

# Departures Reports

The **Departures Report** displays departing guests on a specific date you choose by Room Number, Guest Name or Departure Time.

Use this report to quickly get a list of departing guests with a summary of the booking details including Room, Room Type, Guest Name, Payment Type and Arrival/Departure Dates. etc.

This report can be run for dates in the past or future for review and planning purposes.

## To create an Arrivals Report:

- Go to **REPORTS | DAILY REPORTS**
- Click on **Departures**
- **Choose Date:** Choose a single date. This can be in the past or future.
- Choose the report format: HTML, Excel or Text.
- Click **Generate Report**

## The Departures Report displays the following information:

- **Booking ID:** Confirmation # of booking
- **Rooms:** Room assignment of booking
- **Room Type:** Description of Room Type.
- **Name:** Name of Guest
- **Company:** Name of company if entered
- **Rate:** Nightly Rate of booking
- **Pay Type:** Receipt Type
- **Adults:** # of Adults
- **Children:** # of Children
- **Infants:** # of infants
- **Arrival Date:** Arrival date of booking.

## See an example: [Departures Reports](#) 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 filtered by search criteria such as, room type, rates, etc.