

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 [advance d 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](#)

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](#)

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 \(ARC\)](#)