

# Managers Reports

The Managers Reports area contains Reports for tracking and analyzing Bookings, Occupancy and Revenue. The Reports can be run for a specific date or date range and sorted by various data such as source, agent and room type.

The Reports are designed to be used in combination to give a summary view and detailed information when needed. For example, run the [Revenue Report](#) by "Source" for June. To see the details of the bookings from a source, run the [Bookings Report](#) by "Source" for June.

The most comprehensive summary or "day-at-a-glance" report offered in MyPMS is the [Manager's Report](#). This report is often run daily to see daily activity and transactions. The report provides a summary of daily, month-to-date and year-to-date totals of revenue, charges, payments, AR Accounts, ARC, ARD and Forecasted Occupancy.

As a manager, we know that you need to find information most relevant to your property operations quickly and easily. Use this guide to help in understand report rules and details and to identify the reports most relevant to you.

## Review BookingCenter Report Rules

- Learn more about [Report Terms](#) i.e., REVPAR, ADR, etc.
- Reports that displays only one date option in the date picker will display the running total as of that date. For example, if you choose April 4, 2016, then the total amounts will be as of April 4, 2016.
- There are certain Reports that are intended to run for past or future data. This is because they are generating data from either actual transactions posted or future projected transactions. For example, the Occupancy Report is based on past reservations, while the Occupancy Forecast is based on future reservations. Each Report summary below indicates whether it is a past or future report.

**Automatic emailed "Push" reports in MyPMS.:** MyPMS [Automated Reports](#) gives you the ability to schedule daily delivery of the "Manager", "Occupancy" and "Revenue" Reports to a primary email and cc email if needed. The Automated **Managers Report** data is based on previous day's date (Night Audit Transactions posted) and displays "live Items and Receipts". To set up an automated Manager's Report, see [Automated Reports](#)

Managers Reports

Reports

## Overview and Guide to Managers Reports

### **Booking Production Report:** Detailed list of bookings by ALL Users and Sources (Past and Future Dates)

[Booking Production Report](#) This report analyzes the production or creation of bookings by all sources and users. It creates a report of bookings that were booked or created by users and, on a specific date or date range. This report is often used to track the "Pace of Bookings" (sometimes called a 'pace report') to see how productive booking generation is for a property during specific times. To see details on any transaction, use the [Transactions Report](#)

### **Bookings Report:** Summary of all bookings sorted by "Source". (Past and Future Dates)

The [Bookings Report](#) creates a summary report of booking activity and room revenue generated on a specific date or date range by Agent, Company, Guest Type, Rate Plan, Room Type, Source and User. This report is primarily used to analyze the volume of booking activity and the room revenue generated by source, room type, etc. This includes the # of bookings, room nights, ADR, total revenue, % of revenue. Go to [Occupancy Forecast](#) for report details and instructions.

**Detailed Date Pace Report:** A 'business' point in time comparison of *any date range up to 45 days*, comparing to the same *week days* as last year.

**Detailed Day Pace Report:** A 'business' point in time comparison of *a month*, comparing to the same *calendar days* as last year.

### **Manager's Report:** Daily snapshot of all transactions, balances and forecasted Occupancy. (Past and Future Dates)

The [Manager's Report](#) is the most comprehensive summary report of daily, month-to-date and year-to-date revenue, payments, AR Accounts, ARC, ARD and Forecasted Occupancy. It is recommended that all property managers run this report each day to see a summary of Daily/Monthly/Yearly activity and transactions: You can then see the details of the summary data displayed in other reports see, [Manager's Report](#) to see details and examples. To see details on any transaction, use the [Transactions Report](#)

### **Occupancy Report:** Analyze historical Occupancy by Room. (Past Dates Only)

The [Occupancy Report](#) provides a detailed historical report of daily occupancy during a specific date range. This report is typically used to analyze past Occupancy, ADR, REVPAR by Room. To see details of the bookings displayed in this Report, go to the [Bookings Report](#). To see details on any transaction, use the [Transactions Report](#)

### **Occupancy Forecast:** Display future Occupancy, Availability and Room Revenue details (Future Dates Only)

The [Occupancy Forecast](#) is used to get a detailed analysis of future occupancy, availability and revenue over a specific time period. Go to [Occupancy Forecast](#) for report details and instructions.

**Pace Report: A 'business' point in time comparison between a date range from today forward, comparing to the same range last year (Today's Date with a Future Range Comparing Last Year)**

The Pace Report is used as a sales analysis of your future occupancy, ADR, REVPAR, arrivals, etc and then that same logic to compare to the same period last year. The 'pace' for **this year** is un-known, as we use Bookings with Rates as entered, including Hard Group Allocations, and not Folios posted with RENT, as many of 'this period' bookings will modify, cancel, etc before becoming actual Revenue. We then analyze 'last year' using the same logic, what your 'occupancy forecast' would have been had you run it from that date last year. The 'Compare' section of this report then let's you easily see how you are differing in this year's pace compared to last year at the same time. Go to xxx for report details and instructions.

**Revenue Report : Actual Room and Non-Room Revenue in the past, use the Revenue Report. (Past Dates Only)**

The [Revenue Report](#) creates a summary report of total Room and Non-Room Revenue (excluding taxes) Country, Agent, Company, Guest Type, Rate Plan, Room Type, State, Source and User. This is a historical report as it only displays data from actual Room Rent and Non-Room Rent charged to folios. It does not display payments you have received by cash, credit card, etc. To see payment receipts, see the [Manager's Report](#), [Transaction Summary Report](#) and [Advanced Deposits Report](#). To see details on any transaction, use the [Transactions Report](#)

**Tax Exempt Report: All bookings set to "Tax Exempt" (Past and Future Dates)**

The [Tax Exempt Report](#) Displays bookings that have been set to "Tax Exempt" in the [Booking Data](#) of the booking. To see details of the bookings displayed in this Report, go to the [Bookings Report](#). To see details on any transaction, use the [Transactions Report](#)

**User Activity: Show you the activity details of all users and displays the login date, time and IP Address for users by date range.**