

# Group Bookings \_This report generates and groups data as you select on all your Group Bookings.

- You must have purchased the Group Booking Module to make group bookings. (See "Working with Group Bookings" on page six )
1. Click on the Reports button from the Home window. The Reports window will be displayed.
  2. Click on the Group Bookings button. The Group Booking Reports dialog box will be displayed.
  3. Select the desired report type.
    - List - Generates a list of bookings
    - Financial Summary - Generates a list of bookings with financial totals, balances, and commissions.
  4. Select the report output.  
Tip Select Screen instead of Printer if you want to preview the report before printing.
  5. Select the type of booking date you will use for the report:
    - Date Entered
    - Arrival Date
    - Depart Date
  6. Enter the date range in the Between . . . and . . . fields.
  7. Enter an Agent ID if you desire the report for a particular Agent, otherwise leave this field blank to include all Agent bookings in the report.  
Tip You can enter a '?' and press [Tab] to display a n Agents lookup list.
  8. Select which status of bookings in the Print column you want to base the report on.
  9. Check the Include Active Bookings checkbox if you want to include all Active bookings in the report as well.
  10. Click on the Print button.
  11. You will now be prompted to select your sorting and sub-totalling options. Select the desired sort options.  
The overall data will be grouped by your selection forFirst Sort & subtotal by. . . with each individual grouping (subtotal) ordered by your selection forthen sort by . . .
  12. Click Print to generate the report.

Owners Report The Owner Management facility in BookingCenter allows management of accounts per OWNER. In many places around the world, this is specifically used for condominiums, rented apartments managed by a reservation agent, and vacation rental agencies. The Module enables a user to add their owners and what percentage (%) of the revenue the Owner will receive from bookings to his/her Units. A manager can add 'Cost Types' which are categories of expenses that are applied against revenue as 'debits' or expenses. An example below:

**Cost Types**

Find	Prev	Next	Last	New	Edit	Print
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Code R

Description Repair

When costs are assigned to a unit (for example, a fixture repair) the entry is made as a 'Cost Disbursement' and applied to the Unit on the date the service was performed (or desired to be 'billed' to the Owner, back-dating and forward- dating is allowed). An example below:

**Owner Disbursements**

**Costs**

Find	Prev	Next	Last	New	Edit	Print	?
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Disburse ID 2      Date Wed September 28th 2005

Room ID 101      Luxury Family Suite

Vendor Mr Clean

Reference new toilet

Amount 135.00

Cost Type ID M      Maintenance

Person J      JEFF

Notes new toilet.

Screen report				
Yellow Rose Inn (Test)			Costs	
Page: 1			As at 13:23 on 30 SEP 05	
ID	Date	Vendor	Notes	Amount
<b>Room: 101 Luxury Family Suite</b>				
2	SEP 28 2005	Mr Clean	new toilet..	\$ 135.00
3	SEP 28 2005	Mr Jelper	Fridge repair	\$ 120.00
4	SEP 30 2005	Room Cleaning	Full Clean, extra charge.	\$ 35.00
Total of 3 entries for 101 total value				\$ 290.00
Total of 3 entries with total value				\$ 290.00

To generate Owner statements, a manager chooses a date range and Booking- Center automatically generates a Statement that does the following:

- Adds revenue for each Booking under the TOTAL header for completed bookings in the time period (based on departure date).
- Calculates how much of the revenue is credited to the Owner, based on what % is allocated to their Owner record, under the CREDIT header.
- Calculates how much money in Costs were disbursed for the Owner's unit(s) during the time period, as a DEBIT.

Screen report						
Yellow Rose Inn (Test)				Owner Statement		
Page: 1		Statement from Thu SEP 23rd 2004 to Sun OCT 2nd 2005			As at 08:31 on OCT 2 05	
Jeff Tweeddale 14943 Coleman Valley Rd Occidental CA 95465						
Ref	Date	Room	Notes	Total	Debit	Credit
BK-21654174-SW	April 19th 2005	101	Tweeddale, Jeff	123.00	0.00	18.45
BK-21654174-SW	April 19th 2005	SPA1	Tweeddale, Jeff	83.00	0.00	12.45
BK-1586	September 20th 2005	101	Kennedy, John	660.00	0.00	99.00
BK-21654338W	September 28th 2005	101	Tweeddale, Jeff	220.00	0.00	33.00
DI-2	September 28th 2005	101	new toilet - Mr Clean	135.00	135.00	0.00
DI-3	September 28th 2005	101	- Mr Jelper	120.00	120.00	0.00
DI-4	September 30th 2005	101	Room Maintenance Co. - ...	35.00	35.00	0.00
				Totals	290.00	162.90
<b>Payment Due</b>				<b>-127.10</b>		

For more information on using the Owner's Reports, see: <http://www.booking-center.com/products/modules/owners.html>