**Handover Notes.**

1. Supplier reconciliation.

-I have fully reconciled below accounts: 1. Enashipai Resort and Spa.

2. Bliss Resort

3. Mission Aviation Fellowship Kenya

4. Pullman Eindhoven Cacagne

5. Serena Beach Hotel

6. Thomsons Falls Lodge

7. Treat House Resort.

8. PB060 - BIG FIVE BREWERIES LTD

9. RADISSON BLU HOTEL BUCHAREST

-For below suppliers, statements have been received and saved in a folder individually, together with the E-travel ledgers and the reconciliation template:

|  |
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| **Supplier Code and Name** |
| PW015 - WAJIR HILTON PALACE |
| PS0090 - SAROVA SALT LICK |
| PS0028 - THE STANLEY HOTEL |
| PJ0012 - JAMII TOURS & TRAVEL |
| PL0005 - LETS GO TRAVEL |
| PS0100 - SAGANA GETAWAY RESORT |
| PA0067 - HOTEL ROYAL ORCHID AZURE |
| PR077 - RADISSON BLUE HOTEL NAIROBI |
| PS0011 - SHERATON-KAMPALA |
| PQ005 - THE QUILL CO. LTD |
| PS054 - SERENA KIGALI |
| PH0003 - HERITAGE HOTELS |
| PF014 - FLORENCE HOTEL LTD |
| PG0030 - GELIAN HOTEL |
| PG041 - GRAND ROYAL SWISS HOTEL |
| PS0030 - SHERATON ADDIS ABABA |
| PC0020 - HOTEL CATHAY LTD. |
| PL037 - LEGACY STAR CHUKA |
| PT050 - TUNE HOTEL |
| PI0028 - IBIS STYLES NAIROBI |
| PI023 - IBIS HOTELS |
| PH0001 - HILTON HOTEL |
| PG0031 - GREENPARK HOTEL TAVETA |
| PL0011 - LAKE BOGORIA LODGE |
| PV0011 - THE VIC HOTEL LIMITED |
| PZ0003 - ZEN GARDEN LIMITED |
| PT0003 - TAMARIND MANAGEMENT-CARNIVORE |
| PC025 - CROWNNE PLAZA |
| PV0012 - VILLA ROSA KEMPINSKI |

- For the supplier statements which had not been received, a reminder email forwarded to the suppliers last week had Sharon and account payables on copy. They will be able to view the statements as they drop.

-Location of the reconciliation status report and details related to the rest of suppliers (including for those fully reconciled) has been shared with Sharon.

1. Location of all the supplier reconciliations and their remittances has been shared with Sharon for future reference where need be. I have also logged the key issues for follow-up on the online platform. Sharon will follow-up to ensure that this is resolved.
2. The Mpesa password which I was using to access the online mpesa account has been shared with David.
3. I have taken Sharon through Avis reconciliation process account which I was handling.
4. Below hotels had service voucher issues including manual vouchers which keep recurring in their statements and need to be resolved but still in the resolving process:  
   -Crane Suits

-White Rhino

-Alba Hotels

- Lamu Homes Hotels

-Nairobi Pacific Hotel.

-The Noble Hotel.

-Ibis Styles.

1. Lamu homes hotel has one pending service voucher which should be paid from UN, SVR1811018.This information had been shared with John Marks. Sharon will follow-up to see that it’s cleared.
2. For purposes of matching the unbilled items which have been paid but continuously being billed by TCs, I have shared location of the remittances for ease of future matching.