In-House

The In-House Report displays guest, booking and folio details for all guest bookings that are "in-house" on a specific date. This means that you can choose a date in the past to see what the In-house guest balances were on that particular date.

The report also gives the option to display guests that are active and currently in-house regardless of the date chosen.

The In-House Report is useful for seeing a summary of balances due and can be used in conjunction with Managers and Accounting Reports. For example, Use the In-house Report with the Transactions Report to help account for the difference between any amounts charged and payments received on a specific date in the past. This is typically due to things like advanced deposits made, payment of a booking at check in and advance d charge made to a future booking. These transactions often occur on different dates than the actual room rent for the booking is charged.

To see a report of guest, booking and folio details for all In-house (active) guests, see the In-House Guest Ledger.

• Note that if a booking was checked in and then checked out on the same day (what we refer to as 'same day checkin checkout') then that booking will appear on the In-House report for the day (as well as the Occupancy Report), as that booking was in-house, if even for a moment. But the room it occupied will be available via all booking channels, with the exception it cannot be re-booked by clicking on the Tape Chart, as the prior 'same day checkin checkout' booking is appearing there for 'today' till a new booking is assigned for that room. That room that was briefly occupied, but checked out, will also appear on the Vacant Room report, as it is free to rent again.

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

To create an In-House Report:

- Go to REPORTS | DAILY REPORTS
- Click on In-House
- Choose Date: Choose a single date. This can be in the past or future.
- Choose In-house only: Check this box if you only want to see the bookings that are active and currently in-house
- · Choose the report format: HTML, Excel or Text.
- Click Generate Report

The In-House Report displays the following information:

- Booking ID: Confirmation # of booking
- Rm: Room assignment of booking
- Type: Description of Room Type.assigned
- Name: Name of Guest
- Status: Status of booking "active", "complete"
- Rate ID: Rate plan ID for rate plan chosen
- Room Revenue: Total Room Rent Revenue
- Non Room Revenue: Total Revenue of items that are NOT Room Rent. See Inventory Items
- Proj Balance: Projected balance of booking including tax after any payments.
- Balance: Current balance of folio
- **Pay Type:** Payment method chosen in Guaranteed by
- A CI: Adults: # of Adults, Children: # of Children Infants: # of infants
- Arrival Date: Arrival date of booking
- Departure Date: Departure date of booking

Advance Room Payment / Charge

- ARD total :Total of all Advanced Room Deposits for future bookings. See Advanced Deposits Report
- ARC total: Total of all Advanced Room Charges for future bookings. See Advanced Charges Report (ARC)