

Session 7: The Night Audit

Online Quiz: Test your knowledge

1. When do night audits usually report for their shift?
2. Why can a night audit be described as a 'daily controller'?
3. Which accounts does the night audit deal with?
4. What does 'closing of the day' refer to?
5. When does this take place?
6. How many night audits will be present during the night?
7. Which non-audit functions might a night audit take on?
8. What is the main difference between Bardi's and Ismail's definition of the role of a night audit?
9. Which system does the night audit use to print the necessary reports?
10. Name 5 reports a night audit might print?
11. What is the trial balance?
12. Does the trial balance have to be correct in order to close the day?
13. What is the difference between the flash report and the night audit report?
14. Which systems need to be re-set and re-connected after the day has been closed?
15. Which non-audit tasks does the night audit complete in small hotels?
16. What kind of report / summary must the night audit complete if taking on the role of Duty Manager?