

Arrivals Report

The **Arrivals Report** displays Arriving guests for a specific date sorted by Room Number, Guest Name or Arrival Time.

Use this report to quickly get a list of arrivals 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 **Arrivals**
- **Sort By:** Choose how the report is sorted, "Room Number, Guest Name or Arrival Time"
- **Choose a date or date range:** Choose a date range. To choose a single date , enter the same date in the both the from and to date fields. This can be in the past or future.
- **Choose the report format:** HTML, Excel or Text.
- Click **Generate Report**

The Arrivals Report displays the following information:

- **Arrival Date:** Date of Arrival
- **Booking ID:** Confirmation # of booking
- **Rooms:** Room assignment of booking
- **Room Type:** Description of Room Type.
- **Last Name:** Last name of Guest
- **First Name:** First name of Guest
- **Mobile Phone:** Guest mobile number
- **Email:** Guest email
- **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 Time:** Arrival time of booking as entered in the booking data.
- **Departure:** Departure date of booking

Daily Reports

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Tip

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