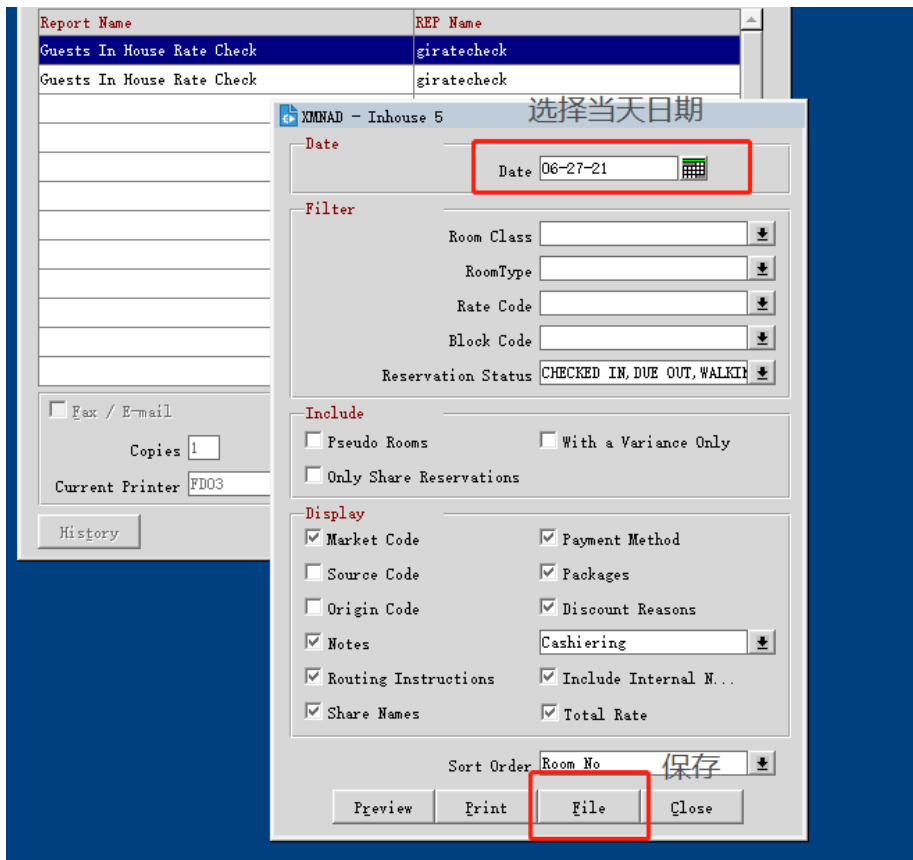
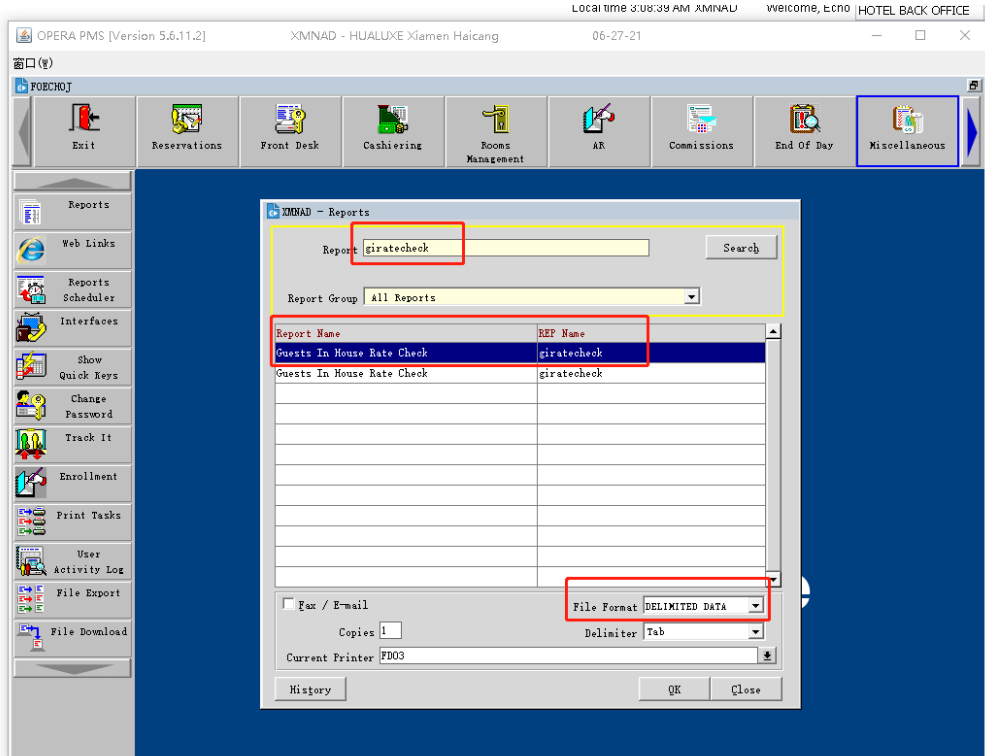


夜审前工作

1.在 PMS 中导出报表 report-giratecheck-选择第一个-选择日期（当天）-File 形式导出

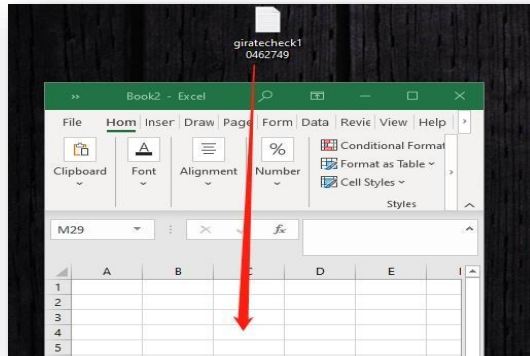


2.以 File 导出的 giratecheck 报表以文本的形式暂存在桌面，类似于下方这样的文件



giratecheck24907
69.txt

3. 在桌面上新建一个 excel 文件，然后把 PMS 下载的报告用鼠标拖进 excel，这一步非常重要，如果不用 excel 打开，就没法顺利导入 All rates



4. 打开“Reward Night Reimbursement Calculator”计算器，存于以下路径，每天复制原始模板更新当天数据

« FO > XMNAD-GSM > Night Audit Report > 积分兑换报销ADR

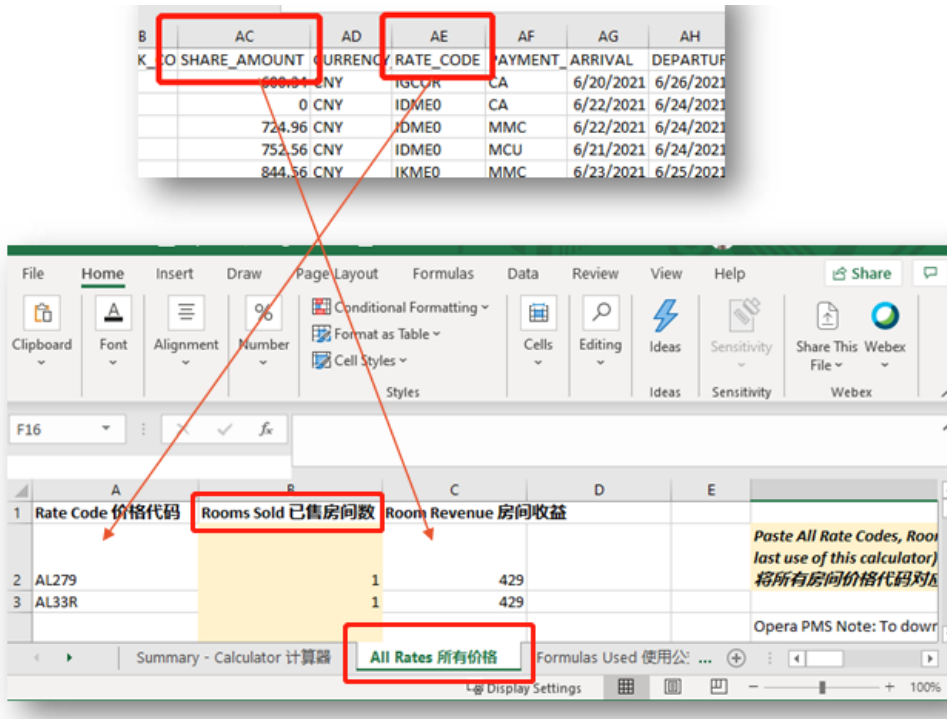
名称

模板Reward Night Reimbursement Calculator - Chinese Translation.xlsx

2021.07

5.将 Opera 导出 giratecheck 报告中“SHARE_AMOUNT”列贴入“Reward Night Reimbursement Calculator”的 All Rates 页里面的“Room Revenue”。Rate code 列对应贴到 All Rates 的 Rate code。在Room sold 列

全部填“1”



6. All Rate 这页粘贴号数据后，返回到第一页，Summary-Calculator 计算器中的的已售房间数就会变更

Reimbursement Occupancy Calculation 奖励住宿报销计算适用的入住率计算器		Steps (modify amounts in beige colored cells only) 步骤 (仅需编辑淡黄色的单元格)
Total Rooms Sold 已售房间数	550	1. Paste Rate Codes, Count of Rooms Sold & Room Revenue per Rate Code on All Rates tab 将所有的价格代码及对应的房间数和房间收益贴到隔壁的“All Rates 所有价格”表单
Excluded Rates Rooms 不包含在报销金额计算的价格代码所产生的房间数	41	
Rooms Sold After Removing Excluded Rates Rooms 剔除不包含在报销金额计算的价格代码后，已售房间数	509	2. Enter rooms available in cell B6 (Note: Rooms Available count calculated by GRS can be seen by in B6单元格输入可售房间数 (注意: 可售房间数数据基于GRS的数据, 并可在LoyaltyConnect下方截屏中
Rooms Available (includes temporarily out of order rooms) 可售房间数	351	
Occupancy 入住率	145.01%	
Reimbursement ADR Calculation 奖励住宿报销计算适用的每日平均房价计算器		
Total Room Revenue 已收房晚收益	84369.65	3. Enter % of ADR in cell B20 (Note: This percentage is displayed on the Review Occupancy and ADR in B20单元格输入对应的ADR百分比 (注意: 此数据可以从下方LoyaltyConnect截图中标记3的位置查)
Excluded Rates Room Revenue 不计入的价格代码所产生的房晚收益	4957	
Room revenue after Removing Excluded Rates Room Revenue 去掉剔除价格代码的已售房晚收益	79412.65	This amount (cell B21) should match the Base payment for each Certificate on the applicable night 该金额 (B21单元格) 必须与下方LoyaltyConnect 奖励住宿展开明细页面截屏的 Base Payment保持一致
Total Rooms Sold 已售房间数	550	
Excluded Rooms Sold 不计入的价格代码所产生的房间数	49	
Rooms Sold after Removing Excluded Rooms Sold 剔除不计入价格代码后，已售房间数	501	
ADR 奖励住宿报销计算适用的每日平均房价	158.51	
% of Reimbursement ADR 报销百分比	50%	
Reimbursement per RN 奖励住宿每间房间报销金额	79.25	

Below the table is a screenshot of the 'Review Occupancy and ADR' window with a table:

Stay Date	Night Count	Reimb OCC %	Reimb ADR	Adjusted OCC %	Adjusted ADR	Override OCC %	Override ADR
28Mar21	7	50.07	146.84				
27Mar21	8	83.86	198.51				

The calculator window also has a button labeled 'Summary - Calculator 计算器'.

数据 1: 可售房间数 351 是固定的

数据 2: 入住率,即根据导入[all rates]的数据, 计算器自动算出奖励住宿报销使用的入住率

数据 3: Occupancy 对应的报销区间（下图）填写，得出数据 4（奖励住宿报每晚报销金额）

Reimbursement Structure					
Reimbursement as % of Daily ADR					
Effective Date	Reward Night Penetration	<90% Occupancy	90 to <96% Occupancy	>=96% Occupancy	Minimum Reimbursement
27Jun21	5-10%	40%	65%	90%	30 USD

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6. 最重要的！我们需要手动 Disc 更新当日奖励住宿在 PMS 里的报销金额

Reservation 4287558 CHECKED IN

Name: Chan, Address: Shanghai, City: Shanghai, Zip/State: 201000

Arrival: 07-01-21 Thursday, Nights: 3, Departure: 07-04-21 Sunday

Room Type: KKSU, Rate Code: IVAMI, Rate: 190.00

Created By: *HOLIDEX* On 05-17-21 2, Updated By: *HOLIDEX* On 07-02-21 1

例如：07.02 今天积分兑换的房价是 190.00++，而你计算器的数据算出来的报销金额是 79.25++，我们就需要在**夜审前**将 2 号的积分兑换房价做 Disc 改为 79.25++