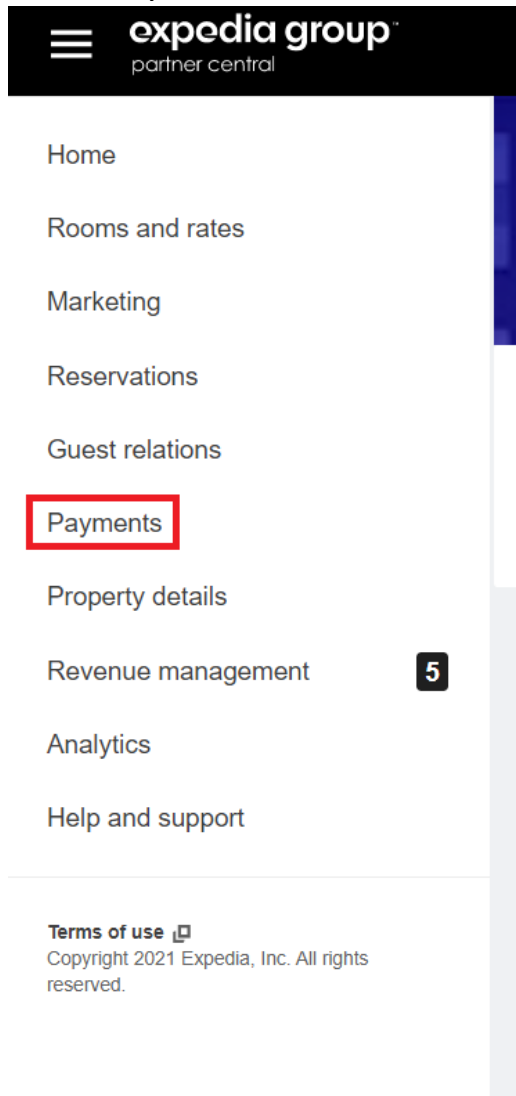# Generate Monthly Reports on Expedia.com
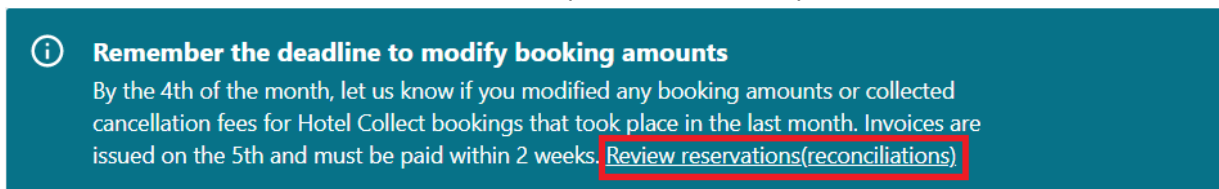# for OTA Reconciliation for x·quic Upload

1. Log into Expedia.com
   a. Select Payments
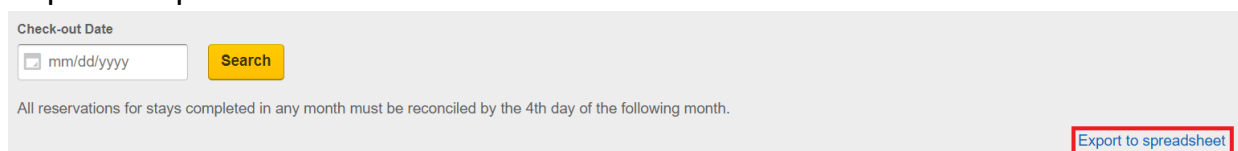


   b.

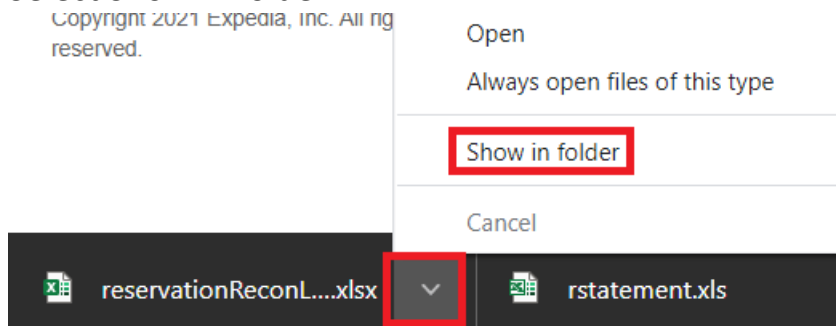2. Scroll down and select Review reservations(reconciliations)
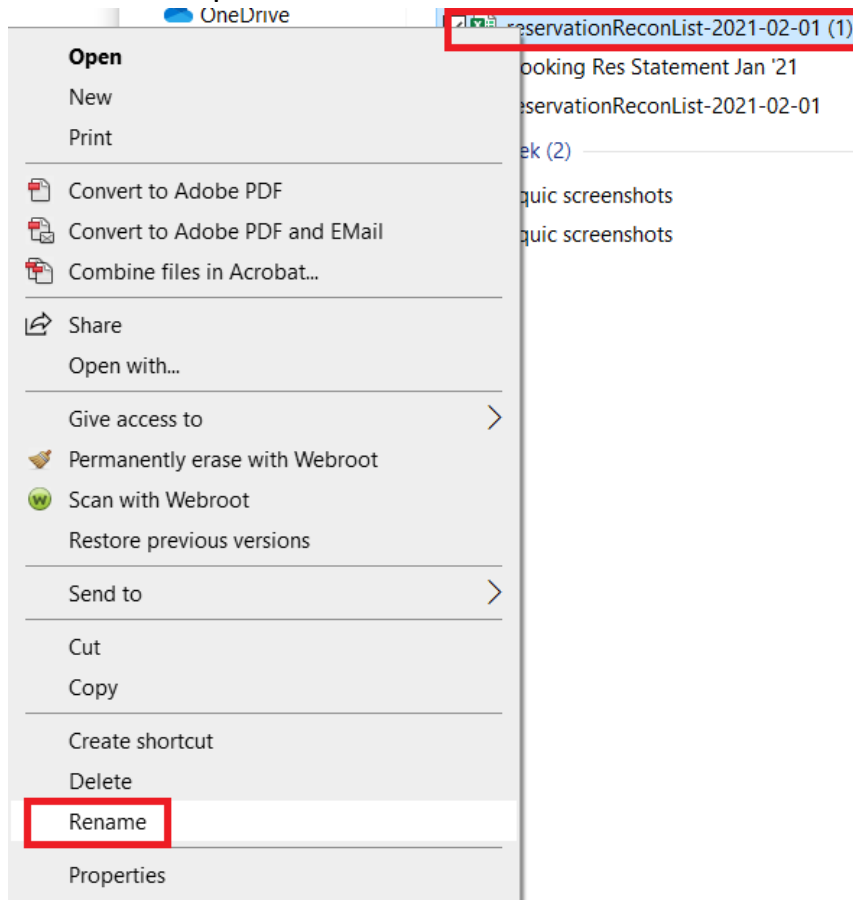


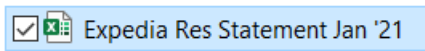   a.

3. Select Export to spreadsheet



   a.

4. Once the report downloads.
   a. Click the arrow next to the auto generated report name.
   b. Select Show in folder



   c.
5. Right click on the report and select rename



   a.
6. Name the report Booking Res Statement "Month of Report"



   a.
7. Process the Booking Report (See Booking 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.