Bookings with Unassigned Rooms

The **Bookings with Unassigned Rooms Report** gives you a running list of all bookings (Active, Confirmed and Unconfirmed) that do not have a room assigned for one or more days during the date range input.

Bookings with Unassigned Rooms <u>do not</u> appear on the Tape Chart, but <u>are</u> deducted from availability in the Room Type it is assigned.. Therefore, you will see that the # of rooms available for the Room Type on the Tape Chart does reflect the booking. For example, if you see a 0 on the Tape Chart then availability has been deducted for the room type, but the room has not yet been assigned. Once you assign a room to the booking, then it will appear on the Tape Chart.

To assign a Room to a booking: locate the booking, open it and go to the Room Assignment Tab. See Room Assignment

Since the report keeps a running account of bookings with Unassigned Rooms, the bookings will drop off of the report when a room is assigned.

When inputting a date range, this report looks for any bookings within that range that has an occupied day without a room commit.

To create an Bookings with Unassigned Rooms Report:

- Go to **REPORTS | DAILY REPORTS**
- Click on **Bookings with Unassigned Rooms**
- Choose the report format: HTML, Excel or Text.
- Click **Generate Report**

The Bookings with Unassigned Rooms Report displays the following information:

- **Booking ID:** Confirmation # of booking
- **Guest Name:** Name of Guest
- **Room Type:** Description of Room Type.
- **Room:** Will display as "N/A" (Not Available) since the room is not assigned.
- **Arrival Date:** Arrival date of booking
- **Departure Date:** Departure date of booking

See an example: Bookings with Unassigned Rooms Report

Daily Reports

- Arrivals Report
- Batch Settlements
- Booking Comments Report
- Bookings with Unassigned Rooms
- Cancellation Report
- Departures Reports
- High Balance
- In-House Guest Ledger
- In-House
- Item Analysis
- Items Included Report
- Print All Reg Cards

> ✅ **Tip**
>
> Use Search Bookings to create detailed list of bookings with unassigned rooms, including Group Bookings, by choosing "No Room" in the Room drop-down list.