

Booking Comments Report

The **Booking Comments Report** displays the guest booking comments entered into each booking.

There are three types of booking comments that can be entered in the booking: Booking Comments, Guest Comments and Folio Comments. See [Booking and Guest Comments](#) and [Edit Folio](#) to learn more about how to enter and modify Booking Comments.

The Report displays the booking comments by date range and can be sorted by folio #, guest name, confirmation # or room.

To run a Booking Comments Report:

- Go to **REPORTS | DAILY REPORTS**
- Click on **Booking Comments**
- **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.
- **Comments:** Choose the comments to display: All, Guest, Booking or Folio.
- **Sort by:** Select the sort order: Confirmation #, Guest Name, Folio # or room..
- Choose Report format: HTML, EXCEL or CSV
- Click **Generate Report**

Daily Reports

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Booking Comments Report displays the following information:

- **Room:** Room # or name
- **Confirmation:** Confirmation # of booking
- **Guest Name:** Guest name as entered in the booking data of the booking.
- **Guest Comments:** Displays the comments entered in the Guest Comments of the booking. See [Booking and Guest Comments](#)
- **Booking Comments:** Displays the comments entered in the Booking Comments of the booking. See [Booking and Guest Comments](#)
- **Folio Comments:** Displays the comments entered in the Folio Comments of the booking. See [Edit Folio](#)

See an example: [Booking Comments Report.pdf](#)