADA POR EL CIERRE RESE...	2019-02-01	Guest	-	MORILLA ALVA, FRANCISCO	/
739123	2019-02-01 00:59	✗	TERM30	ANULADA POR EL CIERRE RESE...	2019-02-01	Guest	-	CASTRO ZAPATA, FRANCISCO	/
739124	2019-02-01 00:59	✗	TERM30	ANULADA POR EL CIERRE RESE...	2019-02-01	Guest	-	MEDINA ROJANO, LUIS	/
739125	2019-02-01 00:59	✗	TERM30	ANULADA POR EL CIERRE RESE...	2019-02-01	Guest	-	RCI-Puntos	/
739126	2019-02-01 00:59	✗	TERM30	ANULADA POR EL CIERRE RESE...	2019-02-01	Guest	-	RCI-Puntos	/
739129	2019-02-01 00:59	✗	TERM30	ANULADA POR EL CIERRE RESE...	2019-02-01	Guest	-	OSUNA JARILLO, JOSE MARIA	/
739131	2019-02-01 00:59	✗	TERM30	ANULADA POR EL CIERRE RESE...	2019-02-01	Guest	-	RAGADA GUERRA, ANTONIO	/
739132	2019-02-01 00:59	✗	TERM30	ANULADA POR EL CIERRE RESE...	2019-02-01	Guest	-	PARDEDES GONZALEZ, JESUS	/
739134	2019-02-01 00:59	✗	TERM30	ANULADA POR EL CIERRE RESE...	2019-02-01	Guest	-	TORRES SALAZAR, LUIS	/
739135	2019-02-01 00:59	✗	TERM30	ANULADA POR EL CIERRE RESE...	2019-02-01	Guest	-	ALMEIDA AVALOS, JOSE LUIS	/
739136	2019-02-01 00:59	✗	TERM30	ANULADA POR EL CIERRE RESE...	2019-02-01	Guest	-	SALCEDO RODRIGUEZ, JULIAN	/
739137	2019-02-01 00:59	✗	TERM30	ANULADA POR EL CIERRE RESE...	2019-02-01	Guest	-	CAPILLA-SANCHEZ HERRERA, M	/
739138	2019-02-01 00:59	✗	TERM30	ANULADA POR EL CIERRE RESE...	2019-02-01	Guest	-	SAEZ BOCOS, FELIX	/
739139	2019-02-01 00:59	✗	TERM30	ANULADA POR EL CIERRE RESE...	2019-02-01	Guest	-	DE MIGUEL CAMPO, TEOFILO	/
739140	2019-02-01 00:59	✗	TERM30	ANULADA POR EL CIERRE RESE...	2019-02-01	Guest	-	ALCUBIA BARBEHO, M + LOR	/
739141	2019-02-01 00:59	✗	TERM30	ANULADA POR EL CIERRE RESE...	2019-02-01	Guest	-	FERNANDEZ ROURE, JOSE LUIS	/
739142	2019-02-01 00:59	✗	TERM30	ANULADA POR EL CIERRE RESE...	2019-02-01	Guest	-	MATA ROMERO, ALEX	/
739143	2019-02-01 00:59	✗	TERM30	ANULADA POR EL CIERRE RESE...	2019-02-01	Guest	-	BERTRAN DE LIS BAILLO, HUMBERT	/
739144	2019-02-01 00:59	✗	TERM30	ANULADA POR EL CIERRE RESE...	2019-02-01	Guest	-	DE LA TORRE BAZACO, ANTONIO	/
760314	2019-02-01 00:53	/	TERM30	CAMBIO FECHA DE ENTRADA	2019-02-01	Agency	19033	DANISON, DANIEL	/
762200	2019-02-01 00:59	/	TERM30	ANULADA POR EL CIERRE RESE...	2019-02-01	Guest	-	FUSIONALIA, S.L	/
762861	2019-02-01 00:53	/	TERM30	CAMBIO FECHA DE ENTRADA	2019-02-01	Guest	-	OUNAIM ANWAR	+ / X
762861	2019-02-01 00:54	/	TERM30	CAMBIO FECHA DE SALIDA	2019-02-01	Guest	-	OUNAIM ANWAR	/
763319	2019-02-01 00:59	✗	TERM30	ANULADA POR EL CIERRE RESE...	2019-02-01	Agency	30198	NO SE LUMPIA	/
763321	2019-02-01 00:55	/	TERM30	CAMBIO FECHA DE ENTRADA	2019-02-01	Guest	-	HAJJI MOHAMED	+ / X
763321	2019-02-01 00:55	/	TERM30	CAMBIO FECHA DE SALIDA	2019-02-01	Guest	-	HAJJI MOHAMED	/
763322	2019-02-01 00:56	/	TERM30	CAMBIO FECHA DE ENTRADA	2019-02-01	Guest	-	OUNAIM ANWAR	/
763322	2019-02-01 00:56	/	TERM30	CAMBIO FECHA DE SALIDA	2019-02-01	Guest	-	OUNAIM ANWAR	/
763368	2019-02-01 00:55	/	TERM30	CAMBIO FECHA DE ENTRADA	2019-02-01	Guest	-	ENAR PER	/
763368	2019-02-01 00:55	/	TERM30	CAMBIO FECHA DE SALIDA	2019-02-01	Guest	-	ENAR PER	/
746331	2019-02-06 00:57	/	admin		2019-09-08	Guest	-	MARIA CROL	/
746331	2019-02-06 01:00	/	admin		2019-09-08	Guest	-	MARIA CROL	/
749858	2019-02-08 01:01	/	admin		2019-09-29	Agency	31213	CASA INVITACION GRUPOS	/
763223	2019-03-13 11:12	/	admin		2019-01-31	Agency	30198	DIRECTOS CLIENTES	/
801643	2019-03-28 10:48	+	admin		2019-02-11	Agency	10001	Jumbotours Espana SL	/

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At all times we know exactly what happened with a reservation,

- ✓ When it has discharged
- ✓ When and what modifications have been made
- ✓ When and who has deregister it

Rooms

Guest name	OUNAIM ANWAR	Voucher	1479373603
Check in date	01/02/2019	Check out date	01/02/2019
Room type	T-	Pax	1
# Room		Alt. Room type	
Rate	BAR	Pr. room	45
Regime	H	Pr. reg.	0
Discount	0	Non refundable	X
Special cond.			
		Guests	1
		Payment type	1
		Full credit	N
		Man. Pr. room	X
		Man. Pr. reg.	X
		Services	0

← 1 →



B.4. Reservations Audit.



Main menu / Reservations / Stays / 1.G. Reservations audit User: admin

Dates between: 01/02/2019 - 31/03/2019 | Reservations from: 763322 to: 763322 | Filter type: All

Booking	Date	Operation	User	Remarks	Limit Date	Client type	Code	Name	Rooms
763322	2019-02-01 00:56		TERM30	CAMBIO FECHA DE ENTRADA	2019-02-01	Guest		OUNAIM ANWAR	+/-x
763322	2019-02-01 00:56		TERM30	CAMBIO FECHA DE SALIDA	2019-02-01	Guest		OUNAIM ANWAR	

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If we give a specific reservation we see all its history.

Rooms

Guest name	OUNAIM ANWAR	Voucher	1479373603
Check in date	01/02/2019	Check out date	01/02/2019
Room type	T-	Pax	1
# Room		Alt. Room type	
Rate	BAR	Pr. room	45
Regime	H	Pr. reg.	0
Discount	0	Non refundable	x
Special cond.			
		Guests	1
		Payment type	1
		Full credit	N
		Man. Pr. room	x
		Man. Pr. reg.	x
		Services	0

← 1 →