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..

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.