

Reports

Reports allow a manager to find out activity that has been made in the system. These reports are a combination of Central Reservation and Property Management System reports. Channel Manager reports can be saved and/or printed as .PDF, HTML (web page), Excel (.xls), and Text (.cvs). We recommend using the 'Email This Page' command in your web browser to **email** a report if you need to send it. Else use the PDF option and attach to an email.

Reports are divided into the following functional groupings:

Accounting Reports

- » [Advance Deposits](#) (A list of monies which have been received in advance of the arrival date)
- » [Receipts](#) (Receipts List)

Daily Reports

- » [Arrival Report](#) (A report detailing who ought to be arriving from bookings in the system not cancelled.)
- » [Cancellations](#) (All bookings that have been cancelled)
- » [Departures Report](#) (Departures for a day)
- » [In-House Report](#) (In House (Active))
- » [Reservations](#) (Bookings by Source, Company, Market etc)

Managers Reports

- » [Bookings Report](#) (Bookings Report/Summary)
- » [Revenue](#) (Revenue by Agent, Country, State and Source.)