How to run Tax Reports

The BookingCenter MyPMS system offers a complete front and back office reporting system, and can bill for all room charges, POS items, taxes and service fees. We can also automate this data into your General Ledger (GL) system.

Accounting Reports provide a collection of daily, month, and year to date reporting of transactions: revenue, charges, and payments, etc.

The most comprehensive subtotals for a summary of a "day-at-a-glance" of transactions is the Transaction Summary Report. This report is often run daily to see daily transactions (payments received and charges) The report provides a summary of daily, month-to-date and year-to-date totals of charges, payments, and AR payments. For the detail that compromises the Transaction Summary Report use the Transaction Report for that detail.

To get a report of just your taxable transactions paid via date range, use Tax Transactions Report. The Tax Transactions Report displays every taxable transaction posted during the time period selected with the transaction amount, and tax discounts given, and the tax amount charged.

The Reports are designed to be used to give a summary *and* detailed information, when needed. For example, run the Transaction Summary Report to see a summary of transactions, then to see the details of Room Rent charges use the Transactions Report for the same date or date range. To see the details of each taxable transaction, run the Tax Transactions Report for the same date or date range. To automate this data into your General Ledger (GL) system, contact us.

For an explanation and details on the Tax Transactions Report, please see Tax Transactions Report

To run a Tax Transactions Report:

- Go to **REPORTS | ACCOUNTING**
- Click on **TAX TRANSACTIONS REPORT**
- **Choose Date:** Choose a single date or date range. I.e. for a single date choose Dec. 1, 2015 and Dec. 1, 2015 in both the start and end dates.
- **Choose the report format:** HTML, Excel or Text.
- Click **Generate Report**

Understanding Reports

MyPMS User Manual - Reports