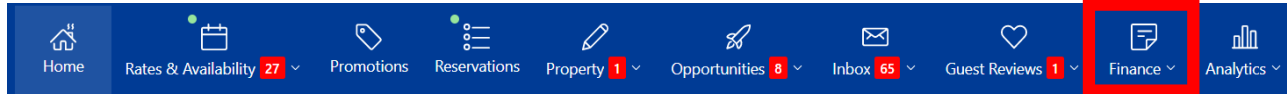


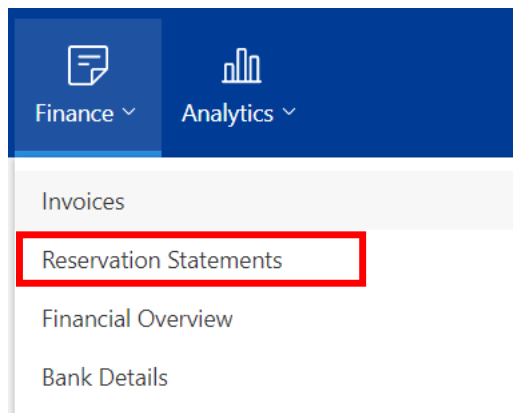
Generate Monthly Reports on Booking.com for OTA Reconciliation for x-quick Upload

1. Log into Booking.com

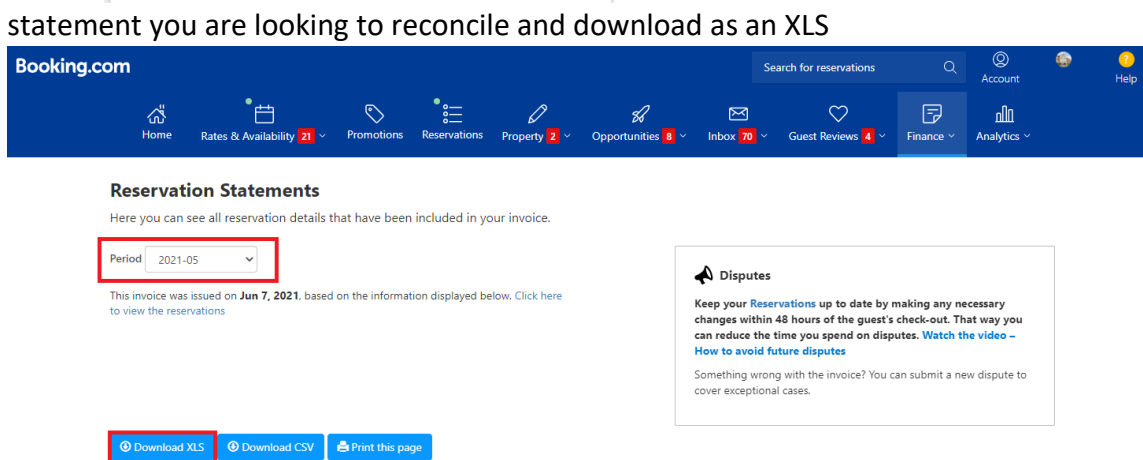
a. Select Finance



b. Select Reservation Statements



2. Select the month and date period for the reservation statement you are looking to reconcile and download as an XLS



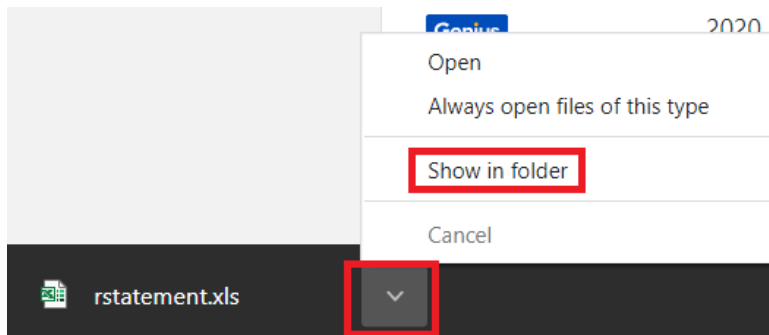
3. A dialog box will appear in the lower left corner and the report will download.



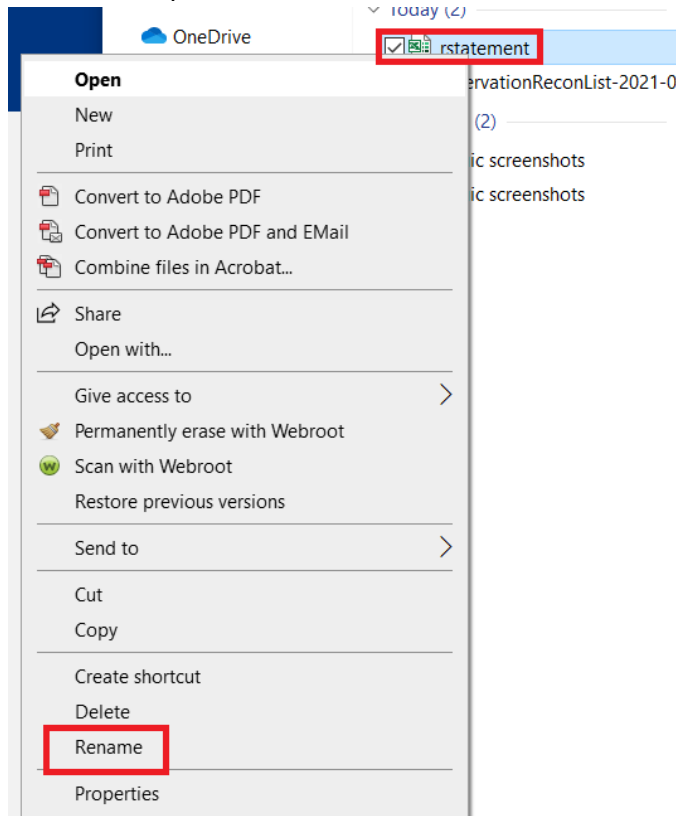
4. Once the report downloads.

a. Click the arrow next to the auto generated report name.

b. Select Show in folder



5. Right click on the report and select rename



6. Name the report Booking Res Statement “Month of Report”

a. Booking Res Statement Jan '21

7. Process the Expedia Report (See Expedia Guide for How to)

8. Process the specific report from your PMS (See your PMS specific guide for How To)

9. Once all Reports are prepared upload the files to x·quic.