# In-House

The In-House Report displays guest, booking and folio details for all guest bookings that are "in-house" on a specific date. This means that you can choose a date in the past to see what the In-house guest balances were on that particular date.

The report also gives the option to display guests that are active and currently in-house regardless of the date chosen.

The In-House Report is useful for seeing a summary of balances due and can be used in conjunction with Managers and Accounting Reports. For example, Use the In-house Report with the Transactions Report to help account for the difference between any amounts charged and payments received on a specific date in the past. This is typically due to things like advanced deposits made, payment of a booking at check in and advanced charge made to a future booking. These transactions often occur on different dates than the actual room rent for the booking is charged.

To see a report of guest, booking and folio details for all In-house (active) guests, see the In-House Guest Ledger

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**Daily Reports**

- Arrivals Report
- Batch Settlements
- Booking Comments Report
- Bookings with Unassigned Rooms
- Cancellation Report
- Departures Reports
- High Balance
- In-House Guest Ledger
- In-House
- Item Analysis
- Items Included Report
- Print All Reg Cards

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**To create an In-House Report:**

- Go to **REPORTS | DAILY REPORTS**
- Click on **In-House**
- **Choose Date:** Choose a single date. This can be in the past or future.
- **Choose In-house only:** Check this box if you only want to see the bookings that are active and currently in-house
- Choose the report format: HTML, Excel or Text.
- Click **Generate Report**

**The In-House Report displays the following information:**

- **Booking ID:** Confirmation # of booking
- **Rm:** Room assignment of booking
- **Type:** Description of Room Type.assigned
- **Name:** Name of Guest
- **Status**: Status of booking "active", "complete"
- **Rate ID:** Rate plan ID for rate plan chosen
- **Room Revenue:** Total Room Rent Revenue
- **Non Room Revenue:** Total Revenue of items that are NOT Room Rent. See Inventory Items
- **Proj Balance:** Projected balance of booking including tax after any payments.
- **Balance**: Current balance of folio
- **Pay Type:** Payment method chosen in Guaranteed by
- **A C I :** Adults: # of Adults,  Children: # of Children Infants: # of infants
- **Arrival Date:** Arrival date of booking
- **Departure Date:**  Departure date of booking

**Advance Room Payment / Charge**

- **ARD total** :Total of all Advanced Room Deposits for future bookings. See Advanced Deposits Report
- **ARC total:** Total of all Advanced Room Charges  for future bookings. See Advanced Charges Report (ARC)