

Year-end Closure in Opera PMS

1. Take a look at all pay masters: IFC Lost Postings (room 9500), Micros Cash, Micros Visa, etc. Check them out, based on your duty regulations.
2. Make sure the reports print from a given workstation. Miscellaneous->Reports->Arrivals Detailed->Ok->Print.
3. Make sure all departing guests have been checked out.
4. Print a package of reports, for any emergency.
5. Make sure Year-end closure in Micros has been successfully completed.
6. Take Z-reports from fiscal register(s).
7. Run Night Audit procedure in Opera.
8. Examine Manager Report. It must accumulate month and year totals, starting from January 1.
9. Check in all pay masters: IFC Lost Postings (room 9500), Micros Cash, Micros Visa, etc.