

Departures Reports

The **Departures Report** displays departing guests on a specific date you choose by Room Number, Guest Name or Departure Time. Note, if you run the report by 'Room' the report will use the '[Room Sort](#)' value to organize the rooms for sorting, with 1 the top and 999 the last. If you don't use a 'sort value' for your Rooms, then it will use an alphanumeric sort by the Room.

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](#)
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Tip

Use [Search Bookings](#) to create detailed list of bookings filtered by search criteria such as, room type, rates, etc.