Tax Exempt Report

The Tax Exempt Report displays bookings that have been set to "Tax Exempt" in the Booking Data of the booking. See Booking Data

This is a manual setting that prevents tax(s) from being automatically added to the folio when Room Rent, or other Items, are charged to the folio (such as manually or via Night Audit processes).

The booking must be set to "Tax Exempt" before night audit in order to prevent the tax from being automatically added to the folio. Again, if these Tax Exempt settings are checked, then ONLY Room Rent will be charged to the folio and NOT any taxes associated to the Room Rent item.

The report displays guest and booking information, folio balance and payments, the tax amount that *would have* been charged and the total room rent of the booking without tax. Reports can be run for one year at a time, starting on any date you choose (past or future), but will be limited to one year.

Note that this report is based on creation date of the booking, not the Arrival and Departure dates.

Managers Reports

- Bookings Production Report
- Bookings Report
- Manager's Report
- Occupancy Forecast Report
- Occupancy Report
- Pace Report
- Revenue Report
- Tax Exempt Report
- User Activity Report
- Detailed Day Pace Report
- Detailed Date Pace Report

To run a Tax Exempt Report:

- Go to **REPORTS | MANAGERS | TAX EXEMPT REPORT**
- Click on **TAX EXEMPT REPORT**
- **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.
- Choose the report format: HTML, Excel or Text.
- Click **Generate Report**

The Tax Exempt Report displays the following information:

- **Room:** Room assignment of Booking
- **Room Type:** Description of Room Type.
- **Booking:** Booking number
- **Booking Type:** Individual or Group
- **Folio:** Folio Number
- **Guest:** Name of Guest
- **Status:** CONFIRMED, UNCONFIRMED, CANCELLED, COMPLETE
- **Folio Balance:** Actual folio balance as of now
- **Date-Based Revenue:** Revenue made during the dates searched
- **Payment:** Payment type used
- **Arrival:** Arrival date of booking
- **Departure:** Departure date of booking