

# Guide to Accounting Reports

**Accounting Reports** provide a daily summary and a running month and year to date total of all transactions: revenue, charges, and payments, etc.

The Reports can be run for a specific date or date range and sorted by various data such as source, agent and room type.

The Reports give a summary view **and** detailed information when needed. For example, run the [Transaction Summary Report](#) to see a summary of transactions. To see the details of the transactions, run the [Transactions Reports](#).

The most comprehensive summary or "day-at-a-glance" **transactions** is the [Transaction Summary Report](#). This report is often run daily to see daily transactions. The report provides a summary of daily, month-to-date and year-to-date totals of charges, payments, and AR payments.

The most comprehensive summary or "day-at-a-glance" for the **business** is the [Manager's Report](#).

## Accounting Reports

- [Guide to Accounting Reports](#)
- [Accounts Receivable Aging Report](#)
- [Advanced Charges Report \(ARC\)](#)
- [Advanced Deposits Report](#)
- [Future Arrivals](#)
- [Owners Statement Report](#)
- [Owner Statement Summary Report](#)
- [Tax Transactions Report](#)
- [Transaction Summary](#)
- [Transactions](#)
- [Travel Agent Commission Report](#)
- [OTA Booking Reconciliation Report](#)

The transactions displayed in the [Transaction Summary Report](#) can also be seen in the [Manager's Report](#). This report is often run daily to see daily activity and transactions. The report provides a summary of daily, month-to-date and year-to-date totals of revenue, charges, payments, AR Accounts, ARC, ARD and Forecasted Occupancy.

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**As a manager, we know that you need to find information quickly and easily. Use this guide to help identify the reports most relevant to you.**

**To start with, use these two reports to get a picture of the current day, week, month, etc. transactions,**

[Transaction Summary](#): Summary of all transactions for the day, Month to date and Year to date. If you need to see details of these transactions, then go to the summary Report.

[Transactions](#): Detailed report of every transaction made during a specific date range.

**To reconcile any differences between transactions charged and payments received, use these two reports:**

[Advance Deposits](#): Running total of all deposits taken before the check in date.

[Advance Charges](#): Running total of all charges posted before the check in date.

**To get a report of all of your taxable transactions and taxes paid by date range, use this report:**

[Tax Transactions Report](#) The Tax Transactions Report displays every taxable transaction posted during the time period selected with the transaction amount and the tax amount charged to that transaction.

**If you take Direct Bill Payments:**

[Accounts Receivable Aging](#): shows money owed by clients with credit and how overdue it may be 30, 60, 90, 120 days.

**If you have Travel Agents:**

[Travel Agent Commissions](#): This report makes it easy to keep track of agents and commissions based on the amount set for each individual Travel Agent.

**If you use MyCard Payment Processing:**

[Batch Settlements](#): These reports are only available for clients who use the MyCard integrated credit card processing feature. (under Daily Reports)