

Audit Worksheet All Features

Column Definitions

Below is the List of all columns present in Hotel Payment Processing Worksheet.

- **Status:** This column displays the Status for the Guest.
- **Renter:** This is a checkbox column.
- **Staff Member:** The Staff Number column is a dropdown displaying the list of staff members.
- **Guest Name:** The Guest Name column displays the name of the guest linked to the record.
- **P/E:** The P/E column displays the phone number and email information for the guest.
- **Guest Claim:** The Guest Claim column displays the claim number of the guest linked to the record.
- **Company/Co-Client:** The Company / Co-Client column displays the company and co-client associated with the record.
- **MI Date:** The MI Date column displays the guest's move-in date.
- **Current EOA/ Original EOA:** The Current EOA / Original EOA column displays both the current and the original expected-out dates for the guest.
- **Billing Start/Billing End:** The Billing Start / Billing End column displays the billing period for the guest.
- **Guest ID/Unit ID:** The Unit ID / Guest ID column displays the corresponding Unit ID and Guest ID.
- **Property Name/ Property Address:** The Property Name / Property Address column displays property details including name and address.
- **P/E:** The P/E column displays the phone number and email information for the guest.
- **Property Type:** The Property Type column displays the type of property such as hotel, apartment, etc.
- **Number of Nights:** The Number of Nights column displays the total number of nights the guest stayed at the property.
- **ALT:** The ALT column is a checkbox indicating whether the record is an ALT record.
- **Daily:** The Daily column displays the Daily charge amount.
- **Parking:** The Parking column displays the Parking charge amount.
- **Pet Fees:** The Pet Fees column displays the Pet Fees charge amount.

- **Taxes Daily:** The Taxes Daily column displays the Taxes Daily charge amount.
- **Other:** The Other column displays the other charge amount.
- **Hotel Charges:** The Hotel Charges column displays the hotel charge amounts for the client.
- **THD-Mark Up Daily:** The THD – Mark Up Daily column displays the THD markup amount on Daily-R.
- **Total Charges:** The Total Charges column displays the total charges for the guest.
- **ALE Limit:** The ALE Limit column displays the ALE Limit for the guest.
- **ALE Term:** The ALE Term column displays the ALE Term for the guest.
- **ALE Available:** The ALE Available column displays the ALE Available for the guest.
- **Credit Card Type/CC Number:** The Credit Card Type / CC Number column displays the type (e.g., Visa, MasterCard) and the credit card number.
- **Confirm RS:** This column displays the Confirm RS button which is used to confirm Reloshare Charges.
- **View:** This column is a checkbox column which is visible for reloshare records, and these opens Confirm Reloshare Charges popup when checked.
- **Total Corpay Amount:** The Total Corpay Amount column displays the Total Corpay Amount charge amount.
- **Total Hotel Charges:** The Total Hotel Charges column displays the Total Hotel Charges amount.
- **Total Clarcity Charges:** The Total Clarcity Charges column displays the Total Clarcity Charge amount.
- **Charge Notes:** **The Charges Notes column displays the charge notes for the guest.**
- **Daily Rates:** The Other column displays the other charge amount.
- **R:** This column displays the R button which will open Reports popup which displays the charges related to that record.
- **Last Confirm Date:** The Last Confirm Date column displays today's date.
- **Acct. Final:** The Acct. Final column is a checkbox which shows record is Solomon unpushed or not.
- **Next Billing Date:** The Next Billing Date column displays is an editable field which allows us to select the Next Billing date for that record.
- **Total Amount Billed:** The Total Amount Billed column displays the total amount billed for the guest.
- **Total Hotel Billed:** The Total Hotel Billed column displays the total hotel billed for the guest.
- **Total TP Charges:** The Total TP Charges column displays the total tp charges for the guest.

- **Total Folio Amount:** This column opens a popup which displays the comparison between TP charges and Folio Charges.
- **Audit Notes:** The Audit Notes column displays notes that will be pushed to Billing Worksheet while pushing the record to Solomon.
- **Audit Approved:** This column displays the checkbox, which gets checked when we push the record to Solomon.
- **Save Push to Solomon:** This column displays the Solomon button which allows us to Push the record to Solomon.
- **Save Only:** This column displays the Save button which allows us to save the modified data for that record row.
- **Pending Follow Notes:** This column displays the pending follow notes.
- **Portal Notes:** This column displays a notebook icon which displays the respective notes.
- **Furnishing notes:** This column displays a notebook icon which displays the respective notes.
- **Co Bill Notes:** This column displays a notebook icon which displays the respective notes.
- **Critical Notes:** This column displays a notebook icon which displays the respective notes.
- **All Notes:** **This column displays a notebook icon which displays the respective notes.**
- **Docs:** The Docs column displays an upload icon that opens the documents associated with the guest.
- **Adjuster:** The Adjuster column displays the adjuster's name and allows sending emails by clicking on the name.
- **Folio Link:**

Return To Audit

- The status “Return to Audit” should be selected from the Status dropdown in the Billing Worksheet for the records that have issues.

Billing Hotel Worksheet

User Name: TP Support Guest Name: Company Name: All Companies Show All Refresh Save Document Import

Select All Status Change Update All Claim Number: Unit Number: Invoice Batch: Process S R [Menu]

Status	Audit Notes	Batch #	Staff Member	Guest Name	PIE	Guest Claim	Company Co-client	MI Date	Current EOA	Original EOA	Billing Start	Billing End	Unit ID	Guest ID	Property Name	Property Address
<input type="checkbox"/> Invoiced-Not Sent		10048		22November TestAc...	P	22Novem...	Liberty M...	11/22/25	01/01/2026	01/01/2026	11/22/2025	01/01/2026	408426	00500763	Bethesda North Marriott Hotel	5701 Marinelli Road
<input type="checkbox"/> Invoiced-Not Sent		10058		Aaliah Amosu		APROA60...	Graebel ... Blue Orig...	07/18/24	07/29/2024	07/07/2024	07/18/2024	07/24/2024	313612	00368679	TOWNEPLACE STES SOUTH MARRIOTT...	18123 72Nd Ave South
<input type="checkbox"/> Review Hold/Pending Approved Batch Invoiced-Not Sent Invoiced				Aaliah Amosu		APROA60...	Graebel ... Blue Orig...	07/18/24	07/29/2024	07/07/2024	07/18/2024	07/29/2024	313612	00368679	TOWNEPLACE STES SOUTH MARRIOTT...	18123 72Nd Ave South
<input type="checkbox"/> Invoiced-Not Sent	Testing Notes	10039		Aaliyah Mills 67LLSX...	P	67LLSXTJ...	ReloShare	09/19/25	09/19/2025	09/19/2025	09/19/2025	09/19/2025	407910	00489804	Comfort Inn And Suites North-Signal Av...	5811 Signal Avenue North East
<input type="checkbox"/> Return To Audit Invoiced-Not Sent		10064		Aamer Salloum	P	A000060...	Erie Insur...	09/20/24	10/03/2024	10/03/2024	09/20/2024	02/26/2025	328808	00381819	HOME2 SUITES ABE AIRPORT328808	2011 City Line Road
<input type="checkbox"/> Invoiced-Not Sent		10064		Aamer Salloum	P	A000060...	Erie Insur...	09/20/24	10/03/2024	10/03/2024	09/20/2024	02/26/2025	328808	00381819	HOME2 SUITES ABE AIRPORT328808	2011 City Line Road
<input type="checkbox"/> Invoiced-Not Sent		10062		Aaron Meyer	P	50386841...	Farmers L...	09/11/25	09/14/2025	09/11/2025	09/11/2025	09/24/2025	405574	00487255	EXTENDED STAY AMERICA STES SEAT...	3021 196Th Street Sw

- The Save button has been clicked afterward. This action has removed the record from the Billing Worksheet, and the record has been added back to the Audit Worksheet. The auditor can then review the record again and push it back to the Billing Worksheet if required.