Reports

Reports allow a manager to find out activity that has been made in the system. These reports are a combination of Central Reservation and Property Management System reports. Channel Manager reports can be saved and/or printed as .PDF, HTML (web page), Excel (.xls), and Text (.cvs). We recommend using the 'Email This Page' command in your web browser to **email** a report if you need to send it. Else use the PDF option and attach to an email.

Reports are divided into the following functional groupings:

Accounting Reports

» **Advance Deposits** (A list of monies which have been received in advance of the arrival date)

» **Receipts** (Receipts List)

Daily Reports

» **Arrival Report** (A report detailing who ought to be arriving from bookings in the system not cancelled.)

» **Cancellations** (All bookings that have been cancelled)

» **Departures Report** (Departures for a day)

» **In-House Report** (In House (Active))

» **Reservations** (Bookings by Source, Company, Market etc)

Managers Reports

» **Bookings Report** (Bookings Report/Summary)

» **Revenue** (Revenue by Agent, Country, State and Source.)