Night run - Hotel

The night run

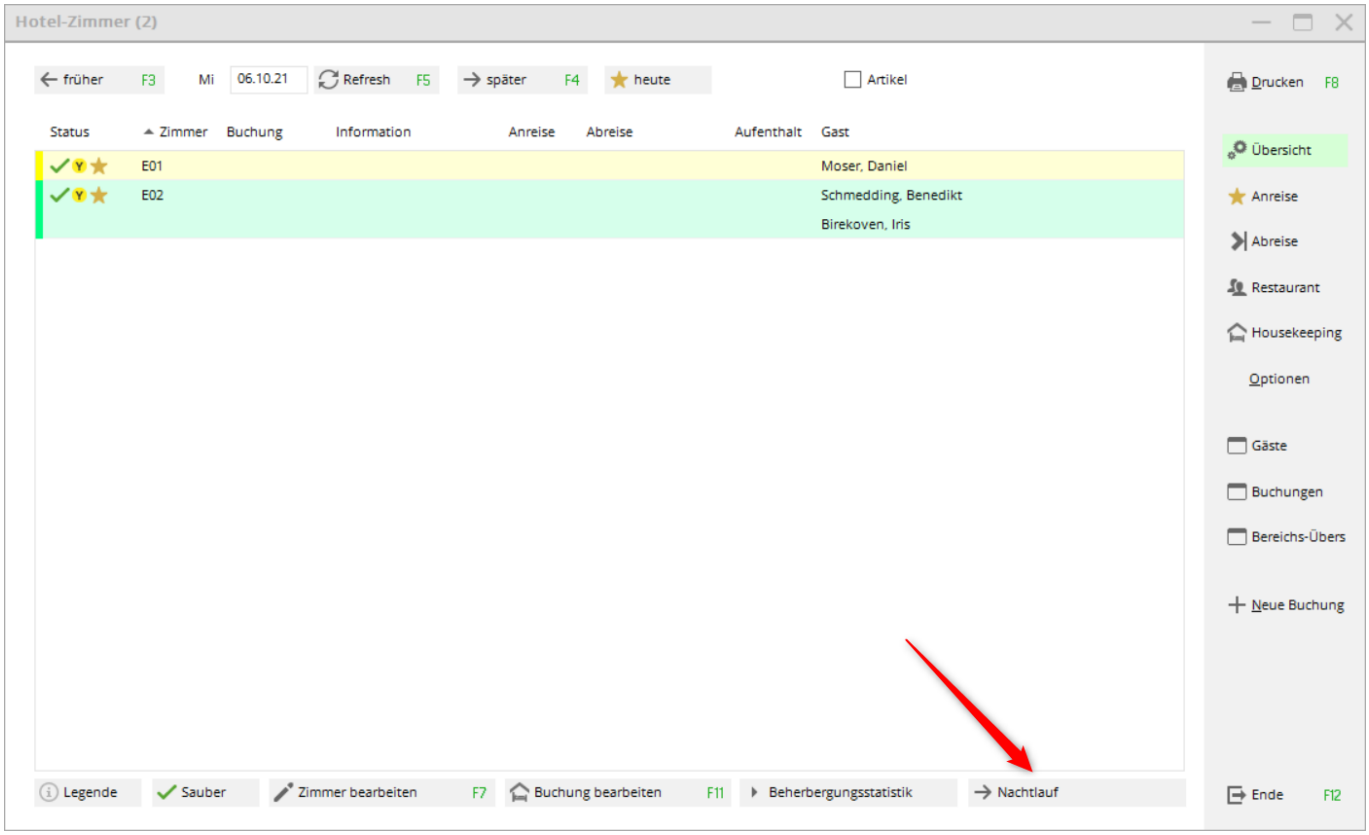
The automatic night run runs every night at 11 pm; this takes place via a service that has been set up. PC CADDIE will set this up for you.

PC CADDIE takes care of two things:

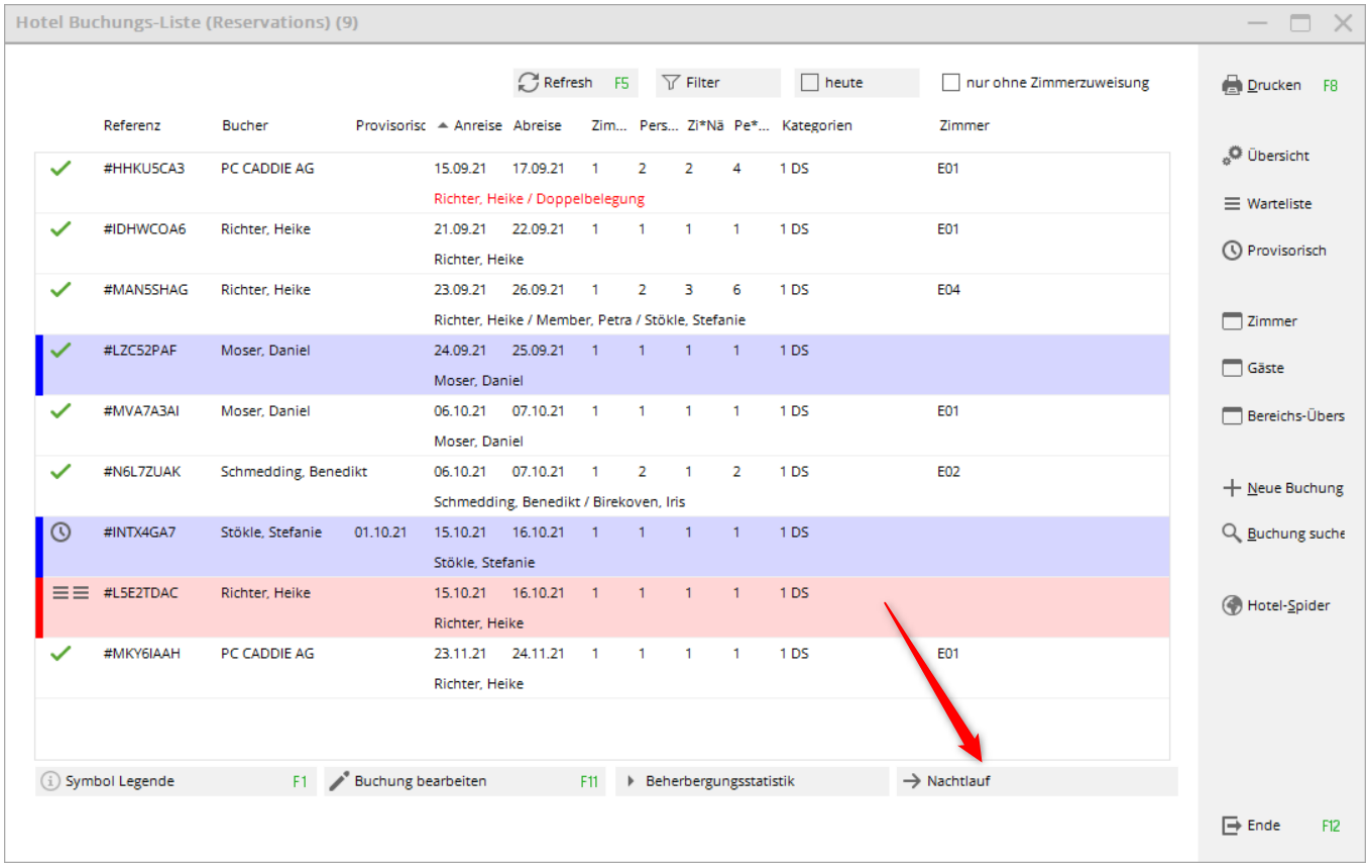
1. Firstly, the corresponding items of the checked-in guests are posted to the corresponding accounts and are then available for billing in the morning.
2. At the same time, specific room numbers are assigned to arrivals for the following day who have not yet been allocated a room.

If the night run was not able to book all rooms (e.g. because check-in was only after 23:00), it can be started manually at any time. You will find the button in various windows:

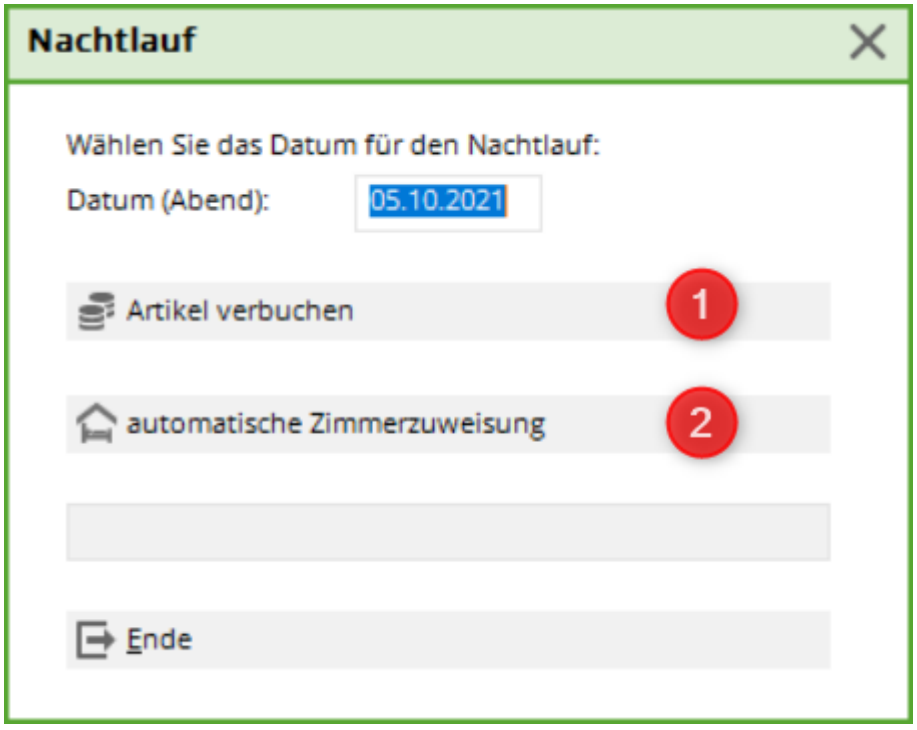
Menu item ***Hotel*** - ***Hotel room***



or the menu item ***Hotel*** - ***Hotel bookings***



In the following window you will find the two options that PC CADDIE performs during the night run:



1. posting the items of the hotel booking 2. automatic room allocation for arrivals that only have a room category booking but no room number.

If a guest wishes to pay on the day of arrival, the items are booked manually - see next section.