Total Revenue/Income Reports for day

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

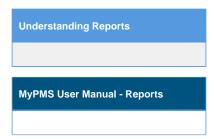
The most comprehensive summary or "day-at-a-glance" report offered in MyPMS is the Manager's Report. This report is often run daily to see daily activity and transactions. The report provides a summary of daily, month-to-date and year-to-date totals of revenue, charges, payments, AR Accounts, ARC, ARD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

The Revenue Report creates a summary report of total Room Rent and Non-Room Revenue (excluding taxes) by: Country, Agent, Company, Guest Type, Rate Plan, Room Type, State, Source and User.

This report is primarily used to analyze actual Room Rent (the posting of the RENT Item to a Group or individual Booking folio) generated by source, room type, etc. and includes # of room nights, ADR, total revenue and % of revenue.

It is useful for tracking revenue from specific channels or agents and can be used to see which room types are generating the highest % of Revenue and have the highest ADR, etc.

The most comprehensive summary of actual transactions is the Transaction Summary Report. This report is often run daily to see daily transactions (payments received and charges) The report provides a summary of daily, month-to-date and year-to-date totals of charges, payments, and AR payments.



Overview

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

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

Transaction Summary: Summary of all transactions for the day, Month to date and Year to date.

This report is a historical report of transactions and should be run for a specific date or over a date range in the <u>past</u>. The room transaction data is generated from amounts actually posted to folios: Room Rent posted to folios during Night Audit and and Non-Room Revenue items manually charged. To see a report of in-house guest folio balances, deposits paid and balance due, see the <u>In-House Guest Ledger</u>

This includes advanced charges and payments made to bookings. If the total amount for charges for a particular date does not equal the amount of payments received on that date, then look at what advanced charges and payments were taken. See Advanced Charges Report (ARC). and Advanced Deposits Report.