

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 [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.

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. .

Understanding Reports

MyPMS User Manual - Reports

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 past. 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 [In-House Guest Ledger](#)

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](#).