

# Bookings Production Report

The **Booking Production Report** creates a detailed report of all bookings made by ALL Users and Sources. It is primarily used to analyze the volume of booking activity and the room revenue generated by user and source.

This report is often used to track the "Pace of Bookings" (sometimes called a 'pace report') to see how productive booking generation is for a property during specific times.

This is a perfect report for analyzing the booking productivity of your staff, agents, online channels, etc. There is an optional setting to "Subtotal by User" to sort the report information by user.

Many properties have deposit policies that can be automatically enforced when a Guest books direct (ie with the property or via a Booking Engine), but that staff has to manually do when a booking arrives via an OTA or GDS channel. This report provide a **Folio Balance** column that easily shows which bookings made 'this week', for example, have a deposit applied and which don't (folio balance = \$0) in order to easily focus on obtaining that deposit.

If you want to see a summary of the total bookings by each Source or User, use the [Bookings Report](#) .

To use the Booking Production Report to compare productivity to previous time frames, save the reports to Excel or .csv to graph the comparisons. See [Saving Reports to Excel](#)

## Managers Reports

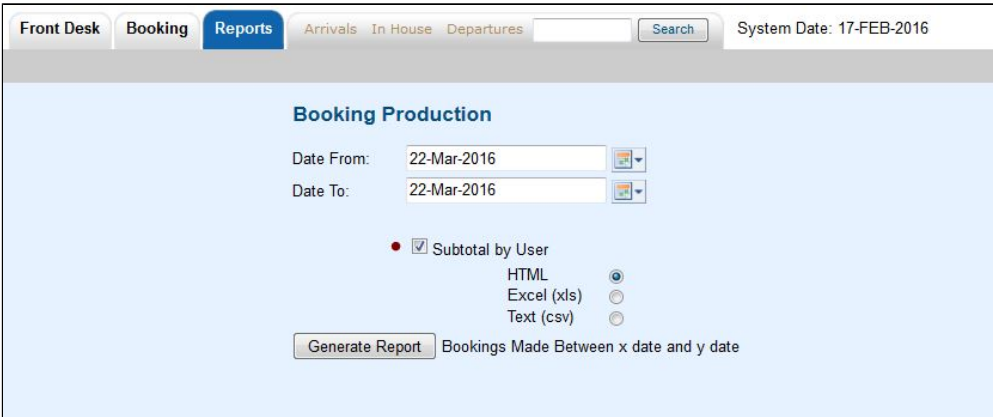
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## Things to know about the Booking Production Report

- The report displays all bookings by creation date. Cancelled bookings are included by the date they were created not the date they were cancelled. To see a list of cancelled bookings, see [Cancellation Report](#)
- To see a summary of the total bookings by Source or User, use the [Bookings Report](#) . Choose the same date range and use the drop down menu to sort the the report by "User".and "Source" See [Bookings Report](#)
- The "Cost" column displays totals from the rates originally saved with the bookings - not any charges (such as RENT) posted to the folio(s).

## To create a Booking Production Report:

- Go to **REPORTS | MANAGERS**
- Click on **Booking Production**
- **Choose Date:** Choose a single date or date range. I.e. for a single date choose Dec. 1, 2015 and Dec. 1, 2015 in both the start and end dates.
- **Subtotal by User:** Optional setting to sort the report information by user.
- Choose the report format: HTML, Excel or Text.
- Click **Generate Report**



The screenshot shows a web application interface for generating a Booking Production Report. At the top, there is a navigation bar with tabs: Front Desk, Booking, Reports (selected), Arrivals, In House, and Departures. A search bar and a system date of 17-FEB-2016 are also present. The main content area is titled "Booking Production" and contains the following fields and options:

- Date From:** 22-Mar-2016
- Date To:** 22-Mar-2016
- ☒ **Subtotal by User**
- Report format options: ☒ HTML, ☐ Excel (xls), ☐ Text (csv)
- Generate Report** button
- Text below button: Bookings Made Between x date and y date

[Click image to enlarge](#)

## Booking Production Report displays the following information:

- **Booking #** : Confirmation # of booking
- **Name:** Name of Guest
- **A/C/I** : Number of Adults, Children and Infants

- **Date Booked:** Date the booking was created
- **Arrival:** Arrival date of booking
- **Departure:** Departure date of booking
- **Room Nights:** Number of nights in booking
- **Status:** CONFIRMED, UNCONFIRMED, CANCELLED, COMPLETE
- **User:** User ID for front desk users; XML for website bookings; admin for online bookings including OTA channels.
- **Folio Balance:** Actual balance of guest folio
- **Cost:** Total Room Revenue from booking NOT including taxes. This displays totals from the rates originally saved with the bookings
  - not any charges (such as RENT) posted to the folio(s).

[See attached Example of Booking Production Report](#)